



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133 Council
Agenda for Regular Council Meeting RM.11.25
5:00 p.m., October 15th, 2025

The Regular Meeting of the Council of the Municipal District of Spirit River No. 133 will be held in the Council Chambers of the Municipal Office situated at 4202 50th Street in the Town of Spirit River in the Province of Alberta on October 15th, 2025, at 5:00 p.m.

Pages:

1. **CALL TO ORDER**
2. **AGENDA ADDITIONS**
3. **ADOPTION OF THE AGENDA**
 - A. Adoption of the October 15th, 2025 Regular Meeting Agenda RM.11.25.
4. **ADOPTION OF PREVIOUS MINUTES**
 - A. Adoption of Minutes from the September 3rd, 2025 Regular Council Meeting RM.10.25. 1 - 4
 - B. Adoption of Minutes from the September 9th, 2025 Special Council Meeting SM.05-25. 5 - 6
 - C. Adoption of Minutes from the September 15th, 2025 Special Council Meeting SM.06-25 7 - 8
 - D. Adoption of Minutes from the September 15th, 2025 MPC Meeting 03-2025 9 - 10
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6. **COUNCILLOR ABSENCES**
7. **PUBLIC HEARING**
8. **DELEGATIONS**
9. **BUSINESS ARISING FROM MINUTES**
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18.	<u>ADJOURNMENT</u>	



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

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

Reeve: Tony Van Rootseelaar

Councillors: Elaine Garrow
 Stan Bzowy
 Nick vanRootseelaar

Administration: Petrina Beale
 Montana Kuhar
 Shirley Hayden

1. CALL TO ORDER

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

2. AGENDA ADDITIONS

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

3. ADOPTION OF THE AGENDA

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

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

CARRIED UNANIMOUSLY

4. ADOPTION OF PREVIOUS MINUTES

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

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

CARRIED UNANIMOUSLY

ADOPTION OF PREVIOUS MINUTES

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

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

CARRIED UNANIMOUSLY

5. DECLARATION OF INTEREST

6. COUNCILLOR ABSENCES

7. PUBLIC HEARING

8. DELEGATIONS

9. BUSINESS ARISING FROM MINUTES

10. REPORTS

A. Public Works Report RM 10-25

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

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

CARRIED UNANIMOUSLY

B. CAO Report

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

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

CARRIED UNANIMOUSLY

C. Council Reports

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

CARRIED UNANIMOUSLY

11. TABLED ITEMS AND OLD BUSINESS**12. RECOMMENDATIONS FROM COMMITTEES****13. NEW BUSINESS****A. Peace Country Beef and Forage - Funding Request**

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

CARRIED UNANIMOUSLY

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

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

CARRIED UNANIMOUSLY

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

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

D. Security

Discussion related to the discontinuation of Security Services

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

CARRIED UNANIMOUSLY

14. BYLAWS

15. CORRESPONDENCE AND INFORMATION

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

CARRIED UNANIMOUSLY

16. COUNCIL ISSUES AND CONCERNS

17. CLOSED MEETING (FORMERLY IN-CAMERA)

18. ADJOURNMENT

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

These minutes approved this _____ day of _____, 2025.

Reeve
 Tony Van Rootselaar

Interim CAO
 Shirley Hayden



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

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

Reeve: Tony Van Rootselaar

Councillors: Elaine Garrow
 Stan Bzowy
 Nick vanRootselaar

Administration: Montana Kuhar
 Shirley Hayden

1. CALL TO ORDER

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

2. AGENDA ADDITIONS

3. ADOPTION OF THE AGENDA

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

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

CARRIED UNANIMOUSLY

4. ADOPTION OF PREVIOUS MINUTES

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

5. DECLARATION OF INTEREST

6. COUNCILLOR ABSENCES

7. PUBLIC HEARING

8. DELEGATIONS

9. BUSINESS ARISING FROM MINUTES

10. REPORTS

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

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

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

CARRIED UNANIMOUSLY

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

CARRIED UNANIMOUSLY

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

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

These minutes approved this _____ day of _____, 2025.

Reeve
Tony Van Rootselaar

Interim CAO
Shirley Hayden



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

The Special Meeting of the Council of the Municipal District of Spirit River No. 133 was held in the Council Chambers of the Municipal Office situated at 4202 50th Street in the Town of Spirit River in the Province of Alberta on Monday, September 15th, 2025, at 10:00 a.m.

Reeve: Tony Van Rootseelaar

Councillors: Elaine Garrow
Stan Bzowy
Nick vanRootseelaar

Administration: Montana Kuhar
Shirley Hayden
Komiete Tetteh (MMSA)

1. **CALL TO ORDER**

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

2. **AGENDA ADDITIONS**

3. **ADOPTION OF THE AGENDA**

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

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

CARRIED UNANIMOUSLY

4. **ADOPTION OF PREVIOUS MINUTES**

5. **DECLARATION OF INTEREST**

6. **COUNCILLOR ABSENCES**

7. **PUBLIC HEARING**

8. **DELEGATIONS**

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

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

CARRIED UNANIMOUSLY

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

CARRIED UNANIMOUSLY

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

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

CARRIED UNANIMOUSLY

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

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

CARRIED UNANIMOUSLY

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

CARRIED UNANIMOUSLY

18. ADJOURNMENT

There being no further business the meeting was adjourned by Reeve Van Rootselaar at 10:37 a.m.

These minutes approved this _____ day of _____, 2025.

Reeve
 Tony Van Rootselaar

Interim CAO
 Shirley Hayden



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133
Meeting Minutes for Municipal Planning Commission Meeting MPC 03-25
10:05 a.m., September 15th, 2025

The Regular Meeting of the Municipal District of Spirit River No. 133 Municipal Planning Commission was held in the Council Chambers of the Municipal Office situated at 4202 50th Street in the Town of Spirit River in the Province of Alberta on Monday, September 15th, 2025, at 10:05 a.m.

Board Members Present:

Tony Van Rootselaar, Chairman
 Nick vanRootselaar
 Elaine Garrow
 Stan Bzowy

Staff Present:

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

1. Call to Order

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

2. Adoption of the Agenda

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

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

Carried

3. New Business

a) Subdivision Application 25MK016

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

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

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

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

Carried

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

These minutes approved this _____ day of _____, 2025.

Chairman

Tony Van Rootselaar

Recording Secretary



PUBLIC WORKS DEPARTMENT DIRECTOR'S REPORT

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MEETING DATE: OCTOBER 1, 2025

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

CAO Report - October 1st, 2025

Boards Policy Explanation

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

Attended Meetings

1. Central Peace Fire Commission

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

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

Major Incident Review: Combine Fire

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

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

Operational Updates

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

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

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

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

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

County of Grande Prairie as a Voting Member

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

"Ask if your Council would want the County of Grande Prairie as a voting member of the Committee under the condition that any potable water supplied to them would be for non-industrial use and only for residential and small urban center use."

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

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

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

Municipal Records Management and Archiving

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

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

Next Steps:

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

Ongoing Training of New Hires

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

Election Preparation

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



CENTRAL PEACE REGIONAL WATER SYSTEM COLLABORATION COMMITTEE

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

MEETING AGENDA

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



CENTRAL PEACE REGIONAL WATER SYSTEM COLLABORATION COMMITTEE MEETING

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

MEETING MINUTES

PRESENT

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

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

1. Call to Order

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

2. Adoption of Agenda

MOVED by Albert Poetker

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

Carried

3. Adoption of Previous Minutes

MOVED by James Thomas

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

Carried



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

4.1 MPE Engineering Progress Report – June 4th, 2025

The report was presented.

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

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

The report was presented.

6. Central Peace Regional Water Project (Overall)

6.1 Present & Future Funding Requirements

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

6.2 Governance

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

7. Next Meeting Date

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

8. Adjournment

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



a division of Englobe

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

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

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

Attendance:

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

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

Location: Microsoft Teams

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

Distribution: All Present
All Absent

**Action
Req'd By:**

1.0 Previous Minutes

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

2.0 Raw Water Storage Reservoir Design

o General

- The 95% Tender Set was reviewed and will be distributed to SHC after the meeting for their individual review as well. SHC will forward any comments to MPE as they review the 95% set. **Info**
- Existing and proposed drainage and contour plans have been updated using colour banding to showcase the elevations with warmer colours indicating lower elevations and cooler colours indicating higher elevations. **Info**
- Additional survey of the deepest portions of the wetlands may need to be completed to make the contour plan more accurate. **MPE**
- Reservoirs access road will be a low road with a light duty road structure and is mainly to provide access to the reservoirs in order to operate the valves as needed. **Info**

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

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

○ Pre-Tender Cost Estimate

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

3.0 Water Treatment Equipment Pre-Selection

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

4.0 Other Items

- None

5.0 Tender Schedule – Raw Water Reservoirs

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

5.0 Meeting Schedule

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

Meeting was adjourned at 3:00 pm.

Recorded by: Kehful Shaikh

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

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

○ **Non-Potable Water Fill Station**

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

○ **Topsoil Stockpile/Process Pond**

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

○ **Gravity Discharge Line for Process Waste**

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

○ **Drainage**

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



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CENTRAL PEACE REGIONAL WATER SUPPLY SYSTEM PHASES 1 & 2

PROJECT OVERVIEW

September 03, 2025

ENGINEERING OVERVIEW

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

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

2. **Steel Pipe Contract for Peace River Valley Hill (Contract 2):** Horizontal drilling of steel portion of the pipe was completed on February 04, 2025, which was then followed by reaming of the hole with a 26" reamer head. Reaming operations were completed on March 03, 2025. The 16" (400 mm) diameter steel pipe was successfully pulled back through the reamed drill passage on March 04, 2025. The total length of the HDD steel pipe installation was 1,770 m. The HDD Subcontractor, The Crossing Company, then demobilized their equipment off site. Work remaining for the Contract 2 project includes installation of pig launching/receiving concrete vaults at the top and bottom of the hill on the steel pipe portion of the pipeline. The transition of the pipeline material to high density polyethylene (HDPE) plastic at the top of the hill with installation of the section of HDPE pipe to reach the road allowance at the west end of the field (approximately 900 m) commenced in April 2025 and was completed in May 2025, installed by open cut trenching method of installation. Installation of a valve and temporary pig launch riser was completed in June 2025. The concrete vaults have been ordered with a long delivery date and are tentatively scheduled to be installed in October 2025 following their delivery to site. Initial restoration of topsoil over the disturbed areas of the pipeline was undertaken in August 2025. Final site restoration around the concrete vault locations will follow the installation work. Pipeline flushing and leakage testing shall be completed following the vault installations and the final completion date has been extended to spring 2026.

3. **River Intake and Raw Water Transfer Station (Contract 1):** Saddle Hills County awarded the Contract at the May 27, 2025 Council Meeting, to the low bidder, Greenfield Construction. The Pre-Construction meeting with Greenfield occurred on June 26, 2025. Greenfield mobilized their jobsite trailer facilities to the Dunvegan project site and commenced construction on site in July 2025 with the access road construction down the hill to the raw water transfer station location. Bulk excavation of the project site has continued through the month of August. A 275 Ton crane with 170 foot boom has been mobilized to site and assembled. The crane will be utilized for the installation of the temporary trestle bridge to the river intake structure. A meeting was arranged with the Federal regulatory authority, Department of Fisheries and Oceans (DFO), on August 29, 2025 to review the Contractor's proposed construction procedures for installation of the temporary trestle bridge into the Peace River. The subcontractor (GIPI) for the secant pile wall shoring support system for the raw water transfer station 28 m deep wet well structure mobilized to site with two pile drilling rigs to commence the pile wall installation in mid-August 2025. Progress has been made on the pile wall installation which is anticipated to be completed in September 2025. Construction completion is scheduled for autumn 2027. Photos of the construction are attached.

4. **HDPE Raw Water Transfer Piping Contracts (Contracts 3+):** The contracts for the balance of the raw water transfer pipeline that extends from the top of the river valley, south to Spirit River and Rycroft are yet to be tendered. Working together with the County, the adjusted pipeline alignment has been determined, and the County is awaiting notification of additional grant funding from the Province in order to proceed with finalization of the design and tendering of the contracts for construction.

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

NEXT STEPS

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

Haj Oshiki, P.Eng.

Attachments:

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

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



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



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



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



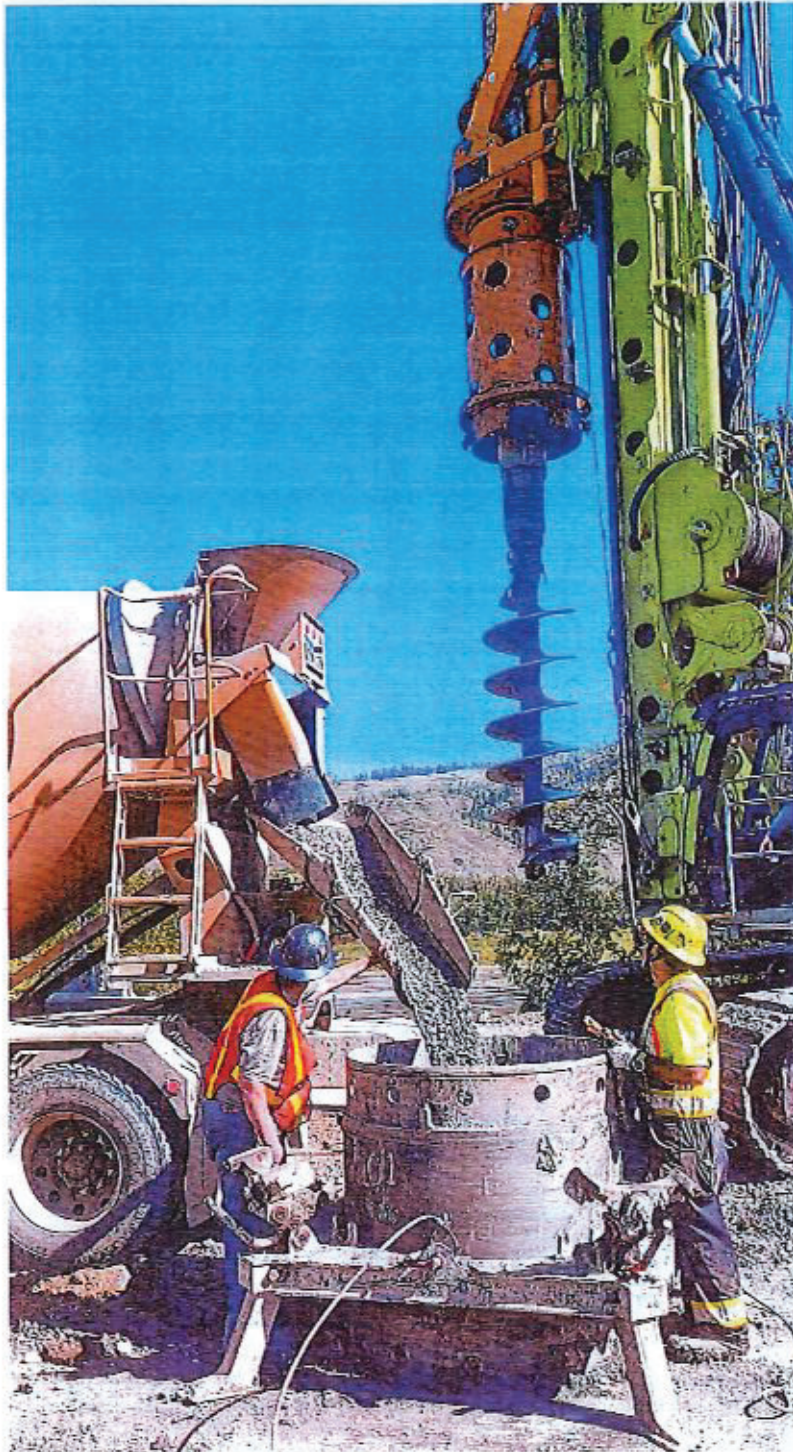
5. GIPI Pile Drilling Rig



6. Two Pile Drilling Rigs Operating Simultaneously



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





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

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

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

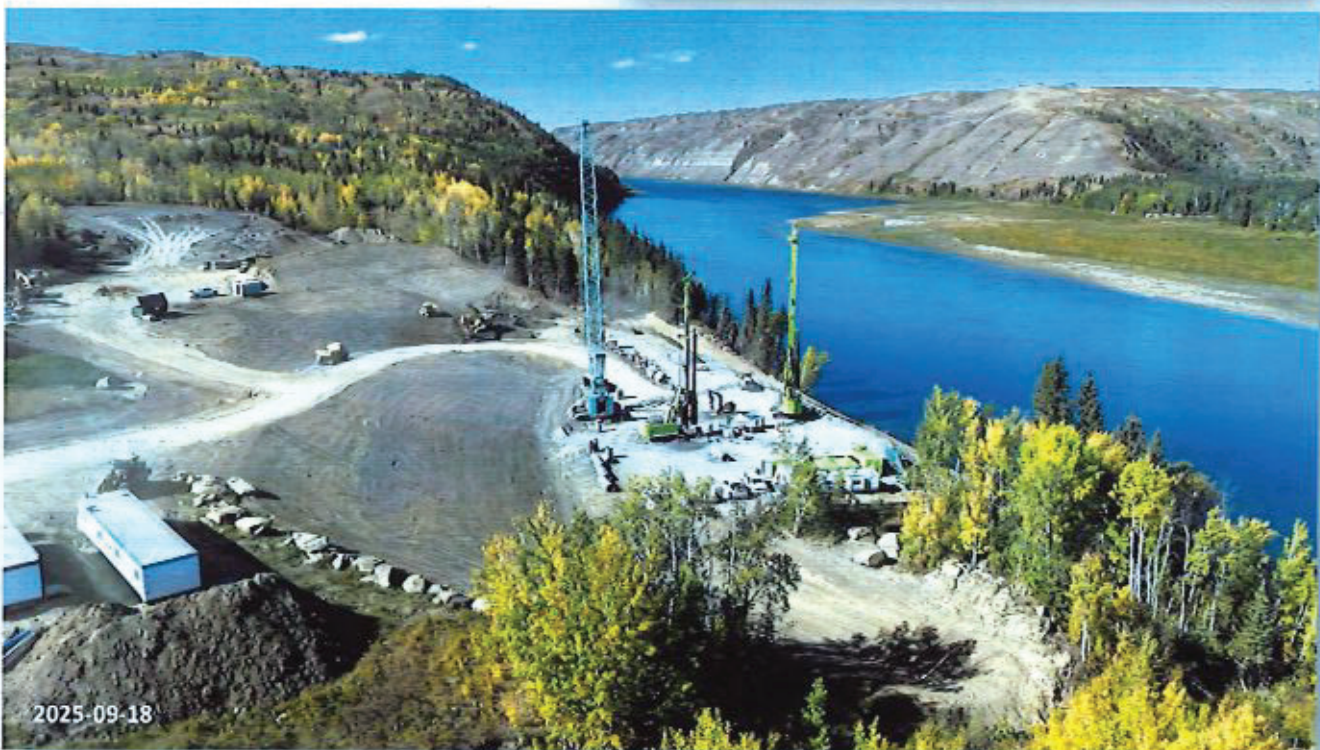
Central Peace Regional Water Supply System

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



Key Updates

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



Central Peace Regional Water Supply System



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

Key Updates

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





Central Peace Regional Water Supply System



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

Key Updates

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



Central Peace Regional Water Supply System



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

Key Updates

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









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

Client:	Saddle Hills County	File: N:\52\01\006-00\MM30D
Project:	Central Peace Regional Water Treatment Plant	
Date:	September 9, 2025	
Time:	2:30 pm	

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

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

Distribution: All Present
All Absent

**Action
Req'd By:**

1.0 Previous Minutes

- No issues were identified with the meeting minutes.

Info

2.0 Raw Water Storage Reservoir Design

○ General

- The 99% Tender Set was reviewed and will be distributed to SHC after the meeting for their individual review as well. SHC will forward any comments to MPE as they review the 99% set.

SHC

○ Topsoil Stockpile/Process Pond

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

Info

Info

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

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

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

○ **Wetlands Assessment**

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

○ **Pre-Tender Cost Estimate**

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

3.0 Water Treatment Equipment Pre-Selection

- MPE has not spent further time on the equipment pre-selection in order to prioritize completing the design of the reservoirs. **Info**

4.0 Other Items

- None **Info**

5.0 Tender Schedule – Raw Water Reservoirs

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

5.0 Meeting Schedule

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

Meeting was adjourned at 4:36 pm.

Recorded by: Kehfui Shaikh

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



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CENTRAL PEACE REGIONAL WATER SUPPLY SYSTEM PHASES 1 & 2

PROJECT OVERVIEW

October 08, 2025

ENGINEERING OVERVIEW

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4. **HDPE Raw Water Transfer Piping Contracts (Contracts 3+):** The contracts for the balance of the raw water transfer pipeline that extends from the top of the river valley, south to Spirit River and Rycroft are yet to be tendered. Working together with the County, the adjusted pipeline alignment has been determined, and the County is awaiting notification of additional grant funding from the Province in order to proceed with finalization of the design and tendering of the contracts for construction.

5. **Electrical Service to the Pumping Station:** The route for servicing of the Raw Water Transfer Station facility shall be from the Village of Rycroft which is the nearest connection point for the required three-phase power supply. Representatives from the County and MPE met with ATCO in Edmonton on February 01, 2023 to review the potential for decreasing the high servicing cost for the Raw Water Transfer Station. The meeting was successful as the County was able to convince ATCO to revisit their servicing cost and provide a substantial discount. The adjusted servicing amount was received from ATCO on March 10, 2023 with an 80% load investment from ATCO as an update on the previous 60% load investment. This resulted in a cost reduction of approximately \$164K to the previous cost proposal. ATCO has undertaken site review of the finalized routing of the power line to the River location. The question of whether fibre optic communication lines could also be installed on the power poles together with the electrical cables was raised by the County and the County remains in discussions with ATCO for potentially proceeding with the fibre work. A meeting with ATCO occurred on March 07, 2024 in Edmonton, to obtain update of the upcoming work. A more detailed schedule of the pumping facility usage for the initial years of operation was forwarded to ATCO for re-assessment of the projected monthly billing charges. The County then received a more updated servicing proposal agreement from ATCO in November 2024. The servicing proposal from ATCO has been accepted and executed by the County in 2025. The ATCO field crew confirmed their design assumptions on site during September 2025, and a project coordination meeting has been scheduled with ATCO in mid-October 2025.
6. **Project Budget:** An updated preliminary opinion of probable costs for the project was developed and provided to the County. The estimated costs had increased significantly since the 2018 Pre-Design Report and the County made a request to the Province for additional grant funding under the Water for Life program to make up the projected cost difference. The County had follow up meetings related to the grant request with representatives from the Province and had presented a cash flow projection to the Province that provided a schedule of expenditures over the course of the next three years as it relates to grant funding. The County met with the Province again in March 2024 and again in April 2024, and ultimately received formal response from the Province this June 2024 that confirmed additional grant amounts for the 2025 construction year. A subsequent meeting between the County and the Province for funding support occurred in early November 2024. Most recently, the Grant Funding administrators for Alberta Transportation completed a tour of the project construction sites on October 02, 2025, together with the County and MPE Engineering, and the upcoming grant requirements were reviewed with the Department.

NEXT STEPS

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

Haj Oshiki, P.Eng.

Attachments:

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

1. Secant Pile Wall Construction Completed



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



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



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



5. Wet Well Excavation



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



Central Peace Regional Water Supply System



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

Key Updates

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



Central Peace Regional Water Supply System

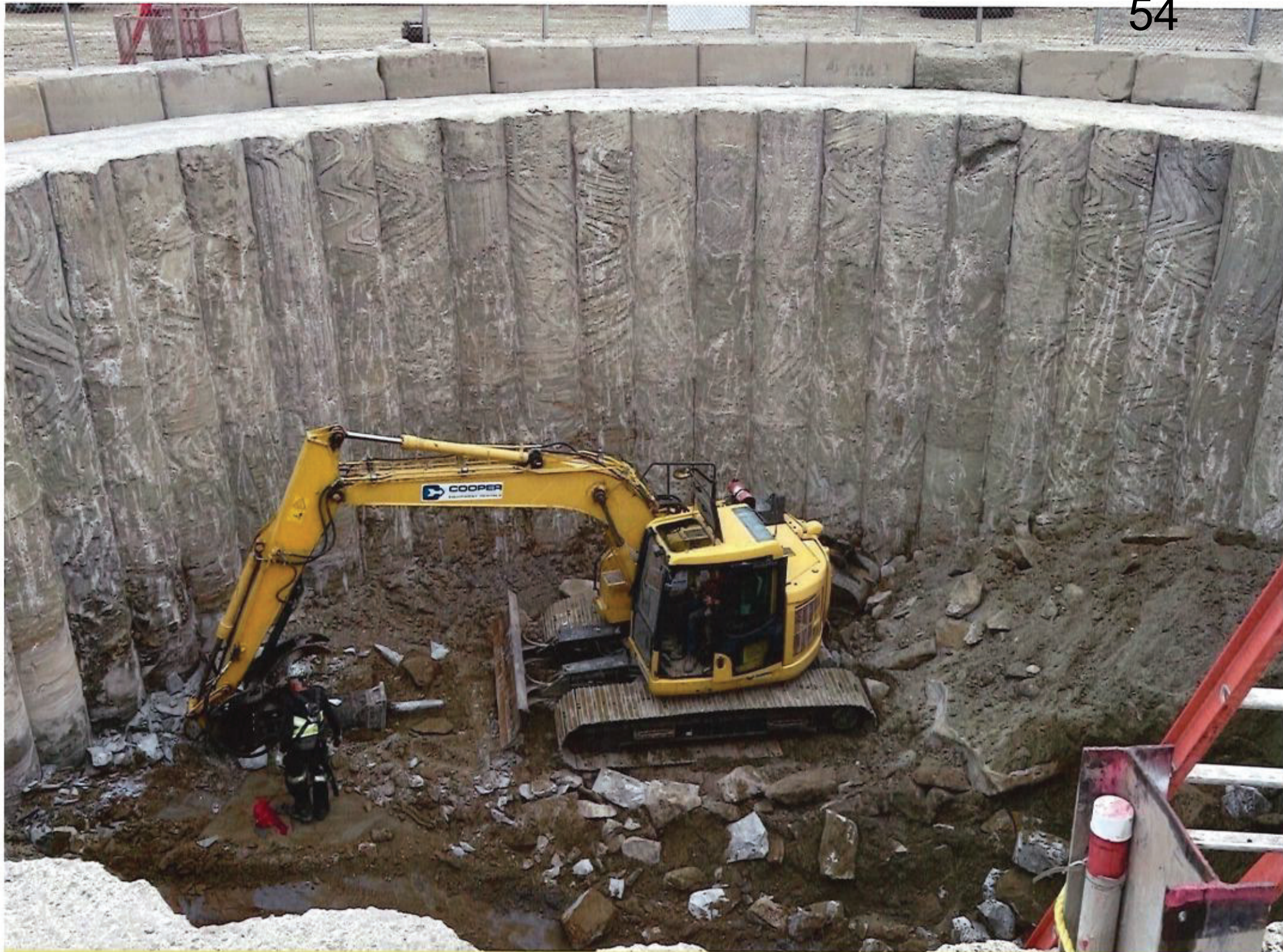
*Contract 1 – River Intake and
Raw Water Transfer Station
5201-005-01*



Key Updates

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





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

In Attendance:

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

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

2) Approval of:

a. *Agencia*

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

All in favour. CARRIED

b) Minutes

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

All in favour. CARRIED

c) Coordinator's Report

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

All in favour. CARRIED

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

All in favour. CARRIED

d) Assistant Coordinator's Report

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

All in favour. CARRIED

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

3) Financial Report

a) Financial Report

i. MOTION 51-25

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

All in favour.

CARRIED

b) Audited Financials

Not available at this time.

c) 2025 Budget

Tabled until Audited Financials are available.

4) Business arising

a) Seniors Week

see Coordinator's Report for more details;

b) Camp Wanago

staff have been hired;

c) ICSSAA Annual Report

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

b) Spirit Days

FCSS will have a table in the curling rink;

5) New Business

a) RBJCC Invitation

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

b) ATB Donation

ATB donated \$500 to youth & seniors programs;

c) Rycroft Library Request

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

d) Christmas Policy Review

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

4) In Camera

a) MOTION 52-25

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

All in favour.

CARRIED

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

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

b) **MOTION 53-25** Moved by Carrie Jackson to come out of camera at 9:18pm.

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

No motions made following in camera.

7) Correspondance

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

8) Council Updates

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

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

Minutes approved this 9th day of September, 2025

FCSS Chair

Coordinator

CENTRAL, PEACE FIRE & RESCUE COMMISSION

Board Meeting

Ross Room – Centennial Hall

Thursday Sept. 18th, 2025

Time: 4:00 pm

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

5.1

5.2

6. NEW BUSINESS

6.1 Fire Hall progress

6.2 Accountant discussion

7. ACTION LIST

7.1 News article monthly

8. INFORMATION ITEMS

8.1 Budget to date

8.2 Pembina Exercise

9. ADJOURNMENT

9.1 Next meeting.

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

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

Spirit River Centennial Hall-Ross Room

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

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



9/18/2025

Central Peace Fire & Rescue Commission

Manager/Fire Chief's Report

Brian Kroes

Central Peace Fire & Rescue Commission

Manager/Fire Chief's Report

Good afternoon, everyone

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

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

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

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

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

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

Summary.

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

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

Category	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11
5020 Payroll	117,166.40	117,927.64	-	761.24	121,899.18	121,899.18	-	124,946.66	91,557.07	33,389.59	73%
5030 CPP	3,500.00	3,754.45	-	254.45	3,500.00	3,867.50	-	3,900.00	4,034.10	134.10	103%
5040 EI	1,300.00	1,002.45	-	297.55	1,300.00	1,049.12	-	1,100.00	1,077.98	22.02	98%
5050 Benefits	10,000.00	9,887.74	-	112.26	10,000.00	10,810.39	-	10,100.00	6,712.22	3,387.78	65%
5070 LAPP	14,000.00	10,607.98	-	3,392.02	14,000.00	10,805.55	-	12,000.00	7,978.41	4,021.59	65%
5120 Firefighter Honorarium	50,000.00	50,000.04	-	0.04	50,000.00	50,000.04	-	50,000.00		50,000.00	0%
5140 Board Expenses			-				-				
5160 Mileage and Hotels	3,000.00	3,885.18	-	885.18	3,000.00	1,197.97	-	5,000.00	4,215.92	784.08	84%
5165 Training Meals	1,500.00	1,176.95	-	323.05	1,500.00	1,124.63	-	1,200.00	281.88	918.12	23%
5170 Travel Meals & Incidentals	5,000.00	500.00	-	4,500.00	5,000.00	48.83	-	2,000.00		2,000.00	0%
5190 Credit Card Charges	120.00		-	120.00	120.00		-	120.00		120.00	0%
5200 Conferences / Conventions	3,000.00	2,625.37	-	374.63	3,000.00	1,406.50	-	3,000.00	2,859.64	140.36	95%
5210 Medical Supplies / Equipment	500.00	500.00	-		500.00	492.53	-	500.00	70.40	429.60	14%
5220 Training Expense	14,120.00	4,659.64	-	9,460.36	14,120.00	5,739.49	-	13,500.00	1,545.28	11,954.72	11%
5230 Equipment Purchases	14,415.00	6,304.81	-	8,110.19	14,415.00	8,656.43	-	36,390.00	11,591.86	24,798.14	32%
5240 Freight	500.00	125.75	-	374.25	500.00	447.65	-	500.00	276.42	223.58	55%
5250 Safety Supplies	2,000.00	118.04	-	1,881.96	2,000.00	725.58	-	1,500.00	104.30	1,395.70	7%
5260 Misc. Supplies	5,000.00	3,398.26	-	1,601.74	5,000.00	4,949.68	-	5,000.00	1,801.19	3,198.81	36%
5270 Tool Purchases	500.00	519.73	-	19.73	500.00	237.25	-	500.00		500.00	0%
5290 Personal Protective Equipment	18,240.00	21,473.59	-	3,233.59	18,240.00	17,126.23	-	18,240.00	16,248.65	1,991.35	89%
5300 Advertising & Promotion	1,500.00	2,467.37	-	967.37	2,500.00	2,535.75	-	2,600.00	1,437.45	1,162.55	55%
5310 Educational Materials	1,500.00	697.71	-	802.29	1,500.00	60.00	-	1,500.00	1,626.46	126.46	108%
5320 Office Supplies & Postage	3,000.00	849.57	-	2,150.43	3,000.00	1,524.08	-	3,000.00	771.66	2,228.34	26%
5330 Uniform Expense	5,000.00	2,011.20	-	2,988.80	5,000.00	2,940.17	-	5,000.00	4,350.74	649.26	87%
5340 Dispatch Services	6,000.00	5,964.00	-	36.00	6,000.00	5,964.00	-	5,000.00	5,950.88	49.12	99%
5350 Security	1,500.00	1,560.00	-	60.00	1,500.00	2,341.07	-	2,500.00	1,106.18	1,393.82	44%
5360 Computer & Internet Expense	5,500.00	932.40	-	4,567.60	5,500.00	6,683.73	-	5,500.00		5,500.00	0%
5380 Contracted Services	10,000.00	7,651.22	-	2,348.78	10,000.00	6,593.00	-	10,000.00	9,345.88	654.12	93%
5385 Contracted Admin Services	12,000.00	5,609.50	-	6,390.50	12,000.00	11,092.63	-	12,000.00	4,182.29	7,817.71	35%
5400 Legal and Auditors	10,000.00	3,979.50	-	6,020.50	10,000.00	4,168.50	-	8,000.00	4,368.00	3,632.00	55%
5420 Insurance, Registration, License	17,000.00	13,571.19	-	3,428.81	17,000.00	19,268.15	-	19,500.00		19,500.00	0%
5440 WCB Premium	5,000.00	5,649.24	-	649.24	5,000.00	4,138.17	-	5,000.00	3,615.08	1,384.92	72%
5460 Membership / Subscriptions	3,000.00	995.83	-	2,004.17	3,000.00	1,007.28	-	1,500.00	1,542.33	42.33	103%
5500 Lease Fees			-				-				
5520 Fuel & Oil	11,218.00	9,273.07	-	1,944.93	11,218.00	9,320.89	-	10,800.00	4,643.19	6,156.81	43%
5530 Vehicle Maintenance	8,000.00	9,759.44	-	1,759.44	8,000.00	8,230.96	-	8,200.00	8,443.25	243.25	103%
5560 Equipment Repairs & Maintenance	7,200.00	7,382.07	-	182.07	7,200.00	1,939.12	-	7,000.00	8,354.03	1,354.03	119%
5580 Building Repairs	1,000.00	445.18	-	554.82	1,000.00	725.23	-	1,000.00	2,593.50	1,593.50	259%
5600 Natural Gas	1,200.00	1,157.27	-	42.73	1,200.00	836.06	-	1,200.00	1,265.96	65.96	105%
5620 Power	1,200.00	2,194.46	-	994.46	1,200.00	1,329.61	-	1,200.00	1,670.96	470.96	139%
5640 Water and Sewer	1,200.00	290.04	-	909.96	1,200.00	500.50	-	1,200.00	469.50	730.50	39%
5660 Telephone / Internet	3,900.00	3,177.96	-	722.04	3,900.00	2,976.79	-	3,200.00	2,658.37	541.63	83%
5670 Bank & other Service Charges	600.00		-	600.00	600.00		-	600.00		600.00	0%
5675 CRA penalties and interest			-				-				
5700 Amortization			-				-				
5900 Other Expenses			-				-				
	380,379.40	324,085.84	-	56,293.56	386,112.18	334,761.24	-	405,996.66	218,751.03	187,245.63	54%



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

SM-05-25
September 1st 2025

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

BACKGROUND/PROPOSAL

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

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

RECOMMENDATION/RESOLUTION

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

Or

That Council direct Administration accordingly.

J. Hayden
interm CAO



Policy No. LEG. 23

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

Date Approved: December 11th, 2023

Supersedes:

Amended:

Department: **Legislative**

Review Date:

Council Resolution No: **329.12.11.23**

Rescinds:

Related Procedure:

The Municipal District of Spirit River No.133 Policy Manual

Policy Statement:

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

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

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

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

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

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

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

POLICY

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

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

Guidelines:

Policy LEG. 23 'Schedule A'

Board and Committee Member Code of Conduct & Guiding Principles

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

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

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

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

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

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

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

Guiding Principles

Respect

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

Openness and Honesty

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

Co-operation

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

Accountability

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

Commitment

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

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

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

Attendance Records

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

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

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

Resignations

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

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

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

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

Board/Committee Member

Date



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

RM-11-25
September 17th, 2025
CAO

New Hiring and Recruitment Policy
HR.19 Staff Hiring Policy

BACKGROUND/PROPOSAL

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

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

RECOMMENDATION/RESOLUTION

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

Or

That Council direct Administration accordingly.

S. Hayden
CAO



Policy No. HR.19

Staff Hiring Policy

Date Approved: XX XX, 2025

Supersedes:

Amended:

Department: **Human Resources**

Review Date:

Rescinds:

Council Resolution No:

Related Procedure:

The Municipal District of Spirit River No.133 Policy Manual

PURPOSE:

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

KEY PRINCIPLES:

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

HIRING PROCESS OVERVIEW:

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

2. Offer of Employment

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

PRE-EMPLOYMENT DOCUMENTATION (MANDATORY):

1. Prior to Start Date

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

2. Criminal Record Check Procedures

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

3. Driver's Abstract

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

PROBATIONARY PERIOD:

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

Legion 

Legion 

Certificate of Appreciation

Presented to

Municipal District of Spirit River No. 133

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

Steve Velichko

Steve Velichko
President



Tammy Wheeler

Tammy Wheeler
Executive Director

2025

ALBERTA-NWT COMMAND OF THE ROYAL CANADIAN LEGION

"LEST WE FORGET"



MEMBERSHIP CERTIFICATE

THIS CERTIFICATE IS TO CERTIFY THAT

MD of Spirit River No.133

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





Mighty Peace Watershed Alliance



Diverse, Responsible & Connected

September 2025

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

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

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

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

Enjoy the rest of Summer and Have a safe fall!

Education and Outreach

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

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

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



MPWA VISION

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

MPWA MISSION

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

Drought

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

Shelterbelts

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

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

Wetlands

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

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

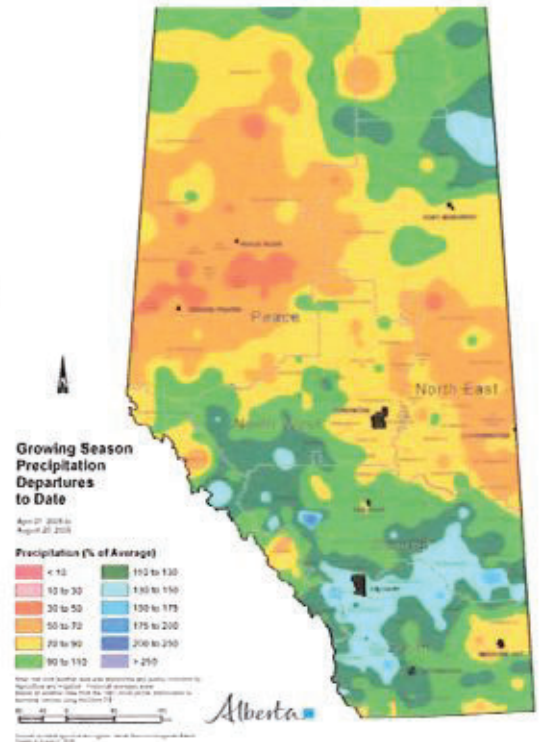


Figure 1: Growing season precipitation departures to date April 1-August 20, 2025

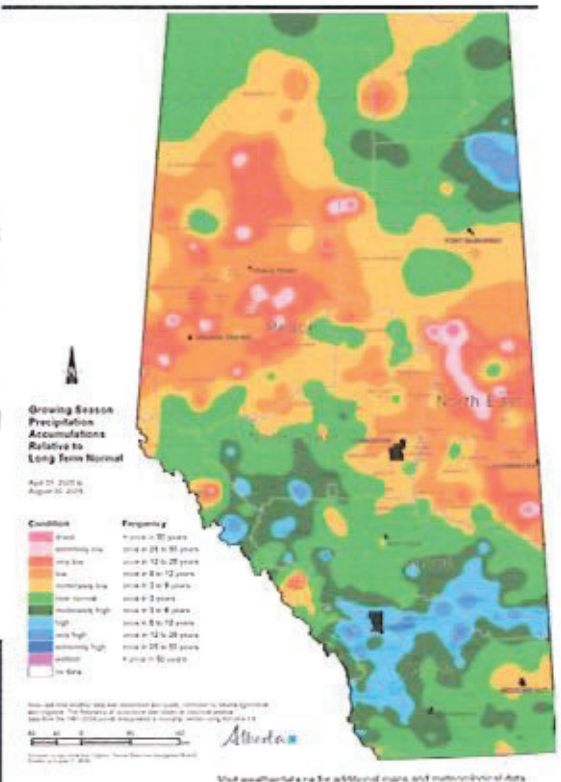


Figure 2: Growing season precipitation accumulations relative to long term normal April 1—August 20, 2025

Sources:

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

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

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

**Ducks Unlimited Event**

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

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

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

AGM recap

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

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

Site C Dam— Update

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

Upcoming events

DUCKS UNLIMITED CANADA PRESENTS THE SECOND ANNUAL

WETLAND INNOVATION WORKSHOP

Innovation in a Changing World

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

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

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



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

WHAT IS A RIPARIAN AREA?

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

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

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

What you'll learn:

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

CONTACT INFO: CRAIG DONNELLY
PHONE: 780-324-3355 EXT. 118 OR
EMAIL: EXTENSIONSERVICES@CLEARHILLSCOUNTY.AB.CA

MPWA Board Members for 2025-2026

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

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

MPWA Staff



Rhonda Clarke-Gauthier
Executive Director



Adam Norris
Project Coordinator



Adanna Hustler
Education & Outreach
Coordinator

Watershed stewardship workshop:
January 24, 2026 in Grande Prairie

From: Billy Barbarich [REDACTED]
Sent: September 20, 2025 8:18 PM
To: MD of Spirit River 133 <mdsr133@mdspiritriver.ab.ca>
Subject: Baseball Fundraiser

Hello!

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

Thanks again,
Billy Barbarich

[REDACTED]



2025-09-22

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

RE: Central Peace Regional Water System Collaboration Committee

Dear Joulia,

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

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

Thank you for your continued support of this project.

Sincerely,

Kristen Smith
Committee Chair
Reeve, Saddle Hills County



RMA Member Briefing

Minister of Municipal Affairs Mandate
Letter

October 1, 2025

Overview

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

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

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

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

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

Overall Analysis

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

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

Land use planning and development

Directives

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

Analysis

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

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

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

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

Municipal Finance

Directives

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

Analysis

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

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

Municipal Governance

Directives

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

Analysis

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

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

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

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

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

Municipal Autonomy

Directives

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

Analysis

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

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

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

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

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

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

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

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

Other

Directives

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

Analysis

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

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

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

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

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

Dear Ministers,

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

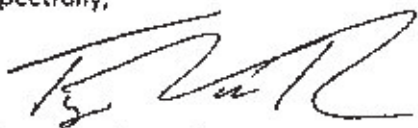
Precipitation and soil moisture levels in the Peace Region have been consistently low to extremely low, with some areas receiving as little as 30% of their average rainfall this growing season. Consequently, crop conditions in the Peace Region are rated at 22% good to excellent compared to the regions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

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

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

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

Respectfully,

A handwritten signature in black ink, appearing to read 'A. van Rootselaar', written in a cursive style.

Anthony van Rootselaar, Reeve



Quote: 291135

09/29/2025

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

Dear Reeve van Rootselaar:

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

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

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

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

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

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

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

Sincerely,



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

Liz Foster
Assistant Deputy Minister
Programs Branch

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