



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133 Council
Agenda for Regular Council Meeting RM.17.26
9:00 a.m., Wednesday, October 14th, 2026

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 Wednesday, October 14th, 2026 beginning at 9:00 a.m.

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17.	<u>CLOSED MEETING (FORMERLY IN-CAMERA)</u> Closed Session as per <i>Municipal Government Act R.S.A. 2000, Section 197 (4)</i> to discuss:	
A.	Intermunicipal Relations (<i>Access to Information Act, Part 1, Division 2, Exceptions to Disclosure ATIA Section 26</i>)	
B.	Third Party Business Interests: (<i>Access to Information Act, Part 1, Division 2, Exceptions to Disclosure ATIA Section 16, Third Party Business Interests</i>)	
C.	Intermunicipal Relations (<i>Access to Information Act, Part 1, Division 2, Exceptions to Disclosure ATIA Section 26</i>)	
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F.	Intermunicipal Relations (<i>Access to Information Act, Part 1, Division 2, Exceptions to Disclosure ATIA Section 26</i>)	
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MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133 Council
Draft Minutes for Regular Council Meeting RM.16.26
9:00 a.m., Wednesday, September 23rd, 2026

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 23rd, 2026 beginning at 9:00 a.m.

In attendance:

Council Members: Deputy Reeve Dean Wark
 Councillor Shelley Rozecki
 Councillor Evelyn Bzowy

Absent: Reeve Tony van Rootselaar (*absent with regrets*)
 Councillor Bernie Schoorlemmer (*absent with regrets*)

Administration: Shirley Hayden, Chief Administrative Officer
 Monty Bremont, Assistant Chief Administrative Officer
 Dave Johnson, Public Works Supervisor
 Elena De Leon, Chief Financial Officer
 Rebecca Fitzsimmons, Recording Secretary

Delegations: Representatives from R360: Grant Rowsell, Site Manager for the Grande Prairie Area, and Jacob Brown, Lead for Spirit River Site
 Representatives from Central Peace Family and Community Support Services (CP FCSS): Chair Rhonda Yurchyshyn, and Coordinator Shelley Loroff

1.

CALL TO ORDER

Deputy Reeve Wark called Regular Council Meeting RM 16-26 to order at 9:05 am on Wednesday, September 23rd, 2026.

2.

AGENDA ADDITIONS

13.D. RFD: Policy Review: PWS.05 Construction of Approaches and Extensions

13.E. Geotechnical Survey (Day Care) (*hand out*)

17.D. Intermunicipal Relations (Access to Information Act, Part 1, Division 2, Exceptions to Disclosure ATIA Section 26)

17.E. Intermunicipal Relations (*Access to Information Act, Part 1, Division 2, Exceptions to Disclosure ATIA Section 26*)

17.F. Third Party Business Interests: (*Access to Information Act, Part 1, Division 2, Exceptions to Disclosure ATIA Section 16, Third Party Business Interests*)

17.G. Third Party Business Interests: (*Access to Information Act, Part 1, Division 2, Exceptions to Disclosure ATIA Section 16, Third Party Business Interests*)

3.

ADOPTION OF THE AGENDA

MOTION 413.09.23.2026

Moved by Councillor Rozecki to adopt the agenda for Regular Council meeting RM 16-26 with the following Addendum items:

13.D. RFD: Policy Review: PWS.05 Construction of Approaches and Extensions

13.E. Geotechnical Survey (Day Care) (*hand out*)

17.D. Intermunicipal Relations (*Access to Information Act, Part 1, Division 2, Exceptions to Disclosure ATIA Section 26*)

17.E. Intermunicipal Relations (*Access to Information Act, Part 1, Division 2, Exceptions to Disclosure ATIA Section 26*)

17.F. Third Party Business Interests: (*Access to Information Act, Part 1, Division 2, Exceptions to Disclosure ATIA Section 16, Third Party Business Interests*)

17.G. Third Party Business Interests: (*Access to Information Act, Part 1, Division 2, Exceptions to Disclosure ATIA Section 16, Third Party Business Interests*)

Carried unanimously.

MOTION 414.09.23.26

Moved by Deputy Reeve Wark that Council accept the delegation presentations by representatives of R360, and Central Peace Family and Community Support Services, for information.

Carried unanimously.

4.

ADOPTION OF PREVIOUS MINUTES

MOTION 415.09.23.26

Moved by Councillor Bzowy that Council approve the minutes for Regular Council meeting RM 14-26 with the following amendment:

Amend Motion 402.09.09.26 to include the additional fee of \$425.00 for enrolment in Elected Officials Education Program courses, to read:

"Moved by Councillor Bzowy that Council be authorized to attend the Rural Municipalities of Alberta (RMA) 2026 Fall Convention held from Monday, November 2nd – Thursday, November 5th, 2026, in Edmonton, Alberta; and further, that basic RMA registration fees of \$820.00 be paid from Registration Fees GL, and per diems and expenses to come from Subsistence and Mileage; and further that Council approve that attendance of any MD Councillor wishing to attend an Elected Officials Education Program (EOEP) course, *for an additional fee of \$425.00 for each EOEP enrolment*".

Carried unanimously.

5.

DECLARATION OF INTEREST

6. **COUNCILLOR ABSENCES**
 Reeve Tony van Rootselaar (*absent with regrets*)
 Councillor Bernie Schoorlemmer (*absent with regrets*)

7. **PUBLIC HEARING**

8. **DELEGATIONS**

- A. The delegation for R360 joined Regular Council meeting RM 16-26 at 9:07 am, and Council heard from delegation representatives Grant Rowsell, Site Manager for the Grande Prairie area, and Jacob Brown, Lead for Spirit River Site.

The R360 delegation left the Regular Council meeting RM 16-26 at 10:17 am.

Deputy Reeve Wark recessed meeting RM 16-26 at 10:17 am and reconvened the meeting at 10:21 am.

- B. The delegation for the Central Peace Family and Community Support Services (CP FCSS) joined Regular Council meeting RM 16-26 at 10:22 am, and Council heard from delegation representatives Rhonda Yurchyshyn, Board Chair, and Shelley Loroff, CP FCSS Coordinator.

The CP FCSS delegation left the Regular Council meeting RM 16-26 at 11:07 am.

9. **BUSINESS ARISING FROM MINUTES**

10. **REPORTS**

- A. **AGRICULTURAL FIELDMAN REPORT**

No Agricultural Fieldman report for RM 16-26.

- B. **PUBLIC WORKS REPORT**

MOTION 416.09.23.26

Moved by Councillor Rozecki that Council accept the Public Works Report RM 16-26 as presented by Public Works Supervisor Dave Johnson.

Carried unanimously.

- C. **FINANCE REPORT**

MOTION 417.09.23.26

Moved by Councillor Rozecki that Council accept the Finance Report RM 16-26 as presented by Chief Financial Officer Elena De Leon.

Carried unanimously.

CFO Elena De Leon left Council Chambers at 11:34 am, and returned at 11:35 am.

D. CAO REPORT

MOTION 418.09.23.26 Moved by Councillor Bzowy that Council accept Chief Administrative Officer (CAO) Report RM 16-26 as presented by CAO Shirley Hayden.
Carried unanimously.

E. COUNCIL REPORTS

MOTION 419.09.23.26 Moved by Councillor Rozecki that Council accept the Central Peace Family and Community Support Services (CP FCSS) report as presented by Councillor Bzowy.
Carried unanimously.

Deputy Reeve Wark recessed meeting RM 16-26 at 11:55 am and reconvened the meeting at 12:38 pm.

11. TABLED ITEMS AND OLD BUSINESS

A. Promotional Video Final Edit Review

12. RECOMMENDATIONS FROM COMMITTEES

13. NEW BUSINESS

A. MOTION 420.09.23.26 Moved by Councillor Rozecki that Council support the Town of Spirit River's application for the Alberta Community Partnership (ACP) Intermunicipal Collaboration (IC) component grant as lead applicant to develop a comprehensive Spirit River Regional Airport and Transportation Master Plan and commit a partner contribution of \$8,333.50 toward the total project costs.
Carried unanimously.

MOTION 421.09.23.26 Moved by Councillor Bzowy that Council support the Town of Spirit River's application for the Alberta Community Partnership (ACP) Mediation and Cooperative Processes (MCP) component grant as lead applicant to fund consultant services for a comprehensive Fire Services Master Plan for the Central Peace Fire and Rescue Commission (CPFRC) and commit a partner contribution of \$3,333.33 toward the total project costs, contingent on the participation of Municipal District of Spirit River, Town of Spirit River, and Village of Rycroft.
Carried unanimously.

- B. MOTION 422.09.23.26 Moved by Deputy Reeve Wark that Council accept LaPrairie Group's proposal of \$68,405.60 to complete the Alberta Traffic Safety Fund (ATSF) Speed Indicator Sign project, with funds drawn from municipal reserves and partner contributions invoiced upon project completion.

Carried unanimously.

- C. MOTION 423.09.23.26 Moved by Councillor Bzowy that 13.C., *Review and Adoption of Privacy Management Program Policy PMP.01*, be tabled to the next Regular Council meeting RM 17-26, on October 14th, 2026.

Carried unanimously.

Deputy Reeve Wark recessed meeting RM 16-26 at 1:12 pm and reconvened the meeting at 1:17 pm.

- D. MOTION 424.09.23.26 Moved by Councillor Rozecki that Council table Construction of Approaches and Extensions Policy PWS.05 to the next Regular Council meeting RM 17-26, on October 14th, 2026.

Carried unanimously.

- E. MOTION 425.09.23.26 Moved by Councillor Bzowy that Council accept Parkland GEO Ltd.'s proposal for geotechnical services at the proposed daycare site in the amount of \$11,400.00, to come from Reserves.

Carried unanimously.

CAO Shirley Hayden left Council Chambers at 1:33 pm, and returned at 1:34 pm.

Public Works Supervisor Dave Johnson left Council Chambers at 1:36 pm, and returned at 1:37 pm.

14. BYLAWS

15. CORRESPONDENCE AND INFORMATION

- MOTION 426.09.23.26 Moved by Councillor Rozecki that Council accept RM 16-26 Correspondence and Information Items A through D for information.

Carried unanimously.

16. COUNCIL ISSUES AND CONCERNS

Council conducted a discussion regarding Range Road 54 concerns. Discussion only.

17.

CLOSED MEETING (FORMERLY IN-CAMERA)

MOTION 427.09.23.26

Moved by Councillor Rozecki that Council move to closed meeting as per *Municipal Government Act R.S.A. 2000, Section 197 (4)* at 1:42 pm, for the purpose of discussing:

Intermunicipal Relations (*Access to Information Act, Part 1, Division 2, Exceptions to Disclosure ATIA Section 26*)

Advice from Officials: (*Access to Information Act, Part 1, Division 2, Exceptions to Disclosure ATIA Section 24, Advice from Officials*)

Labour (*Access to Information Act, Part 1, Division 2, Exceptions to Disclosure, ATIA, Section 19*).

Intermunicipal Relations (*Access to Information Act, Part 1, Division 2, Exceptions to Disclosure ATIA Section 26*)

Third Party Business Interests: (*Access to Information Act, Part 1, Division 2, Exceptions to Disclosure ATIA Section 16, Third Party Business Interests*)

Third Party Business Interests: (*Access to Information Act, Part 1, Division 2, Exceptions to Disclosure ATIA Section 16, Third Party Business Interests*)

Third Party Business Interests: (*Access to Information Act, Part 1, Division 2, Exceptions to Disclosure ATIA Section 16, Third Party Business Interests*)

Carried unanimously.

Closed Session of Regular Council Meeting RM 16-26 began at 1:42 pm. CAO Hayden, Assistant CAO Bremont, Public Works Supervisor Johnson, and Recording Secretary Fitzsimmons remained in attendance. There were no members of the public in attendance.

MOTION 428.09.23.26

Moved by Deputy Reeve Wark that Council come out of closed session at 4:15 pm.

Carried unanimously.

Regular Council Meeting RM 16-26 resumed in open session at 4:15 pm.

MOTION 429.09.23.26

Moved by Deputy Reeve Wark that Council accept the Bieg-a-Hoe Backhoe Service Ltd. proposal to remediate the weeping tile at the Administration office in the fall of 2026, to a maximum of \$135,000 to come from Reserves, and direct Administration to engage the service provider to begin the remediation beginning on Monday, September 28th, 2026.

Carried unanimously.

- MOTION 430.09.23.26** Moved by Councillor Rozecki that Council direct Administration to work with the Communications Liaison to publish the Community Policing Priorities survey results in the newsletter, on the website, and on social media.
Carried unanimously.
- MOTION 431.09.23.26** Moved by Councillor Rozecki that Council approve the wage grid as presented by the Finance Department.
Carried unanimously.
- MOTION 432.09.23.26** Moved by Councillor Bzowy that Council direct Administration to accept for information, and schedule a meeting as discussed.
Carried unanimously.
- MOTION 433.09.23.26** Moved by Councillor Rozecki that Council select November 19th, 2026, as the Protection of Privacy and Access to Information Elected Officials Training date, and approve half-day training for Council, half-day training for Public Works and Agricultural Staff, and full-day training for Administrative and Corporate Services Staff.

And further that Council approves a one-time payment to Service Provider Cenera Inc., for Service Phases 1., 2., and 3., as presented in the proposal, to come from Reserves.
Carried unanimously.
- MOTION 434.09.23.26** Moved by Councillor Bzowy that Council direct Administration to issue a 25% payment of the updated invoice dated 2026/09/17 (September 17th, 2026) for the '[Up]grade Crossing Rehab at CN Mile 2.6 Grande Prairie Subdivision' (25% of 84,920.73) = 21,230.26, to come from Reserves and further, to send a letter to CN Rail to collaborate on economic development opportunities within the Dunvegan industrial corridor.
Carried unanimously.
- MOTION 435.03.23.26** Moved by Deputy Reeve Wark that Council authorize Administration to enter into an agreement as presented.
Carried unanimously.

18.

ADJOURNMENT

Deputy Reeve Wark adjourned Regular Council Meeting RM 16-26 at 4:21 pm.

These minutes approved this _____ day of _____, 2026.

Reeve

Tony Van Roostelaar

Deputy Reeve

Dean Wark

Chief Administrative Officer (CAO)

Shirley Hayden

MD OF SPIRIT RIVER**AGRICULTURAL FIELDMAN REPORT****DATE:** September 30th, 2026**SUBMITTED BY:** Agricultural Fieldman, Simon Amting**ANNUAL OPERATING PROGRAMS, PROJECTS AND ACTIVITIES:**

<i>Program/Activity/Project</i>	<i>Timeline</i>	<i>Comments</i>
PRAAAF Update & Outreach/ Extension		Next ASB Meeting – Thursday October 15th PCBFA/ Sarda, Fieldman Zoom Meeting October 6th Regional ASB Conference Oct 28th – Tangent, ASB Chairs meeting afterwards IST Training Nov 30th to Dec 3rd ASB Provincial Conference Jan 20 to 23rd
Roadside Mowing	Completed	100% of the MD received a shoulder cut, then 30% received a full cut. Mowers are put away for the winter.
General		
Weed Management & Pest Management	Ongoing	Entire MD was inspected by July 1st then seasonals began re inspecting, Weed inspecting is finished for the season. Approx 110kms of right of way was sprayed along with 4 MD sites. 19 Canola Surveys and 3 Wheat head surveys were completed in August. Grasshopper Survey completed in August Beaver Trapping will start in October at Nardam, RR62 and TWP 784.

Cemeteries	Completed	Cemetery maintenance has been completed for the season
Nardam Campsite	Completed	Nardam was closed on October 1st, and has been winterized for the season. Nardam had a total revenue of \$14,900 for this season. Nardam's Revenue previous years – 2025 - \$22,00. 2024 - \$28,000. 2023 - \$17,800.
Seasonal Staff	Completed	All the seasonals have been relieved of their duties or have started working for Public works.



**PUBLIC WORKS DEPARTMENT
DIRECTOR'S REPORT
DATE: October 14th, 2026**

11

Administrative

- Removed all trees in Admin yard;
- Stripped topsoil, removed tower from north end of building;
- Hydrovaced around building for weeping tile replacement;
- Removed A/C unit;
- Replaced all weeping tile;
- Washed Admin building;
- Contractor was a great company to work with and have done a great job!
- Have started building road entrance to back of Admin yard at north end of Admin building;
- Furnace has been replaced at Admin building;
- Working on the rebuild of the basement;
- Cupboards are measured and being replaced;

Grading

- Blading of roads ongoing;

Plowing

Gravel

- Main gravel program has been completed;
- Weather permitting, may be able to complete additional kilometres;

Culvert Installation/Repair

- Last of culverts have been replaced;
- Starting to clean some ditches;

Washouts

Brushing

Signage

Bridge Files

Nardam

Public Works Shop

Equipment

Training

Ratepayer Comments

Miscellaneous

The Finance Department continues to focus on financial reporting, taxation, audit preparation, and ongoing policy reviews. The following updates are provided for Council's information.

Quarterly Financial Reporting & GST

- The Third Quarter (Q3) financial results are currently being prepared and will be presented to Council at the next regular meeting.
- The Q3 GST Return will be completed and submitted before the October 31 deadline.

Financial Policy Review

- Administration continues to review and update existing financial policies to ensure they reflect current municipal practices, provide clear administrative guidelines, and align with applicable legislation.
- This review includes policies related to procurement, credit cards, tangible capital assets, investments, and financial reserves.
- Updated policies will be brought forward to Council for consideration as they are completed.

Grader Sale Proceeds

- The Municipality has received payment from Weaver Auctions for the sale of the graders, totaling approximately \$300,000, as anticipated.

Property Tax Update

- The next property tax penalty batch is scheduled to be applied on October 15th to applicable outstanding balances.
- Administration will provide Council with an updated summary of outstanding property tax balances at the next regular meeting.

Audit Planning

- An initial meeting has been held with the Municipality's new auditor to discuss upcoming audit requirements and timelines.
- The interim audit is tentatively scheduled for December 9–11, 2026, with the annual audit planned for the week of March 15, 2027.
- These timelines are intended to provide sufficient time for audit completion, review of financial statements, and submission within the deadlines established under the Municipal Government Act.

Assessment Services Update

- Administration continues to explore options for future assessment services.

- Compass Assessment has confirmed that they are unable to provide assessment services to the Municipality.
- Communication has also been initiated with the County of Grande Prairie; however, no response has been received to date.
- Administration will continue reviewing available options and provide further updates as information becomes available.

General Reminder to council:

Please remember that council timesheets and expenses are due by the 25th of each month.

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Birch Hills RCMP Open House with "K" Division

Birch Hills County recently hosted a community open house and town hall featuring representatives from RCMP "K" Division (Alberta Headquarters in Edmonton) alongside local detachment leadership. "K" Division is the official designation for the Royal Canadian Mounted Police (RCMP) in Alberta.

The RCMP assigns a letter to each provincial or operational command (for example, "E" Division is British Columbia, "D" Division is Manitoba, and "V" Division is Nunavut). "K" Division is responsible for providing federal, provincial, and contract municipal policing across Alberta. Provides front-line policing services to all rural areas, unincorporated communities, and municipalities that contract the RCMP for local policing, as well as First Nations communities across Alberta. It also enforces federal statutes (such as organized crime, national security, and border enforcement) across the entire province. Operates over 100 detachments throughout Alberta, grouped into administrative districts (such as Western Alberta District, which covers the Peace Country including Grande Prairie and surrounding MDs/Counties). They are commanded by an RCMP Assistant Commissioner or Deputy Commissioner who serves as the Commanding Officer of the "K" Division.

The meeting served as a forum to discuss rural crime trends, proactive policing strategies, and collaborative community-based prevention initiatives.

Justice System Failures & Public Perception

- **Bail & Prolific Offenders:** Structural judicial bottlenecks and lax bail conditions allow a small core of repeat offenders to quickly return to communities, driving the majority of rural property crime and negating local enforcement.
- **Declining Public Trust:** Misdirected public frustration over court-ordered releases and sentencing policies is impacting front-line officers, worsening challenges with recruitment, retention, and officer safety.
- **Council Delegation:** "K" Division command proposed sending a formal delegation to a future Council meeting to present local crime data, discuss response times, and address municipal policing strategies.

Key Community Safety Models & Action Items

- **WhatsApp Community Networks:** Moderated resident communication groups offer real-time awareness and help bridge rural response gaps. However,

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residents must still report all incidents directly to the RCMP (via 9-1-1 or online) for formal tracking and avoid vigilante action.

- Dual-Liaison Model: Assigning two dedicated RCMP officers to the local Crime Watch / Prevention Committee Board ensures consistent meeting attendance during shift rotations while improving two-way intelligence sharing and community trust.
- Next Steps: Support local WhatsApp watch groups, formalize the Crime Watch structure with two assigned RCMP liaisons, and educate the public on the necessity of official incident reporting to ensure accurate resource allocation.

Operations, Policy & Administration

	Key Updates
Facilities & Infrastructure	Finalizing plans with a Spruce Grove HVAC contractor to install two high-efficiency commercial basement furnaces in the Main Administration Building prior to winter.
Policy & Bylaw Review	Research is complete for a consolidated Snow Clearing Policy draft; currently revising the Approach Policy for residential/agricultural applications and culverts. Rebecca has been finalizing the POPA policy, thank Rebecca for working so diligently through this process.
Intergovernmental Affairs	Coordinating delegation requests for the RMA Fall Convention focused on infrastructure funding and emergency services. Awaiting responses from 8 provincial ministers' offices.
Finance & HR Management	Working with Taxservice property tax arrears under the <i>Municipal Government Act</i> ; actively addressing internal staffing workflows, performance reviews taking place the next 6-8 weeks, and conflict resolution.
Job Description Review	Reviewing and updating all internal job descriptions to align with current operational duties, safety standards, recruitment needs, and compensation benchmarking.
Professional Development	The CAO is attending in person leadership and supervisory coursework at Northwestern Polytechnic (NWP) to support internal HR initiatives and capacity

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	Key Updates
	building. Classes are Tuesday until late December, staff has been advised CAO is available by cell and can check in with me throughout the day.
Catalis – Payroll	Staff completed in person training covering the core features of the new platform. Areas addressed Clocking shifts, logging project-specific hours, and submitting time off directly through the secure portal. Employee will have access to view digital pay stubs, tax forms (T4s), and real-time leave balances without manual HR assistance. Multi-factor authentication setup to protect employee data and municipal financial records. This system will be fully implemented by January 1st, 2026. Thank you to Elena for all her hard work in transitioning to the new procedure.
ACP Grants	Working with CAO for the ToSR on ACP grants; CPFR – Development of Fire Services Masterplan, Intermunicipal Development Plan and potential Spirit River Regional Airport grant. MMSA Board meeting. Grant applications have been submitted, forwarded correspondence to ToSR CAO.
Meetings Delegations & Conferences	Max Fritz - October 14th @ Noon RMA conference, Edmonton, November 1st – 4th EOEP courses – RMA November 2nd Alberta Transportation: Danny Jung has confirmed an in-person delegation with our council December 9th CPREM Meeting- Brownlee – November 12th (TBD)



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CENTRAL PEACE REGIONAL WATER SUPPLY SYSTEM PHASES 1, 2, and 3

PROJECT OVERVIEW

October 07, 2026

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

1. **Steel Pipe Contract for Peace River Valley Hill (Phase 1 & 2 Contract 2):** *The General Contractor for the Contract 2 work is Option Excavating Inc. 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 and 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. 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. Work remaining for the Contract 2 project includes the final installation of the pig launching/receiving concrete vault at the bottom of the hill on the steel pipe portion of the pipeline. The vault at the top of the hill was installed in April 2026. Re-mobilization of equipment to site for the vault installations occurred in February 2026. The concrete valve chamber vaults with long delivery dates were delivered to site on March 10, 2026. Installation of the pig launch/receiving vault at the top of the Valley hill together with the corresponding pipe connections were completed in April before the crew moved to the Dunvegan location to install the vault and balance of piping at the bottom of the Valley hill. The vault at the bottom of the hill was confirmed to be undersized to accommodate the higher-pressure valves so a larger vault has been ordered with delivery scheduled for October 2026. Coordination between the Contract 1 Contractor, Greenfield Construction, and the Contract 2 Contractor, Option Excavating, must be executed for sharing of the work area at the Dunvegan site during the lower vault installations. Option Excavating returned to site in June 2026 to temporarily move some of their materials to provide more working area for Greenfield Construction and to de-mobilize some of their equipment until their return to site later in the 2026 summer season. Option Excavating shall commence installation of the bottom concrete valve chamber vault and the final sections of steel piping that connect into the vault structure following their autumn 2026 re-mobilization to site. The final pipe installations shall be followed by pipe flushing and leakage testing. The updated schedule for re-mobilizing to site is mid-October 2026. Final site restoration around the concrete vault locations will follow the installation work with completion anticipated in late November 2026.*

2. River Intake and Raw Water Transfer Station (Phase 1 & 2 Contract 1): Greenfield Construction mobilized 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 was completed in September 2025 and the access roadways were constructed including the access down to the River's edge for the temporary trestle bridge and river structures construction. A 275 Ton crane with 170 foot boom was utilized on the River for the assembly and disassembly of the temporary trestle bridge that provides access to the river intake structure. Construction of the trestle bridge was started in mid-October 2025 and was completed in November 2025. The decision was then made by the Contractor in November to cease further works on the water to avoid the risk of getting caught by the upcoming freezing of the River. Disassembly was completed of the trestle bridge deck platform in December 2025 to protect the structure from the impending high water ice forces of the freeze up and spring thaw ice floes. The driven pile supports for the trestle bridge were left in place for the winter. Re-assembly of the trestle bridge deck was completed following the spring melt in June 2026. Installation of the temporary sheet pile cofferdam isolation system for the river intake structure proceeded in July 2026. Work occurring from the trestle bridge deck was temporarily halted at various times during the month due to the fluctuating high river levels from the heavy rains that recurred throughout the entire month of July 2026. Work on the trestle bridge was performed during the intervals when the river level receded to safe levels. Installation of the sheet pile cofferdam to isolate the proposed river intake structure was completed in August 2026. The excavation within the cofferdam was completed in September 2026 in preparation for the river intake structure construction, however dewatering is persistent with infiltration of river water into the cofferdam. A second 275 Ton crane is being utilized at the Raw Water Transfer Station wet well location. Excavation of the 28 m deep wet well within the secant pile wall shoring system was completed on October 27, 2025. Boring of the 42 inch diameter steel casing for the intake pipes was commenced on October 31, 2025 and was completed in November 2025. Following their return to site from Christmas break to resume construction for the 2026 season, the initial work completed was the installation of the river intake piping (3 individual pipes) within the previously installed 42 inch steel casing. The pipe sections were welded and then pushed into the casing under the river bottom. Weld connections were radiographically inspected. Following installation of the river intake piping the Contractor completed grout fill installation in the 42 inch steel casing in April 2026 to fill the spaces between the 3 river intake pipes and the casing. As the subsequent excavation within the River cofferdam was completed in September 2026, the end of the previously installed 42 inch steel casing was exposed and the 3 River intake pipes that were installed within the casing were extended with welded extensions to their final positions within the proposed concrete River intake structure. The 24 inch diameter steel pile foundations (4 total piles) for the River intake structure were driven into the River bottom. Installation of the reinforcing steel for the concrete scouring pad base for the River intake structure was commenced with anticipated concrete pour of the scouring pad scheduled for October 09, 2026. The Contractor completed machine grinding of the interior concrete surfaces of the secant pile wall prior to construction of the concrete wet well tank structure within the perimeter of the secant pile wall shoring system. Perimeter drainage panel material was installed between the secant pile wall and the concrete wet well interior structure. Following installation of the reinforcing steel for the wet well base slab, the concrete pour for the base slab occurred in June. Construction of the wet well concrete walls then followed the base slab with the first section of the wall at the bottom of the wet well poured in July 2026. A temporary working platform was suspended into the wet well to facilitate the concrete wall construction in 3 m vertical segments. The fifth vertical segment of the wet well wall is scheduled to be poured on October 08, 2026. Photos of the Phase 1 & 2 Contract 1 construction are attached. Construction completion remains scheduled for autumn 2027.

3. **HOPE Raw Water Transfer Piping Contracts (Phase 1 & 2 Contracts 3+):** The contracts for the balance of the raw water transfer pipeline that extends from the top of the river valley, south to the new Central Peace Regional Water Treatment Plant site 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. The design of the piping was re-started in April 2026 and is being finalized in anticipation of pending approval of funding, to prepare for tendering of the contract(s) in 2026 for construction.

4. **Electrical Service to the Pumping Station:** *The route for servicing of the Raw Water Transfer Station facility is from the Village of Rycroft which is the nearest connection point for the required three-phase power supply. The servicing proposal from ATCO was 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 with ATCO, Saddle Hills County, and MPE Engineering was held on October 17, 2025. ATCO has now commenced construction of their powerline route to the Dunvegan project site. Regular monthly meetings are scheduled with ATCO to coordinate the work. The tentative schedule for provision of power service to the Dunvegan location is November 2026.*

5. **Water Treatment Plant Site Raw Water Reservoirs (Phase 3 Contract 1A):** *Award of the Contract by Saddle Hills County occurred in early March 2026 to the low bidder, Northern Road Builders, who then initially mobilized to the project site in late March 2026 with a limited contingent of heavy equipment to construct a temporary dugout to capture spring runoff water. Following completion of the temporary dugout excavation, the Contractor then de-mobilized from the project site to allow for the spring melt and runoff. The Contractor re-mobilized to site in mid May 2026 to commence construction of the raw water reservoirs. Topsoil stripping of the site was completed by late May 2026 and excavation of the reservoir cells and construction of the reservoir cells is continuing. Berm embankments for the reservoir cells were completed to their full height in late August 2026 and earthwork construction was shifted to excavation and construction of the clay floor liner for the reservoir cells. The clay floor liner work is anticipated to be completed in October 2026. The Contractor also commenced installation of the underground piping for the Reservoir Cells in June 2026. Additional underground piping work that was added to the contract is also being completed. Photos of the Phase 3 Contract 1A construction are attached. Construction completion of the base Contract 1A work is scheduled for October 2026 with the additional underground piping work anticipated to be completed by November 2026. Placing and spreading of topsoil on the exterior berm slopes is scheduled to be completed in November 2026.*

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. Saddle Hills County then had a meeting with the Provincial Minister on November 03, 2025 to review the upcoming grant requirements for the overall Central Peace Regional Water Supply System project. Updates to the previous grant applications were completed by the County and forwarded to the Province in November 2025. The County's most recent meeting with the Province to review grant funding direction took place on August 06, 2026. 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. A follow up tour of the project sites by the Grant Funding Administrators occurred most recently on October 07, 2026.

NEXT STEPS

7. Continue with the construction for Phase 1 & 2 Contract 2, continue with construction for Phase 1 & 2 Contract 1, finalize the detailed design of the revised plan and profile drawings for the pipeline (Phase 1 & 2 Contract 3+), continue with construction for Phase 3 Contract 1A, proceed with additional work items at the raw water reservoir site, continue with regulatory approvals for final construction details, coordination with ATCO for power service to the Raw Water Transfer Station, assist the County to obtain Provincial support for the balance of grant funding for project ultimate completion.

Haj Oshiki, P.Eng.

Attachments:

1. Phase 1 & 2 Contract 1 Construction Photos (12 total photos)
2. Phase 3 Contract 1A Construction Photos (4 total photos)

1. Phase 1 & 2 Contract 1 River Intake and Raw Water Transfer Station – County Operators Site Visit at River Intake Cofferdam



2. Excavation Within Cofferdam to Expose End of Steel Casing Previously Augered Below River Bottom in December 2025



3. Exposed End of 42 Inch Diameter Steel Casing Within Cofferdam



4. Steel Casing End Cut to Expose (3) River Intake Pipes That Were Installed Within the Casing



5. Welding of Final Extensions to the Three River Intake Pipes



6. Commence Reinforcing Steel Installation for River Intake Structure Scour Pad Concrete Base



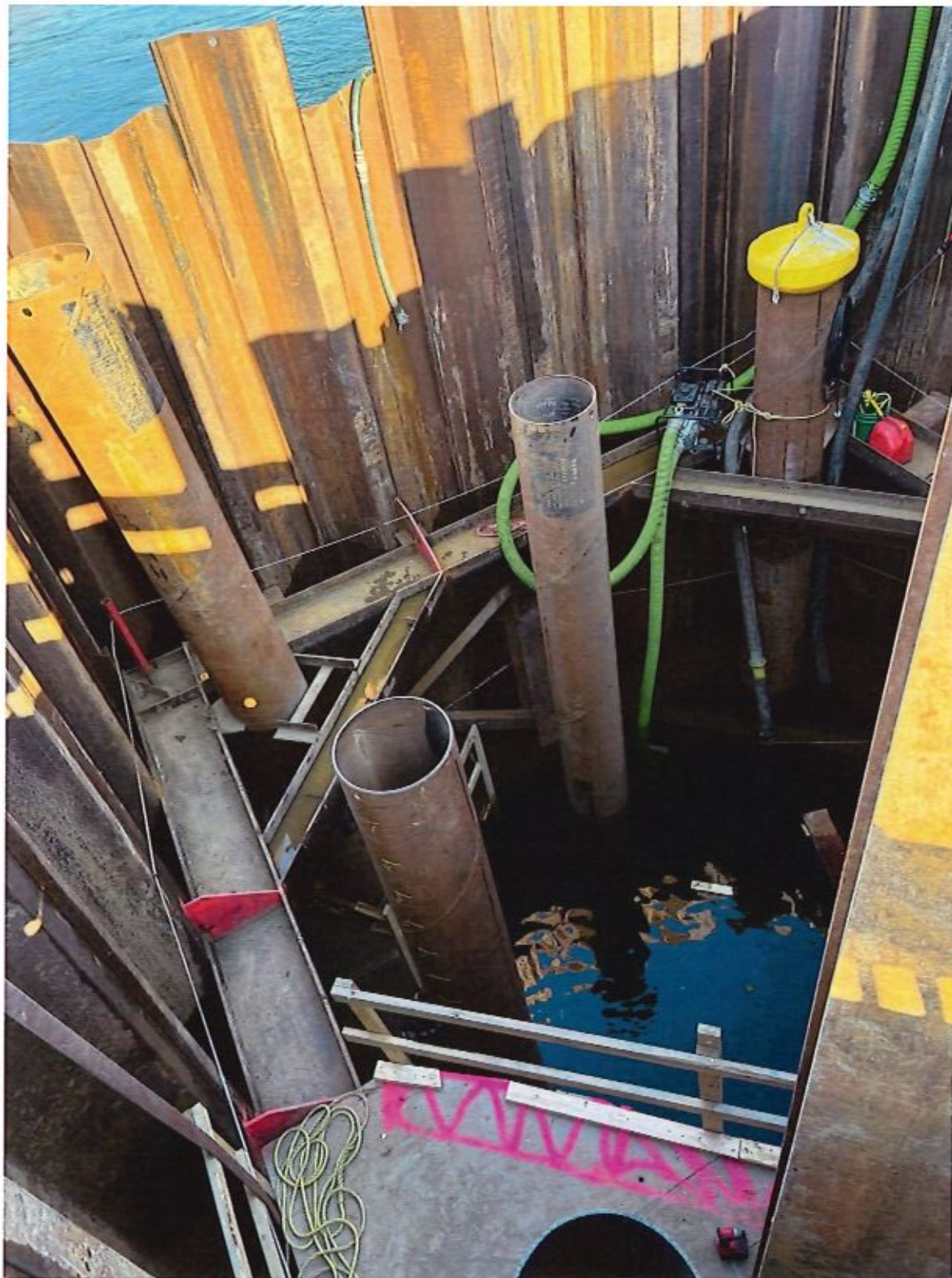
7. Pile Driving Rig for River Intake Structure Pile Foundation



8. River Intake Structure Pile Driving



9. River Intake Structure 24 Inch Diameter Driven Piles for Foundation



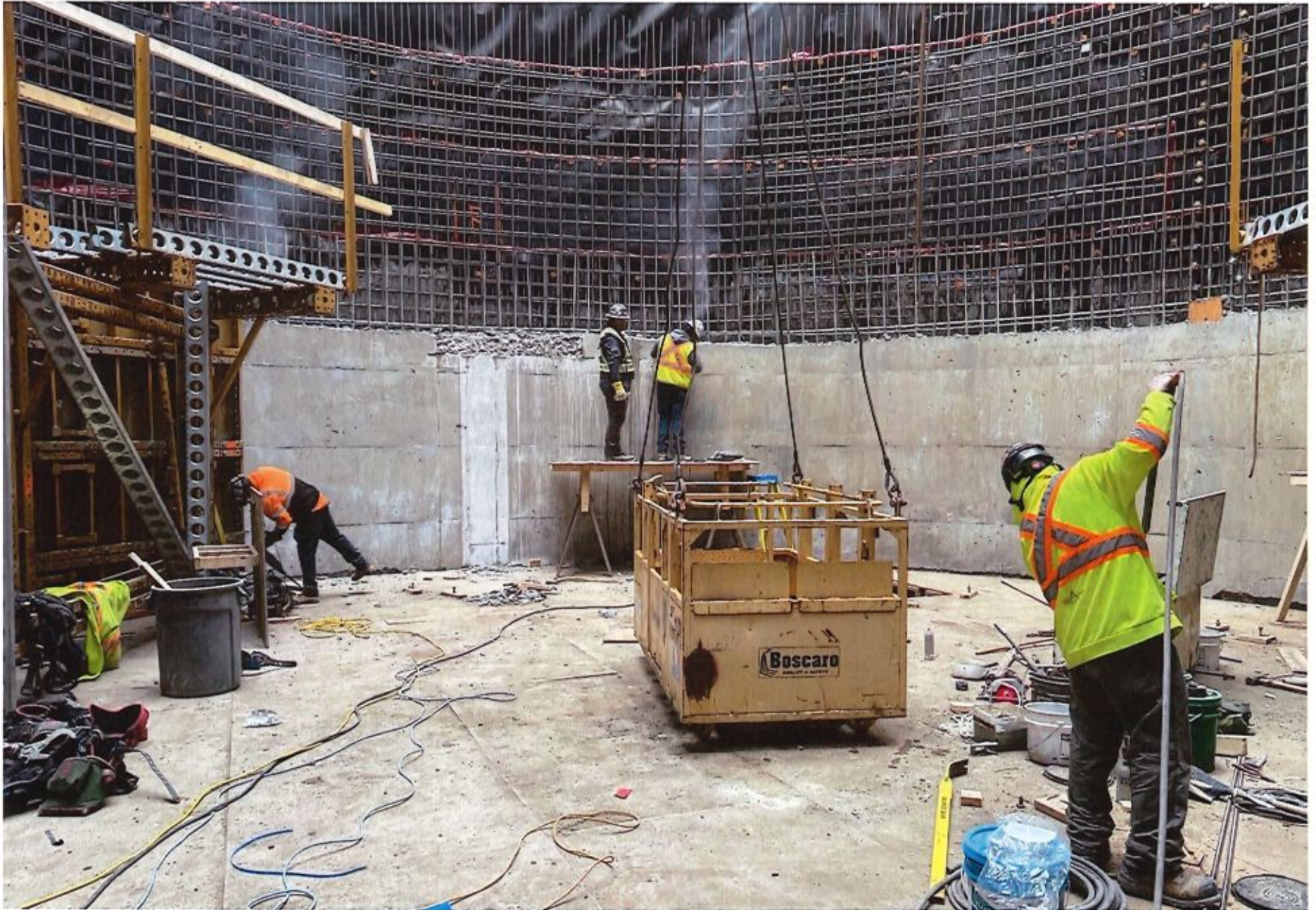
10. Concrete Pour for Raw Water Transfer Station Wet Well



11. Concrete for Raw Water Transfer Station Wet Well Wall



12. Stripping of Formwork for Wet Well Concrete Wall



13. Phase 3 Contract 1A Raw Water Reservoirs – View Looking Southwest



14. Raw Water Reservoir Cell Floor Clay Liner Excavation



15. Reservoir Cell Clay Liner Construction



16. Reservoir Fill Piping Installation





MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

RM 17-26
October 14th, 2026
Shirley Hayden, CAO
MD of Spirit River No.133
UPDATED LOGO DESIGN SAMPLES

BACKGROUND/PROPOSAL

Administration is in the process of working with a Logo Designer to upgrade the Municipal District of Spirit River No.133 Logo design.

Attached are design samples the designer has provided for the MD logo.

RECOMMENDATION/RESOLUTION

That Council provide feedback on the updated MD logo design samples to be taken into consideration when selecting the design.

Or

That Council direct Administration accordingly.



IMPACT PRINT & PROMO

Ph: 587.803.3412
sales@impactprintpromo.com

12615 100 St, Grande Prairie, AB T8V 4H2
www.impactprintpromo.com

DATE: September 3 2026

COMPANY: MD of Spirit River

MATERIAL: Logo design

PROOF NO.: 03

Option 1
exact copy



Old colours



New Deeper colours

FILE LOCATION: P:\DATA\MMD of Spirit River\Logo design

PLEASE CHECK OVER PROOF CAREFULLY FOR ERRORS OR OMISSIONS.

FOLLOW US

- Please confirm your approval by emailing sales@impactprintpromo.com or signing and submitting this form.
- Your are signing off on the design, layout and dimensions as supplied, and such Impact Print & Promo is not responsible for any changes made after the proof has met your approval.
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- Our hourly rate for graphic design is \$90.00/hr.

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IMPACT PRINT & PROMO

Ph: 587.803.3412

sales@impactprintpromo.com

12615 100 St, Grande Prairie, AB T8V 4H2

www.impactprintpromo.com

DATE: September 3 2026

COMPANY: MD of Spirit River

MATERIAL: Logo design

PROOF NO.: 03

Option 2

Graphic designer's edits for authenticity, changed some of the common tells of AI design such as particular font usage and certain design motifs.



New Deeper colours

FILE LOCATION: P:\DATA\MMD of Spirit River\Logo design

PLEASE CHECK OVER PROOF CAREFULLY FOR ERRORS OR OMISSIONS.

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MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

RM-17-26
October 14th, 2026
CAO
Policy Establishment – Policy ADM.78
Comprisal and Tenure of Municipal
District Members-at-Large: Family and
Community Support Services (FCSS)

BACKGROUND/PROPOSAL

Previously representation on the Central Peace Family and Community Support Services (CP FCSS) Board—including elected official appointments, member-at-large recruitment, and general board governance—, where the MD of Spirit River acted as the Unit Authority, and consequently established and regulated the participation in CP FCSS through municipal bylaw.

Following the transition of the CP FCSS Unit Authority away from the MD, the former governing bylaw was officially rescinded. While operational responsibility has transitioned, the municipality requires a formal mechanism to establish and maintain structured representation (Elected Officials and Members-at-Large) on the CP FCSS Board.

Moving governance rules from a bylaw into a Council Policy Establishing Policy ADM.78 Comprisal and Tenure of Municipal District Members-at-Large: Family and Community Support Services (FCSS) clearly defines municipal participation.

1. **Governance & Legal Compliance:** A Council Policy establishes a clear, enforceable framework for appointing Council members and recruiting public Members-at-Large to ensure continuous community alignment and compliance with provincial FCSS grant requirements.
2. **Core Elements Covered in Draft Policy:**
 - **Council Representation:** Defines the number of elected officials appointed annually at the Organizational Meeting (e.g., 1 plus an alternate).
 - **Member-at-Large Representation:** Outlines residence criteria, term lengths (staggered 2-year term), and public advertising/appointment procedures.
 - **Roles & Responsibilities:** Clarifies voting rights, attendance requirements, conflict of interest protocols, and reporting back to Council.

RECOMMENDATION/RESOLUTION

That Council approve Policy ADM.78 Comprisal and Tenure of Municipal District Members-at-Large: Family and Community Support Services, as presented.

Or that Council direct Administration accordingly.



**MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133
Comprisal and Tenure of Municipal
District (MD) Members-at-Large:
Central Peace Family and Community
Support Services (CP FCSS)**

**Function/Department:
Policy No.**

**ADMINISTRATION
ADM.78**

41

Status:

Draft

Approval Date:

?October 14th, 2026?

Current Resolution No:

Motion ###.##.##.##

Original Adoption Date:

?October 14th, 2026?

Action:

**Replaces FCSS Bylaw 01-2005,
02-2005**

Policy Statement:

The appointment and duties of the appointed members of Council and the public by the Municipal District of Spirit River (MD) to the Central Peace Family and Community Support Services (CP FCSS) Board shall be in accordance with the FCSS Act, the Central Peace FCSS Unit Authority, and the Central Peace FCSS Board.

Appointment of Council and Members-at-Large to the Central Peace FCSS Board:

The MD, as one of the three municipalities participating in the Central Peace FCSS program, shall annually appoint or re-appoint:

One (1) Council Representative, one (1) Alternate Member

Two (2) Members-at-large

Term and Tenure of Central Peace FCSS Board Membership:

Council Representative and Alternate: One (1) year

Where a member of Council is appointed as a member of the Family and Community Support Services Board, his appointment shall terminate upon his ceasing to be a member of the Council.

Members-at-Large shall serve for a term of two (2) years, subject to the staggering provisions established herein:

To establish a staggered rotation schedule, the initial term structure shall commence at the annual Organizational Meeting as follows:

- **Existing Member-at-Large:** The incumbent Member-at-Large shall be reappointed for a transitional term of one (1) year.
- **New Member-at-Large:** The newly appointed Member-at-Large shall be appointed for a standard term of two (2) years.

Following the expiration of the initial transitional terms as outlined, all subsequent appointments and reappointments to Member-at-Large positions shall be for a standard duration of two (2) years.



Simultaneous Term Expirations and Preservation of Staggering

In the event that both Member-at-Large positions become vacant, terminate, or conclude simultaneously—whether due to unexpected resignations, failure to appoint, or administrative oversight—the staggering schedule shall be restored at the next Organizational Meeting or point of appointment as follows:

- Determining Term Lengths: One Member-at-Large position shall be designated for the standard two (2) year term and the other Member-at-Large position shall be designated for a [select one: one (1) year or three (3) year] transitional term;
- Assignment Mechanism: The determination of which position receives the one (1) year term versus the two (2) year term shall be decided by [select one: mutual agreement between the appointees / a random draw / vote of the Board / length of prior service].
- Return to Standard Terms: Upon the conclusion of the one (1) year transitional term created under this provision, all subsequent appointments for that position shall revert to standard two (2) year terms.

Reappointment of the Members-at-Large for further terms may be made at the discretion of Council. Council shall direct Administration to confirm reappointment with Members.

A Member-at-Large shall serve a term no longer than 6 consecutive years, after which a one-year break will be recommended before returning for a further maximum six-year term.

Board members shall be residents of the Municipal District of Spirit River No. 133 and each appointee shall only remain on the Board such time as she/he continues to be a resident.

No person who is an employee of the M.D. of Spirit River No. 133 shall be appointed to the Central Peace FCSS Board.

Any vacancies caused by the death, retirement or resignation of a member may be filled by resolution of Council.

Council may remove a member from the Central Peace FCSS Board by resolution at any time by resolution of Council.

Board Resignation:

An appointed MD of Spirit River Member-at-large may resign from their appointment by submitting a notice of resignation in writing to Council with a copy to the chairperson of the Central Peace FCSS Board. Resignation will also align with Central Peace FCSS procedure.



Board Member Responsibilities

Confidentiality: It is the responsibility of any employee or anyone in custody of any public body information to protect the privacy of individual citizens and its employees.

In accordance with legislation, a Board Member is an appointee; an appointee, being any person appointed to provide a service for the public body, is fully subject to all terms, administrative rules, and enforcement mechanisms contained within the Information Management Policy IM.01: Privacy Management Program.

All MD of Spirit River Board Members are provided with regular training resources to ensure they adequately understand and can implement all relevant aspects of the Privacy Management Program. Board Members will receive training immediately following appointment.

Any person appointed by the MD as a member of the Central Peace FCSS Board shall take on the following personal responsibilities as a member:

- a) Absent herself or himself without comment from both the vote and the deliberation, when the Board is to decide upon an issue about which a member has an unavoidable conflict of interest;
- b) Annually disclose their involvements with other organizations, with vendors, or any other associations which might produce a conflict;
- c) Have no self-dealing or conduct of private business or personal services during Board meetings;
- d) Respect and support decisions of the Board;
- e) Respect the confidentiality appropriate to issues of a sensitive nature and act honestly and openly at all times;
- f) Keep the confidentiality of privileged and closed session information;
- g) Use respect with other Board members and work in a spirit of harmony and cooperation, giving members courteous consideration of their opinions;
- h) Devote time to activities which will enhance their ability to function effectively as a Board member;
- i) Submit an expense claim for attendance and travel expenses for Board meetings to the MD;
- j) MD Council representatives shall regularly report on the establishment, administration and operation of FCSS matters;
- k) MD Council members appointed to the Central Peace FCSS Board may not serve as the Chairperson;

Board Vacancies:

On or before November 30th of each year, the Municipal District of Spirit River shall notify the Unit Authority and the FCSS Coordinator of the names of their appointed Board Members for the ensuing term, and will confirm to the Members their appointment.



In the event of a vacancy arising during the year, another Councillor or Member-at-Large may be appointed by Council to hold office for the balance of the year. Administration shall notify the Unit Authority and the FCSS Coordinator of the appointment.

Relevant Information:

- Policy LEG. 23 Board and Committee Member Code of Conduct & Guiding Principles
- Policy IM.01 Privacy Management Program

Revision History:

Revision Date:	Summary of Change(s):
NEW October 14 th (?), 2026	New Policy ADM.78, replaces FCSS Bylaw 01-2005, 02-2005



MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

RM-17-26
October 14th, 2026
CAO
Adoption of IM.01: Privacy Management
Program

BACKGROUND/PROPOSAL

The Alberta Government modernized its public-sector access and privacy framework by replacing the Freedom of Information and Protection of Privacy Act (FOIP) with two distinct, modern pieces of legislation: the Access to Information Act (ATIA) and Protection of Privacy ACT (POPA). The Alberta Government created two separate statutes to align with modern digital governance and distinguish access rights from privacy management. FOIP was officially repealed, and ATIA and POPA came into force across all Alberta public bodies.

The MD contracted the services of Cenera to develop a Privacy Management Program that developed policies and methodology, and ensures compliance with the standards outline in the POPA and ATIA regulations. Refer to the attached policy.

The Privacy Management Program Policy applies to all information under the custody and control of the public body, as well as all individuals defined as "employees" under applicable privacy legislation.

Definition of Employee & Board Member Coverage: In accordance with legislation, an "employee" includes any person performing a service for the public body as an appointee, volunteer, student, contractor, or agent.

- Board Members: Because board members are appointed (rather than elected) to perform services on behalf of the public body, they fall under the statutory definition of "employee." Consequently, board members are fully subject to all terms, administrative rules, and enforcement mechanisms contained within this policy.

Application to Elected Officials (Council)

- Governance Distinction: Elected officials (Council) are explicitly excluded from the statutory definition of "employee." Administration and Council operate as distinct bodies: Council governs, while Administration operationalizes. Administrative policies do not directly govern Council members, and employee-specific provisions (such as internal disciplinary consequences) do not apply to them. Council sets its own operational rules and standards through separate governance instruments (e.g., Bylaws, Codes of Conduct).
- Information Handling Rules: While individual Council members are not subject to employee personnel policies, all public body information remains strictly governed by privacy legislation and this policy. Any public body information that Council members access, use, or disclose must be handled in full compliance with the privacy parameters outlined in this policy.

RECOMMENDATION/RESOLUTION

That Council adopt the Privacy Management Program Policy IM.01 as presented.

Or that Council direct Administration accordingly.



**MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133
PRIVACY, ACCESS AND SECURITY POLICY**

Function/Department:
Policy No.

**INFORMATION MANAGEMENT
IM.01**

Status:

Draft

Approval Date:

?October 14th, 2026?

Current Resolution No:

Motion ###.##.##.##

Original Adoption Date:

?October 14th, 2026?

Action:

New

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I. General Program Policy

PREAMBLE

This Privacy Policy applies to all information under the custody and control of the public body, as well as all individuals defined as "employees" under applicable privacy legislation.

Definition of Employee & Board Member Coverage: In accordance with legislation, an "employee" includes any person performing a service for the public body as an appointee, volunteer, student, contractor, or agent.

Board Members: Because board members are appointed (rather than elected) to perform services on behalf of the public body, they fall under the statutory definition of "employee." Consequently, board members are fully subject to all terms, administrative rules, and enforcement mechanisms contained within the Information Management Policy IM.01.

Responsibility: it is the responsibility of any employee or anyone in custody of any public body information to protect the privacy of individual citizens and its employees.

Application to Elected Officials (Council)

- **Governance Distinction:** Elected officials (Council) are explicitly excluded from the statutory definition of "employee." Administration and Council operate as distinct bodies: Council governs, while Administration operationalizes. Administrative policies do not directly govern Council members, and employee-specific provisions (such as internal disciplinary consequences) do not apply to them. Council sets its own operational rules and standards through separate governance instruments (e.g., Bylaws, Codes of Conduct).
- **Information Handling Rules:** While individual Council members are not subject to employee personnel policies, all public body information remains strictly governed by privacy legislation and this policy. Any public body information that Council members access, use, or disclose must be handled in full compliance with the privacy parameters outlined in this policy.



A. PURPOSE

The *Alberta Access to Information Act* ("ATIA") ensures individual right of access to information and protects the personal information of the public, and employees of public bodies operating in Alberta. MD of Spirit River No. 133 is bound by the requirements of the *Protection of Privacy Act* ("POPA") and collects, uses, and discloses personal information in accordance with its provisions. This policy establishes the principles and processes for managing MD of Spirit River information in compliance with ATIA and POPA.

B. SCOPE

This policy applies to:

- 1.1 MD of Spirit River employees, including directors, officers, contractors, students, and volunteers providing services on behalf of MD of Spirit River;
- 1.2 All recorded information, in whatever form or medium (paper, digital, audio-visual, graphic) created or received in the course of carrying out MD of Spirit River's mandated functions and activities; and
- 1.3 All facilities and equipment required to collect, manipulate, transport, transmit, or keep MD of Spirit River information.

C. GOALS AND PRINCIPLES

MD of Spirit River is committed to providing full informational accountability and to protecting the privacy of individual citizens and its employees. To that end, MD of Spirit River has implemented a privacy and access program to meet the following goals and principles:

1. PROGRAM ACCOUNTABILITY

MD of Spirit River designates a position and individual who is accountable for implementing and maintaining access to information and privacy for information under the custody or control of MD of Spirit River.

2. OPENNESS

MD of Spirit River develops and follows access, privacy and security policies and practices that are compliant with legislation. Such policies and practices are publicly available.

3. COLLECTION OF PERSONAL INFORMATION

MD of Spirit River collects personal information only for authorized purposes and collects the least amount of personal information with the highest degree of anonymity required for the authorized purpose.

4. IDENTIFYING PURPOSES

When collecting personal information directly from an individual, the individual is informed of the purpose for which the information is collected.



5. LIMITED USE, AND DISCLOSURE OF PERSONAL INFORMATION

Personal information is only used and disclosed in accordance with the purpose for which it was collected, unless alternate use or disclosure is authorized or required by law, or with the knowledge and consent of the subject individual.

6. ACCURACY

MD of Spirit River makes all reasonable efforts to ensure that both general information and personal information created or received by MD of Spirit River is accurate and complete. Individuals who believe there is an error or omission in their personal information have a right to request correction or amendment of the information.

7. RIGHT OF ACCESS

Individuals have a right of access to all information, including personal information about themselves, that is in MD of Spirit River custody or control, subject to limited and specific exceptions.

8. SAFEGUARDS

MD of Spirit River protects personal information in its custody or control by deploying security measures and practices to prevent unauthorized access, collection, use, disclosure, copying, modification, disposal, or destruction.

9. COMPLIANCE CHALLENGES

Individuals are encouraged to bring any concerns or issues regarding privacy and access at MD of Spirit River to the Privacy and Access Officer for discussion and response. The Privacy and Access Officer will investigate and respond to the individual. Individuals may appeal to the Information and Privacy Commissioner of Alberta to review or investigate MD of Spirit River right of access or correction responses, or any policies or practices that they feel are not in compliance with legislative requirements.

D. QUALITY CONTROLS AND ASSURANCE

1. POLICY REVIEW AND ASSESSMENT

- 1.1 MD of Spirit River reviews and assesses Privacy, Access and Security policies every four years to ensure that they are effective and align with legislative, regulatory or MD of Spirit River functional developments and changes. Policies may be reviewed outside the regular review period if organizational or legislative changes necessitate it.

2. TRAINING AND COMMUNICATION

- 2.1 All MD of Spirit River employees and **Council members** are provided with regular training resources to ensure they adequately understand and can implement all aspects of the Privacy, Access and Security program. Training is provided when employees are hired and is ongoing and refreshed or expanded upon in regular intervals in accordance with the roles and responsibilities of employees. Frontline staff will refresh training every four years and administrative staff will refresh training every two years. **Council members will receive training immediately following election. Board Members will receive training immediately following appointment.**



- 2.2 Training resources are reviewed every four years to ensure that they are effective and align with legislative, regulatory or MD of Spirit River functional developments and changes.

3. PRIVACY, ACCESS, AND SECURITY MONITORING AND ASSESSMENT

- 3.1 Systems, circumstances, practices or repositories that pose a potential risk or gap in standards relating to the privacy, accessibility, usability, integrity, retention, continuity, and security of MD of Spirit River information are identified, monitored and assessed to determine the extent of the risk and the mitigation required.
- 3.2 MD of Spirit River has established requirements for audit logging, monitoring and review of electronic systems that collect, use, disclose or store personal information, data derived from personal information and non-personal data.

4. PERSONAL INFORMATION INVENTORY AND PERSONAL INFORMATION BANKS

- 4.1 MD of Spirit River is committed to the responsible management, protection and transparency of personal information in its custody or under its control. In support of this commitment MD of Spirit River supports the development and maintenance of a personal information inventory.
- 4.2 A personal information inventory is a comprehensive list of all personal information held by MD of Spirit River. It includes data storage locations, categories of personal information, categories of individuals whose personal information it holds, the purposes for collection, use and disclosure, and the sensitivity and security classification of this personal information. The personal information inventory may be incorporated in records management systems and processes.
- 4.3 MD of Spirit River creates and maintains a directory of the personal information banks under its custody and control.
- 4.4 MD of Spirit River publishes the directory of its personal information banks, either in printed or electronic form, and makes it available to the public.
- 4.5 The personal information bank directory includes:
- a) the title of the personal information bank;
 - b) the location of the personal information bank;
 - c) a description of the types of personal information included;
 - d) a description of the categories of individuals whose personal information is included;
 - e) the authority for collecting the personal information;
 - f) the purposes for which the personal information was collected or compiled; and,
 - g) the purposes for which the personal information may be used or disclosed.
- 4.6 If personal information is used or disclosed for a purpose other than the one described in the directory, MD of Spirit River



- a) keeps a record of the purpose and connects that record to the personal information; and,
- b) updates the directory to include the new purpose in the next publication of the directory.

5. PRIVACY IMPACT ASSESSMENTS

- 5.1 Privacy Impact Assessments (PIAs) are completed for any systems, programs, services, projects or practices that introduce significant new or expanded collection, use, disclosure, processing or security exposure of personal information.
- 5.2 The introduction of, or change to, a system, program, service, project or practice is considered significant if:
 - a) the loss of, unauthorized access to or unauthorized disclosure of the personal information involved could result in significant harm;
 - b) it involves highly sensitive information;
 - c) it involves personal information of a significant percentage of the MD of Spirit River's service population;
 - d) there is data matching of personal information with an external electronic information repository;
 - e) it is part of a common or integrated service or program;
 - f) the technology used is innovative; or
 - g) the administrative, technical, or physical measures and systems being proposed represent an additional risk to the privacy of individuals.
- 5.3 Any projects or changes of such nature are reported to the Privacy and Access Officer, who is responsible for completing the PIA.
- 5.4 PIA content standards follow requirements set by the Office of the Privacy Commissioner of Alberta. The PIA is completed and submitted to the Office of the Privacy Commissioner of Alberta.

E. TERMS AND DEFINITIONS

AI Inference

The process by which a trained AI model takes input data and produces an output, based on conclusions and reasoning.

Artificial Intelligence Service (AI Service)

Computer programs and applications that complete tasks and generate information that normally requires human intelligence such as evaluation, problem-solving, reasoning, and decision-making, using machine-based learning. Also considered an automated system.

"ATIA"

The Access to Information Act, SA 2024, cA-14, as amended, from time to time.

Authorized Representative



Any person who can exercise the rights or powers of an individual. This includes the right of access to an individual's personal information and the power to provide consent for disclosure of such information. This may include:

- a) An executor or administrator of the estate of an individual who is deceased, for purposes of administering the estate
- b) A guardian or trustee of a dependent adult, according to appointment under law
- c) An agent under a personal directive, in accordance with the directive
- d) An individual who is acting under specific provisions of a power of attorney
- e) A guardian of a minor under 18 years of age, excluding mature minors, if the exercise of the rights or powers of the guardian would not be an unreasonable invasion of the personal privacy (Appendix 7) of the minor
- f) An individual acting with the written authorization of an individual

Collection

To gather, acquire or obtain personal information about an individual, from any source, including third parties.

Common or integrated service or program

A program or service planned, administered, delivered, managed, monitored or evaluated by MD of Spirit River working collaboratively with one or more other public bodies or another public body working on behalf of MD of Spirit River or MD of Spirit River and one or more other public bodies.

Confidentiality

A condition or status in which collection, use, or disclosure of information is restricted to specific persons for specific purposes. When and how the collection, use and disclosure restrictions are applied and maintained are defined by legislation and policy.

Consent

Informed agreement by an individual to the use or disclosure of their own personal information held by a public body, which can be revoked by the individual at any time.

Custody or Control

Custody is the effective physical possession of information; control is responsibility and accountability for making decisions about the handling of information, regardless of whether MD of Spirit River has custody of the information. MD of Spirit River has control over any information that any of its officials, employees, or service providers has created or received as part of their mandated functions and activities, regardless of the location of the information or the time of collection, use, or disclosure.

Data Derived from Personal Information

Data created or derived from data matching that identifies individuals whose personal information was used in the data matching process. May include AI Inferences.

Data Matching



Linking of personal information between 2 or more databases or other electronic sources of information.

Disclosure

Giving access to or making the personal information in MD of Spirit River' custody or control available to a person or organization external to MD of Spirit River.

Employee

All employees, including board members, directors, officers, contractors, students, and volunteers providing services on behalf of MD of Spirit River.

External Networked Source

Interconnected computer networks, such as the internet, that contain information for which MD of Spirit River has little to no control over content creation, integrity or disclosure.

High Sensitivity Information

Personal information about an individual that is:

- a) Biometric information
- b) Financial information
- c) Personal information about a minor, senior or vulnerable person

Individual

Any person, living or deceased, regardless of residency, citizenship, or status. In addition, the authorized representative of the individual.

Large Language Model (LLM)

The language model of an AI Service that has been trained using vast amounts of data to learn patterns and language that generate human-like inferences.

Law Enforcement

Policing, including criminal intelligence operations, security or administrative investigation that leads or could lead to a penalty or sanction.

Mature Minor

An individual under the age of 18 who has the capacity to make their own decisions about significant matters affecting them, demonstrated by their independence, psychological stability, intellectual capacity, and/or life situation. In the case of privacy, the guardian of a mature minor would not be considered their authorized representative.

Notification

An explanation of policies, procedures, consequences, and risks related to the collection, use or disclosure of an individual's personal or personal employee information. MD of Spirit River must properly inform and notify individuals and employees that personal information is being collected, the purposes for which it is being collected, and who may be contacted at MD of Spirit River if an individual has questions about the management of their personal information.



Non-personal Data

Data, including data derived from personal information and synthetic data, that has been generated modified or anonymized so that it does not identify any individual.

Personal Employee Information

Personal information collected, used, or disclosed solely for the purposes of establishing, managing, or terminating an employment or volunteer relationship.

Personal Information

Information about an identifiable individual including:

- a) Name
- b) Address, telephone, email, or contact information*
- c) Race
- d) National or ethnic origin
- e) Colour
- f) Religion
- g) Political beliefs or associations
- h) Age
- i) Sex
- j) Marital status
- k) Family status
- l) Identifying numbers
- m) Fingerprints or blood type
- n) Educational, financial, employment, criminal records
- o) Opinions about the individual
- p) Individual's personal views or opinions (except opinions about others)

*Home or business address, telephone, email or other contact information of an employee of a public body, or any individual is not personal information, if it is provided on behalf of the employer in the individual's capacity as employee or agent.

Personal information under ATIA and POPIA that is not normally excepted from disclosure:

- a) Opinions contained in work product
- b) Classification, salary range, discretionary benefits, or employment responsibilities of public body employees
- c) Financial and other details of a contract to supply goods or services to a public body
- d) Information about a license, permit, financial or other discretionary benefit granted to an individual by a public body



- e) Information is about an individual who has been dead for 25 years or more
- f) Information is about an individual's enrolment at a school, attendance at a public event, or receipt of an award granted by a public body

Personal Information Bank (PIB)

An information repository that is organized or retrievable by an individual's name or other identifier.

Privacy Impact Assessment (PIA)

A review and explanation of proposed changes in practices, programs or information systems affecting the collection, use, disclosure, or security of personal information under the custody or control of a public body. At the early stages, the PIA will identify practices and risks that should be addressed, amended or mitigated before implementation of the program or system.

Privacy Officer

The municipality staff member(s) designated as Privacy Officer(s) by the Chief Administrative Officer in accordance with the *Chief Administrative Officer Bylaw* and Section 209 of the *Municipal Government Act*.

Prompt

A cue, instruction, or question given to an AI Service to elicit a response, action, or creative output.

Reasonable Security Arrangements

Administrative, physical and technical safeguards to protect personal information, data derived from personal information and non-personal data in the custody or under the control of MD of Spirit River that are appropriate and proportional with the security classification level of the information and in the case of non-personal data, ensure to the extent possible, that the identity of an individual who is the subject of non-personal data cannot be re-identified from the data.

Record

Information in any form, including any electronic record or other record in any form in which information is contained or stored, including information in any written, graphic, electronic, digital, photographic, audio or other medium, but does not include any software or other mechanism used to store or produce the record.

Research

Academic, applied, or scientific research, excluding internal program or quality improvement assessments, that necessitates the use of individually identifying personal information.

Severing

In a right of access request, separating or hiding/redacting information in a document that should or cannot be released so that the remainder of the document can be disclosed.

Significant Harm

Harm that results from the unauthorized access, disclosure, or loss of personal information, including:

- a) Bodily harm



- b) Humiliation
- c) Damage to reputation or relationships
- d) Loss of employment or business or professional opportunities
- e) Identify theft
- f) Diminished insurability
- g) Diminished credit
- h) Loss of property or legal status
- i) Loss of finances

The following factors are also considered in determining the significance of harm:

- a) It is reasonably believed that the information has been or will be misused
- b) The unauthorized access, disclosure of loss was the result of malicious intent
- c) The personal information is sensitive
- d) Existing mitigating factors reduce the risk of significant harm

Third Party

A person, a group of persons or an organization other than the applicant making an access request, or other than the employees and officials of MD of Spirit River.

Use

Use of information by MD of Spirit River employees for an authorized purpose that is authorized by policy or law.

F. ROLES AND RESPONSIBILITIES

1. HEAD

- 1.1 Unless otherwise delegated, the Head of MD of Spirit River is responsible for all obligations and discretionary decision-making under ATIA and POPA.
- 1.2 The Head of MD of Spirit River is recognized as the CAO.
- 1.3 The Head has delegated powers, duties and obligations under ATIA and POPA to the Privacy and Access Officer in accordance with the functions and activities set out in F.2, below.
- 1.4 The Head is responsible for ensuring that privacy, access and security policy and practices in the MD of Spirit River are aligned with governing mandates, standards, and planning.

2. PRIVACY AND ACCESS OFFICER (PAO)

The PAO is delegated by the Head to be responsible for the overall management and coordination of privacy, security and access to information at MD of Spirit River in accordance with the delegation order ([Appendix 8](#)). The PAO is responsible for following functions and activities:



PROGRAM MANAGEMENT

- a) Ensuring that privacy, access and security program policies and procedures are developed, maintained, and updated, compliant with legislation.
- b) Developing and completing quality assurance processes for implementation of MD of Spirit River organization privacy and access management.
- c) Providing training and resources so that MD of Spirit River employees, volunteers and contracted personnel are fully knowledgeable of their privacy and access duties, roles, responsibilities and practices in compliance with policy and legislation.
- d) Representing MD of Spirit River in dealings with third parties, the provincial government, and the Office of the Privacy Commissioner of Alberta, as necessary.

RIGHT OF ACCESS, CORRECTION, AND COMPLAINTS

- e) Responding to requests for access to information including, as necessary, assessment of fees, time extensions, disregarding requests, transfer of requests, duty to assist applicants, application of exceptions, third party notifications and public interest disclosure notice.
- f) Responding to request for correction of personal information, including, as necessary, transfer of requests, correcting personal information, annotating personal information, notifying recipients.
- g) Responding to requests for review of the handling of an access request or a privacy complaint including, as necessary, complaint submission, duty to assist the applicant, communicating with the OIPC, investigation, and responding to the applicant.

PRIVACY AND SECURITY

- h) In consultation with MD of Spirit River employees, providing advice, interpretation and implementation of applicable legislation regarding personal information, including release / non-release, collection, use and disclosure of personal information.
- i) Maintaining the security, protection and accuracy of personal information in the custody or control of MD of Spirit River in compliance with legislation and policy.
- j) Directing the response to privacy breaches of personal information at MD of Spirit River and its facilities in line with legislation and the Privacy Breach Response Policy.
- k) Completing Privacy Impact Assessments (PIAs) for MD of Spirit River for project-specific personal information systems and practices.
- l) Developing and maintaining a directory of Personal Information Banks and other registries required for identifying and tracking the collection, use, disclosure and security of personal information.

3. INFORMATION TECHNOLOGY MANAGEMENT

IT Management, in coordination with the PAO, for all systems, networks and applications:



- a) implements and deploys privacy and security measures;
- b) completes risk and mitigation assessments;
- c) monitors and detects security threats;
- d) assists in the response to privacy breaches.

4. MANAGEMENT

Department Managers are responsible for implementing privacy and security policies and practices within their functional areas and are accountable for adherence to all policies by their employees and contracted third parties. Management:

- a) supports their employee's awareness of and training on privacy and security policies and procedures;
- b) implements privacy and security standards and processes in compliance with policy as they relate to information repositories and operational functions and activities of their area;
- c) provides appropriate resources and facilities as needed to support the implementation of privacy and security policy in the department;
- d) refers all formal right of access requests for information to the PAO;
- e) cooperates and assists in locating and retrieving departmental information relevant to right of access requests;
- f) reports gaps in privacy, access and security policy affecting their areas to the PAO;
- g) reports any new information repositories or data systems that require registration, assessment, and security classification to the PAO.

5. ALL MD OF SPIRIT RIVER EMPLOYEES AND SERVICE PROVIDERS

All MD of Spirit River employees and service providers are responsible for implementing privacy and security for all information they create and receive as part of their functions and activities.

Responsibility: it is the responsibility of any employee or *anyone in custody of any public body information* to protect the privacy of individual citizens and its employees.

Employees:

- a) make themselves aware of and adhere to privacy, access and security and standards;
- b) at the time of hire or engagement complete an oath of confidentiality;
- c) capture, manage, access, release and protect information in their custody or control according to privacy, access and security policy;
- d) access, release and protect information in their custody or control according to policy;
- e) refer to the PAO all decisions about collection, use, disclosure, and access that are not clearly directed by policy;



- f) report all suspected breaches to personal information to the PAO immediately upon discovery;
- g) identify and report information security incidents to the appropriate management according to privacy breach procedures.

Collection, Use, Disclosure, Data Matching, and Non-Personal Data

G. POLICY

1. COLLECTION OF PERSONAL INFORMATION

1.1 MD of Spirit River collects personal information only if:

- a) the collection is expressly authorized by legislation;
- b) the information is collected for the purposes of law enforcement; or
- c) the information relates directly to and is necessary for an operating program or activity of the public body, including a common or integrated program.

1.2 MD of Spirit River collects personal information directly from the individual, or their authorized representative. MD of Spirit River only collects personal information indirectly from another source in the following circumstances:

- a) the indirect collection is authorized by the individual, other legislation, or the Alberta Information and Privacy Commissioner;
- b) the personal information may be disclosed to MD of Spirit River under the disclosure provisions outlined below;
- c) the personal information is collected in a health and safety emergency and the individual is unable to provide the information;
- d) direct collection could reasonably be expected to endanger the mental or physical health or safety of the individual or of any other person;
- e) the personal information is about a designated emergency contact;
- f) the personal information is required to determine suitability for an honour or award;
- g) the personal information is required to verify the individuals' eligibility for participation in a program or to receive a benefit, product, or service from MD of Spirit River;
- h) the personal information is collected from public sources for fund-raising;
- i) the personal information is required for a law enforcement purpose;
- j) the personal information is required to collect a fine or debt owed to the public body, or for use in the provision of legal services to MD of Spirit River;
- k) the personal information concerns the history, release, or supervision of an individual under the supervision of a correctional authority;



- l) the personal information is required to inform the Public Trustee or Public Guardian about clients or potential clients;
- m) the personal information is required for enforcing an order under the Maintenance Enforcement Act;
- n) the personal information is required to manage or administer MD of Spirit River personnel;
- o) the personal information is required to support researching or validating claims, disputes, or grievances of aboriginal people;
- p) the personal information is required to plan, manage, deliver, monitor and evaluate a common or integrated program or service.

1.3 When collecting personal information directly from an individual, MD of Spirit River informs the individual of the purpose for which the information is collected, the legal authority for the collection, any intention to input the information into an AI service, and contact information of the individual who can answer questions about the collection.

1.4 Notifications are included on the medium or at the location of collection (websites, forms, pamphlets, posters). Notice is not required in circumstances when personal information is collected indirectly, for authorized purposes.

1.5 MD of Spirit River employees collect only the amount and types of personal information as required to complete the stated function or purpose.

2. CONSISTENT PURPOSES

2.1 MD of Spirit River will primarily use and disclose personal information for the purpose for which it was originally collected or for a consistent purpose.

2.2 For a use or disclosure to be for a consistent purpose, MD of Spirit River must determine that the proposed use or disclosure is:

- a) Directly connected to the original purpose for collection; and
- b) Necessary for operating a program or common or integrated program or service of MD of Spirit River.

2.3 In assessing the consistent purpose, MD of Spirit River must consider:

- a) The nature of the original purpose documented at the time of collection;
- b) Whether the new use or disclosure is a logical extension of that purpose;
- c) The expected impact on the individual's privacy.

3. USE OF PERSONAL INFORMATION

3.1 MD of Spirit River may use personal information under the following circumstances:

- a) for the purposes for which it was originally collected or for a use consistent with that purpose;
- b) with the consent of the individual, when obtained in accordance with consent standards; or



- c) for a purpose for which the information is disclosed to MD of Spirit River by another public body, under the allowable disclosure provisions.

3.2 MD of Spirit River employees use only the amount and types of personal information as required to complete the state function or purpose.

4. DISCLOSURE OF PERSONAL INFORMATION

4.1 MD of Spirit River may disclose personal information for the purpose for which the information was collected or compiled or for a purpose consistent with that purpose;

4.2 MD of Spirit River may disclose personal information for an inconsistent purpose only in the following circumstances:

INDIVIDUAL OR PUBLIC INTERESTS

- a) with the consent of the individual, when obtained in accordance with consent standards;
- b) to avert or minimize a risk of imminent harm and danger to the health and safety of any person;
- c) so that the spouse or adult interdependent partner, relative or friend of an injured or deceased individual may be contacted, or to a relative of a deceased individual;
- d) personal information of a minor or parent or guardian of a minor, to a law enforcement agency or to another organization or public body providing services to the minor, if it is clearly in the best interest of the minor;
- e) to an MLA to assist the individual;
- f) if disclosure is not an unreasonable invasion of privacy ([Appendix 7](#));

LEGAL OR ENFORCEMENT REQUIREMENTS

- g) to comply with, or in accordance with, an enactment of Alberta or Canada;
- h) in response to a subpoena, warrant or court order;
- i) for law enforcement purposes;
- j) for the supervision of an individual by a correctional authority, or to a lawyer or student-at-law acting for an inmate;
- k) to comply with the Maintenance Enforcement Act, or to the Administrator of the Motor Vehicle Accident Claims Act;
- l) to an Officer of the Legislature if required for their duties;

OPERATIONAL REQUIREMENTS

- m) to an officer or employee of MD of Spirit River if necessary for their duties;
- n) to an officer or employee another public body if necessary for planning, managing, delivering, monitoring or evaluating a common or integrated program or service;
- o) to enforce a legal right, or to collect a fine or to make a payment, or for court and quasi-judicial proceedings;



- p) to verify an individual's suitability or eligibility for a program or benefit;
- q) to comply with the public interest disclosure provisions;
- r) to the Auditor General or any other prescribed person for audit purposes;
- s) to another public body for the authorized purposes of [data matching](#);

HUMAN RESOURCES

- t) to a union representative, with the consent of the individual;
- u) for the management of personnel;

PUBLIC DISSEMINATION AND RESEARCH

- v) to the Provincial Archives of Alberta or to MD of Spirit River archives or another public body archives for archival preservation purposes;
- w) for [research or statistical purposes](#), under agreement;
- x) when the information is available to the public.

4.3 MD of Spirit River employees disclose only the amount and types of personal information as required to perform their assigned duties.

4.4 If there is no authority for the disclosure, the information cannot be disclosed. If the individual making the request for information wishes, they may make a formal ATIA Request.

4.5 MD of Spirit River will not sell personal information under its custody or control in any circumstance or for any purpose.

5. RESEARCH DISCLOSURE

5.1 Personal information may be disclosed for statistical or research purposes, only if:

- a) research cannot reasonably be accomplished in a non-identifiable form or is approved by the OIPC;
- b) data matching resulting from the disclosure is not harmful to the individuals the information is about and the benefits are clearly in the public interest;
- c) MD of Spirit River has approved conditions relating to security and confidentiality, removal or destruction of individual identifiers, and prohibition of any subsequent use or disclosure without authorization; and
- d) all of the conditions are set out in a written research proposal and agreement (Appendices 2 and 3).

6. DATA MATCHING AND NON-PERSONAL DATA

6.1 MD of Spirit River

- a) Data matches personal information between two or more information sources to create new data derived from personal information; and
- b) creates non-personal data from identifiable personal information;



only for the purposes of:

- c) research and analysis; or
- d) planning, managing, delivering, monitoring or evaluating a program or service.

6.2 For the purposes of data matching, MD of Spirit River:

- a) does not collect personal information directly from the individual;
- b) may collect personal information from another public body;
- c) may use personal information under its custody and control.

6.3 MD of Spirit River implements human oversight, auditing and validation measures for systems used for creating data derived from personal information or non-personal data to ensure the accuracy and reliability of the data.

6.4 MD of Spirit River retains and uses data derived from personal information only for the purpose for which it was created and as long is reasonably necessary to enable MD of Spirit River to carry out that purpose.

6.5 MD of Spirit River discloses [data derived from personal information](#) only

- a) to the other public body from which data matched personal information was collected, for the purpose it was created;
- b) to the Office of Statistics and Information for the purposes of The Office of Statistics and Information Act.

6.6 MD of Spirit River uses non-personal data for any purpose and discloses [non-personal data](#) to anyone other than another public body only under agreement containing the required conditions, including prohibiting re-identification of individuals.

6.7 MD of Spirit River is not restricted from disclosing reports, summaries or other publications containing non-personal data that is aggregate or statistical form.

H. PROCESSES

1. CONSENT STANDARDS

1.1 MD of Spirit River can only request the consent of the individual for use or disclosure of their personal information, not for collection.

1.2 Individual [consents](#) for use or disclosure of personal information must include:

- a) the identity of the individual or authorized representative providing the consent;
- b) the purpose for which the information is being disclosed and how it can be used;
- c) the personal information to which the consent relates;
- d) the identity of the third party to whom the information will be disclosed;
- e) an acknowledgement that the individual providing the consent has been made aware of the reasons why the information is needed and the risks and benefits to the individual of consenting or refusing to consent;



- f) the date the consent is effective and the date, if any, on which the consent expires; and
- g) a statement that the consent may be revoked at any time by the individual providing it.
- h) an attestation affirming the consent or revocation by the individual or authorized representative.

1.3 A consent or revocation of consent is authenticated by the signature of the individual providing consent. Signatures are in writing either manually or electronically.

1.4 Electronic signatures are considered valid only if the level of electronic authentication is sufficient to confirm the identity of the individual who is granting or revoking the consent.

1.5 MD of Spirit River accepts oral consent for the following purposes:

- a) an individual is unable to submit manual or electronic means of consent or attend MD of Spirit River offices in person.

1.6 MD of Spirit River communicates that it accepts consent provided orally for the purposes specified above.

1.7 MD of Spirit River authenticates the identity of the individual providing the oral consent. MD of Spirit River ensures that the method of authentication is reliable for verifying the identity of the individual and for associating the consent with the individual.

1.8 When oral consent is used, MD of Spirit River ensures that a record of the consent is created, is retained by MD of Spirit River, and is accessible for subsequent reference. A record of consent may include audio or video recording, or written notes from the person administering the process.

2. RESEARCH PROJECT AGREEMENTS

2.1 Researchers are required to submit a Research Proposal (Appendix 2) for consideration and approval by the PAO.

2.2 MD of Spirit River discloses personal information for research purposes only if the recipient signs an agreement ([Appendix 3](#)).

3. NON-PERSONAL DATA BEST PRACTICES AND REQUIREMENTS

3.1 MD of Spirit River develops and implements standards and techniques:

- a) to locate and remove direct and indirect identifiers in personal information to create non-personal data; and
- b) to ensure to a reasonable standard that individuals cannot be re-identified within the non-personal data by unauthorized users.

3.2 When creating non-personal data, and before it is used or disclosed, MD of Spirit River:

- a) verifies the effectiveness of methods used;
- b) ensures that methods used can be replicated for audit purposes;



- c) identifies the occurrence and source of potential bias in the data; and
- d) ensures accuracy and completeness of data if it is used to inform decisions about programs or services.

3.3 MD of Spirit River assesses and records the risk and mitigations of risks of its de-identification standards and techniques resulting in re-identification. As part of this assessment MD of Spirit River considers:

- a) whether the non-personal data can be matched with other public or internal datasets or sources;
- b) whether the number of de-identified individuals in an aggregate or cell associated with specific attributes is too small;
- c) whether there are too many other attributes associated with the de-identified individual;
- d) whether geolocation data (place and time) are included as attributes associated with the de-identified individual.

3.4 Whenever non-personal data is created from personal information under its custody or control, and before it is used or MD of Spirit River records and maintains in a register:

- a) a description of the personal information or data derived from personal information used to create the non-personal data;
- b) the purpose for creating the non-personal data;
- c) the method used for creating the non-personal data;
- d) the security classification of the data; and
- e) the assessment completed to ensure that the identity of the individual who is the subject of the non-personal data cannot be identified or re-identified from the data.

I. ARTIFICIAL INTELLIGENCE

1. COLLECTION, USE AND DISCLOSURE

1.1 When MD of Spirit River makes use of generative artificial intelligence applications and processes (AI services), personal information is only collected, used, and disclosed in compliance with legislation and policy. The personal information activities may include:

INDIRECT COLLECTION

- a) Accessing and compiling personal information from external networked sources or external datasets in response to prompts, either directly or through large language models (LLMs).
- b) Creation or generation of new personal information as inferences by AI services as a response to user prompts.

DIRECT COLLECTION

- c) Collecting information from individuals in conversations or engagements through an AI chatbot service.



USE

- d) Accessing and compiling personal information from internal sources and datasets in response to prompts, either directly or through LLMs.
- e) Use of prompts, internal information and datasets, and generated inferences containing personal information to train internal large language models (LLMs).

DISCLOSURE

- f) Disclosure of prompts and generated inferences containing personal information to external parties.
- g) MD of Spirit River considers information about individuals extracted by an AI service from external networked sources, including the internet, as personal information.
- h) MD of Spirit River only uses AI services that do not disclose internally generated personal information in prompts or internal information sources to an external LLM for AI training purposes.
- i) MD of Spirit River considers inferences generated by an AI service containing personal information as data derived from personal information.

2. INFORMATION ACCURACY AND INTEGRITY

- 2.1 MD of Spirit River does not use or distribute inferences generated by AI services about or affecting individuals before they are reviewed for accuracy and integrity and verified by competent and qualified employees.
- 2.2 Inferences generated by AI services for MD of Spirit River use include citations and references to sources detailed enough to verify the veracity and completeness of the information.

3. NOTIFICATION

- 3.1 MD of Spirit River notifies individuals that AI Services have and are being used to:
 - a) Collect personal information in conversations or direct engagements with individuals; or
 - b) Generate information or knowledge that contributes to decision-making about the individual.
- 3.2 Notifications contain all the elements of a collection notice with the addition of a statement that information or knowledge from AI services has contributed to decision-making about the individual.
- 3.3 Upon request, MD of Spirit River provides:
 - a) the name and description of the AI services used; and
 - b) citations of the sources used by the AI Services to generate inferences that contributed to decision-making about the individual.
- 3.4 This notification may not be provided in cases where one of the circumstances or conditions which require or allow MD of Spirit River to withhold the information apply.



4. REGULATION OF USE

- 4.1 MD of Spirit River controls and regulates the use of AI for specified purposes based on the risk to individuals.
- 4.2 MD of Spirit River considers the following activities using AI services as high-risk:
- a) Health assessment and diagnosis;
 - b) Human resource performance evaluation and recruitment;
 - c) Safety components and controls for critical equipment and infrastructure;
 - d) Assessment of individuals requesting access to essential human services;
 - e) Predictive profiling;
 - f) Biometrics-based recognition and identification, including images.
- 4.3 MD of Spirit River employees complete high-risk AI activities only with the approval of the PAO, who evaluates the risk on a case-by-case basis.
- 4.4 All new high-risk AI activities require a Privacy Impact Assessment, which may require an Algorithmic Impact Assessment, before they are initiated.
- 4.5 MD of Spirit River considers the following activities using AI services as low-risk:
- a) Content generation and editing;
 - b) Computer and program coding;
 - c) Information indexing and search;
 - d) Spam and malware filtering;
 - e) Audit logging and monitoring;
 - f) Recommendations for routine or transactional activities.
- 4.6 MD of Spirit River employees complete low-risk AI activities as required based on their effectiveness for the purpose.
- 4.7 Where practical and effective for purpose, MD of Spirit River implements mitigating conditions and activities that mitigate the risks associated with AI services, such as:
- a) limiting an AI service to a small-scale information system and LLM model to support a narrowly defined purpose or function;
 - b) completing pre-implementation testing and monitoring of AI services performance for the identified purpose;
 - c) implementing human oversight to ensure the accuracy and reliability of the AI services;
 - d) continuously monitoring the effectiveness of AI services for the activity.



II. Right of Access and Correction of Information

Subject to limited and specific exceptions, individuals have a right of access to information that is in the custody or control of MD of Spirit River. Further, individuals have a right to request correction or amendment of information about themselves. This policy is intended to define a process for facilitating requests for access to personal information, or to correct or amend personal information.

A. POLICY

1. RECEIVING AND FACILITATING REQUESTS

- 1.1 Requests for access to MD of Spirit River information can be made by any individual or organization (the applicant), regardless of location or status. A public body may not make a request to another public body.
- 1.2 MD of Spirit River responds to right of access requests openly, accurately and completely and will:
 - a) engage with applicants to allow them to clarify their request so it can be processed
 - b) respond to questions in plain language, and,
 - c) assist applicants in adjusting requests so they can be processed.
- 1.3 MD of Spirit River does not deny access to information based on the applicant's reason or purpose for the request.
- 1.4 Requests for information under ATIA may contain personal information of the applicant, which will be protected and managed in accordance with POPA.
- 1.5 Once the applicant has met the requirements to make a request, MD of Spirit River has 30 business days to respond, unless the request has been abandoned, disregarded or transferred, or if the time limit is extended in accordance with ATIA.

2. EXCLUDED RECORDS

- 2.1 Some records that are in the custody or control of MD of Spirit River are excluded from the ATIA and do not have to be considered relevant or released as part of a right of access request. However, MD of Spirit River may choose to release this information as part of a request under specified circumstances. Excluded records include:
 - a) Records designated by MD of Spirit River as available without a request;
 - b) Court and administrative support records created or received by the courts of Alberta, including justices of the peace;
 - c) Records created or received by officers of the Alberta Legislature, including the Office of the Information and Privacy Commissioner, Ethics Commissioner, Auditor General, and the Public Interest Commissioner;
 - d) Records and copies of records from a provincial or public body registry office, including the Personal Property Registry, Corporate Registry, Motor Vehicles Registry, Land Titles Office, and the Vital Statistics Registry;



- e) MD of Spirit River records that have already been made public by other means;
- f) Records in the custody or control of the federal, provincial or territorial government and their agencies;
- g) Personal or constituency records of an elected or appointed member of the governing body of MD of Spirit River;
- h) Health records created or received by a MD of Spirit River doctor or nurse;
- i) A question used on an examination or test only if release does not jeopardize a standardized or continuing evaluative process.

2.2 These excluded records can only be used or disclosed with the consent or permission of the individual or organization:

- j) Records from private sector donors that are preserved in MD of Spirit River archives for historical research purposes.

2.3 Data derived from personal information and non-personal data cannot be released in response to a right of access request.

3. DISREGARDING REQUESTS

3.1 MD of Spirit River disregards a right of access request only in exceptional circumstances when:

- a) the information requested is already available to the applicant or to the public;
- b) after initial requests from MD of Spirit River for clarification, the applicant has not provided enough detail to make it comprehensible or to locate the requested information;
- c) the request has been made repeatedly, as part of a pattern of conduct that is systematic, regular and deliberate;
- d) the applicant makes use of abusive, threatening, or harassing language or actions during the application or facilitation process; or
- e) the request is abusive, threatening, frivolous or vexatious.

3.2 The applicant is informed of the reasons for disregarding the request and the right to ask the Commissioner to review MD of Spirit River's decision.

4. SEARCHES FOR RELEVANT RECORDS

4.1 MD of Spirit River makes every effort to identify and retrieve for review all records in its custody or control that are relevant to an applicant's request. This will include information in any location and format and on any devices, accounts and platforms not owned by MD of Spirit River, that was created or received by employees and contractors to support their functions as MD of Spirit River officials.

4.2 The search for records relevant to an applicant's request includes all electronic records that can be accessed or produced using normal computer hardware, software and technical expertise and would not unreasonably interfere with its operations. This includes:



- a) reports or extracted data sets from existing databases that can be constructed and generated using existing software and expertise, but does not include the creation of information that is an analog summary, analysis, consolidation or digest of existing information that did not exist prior to the request;
- b) emails, text messages, and social media posts sent or received on any account or platform that were created or received to support functions and activities of the public body.

4.3 MD of Spirit River Privacy and Access officials responsible for responding to a request are authorized to access and retrieve for review any personal or general information on any device or platform that is required to identify, retrieve records relevant to a request.

5. REVIEWING AND WITHHOLDING INFORMATION

5.1 MD of Spirit River only withholds information relevant to the request when it is determined that mandatory or discretionary or exceptions to the right of access apply to the records requested.

5.2 MD of Spirit River must refuse to disclose information in response to a right of access request if the release would be:

- a) harmful to business interests of a third-party business;
- b) an unreasonable invasion of a third party's personal privacy; or
- c) harmful to provincial Cabinet and Treasury Board confidences, as long as the information is in a record for less than 15 years or result in the release of a record that was submitted to or prepared for submission to the Executive Council, the Treasury Board or one of their committees, or was created on or on behalf of any of the above.

5.3 MD of Spirit River may refuse to disclose information in response to a right of access request if the disclosure could reasonably be expected to:

- a) threaten anyone's safety or mental or physical health; interfere with public safety; or cause an applicant to do immediate and grave harm to themselves or others;
- b) reveal confidential evaluations conducted pre-hire or pre-contract award;
- c) harm a law enforcement matter;
- d) harm a workplace investigation;
- e) harm inter-governmental relations;
- f) reveal local public body confidences, including drafts of bylaws, resolutions, legal instruments and the substance of deliberations of in-camera meetings;
- g) reveal advice, proposals, recommendations, analyses or policy options developed by or for the public body;
- h) cause harm to the economic interests of MD of Spirit River or the Alberta Government;
- i) reveal information relating to testing or auditing procedures;



- j) reveal legally privileged information;
- k) cause harm to conservation of heritage sites; or
- l) reveal information that is already or will be made available to the public within 60 business days.

6. PUBLIC HEALTH AND SAFETY OVERRIDE

- 6.1 MD of Spirit River discloses without delay, to the public, a group of people, an individual, or an applicant, any information that MD of Spirit River has about a risk of significant harm to the environment or to the health and safety of the public, a group of people, an individual or an applicant.
- 6.2 Before disclosing the information MD of Spirit River must, where practicable, notify any third party to whom the information relates, give the third party an opportunity to make representations relating to the disclosure and notify the Commissioner.

7. THIRD PARTY REVIEWS

- 7.1 MD of Spirit River notifies and requests advice from affected third parties when it is unclear whether the relevant records hold information that, if released, would be:
 - a) harmful to business interests of a third-party business;
 - b) an unreasonable invasion of a third party's personal privacy.

8. REQUESTS FOR CORRECTION OR AMENDMENT OF PERSONAL INFORMATION

- 8.1 Individuals may request correction or amendment of their own personal information in the custody or control of MD of Spirit River.
- 8.2 MD of Spirit River will not amend professional opinions that are made by employees that have the competency to make them.

B. PROCESSES

1. RIGHT OF ACCESS INTAKE

- 1.1 Requests to access information where there is clearly no requirement or allowance to withhold or sever any of the requested information are provided as soon as possible outside of the right of access process.
- 1.2 Requests for access to information from an individual applicant that may involve review and severing must be in writing to the MD of Spirit River Privacy and Access Officer or designate. Oral applications are accepted if the applicant has a physical disability or if their command of English is limited. These special applications must be completed through the Privacy and Access Officer.
- 1.3 All requests for access to information or correction that require the formal process are directed to the Privacy and Access Officer for response, who formally acknowledges receipt of request.
- 1.4 Applicants making requests for information may be required to provide sufficient information to verify their identity and authorize access to the information. Any such information provided is used for these purposes only.



- 1.5 The Privacy and Access Officer acknowledges receipt of the request to the applicant and informs them of the process and the 30 business day timeline involved in responding to the request.
- 1.6 The Privacy and Access Officer will engage with applicants to ensure that the request provides enough clarity and detail to identify and locate the requested records within a reasonable amount of time and effort. If the Privacy and Access Officer requests further detail and clarification, the applicant must respond within 30 business days or the request will be considered abandoned.
- 1.7 Within 15 business days after MD of Spirit River receives a request, the Privacy and Access Officer may transfer the request and if necessary, the record to another public body if the record was produced by or for the other public body, the other public body was the first to obtain the record or the record is in the custody or control of the other public body. The Privacy and Access Officer will notify the applicant of the transfer.

2. FEES

- 2.1 Information requested is identified as either "personal information" or "general information." Fees for these services based on these designations are charged according to the Fee Schedule ([Appendix 1](#)).
- 2.2 There is no administration fee for applicants requesting access to their own personal information. However, fees may be charged for reproduction of information, if required, and only when the estimated costs exceed \$10.00.
- 2.3 A \$25.00 administration fee is charged for requests for general information and is non-refundable. A \$50.00 administration fee is charged for continuing general information requests. Additional fees may be charged for reformatting, reproduction, disclosure preparation or transmission of information for general requests, only when the estimated costs exceed \$150.00.
- 2.4 The Privacy and Access Officer creates an estimate of the fees and provides it to the applicant. The applicant must decide to either accept the estimated cost, to revise or cancel their application, or to request a waiver of all or part of the fees. The applicant must respond within 30 business days or the request will be considered abandoned.
- 2.5 If the applicant requests a waiver of fees, the Privacy and Access Officer may waive all or part of the fees if a) the applicant cannot afford the payment, b) the records relate to a matter of public interest, or c) for any other reason by which it is deemed fair and reasonable in this particular case. The Privacy and Access Officer responds to a request for waiver of fees within 30 business days.
- 2.6 The applicant is required to pay, if applicable, the \$25.00 administrative fee and/or a deposit of 50% of the estimated fees before the records are processed. The request will not be processed until the initial required fees are paid.
- 2.7 Regardless of the fee estimate, MD of Spirit River only charges fees beyond the initial administrative fee that reflect the actual costs incurred.



3. RETRIEVAL AND REVIEW OF RELEVANT RECORDS

- 3.1 After the request intake fee requirements have been met, the Privacy and Access Officer or designate identifies, retrieves and reviews the requested records to determine where mandatory or discretionary exceptions to the right of access apply.
- 3.2 The Privacy and Access Officer or designate identifies and initiates searches functions, business units, employees, and information repositories that may hold records relevant to the request.
- 3.3 The Privacy and Access Officer or designate reviews on a line-by-line basis and severs words or portions of the record according to the mandatory or discretionary exceptions to the right of access. The reviewer may consult with appropriate employees to determine the application of severing.

4. THIRD PARTY REVIEWS

- 4.1 If the Privacy and Access Officer decides that affected third parties need to be consulted to determine the application of mandatory exceptions, the third parties are identified and contacted as soon as practicable.
- 4.2 The notification to the third party provides:
 - a) a notice that a request has been made for information that would affect them as a third party;
 - b) a copy of the information;
 - c) a request to advise the Privacy and Access Officer to either disclose the information or explain why the information should not be disclosed.
- 4.3 The third party must respond to the notification and request within 20 business days.
- 4.4 The Privacy and Access Officer also notifies the applicant that a third party has been notified and that a decision about the application of exceptions will be made within 30 business days from the date of notice to the third party.
- 4.5 When the Privacy and Access Officer decides on whether or not to disclose the information after consultation with a third party, both the applicant and third party are notified.
- 4.6 The third party may ask the Commissioner to review the decision to disclose the information within 20 business days after the notice of decision is submitted to the third party.

5. RESPONSE TO APPLICANT

- 5.1 Having completed a review of the records, the Privacy and Access Officer ensures that information subject to any of the exceptions to access in the Act is severed from the record prior to the record being disclosed to the applicant, with annotations or explanations identifying which exception has been applied to the specific information severed.



- 5.2 The final response will include the requested records, an explanation for all information severed, and that the applicant has a right to review the decision to withhold information with the Information and Privacy Commissioner.
- 5.3 Requested information will be provided in a form that is generally understandable. MD of Spirit River will endeavor to explain the meaning of the content, codes and abbreviations included in the applicant's record to the extent that it is reasonably practical.
- 5.4 The final response with relevant records will not be released to the applicant until all outstanding fees are received, including the remaining 50% of the fee estimate adjusted to the actual costs incurred.
- 5.5 If applicants request to view original records in person, to preserve the integrity of the record and ensure that documents are not removed from MD of Spirit River, a designated Privacy and Access official will be present to supervise during the entire period of consultation.

6. TIME LIMITS FOR RESPONDING TO A REQUEST

- 6.1 MD of Spirit River responds to right of access requests within 30 business days of the receipt of the request.
- 6.2 The 30 business day timeline is suspended for the time between submission of a fee estimate to the applicant and the applicant's acceptance of the estimate, amendment or MD of Spirit River decision to waive of fees.
- 6.3 The response time may be extended for an additional 30 business days, if:
 - a) the applicant agrees to the extension; or
 - b) the volume of records is large and more time is needed to process the request; or
 - c) more time is needed to consult with a third party, another public body or another entity;
- 6.4 If the response time is extended, the Privacy and Access Officer notifies the applicant of the reasons for the extension, when a response can be expected, and that the applicant may make a complaint to the Commissioner about the extension.
- 6.5 The timelines are automatically extended in:
 - a) third party reviews to accommodate time required to complete the process;
 - b) an emergency, disaster or other unforeseen event that results in unplanned operation closure or interruption. In this case, the Privacy and Access Officer notifies the Commissioner as soon as possible of the operational closure, the anticipated re-opening, and when the re-opening occurs.
- 6.6 The Privacy and Access Officer may extend the date of response for an additional period of time, as required, for the same reasons.

7. CORRECTION OR AMENDMENT REQUEST PROCESSES

- 7.1 Requests from individuals to correct / amend basic information about themselves (e.g. change of name or address) are handled as a routine correction of information, so long



as the information is clearly limited to factual corrections that can be verified immediately.

- 7.2 MD of Spirit River employees take reasonable steps to verify the identity of the individual or authorized representative before processing the request. This may involve reviewing a driver's license or other identification.
- 7.3 Formal requests to correct or amend information subject to review must be in writing to the MD of Spirit River Privacy and Access Officer. An individual may request the correction of another person's information only if they have that person's signed consent or they can prove they are the person's legal representative.
- 7.4 All formal requests for correction are directed to the Privacy and Access Officer for response, who formally acknowledges receipt of request.
- 7.5 MD of Spirit River responds to formal requests for correction of personal information within thirty (30) business days of receipt of the request.
- 7.6 If corrections or amendments are made, the original information is not deleted but retained and marked as incorrect, for example, by crossing out.
- 7.7 MD of Spirit River informs the applicant in writing of the refusal or acceptance of the request, the reason(s) for the refusal, and any recourse the individual may have to challenge MD of Spirit River's decision.
- 7.8 If the request for correction or amendment is refused, MD of Spirit River annotates the record with reference to the requested correction or amendment. This may be done by linking the record electronically to the annotation information.
- 7.9 The Privacy and Access Officer notifies other organizations or agencies to whom the information was disclosed that a correction has been made, or that an annotation has been filed, unless the correction is not reasonably expected to impact on the ongoing provision of services.

8. INDIVIDUAL CHALLENGES TO REQUEST RESPONSES

- 8.1 Individuals are encouraged to bring any concerns or issues concerning responses to requests and compliance with this policy to the Privacy and Access Officer for discussion and mediation. Formal complaints regarding a request will be handled in accordance with the Complaint Resolution policy. For all requests, applicants will be advised of their right to request a formal review of the access process and the records by the Office of the Information and Privacy Commissioner of Alberta. Requests for review by the regulator must be made within 60 business days of the release of the records.



III. Complaint Resolution

A. POLICY

1. SUBMISSION

- 1.1 Members of the public may submit a complaint in writing to MD of Spirit River for investigation and resolution. Verbal complaints will not be treated as formal complaint submissions by MD of Spirit River.
- 1.2 Complaints may concern any decision, act, or failure to act by MD of Spirit River in a formal access to information request or in the protection of personal information, data derived from personal information, and non-personal data under MD of Spirit River's custody or control or by a MD of Spirit River employee, including:
 - a) a contravention in the creation, collection, use, or disclosure of personal information, data derived from personal information, or non-personal data;
 - b) a refusal, without justification, to a correction of personal information;
 - c) the actual or attempted re-identification, by any person, of non-personal data;
 - d) failure by a MD of Spirit River employee to provide a duty to assist;
 - e) a contravention in the application of a time extension in a formal access request;
 - f) the inappropriate levy of a fee applied in a formal access request.
- 1.3 Complaints related to unauthorized disclosure, use, destruction, loss, removal or modification of personal information will initiate the privacy breach response process, which may proceed in conjunction with the complaint process.

2. PRINCIPLES OF INVESTIGATION AND RESPONSE

- 2.1 The Privacy and Access Officer receives, processes, investigates, and responds to complaints under ATIA and PIPA made to MD of Spirit River.
- 2.2 If an investigation is required to establish findings for a complaint, MD of Spirit River uses generally accepted investigative methods to obtain the most effective results while respecting the rights, privacy, and dignity of the complainant and any employees involved. Complaint investigations will, as required, incorporate the following methodologies:
 - a) Keep investigation information confidential to protect the privacy of the complainant and any individuals investigated and to maintain the integrity of the investigation;
 - b) Use surveillance or monitoring data to establish past or current actions on an as-needed basis;
 - c) Examine or confirm the veracity of facts or statements, sometimes using third party witnesses;
 - d) Base findings and conclusions on balance of probabilities.
- 2.3 Records created, collected, or processed as part of a complaint investigation are classified according to the Information Security Classification system and will not be



provided as part of the complaint response. Requests by the complainant for investigation records associated to the complaint will be treated as a formal access to information request, and records will be handled according to that process.

- 2.4 The complaint investigation is an administrative rather than a disciplinary process. Once the findings are determined, it is the responsibility of Management and Human Resources to determine the appropriate disciplinary action for employees involved, if any.

3. RESPONSE

- 3.1 MD of Spirit River acknowledges, in writing, receipt of the complaint. All acknowledgements of submission will include:
- a) reference to the initial complaint;
 - b) an internal assigned file number; and
 - c) the estimated date of response, within 30 business days of the date the complaint was received.
- 3.2 MD of Spirit River provides responses in writing, containing the findings of the Privacy and Access Officer, to all formal complaint submissions.
- 3.3 Response time is dependent on the need for an investigation and the complexity of the associated investigation.
- 3.4 The complaint response will include the following:
- a) the internal assigned file number;
 - b) a copy of the original complaint submission and a list of any records the complainant submitted with the complaint;
 - c) the findings of the Privacy and Access Officer and the reason for the findings or a statement of justification; and
 - d) contact information for the Office of the Information and Privacy Commissioner and directions for submitting a request for review to the Commissioner.

B. PROCESSES

1. RECEIVING SUBMISSIONS

- 1.1 The Privacy and Access Officer reviews the submitted complaint to establish if it is submitted under ATIA or POPA and assign an internal file number ([Appendix 14](#)):
- a) if the complaint is submitted under ATIA, identify the associated access request number and the employee who processed the request.
 - b) if the complaint is submitted under POPA, identify, if necessary, the associated record(s), employee(s), department(s), information system(s), or events connected to the complaint.
- 1.2 If the scope or nature of the complaint is unclear, the Privacy and Access Officer will contact the complainant to clarify it.



2. ACKNOWLEDGE RECEIPT OF SUBMISSION

- 2.1 Respond to the complainant, acknowledging receipt of submission, and providing an estimated date of response that is 30 business days from the date received.

3. INVESTIGATION AND ANALYSIS

- 3.1 The Privacy and Access Officer determines the scope and nature of the complaint according to the parameters established in section IV.A.1.3 and records the investigation scope as part of the complaint investigation file.
- 3.2 Based on the context of the complaint, the Privacy and Access Officer will collect and review any records associated to the complaint event that may provide additional context or relevant information. Records that are reviewed as part of the investigation are logged and indexed as part of the complaint investigation file.
- 3.3 The Privacy and Access Officer will review the complaint with any employees associated with it. If more than one employee is associated with the complaint, the Privacy and Access Officer will engage each employee individually. Interviews will begin with the employee most closely involved in the event. Relevant factual information from the interviews may be recorded as part of the complaint investigation file.
- 3.4 The Privacy and Access Officer will analyze the information from the complaint, associated records, and any interviews conducted to determine the findings of the investigation. Findings are based on a balance of probabilities.
- 3.5 Record the findings and any related information that informs the findings as part of the complaint investigation file. If it is determined through the findings that remediation actions are required, document the steps that will be taken and the date those actions will be performed.

4. FINAL RESPONSE

- 4.1 When the findings of the investigation are determined, a final written response ([Appendix 15](#)) will be provided to the complainant according to the parameters set out in section IV.A.3.
- 4.2 If the findings include remediation actions, the actions that will be performed and a date of completion will be provided to the complainant as part of the findings in the written response.

5. RESOLUTION

REMEDIATION AND PREVENTION

- 5.1 Depending on the investigation findings and any identified risks regarding the creation, collection, use, disclosure of personal information, data derived from personal information, and non-personal data, the Privacy and Access Officer may identify further administrative, technical and physical safeguards that can be implemented to modify or prevent future contraventions in MD of Spirit River systems, processes, and employee behaviours. This may include employee or user training, introduction of additional security technology, or upgrade to facilities or infrastructure.



IV. Information Security

The information security provisions of POPA require MD of Spirit River to protect personal information, data derived from personal information, and non-personal data in its custody or control by making reasonable security arrangements to protect against unauthorized access, collection, use, disclosure or destruction. This policy outlines administrative, technical and physical safeguards in place at MD of Spirit River to protect confidential information.

A. SAFEGUARDS

1. ADMINISTRATIVE

- 1.1 MD of Spirit River ensures that policies and procedures to facilitate the safeguarding of confidential information in its custody or control are developed and maintained.
- 1.2 The need for confidentiality and security of personal information is addressed as part of the conditions of employment for MD of Spirit River employees, beginning with the recruitment stage, and included as part of job descriptions and contracts. All employees are aware of, and appropriately trained with regard to, policies and procedures for safeguarding information.
- 1.3 All MD of Spirit River employees, volunteers, directors, officers, and contracted personnel that collect, use, disclose or have access to confidential information as part of the performance of their duties for MD of Spirit River sign a Confidentiality Agreement.
- 1.4 Utilizing a system of levelled access by role, only the least amount of information necessary for the intended purpose is used or disclosed, and only to employees with a need to know. If the intended purpose can be accomplished without use or disclosure of identifying information, then the information is made anonymous.
- 1.5 Before implementing proposed new administrative practices or information systems that will change or significantly affect the collection, use and disclosure of personal information, MD of Spirit River completes a Privacy Impact Assessment (PIA) that describes how the new initiative will affect privacy, and what measures MD of Spirit River will put in place to mitigate risks to privacy.
- 1.6 An agreement or contract ([Appendix 5](#)) is completed and signed between MD of Spirit River and all contracted service providers that require access to the information systems and assets of MD of Spirit River that requires that they meet or exceed MD of Spirit River privacy program standards and policies.
- 1.7 MD of Spirit River employees and persons acting on behalf of MD of Spirit River report all violations and breaches of information security as soon as possible to MD of Spirit River's Privacy and Access Officer. This enables the Officer to take corrective action to resolve the immediate problem and minimize the risk of future occurrence.
- 1.8 The minimum retention period for records retention under ATIA and POPA is one (1) year. Personal information that was used to make a decision about an individual will be kept for at least one year after the decision has been made. Beyond that, the retention periods are set according to the business requirements, and applicable by-laws and schedules of MD of Spirit River.



2. PHYSICAL

- 2.1 All MD of Spirit River records, both on-site and off-site, are held and stored in an organized, safe, and secure manner in accordance with information security standards.
- 2.2 Appropriate fire detection and extinguishing devices are located in areas where personal information is stored.
- 2.3 MD of Spirit River's records are not accessible by unauthorized persons. In areas where unauthorized persons are present, measures will be taken to ensure that files are not left unattended or accessible.
- 2.4 Computers or monitors that are left unattended in reception areas or areas where personal information is processed are secured and logged off, either manually or by default timer.
- 2.5 All servers and equipment storing electronic personal information are secured by locked cabinets or rooms within MD of Spirit River when not under direct supervision by an employee of MD of Spirit River.
- 2.6 Visitors are given name tags or badges, and an employee accompanies visitors to private or semi-private areas, to ensure that only authorized individuals are present in secure areas.
- 2.7 Appropriate measures are taken to control the distribution of keys or pass codes, and to ensure they are returned or changed after employment or association with MD of Spirit River has ended.
- 2.8 Confidential information will be treated with sensitivity. Employees will take care when sharing confidential and personal information if conversations can be overheard or intercepted by unauthorized individuals.
- 2.9 Confidential, restricted, or sensitive information that is transmitted by mail or courier will be sealed, marked as confidential, and directed to the attention of the authorized recipient.
- 2.10 MD of Spirit River employees will verify the identity and credentials of courier services used for the transportation of personal information.
- 2.11 Printers that may be used to print confidential information are located in a secure area. Employees use the "safe print" feature. Information that is not confidential or sensitive in nature will be destroyed. Confidential or sensitive information is destroyed by shredding. Destruction of records subject to MD of Spirit River's retention and destruction schedule will be documented by listing the records and / or files to be destroyed, the date of destruction, and an employee's signature to confirm that the destruction occurred. The destruction of transitory records does not need to be documented.
- 2.12 All information will be deleted using secure data wiping techniques prior to disposal of electronic data storage devices (e.g. surplus computers, internal and external drives, diskettes, tapes, CD-ROMS, etc.), or the device(s) will be destroyed.

3. TECHNICAL



- 3.1 Firewalls, intrusion detection software, or other technical means to protect internal MD of Spirit River networks carrying identifiable personal information is in place to prevent unauthorized use and malicious software.
- 3.2 Access to data and application systems to personal information is limited by each MD of Spirit River employee's functional role and need to know. Access privileges to information repositories containing information classified as confidential, highly sensitive or restricted are reviewed periodically to ensure that access continues to match the employee's functions and status.
- 3.3 Employees of MD of Spirit River access and use information systems under their assigned User ID. The use of another person's assigned User ID is prohibited. The assigned User ID restricts access to data and application systems to that information based on their functional roles and need to know.
- 3.4 Access to MD of Spirit River information systems is controlled and password protected. Passwords are kept confidential at all times, and are not written down, posted publicly, or shared with other employees. Passwords will be changed on a regular schedule. If a computer is left unattended, it will be protected against unauthorized access by manual or automated logout requiring authentication to re-enter the system.
- 3.5 Personal information is not permitted to be sent by e-mail or transmitted over the internet or external networks without the use of appropriate security safeguards, such as encryption and authentication. E-mail messages must also contain a confidentiality notification).
- 3.6 To detect unauthorized access and prevent modification or misuse of user data in applications, systems may be monitored to ensure conformity to access policies and standards. Appropriate security controls, such as event logs, will be implemented and reviewed as required to support adequate proactive monitoring of access.
- 3.7 MD of Spirit River do not use service providers, including cloud services, that require the storage of personal information outside of Canada.
- 3.8 Computer systems that hold critical or sensitive information will be backed up on a daily basis. Backed up information is stored in a secure environment off-site. Information that is intended for long-term storage on electronic media (e.g. tape, DVD, disk) will be reviewed on an annual basis to ensure the data is retrievable, and to migrate the data to another storage medium if necessary.
- 3.9 MD of Spirit River monitors AI services and applications to ensure that there is no leakage of internal inferences and other information to external parties.

B. INFORMATION SECURITY CLASSIFICATIONS

1. CLASSIFICATION LEVELS AND ASSIGNMENT

- 1.1 Information is classified according to the degree of harm that may result from unauthorized access, loss, or modification. All information is classified in accordance with the levels identified in the Information Security Classification and Standards Table ([Appendix 9](#)) as:



- a) Restricted
- b) Confidential
- c) Internal
- d) Public

1.2 Employees assign security classification to each repository, file or document as required. Records that are Restricted must be marked as such visibly in the presented record and included as part of the metadata of the record.

2. SECURITY ZONES

2.1 Physical spaces and logical areas within electronic systems and networks are identified as having the status of one of four security zones, based on the functionality of the area:

- a) **RESTRICTED:** Used infrequently by a subset of authorized individuals with special status for storing and accessing information on a limited basis.
- b) **INTERNAL:** Used regularly by authorized individuals working within the zone for storing and accessing information among them.
- c) **EXTERNAL:** Used regularly by a controlled number of unauthorized and authorized individuals for storing, accessing, and transmitting information among them within the zone.
- d) **PUBLIC:** Used regularly by both authorized and unauthorized individuals for other, uncontrolled purposes.

2.2 MD of Spirit River maintains standards to ensure the integrity of each zone, including definition of perimeters, barriers to access, and security practices and equipment within the zone. Physical Security Zones Requirements Table ([Appendix 10](#)) and the Network Security Zones Requirements Table ([Appendix 11](#)) provide details of standards required for each zone.

C. AUDIT LOGGING

1. LOGGING REQUIREMENTS

1.1 MD of Spirit River ensures that all systems containing personal information, data derived from personal information and non-personal data:

- a) Generate audit logs that record:
 - (i) User access (successful and failed attempts)
 - (ii) Creation, modification and deletion of records
 - (iii) Data exports, downloads or transmissions
 - (iv) Changes to user permissions or roles
 - (v) Administrative and privileged activities
- b) Capture sufficient detail, including:
 - (i) User ID



- (ii) Date and time
- (iii) Type of activity performed
- (iv) System or data accessed

2. MONITORING AND REVIEW

- 2.1 Audit logs are actively monitored to detect:
 - a) Unauthorized access or anomalous behavior
 - b) Bulk access or extraction of information
 - c) Data integrity issues
 - d) Repeated failed login attempts
- 2.2 Formal log reviews occur on a scheduled basis, relative to the information security classification of the information contained within the system and following any suspected or confirmed privacy breach.

3. LOG RETENTION AND SECURITY

- 3.1 Audit logs are retained in accordance with applicable MD of Spirit River retention schedules, with a minimum retention period of at least 12 months.
- 3.2 Audit logs are protected from unauthorized access, alteration or deletion by:
 - a) restricting access to authorized employees only
 - b) storing logs securely and encrypting where appropriate
 - c) implementing mechanism to detect log alteration
- 3.3 Individuals with administrative access are not the sole reviewers of logs where practical and reasonable.
- 3.4 Contracts with service providers must include logging and monitoring requirements consistent with this policy and rights to access logs for audit and investigation purposes.

4. AUDIT AND LOGGING PROCESSES

- 4.1 This process is intended to provide operational guidance for implementing, monitoring and reviewing audit logs for systems containing personal information, data derived from personal information and non-personal data.

STEP 1: IDENTIFY AND CLASSIFY SYSTEMS

- 4.2 Identify systems containing personal information, data derived from personal information and non-personal data.
- 4.3 Classify systems based on the information security classification of the information in the system.

STEP 2: CONFIGURE OR CONFIRM LOGGING



- 4.4 Confirm or Enable logging for user authentication events, data access and changes, administrative actions, ensuring logs capture user ID, timestamp, activity performed and data accessed.

STEP 3: ESTABLISH LOG STORAGE

- 4.5 Store logs in centralized logging system, if available or at minimum, secure system-specific repositories.
- 4.6 Evaluate protections on logs to ensure encryption at rest and in transit and access restrictions.

STEP 4: DEFINE MONITORING PROTOCOLS

- 4.7 Implement automated monitoring tools where possible.
- 4.8 Configure alerts for unusual access patterns, privileged account activity, failed login thresholds.
- 4.9 Assign responsibility for monitoring.

STEP 5: CONDUCT REGULAR REVIEWS AND INVESTIGATE ANOMALIES

- 4.10 Perform periodic reviews in accordance with classification of system. For systems containing restricted information, monthly review is required, while confidential information required quarterly reviews.
- 4.11 Document review date, reviewer, finding and action taken.
- 4.12 When suspicious activity is detected, escalate to the PAO and IT Security if required. Preserve relevant logs, initiate the privacy breach response process and document findings.

D. SECURITY IN CONTRACTING

1.1 MD of Spirit River ensures contracted service providers (e.g., contractors, consultants, support service providers or business partners) comply with MD of Spirit River's Privacy, Access and Security policies and procedures, or have equivalent policies in place.

1.2 If a contracted service provider requires access to personal information or system affecting the security of personal information as part of their services, the contracted service provider must sign a privacy and security agreement outlining the conditions of access (see [Appendix 5](#) and 6), or have equivalent provisions within terms or use, licensing agreements or contract addendums.

1.3 Until a contract detailing explicit information security provisions has been executed, the contracted service provider is not given access to premises or systems containing confidential business or personal information of MD of Spirit River.

1.4 Information security provisions outlined in contracts with contracted service providers meet or exceed the standards set out in the Privacy, Access and Security policies and procedures. Any related contracted service provider Privacy, Access and Security policies should be made available to MD of Spirit River upon request, including any updates or revisions that occur after execution of the contract.



1.5 All employees of contracted service providers who have exposure to and use MD of Spirit River information assets and systems sign a Confidentiality Agreement (see Appendix 1). Contracted service provider service providers should remind their employees on termination of their continued responsibility to maintain the confidentiality of MD of Spirit River information.

1.6 Contracted service providers immediately report breaches of confidentiality and privacy to the MD of Spirit River PAO.

1.7 Contracts with service providers that have access to MD of Spirit River information assets and systems include provisions that protect MD of Spirit River operations from circumstances where the information assets or systems may be compromised. In order to mitigate these situations, disaster recovery and system backup is included in all agreements, to a standard that meets or exceeds that of MD of Spirit River.

1.8 Contracts with service providers include provisions for destroying or returning all MD of Spirit River information assets, including hardware, system documentation and information assets upon termination of agreements and in accordance with contract provisions reflecting records retention and data management policy.

1.9 To ensure compliance with contracted provisions for information security, MD of Spirit River:

- a) Requests contractors sign an acknowledgement that they have received, read, and will comply with any MD of Spirit River privacy, access and security policies they are bound to follow under contract; and
- b) actively monitors contracted service providers with access to information assets or systems for inappropriate access or use and to ensure compliance with contract security provisions.

1.2 MD of Spirit River retains the right to inspect the premises and security practices of contracted service providers to ensure compliance with contract provisions and stated policies.

1.3 MD of Spirit River avoids using service providers that require the storage or transmission of personal information outside of Canada. If they are retained, MD of Spirit River ensures that they meet the same standards of security and compliance that are required of Canadian service providers, in order to fulfill POPA's requirement to prevent unauthorized collection, use, access, retention, destruction and disclosure of personal information.



V. Privacy Breach Response

A. POLICY

1. DEFINITION

- 1.1 A Privacy Breach (breach) is an unauthorized disclosure, use, destruction, loss, removal, or modification of information in the custody or control of MD of Spirit River. Events are considered unauthorized by reference to access, privacy and security policy and/or legislation. A breach may be accidental or the result of a deliberate act.

2. DETERMINING LEVEL OF RESPONSE

- 2.1 The severity of the breach determines the nature of the response reporting structure, remedial action, and the investigation process. In the response process, severity is based on:
- a) The security classification of the information, which takes into account potential and real harm to individuals and organizations;
 - b) The internal and external scope and scale of the breach;
 - c) The known relationship of the recipients to subject individuals; or
 - d) The intentionality of the cause.
- 2.2 Levels are determined when any of the designated classes and circumstances apply as indicated in [Step 1 Identifying and Reporting Breach](#), which incorporates an assessment of the real risk of significant harm as a result of the breach.

3. INVESTIGATION PRINCIPLES

- 3.1 MD of Spirit River uses generally accepted investigative methods to obtain the most effective results while respecting the rights, privacy, and dignity of persons being investigated. Investigations will, as required, incorporate the following methodologies:
- a) Keep investigation information confidential to protect the privacy of individuals investigated and to maintain the integrity of the investigation;
 - b) Use surveillance or monitoring data to establish past or current actions on an as-needed basis;
 - c) Examine or confirm the veracity of facts or statements, sometimes using third party witnesses;
 - d) Inform participants of their status and the progress of the investigation as fully and quickly as possible so long as it does not jeopardize the integrity of the investigation;
 - e) Base findings and conclusions on balance of probabilities.
- 3.2 The breach investigation is an administrative rather than a disciplinary process. Once the report is delivered, it is the responsibility of Management and Human Resources to determine the appropriate disciplinary action.



B. PROCESSES

STEP 1: IDENTIFYING AND REPORTING BREACH

IDENTIFICATION AND REPORTING

- 1.1 When a breach level is identified, report the incident to your manager and the PAO within the Step 1 timelines in the Privacy Breach Procedures Table ([Appendix 12](#)). If unable to determine the level of the breach, contact the PAO immediately.
- 1.2 The PAO will open and document the breach using the Privacy Breach Response Form ([Appendix 13](#)) and will document the initial facts of the breach as much as possible within the timelines available:
 - a) Dates of breach and report
 - b) Responsive actions taken so far
 - c) Nature of the breach: unauthorized collection, use, disclosure, loss, loss of access, or modification
 - d) Custody and control of the information breached
 - e) Extent and scale: distribution, location and volume of information
 - f) Known causes and recipients
 - g) Employees, individuals and organizations involved

ASSIGNING RISK LEVEL

- 1.3 When a breach has been discovered, determine the level of the incident according to Privacy Breach Procedures Table ([Appendix 12](#)). The highest level where any one of the classes and characteristics apply is the identified Level of the breach.

Level 1 Low:

Internal (I) class information:

The recipients or causes of the breach are internal (an employee or contracted service provider) or external (someone outside MD of Spirit River).

Confidential (C) class information:

The recipients or causes of the breach are internal only and recipients of the breached information do not know or have a relationship with any of the subject individuals involved.

Confidential (C) class information:

The cause of the breach does not appear to be intentional.

Level 2 High:

Confidential (C) class information:

The recipients or causes of the breach are external, involving persons who are not employees or contracted service provider.



Confidential (C) class information:

The recipients or causes of the breach are internal and recipients of the breached information likely know or have a relationship with subject individuals involved.

Confidential (C) class information:

The cause of the breach appears to be intentional.

Restricted (R) class information

The recipients or causes of the breach are internal (an employee or contracted service provider) or external (someone outside MD of Spirit River).

Level 3 Critical:

Restricted (R) class information

The recipients or causes of the breach are external, involving persons who are not employees or contracted service providers.

**STEP 2: CONTAINMENT AND FURTHER REPORTING
CONTAINING THE BREACH**

- 1.4 At this stage, the MD of Spirit River uses all available means to ensure that MD of Spirit River information in the custody of unauthorized parties is returned to MD of Spirit River and/or destroyed irrevocably. If the recipient is uncooperative, this may involve legal action.

REPORTING

- 1.5 Depending on the level and nature of the breach, IT, MD of Spirit River leadership and the police are informed.

STEP 3: NOTIFICATION

OFFICE OF THE INFORMATION AND PRIVACY COMMISSIONER (OIPC) AND GOVERNMENT OF ALBERTA

- 1.6 The MD of Spirit River informs the Office of the Information and Privacy Commissioner of Alberta of all Level 2 or 3 breaches that involve personal information, using the OIPC online process and any process established by the Ministry of Technology and Innovation.
- 1.7 Level 1 breaches are generally not considered severe enough to pose a real risk of significant harm to an individual. However, each incident will be reviewed to confirm this status.

NOTIFICATION OF SUBJECT INDIVIDUALS

- 1.8 MD of Spirit River will notify identified subject individuals affected by all Level 2 or 3 breaches. Subject individuals affected by Level 1 will be notified if required by OIPC.
- 1.9 Notifications involving large numbers of subject individuals and/or individuals for which contact information is unavailable may require the use of public media.



STEP 4: INVESTIGATION

INVESTIGATION PROCESS

1.10 Establish and confirm:

- a) Dates of breach and report
- b) Responsive actions taken so far
- c) Nature of the breach: unauthorized collection, use, disclosure, loss, loss of access, or modification
- d) Custody and control of the information breached
- e) Extent and scale: distribution, location and volume of information
- f) Known causes and recipients
- g) Employees, individuals and organizations involved

1.11 Investigations establish facts based on evidence collected in documentation, interviews and forensics. Timelines to complete the investigation follow the standards based on level of breach in the Privacy Breach Procedures Table ([Appendix 11](#)).

FINDINGS

1.12 As the outcome of the investigation, PAO will report findings on the causes, continuing risks of the breach and notification activities completed. Findings are based on a balance of probabilities determination.

REPORT DISTRIBUTION

1.13 If Police are investigating the breach for criminal enforcement purposes, coordinate activities with officers involved.

1.14 Investigative reports are distributed to Leadership and IT, HR, OIPC and the Police as required. Subject Individuals are given a summary of the findings in accordance with MD of Spirit River Collection, Use, Disclosure and Right of Access policies.

STEP 5: REMEDIATION AND PREVENTION

REMEDiation

1.15 Remediation may have been started when immediate efforts were made to contain the breach. The investigative report will identify any further gaps or weaknesses in information security that directly or indirectly caused the breach and recommend immediate measures to close the gaps. Implementation and effectiveness of the remediation needs to be tracked.



PREVENTION RECOMMENDATIONS

- 1.16 The investigative report will identify further administrative, technical and physical security measures that can be implemented to prevent such breaches in the wider systems, processes and behaviours. This could include employee or user training, introduction of additional security technology, or upgrade to facilities.

DISCIPLINE

- 1.17 Depending on the nature and significance of the breach, the role of employees involved, and the information security policy in place, MD of Spirit River can take discipline action against an employee who has violated MD of Spirit River policy or applicable legislation. This will be passed to Leadership and Human Resources for resolution.



MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

RM-17-26
October 14th, 2026
CAO
Rescheduling Council Meeting Date
November 10th, 2026

BACKGROUND/PROPOSAL

According to the regular meeting schedule, Council is set to meet on Wednesday, November 11, 2026. As this falls on Remembrance Day, administration is recommending that the regular council; meeting be rescheduled for Tuesday, November 10th, 2026.

If Council approves the date change, administration will issue public notice via updates to the municipal website and on our municipal social media channel.

Options available:

- Move the Regular Council Meeting from Wednesday, November 11, 2026, to Tuesday, November 10, 2026.
- Cancel the November 11, 2026, Regular Council Meeting and address any pressing agenda items at the subsequent regular meeting.
- Direct administration to reschedule the meeting to an alternative date in November.

Recommended motion:

that Council approve moving the Regular Council Meeting scheduled for Wednesday, November 11, 2026, to Tuesday, November 10, 2026, at [Time, e.g., 7:00 PM] due to the Remembrance Day statutory holiday.



The Municipal District of Spirit River No.133

Box 389, 4202-50th Street, Spirit River, Alberta T0H 3G0

E-mail: mdsr133@mdspiritriver.ab.ca

Telephone (780) 864-3500

September 10th 2026

SCANNED

Mayor and Council of Town of Spirit River
4502 – 50th Street
Spirit River, AB T0H 3G0

E-MAILED
(511) Sept 24/
2026

sent via email

Dear Mayor and Council,

On behalf of the Municipal District of Spirit River No.133, this letter confirms our support for the Town of Spirit River's application under the Alberta Community Partnership (ACP) grant program to support the development of a comprehensive Fire Services Master Plan for the Central Peace Fire and Rescue Commission (CPFRC).

The CPFRC provides coordinated fire and rescue services to residents of the Town of Spirit River, the Municipal District of Spirit River No. 133, and the Village of Rycroft. As a member municipality, we recognize the importance of ensuring that regional fire and rescue services continue to be planned and delivered in a manner that reflects current service requirements and anticipated future needs.

A comprehensive Fire Services Master Plan will provide the Commission and its member Councils with an evidence-based assessment of current service delivery and future emergency service needs, and a practical framework to guide longer-term planning, priorities, resource requirements, and decision-making.

The Municipal District of Spirit River No.133 supports the Town of Spirit River acting as the managing partner for this ACP application and confirms our participation as a partner in the project. We further acknowledge the required municipal cost-share and support an equal sharing of the local contribution among the three participating municipalities.

We value the continued collaboration among the CPFRC member municipalities and are pleased to provide this letter in support of the Town of Spirit River's ACP funding application. We believe this initiative will contribute to the continued planning and sustainability of our shared regional fire and rescue service.

Sincerely,

Tony van Rootselaar

Reeve, Municipal District of Spirit River No.133

TV/sh



The Municipal District of Spirit River No.133

Box 389, 4202-50th Street, Spirit River, Alberta T0H 3G0

E-mail: mdsr133@mdspiritriver.ab.ca

Telephone (780) 864-3500

COPY

94
E-MAILED
SCANNED

September 24, 2026

Town of Spirit River

Box 130, Spirit River, AB T0H 3G0

Re: Letter of Support – Alberta Community Partnership (ACP) Grant Application for the Town of Spirit River Regional Airport Transportation Master Plan

Dear Mayor and Council,

On behalf of the Municipal District of Spirit River No. 133, this letter confirms our support for the Town of Spirit River's application under the Alberta Community Partnership (ACP) grant program to fund the development of a comprehensive Regional Airport Transportation Master Plan. As neighboring municipal partners, we recognize the importance of strategic transportation networks that reflect current operational demands and position our region for future economic growth.

The Municipal District of Spirit River No. 133 fully supports the Town of Spirit River acting as the managing partner for the Airport ACP grant application and confirms our participation as a project partner. We sincerely appreciate the ongoing spirit of intermunicipal collaboration between our municipalities, as working together on shared priorities consistently yields the best results for our community and regional economy.

We value our continued partnership and look forward to participating in this initiative. Additionally, as a project partner, the MD would appreciate the opportunity to participate in the selection of the planning consultant for the project. We are pleased to provide this letter in support of the Town of Spirit River's ACP funding application.

Sincerely,


Tony Van Rootsetaar

Reeve, Municipal District of Spirit River No. 133



The Municipal District of Spirit River No.133
 Box 389, 4202-50th Street, Spirit River, Alberta T0H 3G0
 E-mail: mdsr133@mdspiritriver.ab.ca
 Telephone (780) 864-3500

COPY
E-MAILED
SCANNED

September 26th, 2026

Town of Spirit River

4502 50th Street

Box 130

Spirit River, AB T0H 3G0

RE: Alberta Community Partnership (ACP) Grant Application – Intermunicipal Development Plan (IDP) Restructuring

Dear Mayor Yaremko and members of Town Council,

Thank you for your response regarding our letter dated September 4, 2026, concerning a joint application under the Alberta Community Partnership (ACP) grant program to update our Intermunicipal Development Plan (IDP) framework between our municipalities.

We acknowledge Town Council's resolution to defer the formal request for a resolution of support to your October 5, 2026 meeting, as well as your request for our respective administrations to align on consultant selection, project scope, and shared deliverables. To ensure both municipal bodies share a unified vision for restructuring the IDP, at our recent meeting Council passed a resolution directing administration to request an in-person joint leadership meeting between our municipalities.

The objective is to achieve alignment and establish a shared framework through a joint discussion with key leaders from both municipalities, potentially including:

Town of Spirit River; Mayor Yaremko, Deputy Mayor Sumit Gour, and Chief Administrative Officer Keir Gervais.

Municipal District of Spirit River No.133; Reeve Tony Van Rootselaar, Deputy Reeve Dean Wark, Chief Administrative Officer, Shirley Hayden and Assistant Chief Administrative Officer Montana Bremont.

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The purpose of this session will be to discuss and finalize:

Grant Parameters & Detailed Scope: Defining the project deliverables.

Financial Framework: Confirming the breakdown and expectations regarding joint matching contributions.

Consultant Procurement: Discussion regarding establishing a collaborative selection process and evaluation criteria for securing a joint planning consultant.

Project Governance & Path Forward: Outlining the timeline, deliverables, and communication protocols for the restructuring process.

Establishing a Joint Steering Committee: We would like to use this opportunity to establish a joint steering committee to help guide the procurement process, oversee the consultant's work, and ensure steady progress throughout the IDP review. Please let us know your team's availability over the coming days so administrative staff can coordinate a suitable date, time, and location.

We believe an in-person discussion among our elected and administrative leadership is the most effective way to align our goals and submit a strong, competitive ACP application.

Thank you for your continued partnership. We look forward to collaborating on this vital regional initiative.

Sincerely,



Reeve Tony Van Rootselaar

Municipal District of Spirit River No.133

SCANNED



The Municipal District of Spirit River No.133

Box 389, 4202-50th Street, Spirit River, Alberta T0H 3G0

E-mail: mdsr133@mdspiritrivier.ab.ca

Telephone (780) 864-3500

E-MAILED
SCANNED
COPY

September 23rd, 2026

Dear Ms. Threlfall,

Subject: Thank You – Grade Crossing Rehab at Mileage 2.60, Grande Prairie Subdivision (Township Road 780)

On behalf of the Municipal District of Spirit River No. 133, I want to express our sincere gratitude to you and your team for your ongoing partnership and continued engagement with our municipality. As our regional economy grows, the MD places high value on our strong working relationship with CN Rail.

We are writing to formally thank CN Rail for working with the MD to provide a reduced rate on the invoice for the upgraded rail track work performed at Township Road 780 within our municipality in relation to the Grade Crossing Rehabilitation at Mileage 2.60 on the Grande Prairie Subdivision. Following our earlier discussions, we appreciate CN's willingness to collaborate on a cost-sharing arrangement that respects our municipal budget while delivering high-quality infrastructure to our region. Securing a reduced rate for upgrading this degraded crossing reflects the strong, good-faith partnership between our organizations.

Looking forward, it remains the firm intent of this Council to foster a collaborative relationship with CN Rail on future infrastructure projects and to actively collaborate on economic development opportunities within the Dunvegan Industrial Corridor. As communicated in our earlier correspondence regarding our interest in upgrading local infrastructure, the MD remains committed to a collaborative cost-sharing relationship with CN on specific concrete crossing upgrades in the future, up to our capped budget allocation of \$75,000.00.

Thank you once again for your assistance and for partnering with us to improve our local infrastructure. We value our relationship with CN Rail and look forward to continued collaboration on future regional development.

Sincerely,

Reeve Tony Van Rootselaar, Municipal District of Spirit River No. 133



ALBERTA
MUNICIPAL AFFAIRS
Office of the Minister
MLA, Peace River

AR123550

September 29, 2026

Dear Elected Officials:

Thank you for the important work you do to serve and protect your community – public safety is always a priority and fire services are core to that. I am pleased to announce that the application for the 2027 Fire Services Training Program grant is open, and the total amount of grant money is \$500,000. The grant guidelines and application form are available at www.alberta.ca/fire-services-training-grant.aspx.

Municipal Affairs has refreshed the guideline, including revised program dates and the addition of 'enhancement of fire service skills competency course' as a relevant use of training funds. The application form has also been updated for ease of completion.

This grant provides supplemental funding supports to municipalities and Indigenous communities to help ensure their local fire services are adequately trained to respond safely and effectively based on identified risks. Courses approved for delivery under this grant will support key outcomes of preserving public safety, encouraging the management of community risk by local authorities, and ensuring firefighters are able to receive training in alignment with best practices.

Please forward this information to your chief administrative officers and fire chiefs so they may complete the application form. Collaboration involving multiple municipalities is permitted but not required. Please note the application deadline is November 2, 2026.

If you have any questions regarding the grant applications or the program guidelines, please contact Municipal Affairs at 1-866-421-6929, or at firecomm@gov.ab.ca.

This grant program will assist fire departments across the province to be prepared with the knowledge and skills to protect their communities. I look forward to reviewing your 2027 Fire Services Training Program submissions.

Sincerely,

Dan Williams, ECA
Minister of Municipal Affairs

From: Jake Pastore <j.pastore@summitpcg.ca>
Sent: September 17, 2026 11:09 AM
To: Cindy Millar <c.millar@northernsunrise.net>; Jake Pastore <j.pastore@summitpcg.ca>
Cc: Terry Ungarian <t.ungarian@countynl.ca>; Robert Willing <r.willing@mdpeace.com>
Subject: Peace Regional Energy Alliance Supports Tri-Jurisdictional Agreement on Nuclear in Western Canada

For Immediate Release

On behalf of PREA Chair, Vice Chair and Committee, please find attached a News Release that supports the recent **Alberta, Saskatchewan, and the Northwest Territories** signing of a Memorandum of Understanding (MOU) to advance collaboration on nuclear energy technologies and regional electricity grid integration.

We have also attached the PREA Position Paper that was released on July 13, 2026 as a reference.

Best Regards,





FOR IMMEDIATE RELEASE

Peace Regional Energy Alliance (PREA) Applauds Tri-Jurisdictional MOU on Nuclear Energy and Grid Integration

PEACE RIVER, AB — September 17, 2026 — The [Peace Regional Energy Alliance \(PREA\)](#) strongly supports this week's landmark announcement by the governments of **Alberta, Saskatchewan, and the Northwest Territories** to sign a Memorandum of Understanding (MOU) to advance collaboration on **nuclear energy technologies and regional electricity grid integration**.

This historic agreement establishes a unified framework to share information, evaluate nuclear generation—including large-scale reactors, Small Modular Reactors (SMRs), and microreactors—and explore enhanced regional transmission infrastructure. As electricity demand rises rapidly across Western Canada and the North, this tri-jurisdictional partnership is a vital step toward safeguarding grid reliability, ensuring long-term affordability, and achieving a sustainable, low-emission energy future. This also marks an important aspect of development and deployment of a new nuclear chain supply for Western Canada.

For the Peace Region of northwestern Alberta, this announcement marks a pivotal turning point. Following the release of its comprehensive Position Paper in July 2026, PREA has actively advocated for the Peace Region to be designated as the premier location for future provincial nuclear developments. The region possesses unique geographic and economic advantages, including robust land and water resources, industrial infrastructure potential, new supply chain management and a skilled workforce ready for diversification.

"This MOU is exactly the kind of forward-thinking, collaborative leadership Western Canada needs to secure our economic and energy future," said Terry Ungarian, Chair of PREA. "With the Peace River Nuclear Power Project already moving through the federal impact assessment phases, our municipalities are ready to act as a primary corridor for this emerging



sector. This aligns perfectly with our recent Position Paper released mid-summer 2026 as we continue to support the Government of Alberta's on-going work on a nuclear energy framework."

The tri-jurisdictional MOU will coordinate efforts on regulatory approvals, environmental assessments, financing models, and uranium supply chains—critical areas that will benefit from early municipal leadership and community engagement. PREA stands ready to collaborate with the Government of Alberta as it prepares to release its official nuclear energy roadmap.

PREA remains committed to ensuring that northwestern Albertans receive unbiased, evidence-based information regarding nuclear technologies while preparing local infrastructure to capitalize on billions in potential energy investments, new supply chains, and high-paying jobs.

About the Peace Regional Energy Alliance (PREA):

The Peace Regional Energy Alliance is a coalition of member municipalities and economic partners dedicated to driving sustainable economic prosperity and energy diversification across northwestern Alberta. PREA serves as a unified voice to advocate for regional infrastructure readiness, industrial innovation, and early, meaningful community engagement in the evolving energy sector. With strong regional alignment and established leadership, PREA serves as a trusted bridge between government, industry, and communities. PREA is committed to establishing the Peace Region as Alberta's nuclear hub, supporting responsible development, regional prosperity, and long-term energy leadership. PREA will encourage the highest standards from both provincial and federal partners to ensure health, safety, and environmental stewardship remain critical components of any project development.

Media Contact:

Jake Pastore – Communication's Lead & Media Relations
Peace Regional Energy Alliance
Email: jakepastore@summitpcg.ca

Executive Summary of the PREA Position Paper July 2026

The Peace Regional Energy Alliance (PREA), representing a coalition of municipalities in Northwestern Alberta, is united in its support for advancing nuclear energy development in the Peace Region. As a coordinated alliance of municipal leaders, PREA is committed to ensuring communities are informed, prepared, and positioned to benefit from this transformative opportunity.

Alberta is entering a period of growth in electricity demand alongside a transition in how energy is generated. Nuclear energy offers a reliable, affordable, and zero-emission baseload solution that supports long-term energy security and economic stability. PREA supports the Government of Alberta in advancing nuclear energy as part of its long-term energy strategy and positions itself as an essential **regional partner** in this work. With appropriate resources and capacity, municipalities will be well-positioned to support planning, engagement, and infrastructure readiness.

PREA is equally committed to ensuring that communities are engaged early and meaningfully throughout the process. Through strong partnerships, transparent communication, and shared benefits, Northwestern Alberta is ready to lead responsible nuclear energy development and growth alongside both the provincial and federal governments.

PREA serves as the strong united voice of energy and economic diversification, committed to an advocacy role for the dissemination of unbiased and evidence-based information to Northwestern Albertans. PREA stands ready to work with the Government of Alberta as the province formalizes their nuclear energy stance and respective framework/policies.



Position Paper

BUILDING A SOCIAL LICENSE FOR NUCLEAR ENERGY DEVELOPMENT IN NORTHWESTERN ALBERTA

PREPARED BY THE PEACE REGIONAL ENERGY ALLIANCE (PREA)

FINAL

MAY 15, 2026



PEACE REGIONAL
**ENERGY
ALLIANCE**



Executive Summary

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PREA understands and supports the concept of reliability, sustainability and affordability of nuclear energy as outlined in the Province of Alberta's press announcement in April of 2026.

PREA also strongly supports the National Electricity Strategy released on May 14, 2026 in its statement that electricity is the clear solution to Canada's energy security, affordability, and competitiveness. This includes the funding and development of new nuclear projects in our country.



Position Summary

PREA, through its existing mandate and representative local and regional role in Northwestern Alberta, will advocate for and advance new energy projects and boldly endorse nuclear development for its region. Furthermore, PREA encourages the Government of Alberta to advance their public policy platform and framework on nuclear development and officially designate the Peace River region of **Northwestern Alberta (PEACE REGION)** as the location for such developments in Alberta.

The creation of jobs, new business development, environmental stewardship and careful advancement of energy related projects will enhance the economic prosperity of the entire region.

Who We Are: Background

The Peace Regional Energy Alliance (PREA) brings together municipal leaders from across the Peace Region to provide a unified, region-first voice on major energy and economic development opportunities.

PREA includes:

- County of Northern Lights
- Municipal District of Peace No. 135
- Northern Sunrise County
- Town of Grimshaw
- Town of Manning
- Town of Peace River
- Village of Berwyn
- Village of Nampa

PREA represents both elected officials and administrative leadership, working collaboratively to advance regional priorities. PREA's role is to advocate for responsible development, support economic diversification, and ensure communities are informed, engaged, and prepared for emerging energy opportunities.

With strong regional alignment and established leadership, PREA serves as a trusted bridge between government, industry, and communities. PREA is committed to establishing the Peace Region as Alberta's nuclear hub, supporting responsible development, regional prosperity, and long-term energy leadership. PREA's priorities are also closely aligned with those of the Northern Alberta Development Council (NADC), including workforce readiness, infrastructure planning, regional coordination, and long-term economic opportunities.



Community sentiment demonstrates both interest and concern, with a large component of residents seeking accessible, clear science-based information from unbiased third parties. Engagement must be proactive, transparent, and sustained, particularly regarding economic benefits, emergency preparedness, land-use compatibility, water use regulations, infrastructure impacts, proponent financing and long-term waste as well as environmental stewardship.

Drawing on Canadian precedents such as Bruce Power's expansion in Ontario, where public support exceeds 80% when engagement is robust, PREA can position the Peace Region as **Alberta's model nuclear hub**.

SOCIAL LICENSING FOR THE PEACE REGION

Defining "Social License" for Nuclear in the Peace Region

A social license is built through trust, transparency, and ongoing engagement. In the Peace Region, it will be achieved through clear communication, accessible information, and meaningful opportunities for community participation.

PREA will facilitate and lead, when necessary, a coordinated regional approach to engagement, ensuring residents receive credible, science-based information and have opportunities to participate in the conversation throughout the lifecycle of any project.

Strong public confidence is supported by demonstrated safety, environmental stewardship, and the delivery of tangible local benefits. Ongoing transparency and open communication will continue to strengthen trust across the region.

PREA defines social license in the Peace Region as:

- A trusted voice and advocate for safety oversight across the entire lifecycle (site, construction, operation, decommissioning).
- Leadership on regional economic prosperity through shared decision making.
- Transparent third-party facilitation of public engagement, where information is accessible, questions are answered, and participation influences project regulators, influencers and both Provincial and Federal government decisions.
- Identify tangible local benefits (jobs, training, supply chain, municipal revenues, community investments) through, in part, the development, negotiation and execution of a long-term Regional Benefits Agreement for the area.
- Credible waste and emergency management information through official networks.
- Measurable accountability via public reporting and independent verification, to ensure transparency, accountability and integrity for the Peace Region.

PREA supports nuclear development in the Peace Region contingent on these principles being upheld.



Background: Learning and Best in Class

PREA will apply proven, best-in-class approaches from across Canada, where early engagement, transparent communication, and clear community benefits have supported strong public confidence in nuclear development. PREA is also a member of the Canadian Association of Nuclear Host Communities (**CANHC**) and is learning from experienced host communities across Canada as the Peace Region prepares for its potential role as an emerging nuclear host community.

Provincial engagement is underway. Alberta launched a province-wide engagement process in 2025 (surveys, information sessions, and an expert panel that traveled across Alberta) to determine how nuclear could fit into Alberta's electricity mix. The panel reported to the Minister of Affordability and Utilities in March 2026, and a final report was publicly released in April 2026. This will be followed up by a comprehensive nuclear roadmap and regulatory framework to support nuclear energy in Alberta in early 2027.

Indigenous Rights-Respecting Engagement

As a regional alliance, we recognize the importance of meaningful Indigenous consultation and collaboration with First Nations and Métis communities. We are dedicated to being good neighbours by building strong, respectful relationships grounded in trust, open dialogue, and a shared willingness to listen and learn.

We affirm that project proponents must undertake full, meaningful, and ongoing consultation with Indigenous communities throughout all phases of project planning, assessment, and development. Consultation processes must be conducted in good faith and ensure that Indigenous perspectives, traditional knowledge, rights, interests, and concerns are appropriately considered and reflected in project decision-making processes and outcomes.



Waste Management

PREA recognizes the significance of public concerns related to the long-term management, transportation, and oversight of spent nuclear fuel and the importance of addressing those concerns through transparency, accountability, and ongoing engagement. Providing communities with clear, accurate, and accessible information regarding Canada's national used-fuel policy, transportation oversight, and emergency preparedness measures is essential to building public confidence. Ongoing communication and transparency are critical to supporting public understanding of the regulatory framework, safety standards, and long-term management approaches associated with used nuclear fuel. We support continued collaboration with the Nuclear Waste Management Organization to advance meaningful public and stakeholder engagement initiatives that encourage open dialogue, information sharing, and responsiveness to community questions and concerns.

Canada's used-fuel plan is to construct a Deep Geological Repository (DGR) in the Wabigoon Lake Ojibway Nation–Ignace area, selected after years of technical studies and community willingness processes. This national solution is progressing under federal oversight; transport planning will be regulated and publicly scrutinized.

The CNSC regulates packaging and transport of nuclear substances, and the IAAC/CNSC processes require robust accident prevention and emergency response plans developed in conjunction with nuclear proponents—key components for a social license in our region.

CLOSING

PREA, representing the Peace Region, will steward a people-first approach grounded in openness, inclusion, and measurable benefits. PREA formally supports advancing nuclear energy development in Northwestern Alberta and stands ready to act as the unified regional voice in partnership with government, industry, and communities. With this plan, the Peace Region can demonstrate how Alberta responsibly earns a **social license** for nuclear energy—setting a national standard while building prosperity at home in Northwestern Alberta.

The Peace Region is ready to lead—demonstrating how Alberta can successfully build public confidence while advancing a reliable and sustainable energy future.



PEACE REGIONAL

ALLIANCE

ENDORSEMENT SIGNATURES

PEACE REGIONAL ENERGY ALLIANCE MEMBERS:

Reeve, County of Northern Lights

Reeve, Municipal District of Peace

Reeve, Northern Sunrise County

Mayor, Town of Grimshaw

Mayor, Town of Manning

Mayor, Town of Peace River

Mayor, Village of Berwyn

Mayor, Village of Nampa

From: Vanessa Pybus <vanessa.pybus@mdspiritrivernetwork.ca>
Sent: Wednesday, September 23, 2026 7:36 PM
To: Evelyn Bzowy <ebzowy@mdspiritrivernetwork.ca>; Coordinator FCSS
<fcss@mdspiritrivernetwork.ca>
Subject: Resignation central peace FCSS

Dear M.D. of Spirit River Council,

Please accept this letter as my formal resignation from my position as a Member-at-Large with Central Peace FCSS.

I am grateful for the opportunity to serve on the board and to contribute to our community through the important work of Central Peace FCSS. I have appreciated the experience, the relationships I have built, and the opportunity to be involved in supporting our local community.

After giving it some thought, I feel that stepping away from the board is the right decision for me at this time.

Thank you for the opportunity and for your support during my time with Central Peace FCSS. I wish the M.D. of Spirit River and Central Peace FCSS continued success in the future.

Sincerely,

Vanessa Pybus

From: Coordinator FCSS <fcss@mdspiritrivier.ab.ca>
Sent: September 22, 2026 12:58 PM
To: Shirley Hayden <cao@mdspiritrivier.ab.ca>; CAO, VILLAGE OF RYCROFT
(cao@rycroft.ca) <cao@rycroft.ca>; cao <cao@townofspiritrivier.ca>
Subject: community connect night

Hello

Last Thursday (Sept 17) FCSS hosted a community connect night. This was an opportunity for organizations/ clubs and services to come together and inform each other of what each offer. We also asked what was needed/wanted in the area. I have attached a list that you may find interesting. Also, On Oct 22 there will be a programs and services fair at Centennial Hall from 7-9pm. This is open to the public.

Shelley Loroff - Coordinator

Central Peace Family and Community Support Services

fcss@townofspiritrivier.ca

Phone - 587 771 3567 / Cell - 780 864 5698

PO Box 130

4201 50 Street Spirit River T0H 3G0

We respectfully acknowledge that we are located on Treaty 8 land, the traditional home of many First Nations and Métis.

Community Connect Night 2026

Rycroft- have

South Peace rural community Learning
 Central Peace Community Garden Park
 Lions International
 Central Peace Food Bank
 Merry Pioneers
 Rycroft Community Library

Spirit River-have

Spirit of the Peace United church thrift store
 TOPS
 Spirit River Settlement Historical Society(museum)
 Happy hour
 Spiri River Society
 Friends of the SR library
 Central Peace Health & wellness Coalition
 Girl Guides of Canada
 Spirit River Library
 Central Peace Community Garden Park

What we want/need

Volunteers/ more community involvement
 Local community directory
 Skateboard park
 Share shed for food, clothing misc.
 Funding opportunity sharing
 More places for posters/ advertising events not facebook
 After school programs for non-organized sports
 Greenhouses
 Splash Park x3
 Playgroup in Rycroft for young moms
 Better animal control
 Walking trailx3
 Dog park
 More activities for youth
 Transportation (volunteers in town)
 Organized walking group in Rycroft
 Canskate/learn to skate
 Gymnastics
 Boy scouts
 Any recreational sports for kids (rec dance, rec drama)
 Pumptrack (dirt bike track)
 Boxing
 Stem/Art/drama clubs



CRAA Monthly Roundup

Hi everyone,

We hope everyone had a great summer. While the weather may not have cooperated much, those of us in the north have mastered the art of maximizing our enjoyment no matter what Mother Nature throws at us.

With continued trade uncertainty, the importance of securing our internal supply chains and those that allow us to export beyond the United States continues to grow. We look forward to the fall parliamentary sitting, where legislation to strengthen those vital economic corridors is expected to be introduced.

We are excited to see you all at the all-member meeting on Monday, September 28, from 9:00 a.m. to 10:00 a.m. If you have not received the calendar invitation, please let us know. If you know of anyone else from your organization who would like to join, please feel free to forward the invitation.

In the meantime, if you have any questions or know of any other municipalities looking to join the conversation, please send them our way.

Thank you,
Your CRAA Executive Team

Advocacy Round-Up

As we communicated in the last round-up, CRAA has been engaged with the federal government, including working with the Minister of Transport's office to offer suggestions for legislation on supply chains, labour disputes, and the designation of rail as an essential service. We anticipate this advocacy to be rewarded this fall through the passing of new legislation.

At the Transport Minister's suggestion, we also submitted a letter to the Minister of Finance requesting that tax and other benefits be introduced that would make the creation of short lines more attractive in Canada. Short lines would be one of the best ways to put cracks in the regional monopoly or industry partners navigate every day, and would also catalyze investment across the region. The Government of Canada has also urged us to continue our engagement with CN, and we are still pursuing enhanced data sharing.

In October, the executive is set to meet with the new Alberta Minister of Agriculture and Irrigation, Hon. Tara Sawyer. We are also working on securing a meeting with CN representatives from both Alberta and

British Columbia. If anyone has any new or growing concerns with rail service in their community, please feel free to reach out. The more information we have, the better and more targeted our advocacy is.

News, Data, and Insights

Below is a sampling of updates related to the rail sector and its implications. Please let us know if you have any insight from your community or industry's experience with rail.

[CN Releases 2026–2027 Grain Plan: Strengthening Canada's Supply Chain](#), July 31, 2026

On July 31, 2026, CN published its 2026-2027 Grain Plan. Highlights include the anticipated shipment of 30 to 33 million metric tonnes (MMT) of grain and processed grain products during the 2026-2027 crop year.

[CPKC Breaks Grain Transportation Record in 2025-26](#), Farms.com, Aug 5, 2026

Canadian Pacific Kansas City (CPKC) set a new record for transporting Canadian grain and grain products during the 2025-2026 crop year. The railway moved 30.66 million metric tonnes (MMT) of grain, surpassing the previous record by approximately 72,500 metric tonnes. Total grain volume transported during the crop year was 11 per cent higher than the previous year, 16 per cent above the three-year average, and 20 per cent greater than the five-year average.

[CN sets annual record for grain hauling](#), The Western Producer, Aug 11, 2026

On August 11, Canadian National Railway reported it moved more than 33.8 million tonnes of grain in 2025-26, well exceeding its previous record of 31.2 million tonnes set in 2024-25.

[Calgary, Rocky View County sign deal to advance Prairie Economic Gateway](#), Calgary Sun, Aug 11, 2026

On August 11, Calgary and Rocky View County announced a memorandum of understanding with the Canada Infrastructure Bank to accelerate the multibillion-dollar Prairie Economic Gateway project. The project, dubbed an "inland port," is planned on the border of southeast Calgary. The port, which the city hopes to be operational sometime next decade, is expected to generate \$7 billion in economic growth while creating 30,000 jobs over the next 10 to 12 years.

[Ottawa offers to cover 50% of cost of shipping steel across Canada as tariffs weigh](#), Yahoo Finance, Aug 11, 2026

Under a new Commodities Sectoral Support Program announced on August 11, steel shippers can apply for a rebate that will offset 50 per cent of their rail or marine transport costs across provinces and territories. The \$100 million program is scheduled to run for one year or until its funds are fully depleted.

[Senior government officials meet with port employers and union leaders in advance of high-stakes labour talks](#), iPolitics, Aug 12, 2026

With the current deal between port employers and longshore workers set to expire in early 2027, senior federal officials met with industry and union leaders at the West Coast ports on August 12 ahead of what is anticipated to be a contentious, high-stakes renegotiation. Deputy Labour Minister Rob Wright and Peter Simpson, the head of the government's mediation and conciliation service, met with both sides in

person and indicated that Ottawa was paying close attention to the talks. The federal government is expected to table legislation this fall to help prevent supply chain disruptions.

[Workers' strike at CPKC ends, binding arbitration coming](#), CBC, Aug 22, 2026

On August 21, Canadian Pacific Kansas City announced the end of a months-long strike by roughly 300 unionized signal workers. A statement by the rail company said that it had agreed to enter binding arbitration with the International Brotherhood of Electrical Workers, bringing an end to the job action. The contract between CPKC and its unionized workers expired last May.

[Minister Hajdu launches the Transportation and Supply Chain Workforce Alliance](#), Government of Canada, Aug 24, 2026

On August 24, the Honourable Patty Hajdu, Minister of Jobs and Families and Minister responsible for the Federal Economic Development Agency for Northern Ontario, announced the launch of the Transportation and Supply Chain Workforce Alliance. Led by Trucking HR Canada, in partnership with Canada's Association of Logistics Providers (CIFFA), the new alliance will bring together employers, educators, labour organizations, and Indigenous partners to identify workforce challenges and develop coordinated solutions for the transportation sector.

[TSB calls for stricter medical fitness assessment rules after Alberta train crash](#), Global News, Aug 25, 2026

The Transportation Safety Board is recommending that the federal government strengthen its oversight of railways' assessments of employees' medical fitness for work. The recommendation comes after an investigation into a 2023 collision between two Canadian National Railway trains near Wainwright, Alberta. The TSB found a locomotive engineer had been cleared to work, despite incomplete medical assessments on his Type 1 diabetes.

[Prince Rupert Port launches \\$750M export hub](#), The Chilliwack Progress, Aug 28, 2026

CANXPORT officially opened in Prince Rupert on August 28, marking the first major project to come online in a planned \$3-billion expansion of the city's port gateway. The \$750-million logistics facility is intended to send more Canadian products to global markets, particularly in Asia.

[Future of 100 Mile House railway still under discussion](#), 100 Mile House Free Press, Aug 30, 2026

During the District of 100 Mile House's regular council meeting on August 25, Mayor Maureen Pinkney provided council with an update on the effort to reopen the railway through the town. The mayor also serves as a member of the BC Rail Corridor Alliance, a group comprising various municipalities and First Nations whose communities rely on the railway. She assured council that efforts are ongoing and that additional meetings are planned ahead of UBCM.

[Road, rail upgrades at Surrey port aim to keep cargo moving at 2 terminals](#), Cloverdale Reporter, Sep 2, 2026

Work on rail and road connections in the Fraser Surrey area wrapped up just over a year ago, and the upgrades are already leading to more efficient cargo flows through the growing port lands. Container traffic jumped more than 10 per cent in 2025, according to port officials.

[CN Railway, Canadian Pacific Kansas City both set new August records for grain shipments](#), Seeking Alpha News, Sep 3, 2026

On September 3, Canadian National Railway (CNI) and Canadian Pacific Kansas City (CP) announced new monthly records for Canadian grain shipments in August, continuing the momentum from a record-setting previous crop year. CN Rail reported it transported 2.5M metric tons of grain from Western Canada in August, the first month of the 2026-27 crop year, surpassing its previous record of 2.34 million metric tons set in August 2020. Meanwhile, CPKC said it shipped 2.54 million metric tons of grain and grain products in August, edging previous tonnage and carload records set in August 2020.

[Mystery CN business train sparks curiosity in Kitimat](#), Interior News, Sep 14, 2026

A CN business train spotted in Kitimat on September 10 put a brief spotlight on the Northwest rail corridor, at a time of significant industrial activity and freight investment in the region. CN is declining to say what business brought the train to Kitimat or who was aboard, but the visit comes amid discussions on potential LNG expansion and ongoing activity at Rio Tinto's BC Works smelter.

[100 Mile mayor part of group calling for publicly owned rail corridor between Prince George and Vancouver](#), CFJC Today, Sep 16, 2026

The mayor of 100 Mile House joined provincial, municipal, and First Nations officials at the Union of BC Municipalities (UBCM) conference in Vancouver on September 15 to help revive the rail line connecting Vancouver and Prince George. 100 Mile House Mayor Maureen Pinkney says the rail line's closure may have contributed to West Fraser's decision to close the 100 Mile sawmill just a few months later. Pinkney was supported by BC Green MLA Jeremy Valeriote, Prince George Councillor Trudy Klassen, Lheidli T'enneh Councillor Clayton Pountney, West Vancouver-Sunshine Coast-Sea to Sky Country MP Patrick Weiler, and other municipal leaders at the event.

[CN repairs Highway 88 crossing in Slave Lake](#), Penticton Herald, Sep 16, 2026

After persistent lobbying from municipal officials, CN has completed long-awaited structural repairs to the rail crossing on Highway 88, smoothing out a notoriously rough ride for local motorists as part of a busy late-summer infrastructure push across the Town of Slave Lake.

[Government set to introduce economy bill as critics warn of threat to workers' rights](#), CityNews, Sep 21, 2026

On September 21, Transport Minister Steven MacKinnon introduced an *Act Respecting Certain Measures to Strengthen the Economy*. On Saturday, Jobs Minister Patty Hajdu said the goal of the bill is to "reduce" the number of times the government intervenes in the collective bargaining process. MacKinnon said the aim is to make it "easier" to reach a labour agreement, adding there are "too many" lockouts, strikes, and threats of job action and that it "harms" investment and employment. Labour leaders worry the legislation will codify the government's use of Section 107 of the Canada Labour Code to end strike actions when a dispute is deemed to threaten the national economic interest. The government has used this section of the code to quash strikes in rail, ports, and other sectors in recent years, prompting ongoing court challenges.



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Community Rail Advocacy Alliance (CRAA) · 10103 97a Ave NW · Edmonton, AB T5K 2T3 · Canada



Information Bulletin 04/2026

Key Municipal Dates

October 1 – December 31, 2026

October 1	Deadline to submit application for the Intermunicipal Collaboration stream of the Alberta Community Partnership grant program. Please see Alberta Community Partnership Alberta.ca .
October 1	The last day for municipalities and intermunicipal planning agencies to submit an application to host an intern (administrator, finance officer, or land-use planner) in the 2026 Municipal Internship Program. Learn more about the Municipal Internship Program at Municipal Internship Program Alberta.ca .
October 15	Conflict Resolution Day, held on the third Thursday of October, is a time to focus on resolving conflict in positive way and includes an opportunity to participate in a learning session over the lunch hour, make a municipal proclamation or have any other events that would be of benefit to your community. For more information or to register for an online session, please visit CONFLICT RESOLUTION DAY ALBERTA - Let's Talk ADR .
November 2	Deadline for municipalities, except summer villages, to hold an annual organizational meeting. See Section 192 of the <i>Municipal Government Act (MGA)</i> .
December 1	Last day for a municipality to appeal to the Land and Property Rights Tribunal the amount of an equalized assessment in the year in which the equalized assessment is prepared, if the Minister has sent the report by November 1. See Section 320 of the <i>MGA</i> . Otherwise, the deadline is 30 days from the date the Minister sends the report. See Section 321 of the <i>MGA</i> .
December 31	Municipalities must submit the 4th quarterly installment to the Alberta School Foundation Fund or to a board. See Section 162 of the <i>Education Act</i> .
December 31	Municipalities must adopt an operating budget and a capital budget for the next calendar year. If the annual operating budget has not been adopted, council may adopt an interim operating budget. See Section 242 and 245 of the <i>MGA</i> .

Municipal Affairs
Administrators'
Training Initiative
(MAATI)

The Fall 2026 edition of MAATI will be offered online from November 9 to 27. Information about the sessions and how to register is available on the Training for Municipal Officials website at [Training for municipal officials | Alberta.ca](#).

Municipal
Government
Resources
Spotlight

An updated 'Retention and scheduling of municipal records' resource has been added to [Municipal government resources | Alberta.ca](#).

A new 'Nomination package checklist' resource has been added to [Municipal elections – Overview | Alberta.ca](#) under the 'Returning officers' header and 'Election checklists' dropdown.

For information on the upcoming October 2026 referendum, please visit [Referendum - Elections Alberta](#) and [refer questions to Elections Alberta at Contact Us - Elections Alberta](#).

From: Tammy Brauer <admin@mightypeace.com>
Sent: September 29, 2026 1:10 PM
To: Shirley Hayden <cao@mdspiritrivier.ab.ca>
Subject: Mighty Peace Tourism

Good afternoon Shirley - Please find attached Mighty Peace Tourism's 2027 municipal membership information. We would welcome the opportunity to work with your municipality to promote your community and support tourism development across the region.

Please share the information with the Council for their consideration. I would be happy to answer any questions.

Thank you



TAMMY BRAUER

Executive Director

☎ 780-332-2363
✉ admin@mightypeace.com
📍 Box 1085 Fairview, AB
🌐 www.mightypeace.com

Mighty Peace Tourism acknowledges the traditional territory of Treaty 8, home to diverse First Nations and Métis peoples who have cared for this land since time immemorial.



September 29, 2026

MD of Spirit River
PO Box 389
Spirit River, AB T0H 3G0

Dear Reeve and Council,

Mighty Peace Tourism invites the MD Spirit River to become a municipal member in 2027.

As a not-for-profit destination organization, we work with municipalities, businesses and community partners to promote the Peace and Smoky River regions and support tourism development. Membership would give the MD Spirit River a place in this coordinated regional work.

Municipal membership benefits include:

- A dedicated community destination page on MPT's website, supported by professionally developed content and ongoing updates.
- Promotion of the community's amenities, recreation opportunities and quality of life, supporting local efforts to attract professionals, healthcare workers and investors.
- Inclusion in regional marketing, including paid digital campaigns, social media, itineraries, visitor guides and maps. 7000 printed copies of the 2026 Activity Guide Map distributed across Alberta in 2026.
- Promotion of local events, attractions and experiences
- Support for local tourism operators and entrepreneurs through industry connections, education and promotional opportunities.
- Representation in regional tourism partnerships and advocacy. MPT works to include its municipal members in the Northern Sky Tourism Corridor, a Destination Canada project connecting Edmonton through northwestern Alberta to the Northwest Territories.

In 2027, MPT will also host the **Northern Alberta Tourism Summit in Peace River, April 12-14**. The summit will bring together tourism operators, entrepreneurs, municipal representatives and economic development partners to build connections and explore opportunities for business and regional development.

The **2027 municipal membership rate is \$3.07 per capita**, with membership invoiced annually in January. We would welcome the opportunity to discuss how membership could support the MD of Spirit River's tourism and economic development priorities.

By working together, our communities can reach wider audiences and speak with a stronger voice for the region.

Sincerely, Brenda Yasinski
President of Mighty Peace Tourism

Cc: Alana Bergeron – Marketing Director, Tammy Brauer – Executive Director

Municipal Musings

PAGE 1

Welcome to the September Edition of Municipal Musings

Meet Municipal Affairs

The Alberta Municipalities (ABmunis) 2026 Fall Convention is scheduled to take place in person from September 23 to 25, 2026, at the Edmonton Convention Centre.

In addition, the Rural Municipalities of Alberta (RMA) convention is scheduled in Edmonton on November 2-5, 2026.

You are invited to meet Municipal Affairs at the:

- ABmunis Minister's Open House on Wednesday, September 23, 2026 at 4 p.m. to 6 p.m. at the Assembly Foyer of the Edmonton Convention Centre.
- RMA Minister's Open House date and time is to be confirmed.
- Municipal Affairs staff will also be available for questions at the trade shows for both events.



Ministry Update

Summer Tour 2026

Between July 20 and 30, Alberta's Municipal Affairs Minister, the Honourable Dan Williams, met with elected officials from 89 Alberta municipalities located in the southeast region of the province. The Minister heard directly from municipal leaders, discussed regional priorities and learned more about major projects and initiatives.

The visits provided an opportunity for the department to learn more about emerging local priorities, including responding to impacts of the extreme weather Alberta faced this summer, regional growth opportunities, infrastructure needs, and ways the provincial government can better support local municipal governments.

Ongoing collaboration and hearing first-hand from local officials helps to ensure the department can be responsive in offering the tools and supports municipalities need to address local priorities. Thank you to all who participated in this year's summer tour.

Proposed Amendments to Edmonton and Calgary City Charters

Alberta's City Charters provide Edmonton and Calgary with additional powers and flexibility beyond those available to other municipalities under the *Municipal Government Act (MGA)*. The charters were developed to help Alberta's two largest cities address the unique opportunities and challenges associated with large urban populations.

Charters allow the cities to tailor policies and regulations to local needs in key areas such as community planning, environmental stewardship, community well-being, and administrative efficiency. While the *MGA* continues to govern municipal operations across Alberta, the charters give Edmonton and Calgary enhanced tools to support growth, improve service delivery, and respond to emerging urban issues.

Originally implemented in 2018 following several years of collaboration between the Government of Alberta and both cities, the charters are periodically reviewed and updated to reflect evolving provincial and municipal priorities. Recent amendments have focused on housing affordability, development costs, and regulatory consistency across the province.

For more information, please visit: [City charters for Edmonton and Calgary | Alberta.ca](https://citycharters.alberta.ca)

Questions or feedback related to the proposed changes to the city charter regulations can be sent to ma.engagement@gov.ab.ca.

Ministry Update

Councillor Accountability Framework Update

Municipal Affairs facilitated a series of working sessions in July 2026 as part of the rollout for the new Councillor Accountability Framework introduced under Bill 28, the *Municipal Affairs and Housing Statutes Amendment Act, 2026*.

Further implementation details such as process timelines, establishing investigator and appeal commissioner rosters, definitions, and sanctions will be outlined in the regulation.

It is anticipated that a regulation will be brought forward in fall 2026 and the framework will be operationalized in early 2027.

Program Overview

Municipal Affairs Administrators' Training Initiative (MAATI)

The fall 2026 edition of MAATI is happening **November 9 -27**. MAATI is a professional development initiative that provides learning opportunities for municipal administration staff across Alberta.

Through a blend of live virtual sessions and pre-recorded presentations, MAATI helps municipal employees stay informed, build knowledge and skills, and connect with topics that support effective local government administration. Sessions are free of charge; registration is handled through Eventbrite and coordinated by the Capacity Services team.

Recorded sessions are available on the [MAATI YouTube](#) site as an ongoing resource, with new content added throughout the year. The agenda, session descriptions, and registration details will be posted on the [MAATI website](#) soon!

Minister's Awards for Municipal & Public Library Excellence (MAMPLE)

Winning initiatives have been selected! Watch the [MAMPLE website](#) for profiles recognizing these municipalities and all submissions received for the 2026 program.

Municipal Sustainability

The [Minister's mandate letter](#) from the Honourable Danielle Smith, Premier of Alberta includes ensuring Albertans are served by strong viable communities that can efficiently and effectively deliver necessary services. The ministry will undertake a multi-year review of the Municipal Sustainability Strategy (MSS). This will include a cross jurisdictional scan, analysis of the municipal indicators, and a review of the viability review process. If you would like to share feedback on the indicators or review process, we encourage you to share any feedback by email to ma.engagement@gov.ab.ca over the next few months.

The [Municipal Sustainability Strategy Self-Assessment Questionnaire](#) is intended to provide municipal councils and administrations with tools to evaluate and understand their current sustainability context, identify strengths, and make note of areas where improvement may be desirable or even necessary.

Should you have questions or concerns about municipal sustainability and supports, please contact a Municipal Viability Advisor at viabilityreview@gov.ab.ca or by phone at 780-427-2225 or toll-free by dialling 310-0000 first.

Upcoming Engagements

Municipal Census – Shadow Population Expiration

As a reminder, municipal census shadow populations expire in federal census years. This year, a federal census took place. Municipalities who would like to conduct a new census and shadow population count may wish to reach out to the Information Services Team for more information to help with planning and budgeting for a census. For more information on shadow populations, please refer to the [Municipal Census Manual](#).

Help Shape Future Municipal Census Training

Municipal Affairs will conduct a Municipal Census Training Needs Assessment Survey to better understand the training, guidance, and support needs of municipalities and Métis Settlements that conduct municipal censuses.

Feedback from Chief Administrative Officers, administrators, and municipal staff will help inform future census training programs, resources, and support services. The survey will gather input on preferred training formats, priority topics, and emerging operational needs to ensure ministry support remains relevant, practical, and responsive.

Stay tuned for more information in the coming months.

Update your contact information

This fall, Municipal Affairs will ask municipalities, Métis Settlements, Regional Services Commissions, and Local Government Associations to review and confirm their organizational contact information in the Stakeholder Information Management System.

Accurate contact information helps ensure the ministry can effectively communicate important updates, program information, and emergency notifications to key municipal and organizational contacts.

Stakeholders will be asked to update their information through the ministry's online form, by contacting the ministry directly, or by responding to the contact verification email distributed by Municipal Affairs.

Organizations are encouraged to review their records carefully and submit any updates to help maintain accurate and reliable contact information across Alberta's local government sector.

Important Dates

Municipal Internship Program

Applications are now being accepted to host an intern in the 2027 Internship Program. Details about the program and how to apply for one of the 16 positions are available at [Municipal Internship Program](#). **Deadline to submit is October 1, 2026**, with interns starting their employment in May 2027. Please contact a member of the Training & Internship Team if you have questions at municipal.internship@gov.ab.ca.

Application Intake Periods for Transportation and Economic Corridors Grant Programming

Municipalities are encouraged to begin preparing applications for upcoming funding opportunities. The next intake period includes programs supporting transportation, water, and wastewater infrastructure projects, including the Strategic Transportation Infrastructure Program, Alberta Municipal Water/Wastewater Partnership, and Water for Life. These programs help communities fund priority infrastructure that supports growth, sustainability, and economic development. Interested applicants should review program eligibility and application requirements on [Alberta.ca](#) and contact their [Regional Transportation and Economic Corridors](#) office for assistance.

Strategic Transportation Infrastructure Program

The Strategic Transportation Infrastructure Program provides funding to rural and small municipalities for eligible transportation infrastructure projects, including roads, bridges, airports and resource roads. Applications for the 2026 intake must be submitted by November 30, 2026, with successful applicants expected to receive funding in 2027. For more information, visit the [Strategic Transportation Infrastructure Program webpage](#). Information on previously approved projects is available through Alberta's [Strategic Transportation Infrastructure Program approved projects information](#).

Alberta Municipal Water/Wastewater Partnership

The Alberta Municipal Water/Wastewater Partnership supports eligible municipal and regional infrastructure projects related to water supply, water treatment and wastewater treatment. Applications for the 2026 intake must be submitted by November 30, 2026, with successful applicants expected to receive funding in 2027. For more information, visit the [Alberta Municipal Water/Wastewater Partnership application webpage](#). Information on previously approved projects is available through Alberta's [Alberta Municipal Water/Wastewater Partnerships approved projects information](#).

Water for Life

The Water for Life program provides funding for high-priority regional water and wastewater infrastructure projects that improve access to safe and reliable drinking water and wastewater services. Applications for the 2026 intake must be submitted by November 30, 2026, with successful applicants expected to receive funding in 2027. For more information, visit the [Water for Life program webpage](#).

The first step towards a meaningful career

The Municipal Internship Program is a great way to start a career in public service. As an intern, you will work directly with a municipality, gain real-world experience and contribute to projects that make a difference in Alberta communities.



Hands-on experience

Gain hands-on experience in real municipal projects.



Build lasting skills

Develop transferable skills that help you grow and succeed.



Learn from leaders

Receive mentorship from experienced professionals.



Earn while you give back

Get paid while contributing to your community.

Key Resources and Information

Municipal Government Resources

Looking for the latest municipal government guidance? Several updated resources are now available to support municipalities in their day-to-day operations and election preparations.

Updated versions of [Preparation of Meeting Minutes](#) and [Retention and Scheduling of Municipal Records](#) are now available on the [Municipal Government Resources](#) webpage. Be sure to explore these refreshed resources to support your municipality's meeting documentation and records management practices.

In addition, a new [Nomination Package Checklist](#) has been added to the [Municipal elections – Overview | Alberta.ca](#) webpage under the *Returning Officers* section in the 'Election Checklists' dropdown. This practical resource helps returning officers and election administrators ensure nomination packages are complete and compliant with legislative requirements.

Bill 28 Resources

Fact sheets describing recent amendments from *Bill 28, Municipal Affairs and Housing Statutes Amendment Act, 2026*, are available at: [Municipal Government Act change summary - Open Government](#).

Returning Officer Resources and Training

[Manual for returning officers](#); these manuals are in the process of being updated to reflect recent *Municipal Affairs and Housing Statutes Amendment Act*, and *Election Statute Amendment Act, 2025* amendments to the *Local Authorities Election Act*. The updated manuals may serve as a resource for municipalities conducting by-elections.

October Referendum

For information on the upcoming October 2026 referendum, please visit [Referendum - Elections Alberta](#) and refer questions to Elections Alberta at [Contact Us - Elections Alberta](#).

Stay connected!

You can sign up to be added to our newsletter mailing list to receive updates, resources, and information about upcoming engagements. You can unsubscribe at any time. Please write to: ma.engagement@gov.ab.ca to subscribe.



The Municipal District of Spirit River No.133

Box 389, 4202-50th Street, Spirit River, Alberta T0H 3G0

E-mail: mdsr133@mdspiritrivier.ab.ca

Telephone (780) 864-3500

October 1st, 2026

The Honourable Tanya Fir
Minister of Arts, Culture and Status of Women
132 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6
acsw.minister@gov.ab.ca

sent via email

RE: Request for Delegation Meeting at Fall 2026 Rural Municipalities of Alberta Convention –
regarding Family and Community Support Services Concerns

Dear Minister Fir,

On behalf of Council and the Municipal District of Spirit River, I am writing to request a meeting with you and your Ministry staff during the upcoming Rural Municipalities of Alberta (RMA) convention.

We endeavour to support our residents to ensure quality of life remains a top priority for our region, and we are concerned about the absence of increase in the Family and Community Support Services (FCSS) budget, as well as recent changes to accountability framework and the apparent limitations these impose, that are adversely affecting rural living for some of our residents. The Municipal District of Spirit River No. 133 was integral in the establishment of our local FCSS program, fully recognizing the value and importance of such a support as being critical to the community well-being. We are continuing our proactive commitment now, seeking an audience with your Ministry at the upcoming Fall 2026 RMA convention.

We would welcome the opportunity to discuss the challenges that our FCSS administration are facing as they work to deliver local support. Several key concerns stand out, including:

Base Provincial Funding – discussion regarding increasing base provincial funding to reflect real population growth and inflationary pressures, and to index future 80% allocations going forward. Operating costs have escalated along with staffing expenses, and rising demands on community service, the frozen provincial contribution no longer covers 80 percent of actual program delivery costs. Our Council remains fully committed to supporting local social well-being; however, shifting this provincial responsibility onto local property taxpayers is unsustainable for rural municipalities operating under tight fiscal constraints.

Administrative Overhaul, Burden, and Strict Prevention Boundaries – discussion addressing reporting metrics and primary-prevention mandates to ensure critical community supports are not that inadvertently disqualified, and reporting overhead for local non-profits and rural boards is manageable; Governance needs to ensure that primary prevention definitions do not

penalize isolated or low-density rural programs. Advocacy efforts emphasize that small rural municipalities need operational flexibility to deliver essential community connectors, senior isolation supports, and youth initiatives without unmanageable overhead resulting from administrative reporting.

Lack of Rural / Regional Flexibility – discussion regarding possible return to the framework that allows for flexible operational definitions for community development and isolated senior supports; increased provincial prevention metrics do not account for unique rural dynamics, where FCSS often serves as the only social development and resource hub in the area; while our Municipality strongly supports evidence-informed outcomes and the principles of the FCSS Accountability Framework, meeting these standardized metrics requires administrative capacity that stretches small rural teams. When combined with flat provincial funding, these requirements restrict local flexibility to address emerging rural challenges.

Rural FCSS programs provide an irreplaceable preventive network that keeps Albertans connected, resilient, and supported in their home communities. We appreciate your leadership and invite the opportunity to discuss how the province and rural municipalities can work together to strengthen this essential program.

Thank you for your time, consideration, and continued service to Albertans. We look forward to coordinating a time to meet during the Fall RMA Convention. Please let us know if your office requires any additional information to schedule this meeting.

Sincerely,

DRAFT

Tony van Rootselaar

Reeve, Municipal District of Spirit River No.133

TV/rf

CC: Member of the Legislative Assembly of Alberta (MLA) for Central Peace-Notley MLA Todd Loewen,
centralpeace.Notley@assembly.ab.ca

CC: Central Peace Family and Community Support Services Coordinator Shelley Loroff
fcss@townofspiritrivier.ca