



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

Organizational Meeting of Council

Monday, November 3, 2025

10:00 am

Agenda

The Organizational Meeting of the Council of the Municipal District of Spirit River No.133 will be held in 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 3, 2025, starting at 10:00 a.m.

1. CALL TO ORDER
2. OATHS OF NEW COUNCIL
3. ADOPTION OF THE AGENDA: 1 - 10
Adoption of the November 3, 2025 Organizational Meeting of Council
Agenda OM.01.25.

FOR INFORMATION ONLY – See attached Organizational Meeting Minutes OM.01.24. Note: OM.01.24 Minutes were adopted as presented at the Regular Meeting December 4, 2024 RM.13.24 in Motion 295.12.04.24. – Please refer to past appointments for ARB and SDAB Clerks .
4. ELECTION OF REEVE for the ensuing year
5. ELECTION OF DEPUTY REEVE for the ensuing year
6. ELECTION OF ACTING REEVE for the ensuing year
7. APPOINTMENT of CAO 11
Digital copies of resumes sent by email.
8. APPOINTMENT of DEVELOPMENT OFFICER 12
9. ESTABLISHMENT OF REGULAR MEETING LOCATION, DATES, AND TIMES 13
- BOARDS AND COMMITTEES LIST** **14 - 26**
10. APPOINTMENT OF COUNCILLORS:
 - A. AGRICULTURAL APPEAL COMMITTEE (Bylaw No.04-1996) 27 - 32
(MD Member appointments – minimum three members)
 - B. AGRICULTURAL SERVICE BOARD (Bylaw No.07-2011) 33 - 56

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Councillors and four Members at-large

See attached RFD: Motion to adjust Council Representation.

See attached DRAFT revised Bylaw 01-2025.

(See attached applications for review)

- C. ASSESSMENT REVIEW BOARD **CLERK** (ARB)
(Bylaw 06-2018) – Current Appointment Montana Kuhar
- D. ASSESSMENT REVIEW BOARD (ARB) **MEMBERS** (Bylaw No.06 -2018) 57-58
Two members representing MDSR No.133.
Motion: 080.03.15.23
(See attached applications for review)
- E. CENTRAL PEACE ATTRACTION & RETENTION COMMITTEE
One Councillor. One Alternate Member of Council.
- F. Central Peace Family and Community Support Services (FCSS) 59 -65
One Councillor. One Alternate Member of Council.
Two members at large (Bylaw No.07-2005) Motion. 036.02.07.24
See attached Letter of Resignation from Member at Large.
(See attached applications for review)
- G. Central Peace Fire & Rescue Commission 66
Two Councillors. One Alternate Member of Council.
(See attached letter from Chair of CPFRC)
- H. Central Peace Medical Services Corporation Director
One Councillor. No Alternate required.
- I. Central Peace Regional Emergency Management Committee (CPREM)
(Disaster Services Committee)
One Councillor. One Alternate Member of Council.
- J. Central Peace Regional Water Supply Project (CPRWSP)
One Councillor. One Alternate Member of Council.
- K. Central Peace Seed Cleaning Co-op
One Councillor. One Alternate Member of Council.
- L. G5 Committee
Members of Council

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- M. Grande Spirit Foundation
(GSF bylaw updated in 2022 no alternate member required)
One Councillor.
- N. INTERMUNICIPAL COLLABORATION FRAMEWORK COMMITTEE (ICF)
Two Councillors.
- O. SUBDIVISION AUTHORITY
Bylaw No.02-2023 – *MMSA appointment as Subdivision Authority.*
- P. MUNICIPAL PLANNING COMMISSION MEMBERS
All Council
(MPC) (Bylaw No.04-2001)
- Q. MUNICIPAL PLANNING COMMISSION (MPC) CHAIRMAN
Councillor
- R. NORTHERN ALBERTA ELECTED LEADERS
One Councillor. One Alternate Member of Council.
- S. Peace Regional Economic Development Alliance (PREDA)
One Councillor. One Alternate Member of Council. **Northern Transportation Alliance Board (NTAB) is a subcommittee under PREDA - nominated Council member represents both boards.*
- T. NORTHERN TRANSPORTATION ADVOCACY BUREAU (NTAB)
PREDA-appointed representative.
Subdivision of PREDA
- U. PEACE REGIONAL INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD **MEMBERS** 67-68
(Bylaw No.09-2024) (Bylaw No.06-2019 repealed)
Two members. One Clerk
- V. PEACE REGIONAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD **CLERK**
(Bylaw No.09-2024)
- W. South Peace Regional Archives
One Councillor. One Alternate Member of Council.
- X. SPIRIT RIVER AIRPORT COMMITTEE

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One Councillor. One Alternate Member of Council.

Y. VSI Services (1980) Committee

One Councillor. One Alternate Member of Council.

- | | | |
|------------|---|---------------|
| 11. | <u>DESIGNATION OF FINANCIAL INSTITUTION & SIGNING AUTHORITY</u> | 69 |
| | Three Councillors: Reeve/Deputy Reeve/Acting Reeve | |
| | Three Administrative Staff: CAO/Acting CAO/Director of Corporate Services (in the absence of the CAO) | |
| | <ul style="list-style-type: none">• ATB FINANCIAL• ATB WEALTH• RBC | |
| 12. | <u>DESIGNATION OF BUSINESS CRA ACCOUNT ONLINE ACCESS - RFD</u> | 70 |
| 13. | <u>MA CONNECT ADMIN – RFD</u> | 71 |
| 14. | <u>SAFETY DEPOSIT BOX AUTHORIZATION – RFD</u> | 72 |
| | Three Councillors: Reeve/Deputy Reeve/Acting Reeve | |
| | Three Administrative Staff: CAO/Acting CAO/Director of Corporate Services (in the absence of the CAO) | |
| 15. | <u>APPOINTMENT OF THE MUNICIPAL AUDITOR</u> | |
| | <i>FOR INFORMATION ONLY - Motion 229.09.06.23 – Motion appointing JDP Wasserman as MDSR 133 auditor on a 3-year term: 2023/2024/2025.</i> | |
| 16. | <u>MUNICIPAL DISTRICT OF SPIRIT RIVER NO.133 COMMITMENT TO SAFETY</u> | 73-74 |
| | <i>Commitment to Safety Motion 2024 – Safety Manual to be sent separately.</i> | |
| 17. | <u>ESTABLISHMENT OF COMMITTEE OF THE WHOLE</u> | 75 -81 |
| 18. | <u>ADJOURNMENT</u> | |



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133
Organizational Meeting of Council
Wednesday, October 16th, 2024
5:00 p.m.
Minutes

The Organizational 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, October 16th, 2024, starting at 5:00 p.m.

ADOPTED

IN ATTENDANCE:

Councillors:

Tony Van Rootselaar
 Stan Bzowy
 Elaine Garrow
 Nick vanRootselaar

Administration:

Dan Dibbelt, CAO
 Montana Kuhar
 Shirley Hayden, Recording Secretary

1. CALL TO ORDER

The meeting was called to order by Reeve Tony Van Rootselaar at 5:04 p.m.

2. ADOPTION OF THE AGENDA

A. ADOPTION OF THE OCTOBER 16th, 2024, ORGANIZATIONAL MEETING OF COUNCIL AGENDA

OM- 01 -10-16-2024 Moved by Councillor Nick vanRootselaar to adopt the agenda of the October 16th, 2024 organizational meeting with the following corrections and additions: time to be corrected to read as 5:00 p.m., ARB to be corrected to Central Peace ARB. Additions to the agenda: 15.R. Intermunicipal Collaboration Framework Committee (ICF), 15.S. Airport Committee, 15.T. Mackenzie Municipal Services Agency (MMSA) - member representative for the board of directors.

CARRIED UNANIMOUSLY

Reeve Tony Van Rootselaar turned the meeting over to CAO Dan Dibbelt.

3. ELECTION OF REEVE FOR THE ENSUING YEAR.

CAO Dibbelt called for nominations for Reeve.

Councillor Nick vanRootselaar nominated Councillor Tony Van Rootselaar.

Tony Van Rootselaar accepted the nomination.

CAO Dibbelt called for nominations a second time.

CAO Dibbelt called for nominations a third and final time.

OM 02-10-16-2024 Moved by Councillor Stan Bzowy that nominations cease. **CARRIED UNANIMOUSLY**

Councillor Tony Van Rootselaar was declared Reeve by CAO Dan Dibbelt.

CAO Dan Dibbelt turned the meeting over to Reeve Tony Van Rootselaar.

4. ELECTION OF DEPUTY REEVE FOR THE ENSUING YEAR.

Reeve Tony Van Rootselaar called for nominations for Deputy Reeve.

Councillor Stan Bzowy nominated Councillor Nick vanRootselaar.

Reeve Tony Van Rootselaar called a second time for nominations for Deputy Reeve.

Reeve Tony Van Rootselaar called for nominations for Deputy Reeve a third and final time.

OM 03-10-16-2024 Moved by Councillor Stan Bzowy that nominations for Deputy Reeve cease.

CARRIED UNANIMOUSLY

Councillor Nick vanRootselaar was declared Deputy Reeve by acclamation.

5. ELECTION OF ACTING REEVE FOR THE ENSUING YEAR

Reeve Tony Van Rootselaar called for nominations for Acting Reeve.

Councillor Nick vanRootselaar nominated Councillor Stan Bzowy for Acting Reeve.

Reeve Tony Van Rootselaar called for nominations for Acting Reeve a second time.

Reeve Tony Van Rootselaar called for nominations for Acting Reeve a third and final time.

OM 04-10-16-2024 Moved by Councillor Nick vanRootselaar that nominations for Acting Reeve cease.

CARRIED UNANIMOUSLY

Councillor Stan Bzowy was declared Acting Reeve by acclamation.

6. ESTABLISHMENT OF THE REGULAR MEETING DATES AND TIMES

OM 05-10-16-2024 Moved by Councillor Nick vanRootselaar that Council meetings are to begin at 9:00 am on the first Wednesday of the month, begin at 5:00 p.m. on the third Wednesday of the month, at the Municipal District of Spirit River No.133 municipal office located at 4202 – 50th street, in the Town of Spirit River, Alberta.

CARRIED UNANIMOUSLY

Denise vanRootselaar put forward a request for consideration for the Central Peace Assessment Review Board and the Peace Regional Subdivision and Appeal Board, as she has the required training and qualified for both positions.

7. APPOINTMENT OF THE PEACE REGIONAL SUBDIVISION & DEVELOPMENT APPEAL BOARD MEMBERS

(Two members - Bylaw No. 09-2024)

OM-06-10-16-2024 Moved by Reeve Tony Van Rootselaar that Darlene Knezevich, Denise van Rootselaar, Sandra vanRootselaar be appointed as members of the Peace Regional Subdivision & Development Appeal Board Members (SDAB) on behalf of the Municipal District of Spirit River No.133.

CARRIED UNANIMOUSLY

8. APPOINTMENT OF THE PEACE REGIONAL SUBDIVISION & DEVELOPMENT APPEAL BOARD CLERK

(One Clerk - Bylaw No.09-2024)

OM 07-10-16-2024 Moved by Councillor Nick vanRootselaar that Montana Kuhar be appointed as the Peace Regional Subdivision and Appeal Board Clerk for the Municipal District of Spirit River No.133.

CARRIED UNANIMOUSLY

9. APPOINTMENT OF THE CENTRAL PEACE ASSESSMENT REVIEW BOARD - CLERK

(Bylaw No.06-2018)

OM 08-10-16-2024 Moved by Councillor Stan Bzowy that Louise Gostick be appointed as the Central Peace Assessment Review Board Clerk for the Municipal District of Spirit River No.133, further that, Montana Kuhar be appointed as the alternate clerk.

CARRIED UNANIMOUSLY

10. APPOINTMENT OF THE CENTRAL PEACE ASSESSMENT REVIEW BOARD - MEMBERS

(Bylaw No.06-2018 - Two members – members trained from other municipalities and the Municipal District)

OM 09-10-16-2024 Moved by Councillor Elaine Garrow that Sandra vanRootselaar, Darlene Knezevich and Denise vanRootselaar be appointed as members of the Central Peace Assessment Review Board (ARB).

CARRIED UNANIMOUSLY

11. APPOINTMENT OF MEMBERS TO THE MUNICIPAL PLANNING COMMISSION

(Members of Council – Bylaw No. 04-2001)

OM 10-10-16-2024 Moved by Councillor Nick vanRootselaar that the Municipal District of Spirit River No.133 council members are to be appointed as members of the Municipal Planning Commission (MPC).

CARRIED UNANIMOUSLY

12. APPOINTMENT OF MEMBERS TO THE MUNICIPAL PLANNING COMMISSION CHAIRMAN

(Bylaw No. 04-2001)

OM 11-10-16-2024 Moved by Councillor Nick vanRootselaar that Reeve Tony Van Rootselaar be appointed as chairman of the Municipal Planning Commission (MPC).

CARRIED UNANIMOUSLY

13. APPOINTMENT OF THE AGRICULTURAL SERVICE BOARD(ASB)

(Bylaw No. 07-2011) - Members of council and four members at large)

OM-12-10-16-2024 Moved by Councillor Nick vanRootselaar the Municipal District of Spirit River No.133 council members in addition to Larry Wallin, Aaron Young, Lori Witts and Larry Chernuka are to be appointed to the Agricultural Service Board.

CARRIED UNANIMOUSLY

14. APPOINTMENT OF MEMBERS TO THE AGRICULTURAL APPEAL COMMITTEE.

(Bylaw 04-1996) - Members from other municipalities and the MD

OM-13-10-16-2024 Moved by Councillor Elaine Garrow that Keegan Milkovich and Shane Milkovich be appointed to the Agricultural Appeal Committee and a third member be recruited as an authorized member under the authority of Bylaw 04-1996.

CARRIED UNANIMOUSLY

15. APPOINTMENT OF COUNCILLORS TO THE FOLLOWING BOARDS AND COMMITTEES:

OM-14-10-16-2024 Moved by Councillor Nick vanRootselaar to accept the committee appointments listed in 15 A. through Q as presented.

CARRIED UNANIMOUSLY

Upon further review of the committee list council discussed reviewing each committee listing individually.

OM-15-10-16-2024 Moved by Councillor Stan Bzowy to rescind motion OM-12-10-16-2024, further that, council review each individual agenda items: 15A. through Q.

CARRIED UNANIMOUSLY

A. GRANDE SPIRIT FOUNDATION

(One member. No alternate required as per Grande Spirit Foundation amending their Bylaw in 2022)

OM-16-10-16-2024 Moved by Councillor Nick vanRootselaar that council appoint Reeve Tony Van Rootselaar as the member representative of the Grande Spirit Foundation on behalf of the Municipal District of Spirit River No.133.

CARRIED UNANIMOUSLY

B. FAMILY AND COMMUNITY SUPPORT SERVICES (FCSS)

(Bylaw 01-2005) - (One councillor, one alternate, two members at large)

OM-17-10-16-2024 Moved by Reeve Tony Van Rootselaar that council appoint Councillor Stan Bzowy as member, Jeanne Yoder and Evelyn Bzowy as members at large for the Family and Community Support Services Board (FCSS) on behalf of the Municipal District of Spirit River No.133.

CARRIED UNANIMOUSLY

OM-18-10-16-2024 Moved by Councillor Stan Bzowy to appoint Councillor Nick vanRootselaar as an alternate member for the Family and Community Support Services Board on behalf of the Municipal District of Spirit River No.133.

CARRIED UNANIMOUSLY

C. CENTRAL PEACE SEED CLEANING CO-OP

(One member and one alternate)

OM-19-10-16-2024 Moved by Nick vanRootselaar to appoint Reeve Tony Van Rootselaar as member and Councillor Stan Bzowy as alternate for the Central Peace Seed Cleaning Co-op.

D. CENTRAL PEACE FIRE AND RESCUE COMMISSION (CPFRC)

(Two members and one alternate)

OM-20-10-16-2024 Moved by Councillor Stan Bzowy to appoint Reeve Tony Van Rootselaar and Councillor Nick vanRootselaar as members of the Central Peace Fire and Rescue Commission.

CARRIED UNANIMOUSLY

OM-21-10-16-2024 Moved by councillor Nick vanRootselaar that Councillor Stan Bzowy be appointed as the alternate member of the Central Peace Fire and Rescue Commission.

CARRIED UNANIMOUSLY

E. VETERINARY SERVICES INCORPORATED (1980) (V.S.I)**(one member and one alternate)****OM-22-10-16-2024** Moved by Councillor Elaine Garrow that Councillor Nick vanRootselaar be appointed as member of the Veterinary Services Incorporated (VSI) Board.**CARRIED UNANIMOUSLY****OM-23-10-16-2024** Moved by Councillor Nick vanRootselaar that Councillor Stan Bzowy be appointed as the alternate member for the Veterinary Services Board (VSI).**CARRIED UNANIMOUSLY****F. PEACE REGIONAL ECONOMIC DEVELOPMENT ALLIANCE (PREDA)****(one member and alternate) - NORTHERN TRANSPORTATION ALLIANCE BOARD (NTAB) is a sub committee under PREDA therefore the nominated member will represent both committees.****OM-24-10-16-2024** Moved by Councillor Stan Bzowy that Councillor Nick vanRootselaar be nominated member of the Peace Regional Economic Alliance Board and the Northern Transportation Alliance Board.**CARRIED UNANIMOUSLY****OM-25-10-16-2024** Moved by Reeve Tony Van Rootselaar that Councillor Stan Bzowy be appointed as the alternate member for the Peace Regional Economic Alliance Board and the Northern Transportation Alliance Board.**CARRIED UNANIMOUSLY****G. CENTRAL PEACE REGIONAL EMERGENCY MANAGEMENT COMMITTEE (CPREM)****(Disaster Services Committee) (one member and one alternate)****OM-26-10-16-2024** Moved by Reeve Tony Van Rootselaar that Councillor Nick vanRootselaar be nominated as member of the Central Peace Regional Emergency Management Committee, further that, Councillor Stan Bzowy be appointed as the alternate member.**CARRIED UNANIMOUSLY****H. CENTRAL PEACE MEDICAL SERVICES CORPORATION DIRECTOR****(one member - no alternate necessary)****OM-27-10-16-2024** Moved by Councillor Nick vanRootselaar that Reeve Tony Van Rootselaar be appointed as member of the Central Peace Medical Services Corporation Board of Directors.**CARRIED UNANIMOUSLY**

I. CENTRAL PEACE REGIONAL WATER SYSTEM COLLABORATION

(one member and alternate)

OM-28-10-16-2024 Moved by Reeve Tony Van Rootselaar that Councillor Stan Bzowy be appointed as member for the Central Peace Regional Water System Collaboration Board, further that, Councillor Nick vanRootselaar, be appointed as the alternate member

CARRIED UNANIMOUSLY

J. G5 COMMITTEE

(members of council)

OM-29-10-16-2024 Moved by Reeve Tony Van Rootselaar that the Municipal District of Spirit River No.133 council members be appointed as members of the Central Peace G5 Committee.

CARRIED UNANIMOUSLY

K. SOUTH PEACE REGIONAL ARCHIVES

OM-30-10-16-2024 Moved by Councillor Nick vanRootselaar that Councillor Stan Bzowy be appointed as member for the South Peace Regional Archives Committee.

CARRIED UNANIMOUSLY

OM-31-10-16-2024 Moved by Reeve Van Rootselaar that Councillor Nick vanRootselaar be appointed as the alternate member for the South Peace Regional Archives Committee.

CARRIED UNANIMOUSLY

L. CENTRAL PEACE ATTRACTION AND RETENTION COMMITTEE (CPARC)

(one member and one alternate)

OM-32-10-16-2024 Moved by Councillor Elaine Garrow that Councillor Nick vanRootselaar be appointed as member for the Central Peace Attraction and Retention Committee (CPARC), further that, Councillor Stan Bzowy be nominated as alternate member.

CARRIED UNANIMOUSLY

M. CEMETERIES COMMITTEE

(one member)

OM-33-10-16-2024 Moved by Councillor Nick vanRootselaar to dissolve the Municipal District of Spirit River No.133 Cemeteries Board.

CARRIED UNANIMOUSLY

N. NORTHERN ALBERTA ELECTED LEADERS

OM-34-10-16-2024 Moved by Councillor Stan Bzowy that Councillor Nick vanRootselaar be appointed as member of the Northern Alberta Elected Leaders (NAEL) Board and further that, Reeve Tony Van Rootselaar be nominated as the alternate member.

CARRIED UNANIMOUSLY

O. SPIRIT RIVER REGIONAL ECONOMIC DEVELOPMENT COMMITTEE

(Two member of council, one member of admin, one member of admin staff + alternate + two members at large)

OM-35-10-16-2024 Moved by Councillor Stan Bzowy that Councillor Nick vanRootselaar and Reeve Tony Van Rootselaar be nominated as members for the Spirit River Economic Development Committee.

CARRIED UNANIMOUSLY

CAO Dibbelt advised administration to appoint staff members to attend Spirit River Committee meetings as required.

P. SUBDIVISION AUTHORITY

OM-36-10-16-2024 Moved by Councillor Nick vanRootselaar that Mackenzie Municipal Services Agency (MMSA) be appointed as the Subdivision Authority the Municipal District of Spirit River No.133 for the 2024 ensuing year.

CARRIED UNANIMOUSLY

Q. G3 COMMITTEE

(one member and one alternate)

OM-37-10-16-2024 Moved by Councillor Elaine Garrow that the G3 Committee be dissolved.

CARRIED UNANIMOUSLY

R. INTERMUNICIPAL COLLABORATION FRAMEWORK COMMITTEE (ICF) – INTERMUNICIPAL MEMBERS)

(Two elected members from the MDSR 133)

(Four Elected members (in total) per ICF committee: MDSR133 + Saddle Hills County / MDSR133 + Birch Hills County / MDSR133 + Town of Spirit River / MDSR 133 + The Village of Rycroft)

OM 38-10-16-2024 Moved by Councillor Stan Bzowy to appoint Councillor Nick vanRootselaar and Reeve Tony Van Rootselaar as members of the Intermunicipal Collaboration Framework Committee (ICF) - Intermunicipal Members.

CARRIED UNANIMOUSLY

S. SPIRIT RIVER AIRPORT COMMITTEE

OM 39-10-16-2024 Moved by Reeve Tony Van Rootselaar that council appoint Councillor Nick vanRootselaar as the member representative for the Spirit River Airport Committee.

CARRIED UNANIMOUSLY

T. MACKENZIE MUNICIPAL SERVICES AGENCY - BOARD OF DIRECTORS (MMSA) COMMITTEE

OM 40-10-16-2024 Moved by Councillor Stan Bzowy that council appoint Councillor Nick vanRootselaar as the member representative for the Board of Directors for Mackenzie Municipal Services Agency (MMSA) on behalf of the Municipal District of Spirit River No. 133.

CARRIED UNANIMOUSLY

OM 41-10-16-2024 Moved by Councillor Nick vanRootselaar that council accept the committee members 7 through 15, A. through T. as listed above, except those that have been removed or dissolved.

CARRIED UNANIMOUSLY

16. DESIGNATION OF FINANCIAL INSTITUTION & SIGNING AUTHORITIES

OM 42-10-16-2024 Moved by Councillor Nick vanRootselaar that the Alberta Treasury Branch be appointed as the financial institution for the Municipal District of Spirit River No.133 for the ensuing year; the Reeve, Deputy Reeve, Acting Reeve and CAO Dan Dibbelt to remain as signing authority, further that, the Assistant or Acting CAO Shirley Hayden and Director of Corporate Services Louise Gostick to have signing authority for the Municipal District of Spirit River including the financial accounts of the Municipal District of Spirit River at the financial institutions of Alberta Treasury Branches and Royal Bank of Canada, in the absence of the CAO.

CARRIED UNANIMOUSLY

17. SAFETY DEPOSIT BOX AUTHORIZATION

OM 43-10-16-2024 Moved by Councillor Reeve Tony Van Rootselaar that authority to access to the Municipal District Safety Deposit Box held at the Alberta Treasury Branch Financial Institution, located at: 4518 - 50th street, Spirit River, Alberta be any one of the following elected officials namely, Reeve Tony Van Rootselaar, Deputy Reeve Nick vanRootselaar, Councillor Elaine Garrow, Acting Reeve Stan Bzowy with one of the Administration Staff namely, the Chief Administrative Officer, Dan Dibbelt, further that, the Assistant or Acting CAO, or the Director of Corporate Services (in the absence of the CAO).

CARRIED UNANIMOUSLY

18. APPOINTMENT OF THE AUDITOR

Administration advised that the Municipal District of Spirit River No.133 has renewed a 3-year contract with JDP Wasserman & Associates as per motion 229.09.06.23, from the September 6th, 2023, regular meeting RM-13-23 for the purpose of completing the 2023/2024/2025 financial audit(s).

OM 44-10-16-2024 Moved by Councillor Nick vanRootselaar that council accept the appointment of the auditor: 3-year contract with JDP Wasserman & Associates as per motion 229.09.06.23, from the September 6th, 2023, regular meeting RM-13-23 for the purpose of completing the 2023/2024/2025 financial audit(s) as information.

CARRIED UNANIMOUSLY

18. REVIEW MD COMMITMENT TO SAFETY

OM 45-10-16-2024 Moved by Councillor Nick vanRootselaar that Council of the Municipal District of Spirit River No. 133 acknowledge and support the continued development of the Municipal District of Spirit River No.133 Safety Manual, continuing to provide training and resources so that the needs of the municipality can be completed with the safety of our employees and public. That the Occupational Health and Safety Act, Code and Regulations continue to be used as the minimum level of safety operation and awareness and that the municipality strive for excellence in all departments, further that, the Safety Manual be brought forward to Council once annually at the organizational meeting for verification of its effectiveness within the organization.

CARRIED UNANIMOUSLY

OM 46-10-16-2024 Moved by Councillor Stan Bzowy that council accept the previously adopted meeting minutes OM-01-23, as information.

CARRIED UNANIMOUSLY

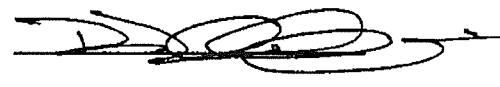
19. ADJOURNMENT

Reeve Van Rootselaar adjourned the organizational meeting at 5:28 p.m.

These minutes approved this day 4th of December, 2024


Deputy REEVE
NICK Tony Van Rootselaar

Municipal District of Spirit River No.133
Organizational Meeting Minutes OM-01-2024
Wednesday October 16th, 2024


CAO
Dan Dibbelt



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

RM-11-25
November 3rd, 2025
Interim CAO
Appointment of the CAO

BACKGROUND AND PROCESS

Following the departure of the former CAO on August 31st, 2025, Council initiated a comprehensive, publicly tendered, and confidential search process for a new Chief Administrative Officer.

Council engaged with administration in August to assist with the process, during this period the MD administration received 4 resumes. Council will need to assess the candidate's experience, leadership qualities, strategic vision, and fit with the Municipal District's culture and goals, for the position.

The appointment of a CAO is the most significant personnel decision made by Council. The selected candidate is responsible for the overall operation of the municipality, advising Council, and ensuring the implementation of Council resolutions and bylaws, possess the necessary experience, vision, and leadership skills to successfully guide the Municipal District of Spirit River No. 133. Council's formal appointment is required to execute the contract and finalize this critical transition.

RECOMMENDATION/RESOLUTION

That Council review the applicants resumes for the position of the CAO and advise administration of the decision by motion of council.

The Municipal District of Spirit River No.133 council officially appoints _____ as the Chief Administrative Officer (CAO) for the Municipal District. The effective date of this appointment shall be **November 3rd, 2025**. Council is authorizing and directing to CAO to execute the employment contract with _____ stipulating the agreed-upon annual compensation and benefits package, as reviewed and approved by council in closed session.

Or

That Council direct Administration accordingly.

CAO



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

OM-01-25
November 3rd, 2025
Shirley Hayden, Interim CAO
Appointment of Development
Officer

BACKGROUND/PROPOSAL

Requirement to Establish a Development Authority:

Section 623 requires a municipal council to establish a **Development Authority** to exercise planning and development powers and duties on behalf of the municipality.

Constitution of the Development Authority:

Section 624 of the MGA outlines that the Development Authority may be:

- A **designated officer** (which is the position typically called the "Development Officer").
- A municipal planning commission.
- Any other person or organization.
- Most municipalities utilize a combination, often assigning the bulk of the administrative and permitted use decisions to a **Development Officer** (designated officer) and discretionary use or more complex applications to a **Municipal Planning Commission (MPC)**.

The Development Officer is an employee of the municipality and is subject to the supervision of the CAO.

Mrs. Bremont has been acting Development Officer for the past 4 years and was appointed as Interim Development Officer at a regular Council meeting held on August 27th, 2025.

Administration is seeking a formal appointment of Mrs. Bremont to this position.

RECOMMENDATION/RESOLUTION

That Council appoints Monty Bremont as Development Officer for the Municipal District of Spirit River No. 133.

Or

That Council directs administration accordingly.

CAO



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

RM-OM-01-25
November 3rd, 2025
CAO
Establishment of Location of meeting
and schedule of Regular Council
Meetings

BACKGROUND/PROPOSAL

Upon review of the regular council meeting schedule, council has previously held meetings on the first and third Wednesday of the month. Administration is recommending Regular Council Meetings follow the regular meeting schedule with the first meeting of the month to be held at 10:00 a.m. and the third meeting of the month to be held at 5:00 p.m., to be held at the Municipal District of Spirit River No.133 council chambers in the Town of Spirit River.

RECOMMENDATION/RESOLUTION

That Council direct Administration accordingly regarding the regular council meeting schedule.



**The Municipal District of Spirit River No. 133
Board Summaries and Appointments: 2024 – 2025**

This section outlines the various committees and boards that serve the Municipal District of Spirit River No.133. These committees and boards to which Council members and members-at-large are appointed includes a list of required composition and current board members.

A. Agricultural Appeal Board (Soil Conservation Act)

- **Bylaw:** 04-1996
- **Members Required:**
 - Minimum three (3) members trained from the MD
 - Members trained from other municipalities
- **Current Board Members:**
 - Shane Milkovich
 - Keegan Milkovich
 - Vacant

Hearing Appeals under Key Legislation: The board's core mandate is to hear and determine appeals against notices or orders issued by inspectors or local authorities under acts such as the Soil Conservation Act: Appeals related to orders concerning soil conservation or erosion issues.

B. Agricultural Services Board (ASB)

- **Bylaw:** 07 - 2011
- **Meeting Frequency:** Minimum of 6 times per year as per ASB Policy ASB.01
- **Members Required:**
 - Council members
 - Four (4) members at large
- **Current Board Members:**
 - Members of Council
 - Larry Wallin
 - Aaron Young
 - Larry Chernuka
 - Lori Witts



**The Municipal District of Spirit River No. 133
Board Summaries and Appointments: 2024 – 2025**

Mandate: To promote, enhance, and protect viable and sustainable agriculture, with a view to improving the economic viability of agricultural producers, and to develop agricultural policies specific to the needs of the municipality.

C. Central Peace Assessment Review Board (ARB): Clerk

- **Members Required:**
 - Clerk
 - One (1) alternate clerk
- **Current Board Members:**
 - Louise Gostick (Clerk)
 - Montana Kuhar (Alternate Clerk)

The Central Peace Assessment Review Clerk (or Designated Officer) is an administrative role associated with the Central Peace Assessment Review Board (CPARB)

D. Central Peace Assessment Review Board (ARB): Members

- **Bylaw: 06 - 2018**
- **Members Required:**
 - Two (2) members trained from the MD
 - Other municipalities
- **Current Board Members:**
 - Sandra vanRootselaar
 - Darlene Knezevich
 - Denise van Rootselaar

Operates under authority (?) of MMSA; The Central Peace Assessment Review Board (ARB) is an administrative tribunal in Alberta, Canada, established by partner municipalities in the Central Peace region to hear and rule on complaints regarding property assessments and tax notices.

E. Central Peace Attraction & Retention Committee (CPARC)

- **Members Required:**
 - One (1) member
 - One (1) alternate



**The Municipal District of Spirit River No. 133
Board Summaries and Appointments: 2024 – 2025**

- **Current Board Members:**
 - Nick vanRootselaar (Member)
 - Stan Bzowy (Alternate)

The Central Peace Attraction and Retention Committee (CPARC) is a committee formed by a collaboration of five municipalities in the Central Peace region of Alberta, often referred to as the "G5" municipalities. The primary purpose of CPARC is to build a sustainable system for healthcare professional attraction and retention in collaboration with local health professionals. Their goal is to ensure ongoing physician and healthcare services to their communities.

F. Central Peace Family and Community Support Services (FCSS)

- **Bylaw:** 01-2005
- **Meeting Frequency:** Second Tuesday of each month
- **Members Required:**
 - One (1) councillor
 - Two (2) members at large
 - One (1) alternate
- **Current Board Members:**
 - Stan Bzowy (Member)
 - Nick van Rootselaar (Alternate)
 - Jeanne Yoder (Member at Large)
 - Evelyn Bzowy (Member at Large)

Central Peace Family and Community Support Services (FCSS) is a community-based organization in Alberta, Canada, that provides preventive social initiatives to enhance the well-being of individuals, families, and communities in its service area. Mandate: Its core purpose is to identify local issues and needs and provide locally driven, preventive social initiatives. FCSS programs focus on promoting and enhancing the well-being and independence of individuals and families.

G. Central Peace Fire and Rescue Commission

- **Meeting Frequency:** First Thursday of each month
- **Members Required:**
 - Two (2) members
 - One (1) alternate
- **Current Board Members:**
 - Tony Van Rootselaar (Member)



The Municipal District of Spirit River No. 133 Board Summaries and Appointments: 2024 – 2025

- Nick vanRootselaar (Member)
- Stan Bzowy (Alternate)

The Central Peace Fire and Rescue Commission (CPFRC) is a Regional Services Commission in Alberta, Canada, established to provide fire and rescue services to its member municipalities. CPFRC is the consolidated fire and rescue service for the Municipal District of Spirit River No. 133, the Village of Rycroft, and the Town of Spirit River in Alberta, Canada.

Key points about the organization:

- **Formation:** It was formed by the amalgamation of the former fire departments of the three municipalities in 2016 to better serve the area and control costs.
- **Services:** They provide fire protection and rescue services, including responding to fires, collisions, and rescues. They also offer public education, fire inspections, and manage fire permits and fire hazard levels for the region.
- **Leadership:** The Fire Chief/Manager for the Central Peace Fire & Rescue Commission is **Brian Kroes**.
- **Emergency Contact:** For any fire or life-threatening emergency, you should **call 911**.
- **Regional Partnership:** The CPFRC is part of the **Central Peace Regional Emergency Management (CPREM)** partnership, which also includes Birch Hills County and Saddle Hills County, to coordinate emergency response for major disasters like wildfires or floods.

H. Central Peace Medical Services Corporation Board of Directors

- **Members Required:**
 - One (1) member (no alternate necessary)
- **Current Board Members:**
 - Tony Van Rootselaar

The Central Peace Medical Services Corporation (CPMSC) Board of Directors is established to provide governance and administer the affairs of the corporation. Each member municipality appoints one Director to the Board, as well as an Alternate Director to serve in the Director's absence. The CPMSC's purpose is to administer the affairs of the corporation, which often involves matters related to medical services and healthcare in the region, such as physician recruitment and retention. The Directors are required to meet at least twice per year (an



**The Municipal District of Spirit River No. 133
Board Summaries and Appointments: 2024 – 2025**

annual general meeting and another meeting approximately six months later), with further meetings called when required.

I. Central Peace Regional Emergency Management (CPREM) (Disaster Services Committee)

- **Meeting Frequency:** Twice per year
- **Members Required:**
 - One (1) member
 - One (1) alternate
- **Current Board Members:**
 - Nick vanRootselaar (Member)
 - Stan Bzowy (Alternate)

The Central Peace Regional Emergency Mandate is carried out by Central Peace Regional Emergency Management (CPREM), an emergency management partnership between five Central Peace Municipalities in Alberta. The core mandate is to ensure these participating municipalities act together during any major emergencies. This collaboration allows them to:

- Combine resources to more effectively reduce harm caused by disasters (like wildfires or floods).
- Respond more efficiently and effectively to emergencies.

CPREM also engages in emergency preparedness, for example, by creating and reviewing emergency plans like the Livestock Emergency Preparedness Plan. The partnership works to keep residents updated on emergency management plans, resources, and current emergencies.

J. Central Peace Regional Water System Collaboration (Agreement 2021)

- **Meeting Frequency:** Last Friday of each month
- **Members Required:**
 - One (1) member
 - One (1) alternate
- **Current Board Members:**
 - Nick vanRootselaar (Member)



The Municipal District of Spirit River No. 133
Board Summaries and Appointments: 2024 – 2025

- Stan Bzowy (Alternate)

The Central Peace Regional Water System Collaboration, also known as the Central Peace Regional Water Project, is a joint effort by a group of five municipalities (referred to as the "G5") in the Peace River region of Alberta, Canada, to provide a reliable source of potable water to their residents, businesses, and industry. In essence, the collaboration is a large-scale municipal effort to address long-term water security in the Central Peace Region by creating shared, resilient infrastructure.

K. Central Peace Seed Cleaning Coop

- **Members Required:**

- One (1) member
- One (1) alternate

- **Current Board Members:**

- Tony Van Rootselaar (Member)
- Stan Bzowy (Alternate)

The Central Peace Seed Cleaning Association Ltd. is a farmer-owned cooperative located in Rycroft, Alberta. It is a member of the Alberta Seed Processors network and has responsibilities typical of a co-operative's governing body, focusing on the long-term health and operation of the facility for its members (shareholders).

L. G5 COMMITTEE

Members of Council

The G5 is the group of five municipalities in the Central Peace region, including Birch Hills County, Village of Rycroft, Town and MD of Spirit River, and Saddle Hills County, who collaborate on regional initiatives. They collaborate on other initiatives like:

- Intermunicipal Economic Development Advisory Committee (IEDAC)
- Central Peace Regional Waste Management Commission
- Recreation facilities financial cooperation
- Health services and physician attraction/retention
- Central Peace Regional Water Project



**The Municipal District of Spirit River No. 133
Board Summaries and Appointments: 2024 – 2025**

M. Grande Spirit Foundation

- **Bylaw Amendment:** 2022 GSF amended their bylaw in 2022.
- **Members Required:**
 - One (1) member (no alternate required)
- **Current Board Members:**
 - Tony Van Rootselaar

The Grande Spirit Foundation's mandate is to enhance the lives of seniors and families through compassionate, affordable housing solutions. Working closely with local organizations and representing multiple municipalities across the Northern Rural Alberta region to meet housing needs and uplift the communities they serve. In essence, the foundation aims to be a cornerstone of housing support, ensuring everyone has a safe and affordable place to call home, with a special focus on the needs of the elderly.

N. Intermunicipal Collaboration Framework Committee (ICF) – Intermunicipal Members

- **Members Required:**
 - Two (2) elected members from MDSR 133
 - (Four (4) elected members in total per ICF committee, with two members from each municipality: MDSR133 + Saddle Hills County / MDSR133 + Birch Hills County / MDSR133 + Town of Spirit River / MDSR 133 + The Village of Rycroft)
- **Current Board Members:**
 - Nick vanRootselaar (Member)
 - Tony Van Rootselaar (Member)

This is a mandatory planning and funding requirement for municipalities in Alberta under the *Municipal Government Act* (MGA). ICFs are intended to ensure integrated and strategic planning, delivery, and funding of services between neighboring municipalities. The goal is to steward scarce resources efficiently and ensure that residents who benefit from a service contribute to its funding.

O. Mackenzie Municipal Services Agency (MMSA) Board of Directors

- **Members Required:**
 - One (1) member



**The Municipal District of Spirit River No. 133
Board Summaries and Appointments: 2024 – 2025**

- **Current Board Members:**

- Nick vanRootselaar

The Mackenzie Municipal Services Agency is a regional planning organization in Alberta, Canada. Its primary mandate is to provide professional land use planning and related services to its members, the business community, and the public. These services include:

- **Land Use Planning:** Developing and updating municipal development plans, intermunicipal development plans, area structure plans, and land use bylaws.
 - **Subdivision Services:** The agency acts as the subdivision authority for many of its members, processing applications, managing public consultation, and issuing decisions.
-

P. Municipal Planning Commission

- **Bylaw:** No. 04-2001
- **Members Required:**
 - Members of Council
- **Current Board Members:**
 - All Members of Council

The Municipal Planning Commission (MPC) in Alberta is a quasi-judicial body established by a municipal council under the authority of the provincial Municipal Government Act (MGA). Its primary role is to ensure orderly and beneficial development within the municipality by making decisions on land use applications and advising council on planning matters. The MPC functions as a Subdivision Authority and/or a Development Authority for a municipality or acts in an advisory capacity.

Q. Municipal Planning Commission - Chairman

- **Bylaw:** No. 04-2001
- **Members Required:**
 - One (1) member of council
- **Current Board Members:**
 - Tony Van Rootselaar



**The Municipal District of Spirit River No. 133
Board Summaries and Appointments: 2024 – 2025**

**The Chairman presides over meetings of the Municipal Planning Commission.
Their duties typically include:**

1. Leading Meetings
 2. Facilitating Decisions
 3. Acting as Spokesperson
 4. Voting
-

R. Northern Alberta Elected Leaders (NAEL)

- **Meeting Frequency:** Two meetings per year
- **Members Required:**
 - One (1) member
 - One (1) alternate
- **Current Board Members:**
 - Nick vanRootselaar (Member)
 - Tony Van Rootselaar (Alternate)

The Northern Alberta Elected Leaders (NAEL) is an organization that serves as a forum for municipal leaders in the northwestern region of Alberta. It offers a venue for municipal leaders to gather, share current practices, and seek opportunities to collaborate on issues of common interest in the northwest. NAEL also advocates for change on numerous issues important to the region. As a regionally specific group, NAEL has the opportunity to represent issues that are localized to northern and remote communities, often focusing on concerns such as infrastructure, health services, and economic development that may not be fully addressed by province-wide municipal associations.

S. Peace Regional Economic Development Alliance (PREDA)

- **Meeting Frequency:** Quarterly meetings (December / March / June / September)
- **Members Required:**
 - One (1) member
 - One (1) alternate
- **Current Board Members:**
 - Nick vanRootselaar (Member)
 - Stan Bzowy (Alternate)



The Municipal District of Spirit River No. 133
Board Summaries and Appointments: 2024 – 2025

One of the Regional Economic Development Alliances (REDA) in the province of Alberta. It's a partnership of numerous municipalities and organizations (like colleges and chambers of commerce) in the Peace Region of Northwest Alberta. Mission is to grow a vibrant economy that explores, promotes, and facilitates new emerging opportunities, competitiveness, and innovation within the Peace Region, with focus on guiding regional economic development through collaboration, resource stewardship, and proactively managing economic change.

T. Northern Transportation Advocacy Bureau (NTAB) (Sub Committee of PREDA)

- **Meeting Frequency:** Two meetings per year
- **Members Required:**
 - PREDA appointed representative
- **Current Board Members:**
 - PREDA appointed representative

Composition: A joint committee of the PREDA and REDI.

Purpose is to advocate for transportation infrastructure in northwest Alberta to help the region compete and access global markets.

The boards focus is highlighting the need for transportation infrastructure in northern Alberta.

U. Peace Regional Subdivision and Development Appeal Board (PRSDAB) (MMSA)

- **Bylaw:** No. 06-2019
- **Members Required:**
 - One (1) member
- **Current Board Members:**
 - Denise van Rootselaar
 - Sandra vanRootselaar
 - Darlene Knezevich

Peace Regional Economic Development Intermunicipal Subdivision and Development Appeal Board: Members

The Peace Regional Subdivision and Development Appeal Board (PRSDAB) is an independent, quasi-judicial regional board that hears appeals for subdivision and development decisions made by participating municipalities. The Mackenzie



**The Municipal District of Spirit River No. 133
Board Summaries and Appointments: 2024 – 2025**

Municipal Services Agency (MMSA) acts as the administrative assistant for the board and is responsible for processing subdivision applications on behalf of the 16 member municipalities. The PRSDAB's purpose is to ensure impartial reviews of planning and development decisions.

Hears appeals: The board hears appeals for development permit decisions, conditions, and "deemed refusal" decisions where no action was taken within 40 days. It also hears appeals for subdivision decisions, although some may be handled by the [Land and Property Rights Tribunal](#) (LPRT) or the [Municipal Government Board](#) (MGB) depending on the specific appeal type.

Acts as a quasi-judicial body: The PRSDAB functions independently of the municipal planning and development departments to make impartial decisions based on the evidence presented at a public hearing.

Follows provincial legislation: The board's decisions are guided by the [Municipal Government Act](#) (MGA) and other provincial legislation.

Administered by MMSA: The [Mackenzie Municipal Services Agency](#) (MMSA) handles the administrative support for the board, including processing appeals and acting as the subdivision authority for the region's municipalities.

Involves public participation: The board's hearings are public, and there are processes for affected parties to provide input.

V. Peace Regional Subdivision and Development Appeal Board: Clerk

- **Members Required:**
 - Clerk
 - **Current Board Members:**
 - Montana Kuhar
-

W. South Peace Regional Archives

- **Meeting Frequency:** Four meetings per year
- **Members Required:**
 - One (1) member
 - One (1) alternate
- **Current Board Members:**
 - Stan Bzowy (Member)
 - Nick vanRootselaar (Alternate)



**The Municipal District of Spirit River No. 133
Board Summaries and Appointments: 2024 – 2025**

The South Peace Regional Archives (SPRA) is a non-profit organization dedicated to preserving and sharing the historical records of the South Peace River region of Alberta, mandated to gather, preserve, and make accessible documentary records that reflect the personal, cultural, social, economic, and political history of the South Peace River Country. They aim to increase understanding and appreciation of the past.

X. Spirit River Airport Committee

- **Meeting Frequency:** Quarterly meetings
- **Members Required:**
 - One (1) member
 - One (1) alternate
- **Current Board Members:**
 - Nick vanRootselaar (Member)
 - Tony Van Rootselaar (Alternate)

The Spirit River Airport Committee is likely a local body that advocates for and supports the Spirit River Regional Airport, which is owned and operated by the [Town of Spirit River](#). This group, likely involving representatives from the town and surrounding municipalities like Saddle Hills County and the [Municipal District of Spirit River](#), works to address issues and secure funding to ensure the airport can meet the needs of the region for services like medevac, crop dusting, and general aviation.

- **Advocacy:** The committee advocates for the airport to meet regional needs and addresses deficiencies identified by organizations like Alberta Health Services.
 - **Regional Support:** It likely receives support from neighboring municipalities, such as the Municipal District of Spirit River and Saddle Hills County.
 - **Funding and Investment:** A key function of the committee is to secure ongoing investment to maintain and improve the airport's viability.
 - **Airport Functions:** Its work supports the airport's primary uses, which include medevac services, crop dusting, and general aviation activities.
-

Y. Veterinary Services Incorporated (VSI)

- **Meeting Frequency:** One meeting per year
- **Members Required:**
 - One (1) member
 - One (1) alternate
- **Current Board Members:**



The Municipal District of Spirit River No. 133 Board Summaries and Appointments: 2024 – 2025

- Nick vanRootselaar (Member)
- Stan Bzowy (Alternate)

Veterinary Services Incorporated (VSI) Program was designed to incentivize veterinarians to practice in rural areas like the MD and splits veterinary costs with the ranchers in our community. VSI is a taxable benefit. If you use upwards of \$100 through the program, you will receive a Statement of Farm Support Payments each spring. This can then be used for tax purposes, taxable at 100% for yourself or your business. To enroll in the program, producers are required to enter a VSI Agreement with us. Once complete, we will give members a unique VSI Number. This number lasts for life, even if you leave or re-enter the program, but membership does have to be renewed annually.



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

RM 11-25
November 3rd, 2025
Monty Bremont, Development
Bylaw 01-2025, Agricultural Service Board Bylaw

BACKGROUND/PROPOSAL

Bylaw 01-2025, the Agricultural Service Board Bylaw, is presented for Council approval. The proposed changes relate to the composition of the Board. The current Bylaw provides for all of Council (which was previously 4 members) and 4 member-at-large positions.

The Agricultural Fieldman researched the composition of neighboring municipal ASB's and found that most take the approach of having a limited number of Councillors while having a larger number of member-at-large positions on the Board. As the ASB is an advisory board to Council, this composition approach demonstrates and promotes a greater focus on guidance by active or present producers in the municipality. Further, the increase in Council positions to 5 would bring the total number of board members to 9, which would increase expenses for meetings and attendance at conferences. Therefore, the Bylaw proposes the composition of the board change to up to four (4) Members-at-large, plus two (2) Councillors, to total six (6) Voting Members.

This Bylaw would replace Bylaw 07-2011, and all amendments thereto. Administration recommends that the Bylaw receive all three readings, should Council not have any further amendments.

Attachments:

- Bylaw 07-2011, Agricultural Service Board Bylaw
- Bylaw 02-AM-2023, A Bylaw to Amend the Agricultural Service Board Bylaw
- Proposed Bylaw 01-2025, Agricultural Service Board Bylaw

RECOMMENDATION/RESOLUTION

That Bylaw 01-2025, the Agricultural Service Board Bylaw, be read a first time.

That Bylaw 01-2025, the Agricultural Service Board Bylaw, be read a second time.

That consent be given to read Bylaw 01-2025 a third time.

That Bylaw 01-2025, the Agricultural Service Board Bylaw, be read a third and final time and finally be passed.

Or

That Council directs Administration accordingly.

Agricultural Service Board Bylaw BYLAW NO. 07-2011

A BYLAW of the Municipal District of Spirit River No. 133, in the Province of Alberta, for the purpose of establishing an Agricultural Service Board.

WHEREAS, the Agricultural Service Board Act empower a Council to pass a bylaw to establish an Agricultural Service Board; and

WHEREAS, the council of the Municipal District of Spirit River No. 133 has determined it is in the best interest of the municipality to pass such a bylaw.

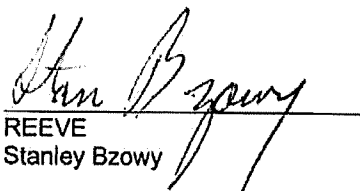
NOW THEREFORE, the Council of the Municipal District of Spirit River No. 133, duly assembled, enacts the following:

1. The Agricultural Service Board for the Municipal District of Spirit River No. 133 will be an advisory committee consisting of 4 voting Council members, 3 voting members at large, one non-voting Alberta Agriculture, Food and Rural Development representative and one non-voting Agricultural Fieldman.
2. The Chairman of the Agricultural Service Board shall be elected at the first Agricultural Service Board after the Council's Organizational meeting, with all voting members eligible for the position.
3. The duration of the term for the Agricultural Service Board members will be one year, coinciding with the Organizational meeting of Council.
4. Selection of all the Agricultural Service Board members at large will occur during the Organizational meeting of Council, and will be based on agricultural experience and agricultural community involvement of the candidate.
5. All Agricultural Service Board members at large shall be agricultural producers and reside within the boundaries of the Municipal District of Spirit River No. 133 at the time of selection and for the duration of the term of appointment.
6. A person who is a member of the Agricultural Service Board member at large ceases to be a member of the Agricultural Service Board if, without being authorized by a resolution of the Agricultural Service Board, the member is absent from 3 consecutive meetings of the Agricultural Service Board.
7. Bylaw No. 15-2001, is repealed.
8. This Bylaw shall be effective on the date of its final passing.

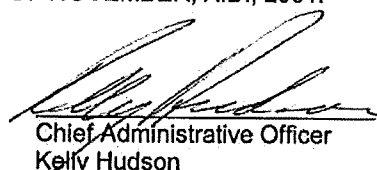
READ A FIRST TIME THIS 3RD DAY OF NOVEMBER, A.D., 2011.

READ A SECOND TIME THIS 3RD DAY OF NOVEMBER, A.D., 2001.

READ A THIRD TIME AND PASSED THIS 3RD OF NOVEMBER, A.D., 2001.


REEVE

Stanley Bzowy


Chief Administrative Officer
Kelly Hudson



**MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133
IN THE PROVINCE OF ALBERTA**

BYLAW # 02-AM-2023

**BEING A BYLAW TO AMEND BYLAW 07-2011 THE AGRICULTURAL SERVICE
BOARD BYLAW OF THE MUNICIPAL DISTRICT OF SPIRIT RIVER #133**

WHEREAS the Council of the Municipal District of Spirit River #133, in the Province of Alberta has adopted Agricultural Service Board Bylaw 07-2011; and

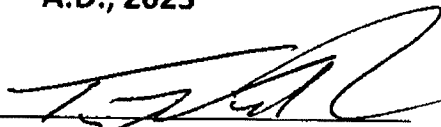
WHEREAS the Council has the authority under the provisions of the Municipal Government Act, R.S.A. 2000, Chapter M-26 with amendments thereto, to make amendments to its Bylaws; and

WHEREAS the Council of the Municipal District of Spirit River #133 deems it desirable to amend the Agricultural Service Board Bylaw No. 07-2011;

NOW THEREFORE the Council of the Municipal District of Spirit River #133, duly assembled, **HEREBY ENACTS AS FOLLOWS:**

1. That the Agricultural Service Board Bylaw No. 07-2011, Section 1 be amended by removing the words " one-non-voting Alberta Agriculture, Food and Rural Development representative ".
2. That this bylaw shall come into force and take effect upon the Third and Final Reading thereof.

Read a First, Second and by unanimous consent a Third and final time
and finally passed, this 21st day of June
A.D., 2023


REEVE, Tony Van Rootselaar


CAO, Dan Dibbelt

BYLAW NO 01 - 2025

PURPOSE: Being a Bylaw to establish an Agricultural Service Board (ASB).

WHEREAS, Section 3 of the *Agricultural Service Board Act, Revised Statutes of Alberta 2000, Chapter A-10* authorizes Council to pass a bylaw establishing a Board.

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

1. DEFINITIONS

- a. "Act" shall mean the *Agricultural Service Board Act, Revised Statutes of Alberta 2000, Chapter A-10*, as amended.
- b. "ASB" shall mean the Municipal District of Spirit River No.133 Agricultural Service Board.
- c. "Council" shall mean the Municipal District of Spirit River No.133 Council.
- d. "Municipal District" shall mean Municipal District of Spirit River No.133.
- e. "Agricultural Fieldman" shall be a qualified person appointed according to the Agricultural Service Board Act.

2. The Agricultural Service Board is hereby established.

3. MEMBERSHIP

- a. The ASB shall consist of:
 - i. up to four (4) Members-at-large, plus two (2) Councillors, to total six (6) Voting Members;
- b. The term of office for all members at large shall be two years with staggered membership rotation to ensure continuity;
- c. An attempt will be made to include members from differing sectors of the agriculture industry.
- d. The ASB shall select a Chair and Vice-Chair from the Voting Membership at the first meeting of the ASB following the Municipal Organizational Meeting each year.

- e. Voting Members of the ASB shall be compensated in accordance with County Policy.

4. AUTHORITY

- a. The ASB is a Committee of Council and only has the authority to recommend action for Council consideration.
- b. The ASB is a forum for discussion.
- c. The ASB shall:
 - i. follow and comply with the Act;
 - ii. assist and advise Council on issues referred to the ASB by Council;
 - iii. provide advice and direction for the Agricultural Fieldman;
 - iv. As necessary, act as the appeal committee under the *Soil Conservation Act*;
 - v. prepare a Strategic Plan annually, for Council consideration;
 - vi. submit planning initiatives to meet the goals and objectives of the ASB Strategic Plan, for Council consideration;
 - vii. review, evaluate, develop, and prioritize projects;
 - viii. prepare the ASB Budget annually, for Council consideration;
 - ix. submit recommended policies and policy revisions, for Council consideration, to ensure Policies are current and meet the needs of the Municipality; and
 - x. annually submit a summary of the activities of the preceding year, for Council information.

5. MEETINGS

- a. Meetings shall be held a minimum of six times per year at a date and time as determined by the ASB.
- b. Meetings shall comply with the Municipal District Committee and Board Meeting Procedure Bylaw.
- c. A quorum shall constitute of a majority of voting members.

6. AGENDA

- a. Members will be canvassed by the Agricultural Fieldman or designate as soon as is practicable prior to each meeting to establish a draft agenda.

- b. The Chair and the Agricultural Fieldman, or designate, will refine the draft agenda into a final agenda for each meeting.

7. RECORD KEEPING

- a. Minutes shall be recorded at each meeting and maintained as an official record of the Municipal District.

8. RESOURCES

- a. The Agricultural Fieldman or designate, is the principal advisor to the ASB. Attendance of specific Municipal District staff or guests is at the discretion of the Chair and Agricultural Fieldman.

9. COMING INTO FORCE

- a. This Bylaw shall come into force and effect upon the day of final passing and signing.
- b. Bylaw 07-2011 and any amendments thereto are hereby repealed.

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

REEVE

CAO

ASB Applicants

2024 Members at large re applicants

- Lori Witts
- Aaron Young
- Larry Chernuka

New Members at Large Applicants

- Jesse Meyer
- Soames Smith
- Clint Lefley
- Barb Pybus
- Stan Bzowy
- Jackie Lefley



Municipal District of Spirit River
No. 133

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

COPY

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

Ag Service Board

Are you a resident of the Municipal District of Spirit River No. 133?

☒ Yes ☐ No

Are you currently serving on a Municipal Board or Committee?

☒ Yes ☐ No

Which Board or Committee are you serving on and when does your term expire?

Ag Service Board

Have you served on a Municipal Board or Committee in the past?

☒ Yes ☐ No

What Municipal Board or Committee have you served on and what year did you last serve?

Ag Service Board - current

Personal Resume

Name: Lon Witts

Home/Mailing Address: _____

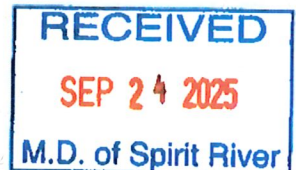
City: _____ Postal Code: _____

Phone (home): _____ Phone (work): _____

Email: _____

Qualifications: Raise cattle & hay - Small farm in the MD of Spirit River.

Experience: I work in the municipal office and I understand policies and motions as well as the ~~to~~ Resolution process.





Municipal District of Spirit River
No. 133

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

COPY

Volunteer Activities you have been involved with: Helping with local 4-H.
Volunteer with various charitable organizations-
Locally.

How do you feel you could contribute to your chosen Board or Committee?

I Love farming & ranching. It is the life
blood of our municipality. I want to
see it grow & flourish.

Sept. 24. 2025

Applicant's Signature

Date of Application

Return completed form and all attachments to:

Municipal District of Spirit River No. 133
4202 - 50th Street
PO Box 389
Spirit River, AB, T0H 3G0
Email: mdsr133@mdspiritrivier.ab.ca

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to serve as a member of a Board or Committee of the Municipal District of Spirit River #133 Council. The information is collected under the authority of section 146 of the Municipal Government Act (MGA) and section 33 of the Freedom of Information and Protection of Privacy Act. The collection of this information can be directed to the Administrative Liaison to the respective Board and to the Board Selection Committee. Names, address and home telephone numbers of successful applications may be provided to the public.



Municipal District of Spirit
River No. 133

APPLICATION

Appointment to a Municipal
Board/Committee

Simon 36
COPY

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

Agricultural Service Board

Are you a resident of the Municipal District of Spirit River No. 133?

☒ Yes

No

Are you currently serving on a Municipal Board or Committee?

☒ Yes

No

Which Board or Committee are you serving on and when does your term expire?

2026

Have you served on a Municipal Board or Committee in the past?

☒ Yes

No

What Municipal Board or Committee have you served on and what year did you last serve?

Agricultural Service Board

Personal Resume

Name: Aaron Young

Home/Mailing

Address: _____

City: _____ Postal

Code: _____

Phone (home): _____ Phone

(work): _____

Email: _____

Qualifications: 20+ years of farming experience,
5 years of experience on ASB + seed cleaning plant board,
diploma in Journalism from NAIT.

Experience: _____

Volunteer Activities you have been involved with:

Various work bees at the curling rink & involvement with Ag Society plots.

How do you feel you could contribute to your chosen Board or Committee?

I am a producer, have experience with the board, and a progress minded outlook for the future of our M.D.

Applicant's Signature

Date of Application

Oct 15, 2025

Return completed form and all attachments to:

Municipal District of Spirit River No. 133
 4202 – 50th Street
 PO Box 389
 Spirit River, AB, T0H 3G0
 Email: mdsr133@mdspiritrivier.ab.ca

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Municipal District of Spirit River
No. 133



APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

Are you a resident of the Municipal District of Spirit River No. 133?

☒ Yes ☐ No

Are you currently serving on a Municipal Board or Committee?

☒ Yes ☐ No

Which Board or Committee are you serving on and when does your term expire?

ASB 2025

Have you served on a Municipal Board or Committee in the past?

☐ Yes ☐ No

What Municipal Board or Committee have you served on and what year did you last serve?

Personal Resume

Name: Larry Chernukh

Home/Mailing Address:

City: Postal Code:

Phone (home): Phone (work): Same

Email:

Qualifications: Farmer

Experience: served on CP Gas Co-op for 18 yrs SR REA 36 yrs farmed over 50 yrs.



Municipal District of Spirit River
No. 133

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

Volunteer Activities you have been involved with: Volunteer fireman for 25 yrs.

How do you feel you could contribute to your chosen Board or Committee?

was on the ASB for a few years

Applicant's Signature

Date of Application

Oct. 18, 2025

Return completed form and all attachments to:

Municipal District of Spirit River No. 133
4202 – 50th Street
PO Box 389
Spirit River, AB, T0H 3G0
Email: mdsr133@mdspiritrivier.ab.ca

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Please Print

COPY

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

Agriculture Service Board

Are you a resident of the Municipal District of Spirit River No. 133?

☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☐ Yes

☒ No

Which Board or Committee are you serving on and when does your term expire?

N/A

Have you served on a Municipal Board or Committee in the past?

☐ Yes

☒ No

What Municipal Board or Committee have you served on and what year did you last serve?

N/A

Personal Resume

Name: Jesse Meyer

Home/Mailing Address: _____

City: _____ Postal Code: _____

Phone (home): _____ Phone (work): _____

Email: _____

Qualifications: Farmer, Served on Alberta Grains Board as a Delegate, Served on SARDA Board, Worked in Agriculture Industry across Peace Region for 8+ years.

Experience: Farm Management, Sales, Relationship Management, Agronomy.



Please Print

COPY

Volunteer Activities you have been involved with: Various Farm groups

I have not volunteered too much yet in our local area

How do you feel you could contribute to your chosen Board or Committee?

I am a long time resident/farmer in the area. I want
to see the continued improvement of the area

Applicant's Signature

Date of Application

September 22/2025

Return completed form and all attachments to:

Municipal District of Spirit River No. 133
4202 – 50th Street
PO Box 389
Spirit River, AB, T0H 3G0
Email: mdsr133@mdspiritrivier.ab.ca

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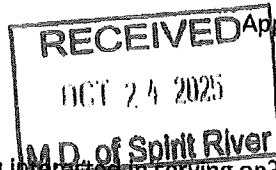


Municipal District of Spirit River
No. 133

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print



What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

Agricultural Service Board, A.S.B.

Are you a resident of the Municipal District of Spirit River No. 133?

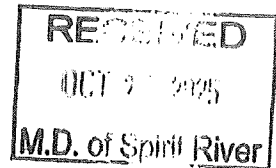
☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☐ Yes

☒ No



Which Board or Committee are you serving on and when does your term expire?

Have you served on a Municipal Board or Committee in the past?

☐ Yes

☒ No

What Municipal Board or Committee have you served on and what year did you last serve?

Personal Resume

Name: SOMMER SMITH

Home/Mailing Address: _____

City: _____ Postal Code: _____

Phone (home): _____ Phone (work): _____

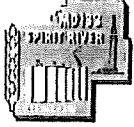
Email: _____

Qualifications: 1st Year HND Agriculture

Went to college UK - Arts / Sciences /

Arts - basic subjects

Experience: 15 yrs Dairy / 30 yrs Mixed Farming
organic, conventional.



Municipal District of Spirit River
No. 133

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

Volunteer Activities you have been involved with: REA, organic
alberta, Rycaft Ag Society, president
Rycaft Summer market,

How do you feel you could contribute to your chosen Board or Committee?

Have a formal, ~~short~~ experience in
farm issues,

Applicant's Signature

Date of Application

October 21 / 2025

Return completed form and all attachments to:

Municipal District of Spirit River No. 133
4202 - 50th Street
PO Box 389
Spirit River, AB, T0H 3G0
Email: mdsr133@mdspiritriver.ab.ca

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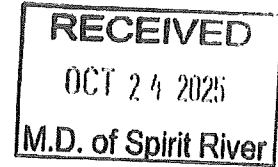


Municipal District of Spirit
River No. 133

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print



What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

Agriculture Service Board

Are you a resident of the Municipal District of Spirit River No. 133?

☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☐ Yes

☒ No

Which Board or Committee are you serving on and when does your term expire?

None

Have you served on a Municipal Board or Committee in the past?

☐ Yes

☒ No

What Municipal Board or Committee have you served on and what year did you last serve?

None

Personal Resume

Name: Clint Letley

Home/Mailing
Address _____

City: _____ Postal
Code: _____

Phone (home): _____ Phone
(work): _____

Email: _____

Qualifications: Cattle and Grain Farming

Experience working with team.

Strong Personal drive, energetic, reliable.

Knowledge of environmental compliances + safety.

Excellent Communication Skills.

Experience: CNRL Current Field + Plant operator

- Cattle farming

- Grain farming

- Secure Energy - Lesley Honey Corn Pans

Volunteer Activities you have been involved with:

4H 2009-2021 - community service project yearly - Christmas tinner program.
Hockey team Fundraisers - Coaching minor hockey

How do you feel you could contribute to your chosen Board or Committee?

I want to support our community by being dedicated and hardworking to
strengthen local agriculture, promote sustainability to ensure that rural families
and producers continue to thrive. I have a young family and want to raise my kids
on the farm as I was.

 Applicant's Signature

OCT 24 2023
 Date of Application

Return completed form and all attachments to:

Municipal District of Spirit River No. 133
 4202 - 50th Street
 PO Box 389
 Spirit River, AB, T0H 3G0
 Email: mdsr133@mdspiritriver.ab.ca

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Application for Agricultural Service Board Position

I am writing to express my interest in the Agricultural Service Board position. With a lifelong background in farming, livestock management, and the oil and gas industry, I bring a deep-rooted commitment to sustainable agriculture and my community.

I have been actively involved in agriculture my entire life through my family farm, where I work alongside my family to manage herd health, feed programs, and daily operations for a herd of over 400 cattle. We also farm more than 3,000 acres of grain and 3,500 acres of hay. Growing up in a farming family has given me a strong understanding of soil conservation, water management, and livestock health.

Along with my farming background, I was a dedicated 4-H member for eight years. Through 4-H, I learned the importance of leadership, community engagement, and volunteering.

Currently, I work as a Field Operator with Canadian Natural Resources Ltd., where I oversee daily operations, perform safety checks, and ensure environmental compliance. This role has strengthened my operational and safety mindset, which I believe is valuable in supporting agricultural initiatives in our community.

I am passionate about the future of agriculture and the continued growth of our rural communities. Thank you for your time and consideration.

Sincerely,

Clint Lefley



Municipal District of Spirit River
No. 133

Please Print

APPLICATION

Appointment to a Municipal
Board/Committee

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

ABS board application.

Are you a resident of the Municipal District of Spirit River No. 133?

☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☐ Yes

☒ No

Which Board or Committee are you serving on and when does your term expire?

Have you served on a Municipal Board or Committee in the past?

☐ Yes

☒ No

What Municipal Board or Committee have you served on and what year did you last serve?

Personal Resume

Name: BARBARA PYBUS

Home/Mailing Address: _____

City: _____

Postal Code: _____

Phone (home): _____

Phone (work): N/A

Email: _____

Qualifications: _____

Have lived here 41 years. Born and raised in Spirit River. lived at 7810 58 - Hwy 731 for 41 years.

Experience: Worked at the Hospital and know



Municipal District of Spirit River
No. 133

Please Print

APPLICATION

Appointment to a Municipal
Board/Committee

residents of the area.

Volunteer Activities you have been involved with: 4-H in the past.
School Counsel

How do you feel you could contribute to your chosen Board or Committee?

Woman on the farm with experience,

Applicant's Signature

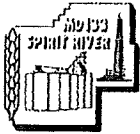
Date of Application

November 29, 2024

Return completed form and all attachments to:

Municipal District of Spirit River No. 133
4202 - 50th Street
PO Box 389
Spirit River, AB, T0H 3G0
Email: mdsr133@mdspiritriver.ab.ca

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Municipal District of Spirit River
No. 133

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

Ag Board

Are you a resident of the Municipal District of Spirit River No. 133?

☒ Yes ☐ No

Are you currently serving on a Municipal Board or Committee?

☒ Yes ☐ No

Which Board or Committee are you serving on and when does your term expire?

Ag Board South Peace Regional Archives. Water Committee
as a Councilor - Oct 31/25

Have you served on a Municipal Board or Committee in the past?

☒ Yes ☐ No

What Municipal Board or Committee have you served on and what year did you last serve?

as Councilor 2011 - 2025
Ag Board - Archives -

Personal Resume

Name: STAN BZOWY

Home/Mailing Address: _____

City: _____ Postal Code: _____

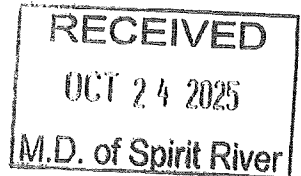
Phone (home): _____ Phone (work): _____

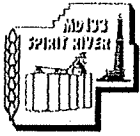
Email: _____

Qualifications: I have been on the Ag Board for the

past 23 years

Experience: farming all my life (Grain Cattle Hay)





Municipal District of Spirit River
No. 133

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

Volunteer Activities you have been involved with:

*Some functions on
the FC 59 Board & Ukrainian Cemetery
Board (mowing grass - signs - clean up (caretaker))*

How do you feel you could contribute to your chosen Board or Committee?

*As a retired grain - cattle - hay - Farmer - + (Councillor
for 24 consecutive years) on the FC board - I could bring
forth past experience & knowledge to a new board.
Thank you for opportunity to apply.*

Oct 23 / 15

Applicant's Signature

Date of Application

Return completed form and all attachments to:

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Municipal District of Spirit River
No. 133

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

Agricultural Service Board

Are you a resident of the Municipal District of Spirit River No. 133?

☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☐ Yes

☒ No

Which Board or Committee are you serving on and when does your term expire?

/

Have you served on a Municipal Board or Committee in the past?

☐ Yes

☒ No

What Municipal Board or Committee have you served on and what year did you last serve?

/

Personal Resume

Name: Jackie Lefley

Home/Mailing Address: _____

City: _____

Postal Code: _____

Phone (home): _____

Phone (work): _____

Email: _____

Qualifications: Teamwork - great organizational skills, strong
communication skills - Reliable - ability to work in diverse
groups - Understanding of Financials - record keeping -

Experience: Currently farming cattle + grain -
Canada Post Postmaster.



Municipal District of Spirit River
No. 133

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

Understanding of Following Proper procedures, protocols,

Volunteer Activities you have been involved with: Spirit River Minor Hockey Secretary 2010-2014
Treasurer Central Peace 4-H District 2014-2021 - General Leader East West
Working 4H Club 2010-2021 - Team manager Warriors Hockey team 2024-2025

How do you feel you could contribute to your chosen Board or Committee?

My goal is to work with the board/committee to ensure decisions
are made to responsibly reflect the needs of community while
following requirements of the Agriculture service board.

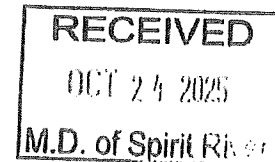
Oct 24 2025

Applicant's Signature

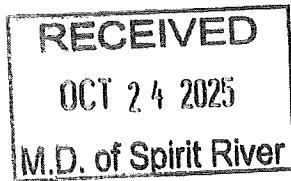
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Jackie Lefley

Candidate for Spirit River Municipal Agricultural Service Board

Spirit River is more than home for me. It's where I've built my family, my career, and lifelong community ties. I'm running for the Spirit River Municipal Service Board to strengthen transparency, fiscal accountability, and collaboration on how local services are managed and delivered.

Currently as Postmaster for Canada Post in Spirit River, I oversee day-to-day operations, payroll, staffing, and community service for residents and nearby rural routes. This role has taught me the importance of communication, efficiency, and challenges that rural communities can face— qualities that are just as vital in municipal decision-making.

Alongside my work with Canada Post, I help operate our family business, Lefley Cattle Company, where I manage finances, record keeping, and herd health programs. Working in agriculture keeps me grounded in the realities of rural life, where every decision has to be practical and accountable.

I've also spent more than a decade volunteering with East West Woking 4-H, Central Peace 4-H District, and Spirit River Minor Hockey. These experiences have shown me how teamwork, financial responsibility, and youth engagement build stronger, more resilient communities.

Local government works best when residents' voices are heard and decisions are made with both practicality and empathy. If elected, I'll bring hands-on leadership, balanced judgment, and a steady commitment to teamwork and transparency. Spirit River deserves clear, common-sense governance — and that's what I'll work to deliver.

Community and Volunteer Leadership

Team Manager U16 Warriors Hockey Team (2024-2025)

- Oversaw team budget and managed income and expenses
- Organized team fundraisers
- Coordinated travel, meals, and team activities
- Maintained clear communication with players, parents & coaches

General Leader, East West Woking 4-H Club (2010–2021)

- Led monthly meetings, community projects, and local fundraisers & community service events
- Organized annual 4-H Achievement Day events within the Club and District
- Maintained communication with families and stakeholders

Treasurer, Central Peace 4-H District (2014–2021)

- Managed budgets, fundraising, and annual financial reporting
- Oversaw grants and district-wide program funding
- Promoted transparency and accountability

Secretary, Spirit River Minor Hockey Association (2010–2014)

- Prepare meeting agendas and recorded detailed meeting minutes
- Serve as main contact for club, managed website updates and email communications
- Support executive and association wide correspondence and documentation



Municipal District of Spirit River
No. 133

COPY

55 APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

AGRICULTURAL SERVICE BOARD

Are you a resident of the Municipal District of Spirit River No. 133?

☒ Yes ☐ No

Are you currently serving on a Municipal Board or Committee?

☐ Yes ☒ No

Which Board or Committee are you serving on and when does your term expire?

Have you served on a Municipal Board or Committee in the past?

☒ Yes ☐ No

What Municipal Board or Committee have you served on and what year did you last serve?

AGRICULTURAL SERVICE BOARD AS A COUNCILLOR

AND CHAIR PERSON + MULTIPLE OTHER AS COUNCILLOR

Personal Resume

Name: NICHOLAS (NICK) VANROOTSELAAR

Home/Mailing Address: _____

Cit. _____ Postal Code: _____

Phone (home): _____ Phone (work): _____

Email: _____

Qualifications: INVOLVED IN THE AGRICULTURE INDUSTRY
FOR 40 PLUS YEARS AS A PRIMARY PRODUCER OF
GRAINS, OIL SEEDS AND GRASSES. ALSO COW/CALF
PRODUCTION. PREVIOUS BOARD CHAIR.

Experience: PREVIOUS MA REP FOR US1.



Municipal District of Spirit River
No. 133

COPY

56
APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

PAST MD COUNCILLOR, FARMER, CONTRACTOR,
JOURNEYMAN AUTO & H.D. MECHANIC

Volunteer Activities you have been involved with: RECENTLY VOLUNTEER AT
RIVERBOLT AC SOCIETY RACE TRAIL '8' EVENT
WHEN MY CHILDREN WERE YOUNG VOLUNTEERED WITH 4-H

How do you feel you could contribute to your chosen Board or Committee?

WITH MY BROAD BASE OF EXPERIENCE
I FEEL I WOULD BE ABLE TO CONTRIBUTE TO
THE A.S.B. DECISION MAKING PROCESS IN A POSITIVE
AND PRODUCTIVE WAY

Applicant's Signature

Date of Application

Oct 23 / 25

Return completed form and all attachments to:

Municipal District of Spirit River No. 133
4202 - 50th Street
PO Box 389
Spirit River, AB, T0H 3G0
Email: mdsr133@mdspiritriver.ab.ca

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Municipal District of Spirit River
No. 133

COPY

57
APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

ASSESSMENT REVIEW BOARD.

Are you a resident of the Municipal District of Spirit River No. 133?

☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☒ Yes

☐ No

Which Board or Committee are you serving on and when does your term expire?

SUBDIVISION AND DEVELOPMENT APPEAL BOARD

ASSESSMENT REVIEW BOARD.

Have you served on a Municipal Board or Committee in the past?

☒ Yes

☐ No

What Municipal Board or Committee have you served on and what year did you last serve?

SUBDIVISION AND DEVELOPMENT APPEAL BOARD

2025

ASSESSMENT REVIEW BOARD

2025.

Personal Resume

Name: SANDRA VANBOOTSSELAAR.

Home/Mailing Address: _____

City: _____ Postal Code: _____

Phone (home): _____ Phone (work): _____

Email: _____

Qualifications: _____

CERTIFIED LPRY TRAINING FEBRUARY 2023.

MD 133 BOARD MEMBER FOR DURATION

Experience: ATTENDED ONE LARB FOR MD 133 SPIRIT RIVER.



Municipal District of Spirit River
No. 133

COPY

58 APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

Volunteer Activities you have been involved with: _____

How do you feel you could contribute to your chosen Board or Committee?

October 23 2025.

Applicant's Signature

Date of Application

Return completed form and all attachments to:

Municipal District of Spirit River No. 133
4202 – 50th Street
PO Box 389
Spirit River, AB, T0H 3G0
Email: mdsr133@mdspiritriver.ab.ca

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to serve as a member of a Board or Committee of the Municipal District of Spirit River #133 Council. The information is collected under the authority of section 146 of the Municipal Government Act (MGA) and section 33 of the Freedom of Information and Protection of Privacy Act. The collection of this information can be directed to the Administrative Liaison to the respective Board and to the Board Selection Committee. Names, address and home telephone numbers of successful applications may be provided to the public.

Jeanne Yoder

October 14, 2025

Board Members
Central Peace Family and Community Support Service
Box 389
Spirit River, Alberta
T0H 3G0

Subject : Resignation from Central Peace FCSS Board of Directors

After serving as a member for 15 years I am writing to formally announce my resignation from the FCSS Board of Directors, effective October 18, 2025.

It has been an honor to serve on the board and to be part of such a committed and passionate group of individuals. I am deeply grateful for the opportunity to contribute to the meaningful work FCSS does within our community.

Thank you again for the opportunity to serve.

All the best

Jeanne Yoder



Municipal District of Spirit River
No. 133

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

COPY

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

MCSS Board.

Are you a resident of the Municipal District of Spirit River No. 133?

☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☐ Yes

☒ No

Which Board or Committee are you serving on and when does your term expire?

Have you served on a Municipal Board or Committee in the past?

☒ Yes

☐ No

What Municipal Board or Committee have you served on and what year did you last serve?

MCSS - 2017, Party Program - 2004 - Library Board - 2017

Emergency Services - 2017, Fire Dept - 2017, Pals - 2018

Water Commission - 2017, Victims Assistance - 2017,

R+S Figure Skating, majorettes, Citizens on Patrol - 2005

Hall Board - 2017

Personal Resume

Preda: 2017 - Historical Society

(Homecoming Board - 2017 Still on)

Name: Patricia Sydoruk

Home/Mailing Address: _____

City: _____ Postal Code: _____

Phone (home): _____ Phone (work): _____

Email: _____

Qualifications: years of service for all
boards and committees.

Experience: Been involved with community projects
ove

Community Policing - 2005
EPAC - 2017
Grande Spirit Foundation - 2017
CP Food Bank.



Municipal District of Spirit River
No. 133

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

COPY

since 1973.

Volunteer Activities you have been involved with: Volunteer wherever I
am needed.

How do you feel you could contribute to your chosen Board or Committee?

Have been on FCSS board as chair and
board member for a good number of years.

Applicant's Signature

Date of Application

Oct 16 / 2025

Return completed form and all attachments to:

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4202 – 50th Street
PO Box 389
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COPY



Municipal District of Spirit River
No. 133

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

FCSS

Are you a resident of the Municipal District of Spirit River No. 133?



Yes



No

Are you currently serving on a Municipal Board or Committee?



Yes



No

Which Board or Committee are you serving on and when does your term expire?

Have you served on a Municipal Board or Committee in the past?



Yes



No

What Municipal Board or Committee have you served on and what year did you last serve?

Personal Resume

Name:

Vanessa Rybus

Home/Mailing Address:

City:

Postal Code:

Phone (home):

Phone (work):

Email:

Qualifications:

Local knowledge, I have my
Certificate in Admin and currently
work at G3 Canada.

Experience:

While working at G3 I have



Municipal District of Spirit River
No. 133

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

helped with fundraisers for breast cancer
along with the FSS Christmas sharing program

Volunteer Activities you have been involved with: I am currently the
president of Central Peace minor soccer.
Volunteering with the Rycroft Sharks hockey +
involved with SPRR parent council + Sunshine foundation

How do you feel you could contribute to your chosen Board or Committee?
As someone with a young family
I would love to share ideas to help
enhance the well being of families in
our community

10/23/25

Applicant's Signature

Date of Application

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4202 - 50th Street
PO Box 389
Spirit River, AB, T0H 3G0
Email: mdsr133@mdspiritriv.ab.ca

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Municipal District of Spirit River
No. 133

64 APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

COPY

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

FCSS

Are you a resident of the Municipal District of Spirit River No. 133?

☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☒ Yes

☐ No

Which Board or Committee are you serving on and when does your term expire?

SUBDIVISION AND DEVELOPMENT APPEAL BOARD

ASSESSMENT REVIEW BOARD.

Have you served on a Municipal Board or Committee in the past?

☒ Yes

☐ No

What Municipal Board or Committee have you served on and what year did you last serve?

SUBDIVISION AND DEVELOPMENT APPEAL BOARD.

ASSESSMENT REVIEW BOARD.

Personal Resume

Name: JANIRA VANROOZSELAAR

Home/Mailing Address: _____

City: _____ Postal Code: _____

Phone (home): _____ Phone (work): _____

Email: _____

Qualifications: BOARD MEMBER FOR REDUC COUNTY
REPRESENTING THORSBY AB.

Experience: _____



Municipal District of Spirit River
No. 133

COPY

65
APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

Volunteer Activities you have been involved with: RACE THE 8 - 2025.

How do you feel you could contribute to your chosen Board or Committee?

AS AN ADVISORY MEMBER OF FCSS BOARD, HAVING
UNDERSTANDING OF FCSS MANDATE I FEEL
THAT I WOULD BE ABLE TO BRING FORTH IDEAS, AND
VOLUNTEER MY TIME TO ASSIST IN PROJECTS AS
REQUIRED BY FCSS CO-ORDINATOR.

October 23 2025.

Applicant's Signature

Date of Application

Return completed form and all attachments to:

Municipal District of Spirit River No. 133
4202 - 50th Street
PO Box 389
Spirit River, AB, T0H 3G0
Email: mdsr133@mdspiritriver.ab.ca

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COPY

Oct 22, 2025

To the elected councils of the Town of Spirit River, Village of Rycroft, and the Municipal District of Spirit River.

On behalf of myself as chair and Brenda Stanich as vice chair of Central Peace Fire Rescue Commission I would like to offer our congratulations to you all on your successful election to your various councils.

Formed by ministerial order on July 7, 2016 CPFR is quickly approaching what will be its 10-year anniversary. It is at this time and with the construction of a new regional fire hall on the horizon, that Brenda and myself offer our personal recommendation that each municipal council appoint two new members to serve as the board members representing their communities. As the commission continues to evolve, we believe it is time for a new generation of councillors to carry CPFR forward in a new, positive, and energetic fashion. While there may be concern as to the replacement of the entire board, our CAO's have, and I am sure will continue to offer their guidance and support, we have full faith not only in their abilities, but also in the many other councillors available for appointment to CPFR.

Thank you for your time and we hope that you will give this matter your consideration.

Regards

CPFR chair

Anthony van Rootselaar

CPFR vice chair

Brenda Stanich





Municipal District of Spirit River
No. 133

COPY

67 APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

SUBDIVISION AND DEVELOPMENT APPEAL BOARD.

Are you a resident of the Municipal District of Spirit River No. 133?

☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☒ Yes

☐ No

Which Board or Committee are you serving on and when does your term expire?

SUBDIVISION AND DEVELOPMENT APPEAL BOARD.

ASSESSMENT REVIEW BOARD.

Have you served on a Municipal Board or Committee in the past?

☒ Yes

☐ No

What Municipal Board or Committee have you served on and what year did you last serve?

SUBDIVISION AND DEVELOPMENT APPEAL BOARD 2025

ASSESSMENT REVIEW BOARD 2025

Personal Resume

Name: SANDRA VANBOUYSE LAAR

Home/Mailing Address:

City: Postal Code:

Phone (home): Phone (work):

Email:

Qualifications:

CERTIFIED APRIL 18 2024

MD BOARD MEMBER SINCE THAT DATE

Experience: NO APPEALS HAVE OCCURED



Municipal District of Spirit River
No. 133

68 APPLICATION

Appointment to a Municipal
Board/Committee

COPY

Please Print

Volunteer Activities you have been involved with: _____

How do you feel you could contribute to your chosen Board or Committee?

Debora 23 2025

Applicant's Signature

Date of Application

Return completed form and all attachments to:

Municipal District of Spirit River No. 133
4202 – 50th Street
PO Box 389
Spirit River, AB, T0H 3G0
Email: mdsr133@mdspiritrivier.ab.ca

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MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

OM-01-25
November 3rd, 2025
CAO
DESIGNATION OF FINANCIAL INSTITUTION
& SIGNING AUTHORITIES

BACKGROUND/PROPOSAL

Under the Alberta *Municipal Government Act* (MGA) a municipality must:

1. Designate the financial institution explicitly appoints the Alberta Treasury Branch (ATB) as the primary financial institution for the ensuing year via a resolution.
2. Signing Authority: clearly designate the Reeve, Deputy Reeve, Acting Reeve, CAO, Assistant/Acting CAO, and Director of Corporate Services as the authorized individuals (signing authorities) for the accounts, providing the necessary legal authorization to the bank.

The structure satisfies the MGA's mandate for council control over the municipality's financial affairs.

RECOMMENDATION/RESOLUTION

The Alberta Treasury Branch (ATB) is hereby appointed as the primary financial institution for the Municipal District of Spirit River No.133 for the ensuing year, and that the following individuals shall remain as primary signing authorities for all financial accounts:

- The Reeve **XXXX**
- The Deputy Reeve **XXXX**
- The Acting Reeve **XXXXX**
- The Chief Administrative Officer (CAO) **XXXXX**

Further that; **XXXXX** the Assistant or Acting CAO, Elena Valdes, the Director of Corporate Services, shall be granted signing authority for the financial accounts of the Municipal District of Spirit River No. 133 held at the Alberta Treasury Branch and the Royal Bank of Canada, with this authority only to be utilized in the absence of the CAO.

Or

That Council direct Administration accordingly.



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

OM-01-25
November 3rd, 2025
CAO
CRA ONLINE ACCESS

BACKGROUND/PROPOSAL

Administration has recently undergone significant personnel changes, and it has been noted that our authorized representative information has not been comprehensively updated on CRA systems since approximately 2010. Administration is seeking a motion to remove individuals no longer employed by the Municipal District and add the current staff members.

Remove:

Name	Former Position
Louise Gostick	Former CFO
Tom Matus	Former CAO
Carol Charest	Former Executive Assistant
Barb Wallin	Accounts Payable
Dan Dibbelt	Former CAO
Dianne Nellis	Former Assistant CAO

Add:

Name	Current Position
Shirley Hayden	Interim CAO
Elena Valdes	Corporate Finance Officer
Montana Bremont	Development Officer & Economic Development Coordinator

RECOMMENDATION/RESOLUTION

That Council direct Administration accordingly.

CAO



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

OM 01-25
November 3rd, 2025
CAO
MA CONNECT – AUTHORIZATION FOR
ONLINE ACCESS

BACKGROUND/PROPOSAL

MA Connect is the Government of Alberta's secure portal for Municipal Affairs and is used by municipalities to access crucial web applications, including:

Compliance and Reporting: Financial and grant reporting is handled through this portal. Failure to access it results in missed deadlines, delayed funding, and non-compliance with provincial grant terms.

Grant Programs: Such as the Local Government Fiscal Framework (LGFF)

Reporting: Submitting financial and capital plans and statements.

Access is managed through a Stakeholder Administrator within the municipality. If only one person has access, the entire MD is locked out when they leave. Designating multiple key administrative staff (CAO, Assistant CAO, Director of Corporate Services) ensures business continuity and designating administrative and financial managers ensures that the staff responsible for grant management and financial oversight can actually perform their duties, aligning with your goal of transparency and control. In short, while the MGA doesn't name the technology, good governance—as mandated by the MGA—requires a formal, multi-user protocol for accessing critical provincial systems like MA Connect. The people responsible for financial execution (CAO, Assistant CAO, Director of Corporate Services) should all be designated users.

RECOMMENDATION/RESOLUTION

That Council appoint the CAO, Assistant CAO, Director of Corporate Services) be designated users of the MA connect portal for the Municipal District of Spirit River No.133.

Or

That Council direct Administration accordingly.



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

OM-01-25
November 3rd, 2025
CAO
MOTION REGARDING SAFE DEPOSIT
BOX AUTHORIZATION

The Municipal Government Act (MGA) mandates that the Council is responsible for the overall financial administration and governance of the municipality. This includes ensuring the security and integrity of all valuable municipal property and financial instruments, such as debentures, corporate seals, and original agreements. Designating authorized access to the corporate safe deposit box by formal resolution is a fundamental requirement of internal control and due diligence to ensure proper accountability and the safekeeping of these critical assets.

RECOMMENDATION/RESOLUTION

The Municipal District of Spirit River No. 133 shall maintain a Safe Deposit Box at the Alberta Treasury Branch (ATB), the following individuals hereby authorized to have access to the said Safe Deposit Box, with there being two of the following signatures required to access the safety deposit box:

- The Reeve
- The Deputy Reeve
- Acting Reeve
- The Chief Administrative Officer (CAO),

Be it further resolved that the Assistant or Acting CAO, XXXXX, and the Director of Corporate Services, XXXXXX, shall be granted access authority to the Safe Deposit Box, with one member of the aforementioned authorized staff, with this authority only to be utilized in the absence of the CAO.

Or

That Council direct administration accordingly

Municipal Commitment to Safety

Municipal District of Spirit River No. 133

Council Resolution Number: _____

Adoption: November _____, 2025.

Declaration of Commitment to Safety

WHEREAS the Municipal District of Spirit River No. 133 (the "Municipality") is committed to ensuring a safe and healthy environment for its employees, contractors, and the public;

AND WHEREAS the continuous development and adherence to comprehensive safety standards are integral to the effective and responsible operation of municipal services;

AND WHEREAS Council officially adopted Motion OM 01-11-03-2025 to formalize this commitment;

BE IT RESOLVED THAT the Municipal District of Spirit River No. 133 hereby commits to the following principles of occupational health and safety:

1. Safety Manual and Resources

The Municipality shall acknowledge and support the continued development of the Municipal District of Spirit River No. 133 Safety Manual and commit to providing training and resources necessary so that the needs of the municipality can be completed while ensuring the safety of all our employees and the public.

2. Minimum Safety Standards

The Occupational Health and Safety Act, Code and Regulations (OH&S) of Alberta shall continue to be used as the minimum level of safety operation and awareness within all departments and operations of the Municipality.

3. Continuous Improvement and Excellence

The Municipality shall strive for excellence in all safety operations and awareness activities across all departments, promoting a culture of proactive health and hazard identification.

4. Review and Verification

The Safety Manual shall be brought forward to Council once annually at the organizational meeting for verification of its continued effectiveness and relevance within the organization.

Certification of Adoption

This Commitment to Safety is formally adopted by the Council of the Municipal District of Spirit River No. 133 and reflects the organization's highest priority for the well-being of its personnel and citizens.

DATED this _____ day of _____, 2025

Signature:

Signature:

Reeve

**Chief Administrative Officer
(CAO)**

Name (Printed)

Name (Printed)



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

OM
~~11-11-25~~
 November 3rd, 2025
 CAO
 Committee of the Whole Bylaw:
 2025/02

BACKGROUND The *Municipal Government Act* (MGA), specifically Section 203, authorizes Council to establish committees. As the Municipal District of Spirit River No. 133 continues to manage increasingly complex administrative and strategic matters, an informal, open forum is essential for effective governance.

The COW mechanism allows Council members to move past strict procedural rules (like limitations on debate) that govern regular Council meetings, enabling a thorough exploration of options, reports, and policies. This bylaw formalizes the COW's structure, ensuring the process remains transparent, predictable, and compliant with the MGA. The proposed Bylaw incorporates the following key elements to regulate the Committee of the Whole:

1. **Establishment and Membership:** Formally establishes the COW as a standing committee where all members of Council serve as members.
2. **Non-Decision-Making Mandate:** Clearly states that the COW shall not have the power to make final decisions, adopt bylaws, or pass binding resolutions. All outcomes are in the form of recommendations to be considered at a subsequent formal Council meeting.
3. **Purpose:** Its primary role is to review, discuss, and deliberate on administrative reports, strategic initiatives, and draft policies, and to receive presentations from Administration and Delegations.
4. **Procedure:** Meetings are generally governed by the Municipal Procedure Bylaw, but are modified to encourage discussion:
 - Formal motions and seconds are prohibited (except for adopting a recommendation).
 - Members have greater flexibility to speak on subjects.
5. **Chair:** The Chief Elected Official (Reeve) is designated as the Chair.
6. **Openness:** COW meetings shall be open to the public, consistent with the transparency requirements of the MGA, while retaining the right to move to closed session for confidential matters.

Impact

Governance	Improves the efficiency and quality of Council's decision-making by allowing for thorough, informal review of matters prior to final voting.
Policy/Legal	Ensures the establishment and conduct of the COW adheres to the requirements of the <i>Municipal Government Act</i> and the Municipality's main Procedure Bylaw.
Operational	Formalizes a predictable schedule and process for Administration to present non-time-sensitive, complex reports and gather preliminary feedback from Council.
Transparency	Confirms that COW meetings will be open to the public, increasing Council's overall accountability and transparency.

RECOMMENDATION/RESOLUTION

That Bylaw 2025/ 02 be passed for the purpose of providing the Municipal District of Spirit River No.133 council an establishment of the Committee of the Whole, a necessary forum for detailed and informal discussion, which supports well-informed final decisions at regular Council meetings. Administration recommends all readings take place in one setting for the passing of

BYLAW ENACTMENT RECORD (For Administration Use)

READ A FIRST TIME by motion Councillor _____

READ A SECOND TIME this __ day of _____, 2025.

READ A THIRD TIME and finally passed this __ day of _____, 2025.

Reeve

Chief Administrative Officer

Or

That Council direct Administration accordingly.

CAO

Bylaw No. 2025/ 02: Committee of the Whole Bylaw

A BYLAW TO ESTABLISH AND REGULATE A COMMITTEE OF THE WHOLE

WHEREAS the Municipal Government Act, RSA 2000, c M-26, as amended (the "MGA"), permits Council to establish committees;

AND WHEREAS Council deems it desirable to establish a Committee of the Whole to provide procedures for the running of business and section 203 permits council to establish committees as an informal forum for discussion, deliberation, and receiving public input prior to making formal decisions at a regular Council meeting;

NOW THEREFORE, the Council of the Municipal District of Spirit River No.133 enacts as follows:

1. Citation

This Bylaw may be cited as the "Committee of the Whole Bylaw."

2. Definitions

2.1. Act means the Municipal Government Act, RSA 2000, c M-26, as amended. 2.2.

Council means the Council of [Name of Municipality/County]. 2.3. Committee of the Whole (COW) means the committee established under this Bylaw, composed of all members of Council. 2.4. Chief Elected Official (CEO) means the Reeve of the Municipality.

3. Establishment and Purpose

3.1. Council hereby establishes a standing committee known as the Committee of the Whole. 3.2. The primary purpose of the COW is to provide an opportunity for Council members to:

- a) Review, discuss, and deliberate on administrative reports, financial updates, strategic initiatives, and draft policies in an informal setting.
- b) Receive and discuss presentations from Administration, external partners, and Delegations, as necessary.
- c) Discuss items that require preliminary consensus or detailed review before being brought to a formal Council meeting for resolution or bylaw adoption.

3.3. The COW shall not have the power to make final decisions, adopt bylaws, or pass resolutions that bind the Municipality, except where Council, by resolution at a regular Council meeting, has specifically delegated such authority for a limited purpose.

All COW decisions shall take the form of recommendations to be considered at the next appropriate Council meeting.

4. Membership and Procedure

4.1. Membership: The membership of the COW shall consist of all members of Council.

4.2. Chairperson: The CEO (Reeve) shall be the Chair of the Committee of the Whole, and the Deputy Reeve shall act as Vice-Chairperson in the absence of the CEO.

4.3. Quorum: A quorum for a COW meeting shall be a majority of the members of Council.

4.4. Procedure:

COW meetings shall be governed by the Municipality's main Procedure Bylaw, except that:

a) Formal motions and seconds are prohibited, with the focus being on open discussion and consensus building.

b) Voting on a matter shall only be for the purpose of adopting a *recommendation* to Council.

c) Members may speak more frequently on a subject than is permitted during a formal Council meeting.

4.5. Meetings: Meetings of the COW shall be scheduled as determined by Council or the CEO.

5. Openness and Confidentiality

5.1. COW meetings shall be open to the public, consistent with the requirements of the Act for Council meetings. 5.2. The COW may close a portion of the meeting to the public in accordance with the confidential exceptions set out in the Act (e.g., land, legal, or labour matters).

6. Repeal and Enactment

6.1. This Bylaw shall come into full force and effect upon the date of its third and final reading.

6.2. Effective Date This Bylaw shall come into effect upon the date of its third and final reading.

READ A FIRST TIME this ___ day of _____, 2025.

READ A SECOND TIME this ___ day of _____, 2025.

READ A THIRD TIME and finally passed this ___ day of _____, 2025.

_____ Reeve

_____ Chief Administrative Officer

TERMS OF REFERENCE:

COMMITTEE OF THE WHOLE

Purpose: To define the specific roles, responsibilities, and functions of the Reeve when serving as the Chairperson of the Committee of the Whole (COW), as established by Bylaw No. 2025/02 and in accordance with the Municipal Government Act, RSA 2000, c M-26 (MGA).

1. Authority and Mandate

1.1. Appointment: The Reeve shall serve as the Chairperson of the Committee of the Whole, as prescribed in Section 4.2 of Bylaw No. 2025/02.

1.2. Governing Principles: The Chairperson's conduct and the Committee's operation must align with the MGA, the Municipality's Procedure Bylaw, and the COW Bylaw.

1.3. Limited Authority: The Chairperson must continually ensure the Committee adheres to its mandate that it cannot make final decisions or bind the municipality, with all outcomes taking the form of formal recommendations to Council.

2. Core Responsibilities as Chairperson

2.1. Presiding Officer: To preside over all COW meetings to ensure orderly and efficient deliberation. 2.2. Agenda Management: To work collaboratively with the Chief Administrative Officer (CAO) to review and approve the COW agenda, ensuring items are appropriate for an informal discussion forum rather than a formal decision-making session. 2.3. Maintaining Purpose: To guide discussion and maintain focus on the COW's primary purpose: a) Preliminary review of administrative and strategic reports. b) Deliberation and consensus-building on complex issues. c) Receiving public input, delegations, and external presentations. 2.4. Procedural Control: To ensure the procedural rules specific to the COW are followed, particularly encouraging open discussion and discouraging reliance on formal motions, points of order, and strictly timed debates.

3. Facilitation and Discussion

3.1. Neutral Facilitator: To act as an impartial facilitator, encouraging participation from all Council members while managing the flow of discussion. 3.2. Managing Debate: To recognize speakers, regulate the length and relevance of comments, and ensure all members have a fair opportunity to contribute to the discussion. 3.3. Clarifying Recommendations: Where discussion concludes, the Chairperson must clearly articulate the consensus or the formal recommendation to be recorded in the minutes for subsequent consideration by Council.

4. Public Access and Confidentiality

4.1. Open Meetings: The Chairperson is responsible for ensuring the COW meeting is held in public unless the matter falls under the strict, legislated exceptions for closed sessions (in camera) as permitted by the MGA. 4.2. Closed Sessions: If the Committee resolves to move *in camera*, the Chairperson must ensure the reasons for the closed session are recorded and that only authorized topics are discussed while excluding the public. 4.3. Confidentiality: The Reeve must uphold confidentiality regarding any discussion held *in camera* during a COW meeting until it is officially discussed at a meeting held in public.

5. Accountability

5.1. The Reeve's performance as COW Chairperson is inherently linked to their overall performance as Chief Elected Official and is subject to the review and accountability mechanisms of the Council. 5.2. In the absence of the Reeve, the Deputy Reeve shall assume all responsibilities of the COW Chairperson.