



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133 Council
Agenda for Regular Council Meeting RM.11.25
11:00 a.m., November 3rd, 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 Monday, November 3rd, 2025, at 10:00 a.m.

Pages:

1. **CALL TO ORDER**
2. **AGENDA ADDITIONS**
3. **ADOPTION OF THE AGENDA**
 - A. Adoption of the November 3rd, 2025 Regular Meeting Agenda RM.11.25.
4. **ADOPTION OF PREVIOUS MINUTES**
 - A. Adoption of Minutes from the September 3rd, 2025 Regular Council Meeting RM.10.25. 1 - 4
 - B. Adoption of Minutes from the September 9th, 2025 Special Council Meeting SM.05-25. 5 - 6
 - C. Adoption of Minutes from the September 15th, 2025 Special Council Meeting SM.06-25 7 - 8
 - D. Adoption of Minutes from the September 15th, 2025 MPC Meeting 03-2025 9 – 10
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 11
 - B. CAO Report RM.11.25 12 - 14
 - C. Agricultural Fieldman Report RM.11.25 15 - 16
 - D. Finance Report RM.11.25 17 - 18

E. Council Reports

- | | |
|---|---------|
| a. Central Peace Regional Water System Collaboration Committee Meeting Minutes and Agenda September 11 th , 2025 | 19 - 58 |
| b. Central Peace Family and Community Support Services FCSS Regular meeting minutes - June 10 th , 2025 | 59 - 61 |
| c. CPFRC Board Meeting Agenda | 62 - 66 |

11. TABLED ITEMS AND OLD BUSINESS

12. RECOMMENDATIONS FROM COMMITTEES

13. NEW BUSINESS

- | | |
|--|---------|
| A. <u>RFD.</u> Proposed Policy Amendment:
LEG 23 Board and committee Member Code of Ethics | 67 - 74 |
| B. <u>RFD.</u> Human Resources Policy Development:
HR.19 Staff Hiring Policy | 75 - 77 |
| C. <u>RFD.</u> Meeting Minister of Municipal Affairs Dan Williams
Alberta Legislature in Edmonton, Monday November 17 th , at 3:30 p.m.
(Room to be determined) Motion to appoint meeting attendees | 78 - 79 |
| D. <u>RFD.</u> Attendance authorization of the Chair of Spirit River Daycare Society to
attend the Meeting with the Minister of Education, Demetrious Nicolaides
Alberta Legislature in Edmonton, Tuesday, November 18 th , at 5:30 p.m.
(Room 410) Motion to appoint meeting attendees. | 80 - 82 |
| E. <u>RFD.</u> Economic Growth Questionnaire: Town of Spirit River | 83 - 86 |
| F. <u>RFD.</u> 2026 STIP Funding Application – Strategic Transportation Infrastructure
Program. | 87 - 96 |
| G. <u>RFD.</u> VSI Annual General Meeting, Peace River, Friday,
November 7 th , 2025, at 10 a.m. | 97 - 98 |

H.	<u>RFD.</u> 2025/2026 Alberta Community Partnership Grant (Spirit River Regional Airport) 99 - 110 Municipal District of Spirit River No.133 and The Town of Spirit River	
I.	<u>RFD.</u> Policy Updating Human Resources HR.12 Workplace Violence Policy	111 - 116
J.	<u>RFD.</u> CLH BID - Request for Placement of CLH Bid.com Van SW.4.78.5 W6th	117 - 121
K.	<u>RFD.</u> Purchase of Christmas Lights for the MD Administration Office	122 - 131
L.	<u>RFD.</u> Cancellation of Regular Council Meetings: November 5 th and November 19 th	132
14.	<u>BYLAWS</u>	
A.	CAO BYLAW -04 -2025	133 - 145
15.	<u>CORRESPONDENCE AND INFORMATION</u>	
A.	Certificate of Appreciation – to the Municipal District from Royal Canadian Legion	146
B.	Alberta Airports Management Association Membership Certificate 2025	147
C.	Mighty Peace Watershed Alliance Newsletter September 2025	148 – 151
D.	Request for Financial Donation	152
E.	Letter from Saddle Hills County to County of Grande Prairie, re: Central Peace Regional Water System	153
F.	RMA Member Briefing: Mandate Letter	154 – 163
G.	Declaration of Agricultural Disaster	164 – 167
H.	Daycare Information – Concerned Residents regarding childcare shortage	168 – 184
16.	<u>COUNCIL ISSUES AND CONCERNS</u>	
17.	<u>CLOSED MEETING (FORMERLY IN-CAMERA)</u>	
	A. CLOSED SESSION - Intermunicipal Relations Division 2 Part 1 <i>Access to Information Act</i>	
	B. CLOSED SESSION – Land, Access to Information Act, Part 1, Division 2, <i>Exceptions to Disclosure, Access to Information Act, Section 30.</i>	
	C. CLOSED SESSION – Intermunicipal Relations Division 2 Part 1 <i>Access to Information Act.</i>	
18.	<u>ADJOURNMENT</u>	



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. 13.B. Correspondence from the Town of Spirit River to Councillor Elaine Garrow RE:2025-2026 Alberta Community Partnership Grant;
- B. 13.C. CAO Laptop return, Microsoft account and Credit Card account cancellation;
- C. 13.D. Security;

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

B. 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

C. 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.

D. 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)

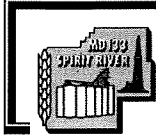
18. ADJOURNMENT

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



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133
Meeting Minutes for Special Council Meeting SM 06-25
10:00 a.m. September 15th, 2025

7

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 15th, 2025, at 10:00 a.m.

Reeve: Tony Van Rootselaar

Councillors: Elaine Garrow
Stan Bzowy
Nick vanRootselaar

Administration: Montana Kuhar
Shirley Hayden
Komiete Tetteh (MMSA)

1. **CALL TO ORDER**

Reeve Tony Van Rootselaar called the meeting to order at 10:06 a.m.

2. **AGENDA ADDITIONS**

3. **ADOPTION OF THE AGENDA**

A. Adoption of the Special Meeting Agenda SM 06-25, September 15th, 2025

SM 204.09.15.25 Moved by Councillor Nick vanRootselaar that the Agenda for the Special Council Meeting SM 06-25 be adopted as presented.

CARRIED UNANIMOUSLY

4. **ADOPTION OF PREVIOUS MINUTES**

5. **DECLARATION OF INTEREST**

6. **COUNCILLOR ABSENCES**

7. **PUBLIC HEARING**

8. **DELEGATIONS**

A. MPC 03-25 10:05 a.m. (Separate Package)

SM 205.09.15.25 Moved by Councillor Nick vanRootselaar that Council recess to hold a Municipal Planning Commission meeting at 10:07 a.m.

CARRIED UNANIMOUSLY

SM 206.09.15.25 Moved by Councillor Stan Bzowy that Council reconvenes at 10:15 a.m.

CARRIED UNANIMOUSLY

9. BUSINESS ARISING FROM MINUTES
10. REPORTS
11. TABLED ITEMS AND OLD BUSINESS
12. RECOMMENDATIONS FROM COMMITTEES
13. NEW BUSINESS
14. BYLAWS
15. CORRESPONDENCE AND INFORMATION
16. COUNCIL ISSUES AND CONCERNS
17. CLOSED MEETING (FORMERLY IN-CAMERA)

SM 207.09.15.25 Moved by Councillor Nick vanRootselaar that Council enters closed session at 10:15 a.m.

CARRIED UNANIMOUSLY

- A. Legal/Land (Access to Information Act, Part 1, Division 2, Exceptions to Disclosure, ATIA, Section 30) (Separate Confidential Package)

SM 208.09.15.25 Moved by Councillor Nick vanRootselaar that Council moves out of closed session at 10:36 a.m.

CARRIED UNANIMOUSLY

SM 209.09.15.25 Moved by Councillor Nick vanRootselaar that Council direct administration to contact the landowners to initiate the process of voluntary transfer of the cemetery lands to the MD, subject to executing the appropriate agreements respecting costs and access to the existing dugout, and to prepare a cemetery maintenance policy, as well as implement appropriate measures to safeguard the MD from any future liabilities, including restrictions to public access.

CARRIED UNANIMOUSLY

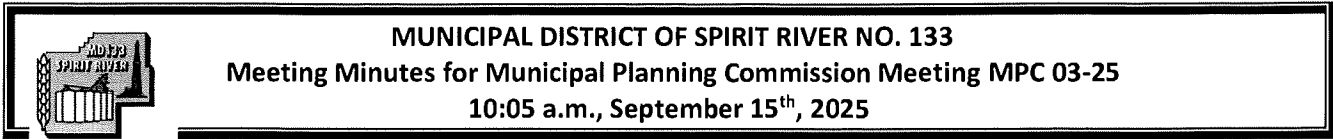
18. ADJOURNMENT

There being no further business the meeting was adjourned by Reeve Van Rootselaar at 10:37 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 Municipal Planning Commission Meeting MPC 03-25
10:05 a.m., September 15th, 2025

The Regular Meeting of the Municipal District of Spirit River No. 133 Municipal Planning Commission 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 15th, 2025, at 10:05 a.m.

Board Members Present:

Tony Van Rootselaar, Chairman
 Nick vanRootselaar
 Elaine Garrow
 Stan Bzowy

Staff Present:

Monty Bremont – Development Officer
 Shirley Hayden
 Komiete Tetteh (MMSA)

1. Call to Order

Chairman Tony Van Rootselaar called the meeting to order at 10:07 a.m.

2. Adoption of the Agenda

A. Adoption of the Municipal Planning Commission Meeting Agenda September 15th, MPC 03-25

007.09.15.25 Moved by Member Stan Bzowy that the agenda for the September 15th, 2025, Municipal Planning Commission Meeting MPC 03-25 be adopted as presented.

Carried

3. New Business

a) Subdivision Application 25MK016

Mackenzie Municipal Services Agency (MMSA) representatives, Komiete Tetteh, attended the meeting virtually to present Subdivision Application 25MK016.

008.09.15.25 Moved by Member Stan Bzowy that Council recommend approval of Subdivision File # 25MK016 to the Subdivision Authority, subject to the following conditions:

- 1) That any outstanding property taxes are to be paid on the land proposed to be subdivided or arrangements made for the payment of same which are satisfactory to the Municipal District of Spirit River No. 133.
- 2) That a variance of 5.8 acres is granted to the maximum parcel size of 10 acres prescribed by section 3.4.2(b) of the Land Use Bylaw No. 11-2019, to accommodate the proposed 15.8 acres farmstead subdivision.
- 3) That variance is granted to accommodate the side yard setback deficiency for the existing Dugout on the proposed lot.
- 4) That the existing access approach to the proposed subdivision shall meet the standards of the MD of Spirit River No. 133; if not, they must be upgraded at the landowner's expense.

- 5) That an access approach must be provided to the balance of NE.11.79.4.W6M via Township Road 792 or Range Road 41. The approach must be constructed at the applicant/landowner's expense, and meet the M.D. of Spirit River No. 133 standards and be approved by the Director, Public Works.

Carried

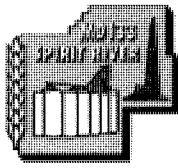
There being no further business the meeting was adjourned by Chairman Tony Van Rootselaar at 10:15 a.m.

These minutes approved this _____ day of _____, 2025.

Chairman

Tony Van Rootselaar

Recording Secretary



**PUBLIC WORKS DEPARTMENT
DIRECTOR'S REPORT**

MEETING DATE: OCTOBER 1, 2025

Administrative		
Grading	• Grading when moisture available;	
Plowing		
Gravel	• Gravel haul approximately 85% complete; Grimshaw gravel approximately 90% complete, with the gravel crush; • Recombination work to be completed following gravel hauls;	
Culvert Installation/Repair	• Putting in culvert markers; • Cleaning out ends of culverts;	
Washouts		
Brushing		
Signage	• Ongoing replacing signs when/as needed;	
Bridge Files	• Replaced wood decking on Low Level Bridge & Viercant Bridge;	
Nardam	• Nardam scheduled to close for season at end of September;	
Public Works Shop		
Equipment		
Training		
Ratepayer Comments		
Miscellaneous		

CAO Report - October 1st, 2025

Boards Policy Explanation

Updated the Code of Conduct and Guiding Principles for all public members appointed by the Municipal District of Spirit River No. 133 Council to its Boards and Committees. Appointees must formally sign a statement affirming adherence to ethical standards, including maintaining impartiality, preserving confidentiality, avoiding conflicts of interest, and ensuring respectful interaction. The policy also sets in place a procedure for tenure on the board and advertising protocol.

Attended Meetings

1. Central Peace Fire Commission

Fire Chief Kroes relayed the department responded to **47 emergency incidents**, bringing the total number of calls for the year to **150** at the time of writing.

Incident Type	Response Count (Since Last Report)
Medical First Response	23
Fire Incidents	19
Alarm Calls	5
Total Recent Incidents	47

Major Incident Review: Combine Fire

The department successfully managed a significant vegetation fire that was initiated by a bearing failure on a combine header. This incident quickly spread, igniting three adjacent fields and requiring support from multiple mutual aid partners.

- Impact: Approximately 120 acres were burned.
- Mitigation Challenge: Due to the large amount of peat underlying the property, extensive "mop-up" and hotspot monitoring were required for 10 days to ensure full extinguishment.

Operational Updates

- New Fire Hall: An update on the groundbreaking for the new Fire Hall

- Recruitment: The department has welcomed two new members, with a third expected to join in November. This intake is highly beneficial, as one of the new recruits is already trained as an Advanced Care Paramedic.
- Training & Professional Development: Two department members attended the Northern HEAT conference in the Town of Peace River. This event proved valuable for networking with fire departments across the province, obtaining new skills, and refining the basic competencies developed during their initial recruitment training.

The Fire Chief (or designate) attended several high-level meetings focused on regional, provincial, and national fire service direction:

- Canadian Association of Fire Chiefs (CAFC)
- Alberta Fire Chiefs Association (AFCA)
- Alberta Wildfire
- Regional Municipal Fire Chiefs
- Provincial Fire Liaison Committee
- Provincial Fire Certification Ministry

2. Central Peace Regional Water Supply Meeting: September 11, 2025

County of Grande Prairie as a Voting Member

Administration was contacted by Carey Merrit, CAO of Saddle Hills County, regarding a request arising from the Central Peace Regional Water System Collaboration Committee meeting held on June 11th. The request to be presented to respective Councils is as follows:

“Ask if your Council 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.”

This item is presented to our respective councils for discussion and direction on the proposed terms for the County of Grande Prairie's participation as a voting member in the Central Peace Regional Water System Collaboration Committee.

At the meeting the board put forward a motion to send a letter notifying the County while they are grateful for the support of the project, the Committee decided not to add the County as an additional member, however they extended an invitation to sit in as a member of the public at any future meetings held by the Committee.

3. South Peace Regional Archives (SPRA) - Ellyn Vanderkerhove

Municipal Records Management and Archiving

Monty and I met with Ellyn Vanderkerhove of the South Peace Regional Archives (SPRA) to discuss the transfer and management of the Municipality's historical records.

- SPRA is now accepting materials from the MD. Previous delays were noted due to their relocation to Centre 2000 and flooding issues.
- SPRA personnel provided clarification on the types of municipal records the organization is prepared to accept for archival purposes.
- Administration is currently working on:
 - Organizing the municipal files.
 - Compiling lists for Council of eligible records as per the records retention bylaw schedule to be considered for archiving and others for destruction.
 - Compiling lists for Councils consideration and organizing the preparation of boxes of historical records to be donated to the SPRA.

Next Steps:

Administration will continue to work with SPRA to ensure the proper management, archiving, and eventual transfer of the Municipality's historical records.

Ongoing Training of New Hires

Training is in full swing at the Administration office. There is positive energy and a deeply dedicated effort from the entire team. Everyone is pitching in and helping one another as much as possible and every member of the staff is excited at the potential for creating excellent opportunities to collaborate on new projects and exchange ideas. The new CFO and Executive Assistant are dedicated to their learning and

Election Preparation

Monty has been working diligently preparing for the upcoming municipal election. Creating and updating the Permanent Electors List, working on the set up of the polling station location Providing accessible information to the public about key dates, candidate procedures, and how, when, and where to vote. Ordering signs to advertise the election dates: Advanced Voting – Saturday October 18th 10 a.m. - 5 p.m. Municipal - Monday October 20th 9 a.m. - 8 p.m., procuring necessary materials (ballots, ballot boxes, voting screens), and recruiting and training election workers (Deputy Returning Officers, Poll Clerks, etc.).

MD OF SPIRIT RIVER**AGRICULTURAL FIELDMAN REPORT****DATE: Oct 22, 2025****SUBMITTED BY: Agricultural Fieldman, Simon Amting****ANNUAL OPERATING PROGRAMS, PROJECTS AND ACTIVITIES:**

<i>Program/Activity/Project</i>	<i>Timeline</i>	<i>Comments</i>
PRAAAF Update & Outreach/ Extension		Nov 5th ASB Regional Conference – Saddle Hills County, Gordondale Hall Nov 7th V.S.I AGM – Peace Valley Nov 14th PRAAAF Meeting Dec 1-4 IST Training Jan 20-22 ASB Provincial Conference - Edmonton Jan 27-28 CrossRoads Conference – Edmonton In 2025, 800 seedlings were ordered the our Shelterbelt Program
Roadside Mowing	Completed	We had two tractors mowing from June 15th to September 15th and completely a Full cut on the entire MD. Tractors, Mowers and sidearms have been put away for the winter. The new Shulte Mower and Flexarm works great, Thanks to Council, will be hoping to replace the other JD/ Degelman for 2026.
Weed Management & Pest Managment	Completed	In 2025 we had 2 Weed inspectors which inspected 90% of the MD, all landowners were cooperative with the Weed infestations that were found. Approximately 120kms of Road was sprayed, and 8 MD Sites 2 Wheat head inspections, 18 Clubroot inspections and 9 Grasshopper Inspections were Completed in 2025 Beaver Control was conducted at Nardam Campsite in October, 15 Beavers were removed.

Cemeteries	Completed	Bridgeview and MD Cemetery were mowed 8 times in 2025
Nardam Campsite	Ongoing	Nardam has been winterized and closed for the season. Ongoing construction projects such as new Outflow Dam and walking bridge on South end. Nardam was at 70% capacity throughout the season. The MD of Spirit River has a Revenue of \$22,000 for the 2025 Season.
Seasonal Staff	Ongoing	The MD has 4 – 5 Seasonal staff throughout the Summer. Two Tractor mower operators and three AVMT's (Agriculture Vegetation Management Technician) As of October 22nd Two Seasonals are working under PublicWorks temporary.
Rate Payer Concerns & Compliments		In the fall we had a few ratepayers compliment the roadside mowing this year.

Summary Council Report

The attached schedule for the Unaudited Statement of Operations (See Page 2) shows the financial results for the MD of Spirit River as of September 30, 2025. For this quarter, financial updates show the overall results for consolidated revenues and expenses are within budget. Administration has experienced recent turnover which has delayed some financial reporting in 2025. Despite this, administration is making efforts to enhance financial services and provide easier to interpret and increasingly useful information for the organization.

The financial schedule contains notations to explain any substantial variations or explanations that could provide useful context. Another key thing to consider is that amortization costs have been excluded for the purposes of this report. Historically, Spirit River has not budgeted for amortization which is in line with the Municipal Government Act. As such, by removing the actual amortization costs for this report, it makes a review for the intent of budgetary performance easier.

Administration and Council may consider adding amortization to the budget in future planning periods. Although it is not a "cash paid" cost amortization reflects the cost of infrastructure across time and including it may better show the true annual cost of services.

Bank and Investment Summary

Below is a table outlining the total bank and investments held by Spirit Rivier as of September 30, 2025.

INSERT BANK BALANCES TABLE SUMMARY

Account and Investment Balances as of September 30th 2025

Account type	Account Held at	Balance
Chequing (Main Operating)	ATB	\$ 4,495,857.59
Chequing	ATB	\$ 62,187.30
Investment Mutual Funds	ATB	\$ 953,769.16
Investment Mutual Funds	ATB	\$ 1,230,857.41
Investment Mutual Funds	ATB	\$ 2,539,282.94
Investment Non Red GIC	RBC	\$ 60,688.85

Maturing April 2026

Municipal District of Spirit River No. 133
Unaudited Statement of Operations
For the Quarter Ended September 30, 2025

Revenues	2024 Actual (Full Year)	2025 Budget (Full Year)	2025 Actual (Q3)	% of Budget (Actual vs. Budget)	Note
Net municipal property taxes	\$ 3,984,044	\$ 4,049,951	\$ 4,436,225	110%	1
Government transfers for operating	543,345	470,353	260,062	55%	
Investment income	263,635	150,000	67,764	45%	
User fees and sales of goods	261,742	169,100	127,904	76%	
Other revenues	140,735	70,188	121,168	173%	
Rentals	64,580	19,020	45,675	240%	2
Penalties and costs on taxes	19,893	8,000	18,653	233%	
Licenses and permits	3,150	1,500	1,450	97%	
	\$ 5,281,124	\$ 4,938,112	\$ 5,078,901	103%	
Expenses*					
Roads, streets, walks, lighting	\$ 2,209,572	\$ 2,333,229	\$ 1,249,886	54%	3
General administration	1,036,040	1,010,389	871,587	86%	
Economic and agricultural development	297,962	378,737	384,621	102%	
Fire fighting and community support services	251,269	251,387	279,065	111%	4
Family and community support services	201,511	193,085	143,789	74%	
Council and legislative	151,493	160,558	121,774	76%	
Other public health and welfare	81,962	84,580	52,102	62%	
Parks and recreation	81,263	81,725	52,152	64%	
Disaster and emergency services	80,258	8,427	-	0%	
Land use planning, zoning and development	51,081	86,400	10,100	12%	
Other planning and development	30,967	35,575	27,556	77%	
Culture	16,739	17,100	6,648	39%	
Cemetery	12,290	14,000	4,400	31%	
Water supply and distribution	1,481	1,500	1,027	68%	
Waste management	2,551	3,500	1,648	47%	
	4,506,439	4,660,191	3,206,355	69%	

*Amortization cost has been removed to better compare actual spending against budget. Spirit River does not budget for amortization which is in line with the Municipal Government Act.

Notes:

- 1) Net tax revenue will be closer to budget by end of year as school taxes are paid to the Province.
- 2) It appears that rental for the Brownlee office was underbudgeted in 2025. Will review to confirm correct figures for the 2026 budget. Need to update to reflect Fish and Wild Life space lease amount
- 3) The public works area is underspend mainly due to no expenses incurred in the gravel stockpile and exproation area. The budget had been set at \$630K. Bill Payment for Gravel Crush to come by the end of the year.
- 4) Over budget due to a return of unspent ACP grant received in a prior year. Full grant was for \$90k, related to fire services.

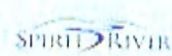


CENTRAL PEACE REGIONAL WATER SYSTEM COLLABORATION COMMITTEE

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.



a division of Englobe

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

Client: Saddle Hills County
Project: Central Peace Regional Water Treatment Plant
Date: August 19, 2025
Time: 1:30 pm

File: N:\52\01\006-00\MM29D

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

1.0 Previous Minutes

- It has been noted that Don Wilson's name was incorrectly spelled. Previous Meeting Minutes will be updated to reflect the correct spelling.
- No other issues were identified with the meeting minutes.

**Action
Req'd By:**

MPE

Info

2.0 Raw Water Storage Reservoir Design

○ General

- 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.

Info

Info

MPE

Info

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.

○ **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**

○ **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 movable 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**

○ **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**

○ **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**



a division of Englobe

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



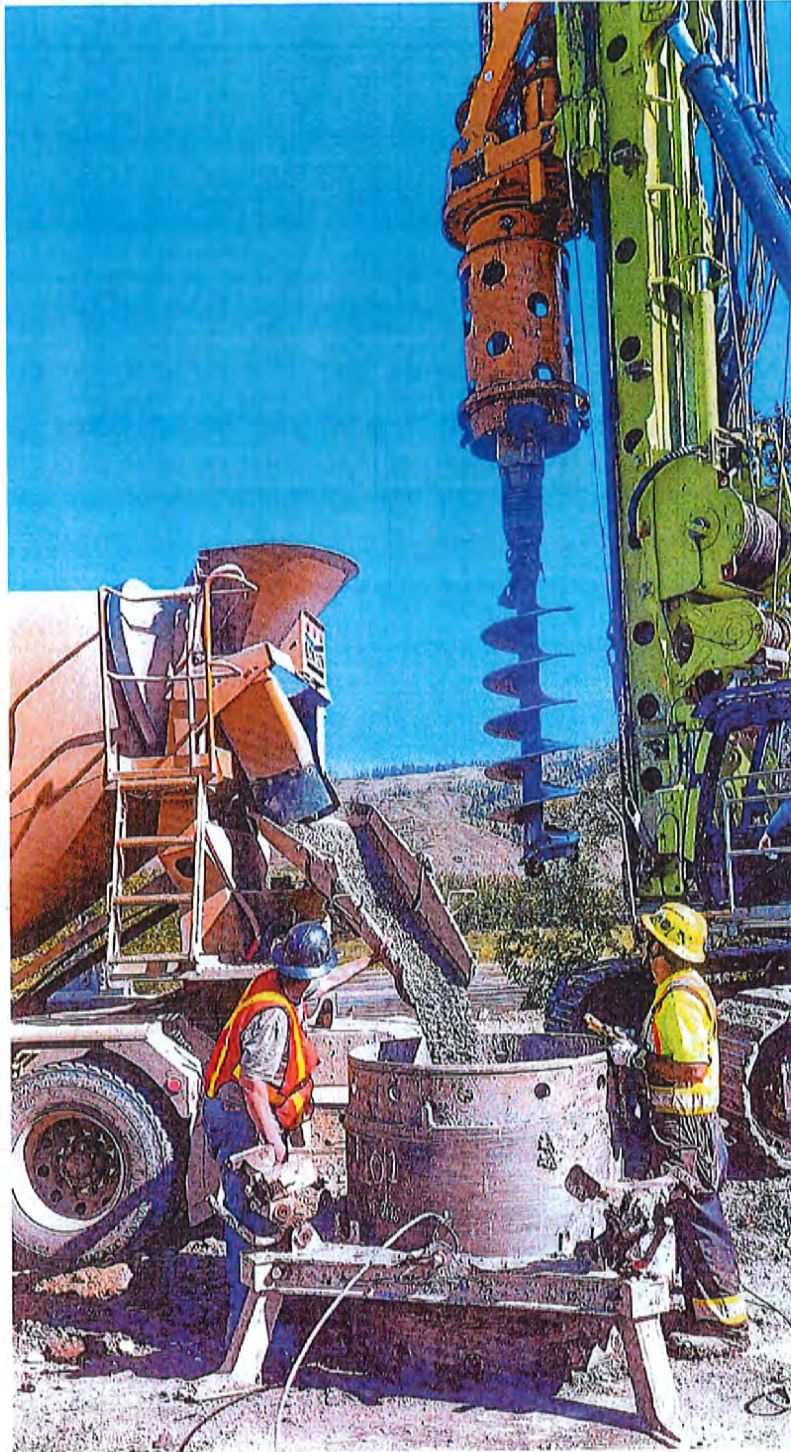
5. GIPI Pile Drilling Rig



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 Regional Water Supply System



*Contract 1 – River Intake and
Raw Water Transfer Station
5201-005-01*

Key Updates

- Secant pile wall drilling in concrete placement completed
- Progress on road B: 95%
- Overall earthwork completed to date, approximately 95%



Central Peace Regional Water Supply System



*Contract 1 – River Intake and
Raw Water Transfer Station
5201-005-01*

Key Updates

- Secant pile wall drilling in concrete placement completed
- Progress on road B: 95%
- Overall earthwork completed to date, approximately 95%





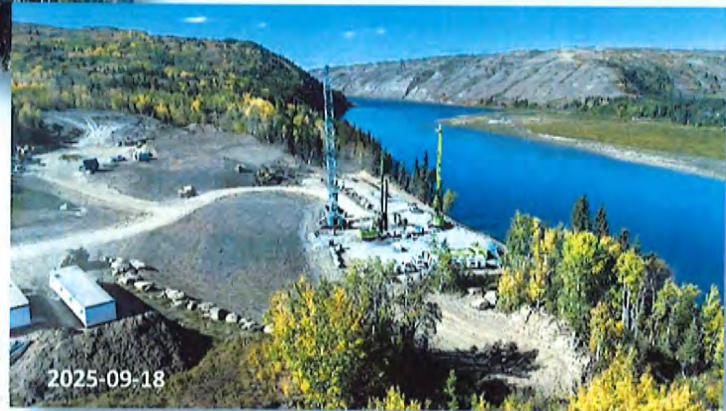
Central Peace Regional Water Supply System



*Contract 1 – River Intake and
Raw Water Transfer Station
5201-005-01*

Key Updates

- Secant pile wall has been completed
- Excavation for the wet well has been started



Central Peace Regional Water Supply System



2024-10-23

*Contract 1 – River Intake and
Raw Water Transfer Station
5201-005-01*

Key Updates

- Secant pile wall has been completed
- Excavation for the wet well has been started



2025-09-18



2025-09-28







a division of Englobe

Minutes of Meeting #30 Central Peace Regional Water Treatment Plant Design Engineering Update Meeting

Client: Saddle Hills County
Project: Central Peace Regional Water Treatment Plant
Date: September 9, 2025
Time: 2:30 pm

File: N:\52\01\006-00\MM30D

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
	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
	Drew Fellers	MPE Engineering (MPE)	dfellers@mpe.ca
	Kim Schurtz	MPE Engineering (MPE)	kschurtz@mpe.ca
	Samaneh Momenifar	MPE Engineering (MPE)	smomenifar@mpe.ca

Location: Microsoft Teams

Purpose: Meeting #30 – Preliminary Engineering Progress and Update Meeting

Distribution: All Present
All Absent

**Action
Req'd By:**

1.0 Previous Minutes

- No issues were identified with the meeting minutes.

Info

2.0 Raw Water Storage Reservoir Design

○ General

- The 99% 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 99% set.

SHC

○ Topsoil Stockpile/Process Pond

- Fencing was added between the topsoil stockpile and the process pond. Process pond access road was moved to outside of the fenced area.
- Topsoil stockpile slope was changed from 3:1 to 4:1

Info

Info

- Camlock connection, draft water line, and future irrigation line connection has been added to the process pond drawings. **Info**
 - The process pond access road was shifted as far east as possible to make room for topsoil stockpile. **Info**
 - MPE had conversations with Ryan Bourke, Manager for the Central Peace Gas Co-op (Co-op) line. He noted that the gas line is high pressure and the material of the pipe is aluminium and that it would be risky to relocate the line. It was also noted that rig-matting of the gas line would be required if equipment is to drive over the gas line and that concreting over top of the gas line will not be allowed. **Info**
 - The Co-op noted that topsoil stockpiling is allowed on top of the line. MPE communicated that it will be a 10 m high stockpile that would remain on top of the line for several years and requested a weight or height limit for the topsoil stockpile. MPE awaiting a response from the Co-op. **Info**
 - Co-op expressed concern regarding the gas line being overlooked over time and potentially being struck during future excavations. MPE notes that signage will be placed to clearly identify the location of the line and reduce this risk. **Info**
 - The northwest wetland was moved outside of the fenced area. **Info**
- **Gravity Discharge Line for Process Waste**
- MPE obtained 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. **Info**
 - Survey revealed that the length of pipe required to bypass the hill and move to the west side of RR60 and back to the original discharge location would require a much longer alignment than the original alignment. **Info**
 - Landowner permission was obtained to complete the survey of the private land on the east side of RR60 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. **Info**
 - It was determined that the gravity pipe would need to go east through the entire length of the private land and tie-in to the drainage course on TWP Rd 790 by the eastmost corner of the property. This would again require a much longer alignment than the original alignment. **Info**
 - As the original alignment only has a 30 m section of pipe that will be 4-5 m deep, it may be less costly to keep with the original alignment through the hill. **Info**
 - It is also not likely that there will be much cost savings if the gravity line is directionally drilled through the hill due to the short length of the segment combined with the mobilization costs for a separate directional drill crew to complete the drilling through this short section. **Info**
 - SHC suggested adding the gravity line to the Raw Water Transfer Pipeline Contract and using the same trench for both lines. **Info**
 - MPE noted that this may be possible but would require a bigger working easement than 25.0m to open trench pipe along RR 60. **Info**
 - MPE to modify manhole locations slightly to reduce the height of the manholes where possible. **MPE**
 - MPE has applied to maximum possible distance between manholes at 200m based on conversations with Cam-trac (sewer servicing and camera-ing contractor) on the maximum length of line their equipment can snake. Typically, AEP requires a maximum of 120 m between manholes unless contractors have equipment available to service longer lengths of pipe. **Info**

- Gravity discharge structure includes CSP culvert over the PVC sanitary line and a rubber Tideflex check valve fitted on the sanitary line. **Info**
- **Drainage**
 - The site was built up around the area south of Raw Water Reservoir 3 and west of the WTP by 1.0 m. The site was graded towards the existing low spots at the south property line. **Info**
 - Originally an attempt was made to grade the entire area sloping towards the south wetlands however as this required excessive amounts of fill, the built up area has a crown in the middle of the elevated laydown area and then drainage grades towards the east and the west of the crown. **Info**
 - The on-site drainage ditch was regraded after the site was built up such that the County's drainage ditch along RR60 does not need to be re-graded. **Info**
 - MPE to look at adding more slope to the ditch on the west side of the laydown area. **MPE**
 - Re-grading the County's drainage ditch is only required for a short portion near the process pond access road tie-in to RR 60. **Info**
 - Another 800 CSP culvert was identified by SHC located on RR 60 just north of the process pond location. MPE to show this culvert on the drawings. **MPE**
- **Reservoir Berm Erosion Protection**
 - Impermeable geomembrane has been used to line raw water reservoirs where they do not have clay material available as long as it is NSF 61 compliant. **Info**
 - MPE is looking into the use of 60 mil HDPE liner for this application as the HDPE liner has good UV resistance as well. **MPE**
 - MPE is also considering more robust anchoring options so that there is no risk of the membrane slipping out of the anchor trench. **MPE**
- **Control and Overflow Structures and Piping**
 - Control structures between reservoirs consist of overflow pipes set at the high-water level of each pond between the connecting berms. **Info**
 - Intake structure and fill structure are purposely designed on opposite ends of the reservoir cells to provide the maximum time for the raw water to travel through the cell to maximize the benefits of the aeration system. **Info**
 - Intake and fill piping is placed 1 m below the reservoir bottom. **Info**
 - The intake and fill piping do not need horizontal separations and are placed into the same trench as both pipelines carry raw water. **Info**
 - Overflow piping on reservoir 2 was placed on the south berm of the reservoir rather than the north berm as the elevation of the finished ground on the south side is a smaller distance from the overflow piping elevation than the north end. This will result in less rip rap being required at the overflow discharge. **Info**
 - SHC noted that they would prefer the use of TRM geotextile to be used on the overflow areas and proposed culverts instead of rip-rap. MPE to consider TRM geotextile in these areas. **MPE**
 - Fencing has a minimum 4-5 m separation from the toe of the reservoir berms to allow for ease in mowing of the berms. **Info**
 - The process pond discharge structure has a standpipe inside a manhole on the north berm of pond 2. The standpipe has a valve on it which can be operated with a valve stem from the top of the control structure. Standpipe is designed to be flooded and to be level with the water level in pond 2. Once the pond goes above the highwater **Info**

level, the standpipe will start overflowing into the gravity line. When the pond is being emptied for yearly discharge, the valve will be opened so that water does not need to reach the height of the standpipe and can go directly through to the gravity pipe.

○ **Wetlands Assessment**

- Fierra Biological was given the update footprint of the wetland disturbance. Based on these updated drawings, the preliminary cost estimate for the wetlands compensation is \$136,000. **Info**
- Fierra will also need to do complete a Wetland Assessment and Impact Report (WAIR) which will need to be submitted to Alberta Environment as part of the Water Acts Approval application for wetland disturbance. **Info**
- MPE has requested budget pricing for this work and has communicated that WAIR will need to be completed fall of this year. **Info**

○ **Pre-Tender Cost Estimate**

- Pre-tender cost estimates were presented in 3 variations. **Info**
 - Option 1 includes the entire scope of work for the contract.
 - Option 2 includes all work except the scope for the process ponds, process pond structures, and gravity line
 - Option 3 excludes process pond, structures and gravity line scope and includes only the fill and intake piping within the reservoirs.
- Option 3 is most preferred by SHC as the cost aligns best with their budget. **Info**
- MPE to include erosion protection and process pond as optional items in the tender. **MPE**
- MPE to send cost estimates to SHC for their review. **MPE**

3.0 Water Treatment Equipment Pre-Selection

- 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 **Info**

5.0 Tender Schedule – Raw Water Reservoirs

- SHC will review 99% drawings and pass along comments from the set. MPE will incorporate the comments into the final set for review next meeting. **SHC/MPE**
- Project will be tendered this fall and construction will be slated to begin in Spring of 2026. **Info**

5.0 Meeting Schedule

- Next meeting is tentatively scheduled for September 30, 2025, at 10:00 am. **Info**

Meeting was adjourned at 4:36 pm.

Recorded by: Kehful Shaikh

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



a division of Englobe

CENTRAL PEACE REGIONAL WATER SUPPLY SYSTEM PHASES 1 & 2

PROJECT OVERVIEW

October 08, 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 fall/winter 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):** *Following award of the Contract by Saddle Hills County in late May 2025, Greenfield Construction 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 continued through the month of September and most of the access roadways have been constructed including the access down to the River's edge for the temporary trestle bridge construction. A 275 Ton crane with 170 foot boom was mobilized to site and assembled. The crane will be utilized for the installation of the temporary trestle bridge to the river intake structure. Construction of the trestle bridge is scheduled to commence in mid-October 2025. 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, which was then subsequently approved by the Department. The required Federal and Provincial regulatory approvals for the construction have been approved. 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, and have since completed construction of the secant pile wall in September and have demobilized from site. Excavation of the raw water transfer station wet well within the secant pile wall perimeter has proceeded, and the excavation is anticipated to be completed in October 2025. Construction completion remains 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 ATCO field crew confirmed their design assumptions on site during September 2025, and a project coordination meeting has been scheduled with ATCO in mid-October 2025.
6. **Project Budget:** An updated preliminary opinion of probable costs for the project was developed and provided to 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 2025 construction year. A subsequent meeting between the County and the Province for funding support occurred in early November 2024. Most recently, the Grant Funding administrators for Alberta Transportation completed a tour of the project construction sites on October 02, 2025, together with the County and MPE Engineering, and the upcoming grant requirements were reviewed with the Department.

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 1 Construction Photos (6 total photos)**
2. **Contract 1 Comparison View Photos by Trevor Siemens, C.E.T.**

1. Secant Pile Wall Construction Completed



2. Excavation Commenced for Wet Well Within Completed Secant Pile Wall Shoring Structure



3. Long Reach Excavator Delivered to Site for Wet Well Excavation



4. Temporary Stairs Delivered to Site for Wet Well Access in Foreground. Excavation for Raw Water Wet Well Behind.



5. Wet Well Excavation

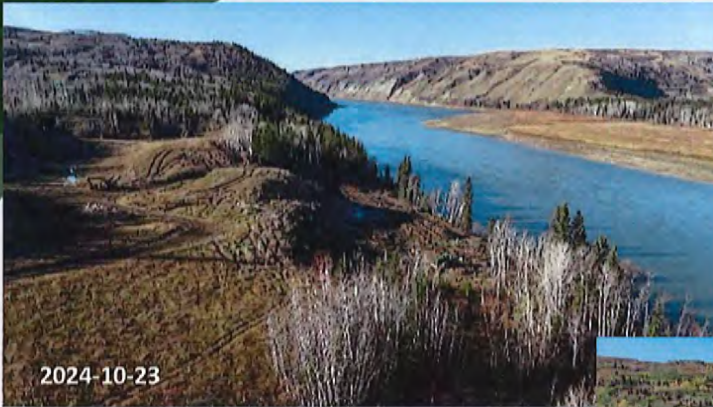


6. Mini Excavator with Hydraulic Breaker Attachment for Rock Layers in Wet Well Excavation



Central Peace Regional Water Supply System

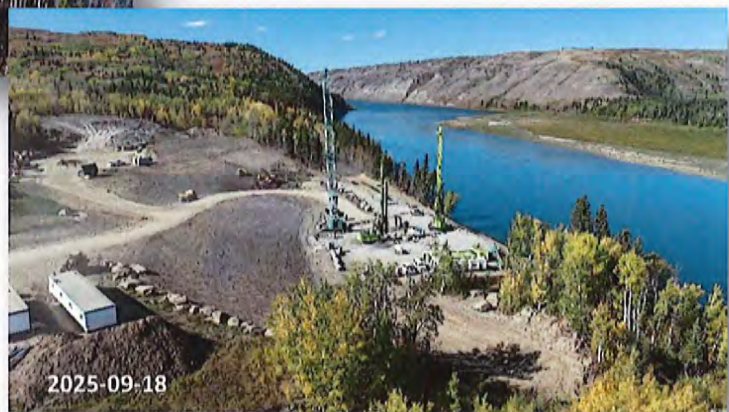
**Contract 1 – River Intake and
Raw Water Transfer Station
5201-005-01**



2024-10-23

Key Updates

- Secant pile wall has been completed
- Excavation for the wet well has been started



2025-09-18



2025-09-28

Central Peace Regional Water Supply System

*Contract 1 – River Intake and
Raw Water Transfer Station
5201-005-01*



Key Updates

- Secant pile wall has been completed
- Excavation for the wet well has been started





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
Regular Board Meeting
June 10, 2025
Council Chambers, MD of Spirit River #133
Spirit River, in the Province of Alberta
Minutes

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
Spirit River, in the Province of Alberta
Minutes

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

CENTRAL PEACE FIRE & RESCUE COMMISSION

Board Meeting

Ross Room – Centennial Hall

Thursday Sept. 18th, 2025

Time: 4:00 pm

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. ADOPTION OF MINUTES
4. MANAGER/FIRE CHIEF REPORT
5. BUSINESS ARISING FROM MINUTES

5.1

5.2

6. NEW BUSINESS

6.1 Fire Hall progress

6.2 Accountant discussion

7. ACTION LIST

7.1 News article monthly

8. INFORMATION ITEMS

8.1 Budget to date

8.2 Pembina Exercise

9. ADJOURNMENT

9.1 Next meeting.

**CENTRAL PEACE FIRE AND RESCUE COMMISSION****Meeting**

July 3, 2025 at 4:00 p.m.

Spirit River Centennial Hall-Ross Room

PRESENT	Brian Kroes	Manager / Fire Chief CPFR
	Tony Van Rootselaar	Chair / Director – M.D. of Spirit River #133
	Roxann Dreger	Director – Village of Rycroft
	Wayne Meyer	Director – Town of Spirit River
	Brenda Stanich	Vice Chair/Director – Town of Spirit River
	Steve Jack	CAO – Town of Spirit River
	Susan Roney	Recording Secretary
REGRETS	Nick van Rootselaar	Director – M.D. of Spirit River #133
	Joanne Chelick	Director – Village of Rycroft

1. **CALL TO ORDER** Chair/Director Van Rootselaar called the meeting to order at 4:04 p.m.
 2. **ADOPTION OF AGENDA**
MOTION 01-03-07-25 **MOVED** by Director Stanich to adopt the agenda with the addition of 6.2 Timesheets. **CARRIED**
 3. **ADOPTION OF MINUTES** (May 8, 2025)
MOTION 02-03-07-25 **MOVED** by Director Stanich to accept minutes as presented. **CARRIED**
 4. **MANAGER/FIRE CHIEF REPORT**
MOTION 03-03-07-25 **MOVED** by Director Dreger to accept the Manager/Fire Chief report as presented. **CARRIED**
 5. **BUSINESS ARISING FROM MINUTES**
 - 5.1 **Letter to Saddle Hills**
A Conditional Grant Agreement was signed as a response to the letter presented to Saddle Hills to secure the grant commitment.
Copy included with agenda. **INFORMATION**
 6. **NEW BUSINESS**
 - 6.1 **Ground Breaking**
Next step, tender for site preparation will be prepared for review now that significant funds can be accessed. **ONGOING**
 - 6.2 **Timesheets**
Decision on time reporting for training days, equal time to be taken off within the week to reduce the accumulation of banked time. **ONGOING**
 7. **ACTION ITEMS**
 - 7.1 **News Article** **INFORMATION**
 8. **INFORMATION ITEMS**
 - 8.5 **Budget to Date**
MOTION 04-03-07-25 **MOVED** by Director Meyer to accept updated budget. **CARRIED**
 9. **ADJOURNMENT**
Meeting Adjourned: 4:45 p.m.
Next Meeting Date: Thursday Aug 7, 2025 at 4:00 p.m.
Location: Spirit River Centennial Hall-Ross Room
-



9/18/2025

Central Peace Fire & Rescue Commission

Manager/Fire Chief's Report

Brian Kroes

Central Peace Fire & Rescue Commission

Manager/Fire Chief's Report

Good afternoon, everyone

Since our last meeting we have been to 23 Medical First response calls, 19 fire incidents, and 5 alarm calls. This brings us to 150 emergency incidents this year at the time this report was written.

Update on the New Fire Hall site as the groundbreaking is set to begin, discussed further in the agenda.

Meetings included Canadian Association of Fire Chiefs, Alberta Fire Chiefs Association, Alberta Wildfire, Regional Municipal Fire Chiefs, Provincial Fire Liaison Committee and the Provincial Fire Certification Ministry.

One vegetation fire started by a bearing on a combine header which started three fields on fire. Fire was mitigated with multiple mutual aid partners, burning approximately 120 acres. Mop up for hot spots continued for 10 days, due to a large amount of Peat on the property.

Two members of the department attended the Northern HEAT conference in the Town of Peace River. This event is always a great opportunity to connect with fire departments all over the province and attain new skills, as well as honing their own basic skills they have developed through their recruitment training.

We have brought on two new members and one more to join in November, all will be very beneficial to the department, with one already trained as an Advance Care Paramedic.

Summary.

Training activities are geared wildfire operations, search and rescue, and fireground operation activities.

Brian Kroes,
Manager/Fire Chief
Central Peace Fire & Rescue Commission

Account	Balance	Budget 2024	Actual 2024	Difference	Budget 2024	Actual 2024	Difference	Budget 2025	Actual 2025	Difference	Variance
5020 Payroll		117,166.40	117,927.64	- 761.24	121,899.18	121,899.18	-	124,946.66	91,557.07	33,389.59	73%
5030 CPP		3,500.00	3,754.45	- 254.45	3,500.00	3,867.50	- 367.50	3,900.00	4,034.10	- 134.10	103%
5040 EI		1,300.00	1,002.45	297.55	1,300.00	1,049.12	250.88	1,100.00	1,077.98	22.02	98%
5050 Benefits		10,000.00	9,887.74	112.26	10,000.00	10,810.39	- 810.39	10,100.00	6,712.22	3,387.78	66%
5070 LAPP		14,000.00	10,607.98	3,392.02	14,000.00	10,805.55	3,194.45	12,000.00	7,978.41	4,021.59	66%
5120 Firefighter Honorarium		50,000.00	50,000.04	- 0.04	50,000.00	50,000.04	- 0.04	50,000.00		50,000.00	0%
5140 Board Expenses				-			-			-	
5160 Mileage and Hotels		3,000.00	3,885.18	- 885.18	3,000.00	1,197.97	1,802.03	5,000.00	4,215.92	784.08	84%
5165 Training Meals		1,500.00	1,176.95	323.05	1,500.00	1,124.63	375.37	1,200.00	281.88	918.12	23%
5170 Travel Meals & Incidentals		5,000.00	500.00	4,500.00	5,000.00	48.83	4,951.17	2,000.00		2,000.00	0%
5190 Credit Card Charges		120.00		120.00	120.00		120.00	120.00		120.00	0%
5200 Conferences / Conventions		3,000.00	2,625.37	374.63	3,000.00	1,406.50	1,593.50	3,000.00	2,859.64	140.36	95%
5210 Medical Supplies / Equipment		500.00	500.00	-	500.00	492.53	7.47	500.00	70.40	429.60	14%
5220 Training Expense		14,120.00	4,659.64	9,460.36	14,120.00	5,739.49	8,380.51	13,500.00	1,545.28	11,954.72	11%
5230 Equipment Purchases		14,415.00	6,304.81	8,110.19	14,415.00	8,656.43	5,758.57	36,390.00	11,591.86	24,798.14	32%
5240 Freight		500.00	125.75	374.25	500.00	447.65	52.35	500.00	276.42	223.58	55%
5250 Safety Supplies		2,000.00	118.04	1,881.96	2,000.00	726.58	1,273.42	1,500.00	104.30	1,395.70	7%
5260 Misc. Supplies		5,000.00	3,398.26	1,601.74	5,000.00	4,949.68	50.32	5,000.00	1,801.19	3,198.81	36%
5270 Tool Purchases		500.00	519.73	- 19.73	500.00	237.25	262.75	500.00		500.00	0%
5290 Personal Protective Equipment		18,240.00	21,473.59	- 3,233.59	18,240.00	17,126.23	1,113.77	18,240.00	16,248.65	1,991.35	89%
5300 Advertising & Promotion		1,500.00	2,467.37	- 967.37	2,500.00	2,535.75	- 35.75	2,600.00	1,437.45	1,162.55	55%
5310 Educational Materials		1,500.00	697.71	802.29	1,500.00	60.00	1,440.00	1,500.00	1,626.46	- 126.46	108%
5320 Office Supplies & Postage		3,000.00	849.57	2,150.43	3,000.00	1,524.08	1,475.92	3,000.00	771.66	2,228.34	26%
5330 Uniform Expense		5,000.00	2,011.20	2,988.80	5,000.00	2,940.17	2,059.83	5,000.00	4,350.74	649.26	87%
5340 Dispatch Services		6,000.00	5,964.00	36.00	6,000.00	5,964.00	36.00	6,000.00	5,950.88	49.12	99%
5350 Security		1,500.00	1,560.00	- 60.00	1,500.00	2,341.07	- 841.07	2,500.00	1,106.18	1,393.82	44%
5360 Computer & Internet Expense		5,500.00	932.40	4,567.60	5,500.00	6,683.73	- 1,183.73	5,500.00		5,500.00	0%
5380 Contracted Services		10,000.00	7,651.22	2,348.78	10,000.00	6,593.00	3,407.00	10,000.00	9,345.88	654.12	93%
5385 Contracted Admin Services		12,000.00	5,609.50	6,390.50	12,000.00	11,092.63	907.37	12,000.00	4,182.29	7,817.71	35%
5400 Legal and Auditors		10,000.00	3,979.50	6,020.50	10,000.00	4,168.50	5,831.50	8,000.00	4,368.00	3,632.00	55%
5420 Insurance, Registration, License		17,000.00	13,571.19	3,428.81	17,000.00	19,268.15	- 2,268.15	19,500.00		19,500.00	0%
5440 WCB Premium		5,000.00	5,649.24	- 649.24	5,000.00	4,138.17	861.83	5,000.00	3,615.08	1,384.92	72%
5460 Membership / Subscriptions		3,000.00	995.83	2,004.17	3,000.00	1,007.28	1,992.72	1,500.00	1,542.33	- 42.33	103%
5500 Lease Fees				-			-			-	
5520 Fuel & Oil		11,218.00	9,273.07	1,944.93	11,218.00	9,320.89	1,897.11	10,800.00	4,643.19	6,156.81	43%
5530 Vehicle Maintenance		8,000.00	9,759.44	- 1,759.44	8,000.00	8,230.96	- 230.96	8,200.00	8,443.25	- 243.25	103%
5560 Equipment Repairs & Maintenance		7,200.00	7,382.07	- 182.07	7,200.00	1,939.12	5,260.88	7,000.00	8,354.03	- 1,354.03	119%
5580 Building Repairs		1,000.00	445.18	554.82	1,000.00	725.23	274.77	1,000.00	2,593.50	- 1,593.50	259%
5600 Natural Gas		1,200.00	1,157.27	42.73	1,200.00	836.06	363.94	1,200.00	1,265.96	- 65.96	105%
5620 Power		1,200.00	2,194.46	- 994.46	1,200.00	1,329.61	- 129.61	1,200.00	1,670.96	- 470.96	139%
5640 Water and Sewer		1,200.00	290.04	909.96	1,200.00	500.50	699.50	1,200.00	469.50	730.50	39%
5660 Telephone / Internet		3,900.00	3,177.96	722.04	3,900.00	2,976.79	923.21	3,200.00	2,658.37	541.63	83%
5670 Bank & other Service Charges		600.00		600.00	600.00		600.00	600.00		600.00	0%
5675 CRA penalties and interest				-			-			-	
5700 Amortization				-			-			-	
5900 Other Expenses				-			-			-	
		380,379.40	324,085.84	56,293.56	386,112.18	334,761.24	51,350.94	405,996.66	218,751.03	187,245.63	54%



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

**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.

inform 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:

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.

S. Hayden
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.



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

RM-11-25
November 3rd, 2025
CAO

**Meeting with Minister of Municipal
 Affairs Dan Williams in Monday,
 November 17th, 2025 at 3:30 p.m.
 room to be determined -
 Alberta Legislature**

BACKGROUND/PROPOSAL

The Honourable Minister of Municipal Affairs, Dan Williams Minister has extended an invitation for council members of the MD of Spirit River No.133 and staff to take place Monday November 17th, 3:30 p.m. the following are some issues council may wish to consider as their top priorities for the meeting, which administration will need to submit to the Minister prior to the meeting.

Daycare Service Development:

We would like to take the opportunity to discuss access and supply of quality childcare in our area; we recognize that quality reliable accessible affordable child care is a critical service to a successful community, and we see first-hand the profound detrimental impact that lack of this service has on our economy, our communities, our residents, and ultimately our children and families. We know that the our businesses struggle as the eligible workforce is limited when parents need to stay at home full time to care for their children; we know that our healthcare system suffers because potential workers are not able to secure childcare in the area; we see the increased stress on families, both financial and emotional, and the greater impact that this has on the larger community; we also know that many childcare facilities focus on and nurture early childhood development, even prior to entry to formal public education, and our children are missing out on this opportunity. Daycare is not a luxury; rather, it is a vital piece of the infrastructure that supports a healthy and prosperous community. We hope to discuss and find collaborative ways to address this ongoing concern and work together toward fostering economic growth and ensuring a bright future for the community and the next generations.

AFSC

Reduced access to Critical Services: recognizing that agriculture is a time sensitive industry and reduced office hours/lack of accessibility can result in significant delays to the fruition of critical administrative supports, including processing of financial matters, which in turn can cause a major financial burden and increased stress for producers. This becomes a larger issue where the economy of highly agricultural regions like the Md of Sirit River are directly linked to the health of the broader local economy. Spending power is curbed, resulting in decreased demand for the many supporting and related agricultural services. The MD recognizes the critical nature of the

AFSC office and successfully advocated for keeping the service in our area at a minimum of four days per month, until recently when it seemingly has been reduced to two days. The MD was not notified of the change; a sign was posted in the front entrance of the MD and on the door at the AFSC office in the MD Building. When the MD contacted the coordinator that works from the MSD on Wednesdays, she said she was not informed why it was reduced but she would escalate the matter to her manager. As of today, the MD has not received communication from AFSC management regarding the change that occurred in September. The MD has been in communication with AFSC regarding this issue but has not received clear communication as to why the hours of operation have been reduced. When council spoke with Minister Sigurdson at the last RMA, he ensured the council at that time that the MD would maintain four days per week. From AFSC. We are very concerned about this recent reduction in accessibility to this service, and are seeking to, with the support of the Alberta government, recognize the critical service that AFSC provides to our agricultural producers, and request consideration for reinstating the minimum agreed-upon in-person availability of AFSC personnel, back to a minimum of four days per month.

RECOMMENDATION/RESOLUTION

That Council formally accepts a meeting with Minister Dan Williams on November 17th at 3:30 p.m. Alberta Legislature, in Edmonton during the Rural Municipalities of Alberta conference, further, to authorize the following attendees:

Tony Van Rootselaar, Councillor MDSR
 Shelley Rozecki, Councillor MDSR
 Evelyn Bzowy, Councillor MDSR
 Shirley Hayden, Interim CAO MDSR
 Monty Bremont, Economic Development Coordinator MDSR

and

Council provide administration with councils top two priorities for the meeting.

Or

That Council direct Administration accordingly.

CAO



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

RM-11-25

November 3rd, 2025

CAO

Attendance authorization of Chair of Spirit River Regional Daycare Society, RMA meeting with Minister of Ed. & Childcare to discuss childcare funding issues and recent grant denial

BACKGROUND/PROPOSAL

The Spirit River Regional Daycare Society submitted a capital grant application for the Building Blocks Program, a funding program administered by the province through the Ministry of Jobs, Economy, Trade and Immigration (JETI) in the amount of \$3,000,000.00 for developing a new childcare centre, to be developed on MD owned land adjacent to the Town of Spirit River. The MD of Spirit River, by unanimous decision, partnered with the Society on the application, providing the required 10% contingency funding:

Moved by Councillor Nick vanRootselaar that council support the Spirit River Regional Daycare Society's Capital Building Blocks Grant Program submission in the amount of \$3,000,000.00, with the proposed new childcare facility to be built on MD-owned land, further that, the Municipal District of Spirit River No.133 provide the required 10% contingency, totaling \$300,000.00 in funds or in-kind, pending approval of funding.

Recorded vote:

Reeve Tony Van Rootselaar	IN FAVOUR
Councillor Nick vanRootselaar	IN FAVOUR
Councillor Stan Bzowy	IN FAVOUR
Councillor Elaine Garrow	IN FAVOUR

CARRIED UNANIMOUSLY

The application was denied, and the following reasons were provided. In response, the Society contacted the program representatives, addressing the denial reasoning and to request a meeting to discuss the grant denial further. No response has been received to date. Please note the Society response to each denial reason, highlighted in red:

The evaluation of your application is now complete. We regret to inform you that we are unable to move forward with your request for funding, as the application did not fully meet the Building Blocks program's evaluation criteria in the following areas:

- Demonstrated need or demand for childcare spaces in the proposed community;*
SRRDS Response: The Central Peace region has been identified as a childcare desert by the Alberta Government. Young professionals, especially in the health & human services, have been requesting access to childcare for years. For example, the newly opened Seniors Complex and the local hospital have closed beds / floors due to staff shortages. Recruitment challenges are directly affected by a lack of childcare.

- knowledge of childcare programming and licensing requirements;*
SRRDS Response: Our lead program developer and grant application content expert has more than 25 years experience in Early Childhood Development and Childcare Services. She has successfully operated her own Childcare center for more than 10 years. What started out as a handful of enrollments has blossomed into 137 children across all age groups with a service radius far beyond her town limits. She built up her business one year at time. Reinvesting her profits to upgrade, increase staff development & compensation, and improve offerings to families as she developed a rare and extremely valuable expertise in the Northern region. She is committed to retention of the outstanding team she created. She insists on having an on-site full-time cook who cooks for all children; including special dietary needs, AND who invites the children to learn age-appropriate kitchen safety skills. 15 years of progressively implementing this strategy enabled her increasingly to take an increasingly active role in community integration partnerships and mentoring. Today, she manages a team of 25 Early Childhood Educators and support staff. She actively participates in Early Childhood student practicums in partnership with our local Colleges; meets regularly with local AB Gov licensing staff; proactively integrates partnerships with Family and Community Services agencies, the RCMP, Child Protection Workers, Custody Lawyers, Child Public Health Services, School Boards, Senior Programs - frequently bringing these community partners into her staff meetings for staff knowledge building. Administratively she has created (& shared with other Childcare Centers) customized internal templates for staff contracts, remuneration grids, staff benefits packages, staff performance evaluations and staff professional development plans. She is flexible in operational hours to meet the realities of professions like nurses, doctors, correctional officers, RCMP that have non-traditional hours. She and her staff encourage parent engagement and feedback. She manages a website with an information portal for parents; schedules are listed, fees are listed, hosts parenting classes, socials, special event celebrations, Moms Day, Dads Day. And she is highly respected in the professional early childhood associations at the provincial & national level for her advocacy for affordable & high-quality childcare.
- Sustainability planning for the proposed childcare program;*
SRRDS Response: The SRRDS Building Blocks application includes anticipated enrollments across age groups AND across the period of three years of the grant allocations. Like all newly formed non-profits, usage is highly dependent upon accessibility, affordability, and that the need for the service has been correctly identified within the region.
- Ability to achieve the stated outcomes; and*
SRRDS Response: The stated outcomes are: 4A) To build a Childcare Center, and 4B) to offer Childcare services to residents in the Central Peace.
- Alignment with Ministry goals and objectives.*
SRRDS Response: We are not sure what that means? We assume the above stated outcomes are the Ministry goals and objectives of the Building Blocks Capital Grant.

The MD has a meeting scheduled during the RMA Fall Convention, with the Minister of Education and Childcare to discuss the lack of childcare funding available from the province and the detrimental effects it poses to communities, especially in rural areas.

MaryEllen Norton, Chair of the Society, is a subject matter expert in the field, operating a successful childcare center in the Town of Grimshaw for the past 10 years. She has 25+ years of experience and a wealth of knowledge surrounding childcare, including legislation, regulations, and licensing requirements. It would be valuable for Mrs. Norton to attend the meeting with the Minister to advocate for childcare funding in collaboration with the MD of Spirit River, and to discuss the denied application.

RECOMMENDATION/RESOLUTION

That Council formally authorize the Chair of the Spirit River Regional Daycare Society, MaryEllen Norton, to attend a meeting with Minister Nicolaides and MD Spirit River Council on November 18th at 5:30 p.m. in Room 410, at the Legislature, in Edmonton during the Rural Municipalities of Alberta conference; and further, that the MD covers the travel cost and hotel room expense for Mrs. Norton to attend.

Or

That Council direct Administration accordingly.



CAO



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

RM-11- 25
November 3rd, 2025
CAO
Economic Growth Questionnaire:
Town of Spirit River

BACKGROUND/PROPOSAL

The Town received funding to complete a Regional Growth and Business Retention study aimed at supporting and attracting development within the region. The Regional Growth and Business Retention study will focus on the conceptual design of priority water, wastewater, and stormwater servicing requirements, along with planning analysis to support commercial, industrial, and residential infrastructure.

They have been considering a 30%/70% cost split between the G5 and the Town to ensure a regional approach that incorporates other municipal considerations. Any feedback received in response to this letter will help inform a facilitated discussion at the next G5 meeting in December. The goal is to determine how the Town can best contribute to regional economic development efforts - or, if another municipality is already advancing similar initiatives, how the Town can offer support and focus its efforts elsewhere.

The Town currently has 18 vacant residential lots on its west side, as well as undeveloped land to the southwest. Multi-family housing is planned for the CN lands, and the MD has land south of Town also present potential for future development. At an open house held in October it was almost unanimously expressed - people do not want manufactured homes on the west side of Town causing a concern for zoning yet all types of homes are needed so it needs to be accounted for. The Town's existing water treatment plant cannot support all of this anticipated growth and will require additional capacity through the G5 project to meet water needs.

Understanding what development across these areas could look like including timelines, priorities, and sequencing—will be critical to planning effectively.
Please see the attached: Economic Growth Questionnaire.

RECOMMENDATION/RESOLUTION

That Council review the

Or

That Council direct Administration accordingly.

CAO



Box 130, 4502 50 St.
 Spirit River, Alberta T0H 3G0
 Phone: (780) 864-3998
www.townofspiritriver.ca

August 14, 2025

MD #133 of Spirit River
 4202 50th Street
 Spirit River, AB
 T0H 3G0

Attention: Tony van Rootselaar
 Reeve, MD #133 of Spirit River

Dear Reeve van Rootselaar,

Re: Town of Spirit River Economic Growth Questionnaire

The Town of Spirit River has received funding through the *Northern and Regional Economic Development Program (NRED)* to complete a regional Growth and Business Retention Report. The Town has partnered with **MPE, a Division of Englobe**, to complete this work.

The report is structured around two main objectives:

Objective #1: Provide insight into the economic needs of the surrounding community, including the Town of Spirit River, Village of Rycroft, M.D. of Spirit River, Saddle Hills County, and Birch Hills County (collectively referred to as the "G5"). This objective will summarize feedback from each of these communities regarding their economic needs and how the Town of Spirit River can best serve these needs.

Objective #2: Review current infrastructure within the Town and its capacity to support the economic growth required to meet the needs identified in Objective #1.

The purpose of this letter is to request your assistance with Objective #2 by tailoring discussions for the upcoming G5 meeting in December. Enclosed is a questionnaire with a few economic growth questions. These questions are intended to prompt consideration and guide discussion on how the Town of Spirit River's economic development can be supported, strengthened, and directed toward a prosperous future for all G5 communities.

We kindly request that all comments and responses be submitted to the Town of Spirit River by **November 2025**.

Yours truly,

(Original signed)

Town of Spirit River
 Tammy Yaremko
 Mayor

**Town of Spirit River
Regional Growth and Business Retention Questionnaire**

1. The Town of Spirit River is currently providing positive economic growth within the G5 community.

Strongly Disagree	Disagree	No Opinion	Agree	Strongly Agree
-------------------	----------	------------	-------	----------------

Comments:

-
2. Our municipality would support combining goals across the G5 region when they reflect identity (e.g., through shared initiatives in sports, culture, or the arts), to help attract and retain families or youth who might otherwise relocate.

Strongly Disagree	Disagree	No Opinion	Agree	Strongly Agree
-------------------	----------	------------	-------	----------------

Comments:

-
3. Does your municipality believe Spirit River has the potential to help address regional gaps in services, retail, or industrial capacity through collaboration with the G5 group?

Strongly Disagree	Disagree	No Opinion	Agree	Strongly Agree
-------------------	----------	------------	-------	----------------

Comments:

-
4. By working together and with initiatives such as the Central Peace Attraction and Retention Committee, the G5 group can more effectively attract and retain people, skilled workers and professionals to live, work, and contribute to the growth of the region.

Strongly Disagree	Disagree	No Opinion	Agree	Strongly Agree
-------------------	----------	------------	-------	----------------

Comments:

5. The G5 group has a role to play in supporting the development of a wider range of housing options across the region, to improve availability for people of all income levels and stages of life.

Strongly Disagree	Disagree	No Opinion	Agree	Strongly Agree
-------------------	----------	------------	-------	----------------

Comments:

-
6. Additional Comments or Discussion Points for consideration in terms of Regional Growth and Business Retention in the region.

Comments:



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

RM 11-25
November 3rd, 2025
Monty Bremont, Development
2026 STIP Funding Application

BACKGROUND/PROPOSAL

Applications for the annual Strategic Transportation Infrastructure Program (STIP) through the province are being accepted until the deadline of November 30th. The program covers 75% of project costs. STIP Applications require a motion from Council to approve; as such administration is presenting the following applications for Council approval (attached):

Bridge File #71053 (Viercant Bridge)

- Bridge constructed in 1930
- Structural life expectancy less than 5 years
- Needs replacement of strip deck, subdeck and wheel guard

Total Estimated Project Cost – \$165,000.00
 LRB Grant Requested – \$123,750.00
 MD Spirit River Budget – \$41,250.00

Bridge File #13988 (Rawlek Slide)

- Culvert installed in 1999
- Administration has applied twice in the past, denied for funding both times
- The site continues to erode, and significant risk exists of losing the road altogether

Total Estimated Project Cost – \$2,194,500.00
 LRB Grant Requested – \$1,645,875.00
 MD Spirit River Budget – \$548,625.00

RECOMMENDATION/RESOLUTION

That Council approves the 2026 STIP Applications for both Bridge File #71053 (Viercant Bridge) and Bridge File #13988 (Rawlek Slide) with funds to cover the municipal share of both projects to come from reserves.

Or

That Council directs administration accordingly.


 CAO

Bridge File 71053 – Strategic Transportation Infrastructure Program

Basic Information

Application Date – Enter date (prior to Nov 30, 2025 deadline)

Name of Project – Bridge File 71053

Project Location – Township Road 774A, East of Range Road 51

Map: Coordinates 55.70586518546194, -118.63203905601941



Applicant – Municipal District of Spirit River No. 133

Address – 4202 50 St.
Spirit River, AB
T0H 3G0

Contact– Elena Valdes
ph: 780-864-3500 ext. 204
finance@mdspiritrivier.ab.ca

Contractor- Griffin Contracting Ltd.

Total Estimated Project Cost - \$165,000.00

CAP Funding Requested - \$123,750.00 (based on 25% municipal contribution)

Source(s) of Balance of Funding – Funding has been approved in the MD Spirit River Interim Capital Budget for 2026

Estimated Completion Date – Winter 2026

Project Benefits

Project Rationale

The existing bridge was constructed in 1930, with the current estimated remaining structure life of less than 5 years. The surrounding area is predominantly farms. Prioritizing road maintenance is crucial to the community and stakeholders as the quality and reliability of roadways are essential to businesses and the community.

Safety Benefits

- **Improved Load Capacity & Public Safety:** Replacing the sub-deck, removing and replacing the wheel guard (curb), and installing a strip deck will improve the structural integrity of the bridge. The current structure has an estimated remaining life of **less than 5 years**. This work will help secure the required load posting, which is currently **26 tonnes** for Single axle and **53 tonnes** for Truck Train. This prevents potential structural failure and reduces risk to the traveling public.
- **Improved Driver Experience:** Replacing the sub-deck and installing a new strip deck will improve **Deck Rideability**, which currently has a rating of 7.

Economic Benefits

- **Support for Local Economy:** The surrounding area is **predominantly farms**. The reliability of this roadway is **essential to businesses and the community** as it facilitates the transport of goods and agricultural products.
- **Preventing Costly Detours:** The current road classification is **RLU-208G-90**, and the required **Detour Length** is **13 km**. Should the bridge fail or be forced to close due to deterioration, a 13 km detour would result in significant additional operational costs for agricultural, industrial, and local traffic.
- **Asset Management and Life Extension:** The total estimated project cost is **\$165,000.00**, which is a cost-effective intervention compared to the full replacement cost of a bridge built in 1930. By addressing the critical components (sub deck, strip deck), the project directly contributes to maximizing the bridge's remaining service life beyond the estimated replacement year of **2030**.
- **Traffic Continuity:** Maintaining the function of this structure supports the **80 vehicles per day (AADT)** estimated in 2021, ensuring continuity for the local transportation network.

Project Information

Project Description

This project involves critical rehabilitation work on **Bridge File 71053**; a structure originally built in **1930** on Township Road 774A and located in the Municipal District of Spirit River No. 133. The overall condition of the superstructure is rated at **4** (out of 9), and the estimated replacement year is **2030**. The current structure life is estimated at **less than 5 years**.

The scope of work is focused on replacing and repairing the timber deck system to restore structural integrity and improve safety. Key components of the project include:

- **Sub Deck Replacement:** The existing sub-deck, made of Treated Timber, will be completely removed and replaced. The current sub-deck received a rating of **5** and shows defects in **1%** of its area.
- **Wheel Guard Replacement:** The timber wheel guard (curb), which is currently rated at **5** with notes of **7 bent bolts**, will be removed and replaced.
- **Strip Deck Installation:** A new strip deck, including necessary materials, will be supplied and installed on the newly replaced sub-deck.
- **Mobilization:** Required site mobilization costs are included.

The project is estimated to be completed by **Winter 2026**.

Costs

Mobilization: \$18,000.00

Remove and replace the wheel guard: \$25,000.00

Remove and replace all the sub deck: \$92,000.00

Finish removing and install your supplied strip deck: \$20,000.00

Strip deck materials: \$10,000.00

Sources of Funds

Total Estimated Project Cost – \$165,000.00

LRB Grant Requested – \$123,750.00

MD Spirit River Budget – \$41,250.00

Cash Flow

	2026
LRB Funds	\$123,750.00
Applicant	\$41,250.00
Total	\$165,000.00

Bridge File 13988 – Strategic Transportation Infrastructure Program

Basic Information

Application Date – Enter date (prior to Nov 30, 2025 deadline)

Name of Project – Bridge File 13988 (Rawlek Slide)

Project Location – SE 06-79-04-W6M, on Township Road 790, approximately 12 km northeast of the Village of Rycroft

Map: Coordinates 55.81058039809381, -118.61246273690503



Applicant – Municipal District of Spirit River No. 133

Address – 4202 50 St.
Spirit River, AB
T0H 3G0

Contact– Elena Valdes
ph: 780-864-3500 ext. 204
finance@mdspiritrivier.ab.ca

Engineer - MPA Engineering Ltd.

Total Estimated Project Cost - \$2,194,500.00 (based on 4.5% annual cost escalation since 2023 application)

CAP Funding Requested - \$1,645,875.00 (based on 25% municipal contribution)

Source(s) of Balance of Funding – Funding has been approved in the MD Spirit River Interim Capital Budget for 2026

Estimated Completion Date – Spring 2026

Project Benefits

Project Rationale

The structure provides access to various agri-businesses and residences over a Tributary to the Spirit River. Although the culvert barrel remains in relatively good condition, extensive slides at both embankments are impacting the integrity of the road surface and have **forced the full closure of the road**.

- **Extreme Scour:** At the downstream end, extreme scour has undermined the bevel with a void and has left the downstream invert **perched approximately 2.5m above the streambed**.
- **Embankment Slides:** The slides are encroaching on both the upstream and downstream bevels and concrete end treatments. The embankment condition has forced the road closure to ensure public safety.
- **Risk of Failure:** It is likely that the embankment slides will cause a separate collapse of the culvert barrel, if the culvert does not first wash out due to the extreme scour issues

The repair requires a geotechnical investigation and assessment to confirm the need for a site-specific slope stabilization design. To combat the erosion, the culvert will be extended, and a significant quantity of Class 3 heavy rock riprap will be placed at the streambed and channel banks.

Safety Benefits

- Repairs will alleviate existing safety concerns, which are currently severe enough that the road remains closed, and guarantee a safe, hazard-free roadway for residents. The road is a bus route and as such is top priority for maintenance and repairs.

Economic Benefits

- Repairing this structure will support the local agri-businesses operating in the area. The project would also provide business to contractors and suppliers within Alberta, which supports Alberta's Recovery Plan and creates jobs.
- The road closure requires ratepayers to detour at least an additional 3km. Prolonging the closure is extremely costly and time-consuming, especially for the large, slow-moving farm equipment used by the local agricultural community.

Project Information

Project Description

The proposed rehabilitation project for Bridge File 13988 (built in 1999) aims to stabilize the site and extend the service life of the SPCSP culvert. This structure requires

significant earthworks and erosion control to address the extreme scour and embankment slides that have forced the road's closure.

The overall project will follow a phased approach with an estimated completion date of and a **Total Project Cost of \$2,194,500.00 (based on 4.5% annual cost escalation since 2023 application).**

The scope of work includes:

1. **Preliminary Engineering & Design:** Includes site inspection, habitat assessment, environmental approval applications, and a **geotechnical investigation and assessment** to confirm the need for a site-specific slope stabilization design.
2. **Construction:**
 - **Culvert Extension:** The existing culvert will be extended.
 - **Embankment Repair:** Significant work will be undertaken to stabilize the encroaching embankment slides.
 - **Erosion Control:** Placement of a large quantity of **Class 3 heavy rock riprap** at the streambed and channel banks to eliminate further scour and erosion.

The project is estimated to be completed by October or November 2026.

Costs

Engineering and consulting: \$206,940.00

Construction contract: \$1,987,560.00

Sources of Funds

Total Estimated Project Cost – \$2,194,500.00

LRB Grant Requested – \$1,645,875.00

MD Spirit River Budget – \$548,625.00

Cash Flow

	2026
LRB Funds	\$1,645,875.00
Applicant	\$548,625.00
Total	\$2,194,500.00







**REQUEST FOR DECISION**

MEETING:	Regular Council Meeting RM.11.25
MEETING DATE:	November 3 rd , 2025
PRESENTED BY:	Shirley Hayden, Interim CAO
TITLE:	VSI Annual General Meeting

Background/Proposal:

The VSI Program holds an annual general meeting in the fall of each year. Each municipality enrolled in the VSI Program has a representative appointed by Council, at the Organizational Meeting of Council, on the Board of Directors for the Program.

The 2025 VSI AGM is scheduled for November 7, 2025 at 10:00am at the Peace Valley Inn in Peace River, AB.

Administrative Recommendations:

That Council accept the 2025 VSI AGM as information and authorize the Agricultural Fieldman and the appointed member to attend on behalf of the MD of Spirit River No.133. to come from the ASB budget.

Attachments:

- VSI AGM Notification letter

V.S.I. SERVICES (1980) LTD**BOX 137**

A non-profit organization providing veterinary care in Alberta

FAIRVIEW, AB T0H 1L0

September 28, 2025

Mr. Dan Dibbelt, CAO
Municipal District of Spirit River #133
PO Box 389
Spirit River, AB T0H 3G0

Dear Dan,

This email is to inform you of the upcoming **Annual General Meeting (AGM)** of V.S.I. Services (1980) Ltd. followed by the **Directors Meeting**. They will be held on **Friday November 7, 2025 at 10:00 a.m.** at the **Peace Valley Inns – 9609 101 St.** Peace River, AB. We are once again looking to offer attending by Zoom if demand is there.

At the same time, I would like you to confirm your representative, and possibly an alternate, to attend this meeting on your behalf. Currently I have Mr. Nick van Rootselaar as your representative, with no alternate.

After receiving confirmation, I will mail your representative and yourself the required documents to allow full participation in the AGM meeting.

Sincerely,

Rik Vandekerkhove DVM

Manager

cc. Administration
Simon Amting



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

RM - 11 - 25
November 3rd, 2025
CAO
2025/2025 Alberta Community
Partnership Grant

PURPOSE

The partnership between the Municipal District of Spirit River and the Town of Spirit River has a long history of collaborative municipal service delivery. In consultations between the MD and town it was determined that it would be proactive to begin planning for enhanced regional airport and transportation services and to move forward with a Regional Airport and Transportation Master Plan to guide the process.

Interim CAO Shirley Hayden and Development Officer & Economic Development Coordinator Montana Kuhar met with the Town of Spirit River CAO Steve Jack to discuss the upcoming deadline for the 2025/2026 ACP grant (Spirit River Regional Airport). CAO Jack provided some insight on the ACP grant, a breakdown of the grant process and information for the application, we sincerely appreciated the feedback. The following is a breakdown of the Alberta Community Partnership (ACP) Program components: the role of the Managing Partner, and information on the funding amounts:

1. Intermunicipal Collaboration Component Description

This component is designed to encourage and financially support local governments (municipalities and Métis Settlements) in Alberta to work together on projects that lead to greater efficiency and long-term sustainability.

Primary Goal: To provide funding to partnerships of two or more local governments to develop or expand regional municipal services.

Typical Projects Funded:

- Developing regional plans (e.g., regional growth strategies, emergency management frameworks).
- Creating regional service delivery frameworks and cost-sharing models.
- Identifying and achieving regional service delivery efficiencies that align with municipal or regional priorities.
- Projects that directly contribute to the mandatory Intermunicipal Collaboration Framework (ICF) requirements.

Core Outcomes:

- New or enhanced regional municipal services.
- Improved municipal capacity to respond to regional priorities.
- More effective intermunicipal relations.

2. Managing Partner Role

Because the Intermunicipal Collaboration component requires a partnership of two or more entities, the grant application process designates one organization to be the primary point of contact and fiduciary agent:

- **Role:** The Managing Partner is the organization (typically a municipality) that applies for the grant, signs the Conditional Grant Agreement (CGA), receives the grant funds, and is responsible for managing the project, ensuring all project outcomes are achieved, and completing the financial and outcomes reporting (Statement of Expenditures and Project Outcomes - SEPO).
- **Key Requirement:** The Managing Partner is responsible for ensuring that all participating partner municipalities have passed a Council resolution or motion confirming their commitment to the project.

3. Qualifying Amount (Maximum Funding)

The maximum funding available under the Intermunicipal Collaboration component can change slightly from year to year.

While the exact maximum amount for the current period (e.g., 2025-26) would be detailed in the most recent Program Guidelines, recent program changes have noted an *increase* in the maximum project funding for several ACP components, including Intermunicipal Collaboration.

- Historically, this component has often supported projects in the range of \$150,000 to \$200,000 or more depending on the scope, complexity, and number of partners involved.
- To find the precise, current maximum grant amount, you must consult the official, latest version of the Alberta Community Partnership Program Guidelines published by Alberta Municipal Affairs. These guidelines also detail whether a municipal matching contribution is required for a specific project type.

Administration is requesting council's consideration to approve a motion to ensure the Municipal District's partnership with the Town of Spirit River on the 2026/27 Alberta Community Partnership application is supported, this will allow the project to move forward and benefit the community.

RECOMMENDATION/RESOLUTION

That the Municipal District of Spirit River supports the Town of Spirit River's (managing partner) submission of a 2025/26 Alberta Community Partnership grant application in support of the Regional Airport Project, with there being no matching contribution required from the Municipal District.

Or

That Council direct Administration accordingly.

2024/25 – Alberta Community Partnership Intermunicipal Collaboration Grant Application

Managing Partner: Municipal District of Spirit River

Participating Municipalities: Town of Spirit River

Project Title: Regional Airport and Transportation Master Plan

Project Timeline: Project Start Date (DD-MMM-YY) – Defaults to "01-Apr-24"

Project Completion Date (DD-MMM-YY) – Enter "31-Dec-27"

PROJECT OVERVIEW

1. This project produces (*check all that apply*):

-  ☐ A regional service agreement, plan, framework, strategy, or model
-  ☐ A study (e.g., shared service feasibility study, etc.)
- ☐ An amended Intermunicipal Collaboration Framework and/or a new or amended Intermunicipal Development Plan
- ☐ Other (please specify) (*maximum 100 characters*):

2. a. Provide a description of the project.

- What is the purpose of the project?
- Describe how the project is a new or enhanced service.
- What activities will the partnership undertake to complete the project?
- What are the project's outputs and expected concrete results?

(Max 4,000 Characters)

The partnership between the Municipal District of Spirit River and the Town of Spirit River has a long history of collaborative municipal service delivery. In consultations between the MD and town it was determined that it would be proactive to begin planning for enhanced regional airport and transportation services and to move forward with a Regional Airport and Transportation Master Plan to guide the process. We want to ensure we are positioned to address future airport and transportation requirements and will use the plan as a framework to guide an informed strategic approach to new and enhanced regional airport and transportation infrastructure and services.

The regional airport is municipally owned and is a multi-purpose facility that is critical to the provision of regional fire suppression, medical transports, agricultural weed and crop management, passenger flights, forestry services, and an economic development hub for the transport of goods and services for commercial and municipal users. Enhanced delivery of reliable and safe transportation services will ensure we are positioned to address future operational and infrastructure requirements. The partnership recognizes the importance of sustainable regional airport and transportation service delivery and supporting municipal infrastructure for reliable airport and transportation services, health, safety, quality of life for our residents, growth, and attracting investment to the region.

This comprehensive analysis will provide the partnership with a preliminary design assessment and recommendations on how to proceed with the future regional airport and transportation infrastructure planning. The regional airport and transportation master plan project will include a condition assessment and analysis of transportation infrastructure and assets. The partnership does not have this critical information, which will support the delivery of both new and enhanced airport and transportation services.

The Regional Airport and Transportation Master Plan specifically will involve:

1. Data collection and evaluation of airport facility and transportation infrastructure, site plan, and projected services that align with provincial and federal legislative requirements.
2. Complete an inspection and condition assessment and hazard analysis of the airport and transportation network with related improvement recommendations and cost models.
3. Preliminary engineering with conceptual and detailed designs, and identification of structural requirements and land acquisition options.
4. Development of regional airport governance model options.
5. Stakeholder consultation.
6. Incorporate recommended upgrades into 10-year capital plans.

The regional airport and transportation master plan addresses coordination of enhanced airport and transportation network assets to guide development to ensure it occurs in an orderly, economic, efficient, and harmonious manner that is sustainable. A safe and viable airport and transportation network is foundational to economic development and enhanced quality of life for all residents in the region. This information will establish a framework to guide informed decisions on required local and joint transportation infrastructure improvements and upgrades.

The expected project outputs are:

1. Airport and transportation network data collection and analysis summary report.
2. Inspection, condition assessment, and hazard analysis of the airport and transportation network.
3. Airport and transportation network conceptual and detailed engineering designs, identification of structural requirements and land acquisition options, recommendations, and cost models.
4. Regional airport governance model options.
5. Updated 10-year capital plans.

2.b. Describe how benefits will be shared among the participating municipalities.

- How does the project address municipal and regional needs?
- Does the project benefit stakeholders beyond the partnership?

(Max 4,000 Characters)

The primary reason for this project is to ensure sustainability and safety of the region's residents through a comprehensive approach to transportation network infrastructure management beyond the municipal boundaries. The regional airport and transportation master plan will inform a municipal service delivery framework with several regional benefits in the following areas.

- Understanding the condition and required improvements to the airport and the road network is especially critical as it relates to safe access for medical services, fire and emergency service response, industrial movement of goods and services, agriculture and food production, and access to recreational opportunities.
- The partnership has experienced some growth and pressures in conjunction with commercial and residential development. The regional airport and transportation master plan addresses coordination of the airport and transportation network and land use framework to guide development to ensure it occurs in an orderly, economic, efficient, and harmonious manner that is sustainable.
- The project enhances planning and development with the provision of new transportation asset data that will inform related transportation policies and strategies.
- A safe and viable transportation network is foundational to air and motorist safety, supporting the attraction and retention of businesses and residents, and an enhanced quality of life for all residents and visitors in the region.
- This project will provide airport governance model options so airport management and services will be formalized under a collaborative agreement.

This regional airport and transportation master plan is a collaboration and planning tool that will benefit both partners with jointly recognizing infrastructure and land use concerns,

promoting efficient planning, and identifying future transportation services and governance needed to support and attract investment and economic growth. Municipal cost savings because of airport and transportation network optimizations will also provide residents with a higher quality of life.

The regional airport and transportation master plan requires joint awareness and will:

- foster ongoing relationship building,
- potentially identify future opportunities for the delivery of new and enhanced regional services, and
- promote collaboration and cooperation in planning matters of mutual interest.

Reliable airport and transportation infrastructure is a critical component for attracting investments, new and expansion of existing business development, and supporting economic growth that will strengthen the regional economy.

PROJECT PRIORITY

3. Why are the project and the grant needed?

3.a. Describe how and why this project is a priority for the region. (Max 4,000 Characters)

The partnership has been notified that the airport is in danger of not being suitable for air-ambulance services. Cancellation of this service would put all our residents at risk of not receiving life-saving medical services. The partnership does not currently have a comprehensive Regional Airport and Transportation Master Plan which is critical to provide the partners a big picture approach for the planning and collaborative delivery of airport and transportation services well into the future. Due to the absence of this information, there are significant concerns with regional airport and transportation assets and safe transportation and usage. The plan will also inform regulatory requirements and ensure the partnership is in alignment with Transport Canada legislative requirements.

The condition of municipal service delivery infrastructure is also a key element of municipal and regional sustainability and is a critical consideration for growth and attracting investment to the region. This project aligns with and supports the intermunicipal collaboration framework (ICF) objective that speaks to the importance of regional cooperation for the delivery of vital core municipal services, and intermunicipal development plans (IDPs) that guide the regional vision for airport, transportation, and land use to achieve strong economic and social outcomes. Infrastructure assessment information can also be used to support ICF and IDP updates.

The region serves a thriving agricultural industry which requires a sustainable airport and transportation network. Recreation, tourism, and industrial development are growing within the region, and a strong airport and transportation network will support related initiatives in these areas. This contributes to heavy use of the airport and transportation network which has stressed transportation assets and infrastructure.

The absence of comprehensive municipal infrastructure asset details was identified as a significant gap in the regional ICF and IDP planning process. The regional airport and transportation master plan and condition analysis will guide and inform conversations and planning for enhanced regional airport and transportation service delivery, and other potential opportunities for sharing services. The asset condition analysis provides budgetary impact awareness, especially if municipal infrastructure enhancements are required in support of regional airport and transportation initiatives.

The regional airport and transportation master plan is critical to ensuring safe transport for residents, industry, and emergency services. Safe transportation access in the region is core to quality of life and economic development and growth.

This project supports provincial and ministry objectives that include:

Municipal Affairs – Outcome 1: this project provides the framework for encouragement of economic growth through future transportation projects that will promote vibrancy and prosperity, employ Albertans, and joint administration that could potentially reduce red-tape.

Municipal Affairs – Outcome 2: this project will provide critical data and a framework for the intermunicipal collaboration and enhanced and sustainable delivery of regional airport and transportation with planning for reliable regional transportation management, including Highways 2 and 49.

Transportation and Economic Corridors – Outcome 1: this project supports the planning for sustainable transportation network assets that provide the foundation for safe transportation corridors and which enhances job creation and economic growth through efficient transportation network access for Albertans.

Transportation and Economic Corridors – Outcome 3: this project supports Alberta's transportation network management through effective, responsible, and thoughtful planning that promotes long-term sustainability and affordability.

3.b. What is preventing the partnership from undertaking the project in-house or from obtaining the resources or expertise needed for the project? How will the grant be used to resolve these barriers?

(Max 4,000 Characters)

There are several factors affecting the partnerships' ability to undertake this project that include:

- Requirement for specialized knowledge and expertise that is not available within the municipalities related to professional engineering analysis, professional transportation network infrastructure testing and analysis, and technical stakeholder engagement. The grant will be used to obtain technical experts capable of completing the required work.
- Use of municipal funding for this project would place additional financial strain on municipal resources that are struggling to balance higher costs and delivery of vital municipal services.
- The municipal employees already have strained time commitments and high workload expectations with the ongoing delivery of day-to-day municipal operations which does not leave the capacity to engage in the time expectations this project requires.

This project is of critical importance and the consequence of not going forward with a fulsome and robust review and analysis would mean that the partnership does not have a planning tool that would provide guidance to decision-makers and a framework for working cooperatively. The regional airport and transportation master plan is vital to identifying infrastructure assets and requirements for the enhanced and efficient delivery of regional transportation services.

PARTNERSHIP AND PROJECT READINESS

4. a. Provide a brief description of each partner's roles and responsibilities with respect to the project.

- How will each participating member be involved in project planning, administration, and decision making?
- What arrangements and processes are in place or will be established to ensure the interests of each member will be met in project outcomes?

(Max 4,000 Characters)

The Municipal District of Spirit River is the managing partner on this grant application for the sole purpose of grant submission and future grant administration and reporting if grant is approved.

The grant project itself will be a fully collaborative process as it relates to project planning, administration, and decision making. This grant project will be guided by the regional airport and transportation working team that has representatives from each municipality.

Administration and technical advisors from both municipalities will also be involved throughout the process.

Both municipalities will be actively engaged in project progress and will have input and influence on project outcomes. Both municipalities will have an opportunity to review regional transportation asset data and recommendations to determine the relevant issues, and alignment with local goals and objectives. The regional airport and transportation master plan will provide guidance for joint approach options when considering regional transportation, governance, assets, and infrastructure of mutual interest.

Mechanisms that will support an inclusive process for the development of a comprehensive regional airport and transportation master plan includes frequent discussions to ensure agreement on data collection methods, input from senior administration, acknowledgement of shared values (e.g., reliable transportation infrastructure for viable economic diversification, industry, agriculture, recreation, and growth) and an agreed upon voting model.

4.b. How will conflict be resolved to ensure a successful outcome which meets the interests of all project participants?

- Provide details of any dispute resolution mechanisms in place or that will be established between the partners.

(Max 4,000 Characters)

The partnership will follow the resolution process that is part of the ICF structure.

It is imperative that the regional airport and transportation master plan be of use for both municipalities so check points to confirm clarification of process will be imbedded in the project planning process.

The intent of the dispute resolution process is to maximize opportunities for discussion to resolve areas of disagreement early in the process. If conflict occurs all efforts will be made to resolve the issue administratively. If required, the issue will be elevated in the following sequence: regional airport and transportation working team, senior managers, joint meetings of both councils, provincial mediation.

4.c. Provide a concise overview of the project workplan and timeline.

(Max 4,000 Characters)

The partnership is proposing to hire a consultant to complete the following project workplan:

1. Preliminary assessment, data collection, situational analysis, site surveys, and review of all reports, data, plans, drawings, digital base maps, and air photos.
2. Complete an inspection and condition assessment and hazard analysis of the airport and transportation network and develop related improvement recommendations and cost models.
3. Preliminary engineering with conceptual and detailed designs, and identification of structural requirements and land acquisition options.
4. Development of regional airport governance model options.
5. Stakeholder consultation throughout the project.
6. Incorporate recommended upgrades into 10-year capital plans.

The following timelines are high level estimates and may overlap and be modified as the project proceeds:

1. Stakeholder consultation (ongoing)
2. Airport facilities and transportation asset and infrastructure and site plan data collection and evaluation with regulatory review and analysis. (April 2025 – March 2026)
3. Preliminary engineering with conceptual and detailed designs, and identification of structural requirements and land acquisition options. (April 2026 – March 2027)
4. Development of regional airport governance model options. (April – July 2027)
5. Develop airport and transportation asset and infrastructure improvement summary report including recommendations and cost models (August 2027 – October 2027)
6. Update 10-year capital plans (November 2027 – December 2027)

4.d. Identify potential risks that could impact the schedule of activities listed under this ACP project and provide risk mitigation strategies.
(Max 4,000 Characters)

Risks associated with this project include:

1. Weather impact and timely collection of data – this will be mitigated through the inclusion of an ample amount of time in the project timeline.
2. Availability or completeness of municipal input and asset data – this will be mitigated through clear communications between the consultant and municipal representatives to ensure project data needs are managed effectively and solutions to address data gaps are addressed in a timely manner.
3. Municipal support and cooperation – this will be mitigated through targeted communications with partnership, impacted stakeholders, and community groups to

determine and coordinate needs, develop strategies on addressing these needs, and identify potential impacts to the regional airport and transportation master plan.

4. Asset condition may create an increased funding pressure for new construction, repairs, and maintenance – this will be mitigated through the detailed asset condition data that will provide councils with critical information when deliberating over annual budgetary considerations.

INTERMUNICIPAL COLLABORATION - BUDGET

5.a. What are the expenditure estimates provided under the Project Budget section based on?

- Include details on the anticipated project resources, service providers, or contractors.

(Max 4,000 Characters)

The partnership has collaborated with MPE a division of Englobe (MPE) to identify high level project requirements. MPE has technical and local expertise and has provided a preliminary quote in support of this project. Costs are estimates based on similar regional projects.

5b. Provide a comprehensive, *itemized breakdown* of all your estimated project costs and expenditures in the table below. Insufficient or incomplete project cost information will impact the evaluation of your grant application.

- Use the [+] button to add line items to specifically identify the types of consultant activities and vendor costs (advertising, printing, venue rental).
- Only list the project cost information associated with the scope of work under this grant request.
- Capital expenditures are not eligible under the IC component.

Item Description	Estimated Item Cost
Airport and transportation network data collection and analysis summary report.	\$42,000
Inspection, condition assessment, and hazard analysis of the airport and transportation network.	\$60,000
Airport and transportation network conceptual and detailed engineering designs, identification of structural requirements, land acquisition options, recommendations, and cost models.	\$50,000
Regional airport governance model options.	\$23,000
Updates to 10-year capital plans.	\$25,000
Total Project Costs	\$200,000

**The grant maximum under the Intermunicipal Collaboration component is \$200,000.*

ADDITIONAL SUPPORTING PROJECT INFORMATION

6. Provide any other additional project details not included in the responses that will further inform ministry staff in understanding the benefits of your project. (Max 4,000 Characters)

Local governments are essential partners of the Government of Alberta in providing infrastructure for Albertans. We are responsible for a significant amount of the infrastructure on which Albertans rely and do our part by identifying ways to strengthen capacity and properly assess priority infrastructure needs.

A big part of the regional airport and transportation master plan is to properly assess infrastructure needs that form the basis for strategic long-term infrastructure planning. Sustainable transportation assets and a viable airport and transportation network contribute to the resilience, connectivity and wellbeing of communities and support regional sustainability and public safety.

The funding is critical, especially now with additional challenges we are facing with responding to fiscal pressures and ever-increasing operational costs. The focus on regional cooperation that is supported through this grant will strengthen the partnership and put us in a stronger position to face these circumstances together.

This project supports the provincial economy and would create an estimated 4-6 jobs during the course of the project. The regional airport and transportation master plan will contribute to a safe and reliable transportation network that will bring regional and provincial growth. This partnership is being proactive to ensure sound and reliable infrastructure is in place which is vital to ensuring we are positioned to grow and respond to Alberta's economic renewal.

This project will guide collaborative asset management and inform the ICF process to deliver services in a way that considers current and future needs, manages risks and opportunities, and makes the best use of resources. The regional airport and transportation master plan will support integrated and strategic planning, delivery, and funding of regional transportation services to increase efficiency and address mutual priority areas. The partnership is making a significant commitment to this high priority project and support for this project would be a clear indication that the Government of Alberta is truly committed to supporting economic growth and sustainability in rural areas.



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

RM-11-25
November 3rd, 2025
CAO
Policy Updating:
Workplace Violence - HR 12

BACKGROUND/PROPOSAL

The current organizational Workplace Violence Policy, last reviewed in 2021 is no longer aligned with contemporary best practices, evolving regulatory landscapes, and the comprehensive definition of psychological safety in the workplace.

A key driver for this urgency is the heightened regulatory environment in Alberta. The recent update to the Alberta OHS Code (Part 27), effective March 2025, significantly strengthen requirements. Furthermore, the OHS Proactive Inspection Program has expanded its scope to include counties and municipal districts, signifying increased scrutiny and enforcement of comprehensive safety requirements within the municipal sector.

The Organization requires the policy be updated every three years to meet OH&S standards.

RECOMMENDATION/RESOLUTION

That Council review and approve the updated Municipal District of Spirit River No.133 Human Resources Policy HR.12 Workplace Violence.

Or

That Council direct Administration accordingly.

CAO

MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133 WORKPLACE VIOLENCE	Function: Policy No. Effective: Supercedes:	Human Resources HR.12 August 18th, 2021 March 2009
---	---	---

Policy Statement:

The guidelines are intended to inform all employees on how to recognize workplace violence, to communicate the municipality's policy and procedures related to workplace violence, to explain the appropriate response to workplace violence including how to obtain assistance and the procedures for reporting, investigating, and documenting incidents of workplace violence.

Definition:

Violence means whether at a work site or work related, the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical injury.

Procedure:

This organization believes in the prevention of violence and promotes a violence-free workplace in which all people respect one another and work together to achieve common goals. Any act of violence committed by and against any worker or member of the public is unacceptable conduct and will not be tolerated.

We are committed to:

- Investigating reported incidents of violence in an objective and timely manner.
- Taking necessary action.
- Providing appropriate support for victims.

No action shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable and probable grounds.

No employee or any other individual affiliated with this organization shall subject any other person to violence.



Policy No. HR.12

Workplace Violence

Date Approved: November 3rd, 2025.

Supercedes:

Amended:

Department: **Administration**

Review Date:

Rescinds:

Council Resolution No: XXX .11.03.25

Related Procedure:

The Municipal District of Spirit River No.133 Policy Manual

Municipal District of Spirit River No. 133

Effective Date: November 3rd, 2025

Review Date: 3 Years

Authority: Alberta Occupational Health and Safety Act, Alberta Human Rights Act, and Municipal Council Resolution

1. Policy Statement and Commitment

The Municipal District of Spirit River No. 133 (the "Municipality") is committed to providing a work environment that is free of Workplace Harassment and Workplace Violence. The Municipality has a zero-tolerance approach to any such behavior. This Policy is fundamental to ensuring a workplace where every worker is treated with consideration, fairness, dignity, and respect, fostering a safe environment where individuals can work effectively and confidently.

Workplace Violence Prevention Policy and Guidelines

Purpose

These guidelines are designed to inform all employees on:

- **Recognizing Workplace Violence:** Identifying behaviors and situations that constitute workplace violence.

- **Policy and Procedures:** Communicating the municipality's official policy and procedures regarding workplace violence.
- **Response and Reporting:** Explaining the appropriate response to incidents, including how to obtain immediate assistance, as well as the procedures for **reporting, investigating, and documenting** any workplace violence incidents.

Definition of Violence

For the purposes of this policy, violence means any threatened, attempted, or actual conduct of a person, whether at a work site or work-related, that causes or is likely to cause physical injury.

Organizational Commitment and Procedure

The municipality is committed to preventing violence and promoting a violence-free workplace where all individuals are treated with respect and can work together to achieve common goals.

Any act of violence committed by or against an employee or member of the public is considered unacceptable conduct and will not be tolerated.

We are committed to the following:

- **Objective and Timely Investigation:** Investigating all reported incidents of violence in an objective and timely manner.
- **Necessary Action:** Taking necessary and appropriate action in response to confirmed incidents.
- **Victim Support:** Providing appropriate support for victims of workplace violence.

Non-Retaliation Clause

No action shall be taken against an individual for making a complaint unless the complaint is found to have been made maliciously or without reasonable and probable grounds.

Prohibition of Violence

No employee or any other individual affiliated with this organization shall subject any other person to violence.

This policy forms the core of the Municipality's statutory Workplace Violence and Harassment Prevention Plan required under the Alberta Occupational Health and Safety Act (OHS Act).

2. Scope and Application

2.1. This Policy applies to all individuals at the workplace, including:

- The Chief Administrative Officer (CAO) and all Municipal Employees (full-time, part-time, temporary, casual).
- Contractors, consultants, and service providers (Non-permanent workers).
- Volunteers and students.
- Elected Officials (Council), whose conduct with respect to staff is governed by this policy as well as members of council.

2.2. This Policy applies to all locations where municipal business or work-related activities occur, including, but not limited to:

- Municipal offices, buildings, and facilities.
- Municipal vehicles.
- Work-related social events, conferences, and training sessions.
- Any communications (verbal, written, electronic, or social media) related to municipal business, including staff behavior outside working hours that may impact work or working relationships.

3. Definitions

3.1. Worker: An individual who performs work for the Municipality, including the CAO, employees, council, contractors, and volunteers.

Violence means whether at a work site or work related, the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical injury.

Procedure:

This organization believes in the prevention of violence and promotes a violence-free workplace in which all people respect one another and work together to achieve common goals. Any act of violence committed by and against any worker or member of the public is unacceptable conduct and will not be tolerated.

We are committed to:

- Investigating reported incidents of violence in an objective and timely manner.
- Taking necessary action.
- Providing appropriate support for victims.

No action shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable and probable grounds.

No employee or any other individual affiliated with this organization shall subject any other person to violence.



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

RM-11-25
November 3rd, 2025
CAO

Request for Placement of
CLH Bid.com Van on MD Land Located
at: SW.4.78.5 W6th

BACKGROUND/PROPOSAL

CLH bid contacted administration regarding the placement of the CLHbid.com Vans to be placed on MD land located at SW.4.78.5. W6.

Enclosed is further information regarding the placement and purpose of the advertising and also an aerial view of the location.

Should council enter an agreement with CLH Bid for the placement of the Van in the location specified in the aerial photo – CLH Bid will provide a an annual payment of \$3600.00 to the municipality.

RECOMMENDATION/RESOLUTION

That Council direct Administration accordingly.

CAO

October 24, 2025

Shirley Hayden, CAO
Municipal District of Spirit River No. 133
P.O. Box 130
Spirit River, AB. T0H 3G0

Dear Ms. Hayden,

RE: Request for Placement of CLHbid.com Van – SW 4-78-5-6TH

I am writing on behalf of CLHbid.com to request Council's consideration in permitting one of our CLHbid.com vans to be placed in a visible location within the MD of Spirit River No. 133. We have enclosed the aerial image of the specific location we are proposing, marked for easy reference.

CLHbid.com was founded here in the Peace Country, where our team has deep agricultural roots. Over a decade ago, we witnessed many challenges that were unique to selling farmland. Particularly the lack of transparency and price discovery that often left both Sellers and Buyers unsure of whether the process had been fair. With farmland, these decisions carry history and meaning, and we felt strongly that farm families deserved a better method of selling farmland, one that respected their decades of hard work and alleviated their stress when the time came to sell. At CLHbid.com we bring clarity, fairness and control to Sellers while offering Buyers a process that they can trust.

The vans are simply a way of letting people know that this system exists when the time comes to haul in their last load of grain to the elevators. They are consistent in appearance, professionally painted, clean, and unobtrusive.

We value the Spirit River community and the people who make it what it is. The agricultural committees in the area are exceptionally well run, and it has been important to us to support the work they do. We are grateful to sponsor the Spring Dance and look forward to continuing to support local events and initiatives in the years ahead.

If Council is open to the placement at the location indicated in the attached aerial, we would provide an annual payment of **\$3,600.00** to the MD of Spirit River No. 133.

We would be grateful if this request could be added to the agenda of the next Council meeting. We would also be pleased to attend to answer any questions or provide further information.

I also attach additional information on our platform and how we are different from existing methods of selling farmland.

Thank you for your time and consideration.



Alle M. Carter | President & Legal Counsel

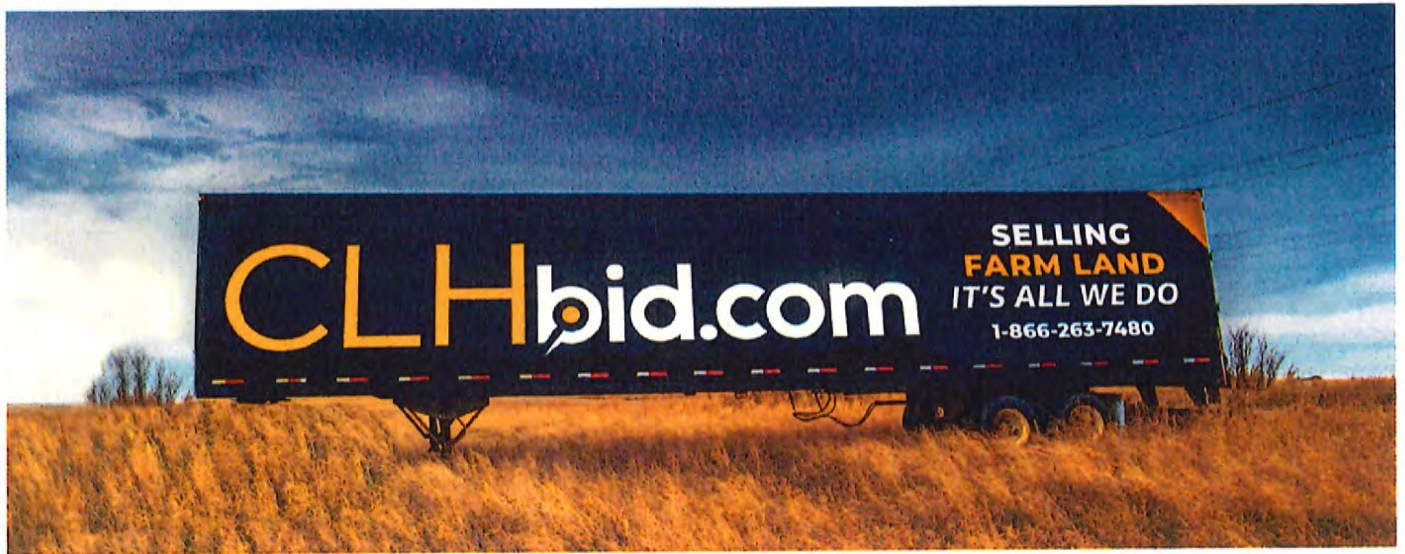
alle@clhlaw.ca

OFFICE 780 532 5931 | CELL 780 832 8401

TOLL FREE 1 866 263 7480

www.CLHbid.com

CLHbid.com







MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

RM-11-25
November 3rd, 2025
Elena Valdes, CFO & Simon Amting ASB
Christmas lights for Admin Business

BACKGROUND/PROPOSAL:

Each year, the MD of Spirit River decorates all MD Owned buildings for the holiday season using traditional incandescent Christmas lights. While these lights create a festive atmosphere, they are energy-inefficient, costly to operate, and require frequent replacement. This proposal recommends switching from regular incandescent lights to energy-efficient LED (Light Emitting Diode) lights to reduce energy consumption, improve safety, lower costs, and promote sustainability.

LED lights offer several key advantages over traditional incandescent bulbs:

- **Energy Efficiency:** LEDs use up to 80–90% less electricity than incandescent lights, significantly reducing energy costs during the holiday season.
- **Longer Lifespan:** LED bulbs last up to 25 times longer, reducing the need for frequent replacement and maintenance.
- **Safety:** LEDs produce less heat, minimizing fire hazards and improving safety for indoor and outdoor displays.
- **Environmental Benefits:** Lower energy use reduces the organization's carbon footprint and supports sustainability goals.
- **Improved Durability:** LED lights are made with stronger materials, making them more resistant to breakage and suitable for reuse over multiple seasons.

Employee Safety Considerations

Installing and maintaining Christmas lights, particularly on elevated surfaces, poses potential hazards such as slips, trips, and falls. In past years staff members may have been required to climb ladders, rooftops, or trees to hang lights, increasing the risk of injury.

Switching to long-lasting LED lights helps **reduce the frequency of installation and replacement**, directly decreasing employee exposure to these hazards.

QUOTE:

Simon was able to obtain a quote to replace lights in all MD Owned buildings: Admin Building, Brownlee building, CAO House + Garage and Public Works building.

At this time, we are requesting that only installation of the Admin building lights be reviewed for approval. The cost for the Admin building is around \$6000.00

See Quote attached to RFD

RECOMMENDATION/RESOLUTION:

That Council reviews the quote and confirms if we are allowed to move forward with the project in this current year.

Or

That Council direct Administration accordingly

A handwritten signature in black ink, appearing to be 'Elena Valdes', written over a horizontal line.

Elena Valdes CFO



Admin



Quote Q2502C9D

Simon Amling

Today, you are saving a total of: \$1,517.00

\$5,939.00

Track Side:

Monarch / Royal: Ironstone 290: 3/4" Hat Track

Saved: \$1,419.00 (20%)

\$5,547.00

Control Boxes

Saved: \$98.00 (20%)

\$392.00

Regular

\$7,456.00

Discount

-\$1,517.00

Total (Net Tax)

\$5,939.00



Approve ➔



Brownlee



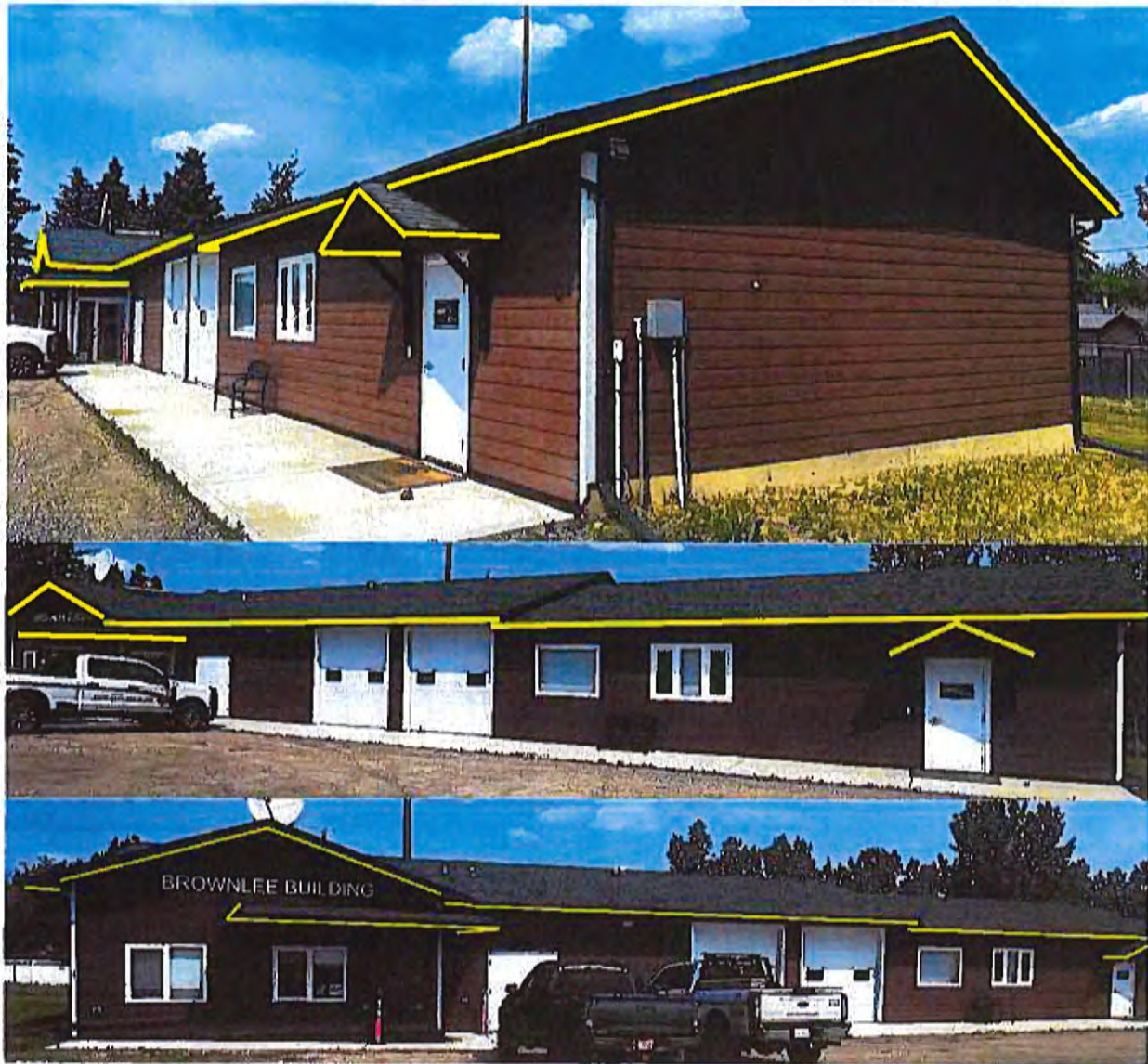
Quote Q2502G9E

Simon Ameling

Today, you are saving a total of: \$1,308.00

\$5,122.00

Track Side:	\$4,730.00
Monarch / Royal: Ironstone 290: 3/4" Hat Track	
Saved: \$1,210.00 (20%)	
Control Boxes	\$392.00
Saved: \$98.00 (20%)	
Regular	\$6,430.00
Discount	- \$1,308.00
Total (Net Tax)	\$5,122.00



Approve →



Dan's House + Garage



Quote Q2502C9F

Simon Amting

Today, you are saving a total of: \$1,615.00

\$6,331.00**Track Side:**

Monarch / Royal: Ivory 302: 3/4" Hat Track

Saved: \$528.00 (20%)

\$2,064.00

Control Boxes

Saved: \$196.00 (20%)

\$784.00

Track Side:

Monarch / Royal: Ivory 302: 3/4" Hat Track

Saved: \$891.00 (20%)

\$3,483.00

Regular

\$7,946.00

Discount

\$1,615.00

Total (Net Tax)**\$6,331.00**







Public Works



Quote Q2502CA0

Simon Auning

Today, you are saving a total of: \$1,484.00

\$5,810.00

Track Side:	\$5,418.00
Monarch / Royal: Chocolate 309: 3/4" Hat Track	
Saved: \$1,386.00 (20%)	
Control Boxes	\$392.00
Saved: \$98.00 (20%)	
Regular	\$7,294.00
Discount	\$1,484.00
Total (Net Tax)	\$5,810.00



Approve ▶





MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

RM-11-25
November 3rd, 2025
CAO

Cancellation of Regular Meetings
November 5th and November 19th, 2025

BACKGROUND/PROPOSAL

Administration has reviewed the upcoming Council meetings scheduled for the next few weeks.

Due to the Elected Officials Orientation Training taking place on November 1st and Organizational and Regular meeting needing to be held on Monday November 3rd, 2025, Administration is recommending that the November 5th, 2025, meeting be cancelled.

Due to the Rural Municipalities Conference in Edmonton, the week of November 17th – 20th administration is recommending that the November 19th meeting be cancelled.

Therefore, the next regular meeting will be on December 5th, 2025, should council feel it is necessary to hold a meeting before this time, a special meeting of council can be held.

RECOMMENDATION/RESOLUTION

That the Municipal District of Spirit River No.133 Council meeting for November 5th and November 19th, 2025, be cancelled.

Or

That Council direct Administration accordingly.

 CAO



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

RM-11-25
November 3rd, 2025
CAO
CAO Bylaw 04/2025

BACKGROUND/PROPOSAL

The current governing bylaw establishing the position, powers, and duties of the Chief Administrative Officer (CAO) is Bylaw No. 2007-07 (or the bylaw that repealed it, which appears to be a minor re-enactment without the position description attached).

A review of the CAO Bylaw reveals that it has not been substantively updated for over 18 years. While the general mandate remains intact, a key financial provision is missing from the *formal, current record* and the bylaw structure needs to be modernized to align with best practices and subsequent amendments to the Alberta Municipal Government Act (MGA).

2. Key Deficiencies/Required Updates

A new or amending bylaw is required to formalize and clarify the following

Specific Content Differences

Feature	Newer/Replacement Bylaw	Bylaw No. 2007-07
Delegation Clause	Section (vi) is very clear: "The Chief Administrative Officer has authority to delegate and to authorize further delegation..."	Section 5 delegates but does not explicitly mention <i>authorizing further delegation</i> in the same clear terms.
Repealed Bylaw	Repeals Bylaw 07-2007 (and amendments).	
Finalization	The provided text ends after the enacting clauses.	

RECOMMENDATION/RESOLUTION

That Bylaw 04-2025, the CAO Bylaw, be read the first time.

That Bylaw 04-2025, the CAO Bylaw, be read a second time.

That consent be given to read the CAO Bylaw 04-2025 a third time.

That Bylaw 04-2025, the CAO Bylaw, be read a third and final time and be passed.

Or

That Council direct Administration accordingly.



**MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133
BYLAW NO. 2007-07**

**BEING A BYLAW TO ESTABLISH THE POSITION OF
CHIEF ADMINISTRATIVE OFFICER**

WHEREAS, the Municipal Government Act, Section 205, Being Chapter M-26, R.S.A. 2000, provides that a council must establish by bylaw a position of chief administrative officer and give the position an appropriate title;

NOW THEREFORE the Council for Municipal District of Spirit River No. 133, in the Province of Alberta, duly assembled, hereby enacts as follows:

- 1) This Bylaw may be referred to as the "CAO Bylaw".
- 2) In this Bylaw:
 - (a) "Council" means the Council of the Municipal District of Spirit River No. 133
 - (b) "Municipal District " means Municipal District of Spirit River No. 133
 - (c) "Chief Administrative Officer" means the Chief Administrative Officer of the Municipal District.
- 3) Council hereby establishes the position of Chief Administrative Officer and the individual appointed to the position will have the title "CAO".
- 4) The Chief Administrative Officer has all the powers, duties and functions given to the chief administrative officer under the Municipal Government Act and any other legislation.
- 5) Except where expressly prohibited by legislation or a direction of Council, the Chief Administrative Officer has authority to delegate and to authorize further delegation to any employee of the Municipal District of any power, duty or function given to the Chief Administrative Officer.
- 6) Notwithstanding any delegation, the Chief Administrative Officer is accountable to Council for the exercise of all powers, duties and functions.
- 7) Council, by resolution, will
 - (a) approve a position description for the position of Chief Administrative Officer,
 - (b) appoint a person to the position of Chief Administrative Officer, and
 - (c) establish the terms and conditions of the person's employment.
- 8) Bylaw 03-2004, and any amendments, is hereby repealed.
- 9) This Bylaw comes into force at the beginning of the day that it is passed in accordance with Section 189 of the Municipal Government Act (Revised Statutes of Alberta, 2000, Chapter M-26 as amended).

READ a first time this 1st day of November, A.D., 2007.

READ a second time this ____ day of ____ A.D., 2007.

READ a third time this ____ day of ____ A.D., 2007.

SIGNED this ____ day of ____ A.D., 2007.

REEVE

CAO



Municipal District of Spirit River No. 133

POSITION DESCRIPTION

1. IDENTIFYING INFORMATION

- | | |
|---------------------------|---|
| a) WORKING TITLE: | CAO |
| b) DEPARTMENT: | Administration |
| c) LOCATION: | Spirit River |
| d) NAME OF INCUMBENT: | |
| e) POSITION NUMBER: | 001 |
| f) REASON FOR SUBMISSION: | Create
<u>Update</u>
Reclassification |

2. POSITION SUMMARY

The Chief Administrative Officer is the senior policy advisor to the Municipal District Council and, as the administrative head of the Municipal District, directs the overall planning, budgeting, management and evaluation of the operations of the Municipal District in accordance with the Municipal Government Act and other legislation, the bylaws of the Municipal District, and with the objectives, policies and programs approved by Council.

3. POSITION RESPONSIBILITIES:

In addition to the duties and responsibilities prescribed in the Municipal Government Act, other legislation, Municipal Bylaws and any additional duties assigned from time to time by Council, the Chief Administrative Officer is responsible to

A. Advise and inform Council

- Report to Council on the effectiveness of its policies and programs and to recommend changes or new initiatives to achieve Council's objectives;
- Regularly report to Council on progress in implementing Council's policies and programs;
- Coordinate and direct presentations by administrative staff to Council on policy proposals and ongoing municipal operations;
- Advise Council of the provisions of relevant legislation and bylaws affecting its decisions.

B. Manage the implementation of Council's policies and programs

- Establish the organizational structure, and recommend to Council the staffing levels, financial and other resource requirements necessary to implement Council's policies and programs;
- Plan, manage and evaluate the use of the available human and material resources, provided in the budgets approved by Council;
- Direct and coordinate the activities of the various Departments of the Municipal District;
- Provide liaison with other authorities and contractors providing public services within the Municipal District.

C. Promote effective working relationships with other governments

- Establish positive working relationships with the Town of Spirit River, Village of Rycroft, neighbouring municipalities, and relevant municipal associations;
- Establish positive working relationships with officials of the Provincial and Federal Governments as required.

D. Promote effective communications programs

- Keep informed of governmental and community affairs and ensure that Council and Municipal employees are made aware of significant trends;
- Ensure Council receives all information it requires to make effective decisions and that Municipal employees are informed of Council decisions;
- Ensure that regular opportunities are provided for the public to become informed on Municipal District affairs,
- Provide a visible presence representing the Municipal District at community events and other opportunities for informal contact with residents.

4. CHARACTERISTICS OF THE POSITION

(a) Authorities and Terms of Reference:

The Chief Administrative Officer carries out these responsibilities, referring to:

- Province of Alberta Legislation, especially the Municipal Government Act
- Federal Legislation
- The annual approved budget of the Municipal District of Spirit River #133
- Approved long range plans for the Municipal District of Spirit River #133
- Council policies and bylaws

(b) Supervisory Responsibility:

The Chief Administrative Officer has direct supervisory responsibility for all senior management positions as per the organizational chart and its amendments from time to time.

(c) Decisions/Recommendations:

The incumbent is responsible for making decisions with respect to day-to-day operations and administration within the Municipal District, and for determining and executing the appropriate course of action for the implementation of directives, policies, and programs provided by Council.

The incumbent works in consultation with Council, and various departments and branches within the Government of Alberta on issues that have political and financial implications, long-term strategic issues, and on matters related to policy.

(d) Working Relationships/Contacts:Internal

In fulfilling the duties of this position, the Chief Administrative Officer works closely with Council members, the senior management team, and other staff members on cross-departmental issues and a variety of administrative or operational issues.

External

Outside the organization, the Chief Administrative Officer has regular contact with ratepayers, consultants and contractors regarding services being provided by the Municipal District. The Chief Administrative Officer also has frequent contact with senior officials from other government organizations and other private organizations regarding the programs and services of the Municipal District of Spirit River No. 133.

(e) Financial and/or Material Resource Responsibility:

The Chief Administrative Officer oversees the administration of the approved operational and capital budgets for the Municipal District. The Chief Administrative Officer has expenditure authority as per expenditure authority to purchase policy.

(f) Qualifications:Skills/Knowledge:

Preferred
Certification in local Government Administration , university degree in public administration, business or a related discipline Excellent interpersonal and communication skills. Experience with conflict resolution and negotiations. Ability to deal effectively in a political policy environment.

Experience:**Preferred**

10 years in a senior management role or as Chief Administrative Officer in a municipal setting.

(g)Physical Effort/Working Conditions:

- Most work is conducted in an office setting.
- Travel to other communities in Alberta for meetings, seminars, or conferences are required on a low to medium frequency/intensity.
- Overtime is required to meet deadlines and attend meetings representing the Municipal District on a low to medium frequency/intensity.
- Stress from coordinating a wide variety of projects and issues is of a medium frequency/intensity.

THE FOREGOING INFORMATION IS AN ACCURATE AND COMPREHENSIVE DESCRIPTION OF THE RESPONSIBILITIES AND LEVEL OF AUTHORITY ATTENDANT TO THIS POSITION.

**(A) INCUMBENT (IF THE POSITION (B) REEVE'S SIGNATURE:
IS OCCUPIED):**

DATE: _____

DATE: _____

SIGNATURE: _____

SIGNATURE: _____



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

BYLAW NO. 04/ 2025

BEING A BYLAW TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER

WHEREAS, the *Municipal Government Act*, being Chapter M-26, R.S.A. 2000, as amended (the "Act"), provides that a council must establish by bylaw a position of chief administrative officer and give the position an appropriate title.

NOW THEREFORE the Council for Municipal District of Spirit River No. 133, in the Province of Alberta, duly assembled, hereby enacts as follows:

- i. This Bylaw may be referred to as the "CAO Bylaw".
- ii. In this Bylaw:
 - a) "**Council**" means the Council of the Municipal District of Spirit River No. 133;
 - b) "**Municipal District**" means Municipal District of Spirit River No. 133;
 - c) "**Chief Administrative Officer**" means the Chief Administrative Officer of the Municipal District.
- iii. Council hereby establishes the position of Chief Administrative Officer and the individual appointed to the position will have the title "CAO".
- iv. The Chief Administrative Officer has all the powers, duties and functions given to the Chief Administrative Officer under the *Municipal Government Act* and any other legislation.
- v. Except where expressly prohibited by legislation or direction of Council, the Chief Administrative Officer has authority to delegate and to authorize further delegation to any employee of the Municipal District of any power, duty or function given to the Chief Administrative Officer.
- vi. Notwithstanding any delegation, the Chief Administrative Officer is accountable to Council for the exercise of all powers, duties and functions.
- vii. Council, by resolution, will:
 - a) Approve a position description for the position of Chief Administrative Officer, attached as Schedule "A";

- b) Appoint a person to the position of Chief Administrative Officer, and;
 - c) Establish the terms and conditions of the person's employment.
- viii.** Bylaw 07-2007, and any amendments thereto, are hereby repealed.
- ix.** This Bylaw comes into force at the beginning of the day that it is passed in accordance with Section 189 of the *Municipal Government Act (Revised Statutes of Alberta, 2000, Chapter M-26 as amended)*.



BYLAW NO. 04/ 2025
SCHEDULE "A"
CAO POSITION DESCRIPTION

1. IDENTIFYING INFORMATION

- | | |
|-------------------|---------------------------|
| a) WORKING TITLE: | CAO |
| b) DEPARTMENT: | Administration |
| c) LOCATION: | MD of Spirit River No.133 |

Position Summary

The Chief Administrative Officer is the senior policy advisor to the Municipal District Council and, as the administrative head of the Municipal District, directs the overall planning, budgeting, management and evaluation of the operations of the Municipal District in accordance with the Municipal Government Act and other legislation, the bylaws of the Municipal District, and with the objectives, policies and programs approved by Council.

Position Responsibilities

In addition to the duties and responsibilities prescribed in the *Municipal Government Act*, other legislation, Municipal Bylaws and any additional duties assigned from time to time by Council, the Chief Administrative Officer is responsible for:

A) Advise and inform Council

- Report to Council on the effectiveness of its policies and programs and to recommend changes or new initiatives to achieve Council's objectives;
- Regularly report to Council on progress in implementing Council's policies and programs;
- Coordinate and direct presentations by administrative staff to Council on policy proposals and ongoing municipal operations;
- Advise Council of the provisions of relevant legislation and bylaws affecting its decisions.

B) Manage the implementation of Council's policies and programs

- Establish the organizational structure, and recommend to Council the staffing levels, financial and other resource requirements necessary to implement Council's policies and programs;
- Plan, manage and evaluate the use of the available human and material resources, provided in the budgets approved by Council;
- Direct and coordinate the activities of the various Departments of the Municipal District;
- Provide liaison with other authorities and contractors providing public services within the Municipal District.

C) Promote effective working relationships with other governments

- Establish positive working relationships with the Town of Spirit River, Village of Rycroft, neighbouring municipalities, and relevant municipal associations;
- Establish positive working relationships with officials of the Provincial and Federal Governments as required.

D) Promote effective communications programs

- Keep informed of governmental and community affairs and ensure that Council and Municipal employees are made aware of significant trends;
- Ensure Council receives all information it requires to make effective decisions and that Municipal employees are informed of Council decisions;
- Ensure that regular opportunities are provided for the public to become informed on Municipal District affairs,
- Provide a visible presence representing the Municipal District at community events and other opportunities for informal contact with residents.

4. CHARACTERISTICS OF THE POSITION**A) Authorities and Terms of Reference:**

The Chief Administrative Officer carries out these responsibilities, referring to:

- Province of Alberta Legislation, especially the *Municipal Government Act*
- Federal Legislation
- The annual approved budget of the Municipal District of Spirit River No.133
- Approved long range plans for the Municipal District of Spirit River No. 133

- Council policies and bylaws.

B) Supervisory Responsibility:

The Chief Administrative Officer has direct supervisory responsibility for all senior management positions as per the organizational chart and its amendments from time to time.

C) Decisions/Recommendations:

The Chief Administrative Officer is responsible for making decisions with respect to day-to-day operations and administration within the Municipal District, and for determining and executing the appropriate course of action for the implementation of directives, policies, and programs provided by Council.

The Chief Administrative Officer works in consultation with Council, and various departments and branches within the Government of Alberta on issues that have political and financial implications, long-term strategic issues, and on matters related to policy.

D) Working Relationships/Contacts:

Internal

In fulfilling the duties of this position, the Chief Administrative Officer works closely with Council members, the senior management team, and other staff members on cross-departmental issues and a variety of administrative or operational issues.

External

Outside the organization, the Chief Administrative Officer has regular contact with ratepayers, consultants and contractors regarding services being provided by the Municipal District. The Chief Administrative Officer also has frequent contact with senior officials from other government organizations and other private organizations regarding the programs and services of the Municipal District of Spirit River No. 133.

E) Financial and/or Material Resource Responsibility:

The Chief Administrative Officer oversees the administration of the approved operational and capital budgets for the Municipal District.

F) Physical Effort/Working Conditions:

- Most work is conducted in an office setting.
- Travel to other communities in Alberta for meetings, seminars, or conferences are required on a medium frequency/intensity.
- Overtime is required to meet deadlines and attend meetings representing the Municipal District on a low to medium frequency/intensity.

Read a first time this 3rd day of November 2025

Read a second time this 3rd day of November 2025

Read a third time and passed this 3rd day of November 2025

SIGNED this _____ **day of** _____, _____.

REEVE : _____

CAO: _____

Legion 

Legion 

Certificate of Appreciation

Presented to

Municipal District of Spirit River No. 133

For 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"



MEMBERSHIP CERTIFICATE

THIS CERTIFICATE IS TO CERTIFY THAT

MD of Spirit River No.133

IS A MEMBER IN GOOD STANDING OF THE
ALBERTA AIRPORTS MANAGEMENT ASSOCIATION





Diverse, Responsible & Connected

September 2025

From the Executive Director's Desk By Rhonda Clarke-Gauthier

As we approach the end of August and the summer season, we reflect on the hot dry weather we have received in most of the Peace and the challenges that the drought presents— reduced field crops, low feed stocks (pasture, hay and grains), ongoing fires and the destruction that brings to industry, livelihoods, and communities, biodiversity loss, and the concern around providing water reserves as we move through the year. We continue to bring forward information regarding protection of wetlands, and other water sources, as well as further conversations about preparing for multi year drought resiliency. If you would like to explore these areas, please connect with us to see what resources we may be able to help with.

We had a very good AGM in June. Welcome to the new slate of Board Directors.. Thank you to all of our partners and supporters for your previous and continued support.

As an organization we are continuing to work towards gathering required information to update the State of the Watershed for the Peace and Slave Basins..

Enjoy the rest of Summer and Have a safe fall!

Education and Outreach

Since April, the MPWA has seen over 550 students across 11 different schools in 6 different municipalities! We've visited classrooms, done field trips to the Boreal Wetland Centre, and gotten our hands dirty doing our X-stream science program or working on the Floating Treatment Wetland project. We also had a booth at Walk through the Forest (GP), where 871 grade 6 students learned about forestry, wetlands and the environment over the course of 3 days.

We've also been out and about at several community events including helping out with the Sexsmith 4-H club, Heritage days in Grande Prairie, Pioneer Days at Lac Cardinal Pioneer Museum and Peace Country Beef and Forage's field day near Fairview.

MPWA is open to classroom bookings for the 2025-26 school year! A classroom presentation or field trip is a great way to get hands-on with water and our environment.



MPWA VISION

The Peace is a healthy, sustainable watershed that supports our social, environmental and economic objectives.

MPWA MISSION

To promote watershed excellence, the Mighty Peace Watershed Alliance will monitor cumulative effects from land use practices, industry and other activities in the watershed and work to address issues through science, education, communication, policy and by supporting watershed stewardship.

Drought

There's no debating that this has been a dry summer in Northern Alberta. While our neighbours in southern Alberta have gotten some much needed rain, the clouds have seemed to pass over us without letting go of a drop. Drought can have devastating consequences on industry, communities and people. Every county and municipality with a heavy agriculture presence in the Peace watershed has declared a State of Agricultural Disaster for the 2025 growing season. Between April 1 and August 20, 2025 precipitation levels in the Peace watershed were overall only between 30-90% of average rain levels, (Figure 1), with some areas experiencing extremely low levels of precipitation considered to only occurs once in every 25-50 years (figure 2). However, there are ways for farmers and landowners to reduce the impact of drought on their land.

Shelterbelts

Shelterbelts are strips of trees on the perimeter of a field. Shelterbelt programs were first introduced in the 1930s to combat the dustbowl that was swirling through North America. While the original intent was to reduce soil erosion, shelterbelts have proven to have numerous other advantages as well. Either natural or planted trees both have similar impacts. Shelterbelts can be strategically placed to control snow drifts, as the snow will collect at the tree line as opposed to a road or building. This snow accumulation also helps retain moisture in agricultural fields as the snow melts, and melts more slowly in the shade, allowing for the water to seep deeper in the soil. With the wind being forced to go up and over the shelter, it slows the wind. This decreases the soil erosion and can also reduce evaporation of moisture during drought.

Livestock can also benefit from shelterbelts. Shelterbelts can provide a haven from the wind chill in the winter and shade from the heat in summer. They can also increase the biodiversity on your land and create connections of habitats for wildlife and native species, including pollinators and birds that provide natural pest control.

Wetlands

Many wetlands have been historically removed to increase the workable land on farms. Ditches have been added to remove water as quickly as possible to be able to start planting sooner. However, 70% of wetlands in southern Canada have been removed, filled, or diverted. This removal has increased the risk of floods and droughts while removing aquatic habitat for many birds, plants and animals. Wetlands hold water during drought and filter out contaminants like fertilizer and pesticides. They make the land more resilient and able to bounce back from weather extremes like floods and drought faster. With climate change, the weather will become less predictable with floods and drought happening more frequently, and wetlands are here to help navigate the extremes.

Agricultural moisture situation update maps can be found on the Government of Alberta's website at alberta.ca

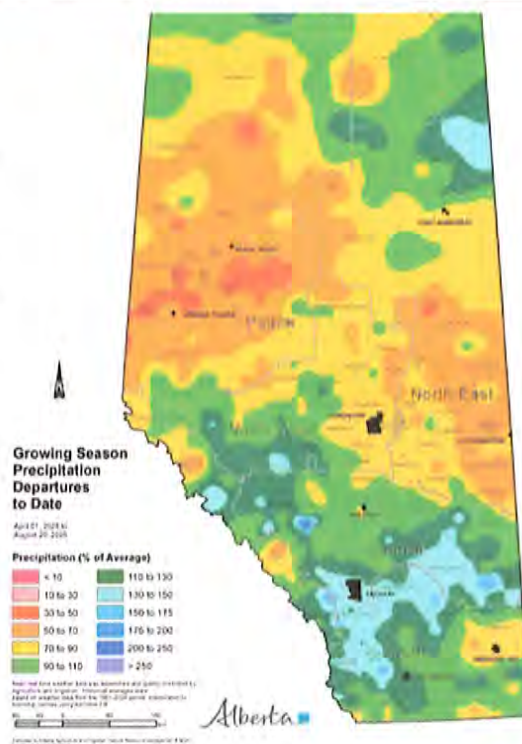


Figure 1: Growing season precipitation departures to date April 1-August 20, 2025

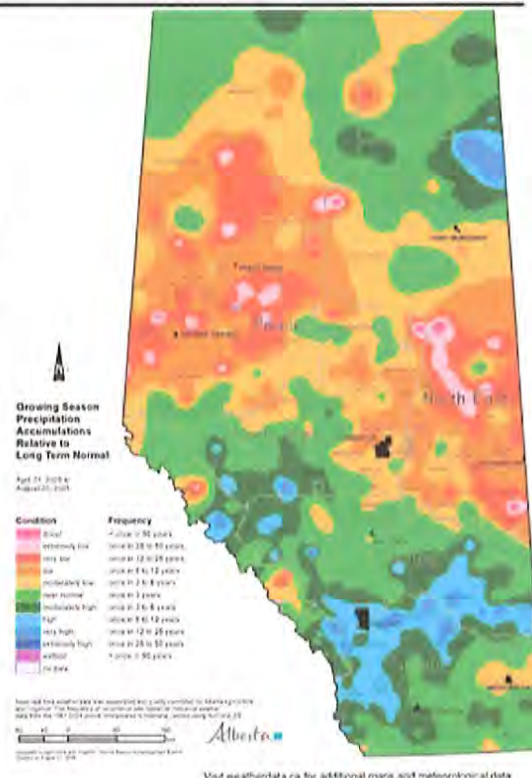


Figure 2: Growing season precipitation accumulations relative to long term normal April 1—August 20, 2025

Sources:

"Shelterbelts" *Alberta Environmental Farm Plan*, 31 May 2017, albertaefp.com/shelterbelts/
 "Shelterbelts" *Nova Scotia Federation of Agriculture*, https://nsfa-fane.ca/wp-content/uploads/2025/06/Shelterbelt_Factsheet_23.pdf
 Rempel, Janell, et al. "Costs and Benefits of Shelterbelts: A Review of Producers' Perception and Min Map Analysis for Saskatchewan, Canada." *Canadian Journal of Soil Science*, vol. 97, no. 3, Mar. 2017, <https://doi.org/10.1139/cjss-2016-0100>.
 Benalcazar, Paul, et al. *THE CONTRIBUTION OF WETLANDS towards a SUSTAINABLE AGRICULTURE in CANADA the Contribution of Wetlands towards a Sustainable Agriculture in Canada*. 2019, capi-icpa.ca/wp-content/uploads/2019/11/2019-10-09-CAPI-Wetlands-CAPI-Doctoral-Fellows-2017-19-group-paper_WEB.pdf.

*In the field...***CABIN training**

In June, two of our staff headed off to Hinton to be trained in the Canadian Aquatic Biomonitoring Network (CABIN) protocols. CABIN is managed by Environment and Climate Change Canada and is a collaborative network with a standardized protocol for the biomonitoring of freshwater ecosystems. Staff spent two days in some stunning scenery learning how to properly take samples, survey the site and checkout the cool critters that were collected. MPWA is planning to use these new skills in future projects.

**Ducks Unlimited Event**

MPWA hosted "Wetlands in Alberta's Peace region" July 15 and 16 with Ducks Unlimited Canada in Grimshaw. Participants from industry, non-profit, and municipalities spent two days learning about wetland types, trekking through various bogs, fens, marshes and swamps and identifying wetlands.

We were excited to provide this workshop free of charge to participants, thanks to the Alberta Government's Watershed Restoration and Resiliency Program.

Monitoring—at sites in the Grimshaw Gravels Aquifer (wells, lake level logger), Volunteers assisting AHS with cyanobacteria monitoring at the Lac Cardinal Beach area, Floating Treatment Wetland at Stormwater Pond (Grande Prairie), and groundwater monitoring at the Boreal Wetland Centre (Evergreen Park).

AGM recap

MPWA's Annual General Meeting took place June 19, 2025 in Grimshaw. There were updates from Board Committees and staff including Finances, Technical projects, and the Education and Outreach events from the last year. Our guest speaker Bob Chrenek, the Agricultural Service Board Chair from the County of Grande Prairie, gave an eye opening presentation about the struggles of drought on agriculture and the impact that water, or lack thereof, can have on a producer. The day also included time to discuss the work that is happening regarding the State of The Watershed and the gathering of information needed to produce an update to the 2015 report. Anyone who has information to add to this piece of work are asked to contact the office. This is also the time when the election for Directors to the Board occurs. Each year about half of the Directors seats are up for election. There are 21 seats on the Board that represent a variety of sectors and organizations. There are still some seats that did not have nominees, if you know of someone who would be interested in contributing to the organization by becoming a Director, please have them contact Rhonda at the office. Seats remaining open at this time include: Metis Nation of Alberta, Metis Settlements General Council, Upper Peace First Nation, Middle Peace First Nation, Mining.

Our Annual Report and Financial Summary are now available on our website or contact the Office for copies.

Site C Dam— Update

Site C dam along the Peace River is now fully in commission with the final and sixth generating unit now in operation. The dam now has the capacity to generate over 1100 megawatts of electricity and reliably power 500,000 homes annually. More information can be found on the BC Hydro website at [sitecproject.com](https://www.bchydro.com/sitecproject).

Upcoming events

MPWA Board Members for 2025-2026

DUCKS UNLIMITED CANADA PRESENTS THE SECOND ANNUAL

WETLAND INNOVATION WORKSHOP

Innovation in a Changing World

You're invited to the second annual Wetland Innovation Workshop! This year's theme - Innovation in a Changing World will explore the world of boreal wetland conservation and the experts who are transforming how we think about water, wetlands and the world around us in the face of our changing climate.

Join us for a full day of presentations and networking where you will explore innovative ideas, bold solutions and cutting-edge research all in the heart of the Boreal Wetland Centre!

SEPT 24 | 8:30 AM TO 4:00 PM | BOREAL WETLAND CENTRE
EVERGREEN PARK
GRANDE PRAIRIE ALBERTA



Scan the QR Code for more information and purchase a ticket!

WHAT IS A RIPARIAN AREA?

Join us for an information packed session on vegetation zones next to flowing and standing water bodies and their importance.

Event Details:
Date: September 29, 2025
Time: 1:00pm - 4:00pm
Location: David Thompson Hall

Special Speaker:
Kerri O'Shaughnessy, P.Ag.
Riparian Specialist - With Cows & Fish

What you'll learn:

- An introduction to riparian areas, their value, importance, form and function.
- How riparian areas can help during drought.
- Riparian enhancement and restoration strategies like soil erosion, bioengineering, etc.

CONTACT INFO: CRAIG DONNELLY
PHONE: (780) 605-3925 EXT. 316 OR
EMAIL: EXTENSIONSERVICES@CLEARHILLSCOUNTY.BC.CA

SECTOR	REPRESENTATIVE
Public Member at Large	Hannah Anderson
Public Member at Large	Audrey DeWit
Conservation/Environment Director	Dave Walty
Research Education	Bin Xu
Watershed Stewardship	Cathy Newhook
Recreation/Tourism/Fisheries	Brian Lieverse
Agriculture	Kate Winterford
Forestry	Wayne Thorp
Utilities	Ashley Rowney
Oil & Gas	Vacant
Mining	Vacant
Métis Nation of Alberta	Vacant
Metis Settlements General Council	Vacant
Upper Watershed First Nation	Vacant
Lower Watershed First Nation	Jim Webb
Middle Watershed First Nation	Vacant
Rural Municipalities	Corinna Williams
Small Urban Municipalities	Elaine Manzer
Federal Transboundary Relations	Abdi Siad-Omar
Large Urban Municipality	Chris Thiessen
Provincial Government	Bonnie Segal

Mighty Peace Watershed Alliance
c/o Rhonda Clarke-Gauthier, Executive Director
P.O. Box 217 McLennan, Alberta T0H 2L0
Phone: 780-324-3355 Fax: 780-324-3377
E-mail: execdirector@mpwa.ca
Facebook: @MightyPeaceWatershedAlliance
www.mightypeacewatershedalliance.org
Newsletter produced with support from
AEPA, Alberta Government

MPWA Staff



Rhonda Clarke-Gauthier
Executive Director



Adam Norris
Project Coordinator

Adanna Hustler
Education & Outreach
Coordinator



Watershed stewardship workshop:
January 24, 2026 in Grande Prairie

From: Billy Barbarich [REDACTED]

To: MD of Spirit River 133 <mdsr133@mdspiritriver.ab.ca>

Subject: Baseball Fundraiser

Hello!

My name is Billy Barbarich, and I grew up and was raised in the municipal district of Spirit River, and have also started out playing all my sports in the small town. I have since moved away and am currently playing baseball at the college level in Edmonton. This level of baseball takes a lot of commitment and devotion, but it also takes a lot of money. I am emailing today wondering if you would like to partake in our team fundraiser! Each individual in our program must raise a total of \$5,000 for the scholastic year to cover team and league fees for our organization. I have posted an email down below for the donation money to be sent by Etransfer to the organization. Any amount of donation is greatly appreciated. If you choose to donate, please be sure to put my name in the Etransfer message area. After our year is done, a "thank you" page will be posted to our teams instagram for all our fundraiser help we have got! Thank you for your time on this email, and have a great rest of your day!

Thanks again,
Billy Barbarich



2025-09-22

Joulia Whittleton
County of Grande Prairie No. 1
Administration Building
10001 - 84 Avenue
Clairmont, AB.
T8X 5B2

RE: Central Peace Regional Water System Collaboration Committee

Dear Joulia,

The County of Grande Prairie No. 1 recently put forward a request to be added as a member of the Central Peace Regional Water System Collaboration Committee.

This was brought forward to the most recent meeting, on September 11, 2025, for review. While we are grateful for your support of the project, the Committee has decided not to add the County as an additional member, at this time. However, we welcome your contributions and would like to extend an invitation to sit in as a member of the public at any future meetings held by the Committee.

Thank you for your continued support of this project.

Sincerely,

Kristen Smith
Committee Chair
Reeve, Saddle Hills County



RMA Member Briefing

**Minister of Municipal Affairs Mandate
Letter**

October 1, 2025

Overview

On September 22, 2025, the Premier provided Hon. Dan Williams, Minister of Municipal Affairs, with a [mandate letter](#). The letter includes several significant directives, many of which could have significant impacts on municipal land use and development, finance, governance, and autonomy.

The letter includes 13 directives. Based on RMA's analysis, the directives can be broadly grouped into the following themes:

- ◆ Land use planning and development
- ◆ Municipal Finance
- ◆ Municipal Governance
- ◆ Municipal autonomy
- ◆ Other

This document is intended to provide RMA members with an initial summary and analysis of the mandate letter and follow-up/next steps. RMA has reached out to Minister Williams and Municipal Affairs staff to better understand the intent and implementation process related to the directives, as well as to seek an opportunity to work with government to mitigate risks and impacts the directives may have on rural municipalities.

The directives and analysis related to each theme are on the following pages.

Overall Analysis

The mandate letter indicates an interest on the part of the GOA in making significant changes to how municipalities function. RMA continues to prioritize a partnership with the GOA which includes mutual recognition that provincial and municipal levels of government must work together to support strong communities and economic growth. Unfortunately, the mandate letter appears to suggest that municipalities present a series of "problems to be fixed," rather than recognition of municipalities as another level of government with which to partner. Rather than a focus on continuing to work with RMA to address fundamental challenges impacting rural municipalities, such as eliminating legislative loopholes to allow non-payment of municipal taxes, and developing a stable, equitable regulated assessment model, the letter prioritizes reductions in municipal autonomy as solutions to problems that are still yet to be supported with evidence, or in some cases even defined.

RMA plans to pursue collaboration with government to ensure that implementation of the mandate letter directives minimizes risks to municipal autonomy and viability. However, it is disappointing that this must be the focus, as opposed to working together to implement directives that reflect a partnership and respect for municipalities on the part of the GOA.

Land use planning and development

Directives

- ◆ Continue working with municipalities and local businesses to benchmark, measure and reduce the time it takes to approve permits to create a more attractive business investment environment.
- ◆ Review and engage on how the government can support urban development that meets young Albertans' goals of home ownership in safe, affordable, attractive, livable family-friendly communities that reflect Alberta's distinct values and heritage.
- ◆ Complete development of an 'Automatic Yes' permitting program which will set shortened approval timeframes for all permitting overseen by the Ministry of Municipal Affairs coupled with an automatic approval for applications that are not rejected prior to the lapse of the maximum allowable assessment period.
- ◆ Streamline approval processes and reduce impediments for all permitting overseen by the Ministry of Municipal Affairs to enable the timely development of affordable housing.

Analysis

The directives related to land use planning and development are linked to streamlining permitting processes and reducing approval timelines. Since early 2025, RMA has participated in the Government of Alberta's "Enabling Growth and Housing Affordability" engagement, which has focused on reviewing various municipal powers and processes related to land use and development with the intent of reducing barriers to residential construction. The engagement has included a focus on approval timelines, development permit requirements, and an "automatic yes" permitting program.

RMA's position through the engagement and in relation to the mandate letter is based on the following:

- ◆ Lack of clarity on need for further streamlining: As Alberta is currently leading the country in residential construction development, it is unclear as to why further streamlining is warranted, especially if it reduces municipal land use planning autonomy.
- ◆ Lack of clarity on causes of lengthy application processing times: Based on RMA engagement with municipalities, lengthy permit and approval processing times, particularly in rural municipalities, are rare. When they do occur, they are usually tied to incomplete/incorrect applications or applicants with limited experience that require extra support from the municipality. Reducing timelines or limiting the scope of permitting requirements are unlikely to address applicant difficulties, and if anything may exacerbate them.
- ◆ Applicability to rural permitting and approvals: Both the engagement and mandate letter appear to be focused on urban municipalities, based on references to affordable housing and urban development. RMA is concerned that changes intended to streamline urban residential development could cause unintended consequences in rural areas, especially related to industrial development. Any changes in this area must be evaluated through a rural lens.
- ◆ Risks of automatic yes permitting: Depending on the scope and requirements, automatic yes permitting could introduce significant risks to municipalities. An automatic yes system is one in which municipalities automatically approve, without review, certain low-risk or routine permit applications. This concept is also applied to automatic approval of more complex permits if the municipality is unable to process them within a legislated timeframe.
 - Such a requirement could lead to confusion for applicability to non-residential permits (especially those that intersect with provincial approval requirements), less

collaboration on complex applications as municipalities choose to deny them rather than risk exceeding timelines, abuse by applicants submitting intentionally poor quality submissions to exceed timeline, and may increase the risk of unsafe developments and the likelihood of appeals.

Municipal Finance

Directives

- ◆ In consultation with municipalities and the business community, explore and make recommendations for ways to limit excessive municipal property tax increases for businesses and residents.
- ◆ Develop and implement a strategy to protect Albertans from specialized municipal taxes directed at homes that are not a primary residence.

Analysis

Municipalities have access to a very limited set of revenue-generating tools, with property taxes being by far the most important. While the first directive above is quite broad, the reference to limiting “excessive” property tax increases implies the possibility of potentially significant reductions to municipal autonomy. Sudden year-to-year changes in property tax rates are often linked to a deteriorating assessment base, other serious fiscal challenge facing a municipality, or the product of ongoing provincial downloading of costs related to policing seniors housing, collection of education taxes, and others. In this way, such an increase is typically not “excessive” from a municipal perspective, although it may be perceived as such by property owners. For this reason, RMA would strongly prefer that the GOA work with RMA and other municipal stakeholders to understand how frequently “excessive” tax rate increases occur across the province, what may be driving sudden changes to municipal tax rates and seek ways to mitigate this through funding or capacity support.

If this is proven to be a widespread problem, there is a need to understand and address the root causes prior to taking a punitive approach by limiting the ability of some or all municipalities to set tax rates based on local needs and priorities. Doing so is likely to exacerbate the underlying issues and lead to new unintended consequences related to viability risks and sudden decreases in service levels.

Municipal Governance

Directives

- ◆ Complete work on a universal code of conduct for elected municipal officials and senior municipal staff that strengthens decorum and protects the freedom of speech of elected members, while ensuring an elected member cannot be impeded from fulfilling their duties as an elected representative by their elected colleagues.
- ◆ Review and provide recommendations regarding how to strengthen the role of elected municipal officials as the key policy and decision makers and supervisors of unelected municipal officials in municipal governments.
- ◆ Conduct a review of compensation and benefits for municipal officials to ensure taxpayer dollars are being respected and compensation levels are commensurate with time commitment and responsibility, including through the establishment of a municipal salary disclosure.

Analysis

To function effectively, municipalities must have the autonomy to make decisions that reflect local preferences while being supported by accountability mechanisms to address inappropriate or counter-productive behaviour. Strong municipal governance is also dependent on a clear delineation between the roles of elected officials and administrators. All three of the directives included within the “municipal governance” theme have the potential to significantly impact how councils and administrators function.

Earlier in 2025, Bill 50’s removal of previous code of conduct provisions came as a surprise to many. While opinions on the benefit versus risk of the change were mixed among municipalities, the decision left a sudden gap in relation to governance accountability mechanisms. While the previous code of conduct regime included significant weaknesses, the complete absence of an accountability mechanism introduced new risks to municipal governance. While a universal code of conduct (as referenced in the directive) may address some of the weaknesses of the previous approach, it will be important to ensure that it is sufficiently strong to support consistency in how complaints are launched, investigated and responded to without allowing for over-reach or abuse of code powers to stifle dissenting opinions, while also recognizing that municipalities have varying levels of capacity.

The directive also introduces significant questions as to who will be responsible for implementing codes of conduct (municipality, central body, or both), scope of sanctions, appeal mechanism, responsibility for costs (if a central body is formed), or to whom codes will apply (the reference to “elected municipal officials and senior municipal staff” is vague).

Bill 50 also introduced changes to CAO accountability requirements, including some that municipal stakeholders have deemed as impractical (such as requirements that CAOs report on all instances of exercising “natural person powers”). The directive related to strengthening the role of elected officials as “key policy and decision makers and supervisors of unelected municipal officials” indicates that additional accountability and reporting requirements are forthcoming. While RMA recognizes the importance of transparency and communication as driving components of strong council-CAO collaboration, characterizing the relationship as supervisory rather than a partnership undermines the importance of clear roles and mutual respect between councils and CAOs.

RMA is unclear on the intent behind the compensation review and salary disclosure directive for municipal "officials" (it is not clear if this is specific to elected officials or includes administration as well). While such a requirement may enhance transparency, it will be crucial that such disclosures are provided with adequate context as to why compensation may vary across municipalities and how this is driven by local conditions. Failing to do so could lead to unfair or misinformed public criticism, and potentially negatively impact interest in running for municipal office as well as recruitment and retention of highly skilled and experienced administrators.

Municipal Autonomy

Directives

- ◆ Work collaboratively with municipalities to eliminate conflicts between provincial policy and municipal bylaws and policy.
- ◆ Review and make recommendations to strengthen Alberta's municipalities to ensure all Albertans are served by strong viable communities with the appropriate capacity to efficiently and effectively deliver necessary services.

Analysis

In 2024, Bill 20 amended the MGA to allow Cabinet to amend or repeal municipal bylaws that do not align with "provincial policy." RMA's initial response to this change included the following analysis:

This amendment increases the influence that provincial politics can have in local government. While the current Minister has insisted that he has no plans to use the power (which begs the question of why it is included in the bill), RMA foresees a wide range of possibilities, including a lowering of tax rates or development levies in response to industry or developer pressure, elimination or modification of road ban requirements, a reduction or elimination of penalties on unpaid taxes, and many others. Basically, as the bill is written, if it is in a bylaw, it could be repealed or amended in a specific municipality or a provincewide basis.

The introduction of political parties in local government introduces a future scenario where this power could be used by the province for partisan political purposes. If a council consists of party members not aligned with the provincial government, these new powers could be used to undermine the ability of a municipality to operate in the local interest, or force unwilling municipalities to address certain local issues in alignment with the province's preferred approach.

Bill 50, released in 2025, allowed for further progression of this power by allowing for regulation-making authorities to define "provincial policy." At this point, no regulation has been drafted. However, this directive indicates that the GOA will prioritize ensuring that they may exercise this power moving forward.

The Minister has publicly stated that this directive is intended for large cities, specifically in relation to implementation of policies or services that the GOA views as non-core. From RMA's perspective, this does not ease concerns with the potential future use of the power to interfere in municipal decision-making related to land use planning, tax rates, or other areas.

The second directive related to municipal viability is quite broad and open to interpretation. Municipal viability is an ongoing issue across the province, and RMA has indicated to the Minister of Municipal Affairs a willingness to collaborate in reviewing current viability monitoring and dissolution processes to ensure that the appropriate metrics are used to track municipal health, and that the viability review and dissolution process properly consider impacts on absorbing rural municipalities. Ultimately, supporting viable communities is based on ensuring that each receives appropriate provincial support relative to

their infrastructure and service delivery responsibilities, and that downloading of provincial responsibilities no longer occurs.

RMA will be seeking clarity on the references to “appropriate capacity” and “necessary services,” as neither are currently used to inform municipal health or viability to RMA’s knowledge. If properly defined and measured, such an approach may be helpful, but if such terms are applied in a subjective or non-data supported manner, they could lead to unintended impacts.

Other

Directives

- ◆ Maintain and build relationships of trust, partnership, and open dialogue with municipal leaders across the province and bring feedback and solutions from these discussions with municipal leaders to Caucus and Cabinet for timely consideration and action.
- ◆ In coordination with the Minister of Transportation and Economic Corridors, who is lead, and the Associate Minister of Water, accelerate the development of an integrated water program that facilitates increased water treatment and distribution for residential, industrial, and agricultural water use across Alberta.

Analysis

RMA appreciates the commitment to build partnerships with municipalities and is pursuing the same goal. As mentioned in the initial analysis earlier in this briefing, many of the directives in the mandate do not appear to reflect this intent.

RMA appreciates continued work on a new water funding stream to direct provincial support to municipal water projects serving non-residential properties. To RMA's knowledge, this would be already underway. RMA is concerned that the program, as currently envisioned, attempts to support both non-residential projects in rural areas, as well as residential projects in high-growth urban areas. Combining two very different purposes under one funding envelope risks confusion and difficulties in evaluating projects against one another.

Hon. RJ Sigurdson
Minister of Agriculture and Irrigation
131 Legislature Building
10800 – 97 Avenue
Edmonton, AB.
T5K 2B6
AGRIC.Minister@gov.ab.ca

Hon. Heath MacDonald
Minister of Agriculture and Agri-Food
1341 Baseline Road, Tower 7
Ottawa, ON.
K1A 0C5
heath.macdonald@agr.gc.ca

RE: Declaration of Agricultural Disaster in the Municipal District of Spirit River No. 133

Dear Ministers,

As of August 6, 2025, the Municipal District of Spirit River No. 133 has declared an Agricultural Disaster due to severe and ongoing drought conditions across the region that reflects the dire state of the local agricultural sector.

Precipitation and soil moisture levels in the Peace Region have been consistently low to extremely low, with some areas receiving as little as 30% of their average rainfall this growing season. Consequently, crop conditions in the Peace Region are rated at 22% good to excellent compared to the regions 10-year average of 66.9%, provincially, the remainder of the province is 68.8% good to excellent. Poor pasture conditions are also a major concern for the livestock industry, raising fears about feed availability for the fall and winter. The district also noted moderate to severe grasshopper infestations, which are further stressing crops.

This crisis has put many producers, particularly livestock producers, in a difficult position forcing them to make tough decisions about the future of their operation. The municipality recognizes and is concerned about the economic and mental health impacts multiple years of drought is having on producers.

In solidarity with other regional municipalities facing similar issues, the district urges both the Government of Alberta and the Government of Canada to recognize the severity of this situation and implement a coordinated strategy to support this vital industry and its producers.

On behalf of our producers, we urge you to include the MD of Spirit River #133 in the regions eligible for the federal Livestock Tax Deferral program and encourage your continued advocacy on behalf of our region and impacted producers.

Respectfully,

A handwritten signature in black ink, appearing to read 'A. van Rootselaar, Reeve'. The signature is fluid and cursive, with a large initial 'A' and a stylized 'R' at the end.

Anthony van Rootselaar, Reeve



Quote: 291135

09/29/2025

Anthony van Rootselaar
Reeve
Spirit River No. 133
Box 389
Spirit River AB T0H 3G0

Dear Reeve van Rootselaar:

I am writing in response to your correspondence to the Honourable Heath MacDonald, Minister of Agriculture and Agri-Food, co-addressed to the Honourable RJ Sigurdson, Minister of Agriculture and Irrigation, regarding drought conditions in the Municipal District of Spirit River No. 133 and your declaration of agricultural disaster. Please be assured that your concerns have been shared with Minister MacDonald. I appreciate the opportunity to reply.

Drought can take a serious toll on producers, their families and rural communities. The Government of Canada recognizes the hardships caused by severe weather conditions and remains committed to supporting those affected during these challenging times.

Producers have access to a robust suite of business risk management programs. Producers with AgriInvest savings accounts can access their funds immediately, and those who have enrolled in AgriStability can request interim payments from their program administrator.

AgriInsurance, the suite's first line of defence for those facing drought conditions, ensures that producers have access to affordable and effective insurance, which includes coverage for insured perils such as insects (including grasshoppers) and disease.

.../2

-2-

In addition to existing programs, the Livestock Tax Deferral (LTD) provision can be another financial management tool for livestock producers affected by drought. Agriculture and Agri-Food Canada (AAFC) is closely monitoring the drought situation and regularly assesses growing conditions to determine whether regions meet the criteria for LTD.

On August 18, 2025, Minister MacDonald announced an initial list of regions prescribed for the 2025 LTD, which includes regions in Alberta. The Municipal District of Spirit River No. 133 is on this list and has therefore been prescribed under the provision for 2025. Please consult AAFC's [Livestock Tax Deferral](#) webpage for the full list of prescribed regions.

Thank you for writing on this matter. I hope this information is helpful.

Sincerely,



Digitally signed by
Foster, Liz
Date: 2025.09.29
13:25:52 -04'00'

Liz Foster
Assistant Deputy Minister
Programs Branch

c.c.: Office of the Honourable RJ Sigurdson, MLA

Dear Reeve and Council,

My name is Jordan Stephenson, and I am a Registered Nurse who lives in Happy Valley and works both at the Grande Prairie Regional Hospital and the Central Peace Health Complex in Spirit River. As I return to work following maternity leave, I have become increasingly aware of how the shortage of childcare in our region affects families, employers, and local services. I would first like to thank the MD of Spirit River for being transparent and supportive when I began advocating for the creation of a daycare. Your willingness to share information, discuss the challenges, and help me understand the municipal process has been greatly appreciated. That openness is what allows productive community conversations like this one to take place. I am writing today to respectfully request that the MD of Spirit River bring the issue of childcare forward to the next G5 meeting in December in order to jump-start a regional discussion about the creation of a daycare or explore shared funding for a feasibility study that could guide next steps.

In 2023, the need for childcare in the Central Peace region was presented to the G5 committee, but it was not deemed a regional priority. Since then, both the MD and the Town of Spirit River have worked hard to develop their own daycare projects. However, the partnership between the two municipalities broke down when differing views emerged on how the daycare should be structured. Each municipality later submitted a separate Capital Building Blocks Grant application, and unfortunately, both were denied. This outcome highlights the challenge of fragmented local approaches and underscores why a unified, regionally supported application would carry more weight in future funding rounds.

The MD of Spirit River's families and workforce are directly impacted by this issue. Many County residents commute daily to Spirit River for work in healthcare, education, and trades. Others rely on the town's services for schooling, recreation, and shopping. Without reliable childcare, working parents are forced to make difficult choices — to leave their jobs, reduce their hours, or relocate to larger centres that can meet their family's needs.

Childcare should not fall solely on the MD of Spirit River to solve. It is a regional workforce and infrastructure challenge that requires regional collaboration. A regulated daycare would support all five G5 municipalities by strengthening recruitment and retention of staff in the hospital, schools, and local businesses, services that benefit everyone in the Central Peace. The G5 has already demonstrated that working together achieves results. The Pleasant View Lodge, the Clinic, and regional water treatment system are prime examples of what can be accomplished through cooperation. Childcare should be the next regional project built in that same spirit of partnership.

Thank you again for your transparency, leadership, and continued commitment to the residents of the MD of Spirit River. I hope Council will bring this issue to the December G5 meeting and support re-establishing a collaborative, regionally focused plan to make regulated childcare a reality.

Sincerely,
Jordan Stephenson



STE. MARIE R.C. SCHOOL

Box 247, Spirit River, Alberta, Canada, T0H 3G0

Phone: (780) 864-3585 Fax: (780) 864-4446

Ste. Marie School
Spirit River, Alberta

To Whom It May Concern,

On behalf of Ste. Marie School, I am writing in support of the urgent need for a licensed daycare in Spirit River. As a K-8 Catholic school, we see firsthand how the absence of local childcare directly impacts families, students, and the broader community.

This year alone, I had one staff member who was unable to return to work following maternity leave because she could not secure childcare, and another staff member who reduced her working hours due to childcare challenges. In addition, I currently have a position open at the school that has been difficult to fill, as several of the responses I have received have cited the lack of available childcare as a deciding factor. These situations not only affect our school's staffing capacity, but also highlight the difficult choices families are forced to make in our community.

Many of our parents also face significant challenges balancing work, school involvement, and family life without reliable access to daycare. This lack of childcare not only affects parents' ability to return to work in vital sectors such as healthcare, education, and local businesses, but also places stress on extended family members who often step in to help. For our school, it means some children arrive at Kindergarten or Grade 1 without the early childhood development experiences that licensed daycare settings can provide, creating a readiness gap that can be difficult to overcome.

We also recognize the broader community impact. A daycare in Spirit River would strengthen our ability to attract and retain young families and professionals. Without this essential service, the region risks losing potential residents and employees, making it harder to sustain strong healthcare, education, and business sectors.

For these reasons, we strongly support the establishment of a daycare in Spirit River and encourage regional partners and funding bodies to work together toward this much-needed solution.

Sincerely,
Carla Knezevich
Principal
Ste. Marie School

Thomas Berrv

To Whom it may concern:

I have been asked to provide information on why my family has chosen to not move to Spirit River/Area. This was not a decision that my wife and I rushed. We looked at housing options, activity options, amenities, cost of living and many other factors. This letter is not all encompassing but will give the major reasons. If anyone would like more information or to have a conversation I am happy to discuss in detail.

1) Cost of housing – Currently I own my home in Grande Prairie. When my parents moved to Beaverlodge the housing was significantly less expensive than it was in Grande Prairie. I found that now this is not the case. To have a similar style and type of house I would pay as much if not more to have it in Spirit River (if there was one available) and to build although the initial lot is less the cost of the build appears higher.

2) Taxes – The community provides less amenities to the people of the community yet charges the same or more per home.

3) Activities – We have children. Spirit River does not have the choice, selection or availability of activities for children. An indoor pool would help, an activity center for kids/families. A gym that kids, adults and families can use. I brought up the idea of a couple things my kids currently do and the answer is “you can always start it” as I work full time and my wife already has her hands full this is a very challenging thing. It is one thing to come and participate and support but to found/start up is another.

4) Amenities – Simply put, there are not a lot for businesses, job opportunities for my wife and or children. This would leave the drive to and from town for groceries/hobbies.

I have worked in Spirit River and and off (mostly full time) for 7 years now. I enjoy my job and where I work. I hope to continue working in the community. But without community supporting community it is not a choice my family can make.

Sincerely
Thomas Berry

September 5, 2025

Jordan Sanregret

To Whom It May Concern:

Re: Daycare in Spirit River

I am writing this letter in support of obtaining a daycare for the town of Spirit River to serve the local and surrounding areas. This proposal holds great promise not only for the local community, but also for the wider region.

At Peace Wapiti School Division, we are proud to employ over one thousand people and play a pivotal role in educating the children with our partner municipalities. The addition of a daycare to Spirit River would have profound impact on our ability to attract and retain employees, which is essential in obtaining the quality of service we provide. A daycare option would make Spirit River a more desirable place to live and give our team members a better chance to build their lives here. Savanna School does have a daycare which gives them an advantage over Spirit River in their ability to attract and retain teachers at the school.

If we are able to attract young people to the Spirit River community, then they would be living, shopping and pursuing recreational interests in the community they live in and would open the door for other local businesses to grow and thrive further strengthening the overall economy of Spirit River. We are excited by this potential daycare for creating more opportunities for all. This is an excellent opportunity to create something meaningful that will resonate for years to come.

I offer my full support for the daycare and encourage all municipalities to actively pursue this great opportunity.

Sincerely,

Blaine Riding
Ward 2 Trustee
Savanna, Bonanza and Spirit River
Peace Wapiti School Division



Community Child Care Coverage in Alberta

Ministry of Jobs, Economy and Trade

Release Date: June 2024

Data as of: March 2024

Contents

Definitions & methodology	1
Summary of Alberta-wide community coverage	2
Alberta child care coverage map	3
Summary of Calgary region community coverage	4
Summary of Edmonton region community coverage	5
Summary of south region community coverage	7
Summary of central region community coverage	8
Summary of north central region community coverage	9
Summary of northeast region community coverage	10
Summary of northwest region community coverage	11

Definitions & Methodology

This report summarizes child care coverage rates across Alberta to determine the proportion of non-school aged children in a given geographic area compared to the number of child care spaces available in licensed facility-based and home-based child care programs.

Coverage rate

- In this document, coverage rate is calculated by dividing licensed spaces by the total zero to six child population.
- An adequate coverage rate is defined as one child care space per three children or 33 per cent coverage. Anything less than 33 per cent is identified as being a community in need.¹ This report defines varying coverage rates as follows:
 - o Extremely high need community – 0 per cent to 8.99 per cent
 - o High need community – 9.00 per cent to 15.99 per cent
 - o Moderate need community – 16.00 per cent to 32.99 per cent
 - o Adequate coverage – 33.00 per cent and higher
- Spaces includes total licensed spaces available for children between the ages of zero and six. These consist of facility-based child care (daycare and preschool) and home-based child care (open and active family day homes and group family child care). Space calculations exclude out-of-school care and innovative child care programs.
- This analysis does not account for available spaces and enrollment in the coverage rate. If a community has more than 33 per cent space coverage to its non-school-age child population it is considered to have adequate coverage, even if the enrollment to space ratio is 100 per cent and therefore, no spaces are available. While enrollment is not included in the coverage rate calculation, enrollment rate per community is provided in this report. Similar to space calculations, enrollment excludes out-of-school care and innovative child care programs.
- Numbers are rounded to whole numbers and numbers may change with methodology updates.
- Spaces required to achieve adequate coverage: $(33\% * \text{community/LGA population}) - (\text{child care spaces} + \text{number of spaces under development})$. Spaces required to meet adequate coverage and spaces under development include specific grant statuses. The former includes grant agreement end date after December 2023 and pending licensure or licensed after December 2023; the latter includes spaces expected to open in 12-18 months.

Mapping Methodology

- Geographic boundary: the child care maps are composed of 132 Local Geographic Areas (LGAs), described as communities in this document. LGAs fall within Children and Family Services regional boundaries and have relatively stable populations (with a minimum population of 5,000 per LGA). As a result, LGAs are effective for local level child care service reporting, monitoring and analysis.
- Population: LGAs consist of Dissemination Areas (DAs). "DAs are the smallest standard geographical area to which all Statistics Canada census [population] data are disseminated."² Each DA is characterized by the population number within it. Therefore, DAs within LGA boundaries provide a precise population size for a given LGA.
- Aggregation method:
 - o An Alberta Health file was used to place DAs into LGAs.
 - o Reported information is based on mappable data. Some programs are excluded because of address confidentiality (e.g., domestic violence shelters with child care programs).

Sources

March 2024 internal ministry child care data, Statistics Canada 2021 Census data, Alberta Health DA to LGA file.

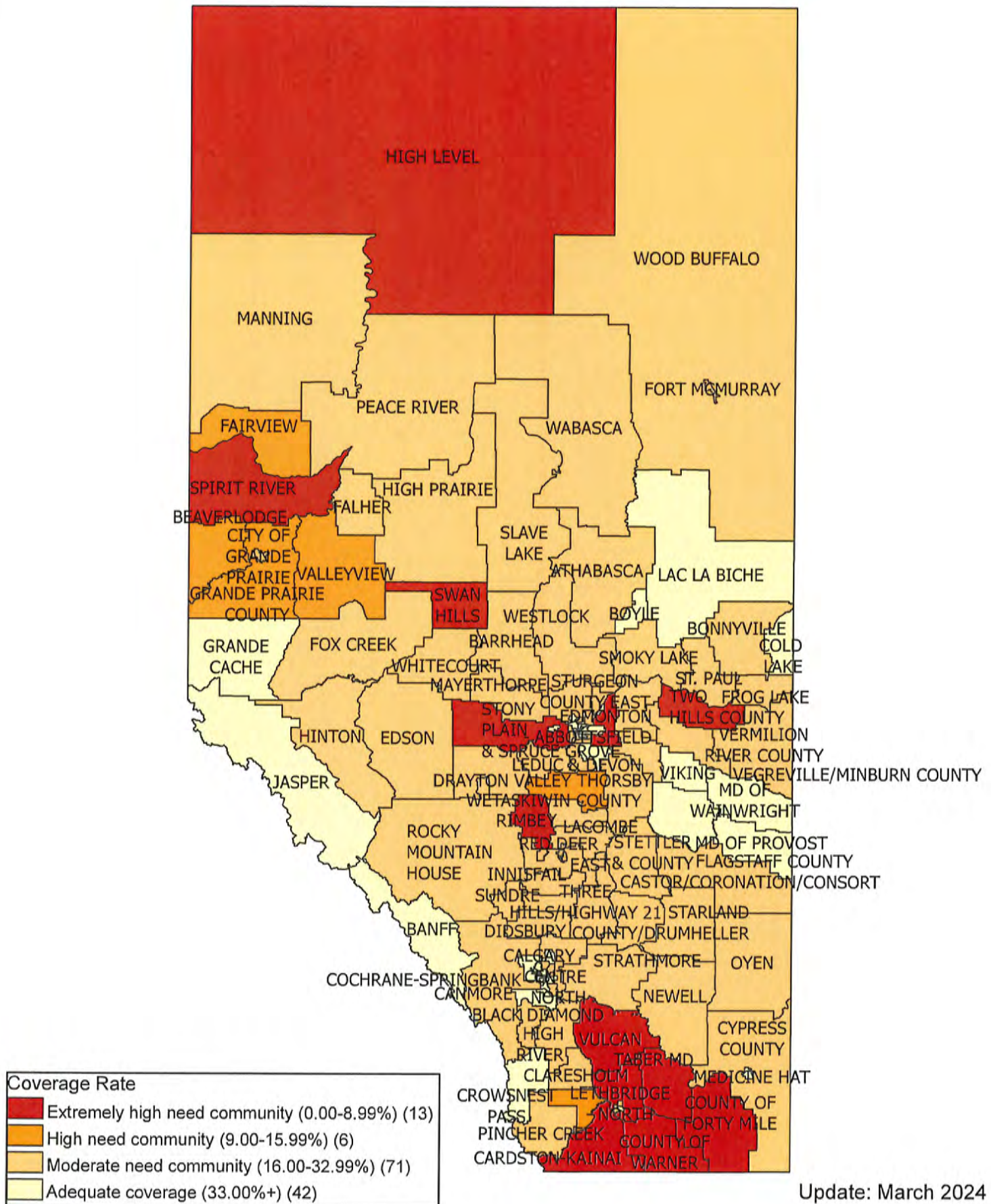
¹ Canadian Centre for Policy Alternatives. Internal Document.

² Alberta Health Services. (2018). *Official Standard Geographic Areas*. <https://open.alberta.ca/dataset/a14b50c9-94b2-4024-8ee5-c13fb70abb4a/resource/70fd0f2c-5a7c-45a3-bdaa-e1b4f4c5d9a4/download/official-standard-geographic-area-document.pdf>

Summary of Alberta-wide community coverage

Coverage Rates (March 2024)	Count	Percent
Extremely high need community (0% to 8.99% coverage)	13	10%
High need community (9.00% to 15.99% coverage)	6	5%
Moderate need community (16.00% to 32.99% coverage)	71	54%
Communities with adequate coverage (33.00% and higher)	42	32%
Total All Communities	132	100%

Alberta child care coverage map



Update: March 2024

Summary of Calgary region community coverage

Community (LGA)	Child Care Spaces (Mar 2024)	Total Child Population (Age 0-6)	Enrollment Rate (%)	Coverage Rate (%)	Spaces Required to Achieve 33%
AIRDRIE	3087	8165	89%	38%	-
BANFF	175	355	223%	49%	-
BLACK DIAMOND	191	585	85%	33%	2
CALGARY - CENTRE	3012	2870	105%	105%	-
CALGARY - CENTRE NORTH	1429	2785	92%	51%	-
CALGARY - CENTRE WEST	1823	5230	150%	35%	-
CALGARY - EAST	1785	4980	106%	36%	-
CALGARY - ELBOW	700	2115	120%	33%	-
CALGARY - FISH CREEK	3808	7025	83%	54%	-
CALGARY - LOWER NE	1647	6900	155%	24%	630
CALGARY - LOWER NW	1222	4130	91%	30%	141
CALGARY - NORTH	3074	10640	96%	29%	437
CALGARY - NOSE HILL	2626	5615	152%	47%	-
CALGARY - SE	3667	14240	87%	26%	1032
CALGARY - SW	3236	9375	90%	35%	-
CALGARY - UPPER NE	3686	12675	78%	29%	205
CALGARY - UPPER NW	3596	8780	94%	41%	-
CALGARY - WEST	2487	6815	116%	36%	-
CALGARY - WEST BOW	516	1450	94%	36%	-
CANMORE	398	1355	155%	29%	49
CHESTERMERE	653	2155	111%	30%	58
CLARESHOLM	117	395	76%	30%	13
COCHRANE-SPRINGBANK	1592	4060	102%	39%	-
CROSSFIELD	151	720	91%	21%	87
HIGH RIVER	490	1625	73%	30%	46
OKOTOKS-PRIDDIS	1194	3170	80%	38%	-
STRATHMORE	581	2875	97%	20%	368
VULCAN	51	580	71%	9%	140

Summary of Edmonton region community coverage

Community (LGA)	Child Care Spaces (Mar 2024)	Total Child Population (Age 0-6)	Enrollment Rate (%)	Coverage Rate (%)	Spaces Required to Achieve 33%
BEAUMONT	934	2710	107%	34%	-
EDMONTON - ABBOTTSFIELD	570	1105	83%	52%	-
EDMONTON - BONNIE DOON	3836	5365	94%	72%	-
EDMONTON - CASTLE DOWNS	1889	6855	101%	28%	373
EDMONTON - DUGGAN	1391	2565	102%	54%	-
EDMONTON - EASTWOOD	2749	3305	74%	83%	-
EDMONTON - JASPER PLACE	1698	3025	92%	56%	-
EDMONTON - MILL WOODS SOUTH & EAST	1731	7780	76%	22%	836
EDMONTON - MILL WOODS WEST	1728	3555	91%	49%	-
EDMONTON - NE	2143	9135	91%	23%	860
EDMONTON - NORTHGATE	2447	6575	139%	37%	-
EDMONTON - RUTHERFORD	5099	16265	93%	31%	268
EDMONTON - TWIN BROOKS	1513	4925	114%	31%	112
EDMONTON - WEST JASPER PLACE	3074	9895	85%	31%	191
EDMONTON - WOODCROFT EAST	1740	3635	138%	48%	-
EDMONTON - WOODCROFT WEST	1326	2765	130%	48%	-
FORT SASKATCHEWAN	1127	2685	105%	42%	-
LEDUC & DEVON	1140	3975	70%	29%	86
SHERWOOD PARK	2864	5640	128%	51%	-
ST. ALBERT	2470	4900	90%	50%	-
STONY PLAIN & SPRUCE GROVE	1920	4950	112%	39%	-
STRATHCONA COUNTY EXCLUDING SHERWOOD PARK	38	995	11%	4%	290

STURGEON COUNTY EAST	104	460	98%	23%	48
STURGEON COUNTY WEST	565	2800	70%	20%	359
THORSBY	162	690	67%	23%	66
WESTVIEW EXCLUDING STONY PLAIN & SPRUCE GROVE	246	2795	60%	9%	676

Summary of south region community coverage

Community (LGA)	Child Care Spaces (Mar 2024)	Total Child Population (Age 0-6)	Enrollment Rate (%)	Coverage Rate (%)	Spaces Required to Achieve 33%
CARDSTON-KAINAI	24	1545	0%	2%	486
COUNTY OF FORTY MILE	24	850	0%	3%	257
COUNTY OF LETHBRIDGE	185	3065	53%	6%	826
COUNTY OF WARNER	65	1175	80%	6%	323
CROWSNEST PASS	119	295	107%	40%	-
CYPRESS COUNTY	192	1110	70%	17%	174
FORT MACLEOD	96	665	126%	14%	123
LETHBRIDGE - NORTH	550	2130	166%	26%	153
LETHBRIDGE - SOUTH	1533	1860	96%	82%	-
LETHBRIDGE - WEST	686	3560	79%	19%	489
MEDICINE HAT	1751	4510	103%	39%	-
NEWELL	467	2500	91%	19%	358
OYEN	50	250	68%	20%	33
PINCHER CREEK	159	710	69%	22%	75
TABER MD	146	2280	125%	6%	606

Summary of central region community coverage

Community (LGA)	Child Care Spaces (Mar 2024)	Total Child Population (Age 0-6)	Enrollment Rate (%)	Coverage Rate (%)	Spaces Required to Achieve 33%
CAMROSE & COUNTY	723	2230	104%	32%	3
CASTOR/CORONATION/CONSORT	86	450	105%	19%	63
DIDSBURY	333	1380	142%	24%	61
DRAYTON VALLEY	264	1405	91%	19%	200
FLAGSTAFF COUNTY	257	575	84%	45%	-
INNISFAIL	245	970	159%	25%	75
LACOMBE	473	1750	99%	27%	105
MD OF PROVOST	245	350	104%	70%	-
MD OF WAINWRIGHT	428	1120	103%	38%	-
OLDS	250	880	103%	28%	40
PLANNING & SPECIAL AREA 2	60	185	175%	32%	1
PONOKA	226	1155	64%	20%	155
RED DEER - EAST	1056	4220	80%	25%	242
RED DEER - NORTH	800	2635	116%	30%	70
RED DEER - SW	859	850	84%	101%	-
RED DEER COUNTY	590	2865	101%	21%	355
RIMBEY	73	815	96%	9%	196
ROCKY MOUNTAIN HOUSE	321	1715	109%	19%	245
STARLAND COUNTY/DRUMHELLER	178	680	88%	26%	46
STETTLE & COUNTY	238	995	101%	24%	90
SUNDRE	103	360	158%	29%	16
SYLVAN LAKE	391	1525	131%	26%	34
THREE HILLS/HIGHWAY 21	253	820	84%	31%	18
TOFIELD	152	505	76%	30%	15
VERMILION RIVER COUNTY	899	3040	119%	30%	24
VIKING	76	220	61%	35%	-
WETASKIWIN COUNTY	429	2835	80%	15%	507

Summary of north central region community coverage

Community (LGA)	Child Care Spaces (Mar 2024)	Total Child Population (Age 0-6)	Enrollment Rate (%)	Coverage Rate (%)	Spaces Required to Achieve 33%
ATHABASCA	159	640	61%	25%	52
BARRHEAD	192	965	130%	20%	74
BONNYVILLE	308	1405	90%	22%	126
BOYLE	93	120	56%	78%	-
COLD LAKE	917	2120	85%	43%	-
EDSON	372	1220	80%	30%	31
FROG LAKE	122	435	58%	28%	22
HINTON	208	930	71%	22%	99
JASPER	119	260	85%	46%	-
LAC LA BICHE	385	875	61%	44%	-
LAMONT COUNTY	93	525	83%	18%	80
MAYERTHORPE	306	1190	115%	26%	54
SMOKY LAKE	109	360	82%	30%	10
ST. PAUL	306	1150	71%	27%	74
SWAN HILLS	0	95	0%	0%	31
TWO HILLS COUNTY	45	605	78%	7%	155
VEGREVILLE/MINBURN COUNTY	176	755	61%	23%	73
WESTLOCK	322	1245	62%	26%	89
WHITECOURT	280	1240	89%	23%	129

Summary of northeast region community coverage

Community (LGA)	Child Care Spaces (Mar 2024)	Total Child Population (Age 0-6)	Enrollment Rate (%)	Coverage Rate (%)	Spaces Required to Achieve 33%
FORT MCMURRAY	1909	8125	88%	23%	772
WOOD BUFFALO	56	320	48%	18%	50

Summary of northwest region community coverage

Community (LGA)	Child Care Spaces (Mar 2024)	Total Child Population (Age 0-6)	Enrollment Rate (%)	Coverage Rate (%)	Spaces Required to Achieve 33%
BEAVERLODGE	122	1100	78%	11%	241
CITY OF GRANDE PRAIRIE	1484	6630	105%	22%	594
FAIRVIEW	102	790	155%	13%	159
FALHER	83	340	71%	24%	29
FOX CREEK	23	140	100%	16%	-
GRANDE CACHE	99	275	106%	36%	-
GRANDE PRAIRIE COUNTY	322	2015	67%	16%	343
HIGH LEVEL	142	4160	41%	3%	1231
HIGH PRAIRIE	181	890	56%	20%	113
MANNING	78	275	91%	28%	13
PEACE RIVER	360	1730	81%	21%	211
SLAVE LAKE	226	1145	76%	20%	152
SPIRIT RIVER	13	500	0%	3%	152
VALLEYVIEW	66	690	74%	10%	162
WABASCA	110	360	47%	31%	9