



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133 Council
Agenda for Regular Council Meeting RM.11.25
5:00 p.m., September 17th, 2025

The Regular Meeting of the Council of the Municipal District of Spirit River No. 133 will be held in the Council Chambers of the Municipal Office situated at 4202 50th Street in the Town of Spirit River in the Province of Alberta on September 17th, 2025, at 5:00 p.m.

Pages:

1. **CALL TO ORDER**
2. **AGENDA ADDITIONS**
3. **ADOPTION OF THE AGENDA**
 - A. Adoption of the September 17th, 2025 Regular Meeting Agenda RM.11.25.
4. **ADOPTION OF PREVIOUS MINUTES**
 - A. Adoption of Minutes from the September 3rd, 2025 Council Meeting RM.02.25. 1 - 4
 - B. Adoption of Minutes from the September 9th, 2025 Council Meeting RM.02.25. 5 - 6
5. **DECLARATION OF INTEREST**
6. **COUNCILLOR ABSENCES**
7. **PUBLIC HEARING**
8. **DELEGATIONS**
9. **BUSINESS ARISING FROM MINUTES**
10. **REPORTS**
 - A. Public Works Report RM.11.25 (separate document to follow)
 - B. CAO Report: RM.11.25 (separate document to follow)
 - C. Council Reports
 - A. Central Peace Regional Water System Collaboration Committee Meeting Minutes and Agenda September 11th, 2025 7 - 23
 - B. Central Peace Family and Community Support Services:
 1. FCSS Regular meeting minutes - June 10th, 2025 24 - 26
11. **TABLED ITEMS AND OLD BUSINESS**

- 12. **RECOMMENDATIONS FROM COMMITTEES**
- 13. **NEW BUSINESS**
 - A. RFD. Proposed Policy Amendment – LEG 23 Board and committee Member Code of Ethics 27 - 34
 - B. RFD. Human Resources Policy Development – HR.19 Staff Hiring Policy 35 - 37
- 14. **BYLAWS**
- 15. **CORRESPONDENCE AND INFORMATION**
 - A. Certificate of Appreciation – to the Municipal District from Royal Canadian Legion 38
- 16. **COUNCIL ISSUES AND CONCERNS**
- 17. **CLOSED MEETING (FORMERLY IN-CAMERA)**
- 18. **ADJOURNMENT**



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133
Meeting Minutes for Regular Council Meeting RM.10.25
9:00 am, September 3rd, 2025

The Regular Meeting of the Council of the Municipal District of Spirit River No. 133 was held in the Council Chambers of the Municipal Office situated at 4202 50th Street in the Town of Spirit River in the Province of Alberta on Wednesday, September 3rd, 2025, at 9:00 am.

Reeve: Tony Van Rootselaar

Councillors: Elaine Garrow
 Stan Bzowy
 Nick vanRootselaar

Administration: Petrina Beale
 Montana Kuhar
 Shirley Hayden

1. CALL TO ORDER

Reeve Van Rootselaar called the meeting to order at 9:04 a.m.

2. AGENDA ADDITIONS

A.

3. ADOPTION OF THE AGENDA

A. Adoption of the September 3rd, 2025 Regular Meeting Agenda RM.10.25.

191.09.03.25 Moved by Councillor Stan Bzowy that the Agenda for the Regular Council Meeting RM 10-25 be adopted with the following Additions: 13B. Correspondence from the Town of Spirit River to Councillor Elaine Garrow RE:2025-2026 Alberta Community Partnership Grant, 13.C. CAO Laptop return, Microsoft account and Credit Card account cancellation. 13.D. Security.

CARRIED UNANIMOUSLY

4. ADOPTION OF PREVIOUS MINUTES

A. Adoption of Minutes from the August 6th, 2025, Regular Council Meeting RM.09.25

192.09.03.25 Moved by Councillor Nick vanRootselaar that the Minutes for the August 6th, 2025, Regular Council Meeting RM 09-25 be adopted.

CARRIED UNANIMOUSLY

ADOPTION OF PREVIOUS MINUTES

B. Adoption of Minutes from the August 27th, 2025, Special Council Meeting SM.04.25

193.09.03.25 Moved by Councillor Stan Bzowy that the Minutes for the Special Council Meeting: SM 04-25 be adopted.

CARRIED UNANIMOUSLY

5. DECLARATION OF INTEREST

6. COUNCILLOR ABSENCES

7. PUBLIC HEARING

8. DELEGATIONS

9. BUSINESS ARISING FROM MINUTES

10. REPORTS

A. Public Works Report RM 10-25

Public Works Supervisor, Dave Johnson reviewed with Council Public Works Report RM-10-25:

194.09.03.25 Moved by Councillor Nick vanRootselaar that Public Works Report RM.10.25 be accepted as presented.

CARRIED UNANIMOUSLY

B. CAO Report

Interim CAO Shirley Hayden, reviewed with Council the Interim CAO Report: RM.10.25.

195.09.03.25 Moved by Councillor Elaine Garrow that the Interim CAO Report RM.10.25 be accepted as presented.

CARRIED UNANIMOUSLY

C. Council Reports

- 196.09.03.25** Moved by Councillor Nick vanRootselaar that Councillor Stan Bzowy's verbal Report: South Peace Regional Archives, be accepted as presented.

CARRIED UNANIMOUSLY

11. TABLED ITEMS AND OLD BUSINESS

12. RECOMMENDATIONS FROM COMMITTEES

13. NEW BUSINESS

A. Peace Country Beef and Forage - Funding Request

- 197.09.03.25** Moved by Councillor Elaine Garrow that Agenda Item 13.A. Peace Country Beef and Forage Association (PCBFA) sponsorship be tabled to a future Council meeting. Further, Council directs the Interim CAO to research the information presented in the Request for Decision further that, Agricultural Fieldman Simon Amting provide an updated report at future meeting containing the following information: a) The Municipal District's budgeted allowance for the PCBFA sponsorship for the 2024-2025 year. b) Information regarding the contributions of other regional members of the association for the 2024-2025 year. c) An investigation and summary of the rationale behind any regional neighbors' decision to opt out of the PCBFA sponsorship.

CARRIED UNANIMOUSLY

**A. Correspondence - From The Town of Spirit River Mayor Tammy Yaremenko
RE: The Alberta Community Partnership Grant/ Request to rescind motion: 085.04.02.25.**

- 198.09.03.25** Moved by Reeve Tony Van Rootselaar that administration send a letter to the Town of Spirit River to formally request a copy of the 2024/25 Alberta Community Partnership (ACP) Grant application to allow for review of the document and discussion at a future meeting. Further that, Council requests that a formal letter stating the Town's request for MD reconsideration be addressed to the entire Municipal District of Spirit River No.133 council, including the Municipal Districts interim CAO.

CARRIED UNANIMOUSLY

B. CAO Laptop return , Microsoft account and Credit Card account cancellation.

Discussion regarding the resignation of the CAO and discontinuation of MD accounts and laptop return to the MD.

C. Security

Discussion related to the discontinuation of Security Services

199.09.03.25 Moved by Councilor Nick vanRootselaar that item 13.C. CAO Laptop return , Microsoft account and Credit Card account cancellation, further item 13.D. Security be accepted as information.

CARRIED UNANIMOUSLY

14. BYLAWS

15. CORRESPONDENCE AND INFORMATION

200.09.03.25 Moved by Councillor Nick vanRootselaar that Correspondence and Information items A. through E. be accepted presented.

CARRIED UNANIMOUSLY

16. COUNCIL ISSUES AND CONCERNS

17. CLOSED MEETING (FORMERLY IN-CAMERA)

18. ADJOURNMENT

There being no further business the meeting was adjourned by Reeve Van Rootselaar at 9:43 a.m.

These minutes approved this _____ day of _____, 2025.

Reeve
Tony Van Rootselaar

Interim CAO
Shirley Hayden



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133
Meeting Minutes for Special Council Meeting SM.05.25
9:00 am, September 9th, 2025

The Special Meeting of the Council of the Municipal District of Spirit River No. 133 was held in the Council Chambers of the Municipal Office situated at 4202 50th Street in the Town of Spirit River in the Province of Alberta on Monday, September 9th, 2025, at 9:00 am.

Reeve: Tony Van Rootselaar

Councillors: Elaine Garrow
Stan Bzowy
Nick vanRootselaar

Administration: Montana Kuhar
Shirley Hayden

1. CALL TO ORDER

Reeve Van Rootselaar called the meeting to order at 9:00 a.m.

2. AGENDA ADDITIONS

3. ADOPTION OF THE AGENDA

A. Adoption of the Special Meeting Agenda:SM.05.25, September 9th, 2025.

SM 201.09.09.25 Moved by Councillor Nick vanRootselaar that the Agenda for the Special Council Meeting SM-05-25 be adopted.

CARRIED UNANIMOUSLY

4. ADOPTION OF PREVIOUS MINUTES

Special Meeting Minutes: SM-04-25, were adopted at the September 3rd Regular council meeting RM-10-25.

5. DECLARATION OF INTEREST

6. COUNCILLOR ABSENCES

7. PUBLIC HEARING

8. DELEGATIONS

9. BUSINESS ARISING FROM MINUTES

10. REPORTS

- 11. **TABLED ITEMS AND OLD BUSINESS**
- 12. **RECOMMENDATIONS FROM COMMITTEES**
- 13. **NEW BUSINESS**

A. **To discuss the 2024/2025 Alberta Community Partnership (ACP) Grant - Required motions for partnership with the Town of Spirit River.**

SM 202.09.09.25 Moved by Councillor Stan Bzowy that Council rescind motion 085.04.02.25 from the February 4, 2025, Council meeting, which directed administration to request the Municipal District be removed from the 2024/25 Alberta Community Partnership (ACP) Project grant application.

CARRIED UNANIMOUSLY

SM 203.09.09.25 Moved by Councillor Nick vanRootselaar that the Municipal District of Spirit River supports the Town of Spirit River’s (managing partner) submission of a 2024/25 Alberta Community Partnership grant application in support of the Regional Recreational Facility Enhancement Plan project, with their being no matching contribution required from the Municipal District.

CARRIED UNANIMOUSLY

- 14. **BYLAWS**
- 15. **CORRESPONDENCE AND INFORMATION**
- 16. **COUNCIL ISSUES AND CONCERNS**
- 17. **CLOSED MEETING (FORMERLY IN-CAMERA)**
- 18. **ADJOURNMENT**

There being no further business the meeting was adjourned by Reeve Van Rootselaar at 9:01 a.m.

These minutes approved this _____ day of _____, 2025.

Reeve
 Tony Van Rootselaar

Interim CAO
 Shirley Hayden



CENTRAL PEACE REGIONAL WATER SYSTEM COLLABORATION COMMITTEE

Thursday, September 11th, 2025
Ross Family Room – Centennial Hall - Spirit River
10:30 a.m.

MEETING AGENDA

1. Call to Order
2. Adoption of Agenda
3. Adoption of Previous Minutes – June 11th, 2025
4. Central Peace Regional Water Supply Project (Phase 1 & 2)
 - 4.1. MPE Engineering Progress Report – September 3rd, 2025 (Attached)
5. Central Peace Regional Water Supply Project – New Regional WTP (Design)
 - 5.1. Preliminary Engineering Update (Attached)
6. Central Peace Regional Water Project (Overall)
 - 6.1 Present & Future Funding Requirements
 - 6.2 Governance Discussion
 - County of Grande Prairie
 - Expectations of the overall project
(Individual Municipal updates from Councils)
7. Next Meeting
8. Adjournment



CENTRAL PEACE REGIONAL WATER SYSTEM COLLABORATION COMMITTEE MEETING

Wednesday, June 11th, 2025
Ross Family Room – Centennial Hall, Spirit River
10:30 a.m.

MEETING MINUTES

PRESENT

Albert Poetker, Reeve
Larry Davidson, CAO
Kristen Smith, Reeve
Cary Merritt, CAO
James Thomas, Councillor
Steve Jack, CAO
Kevin Keller, CAO

Birch Hills County
Birch Hills County
Saddle Hills County
Saddle Hills County
Town of Spirit River
Town of Spirit River
Village of Rycroft

1. Call to Order

Chair Kristen Smith called the meeting to order at 10:32 a.m.

2. Adoption of Agenda

MOVED by Albert Poetker

That the agenda for the June 11th, 2025 Central Peace Regional Water System Collaboration Committee Meeting be adopted as presented.

Carried

3. Adoption of Previous Minutes

MOVED by James Thomas

That the minutes of the April 9th, 2025 Central Peace Regional Water System Collaboration Committee Meeting be adopted as presented.

Carried



4. Central Peace Regional Water Supply Project (Phase 1 & 2)

4.1 MPE Engineering Progress Report – June 4th, 2025

The report was presented.

5. Central Peace Regional Water Supply Project – New Regional WTP (Design)

5.1 Progress Update – MPE Engineering Report - June 9th, 2025

The report was presented.

6. Central Peace Regional Water Project (Overall)

6.1 Present & Future Funding Requirements

The Committee was provided with information on the current and future funding and cash flow requirements for the overall regional water project. Potential municipal grant percentage funding based on equalized assessment was discussed.

6.2 Governance

- County of Grande Prairie.
The members were asked to approach their Councils if they would want the County of Grande Prairie as a voting member of the Committee under the condition that any potable water supplied to them would be for non-industrial use and only for residential and small urban center use.
- Expectations of overall project
Discussions on overall project ensued with mention of adding Birch Hills County to the phase wherein Spirit River, Rycroft and Woking would be tied in to the system.

7. Next Meeting Date

The next meeting date was set for September 11th, 2025 at 10:30 in the Ross Family room, at the Centennial Hall complex, in Spirit River.

8. Adjournment

Chair Smith adjourned the meeting at 12:28 p.m.



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Minutes of Meeting #29 Central Peace Regional Water Treatment Plant Design Engineering Update Meeting

Client:	Saddle Hills County	File: N:\52\01\006-00\MM29D
Project:	Central Peace Regional Water Treatment Plant	
Date:	August 19, 2025	
Time:	1:30 pm	

Attendance:	Ron Pelensky	Saddle Hills County(SHC)	rpelensky@saddlehills.ab.ca
	Darren Lubeck	Saddle Hills County (SHC)	dlubeck@saddlehills.ab.ca
	Pat Maxwell	Saddle Hills County (SHC)	pmaxwell@saddlehills.ab.ca
	Haj Oshiki	MPE Engineering (MPE)	hoshiki@mpe.ca
	Drew Fellers	MPE Engineering (MPE)	dfellers@mpe.ca
	Kim Schurtz	MPE Engineering (MPE)	kschurtz@mpe.ca
	Trevor Siemens	MPE Engineering (MPE)	tsiemens@mpe.ca
	Ivan Kagoro	MPE Engineering (MPE)	ikagoro@mpe.ca
	Kehful Shaikh	MPE Engineering (MPE)	kshaikh@mpe.ca

Absent: Cary Merritt Saddle Hills County (SHC) cmerritt@saddlehills.ab.ca

Location: Microsoft Teams

Purpose: Meeting #29 – Preliminary Engineering Progress and Update Meeting

Distribution: All Present
All Absent

		Action Req'd By:
1.0	Previous Minutes	
	<ul style="list-style-type: none"> It has been noted that Don Wilson's name was incorrectly spelled. Previous Meeting Minutes will be updated to reflect the correct spelling. 	MPE
	<ul style="list-style-type: none"> No other issues were identified with the meeting minutes. 	Info
2.0	Raw Water Storage Reservoir Design	
	<ul style="list-style-type: none"> General <ul style="list-style-type: none"> The 95% Tender Set was reviewed and will be distributed to SHC after the meeting for their individual review as well. SHC will forward any comments to MPE as they review the 95% set. Existing and proposed drainage and contour plans have been updated using colour banding to showcase the elevations with warmer colours indicating lower elevations and cooler colours indicating higher elevations. Additional survey of the deepest portions of the wetlands may need to be completed to make the contour plan more accurate. Reservoirs access road will be a low road with a light duty road structure and is mainly to provide access to the reservoirs in order to operate the valves as needed. 	<p>Info</p> <p>Info</p> <p>MPE</p> <p>Info</p>

ditch is quite shallow, and will result in the on-site drainage ditch also being shallow, the road ditch will need to be re-graded for the entire length of the quarter section.

- SHC notes that the portion of the drainage off of the south berms of Raw Water Reservoir 2 and 3 should drain to the wetlands on the south east of the project site without a major drainage ditch as the existing drainage already drains to this spot. Info
- The area west of the WTP is intended to be stripped, temporarily gravelled and landscaped to drain and will be used as a working area during construction as a laydown area. The area is intended to be raised in elevation with clay/gravel by 1-2 feet. Info
- Further to discussions with SHC, MPE will build up the area west of the WTP by 1.0 m and ensure that the site grades towards the existing low spots at the south property line. This will include modifying the on-site drainage ditch such that the County's drainage ditch does not need to be re-graded. MPE

o **Pre-Tender Cost Estimate**

- MPE is working towards finalizing the pre-tender cost estimate for the project. Info
- Although preliminary costs are available, the costs can still vary greatly based on the quantities used from the on-going earthworks calculations. Info
- MPE will pass along an updated cost estimate once the finalized and updated quantities are determined. MPE
- SHC has noted that Council will not want to spend more than grant funding has allocated for this phase of the project and if required, this contract may need to be modified just be an earthworks contract only. Info
- Other items that can be moved to the Optional Items Schedule include the gravity discharge line for the process pond and the aeration system. Info

3.0 Water Treatment Equipment Pre-Selection

- Darren and Pat have reviewed the submissions for the equipment pre-selection on SHC's end. Info
- MPE has not spent further time on the equipment pre-selection in order to prioritize completing the design of the reservoirs. Info

4.0 Other Items

- None

5.0 Tender Schedule – Raw Water Reservoirs

- MPE will continue to tweak the design so that a finalized design and a tender ready drawing set can be reviewed at the next meeting. Info

5.0 Meeting Schedule

- Next meeting is tentatively schedules for September 9, 2025 at 2:30 pm. Info

Meeting was adjourned at 3:00 pm.

Recorded by: Kehful Shaikh

If there are any errors, omissions or discrepancies, please contact the MPE office at 780-486-2000.

It can be considered a trail with defined drainage. The access road will lead to the top of the berm at Raw Water Reservoir 3 and from there the top of the berms can be driven on.

o **Non-Potable Water Fill Station**

- SHC would like to discuss the inclusion of a non-potable water fill station at the process pond during the design of the WTP contract. **Info**
- The pipe for drafting water out of the process pond will still need to be installed during the reservoirs contract so as not to disturb the process pond berms later on. **Info**

o **Topsoil Stockpile/Process Pond**

- SHC believes that the topsoil stockpile may be able to be placed above the Central Peace Gas Co-op line. However there may be other requirements in order to allow for the topsoil stockpile to be placed over top. **Info**
- SHC has noted that the Central Peace Gas Co-op is managed by Ryan Bourque and the following contact information was provided: **Info**
 - Email: Manager@centralpeacegas.ca
 - Phone Number: 780-864-0151
- MPE will contact the Gas Co-op to determine the requirements for a crossing agreement. **MPE**
- Fencing on site to be modified such that the topsoil stockpile is not within the fenced area per SHC's comments. This modification will mean that the fence will be between the stockpile and the process pond berm. **MPE**
- MPE noted that the height of the topsoil stockpile is higher than the berm of the process pond at 10 m high. MPE will show this with an updated profile on the drawing set. MPE to also change the side slopes from 3:1 to 4:1 for the stockpile so that it is mowable and driveable. **MPE**
- MPE will attempt to shift the process pond access road as far east as possible to maximize space for the topsoil stockpile, which will require additional area due to the 4:1 side slopes. The stockpile may also be divided between the east and west sides of the drainage ditch at the north end of the site. **MPE**
- SHC has noted that having enough space for the topsoil stockpile is a high priority item and if further space is required, the process pond access road and camlock connection may be deleted out of the scope for the reservoirs contract. **Info**

o **Gravity Discharge Line for Process Waste**

- Survey at the alternative discharge area for the process waste gravity discharge line was completed. The survey only includes areas along the right of way for Range Road 60 and TWP Rd 790 as the alternate discharge area is on private land and land owner permission would be required to do survey within the quarter section. **Info**
- SHC will forward land owner contact for MPE to obtain landowner permission and complete the rest of the survey. **SHC**
- Once further survey is completed, it will be possible to determine how far into the private land the discharge line will need to be daylighted for the drainage to move into the alternate drainage course. **MPE**
- MPE to also get additional survey on the west side of Range Road 60 to determine if modifications to the alignment can be made to bypass the hill in the existing alignment by moving westward and then back to the original discharge location. **MPE**
- The stationing and profiles for the alignment of the gravity line appears to be staggered in the drawing set and will need to be revised such that the stationing matches the profile of the line. **MPE**

o **Drainage**

- The updated design set shows a proposed drainage ditch on the south side of the site going west to east and tie-ing into the County's road ditch. As the existing road **Info**



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CENTRAL PEACE REGIONAL WATER SUPPLY SYSTEM PHASES 1 & 2

PROJECT OVERVIEW

September 03, 2025

ENGINEERING OVERVIEW

NOTE: Sections that include notable updates are highlighted in bold text

1. **Pipeline Alignment Land Agreements:** Landowner easement signoffs were entirely obtained by the Land Agent for the alternate pipeline alignment (third alternate) that was re-routed to avoid holdout properties, with the final easement signoff obtained in late June 2024. A pipeline alignment adjustment was also implemented to avoid an abandoned oil company well on one of the easement agreement land parcels. A working space agreement was arranged for the property at the top of the Peace River valley hill for the steel pipe HDD work. Meetings with the Land Occupant for the property at the top of the valley hill that included the Contractor and the County, occurred on December 03 and December 04, 2024, to coordinate and set some ground rules for usage of the farm field by the pipeline Contractor. The Land Occupant requested a minor alignment change to the pipeline to curve the pipeline when the pipeline changes direction to continue southward. The existing signed pipeline easements with the landowner was amended and executed in January 2025 in accordance. Another recent pipeline alignment adjustment was suggested by the County to provide more separation from a deep ravine towards the north end of the HDPE pipeline in the vicinity of Township Road 795. The alignment adjustments for this new change were reviewed and corresponding updates to the land agreements were procured in August 2025.

2. **Steel Pipe Contract for Peace River Valley Hill (Contract 2):** *Horizontal drilling of steel portion of the pipe was completed on February 04, 2025, which was then followed by reaming of the hole with a 26" reamer head. Reaming operations were completed on March 03, 2025. The 16" (400 mm) diameter steel pipe was successfully pulled back through the reamed drill passage on March 04, 2025. The total length of the HDD steel pipe installation was 1,770 m. The HDD Subcontractor, The Crossing Company, then demobilized their equipment off site. Work remaining for the Contract 2 project includes installation of pig launching/receiving concrete vaults at the top and bottom of the hill on the steel pipe portion of the pipeline. The transition of the pipeline material to high density polyethylene (HDPE) plastic at the top of the hill with installation of the section of HDPE pipe to reach the road allowance at the west end of the field (approximately 900 m) commenced in April 2025 and was completed in May 2025, installed by open cut trenching method of installation. Installation of a valve and temporary pig launch riser was completed in June 2025. The concrete vaults have been ordered with a long delivery date and are tentatively scheduled to be installed in October 2025 following their delivery to site. Initial restoration of topsoil over the disturbed areas of the pipeline was undertaken in August 2025. Final site restoration around the concrete vault locations will follow the installation work. Pipeline flushing and leakage testing shall be completed following the vault installations and the final completion date has been extended to spring 2026.*
3. **River Intake and Raw Water Transfer Station (Contract 1):** *Saddle Hills County awarded the Contract at the May 27, 2025 Council Meeting, to the low bidder, Greenfield Construction. The Pre-Construction meeting with Greenfield occurred on June 26, 2025. Greenfield mobilized their jobsite trailer facilities to the Dunvegan project site and commenced construction on site in July 2025 with the access road construction down the hill to the raw water transfer station location. Bulk excavation of the project site has continued through the month of August. A 275 Ton crane with 170 foot boom has been mobilized to site and assembled. The crane will be utilized for the installation of the temporary trestle bridge to the river intake structure. A meeting was arranged with the Federal regulatory authority, Department of Fisheries and Oceans (DFO), on August 29, 2025 to review the Contractor's proposed construction procedures for installation of the temporary trestle bridge into the Peace River. The subcontractor (GIPI) for the secant pile wall shoring support system for the raw water transfer station 28 m deep wet well structure mobilized to site with two pile drilling rigs to commence the pile wall installation in mid-August 2025. Progress has been made on the pile wall installation which is anticipated to be completed in September 2025. Construction completion is scheduled for autumn 2027. Photos of the construction are attached.*
4. **HDPE Raw Water Transfer Piping Contracts (Contracts 3+):** *The contracts for the balance of the raw water transfer pipeline that extends from the top of the river valley, south to Spirit River and Rycroft are yet to be tendered. Working together with the County, the adjusted pipeline alignment has been determined, and the County is awaiting notification of additional grant funding from the Province in order to proceed with finalization of the design and tendering of the contracts for construction.*

5. **Electrical Service to the Pumping Station:** The route for servicing of the Raw Water Transfer Station facility shall be from the Village of Rycroft which is the nearest connection point for the required three-phase power supply. Representatives from the County and MPE met with ATCO in Edmonton on February 01, 2023 to review the potential for decreasing the high servicing cost for the Raw Water Transfer Station. The meeting was successful as the County was able to convince ATCO to revisit their servicing cost and provide a substantial discount. The adjusted servicing amount was received from ATCO on March 10, 2023 with an 80% load investment from ATCO as an update on the previous 60% load investment. This resulted in a cost reduction of approximately \$164K to the previous cost proposal. ATCO has undertaken site review of the finalized routing of the power line to the River location. The question of whether fibre optic communication lines could also be installed on the power poles together with the electrical cables was raised by the County and the County remains in discussions with ATCO for potentially proceeding with the fibre work. A meeting with ATCO occurred on March 07, 2024 in Edmonton, to obtain update of the upcoming work. A more detailed schedule of the pumping facility usage for the initial years of operation was forwarded to ATCO for re-assessment of the projected monthly billing charges. The County then received a more updated servicing proposal agreement from ATCO in November 2024. The servicing proposal from ATCO has been accepted and executed by the County in 2025. The County also forwarded a question to ATCO on whether the power line alignment has been confirmed not to conflict with the proposed Alberta Transportation Hwy 2 re-alignment enroute towards the Bridge.
6. **Project Budget:** An updated preliminary opinion of probable costs for the project was developed and shared with the County. The estimated costs had increased significantly since the 2018 Pre-Design Report and the County made a request to the Province for additional grant funding under the Water for Life program to make up the projected cost difference. The County had follow up meetings related to the grant request with representatives from the Province and had presented a cash flow projection to the Province that provided a schedule of expenditures over the course of the next three years as it relates to grant funding. The County met with the Province again in March 2024 and again in April 2024, and ultimately received formal response from the Province this June 2024 that confirmed additional grant amounts for the upcoming year. More recent meeting between the County and the Province for funding support occurred in early November 2024.

NEXT STEPS

7. Continue with the construction for Contract 2, continue with construction for Contract 1, detailed design including the drafting of revised plan and profile drawings for the pipeline (Contract 3+), continue with regulatory approvals for final construction details, coordination with ATCO for power service to the Raw Water Transfer Station, seek Provincial support for the balance of grant funding for project ultimate completion.

Haj Oshiki, P. Eng

Attachments:

1. Contract 2 Construction Photo (1 total photo)
2. Contract 1 Construction Photos (6 total photos)

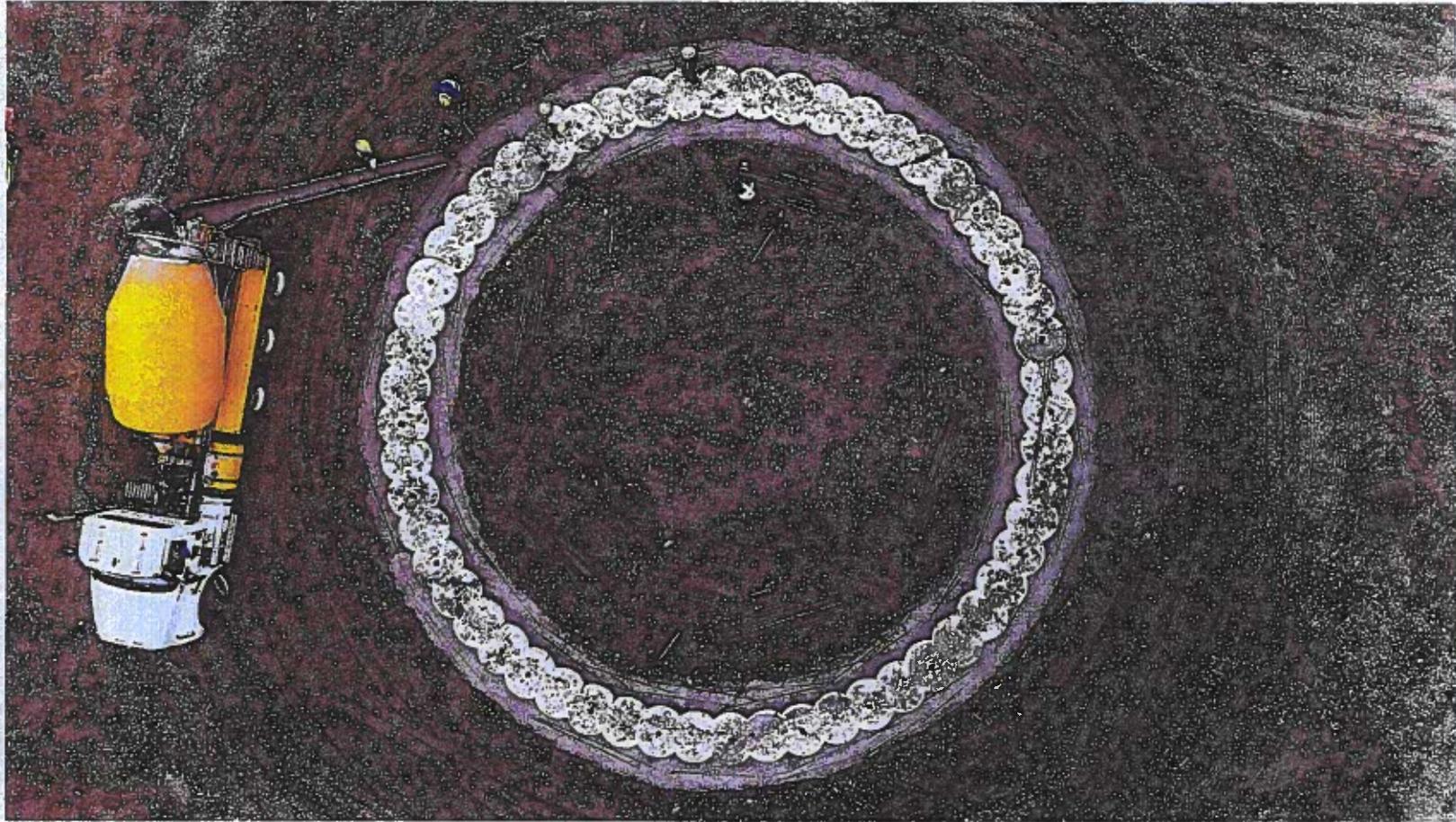
1. Contract 2 Interim Topsoil Restoration on Pipeline Alignment at Top of Valley



2. Contract 1 Bulk Excavation at Dunvegan with Excavator and Rock Trucks



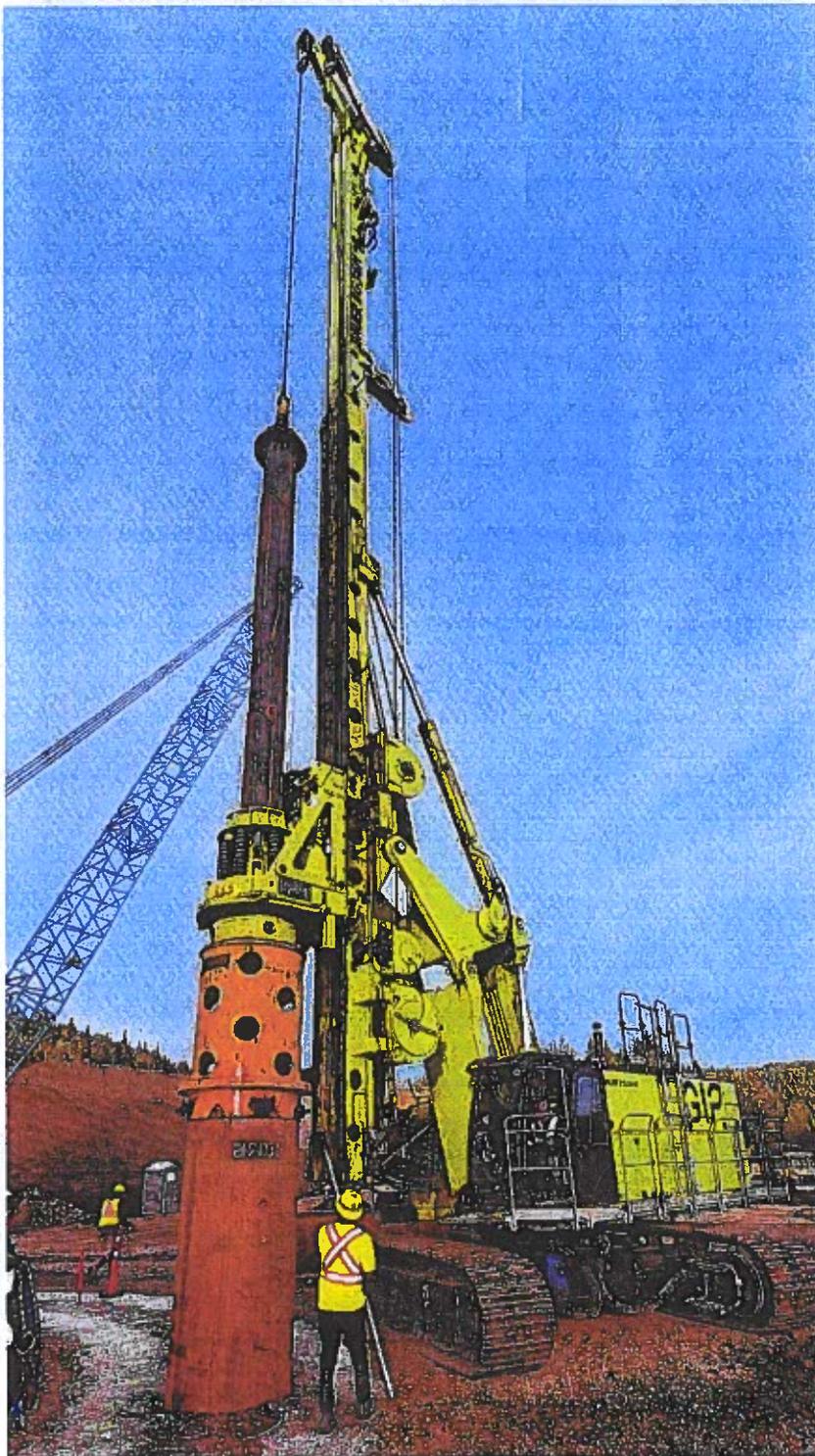
3. Overhead View for Installation of Concrete Guide Wall for Secant Pile Wall Shoring System for Raw Water Wet Well



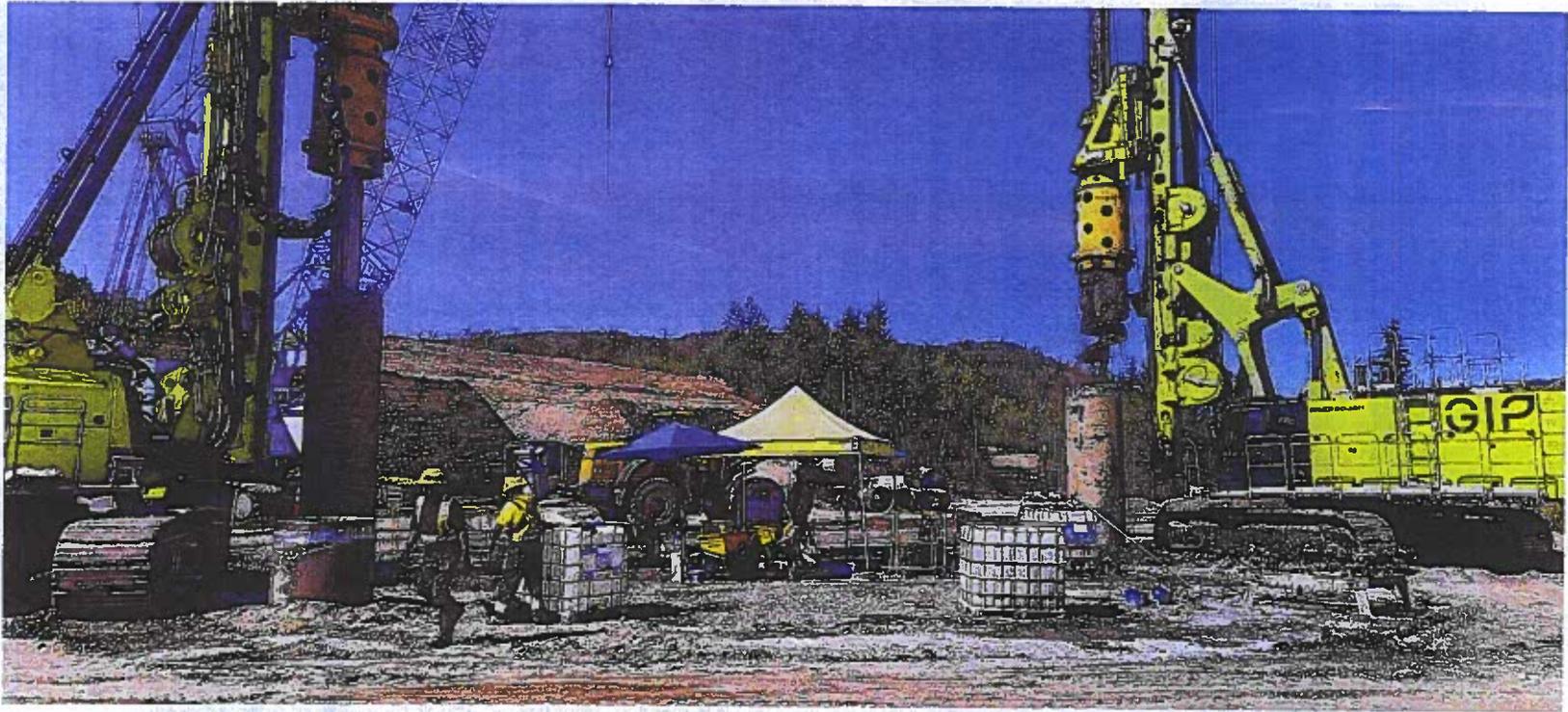
4. Installation of Concrete Guide Wall for Secant Pile Wall Shoring System



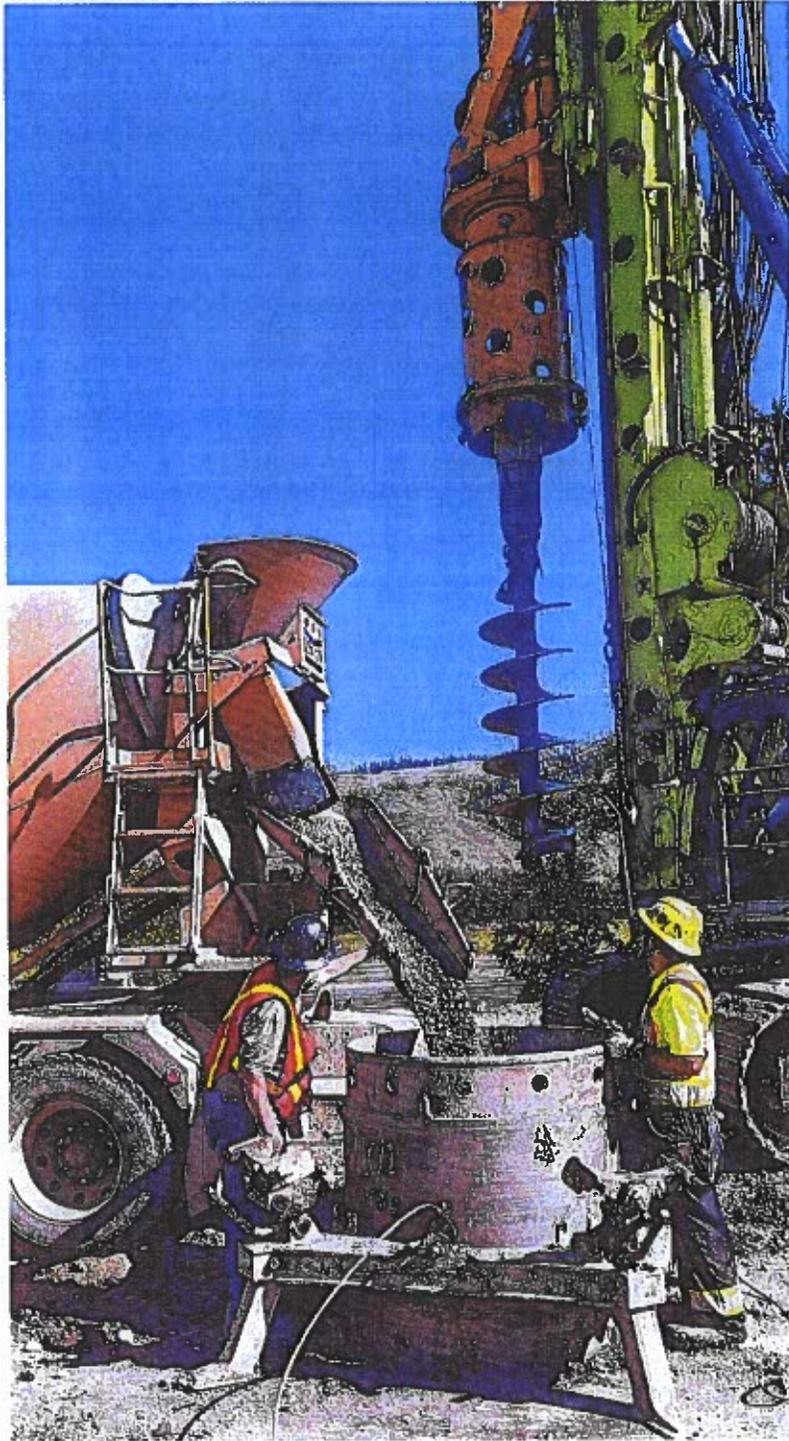
5. GIPI Pile Drilling Rig



6. Two Pile Drilling Rigs Operating Simultaneously



7. Installation of Concrete for 1.18 m Diameter x 29 m Long Drilled Secant Pile





**SADDLE HILLS COUNTY - Central Peace Raw Water Supply System
Phase 1 & 2 - River Intake, Pumping Station and Pipeline**

TABLE 1000: UPDATED PRELIMINARY ESTIMATE OF PROBABLE COSTS - [October 2023]

DESCRIPTION		QUANTITY	UNIT	COST ESTIMATE
A. RIVER INTAKE				
1	Cofferdam	1	LS	\$ 20,000,000.00
2	Intake Structure and Piping	1	LS	\$ 940,000.00
3	In River Geotechnical - Barge Drilling	1	LS	\$ 400,000.00
4	Opposite River Bank Erosion Protection	1	LS	\$ 1,250,000.00
5	Environmental Services - (Water Quality Monitoring, Fish salvage, etc)	1	LS	\$ 90,000.00
SUBTOTAL (A):				\$ 22,680,000.00
B. PUMPING STATION				
1	Wet Well Secant Pile Wall	1	LS	\$ 3,150,000.00
2	ATCO - Power Service to Site	1	LS	\$ 1,945,000.00
3	Civil and Site Works	1	LS	\$ 2,435,000.00
4	Pumping Station	1	LS	\$ 10,315,000.00
SUBTOTAL (B):				\$ 17,845,000.00
TOTAL [1] - RIVER INTAKE and PUMPING STATION:				\$ 40,525,000
C. RAW WATER PIPELINE				
1	Contract 2 - HDD Steel Pipeline (2023 Tender Submissions)	1	LS	\$ 15,000,000.00
2	Contract 3 - Pipeline to Rycroft and Spirit River	1	LS	\$ 25,000,000.00
TOTAL [2] - PIPELINE:				\$ 40,000,000
SUBTOTAL:				\$ 80,525,000.00
D. CONTINGENCY ALLOWANCE				
	20% of Construction Subtotal	1	LS	\$ 16,105,000.00
ESTIMATED CONSTRUCTION COSTS:				\$ 96,630,000.00
E. ENGINEERING and TESTING				
	Allowance	1	LS	\$ 6,800,000.00
ENGINEERING AND TESTING:				\$ 6,800,000.00
TOTAL ESTIMATED PROJECT COST:				\$ 103,430,000.00

Central Peace Family and Community Support Services
 Regular Board Meeting
 June 10, 2025
 Council Chambers, MD of Spirit River #133
 Spirit River, in the Province of Alberta
 Minutes

In Attendance:

Chair:	Carrie Jackson	Village of Rycroft
	Joanne Chelick	Village of Rycroft Council
	Jeanne Yoder	MD of Spirit River #133
	Rhonda Yurchyshyn	Town of Spirit River
	Tammy Yaremko	Town of Spirit River Council
	Evelyn Bzowy	MD of Spirit River #133
	Anne Silvius	Village of Rycroft
Virtual:	Denay Bjornson	Birch Hills County Council
Regrets:	Stan Bzowy	MD of Spirit River #133 Council
FCSS Administration:		Rebecca Fitzsimmons
		Maya Lipon

1) Welcome Meeting called to order by Chair Jeanne Yoder at 6:30 pm

2) Approval of:

a. Agenda

i. **MOTION 46-25:** Requested by Tammy Yaremko addition to agenda In Camera 6a. Moved by Joanne Chelick to accept the June 10, 2025 agenda with addition to In Camera 6a.

All in favour. **CARRIED**

b) Minutes

i. **MOTION 47-25** Moved by Tammy Yaremko to accept the May 13, 2025 Minutes as presented.

All in favour. **CARRIED**

c) Coordinator's Report

i. **MOTION 48-25** Moved by Evelyn Bzowy to explore adding 'social interaction' as option on Home Support checklist, to be reviewed annually.

All in favour. **CARRIED**

ii. **MOTION 49-25** Moved by Rhonda Yurchyshyn to accept the Coordinator's Report as presented.

All in favour. **CARRIED**

d) Assistant Coordinator's Report

i. **MOTION 50-25** Moved by Joanne Chelick to accept the Assistant Coordinator's Report as presented.

All in favour. **CARRIED**

Central Peace Family and Community Support Services
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3) Financial Report

a) Financial Report

i. MOTION 51-25

Moved by Evelyn Bzowy to accept the financial report as presented. Seconded by Carrie Jackson.

All in favour.

CARRIED

b) Audited Financials

Not available at this time.

c) 2025 Budget

Tabled until Audited Financials are available.

4) Business arising

a) Seniors Week

see Coordinator's Report for more details;

b) Camp Wanago

staff have been hired;

c) FCSSAA Annual Report

IT issue affecting submission of FCSSAA Annual Report was resolved and report has been successfully submitted;

b) Spirit Days

FCSS will have a table in the curling rink;

5) New Business

a) RBJCC Invitation

received invitation to attend River Bend Jr Cattlemen's Club Show & Sale & dinner; Councilor Stan Bzowy will attend the event;

b) ATB Donation

ATB donated \$500 to youth & seniors programs;

c) Rycroft Library Request

request from Rycroft Community Library on behalf of both RCL and Spirit River Public Library, for financial support (\$500 for each library) to assist with costs associated with hiring summer staff; received for information;

d) Christmas Policy Review

tabled for July 2025 meeting; discussion regarding suggested edits; revised copy will be circulated to Board members prior to July meeting;

4) In Camera

a) MOTION 52-25

Moved by Jeanne Yoder to enter into a closed meeting to discuss Labour relations at 8:40pm.

All in favour.

CARRIED

Rebecca and Maya left the meeting at 8:40pm.

Central Peace Family and Community Support Services
 Regular Board Meeting
 June 10, 2025
 Council Chambers, MD of Spirit River #133
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b) **MOTION 53-25** Moved by Carrie Jackson to come out of camera at 9:18pm.

All in favour. **CARRIED**
 Rebecca and Maya were called back to meeting at 9:18pm.

No motions made following in camera.

7) Correspondance

a) All correspondance to report was addressed in New Business.

8) Council Updates

- i. MD of Spirit River Stan Bzowy (absent)
- ii. Town of Spirit River Tammy Yaremko
- iii. Village of Rycroft Joanne Chelick
- iv. Birch Hills County Denay Bjornson

9) Next Meeting - July 8, 2025 at 6:30 in the MD of Spirit River Council Chambers;
 Chair adjourned the meeting at 9:25pm.

Minutes approved this 9th day of September, 2025

FCSS Chair

Coordinator



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

SM-05-25
September 10th 2025

**Proposed Policy LEG 23 – Board and
 Committee Member Code of Ethics &
 Guiding Principles**

BACKGROUND/PROPOSAL

In December of 2023, Administration proposed a Policy to govern code of ethics for Board and Committee Members appointed by Council.

As there is no clear definition regarding the advertisement of board positions annually, administration is proposing that the policy be updated with the highlighted amendment.

RECOMMENDATION/RESOLUTION

That Policy LEG 23: Board and Committee Member Code of Ethics & Guiding Principles, be approved as amended.

Or

That Council direct Administration accordingly.

interm J. Hayden
 CAO



Policy No. LEG. 23

**BOARD AND COMMITTEE MEMBER
CODE OF CONDUCT & GUIDING PRINCIPLES**

Date Approved: December 11th, 2023

Supersedes:

Amended:

Department: **Legislative**

Review Date:

Council Resolution No: **329.12.11.23**

Rescinds:

Related Procedure:

The Municipal District of Spirit River No.133 Policy Manual

Policy Statement:

To establish a Code of Conduct & Guiding Principles for members appointed by Council to Municipal District of Spirit River No. 133 Boards and/or Committees.

This policy applies to members appointed by the Municipal District of Spirit River No. 133 Council to the following Boards and Committees and all Boards developed in the future for consideration by MD council :

- **Agricultural Service Board**
- **Agricultural Appeal Board**
- **Central Peace Family & Community Support Services Board**
- **Intermunicipal Subdivision and Development Appeal Board**
- **Central Peace Assessment Review Board**

The MD is committed to fostering a diverse and inclusive environment on its boards and committees. To achieve this, the MD will actively **advertise all board and committee positions every calendar year**. This process is designed to encourage broad participation from residents, ensuring a wide range of backgrounds, experiences, and perspectives are represented.

Following the application period, a list of qualified candidates will be compiled and presented to the MD Council. The council will then review the candidates at

its organizational meeting to make appointments. This transparent and annual process aims to ensure that the MD's leadership reflects the rich diversity of its community. Administrative staff will, when necessary, communicate appointments through written communication to chair or persons directed by the board to receive such communications.

All members of the board of directors are required to complete mandatory governance training.

POLICY

1. Upon the appointment of Board and Committee members at Council's annual organizational meeting, or should a vacancy require Council's attention to make an appointment, the first order of business for every Board and Committee shall be the ratification of the Municipal District of Spirit River No. 1 Board and Committee Member Code of Conduct as set out in 'Schedule A' of this policy, which constitutes part of this policy.
2. Upon being appointed to a Board or Committee, the appointed member shall receive a copy of the Board and Committee Member Code of Conduct from Municipal District of Spirit River Administration. Prior to attending any Board or Committee official meeting, the appointed member shall be required to sign the Public Member's Statement as set out in 'Schedule B' of this policy, which constitutes part of this policy.
3. Failure to sign the Public Member's Statement will cause the Chief Administrative Officer to automatically revoke the Board or Committee appointment; the CAO will report such revocation to Council and seek a replacement Board or Committee member.
4. Any Board or Committee member who is absent, without notice, from three (3) scheduled meetings of the Board or Committee may be removed, by a motion from Council, upon request from the Board or Committee. In the event that the Municipal District of Spirit River receives a complaint about a Board or Committee Member, upon validating such complaint, the Council may choose to revoke the Board or Committee appointment.

5. Municipal District of Spirit River Council reserves the right to revoke appointment of any Board or Committee member appointment.

Guidelines:

Policy LEG. 23 'Schedule A'

Board and Committee Member Code of Conduct & Guiding Principles

The proper operation of democratic local government requires that persons appointed by The Municipal District of Spirit River No. 133 Council to its Boards and Committees be independent, impartial, and duly responsible through Council to the people of The Municipal District of Spirit River No. 133.

Accordingly, it is the purpose of this Code of Conduct to outline certain basic rules for persons appointed to Boards and Committees so that they may carry out their entrusted duties with impartiality and dignity, recognizing that the function of Board or Committee members is, at all times, service to their community and the public.

To further these objectives, certain ethical principles should govern the conduct of persons appointed to Boards and Committees in order that they shall maintain the highest standards in public office and faithfully discharge their duties.

Persons appointed to a Board or Committee by the Municipal District of Spirit River No. 133 shall:

1. Govern their conduct in accordance with the requirements and obligations set out in the municipal legislation of the Province of Alberta and the bylaws and policies of The Municipal District of Spirit River No. 133.
2. Not use confidential information for the personal profit of themselves or any other person.
3. Not communicate confidential information to anyone not entitled to receive it.
4. Not use their position to secure special privileges, favours, or exemptions for themselves or any other person.

5. Disclose the general nature of any pecuniary (financial) interest in any matter coming before the Board or Committee, if that interest is not a common interest held by other members of the body and abstain from any discussion or voting on the issue.
6. Preserve the integrity and impartiality of their Board or Committee and of Municipal District of Spirit River No. 133 Council.
7. For a period of twelve months after leaving a Board or Committee abide by the Code of Conduct listed above, except those related to confidential information which shall apply in perpetuity.
8. Ensure all decisions of the Board or Committee are undertaken during a Board or Committee meeting using information presented before the entire Board or Committee.

The Committee members are also committed to respectful interactions and consensus decision-making. To that end, Committee members work within the spirit of the principles outlined below.

Guiding Principles

Respect

- Show courtesy and appreciation for people and for their point of view both within and outside meetings;
- On important issues, balance one's efforts to understand other Committee members and to make oneself understood;
- Accept that the committees are established for a variety of purposes and that the Committee may not be able to fulfill every request that is made by Committee members or from individuals outside the Committee;
- Treat fellow Board or Committee members, staff and the public with respect, concern and courtesy both within the meetings and outside of the business of the Board or Committee
- Demonstrate the highest standards of personal integrity and honesty

Openness and Honesty

- Share information in a timely, understandable and accessible manner.

Co-operation

- Make positive contributions to the goals of the (*name of Board or Committee*), including:
 - Regularly attending meetings;
 - Providing active assistance on Committee tasks;
 - Actively participate in meeting discussions;
 - Contributing in a positive manner.

Accountability

- Follow through on commitments;
- Refrain from speaking on behalf of the organization unless authorized to do so by the Committee;
- Disclose one's involvement with other organizations, businesses or activities where such involvement might be viewed as a conflict of interest.

Commitment

- Refrain from disclosing or discussing differences of opinion on the Committee outside of Committee meetings, as well as the views of individuals that were shared in the context of Committee discussions (unless the individual has provided consent for the view to be shared);
- Once made, support and defend Committee decisions, even if one's own view is a minority one.

Persons appointed to Boards or Committees should not assume that any unethical activities not covered by or specifically prohibited by this Code of Conduct & Guiding Principles, or by any legislation, are therefore condoned. If in doubt about actions they may be contemplating, appointees are encouraged to seek advice from the Chair of their Board or Committee or from the Chief Administrative Officer of The Municipal District of Spirit River No. 133

Members appointed to a Board or Committee shall agree to uphold this Code of Conduct & Guiding Principles and to govern their actions accordingly.

Attendance Records

Attendance records must be maintained to ensure accurate, transparent, and consistent documentation of attendance for all meetings of the Board of Directors and its committees. Accurate attendance records are essential for meeting legal, fiduciary, and governance obligations and for maintaining public accountability.

Board Directors and appointed individual(s) of each of the respective boards are responsible for recording and maintaining attendance records for all board and committee meetings, whether held in person, by teleconference, or by other electronic means.

The responsibility for the maintenance and safekeeping of board and committee meeting attendance records shall be assigned to a designated board appointee, typically the Board Secretary or a member of the boards administrative staff as directed by the Board.

Resignations

If a member wishes to withdraw their participation from a board, their written resignation must be submitted to the MD Administration.

Policy LEG. 23 'Schedule B'
Board and Committee Member Code of Conduct & Guiding Principles
Public Member's Statement

I, _____, agree to be bound by The Municipal
(Name of Board / Committee Appointee)

District of Spirit River No. 133 Board/Committee Member Code of Conduct & Guiding Principles as set out in Policy LEG. Furthermore, I agree to diligently, faithfully, and to the best of my ability, fulfill my duties as a Board/Committee member for The Municipal District of Spirit River No. 133.

Board/Committee Member

Date

**MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133**

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

RM-11-25
September 17th, 2025
CAO

New Hiring and Recruitment Policy
HR.19 Staff Hiring Policy

BACKGROUND/PROPOSAL

The proposed Hiring and Recruitment Policy establishes a clear, consistent, and fair framework for all staffing activities within the Municipal District of Spirit River No. 133. This policy ensures compliance with relevant regulations while enabling us to attract and retain highly qualified individuals for all positions.

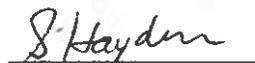
The policy outlines a clear process for filling job vacancies, from initial posting to the final offer of employment. The policy will provide a transparent and consistent framework for all future hiring activities, supporting the Municipal District's commitment to building a professional and effective workforce.

RECOMMENDATION/RESOLUTION

That Council review: HR.19 Human Resources - Staff Hiring Policy

Or

That Council direct Administration accordingly.


CAO

	Policy No. HR.19
	Staff Hiring Policy Date Approved: XX XX, 2025 Supersedes: Amended:
Department: Human Resources	Review Date:
Rescinds:	Council Resolution No: Related Procedure:

The Municipal District of Spirit River No.133 Policy Manual

PURPOSE:

The purpose of the policy is to establish a comprehensive framework for the recruitment and hiring of staff, ensuring consistency, fairness, and compliance with all relevant regulations, while attracting and retaining qualified individuals for the Municipal District of Spirit River No. 133.

KEY PRINCIPLES:

1. **Equal Opportunity Employee**
 - a. The Municipal District is committed to fair hiring practices, free from discrimination.
2. **Merit-Based Selection**
 - a. Candidates are selected based on their education, training, experience, and suitability for the organization.

HIRING PROCESS OVERVIEW:

1. **Job Vacancies**
 - a. Vacant or new positions will be posted internally and may be advertised externally concurrently.

2. Offer of Employment

- a. Successful candidates will receive a formal letter of employment outlining:
 - i. Job title, department, and immediate supervisor
 - ii. Remuneration
 - iii. Hours of work
 - iv. Starting date and probationary period

PRE-EMPLOYMENT DOCUMENTATION (MANDATORY):**1. Prior to Start Date**

- a. Completed hiring package
- b. Satisfactory Criminal Record Check
- c. Satisfactory Driver's Abstract

2. Criminal Record Check Procedures

- a. A Criminal Record Check is mandatory for all new hires.
- b. If the initial search is a "Possible Match", an advanced check requiring fingerprints is required prior to employment, at the cost of the employee.
- c. All information obtained from criminal record checks will be kept confidential.

3. Driver's Abstract

- a. Employees in positions requiring a valid Driver's Licence must supply an up-to-date licence and driver's abstract as a condition of pre-employment, at the cost of the employee.
- b. Any change in the status of a Driver's Licence must be immediately reported to the employer.

PROBATIONARY PERIOD:

1. All new non-management employees will be subject to a minimum of four months' probation.
2. All management level positions will be subject to a minimum of six months' probation.
3. The Municipal District reserves the right to extend the probationary period.

Legion 

Legion 

Certificate of Appreciation

Presented to

Municipal District of Spirit River No. 133



supporting the **Alberta-NWT Command's Military Service Recognition Book - Volume XVII**. Your acknowledgement and support for Veterans in Alberta and the Northwest Territories is sincerely appreciated. Thank you for your participation.

Steve Velichko
Steve Velichko
President

Tammy Wheeler
Tammy Wheeler
Executive Director

2025

ALBERTA-NWT COMMAND OF THE ROYAL CANADIAN LEGION

"LEST WE FORGET"