



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133 Council
Agenda for Organizational Council Meeting OM 01.26
8:30 a.m., Thursday, October 29th, 2026

The Organizational 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 Thursday, October 29th, 2026 beginning at 8:30 a.m.

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1. <u>CALL TO ORDER</u>	
2. <u>OATHS OF COUNCIL</u>	
3. <u>ADOPTION OF THE AGENDA FOR ORGANIZATIONAL MEETING OF COUNCIL 2026</u>	
4. <u>ELECTION OF REEVE FOR THE ENSUING YEAR</u>	
5. <u>ELECTION OF DEPUTY REEVE FOR THE ENSUING YEAR</u>	
6. <u>ELECTION OF ACTING REEVE FOR THE ENSUING YEAR</u>	
7. <u>ESTABLISHMENT OF REGULAR MEETING LOCATION, DATES, AND TIMES</u>	
8. <u>APPOINTMENT OF MEMBERS-AT-LARGE AND COUNCILLORS TO BOARDS AND COMMITTEES</u>	

Refer to Boards & Committees Spreadsheet of Descriptions & Membership
See also Council Board & Committee Preference & Nomination Form

A. MEMBERS AT LARGE

i. AGRICULTURAL SERVICES BOARD (ASB): RFD	1
ii. AGRICULTURAL APPEAL BOARD (Soil Conservation Act) (RFD)	2
iii. Central Peace Assessment Review Board (ARB)	
iv. Central Peace Family & Community Support Services (FCSS)	
v. Peace Regional Subdivision & Development Appeal Board (PRSDAB)	

B. INTERNAL COMMITTEES

i. CENTRAL PEACE ASSESSMENT REVIEW BOARD (ARB): <u>CLERK</u> (INTERNAL)	
ii. INTERNAL INVESTMENT, ECONOMIC DEVELOPMENT AND ENGAGEMENT COMMITTEE (IIEDEC)	

- iii. INTERMUNICIPAL COLLABORATION FRAMEWORK COMMITTEE (ICF) – INTERMUNICIPAL MEMBERS
- iv. MUNICIPAL PLANNING COMMISSION (MPC)
- v. MUNICIPAL PLANNING COMMISSION (MPC) - CHAIRMAN
- vi. PEACE REGIONAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD (PR SDAB): CLERK

C. EXTERNAL COMMITTEES

- i. CENTRAL PEACE ATTRACTION & RETENTION COMMITTEE (CPARC)
- ii. CENTRAL PEACE FAMILY AND COMMUNITY SUPPORT SERVICES (FCSS)
- iii. CENTRAL PEACE FIRE AND RESCUE COMMISSION (CPFRC)
- iv. CENTRAL PEACE MEDICAL SERVICES CORPORATION BOARD OF DIRECTORS
- v. CENTRAL PEACE REGIONAL EMERGENCY MANAGEMENT (CPREM)
- vi. CENTRAL PEACE REGIONAL WATER SYSTEM COLLABORATION
- vii. CENTRAL PEACE SEED CLEANING COOP
- viii. G5 COMMITTEE
- ix. GRANDE SPIRIT FOUNDATION
- x. MACKENZIE MUNICIPAL SERVICES AGENCY (MMSA) BOARD OF DIRECTORS
- xi. MIGHTY PEACE WATERSHED ALLIANCE
- xii. NORTHERN ALBERTA ELECTED LEADERS (NAEL)
- xiii. PEACE REGION ECONOMIC DEVELOPMENT ALLIANCE (PREDA)
- xiv. NORTHERN TRANSPORTATION ADVOCACY BUREAU (NTAB) (Sub Committee of PREDA)
- xv. REGIONAL CHILDCARE SOLUTIONS STEERING COMMITTEE (RCSSC)
- xvi. RYCROFT AGRICULTURAL SOCIETY

xvii. SPIRIT RIVER AIRPORT COMMITTEE

xviii. VETERINARY SERVICES INCORPORATED (VSI)

9. DESIGNATION OF FINANCIAL INSTITUTION & SIGNING AUTHORITY 3 - 4

Three Councillors: Reeve/Deputy Reeve/Acting Reeve
Three Administrative Staff: CAO/Assistant CAO/Director of Corporate Services (in the absence of the CAO)

- ATB Financial
- ATB Wealth
- Royal Bank of Canada (RBC)
- Day-to-day Administrative Operations (EDL to draft RFD for this)

3

10. DESIGNATION OF CANADA REVENUE AGENCY (CRA) ACCOUNT ONLINE ACCESS 5
(Internal)

11. SAFETY DEPOSIT BOX AUTHORIZATION 6

Three Councillors: Reeve/Deputy Reeve/Acting Reeve
Three Administrative Staff: CAO/Assistant CAO/Director of Corporate Services (in the absence of the CAO)

12. RFD: APPOINTMENT OF MUNICIPAL AUDITOR 7

13. RFD: APPOINTMENT OF MUNICIPAL ASSESSOR 8

14. ADJOURNMENT



REQUEST FOR DECISION

1

MEETING:	Regular Council Meeting
MEETING DATE:	October 29, 2026
PRESENTED BY:	Simon Amting, Agricultural Fieldman
TITLE:	ASB Member Appointment

Background/Proposal:

A. Vacant ASB Member

ASB 26.10.15.018

Moved by Shelley Rozecki that the Agricultural Service Board recommends to Council that Lori Witts gets appointed to ASB at the next organizational meeting.

CARRIED UNANIMOUSLY

Administrative Recommendations:

That Council appoints Lori Witts as a member of the Agricultural Service Board for the remainder of the 2026/2027 term.

Or

That Council directs administration accordingly.

Simon Amting, Agricultural Fieldman



REQUEST FOR DECISION

2

MEETING:	Regular Council Meeting
MEETING DATE:	October 29, 2026
PRESENTED BY:	Simon Amting, Agricultural Fieldman
TITLE:	2027 Agricultural Appeal Board Committee

Background/Proposal:

A. 2027 Agricultural Appeal Committee

ASB 26.10.15.021

Moved by Shelley Rozecki that the Agricultural Service Board recommends to Council to appoint Jesse Meyer, Aaron Young and Clint Lefley to the Agricultural Appeal Committee for 2027.

CARRIED UNANIMOUSLY

Administrative Recommendations:

That the Council agrees to Nominate Aaron Young, Jesse Meyer and Clint Lefley to the Agricultural Appeal Board for 2027.

Or

That Council directs administration accordingly.

Simon Amting, Agricultural Fieldman



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

OM-01-26
October 28th , 2026
CAO
Designation of Financial Institution & Signing Authorities

Background

To ensure proper management and oversight of the Municipal District's financial accounts, Administration is bringing forward the appointment of financial institutions and a list of authorized signing officers for Council's approval.

This will ensure that authorized individuals are appropriately designated to conduct financial transactions and execute banking documents on behalf of the Municipal District of Spirit River No. 133.

Recommendation

That Council approve the appointment of the following financial institutions and designated signing authorities:

- ATB Financial
- ATB Wealth Management
- Royal Bank of Canada (RBC)

and that the following individuals shall remain as primary signing authorities for all financial accounts & day-to-day Administrative Operations:

- Reeve **XXXX**
- Deputy Reeve **XXXX**
- **Acting Reeve XXXX**
- The Chief Administrative Officer (CAO): **Shirley Hayden**
- Assistant CAO: **Montana Bremont**
- Director of Corporate Services: **Elena De Leon**

Proposed Motion

Moved by Councillor Bzowy that the Alberta Treasury Branch (ATB) be appointed as the primary financial institution for the Municipal District of Spirit River No. 133 for the ensuing year, and further that the official signing authorities for all financial and banking transactions on behalf of the MD require two signatures, consisting of one member of Council and one member of Administration, from the following designated individuals:

- Reeve **NAME**

- *Deputy Reeve NAME*
- *Acting Reeve NAME,*
- *with one of the Administration staff, namely: Chief Administrative Officer Shirley Hayden*
- *Assistant CAO Montana Bremont*
- *Director of Corporate Services, Elena de Leon.*

Further that the aforementioned individuals shall be granted signing authority for the financial accounts of the Municipal District of Spirit River No. 133 held at the Alberta Treasury Branch and the Royal Bank of Canada.



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

OM-01-26
October 28th , 2026
CAO
CRA Access

Background

To ensure proper management and oversight of the Municipal District's Canada Revenue Agency (CRA) accounts, Administration is bringing forward a list of employees requiring authorized access.

Maintaining an approved list of authorized employees will help ensure CRA account access is limited to appropriate personnel based on their assigned responsibilities.

Recommendation

That Council approve the following employees as authorized representatives for the Municipal District of Spirit River No. 133's Canada Revenue Agency accounts:

Name	Current Position
Shirley Hayden	CAO
Elena De Leon	CFO
Montana Bremont	Assistant CAO

Proposed Motion

Moved by Councillor **NAME** that Council approve the list of employees authorized to access and manage the Municipal District of Spirit River No. 133's Canada Revenue Agency accounts, as presented.



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

OM-01-26
October 29th, 2026
CAO
MOTION REGARDING SAFE DEPOSIT
BOX AUTHORIZATION

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

RECOMMENDATION/RESOLUTION

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

- The Reeve
- The Deputy Reeve
- Acting Reeve
- The Chief Administrative Officer (CAO)
- Assistant Chief Administrative Officer
- Director of Corporate Services

Moved by Councillor NAME that authority to access to the Municipal District Safety Deposit Box held at the Alberta Treasury Branch Financial Institution located at 4518 – 50th Street, Spirit River, Alberta be any one of the following elected officials, namely: Reeve NAME, Deputy Reeve NAME, or Acting Reeve NAME, with one of the following Administration staff, namely: Chief Administrative Officer Shirley Hayden, Assistant CAO Montana Bremont, or Director of Corporate Services, Elena de Leon.

Or

That Council direct administration accordingly



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

OM-01-26
October 28th , 2026
CAO
Appointment of Municipal Auditor-2026
Fiscal Year

Background

In accordance with the *Municipal Government Act*, Council is required to appoint an auditor to conduct the annual audit of the Municipal District's financial statements. Administration is bringing forward the formal appointment of the municipal auditor for the 2026 fiscal year to ensure compliance with legislative requirements and continuity in the annual audit process.

Recommendation

That Council appoint **Metrix Group LLP** as the municipal auditor for the Municipal District of Spirit River No. 133 for the 2026 fiscal year. Auditing fees as outlined in the approved engagement agreement and applicable operating budget.

Proposed Motion

Moved by Councillor **NAME** that council appoint **Metrix Group LLP** as the municipal auditor for the Municipal District of Spirit River No. 133 for the 2026 fiscal year.



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

OM-01-26
October 28th , 2026
CAO
Appointment of Municipal Assessor-2027

Background

In accordance with the *Municipal Government Act*, the municipality is required to appoint a designated assessor to carry out municipal assessment responsibilities.

The Municipal District's current assessment services agreement remains in effect until March 31st, 2027. Administration is proceeding with a Request for Proposals (RFP) for assessment services commencing April 1st, 2027.

To ensure continuity of assessment services during this transition, Administration is recommending that the current designated assessor remain appointed until the new service provider and designated assessor are formally approved.

Recommendation

*That Council appoint **Alan Down** of **Northern Sunrise County** as the designated assessor for the Municipal District of Spirit River No. 133 until March 31, 2027, with a new appointment to be brought forward following the assessment services RFP process.*

Proposed Motion

Moved by Councillor **NAME** That Council confirm the appointment of **Alan Down** of **Northern Sunrise County** as the designated assessor for the Municipal District of Spirit River No. 133 until March 31, 2027.