MD of Spirit River

November 12, 2026 - Regular Council Meeting - 09:00 AM

1 CALL TO ORDER

2 AGENDA ADDITIONS

3 ADOPTION OF THE AGENDA

4 ADOPTION OF PREVIOUS MINUTES

4.1 Minutes from October 29th, 2026 Organizational Meeting OM 01-26

- Minutes from October 29th, 2026 Organizational Meeting OM 01-26

4.2 Minutes from October 29th, 20226 Regular Council Meeting RM 19-26

- Minutes from October 29th, 20226 Regular Council Meeting RM 19-26

5 DECLARATION OF INTEREST

6 COUNCILLOR ABSENCES

7 PUBLIC HEARING

8 DELEGATIONS

9 BUSINESS ARISING FROM MINUTES

10 REPORTS

10.1 Agricultural Fieldman Report

- Agricultural Fieldman Report RM 19-26

10.2 Public Works Report

- Public Works Report RM 19-26

10.3 Finance Report

- Finance Report RM 19-26
- Quarter 3 Line by Line

10.4 Chief Administrative Officer Report RM 19-26

- Chief Administrative Officer Report RM 19-26

11 TABLED ITEMS AND OLD BUSINESS

12 RECOMMENDATIONS FROM COMMITTEES

13 NEW BUSINESS

13.1 RFD: Next Generation 911 Data Aggregator Agreement & Alberta Municipal Data Sharing Partnership Membership

RFD: Next Generation 911 Data Aggregator Agreement & Alberta Municipal Data Sharing Partnership Membership 1

Mackenzie Municipal Services Agency (MMSA) Memorandum

Telus Schedule E: NG9-1-1 Data Provisioning Approach

AMDSP Aggregator Agreement

Memorandum of Agreement for Membership in the Alberta Municipal Data Sharing Partnership

13.2 RFD: Application for Northern and Regional Economic Development (NRED) Grant - Industrial Corridor Marketing Strategy & Promotional Campaign

RFD: Application for Northern and Regional Economic Development (NRED) Grant - Industrial Corridor Marketing Strategy & Promotional Campaign 1

13.3 RFD: Policy Review: PWS.3 Snow Removal from a Private Laneway

RFD: Policy Review: PWS.3 Snow Removal from a Private Laneway

14 BYLAWS

15 CORRESPONDENCE AND INFORMATION

15.1 Correspondence: Letter to the Town of Spirit River

Correspondence: Letter to Town of Spirit River Council re: Intermunicipal Development Plan Discussion

15.2 INFORMATION: Family and Community Support Services (FCSS)

Family and Community Support Services (FCSS)

15.3 Correspondence: Letter from CN Public Works - Western Region

Correspondence: Letter from CN Public Works - Western Region

15.4 Information: CN Rail Safety Pamphlet

Information: CN Rail Safety Pamphlet

15.5 Information: Letter from CN Chief of Police re: Rail-smart Winter Driving Safety

Information: Letter from CN Chief of Police re: Rail-smart Winter Driving Safety

15.6 Correspondence: Letter to South Peace Regional Archives

Correspondence: Letter to South Peace Regional Archives

15.7 Information: Canadian Strategy Group Briefing Note re: Community Rail Advocacy Alliance

Information: Canadian Strategy Group Briefing Note re: Community Rail Advocacy Alliance

15.8 Information: Email Thread, Central Peace Health Complex Profile

Information: Email Thread, Central Peace Health Complex Profile 1

16 COUNCIL ISSUES AND CONCERNS

17 CLOSED MEETING (FORMERLY IN-CAMERA)

17.1 Closed Item: Closed Session as per Municipal Government Act R.S.A. 2000, Section 197 (4) to discuss Intermunicipal Relations (Access to Information Act, Part 1, Division 2, Exceptions to Disclosure ATIA Section 26)

17.2 Closed Session as per Municipal Government Act R.S.A. 2000, Section 197 (4) to discuss Intermunicipal Relations (Access to Information Act, Part 1, Division 2, Exceptions to Disclosure ATIA Section 26)

18 ADJOURNMENT

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

The Organizational Meeting of the Council of the Municipal District of Spirit River No. 133 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 Thursday, October 29th, 2026 beginning at 8:30 a.m.

draft unapproved Minutes OM 01-26

IN ATTENDANCE:

- **Tony Van Rootselaar**
- **Dean Wark**
- **Bernie Schoorlemmer**
- **Shelley Rozecki**
- **Evelyn Bzowy**

Administration:

- **Chief Administrative Officer Shirley Hayden**
- **Assistant CAO Monty Bremont**
- **Agricultural Fieldman Simon Amting**
- **Recording Secretary Rebecca Fitzsimmons**

1. CALL TO ORDER

Organizational Council Meeting OM 01-26 was called to order by CAO Shirley Hayden at 8:35 am on Thursday, October 29th, 2026.

2. ADOPTION OF THE AGENDA FOR ORGANIZATIONAL MEETING OF COUNCIL 2026

Requested by Councillor Bzowy that South Peace Regional Archives (SPRA) Board & Committee be added to 8.C. External Committees.

MOTION OM 01.10.29.26 **Moved by Councillor Wark to adopt the Agenda for the October 29th, 2026 Organizational Meeting of the Council of the Municipal District of Spirit River No. 133 with the following addition: Item 8.C.xix. South Peace Regional Archives.**

Carried unanimously.

3. **ELECTION OF REEVE FOR THE ENSUING YEAR**

CAO Hayden called for nominations for the position of Reeve for the Municipal District of Spirit River for the ensuing 2026/2027 year.
Councillor Wark nominated Councillor van Rootselaar for the position of Reeve.
Councillor van Rootselaar verbally accepted nomination for the position of Reeve.
CAO Hayden called for nominations for the position of Reeve a second time.
CAO Hayden called for nominations for the position of Reeve a third and final time.

MOTION OM 02.10.29.26 **Moved by Councillor Bzowy that nominations for the position of Reeve for the Municipal District of Spirit River for the ensuing 2026/2027 year cease.**

Carried unanimously.

MOTION OM 03.10.29.26 **Moved by Councillor Schoorlemmer that Councillor van Rootselaar be appointed as Reeve for the Municipal District of Spirit River No.133 for the ensuing 2026/2027 year.**

Carried unanimously.

Councillor van Rootselaar was declared Reeve by acclamation for the Municipal District of Spirit River for the ensuing 2026/2027 year.

CAO Hayden handed the meeting over to Reeve van Rootselaar.

4. **ELECTION OF DEPUTY REEVE FOR THE ENSUING YEAR**

Reeve van Rootselaar called for nominations for the position of Deputy Reeve for the Municipal District of Spirit River for the ensuing 2026/2027 year.
Councillor Rozecki nominated Councillor Wark for the position of Deputy Reeve.
Councillor Wark verbally accepted nomination for the position of Deputy Reeve.
Reeve van Rootselaar called for nominations for the position of Deputy Reeve a second time.
Reeve van Rootselaar called for nominations for the position of Deputy Reeve a third and final time.

MOTION OM 04.10.29.26 **Moved by Councillor Rozecki that nominations for the position of Deputy Reeve for the Municipal District of Spirit River for the ensuing 2026/2027 year cease.**

Carried unanimously.

draft unapproved Minutes OM 01-26

MOTION OM 05.10.29.26 **Moved by Councillor Schoorlemmer that Councillor Wark be appointed Deputy Reeve for the Municipal District of Spirit River No.133 for the ensuing 2026/2027 year.**

Carried unanimously.

Councillor Wark was declared Deputy Reeve by acclamation for the Municipal District of Spirit River for the ensuing 2026/2027 year.

5. **ELECTION OF ACTING REEVE FOR THE ENSUING YEAR**

Reeve van Rootselaar called for nominations for the position of Acting Reeve for the Municipal District of Spirit River for the ensuing 2026/2027 year.
Councillor Bzowy nominated Councillor Schoorlemmer for the position of Acting Reeve.
Councillor Schoorlemmer verbally accepted nomination for the position of Acting Reeve.
Reeve van Rootselaar called for nominations for the position of Acting Reeve a second time.
Reeve van Rootselaar called for nominations for the position of Acting Reeve a third and final time.

MOTION OM 06.10.29.26 **Moved by Councillor Rozecki that nominations for the position of Acting Reeve for the Municipal District of Spirit River for the ensuing 2026/2027 year cease.**

Carried unanimously.

MOTION OM 07.10.29.26 **Moved by Deputy Reeve Wark that Councillor Schoorlemmer be appointed as Acting Reeve for the Municipal District of Spirit River No.133 for the ensuing 2026/2027 year.**

Carried unanimously.

Councillor Schoorlemmer was declared Acting Reeve by acclamation for the Municipal District of Spirit River for the ensuing 2026/2027 year.

6. **OATHS OF COUNCIL**

- **Reeve Tony van Rootselaar**
- **Deputy Reeve Dean Wark**
- **Acting Reeve Bernie Schoorlemmer**

draft unapproved Minutes OM 01-26

7. **ESTABLISHMENT OF REGULAR MEETING LOCATION, DATES, AND TIMES**

MOTION OM 08.10.29.26 **Moved by Councillor Rozecki that Regular Council Meetings for the 2026/2027 year follow the regular meeting schedule with meetings to be held on the second and fourth Wednesday of each month, beginning at 09:00 am, and further, that the meetings be held at the Municipal District of Spirit River No. 133 Council Chambers in the Town of Spirit River.**

Carried unanimously.

Assistant CAO Monty Bremont joined Organizational Meeting OM 01-26 at 8:46 am.

8. **APPOINTMENT OF MEMBERS-AT-LARGE AND COUNCILLORS TO BOARDS AND COMMITTEES**

A. **MEMBERS AT LARGE**

MOTION OM 09.10.29.26 **AGRICULTURAL SERVICES BOARD (ASB):**
Moved by Councillor Rozecki that Council appoint Lori Witts to the Agricultural Services Board.

Carried unanimously.

MOTION OM 10.10.29.26 **Moved by Deputy Reeve Wark that Council rescind Motion OM 09.10.29.26 appointing Lori Witts to the Agricultural Services Board.**

Carried unanimously.

MOTION OM 11.10.29.26 **Moved by Deputy Reeve Wark that Council appoint Lori Witts as per recommendation made by the Agricultural Services Board (ASB), to fill the vacancy on the Agricultural Services Board, for the remainder of the 2026/2027 ASB term.**

Carried unanimously.

AGRICULTURAL APPEAL BOARD (Soil Conservation Act)

MOTION OM 12.10.29.26 **Moved by Deputy Reeve Wark that Council appoint Aaron Young, Jesse Meyer, and Clint Lefley to the Agricultural Appeal Board for 2027, as per the Agricultural Service Board recommendation.**

Carried unanimously.

Central Peace Assessment Review Board (ARB)

MOTION OM 13.10.29.26 **Moved by Councillor Rozecki that Council reappoint Sandra VanRootselaar and Denise van Rootselaar to the Central Peace Assessment Review Board as Members-at-Large for the Municipal District of Spirit River for the ensuing 2026/2027 year.**

Carried unanimously.

Central Peace Family & Community Support Services (FCSS)

draft unapproved Minutes OM 01-26

MOTION OM 14.10.29.26 **Moved by Councillor Bzowy that Council reappoint Pat Sydoruk as Member-at-Large to the Central Peace Family and Community Support Services Board for the ensuing 2026/2027 year.**

Carried unanimously.

Peace Regional Subdivision & Development Appeal Board (PRSDAB)

MOTION OM 15.10.29.26 **Moved by Councillor Rozecki that Council reappoint Sandra VanRootselaar and Denise van Rootselaar to the Peace Regional Subdivision and Development Appeal Board as Members-at-Large for the Municipal District of Spirit River for the ensuing 2026/2027 year.**

Carried unanimously.

B. **INTERNAL COMMITTEES**

CENTRAL PEACE ASSESSMENT REVIEW BOARD (ARB): CLERK (INTERNAL)

MOTION OM 16.10.29.26 **Moved by Councillor Bzowy that Council reappoint Montana Bremont as the Assessment Review Board Clerk for the ensuing 2026/2027 year.**

Carried unanimously.

INTERNAL INVESTMENT, ECONOMIC DEVELOPMENT AND ENGAGEMENT COMMITTEE (IIEDEC)

MOTION OM 17.10.29.26 **Moved by Councillor Bzowy that Council appoint the Reeve, Deputy Reeve, Chief Administrative Officer and Assistant Chief Administrative Officer to the Internal Investment, Economic Development and Engagement Committee (IIEDEC) for the ensuing 2026/2027 year.**

Carried unanimously.

INTERMUNICIPAL COLLABORATION FRAMEWORK COMMITTEE (ICF) – INTERMUNICIPAL MEMBERS

MOTION OM 18.10.29.26 **Moved by Councillor Rozecki that Council reappoint all members to the Intermunicipal Collaboration Framework Committee (ICF), with Reeve van Rootselaar and Deputy Reeve Wark appointed to represent MD of Spirit River No. 133 to Town of Spirit River and Saddle Hills County, and Councillor Rozecki appointed as Alternate Member; and Councillors Bzowy and Schoorlemmer appointed to represent MD of Spirit River No. 133 to Birch Hills County and Village of Rycroft, and Councillor Rozecki appointed as Alternate Member, for the ensuing 2026/2027 year.**

Carried unanimously.

MUNICIPAL PLANNING COMMISSION (MPC)

MOTION OM 19.10.29.26 **Moved by Deputy Reeve Wark that the Municipal District of Spirit River No. 133 Council Members be appointed as Members to the Municipal Planning Commission for the ensuing 2026/2027 year.**

Carried unanimously.

MUNICIPAL PLANNING COMMISSION (MPC) - CHAIRMAN

draft unapproved Minutes OM 01-26

MOTION OM 20.10.29.26 **Moved by Councillor Rozecki that Reeve Van Rootselaar be appointed as Chairman of the Municipal District of Spirit River No. 133 Municipal Planning Commission (MPC), and further that Deputy Reeve Wark be appointed as Deputy Chair of the MPC, for the ensuing 2026/2027 year.**

Carried unanimously.

PEACE REGIONAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD (PR SDAB): CLERK

MOTION OM 21.10.29.26 **Moved by Councillor Bzowy to appoint Montana Bremont as Clerk to the Peace Regional Intermunicipal Subdivision and Development Appeal Board, on behalf of the Municipal District of Spirit River No. 133 for the ensuing 2026/2027 year.**

Carried unanimously.

C. **EXTERNAL COMMITTEES**

MOTION OM 22.10.29.26 **Moved by Councillor Bzowy that Council appoint Council Members in the following manner, to the Boards and Committees for the 2026/2027 term, with no change from 2025 Organizational Meeting appointments, with appointments to Central Peace Attraction and Retention Committee (CPARC), Central Peace Family and Community Support Services (CP FCSS), Central Peace Regional Emergency Management (CPREM), Grande Spirit Foundation (GSF), Mackenzie Municipal Services Agency (MMSA), and South Peace Regional Archives (SPRA) to be considered by separate motions:**

CENTRAL PEACE ATTRACTION & RETENTION COMMITTEE (CPARC)
Councillor Rozecki (Alternate)

CENTRAL PEACE FAMILY AND COMMUNITY SUPPORT SERVICES (FCSS)
Councillor Rozecki (Alternate)

CENTRAL PEACE FIRE AND RESCUE COMMISSION (CPFRC)
Councillor Schoorlemmer (Member)
Deputy Reeve Wark (Member)
Councillor Rozecki (Alternate)

CENTRAL PEACE MEDICAL SERVICES CORPORATION BOARD OF DIRECTORS
Reeve van Rootselaar

CENTRAL PEACE REGIONAL EMERGENCY MANAGEMENT (CPREM)
Councillor Rozecki (Alternate)

CENTRAL PEACE REGIONAL WATER SYSTEM COLLABORATION
Councillor Schoorlemmer (Member)
Deputy Reeve Wark (Alternate)

CENTRAL PEACE SEED CLEANING COOP

draft unapproved Minutes OM 01-26

Reeve van Rootselaar (Member)
Councillor Schoorlemmer (Alternate)

G5 COMMITTEE
All Members of Council:

- **Reeve van Rootselaar**
- **Deputy Reeve Wark**
- **Councillor Bzowy**
- **Councillor Rozecki**
- **Councillor Schoorlemmer**

MIGHTY PEACE WATERSHED ALLIANCE
Councillor Schoorlemmer

NORTHERN ALBERTA ELECTED LEADERS (NAEL)
Deputy Reeve Wark (Member)
Reeve van Rootselaar (Alternate)

PEACE REGION ECONOMIC DEVELOPMENT ALLIANCE (PREDA)
Councillor Rozecki (Member)
Councillor Schoorlemmer (Alternate)

NORTHERN TRANSPORTATION ADVOCACY BUREAU (NTAB) (Sub Committee of PREDA)
Councillor Rozecki (Member - Executive Meetings)

REGIONAL CHILDCARE SOLUTIONS STEERING COMMITTEE (RCSSC)
Reeve van Rootselaar (Member)
Councillor Rozecki (Alternate)

RYCROFT AGRICULTURAL SOCIETY
Reeve van Rootselaar (non-voting Member)

SPIRIT RIVER AIRPORT COMMITTEE
Deputy Reeve Wark (Member)
Councillor Schoorlemmer (Alternate)

VETERINARY SERVICES INCORPORATED (VSI)
Councillor Rozecki (Member)
Councillor Schoorlemmer (Alternate)

Carried unanimously.

draft unapproved Minutes OM 01-26

GRANDE SPIRIT FOUNDATION

MOTION OM 23.10.29.26 **Moved by Deputy Reeve Wark that Council appoint Councillor Rozecki as Council Member representative on behalf of the Municipal District of Spirit River No. 133, to the Grande Spirit Foundation, for the ensuing 2026/2027 year.**

Carried unanimously.

Central Peace Family and Community Support Services and Central Peace Regional Emergency Management and Mackenzie Municipal Services Agency (MMSA)

MOTION OM 24.10.29.26 **Moved by Reeve van Rootselaar that Council appoint Councillor Bzowy as Member to the Central Peace Attraction and Retention Committee, Central Peace Family and Community Support Services Board, Central Peace Regional Emergency Management Board, and Mackenzie Municipal Services Agency for the 2026/2027 term.**

Carried unanimously.

South Peace Regional Archives

MOTION OM 25.10.29.26 **Moved by Councillor Bzowy that Council refrain from appointing a Council Member to the South Peace Regional Archives for 2027.**

Carried unanimously.

9. **DESIGNATION OF FINANCIAL INSTITUTION & SIGNING AUTHORITY**

MOTION OM 26.10.29.26

Moved by Councillor Bzowy that Council approve the appointment of the financial institutions, those being ATB Financial, ATB Wealth Management, and Royal Bank of Canada (RBC), and authorized signing officers, including Reeve van Rootselaar, Deputy Reeve Wark, Acting Reeve Schoorlemmer, Chief Administrative Officer Shirley Hayden, Assistant Chief Administrative Officer Montana Bremont, and Chief Financial Officer Elena de Leon, for the Municipal District of Spirit River No. 133, as presented.

Carried unanimously.

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

MOTION OM 27.10.29.26 **Moved by Councillor Rozecki that Council approve the following employees as authorized representatives for the Municipal District of Spirit River No. 133's Canada Revenue Agency accounts, to access and manage the MD's CRA accounts, as presented:**

- **Chief Administrative Officer Shirley Hayden**
- **Assistant CAO Montana Bremont**
- **Chief Financial Officer Elena de Leon**

Carried unanimously.

draft unapproved Minutes OM 01-26

11. **SAFETY DEPOSIT BOX AUTHORIZATION**

MOTION OM 28.10.29.26 **Moved by Councillor Schoorlemmer that authority to access to the Municipal District Safety Deposit Box held at the Alberta Treasury Branch Financial Institution located at 4518 – 50th Street, Spirit River, Alberta be any one of the following elected officials, namely: Reeve van Rootselaar, Deputy Reeve Wark, or Acting Reeve Schoorlemmer, with one of the following Administration staff, namely: Chief Administrative Officer Shirley Hayden, Assistant CAO Montana Bremont, or Director of Corporate Services, Elena de Leon.**

Carried unanimously.

12. **APPOINTMENT OF MUNICIPAL AUDITOR**

MOTION OM 29.10.29.26 **Moved by Deputy Reeve Wark that Council appoint Metrix Group LLP as the municipal auditor for the Municipal District of Spirit River No. 133 for the 2026 fiscal year.**

Carried unanimously.

13. **APPOINTMENT OF MUNICIPAL ASSESSOR**

MOTION OM 30.10.29.26 **Moved by Councillor Rozecki that Council appoint Alan Down of Northen Sunrise County as the designated assessor for the Municipal District of Spirit River No. 133 until March 31, 2027, with a new appointment to be brought forward following the assessment services RFP process.**

Carried unanimously.

14. **ADJOURNMENT**

Reeve van Rootselaar adjourned Organizational Meeting OM 01-26 at 9:17 am.

These minutes approved this _____ day of _____, 2026.

_____
Reeve
Tony Van Rootselaar

_____
Chief Administrative Officer (CAO)
Shirley Hayden

draft unapproved Minutes OM 01-26

MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133 Council
***Draft Unapproved* Minutes for Regular Council Meeting RM.18.26**
9:30 am, Thursday, October 29th, 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 Thursday, October 29th, 2026, beginning at 9:37am, immediately following the Organizational Meeting OM 01-26.

In attendance:

Council Members:	**Reeve Tony van Rootselaar** **Councillor Bernie Schoorlemmer** **Deputy Reeve Dean Wark** **Councillor Shelley Rozecki** **Councillor Evelyn Bzowy**
Administration:	**Shirley Hayden, Chief Administrative Officer** **Monty Bremont, Assistant Chief Administrative Officer** **Simon Amting, Agricultural Fieldman** **Rebecca Fitzsimmons, Recording Secretary**

1. **CALL TO ORDER**

Reeve van Rootselaar called Regular Council Meeting RM 18-26 to order at 9:37 am on Thursday, October 29th, 2026.

2. **AGENDA ADDITIONS**

- **Requested by Reeve van Rootselaar to add Council Report Item 10.E. Grande Spirit Foundation Verbal Report;**
- **Requested by Assistant CAO Bremont to add New Business Item 13.C. Topographical Survey Proposal.**

3. **ADOPTION OF THE AGENDA**

MOTION 464.10.29.26 **Moved by Councillor Rozecki that Council adopt the agenda for Regular Council meeting RM 18-26 with the following Additions:**
10.E. Grande Spirit Foundation verbal report
13.C. Topographical Survey Proposal

Carried unanimously.

unapproved draft minutes RM 18-26

4. ADOPTION OF PREVIOUS MINUTES

A. MOTION 465.10.29.26 **Moved by Councillor Bzowy that Council approve the minutes for the October 14th, 2026 Regular Council Meeting RM 17-26 as presented.**

Carried unanimously.

5. DECLARATION OF INTEREST

6. COUNCILLOR ABSENCES

7. PUBLIC HEARING

8. DELEGATIONS

9. BUSINESS ARISING FROM MINUTES

10. REPORTS

A. AGRICULTURAL FIELDMAN REPORT

MOTION 466.10.29.26 **Moved by Councillor Bzowy that Council accept the Agricultural Fieldman Report RM 18-26 as presented by Agricultural Fieldman Simon Amting.**

Carried unanimously.

B. PUBLIC WORKS REPORT

MOTION 467.10.29.26 **Moved by Deputy Reeve Wark that Council accept the Public Works Report RM 18-26 as presented by Agricultural Fieldman Simon Amting.**

Carried unanimously.

C. FINANCE REPORT

MOTION 468.10.29.26 **Moved by Councillor Bzowy that Council accept the Finance Report RM 18-26 for information.**

Carried unanimously.

unapproved draft minutes RM 18-26

D. **CAO REPORT**

Reeve van Rootselaar recessed Regular Council Meeting RM 18-26 at 10:20 am and reconvened the meeting at 10:25 am.

MOTION 469.10.29.26 **Moved by Deputy Reeve Wark that Council accept Chief Administrative Officer Report RM 18-26 as presented by CAO Shirley Hayden.**

Carried unanimously.

E. **COUNCIL REPORTS**

MOTION 470.10.29.26 **Moved by Deputy Reeve Wark that Council accept the VSI Services (1980) Ltd annual general meeting Minutes of the date November 7th, 2025, for information.**

Carried unanimously.

MOTION 471.10.29.26 **Moved by Councillor Rozecki that Council accept the Central Peace Family and Community Support Services minutes dated September 9th, 2026, for information.**

Carried unanimously.

MOTION 472.10.29.26 **Moved by Councillor Bzowy that Council accept Agricultural Service Board verbal report as presented by Councillor Rozecki, for information.**

Carried unanimously.

MOTION 473.10.29.26 **Moved by Deputy Reeve Wark that Council accept the Grande Spirit Foundation verbal report as presented by Reeve van Rootselaar, for information.**

Carried unanimously.

11. **TABLED ITEMS AND OLD BUSINESS**

MOTION 474.10.29.26 **Moved by Councillor Bzowy that Council approve ADM.78 with the following amendments:**

- **in all instances where a Member-at-Large is referenced, specify "*MD Member-at-Large*";**
- **specify that Council may remove an *MD* member from the Central Peace FCSS Board by resolution of Council; and**
- **in all instances where the Information Privacy Management Policy IM.01: Privacy Management Program is referenced, ensure "*MD of Spirit River's*" precedes the reference.**

Carried unanimously.

unapproved draft minutes RM 18-26

MOTION 475.10.29.26 **Moved by Deputy Reeve Wark that Council table the fuel tank investigation discussion to the next regular Council meeting.**

Carried unanimously.

12. **RECOMMENDATIONS FROM COMMITTEES**

13. **NEW BUSINESS**

A. MOTION 476.10.29.26 **Moved by Deputy Reeve Wark that Council approve a donation of $500.00 to the Spirit River Legion for their 2026 Poppy Campaign, to be drawn from the 'Donations to Local Groups and Organizations' budget, and approve the attendance of Council at the ceremony to lay the wreath.**

Carried unanimously.

B. MOTION 477.10.29.26 **Moved by Councillor Schoorlemmer that Council approve a donation of $2500.00 to the Central Peace Firefighter's Association to sponsor one 'Dinner Sponsor' option for their CPFA 2026 New Year's Eve Gala, to be drawn from 'Donations to Local Groups and Organizations' budget.**

Carried unanimously.

Councillor Bzowy left Council Chambers at 11:07 am and returned at 11:11 am.

MOTION 478.10.29.26 **Moved by Councillor Schoorlemmer that Council approves the topographical survey proposal from Borderline Surveys for the daycare site in the amount of $6,125, to come from reserves.**

Carried unanimously.

14. **BYLAWS**

15. **CORRESPONDENCE AND INFORMATION**

MOTION 479.10.29.26 **Moved by Deputy Reeve Wark that Council accept RM 18-26 Correspondence and Information Items A through D for information.**

Carried unanimously.

16. **COUNCIL ISSUES AND CONCERNS**

unapproved draft minutes RM 18-26

17. **CLOSED MEETING (FORMERLY IN-CAMERA)**

MOTION 480.10.29.26 **Moved by Councillor Bzowy that Council move into Closed Session of RM 18-26 at 11:17 am, as per Municipal Government Act R.S.A. 2000, Section 197 (4) to discuss:**
Intermunicipal Relations *(Access to Information Act, Part 1, Division 2, Exceptions to Disclosure ATIA Section 26)*

Carried unanimously.

Closed Session of RM 18-26 commenced at 11:17 am.

MOTION 481.10.29.26 **Moved by Deputy Reeve Wark that Council come out of Closed Session of RM 18-26 at 12:24 pm.**

Carried unanimously.

Regular Council Meeting RM 18-26 resumed in Open Session at 12:24 pm.
There were no motions resulting from the Closed Session of RM 18-26.

18. **ADJOURNMENT**

Reeve van Rootselaar adjourned Regular Council meeting RM 18-26 at 12:25 pm.

These minutes approved this _____ day of _____, 2026.

_____
Reeve
Tony Van Rootselaar

_____
Chief Administrative Officer (CAO)
Shirley Hayden

unapproved draft minutes RM 18-26

MD OF SPIRIT RIVER

AGRICULTURAL FIELDMAN REPORT

DATE: November 03, 2026

SUBMITTED BY: Agricultural Fieldman, Simon Amting

ANNUAL OPERATING PROGRAMS, PROJECTS AND ACTIVITIES:

Program/Activity/Project	*Timeline*	*Comments*
PRAAAF Update & Outreach/ Extension		Next ASB Meeting – Thursday October 15th, Nov 10, Nov 24, Dec 17 PCBFA/ Sarda, Fieldman meeting Nov 5 Rycroft Regional ASB Conference Oct 28th – Tangent, ASB Chairs meeting afterwards VSI AGM Nov 13 – Peace River Alberta Grains/Pulse Growers Nov 17 Grande Prairie SHC AG Succession Planning Workshop Gordandale Nov 25 IST Training Nov 30th to Dec 3rd ASB Provincial Conference Jan 20 to 23rd
Roadside Mowing	Completed	
General		Budget, Policy and bylaw review, reviewing programs, training
Weed Management & Pest Managment	Completed	Beaver Trapping in various locations

Cemeteries	Completed	
Nardam Campsite	Completed	
Seasonal Staff	Completed	

PUBLIC WORKS DEPARTMENT
DIRECTOR'S REPORT

DATE: November 12th, 2026

Administrative	
Grading	General road maintenance; Preparing road surface for freezing in conditions / winter prep;
Plowing	Sanding box spreader mounted on truck;
Gravel	
Culvert Installation/Repair Washouts	
Brushing	Compiling list of problem areas; Range Road 54 north of Township Road 792 is the starting point;
Signage	Posted 'no exit' signs that were missing;
Bridge Files	
Nardam	
Public Works Shop	General housekeeping;
Equipment	General maintenance;
Training	
Ratepayer Comments	
Miscellaneous	Cleaning/shaping ditch for waterflow of RR 52, RR45, Twp 784, RR 42, weather-dependent; Bus currently has all-season tires, this has not been an issue in the past;

The Finance Department continues to focus on financial reporting, budget monitoring, preparation for the upcoming budget year, and year-end activities. The following updates are provided for Council's information and review.

Third Quarter Financial Reporting

- The Third Quarter (Q3) Financial Report is attached for Council's review, providing a line-by-line breakdown of departmental expenditures and remaining budget allocations.
- This report has been prepared to show the percentage of budget remaining, rather than the traditional year-to-date percentage spent. This allows Council to easily identify how much funding remains available within each General Ledger (GL) account for the remainder of the year.
- For example, a GL account showing 20% remaining indicates that 80% of its annual budget has been utilized. At this point in the year, this would generally be considered within an acceptable range, depending on the nature of the expenditures and any remaining commitments.
- Overall, departments are reporting approximately 15% to 30% of their annual budgets remaining, indicating that expenditures are generally tracking within expectations.
- Many annual expenses have already been paid in full, meaning limited additional spending is anticipated in those areas before year-end.
- Some accounts have experienced higher-than-anticipated expenditures due to unforeseen circumstances, including emergency expenses related to basement flooding in the Admin building . These costs were not originally anticipated during budget preparation and have impacted certain departmental balances.

Overall, Administration is satisfied with the current budget position and will continue monitoring expenditures and outstanding commitments as we approach year-end.

Donations Update

- An updated Donation Balance Report is attached for Council's review, including a summary of donations issued throughout 2026.
- Administration is seeking Council's direction on whether the Poppy Campaign contribution and the CPFRA New Year Gala donation should be included in the 2027 budget, as these appear to be recurring annual donations. Including these amounts in the annual budget would allow for better financial planning and provide a clearer picture of anticipated donation commitments for the upcoming year.

Assessment Services RFP

- The Request for Proposal (RFP) for Assessment Services has been issued, with a closing date of November 25, 2026. Following the closing date, submissions will be reviewed and evaluated, with recommendations to be brought forward to Council for consideration.

2027 Budget Preparation

- Budget meetings with department heads are currently underway to review operational requirements, anticipated expenditures, and capital needs for the upcoming year.
- Administration continues to work through departmental requests and adjustments to ensure the proposed budgets reflect anticipated operational needs and Council priorities.

Administration Building – Basement Repairs

- Repairs related to the basement flooding at the Administration Building have now been completed. Administration is currently awaiting confirmation from the insurance provider regarding the applicable deductible.
- Discussions have also taken place with the ASB Fieldman regarding the 2027 budget and potential improvements to the Administration Building grounds. As a result of the recent repairs, portions of the grass and surrounding landscaping will require restoration. These costs will be considered during the upcoming budget discussions as part of the Administration Building beautification and maintenance planning.

MD House Rental Update

- Administration has met with the current tenant of the MD-owned rental property to discuss the rental agreement and upcoming payment arrangements. As discussed, rental payments are scheduled to begin December 1, 2026.
- A brief verbal update regarding the discussion and arrangements will be provided to Council during the meeting.

Year-End Preparation

- Administration has begun preparing for the upcoming year-end process.
- Preliminary work includes reviewing financial records, outstanding transactions, and upcoming reporting requirements to ensure a smooth transition into year-end closing and audit preparation.
- Further updates will be provided as year-end activities progress.

General Reminder to council:

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

Donations to Local Groups & Organizations				
2026 Budget $11,000.00				
Date	Local Group/Organization	Amount	Remaining	Motion
January	FCSS	$5,890.93	$ 5,109.07	n/a
March	Central Peace Community Garden Park Society	$ 500.00	$ 4,609.07	136.03.11.26
April	Pleasantview Lodge	$ 500.00	$ 4,109.07	192.04.08.26
May	Central Peace Firefighters Association	$ 500.00	$ 3,609.07	258.05.13.26
Sept	Grade 4 Mustelid Dunvegan Field Trip	$ 500.00	$ 3,109.07	404.09.09.26
Oct (Paid Nov 12)	Poppy Campaign	$ 500.00	$ 2,609.07	476.10.29.26
Oct (Paid Nov 12)	CPFRA	$2,500.00	$ 109.07	477.10.29.26

Donations to Organizations				
2026 Budget $3,000.00				
Date	Local Group/Organization	Amount	Remaining	Motion
May	Alberta NW Command (20th annual edition Book)	$690	$2,310	257.05.13.26
Sept	STARS	$2,500	$ (190.00)	NO MOTION NEEDED

Council Quaterly Report

MD OF SPIRIT RIVER #133

General Ledger ▲	Description	2026 YTD Budget ($)	2026 YTD Actual ($)	2026 Budget Remaining %
	COUNCIL EXPENSES			
2-11-00-130-01	DIV. 1 BENEFITS-EB	5,000.00	4,232.10	15.36%
2-11-00-130-02	DIV. 2 BENEFITS- SR	5,000.00	4,222.80	15.54%
2-11-00-130-03	DIV. 3 BENEFITS-TV	5,000.00	2,571.90	48.56%
2-11-00-130-04	DIV. 4 BENEFITS-BS	5,000.00	4,222.80	15.54%
2-11-00-130-05	DIV. 5 BENEFITS-DW	5,000.00	4,213.50	15.73%
2-11-00-132-00	C.P.P. - ER CONT.	3,000.00	3,207.15	-6.91%
2-11-00-135-01	HSA/WSA SPENDING ACCT	7,500.00	0.00	100.00%
2-11-00-135-02	ADMIN FEES HSA/WSA	500.00	159.30	68.14%
2-11-00-151-00	DIV. 5 SALARY-DW	20,000.00	19,711.42	1.44%
2-11-00-151-01	DIV.1 SALARY-EB	20,000.00	21,740.95	-8.70%
2-11-00-151-02	DIV. 2 SALARY-SR	20,000.00	19,680.65	1.60%
2-11-00-151-03	DIV.3 SALARY -TV	30,000.00	23,417.20	21.94%
2-11-00-151-04	DIV.4 SALARY-BS	20,000.00	19,106.96	4.47%
2-11-00-151-05	BOARD HONORARIUM	5,000.00	1,529.84	69.40%
2-11-00-211-00	DIV.5 MILE & SUBSIST- DW	8,000.00	3,994.46	50.07%
2-11-00-211-01	DIV.1 MILE.& SUBSIST-EB	8,000.00	5,725.08	28.44%
2-11-00-211-02	DIV.2 MILE.& SUBSIST-SR	8,000.00	5,304.91	33.69%
2-11-00-211-03	DIV.3 MILE.& SUBSIST -TV	8,000.00	3,711.22	53.61%
2-11-00-211-04	DIV.4 MILE.& SUBSIST-BS	8,000.00	954.65	88.07%
2-11-00-212-00	REGIST. FEES	10,000.00	6,810.00	31.90%
2-11-00-214-00	DIV.5 TRAINING-DW	500.00	1,292.62	-158.52%
2-11-00-214-01	DIV.1 TRAINING-EB	500.00	208.70	58.26%
2-11-00-214-02	DIV.2 TRAINING-SR	500.00	47.62	90.48%
2-11-00-214-03	DIV 3 TRAINING-TV	500.00	1,292.62	-158.52%
2-11-00-214-04	DIV 4 TRAINING-BS	500.00	47.62	90.48%
2-11-00-274-00	INSURANCE COVERAGES	2,350.00	1,933.00	17.74%

General Ledger ▲	Description	2026 YTD Budget ($)	2026 YTD Actual ($)	2026 Budget Remaining %
2-11-00-275-00	WCB	1,600.00	1,513.36	5.42%
2-11-00-277-00	MEMBERSHIP & SUBSCRIPTION FEES	240.00	0.00	100.00%
2-11-00-500-00	COUNCIL EVENTS	8,000.00	6,798.45	15.02%
2-11-00-510-00	COUNCIL MEETING SUPPLIES	8,000.00	5,606.96	29.91%
2-11-00-520-00	REP & MAINT-CN COMPUTERS	2,500.00	1,359.45	45.62%
2-11-00-990-00	COUNCIL MISC. SUPPLIES	500.00	1,271.02	-154.20%
	COUNCIL EXPENSES TOTAL	**226,690.00**	**175,888.31**	**22.41%**
	ADMIN EXPENSES			
2-12-00-110-02	OFFICE STAFF, SALARY	641,000.00	546,701.28	14.71%
2-12-00-110-03	CASUAL LABOUR	0.00	0.00	-
2-12-00-131-00	EMPLYR CONT. LAPP	50,000.00	46,032.70	7.93%
2-12-00-132-00	EMPLYR CONT.CPP	30,000.00	24,609.78	17.97%
2-12-00-133-00	EMPLYR CONT. EI	10,000.00	8,881.17	11.19%
2-12-00-135-00	BENEFIT PREMIUMS	36,000.00	33,043.48	8.21%
2-12-00-135-01	HSA/WSA SPENDING ACCOUNT	10,000.00	0.00	100.00%
2-12-00-135-02	ADMIN FEES HSA/WSA	700.00	598.60	14.49%
2-12-00-150-00	ELECTION - SALARIES ONLY	1,000.00	0.00	100.00%
2-12-00-200-00	ELECTION -CONTRACT SERVICE	1,000.00	0.00	100.00%
2-12-00-211-00	CAO. TRAVEL, SUBSISTENCE & REG	6,500.00	5,166.45	20.52%
2-12-00-211-02	OFFICE STAFF TRAVEL,SUBSIS., & REG	4,000.00	258.90	93.53%
2-12-00-214-00	CAO- TRAINING	3,000.00	4,210.67	-40.36%
2-12-00-214-02	OFFICE STAFF TRAINING	10,000.00	4,548.31	54.52%
2-12-00-214-03	BOARD MEMBER TRAINING	750.00	742.64	0.98%
2-12-00-215-00	FREIGHT- ADMIN	100.00	90.00	10.00%
2-12-00-216-00	POSTAGE - ADMIN	2,500.00	1,174.30	53.03%
2-12-00-217-00	PHONE/FAX/INTERNET-ADMIN	10,500.00	7,286.43	30.61%
2-12-00-220-00	OFFICE ADVERTISING	2,500.00	1,460.50	41.58%
2-12-00-220-05	RATEPAYER NEWSLETTER	27,600.00	35,957.38	-30.28%
2-12-00-230-00	LEGAL AND TAX RECOVERY COSTS	20,000.00	54,095.97	-170.48%
2-12-00-230-01	ASSESSMENT APPEAL EXPENSES	500.00	0.00	100.00%
2-12-00-231-00	ASSESSOR FEES	46,500.00	0.00	100.00%

General Ledger ▲	Description	2026 YTD Budget ($)	2026 YTD Actual ($)	2026 Budget Remaining %
2-12-00-232-00	AUDITOR FEES	24,000.00	15,525.00	35.31%
2-12-00-250-00	GROUNDS MAINTENANCE	1,000.00	654.05	34.60%
2-12-00-250-01	EQUIP. & COMPUTER - CONTRACTED SERVICES	55,000.00	55,591.22	-1.07%
2-12-00-250-02	JANITOR-CONTRACTED SERVICES	8,000.00	5,309.88	33.63%
2-12-00-274-00	INSURANCE PREMIUMS	25,000.00	22,962.23	8.15%
2-12-00-275-00	WCB	8,000.00	7,473.36	6.58%
2-12-00-276-00	ASSOCIATION FEES AAMD&C, AUMA, RMA	5,700.00	4,633.00	18.72%
2-12-00-277-00	MEMBERSHIP & SUBSCRIPTION FEES	6,000.00	4,763.31	20.61%
2-12-00-280-00	ALBERTA LAND TITLES EXPENSES	400.00	198.13	50.47%
2-12-00-281-00	TAXES, OFFICE AND HOUSE	3,500.00	3,138.36	10.33%
2-12-00-299-00	CONTR. SER. -Paper Shred,Security, D.Van	30,000.00	23,176.20	22.75%
2-12-00-299-02	CONTRACTED CONSULTATION SERVICES	90,000.00	43,579.74	51.58%
2-12-00-341-00	PURCHASES FROM PROV. GOV. DEPART	0.00	0.00	-
2-12-00-450-00	PENNY PHASING OUT ACCOUNT	0.00	0.00	-
2-12-00-510-00	PURCHASE OF MISC. GOODS (PUBLIC RELAT	15,000.00	8,733.72	41.78%
2-12-00-510-01	CANADA DAY EXPENSES	1,500.00	1,813.07	-20.87%
2-12-00-510-02	PURCHASE OF GOODS, JANITOR & GROUNDS SUP	2,000.00	1,155.39	42.23%
2-12-00-510-03	ADMIN COFFEE/LUNCH ROOM SUPPLIES	1,500.00	1,088.11	27.46%
2-12-00-511-00	ELECTION COSTS (PURCHASED GOODS ONLY)	500.00	0.00	100.00%
2-12-00-512-00	MEETING SUPPLIES	2,500.00	1,811.04	27.56%
2-12-00-513-00	OFFICE SUPPLIES	15,000.00	7,408.35	50.61%
2-12-00-513-01	LEASED OFFICE EQUIPMENT	3,400.00	7,180.92	-111.20%
2-12-00-514-00	PURCHASE COMPUTER SOFTWARE & ENHANCEMENT	23,850.00	8,399.94	64.78%
2-12-00-515-00	EE IT PURCHASE REPAYMENT PRG	1,500.00	1,298.75	13.42%
2-12-00-520-00	PURCHASE OF OFFICE EQUIPMENT	10,000.00	2,145.51	78.54%
2-12-00-520-01	REP. & MAIN.-BUILDING & EQUIP	7,000.00	93,565.81	-1236.65%
2-12-00-520-02	REP. AND MAINT. - M.D. HOUSE	6,000.00	4,030.14	32.83%
2-12-00-520-03	REP.& MAIN. - FIRE HALL	500.00	0.00	100.00%
2-12-00-520-04	MD HOUSE - UTILITIES	6,500.00	3,196.89	50.82%
2-12-00-520-05	FIRE HALL UTILITIES	6,000.00	3,874.02	35.43%
2-12-00-521-01	CLOTHING ALLOWANCE	500.00	0.00	100.00%

General Ledger ▲	Description	2026 YTD Budget ($)	2026 YTD Actual ($)	2026 Budget Remaining %
2-12-00-541-00	ADMIN - NATURAL GAS	4,000.00	1,958.20	51.05%
2-12-00-542-00	ADMIN - POWER	10,000.00	6,782.16	32.18%
2-12-00-543-00	ADMIN - WATER / SEWER / GARBAGE	1,500.00	1,074.96	28.34%
2-12-00-544-00	BROWNLEE REP & MAINT	5,000.00	1,719.83	65.60%
2-12-00-544-01	BROWNLEE UTILITIES	2,000.00	1,364.50	31.78%
2-12-00-544-02	BROWNLEE JANITORIAL & SUPPLIES	250.00	2,086.67	-734.67%
2-12-00-544-03	BROWNLEE WATER & SEWER	200.00	0.00	100.00%
2-12-00-710-00	DONATIONS TO LOCAL GROUPS & ORGS.	11,000.00	7,996.94	27.30%
2-12-00-720-00	DONATIONS TO ORGANIZATIONS	3,000.00	3,157.14	-5.24%
2-12-00-810-00	BANK CHRGS & INTEREST CHARGES	3,000.00	2,777.18	7.43%
2-12-00-815-00	ADMIN - BANK CHARGES FOR DEBIT MACHINE	2,050.00	0.00	100.00%
2-12-00-820-00	INVESTMENT EXPENSES	10,000.00	0.00	100.00%
2-12-00-990-00	TAX CANCELLATIONS	0.00	0.00	-
	ADMIN EXPENSES TOTAL	**1,326,000.00**	**1,136,482.28**	**14.29%**
	PW EXPENSES			
2-32-00-110-01	WAGES	638,000.00	580,836.30	8.96%
2-32-00-131-00	ER CONT. L.APP	57,000.00	43,685.52	23.36%
2-32-00-132-00	ER CONT.- CPP	30,000.00	19,091.29	36.36%
2-32-00-133-00	ER CONT.- EI	10,400.00	9,935.61	4.47%
2-32-00-135-00	BENEFITS PREMIUMS	36,000.00	30,659.79	14.83%
2-32-00-135-01	HSA/WSA SPENDING ACCT	9,000.00	171.80	98.09%
2-32-00-135-02	ADMIN FEES HSA/WSA	900.00	504.30	43.97%
2-32-00-211-00	SUPERVISOR TRAINING & TRAVEL	5,000.00	2,192.56	56.15%
2-32-00-211-01	STAFF TRAINING & TRAVEL	1,500.00	186.51	87.57%
2-32-00-214-01	EMPLOYEES - INSERVICE TRAINING	500.00	0.00	100.00%
2-32-00-215-00	FREIGHT	100.00	51.95	48.05%
2-32-00-217-00	TELEPHONE CHARGES	4,600.00	5,564.21	-20.96%
2-32-00-220-00	ADVERTISING	250.00	0.00	100.00%
2-32-00-230-00	ENGINEERING FEES, SURVEY & LEGAL COSTS -	10,000.00	810.55	91.89%
2-32-00-230-01	ENGINEERING FEES - BRIDGE INSPECTIONS	6,000.00	7,600.00	-26.67%
2-32-00-250-00	CONTRACTED SERVICES - FLEET TRACKER	9,000.00	6,602.39	26.64%

General Ledger ▲	Description	2026 YTD Budget ($)	2026 YTD Actual ($)	2026 Budget Remaining %
2-32-00-250-01	OFFICE EQUIPMENT & COMPUTERS	1,500.00	2,506.98	-67.13%
2-32-00-250-02	JANITORIAL SERVICES AND SUPPLIES	2,500.00	350.80	85.97%
2-32-00-251-01	HIRED EQUIPMENT - GENERAL	50,000.00	38,465.14	23.07%
2-32-00-251-02	CONTRACTED PROJECTS - ROADS	70,000.00	0.00	100.00%
2-32-00-251-04	CONTR. PRJTS- LINE PAINTING & SEALING	35,000.00	0.00	100.00%
2-32-00-251-05	CONTRACTS - CN RAIL CROSSING UPGRADE	75,000.00	0.00	100.00%
2-32-00-251-06	CONTRACTED EQUIPMENT REPAIRS	60,000.00	38,398.84	36.00%
2-32-00-252-01	CONTRACTED PROJECTS- DRAINAGE PROJECTS	10,000.00	169.40	98.31%
2-32-00-252-02	HIRED EQUIPMENT - BRIDGES	30,000.00	21,000.00	30.00%
2-32-00-260-00	BRIDGE ENGINEERING	0.00	0.00	-
2-32-00-261-00	CONTRACTED PROJECTS - BRIDGES	0.00	12,725.00	-
2-32-00-274-00	INSURANCE PREMIUMS	35,000.00	34,466.05	1.53%
2-32-00-275-00	WCB COMPENSATION COVERAGE	7,800.00	8,084.60	-3.65%
2-32-00-277-00	MEMBERSHIP FEES	1,000.00	800.00	20.00%
2-32-00-278-00	LICENSES,REGISTRATION, DRIVERS ABSTRACT	1,200.00	271.90	77.34%
2-32-00-410-00	REPAIRS - DAMAGE CAUSED	1,000.00	4,832.61	-383.26%
2-32-00-414-00	ROADATA EQUIP. MOVES	6,250.00	3,289.00	47.38%
2-32-00-510-00	OFFICE SUP/ COFFEE SUP.& PUB. REL.	2,000.00	5,444.92	-172.25%
2-32-00-510-02	CULVERTS	48,000.00	24,978.93	47.96%
2-32-00-510-03	BLADES, PICKS	55,000.00	2,090.38	96.20%
2-32-00-510-04	SIGNS	12,000.00	1,093.23	90.89%
2-32-00-511-01	ROAD SAND COSTS	1,000.00	0.00	100.00%
2-32-00-511-04	RIP RAP PURCHASES	7,500.00	2,500.00	66.67%
2-32-00-512-00	FUEL AND OIL	250,000.00	230,619.99	7.75%
2-32-00-513-00	DUST CONTROL PRODUCTS	130,000.00	116,847.42	10.12%
2-32-00-513-01	GRAVEL STOCKPILE PROJECT & EXPLORATION	630,000.00	540,485.03	14.21%
2-32-00-514-00	PURCHASE OF GOODS - OTHER(EASEMENT, ROAD	1,500.00	400.00	73.33%
2-32-00-515-01	TIRE REPAIRS & PURCHASES	30,000.00	7,884.66	73.72%
2-32-00-519-00	SHOP SUPPLIES	6,000.00	6,225.60	-3.76%
2-32-00-520-00	REPAIRS AND MAINTENANCE - GENERAL	95,000.00	88,943.78	6.37%
2-32-00-520-01	REP & MAINT - BUILDINGS	10,000.00	11,859.82	-18.60%
2-32-00-520-21	REP & MAINT- ACETYLENE & OXYGEN SET	1,000.00	600.05	40.00%

General Ledger ▲	Description	2026 YTD Budget ($)	2026 YTD Actual ($)	2026 Budget Remaining %
2-32-00-522-00	PUBLIC WORKS - TOOLS	3,000.00	0.00	100.00%
2-32-00-523-00	RENTAL EQUIPMENT & REPAIRS	500.00	230.54	53.89%
2-32-00-541-00	PUBLIC WORKS - NATURAL GAS	5,000.00	2,578.77	48.42%
2-32-00-542-00	PUBLIC WORKS - POWER	7,200.00	4,594.40	36.19%
2-32-00-543-00	PUBLIC WORKS - WATER/SEWER/GARBAGE	7,200.00	2,788.77	61.27%
2-32-00-600-00	LOSS ON DISPOSAL OF P/W ASSETS	0.00	0.00	-
2-32-00-750-02	TRANSFER TO LOCAL GOV'T - S.R. AIRPORT	5,000.00	5,000.00	0.00%
2-32-00-810-00	INTEREST CHRGS & LATE FEES	0.00	47.61	-
	PW EXPENSES TOTAL	**2,511,400.00**	**1,928,467.00**	**23.21%**
	FIRE EXPENSES			
2-23-00-750-00	TRSF TO OTHER LOCAL GOV.	205,000.00	202,183.20	1.37%
2-24-00-300-00	PURCHASES FROM OTHER GOVERNMENTS	8,500.00	101,787.96	-1097.51%
	FIRE EXPENSES TOTAL	**213,500.00**	**303,971.16**	**-42.38%**
	TRANSIT EXPENSES			
2-50-00-110-00	TRANSIT WAGES	44,000.00	28,310.55	35.66%
2-50-00-131-00	EMPLOYERS LAPP	0.00	0.00	-
2-50-00-132-00	EMPLOYERS CONT. CPP	2,500.00	1,542.98	38.28%
2-50-00-133-00	EMPLOYERS CONTR. EI	1,000.00	646.04	35.40%
2-50-00-135-00	BENEFIT PREMIUMS	0.00	0.00	-
2-50-00-217-00	TRANSIT - MOBILE CELL	750.00	691.29	7.83%
2-50-00-250-01	FLEET TRACKER/COMP. PRGS	480.00	208.25	56.61%
2-50-00-274-00	INSURANCE	2,500.00	2,020.37	19.19%
2-50-00-275-00	TRANSIT- WCB	620.00	413.32	33.34%
2-50-00-280-00	LICENSES AND PERMITS	100.00	0.00	100.00%
2-50-00-512-00	FUEL AND OIL	12,000.00	9,023.51	24.80%
2-50-00-513-00	TRANSIT-MISC SUPPLIES	3,000.00	35.00	98.83%
2-50-00-515-01	TIRE REPAIRS	1,000.00	0.00	100.00%
2-50-00-520-00	REPAIR AND MAINTENANCE	2,000.00	1,333.42	33.33%
2-50-00-651-00	AMORT - TRANSIT BUS	0.00	0.00	-
	TRANSIT EXPENSES TOTAL	**69,950.00**	**44,224.73**	**36.78%**

General Ledger ▲	Description	2026 YTD Budget ($)	2026 YTD Actual ($)	2026 Budget Remaining %
	MEDICAL CLINIC EXPENSES			
2-53-00-250-00	CPMSC MUNICIPAL REQUISITION	8,000.00	22,949.12	-186.86%
	MEDICAL CLINIC EXPENSES TOTAL	**8,000.00**	**22,949.12**	**-186.86%**
	CEMETERIES EXPENSES			
2-56-00-520-00	MUNICIPAL CEMETERY - MAINTENANCE	3,000.00	0.00	100.00%
2-56-00-520-01	Site Repairs - Ratepayers	1,000.00	0.00	100.00%
2-56-00-710-00	CAPITAL FUNDING FOR CEMETARIES	1,200.00	0.00	100.00%
2-56-00-762-00	CEMETERY OPERATING FUNDS	6,800.00	7,500.00	-10.29%
	CEMETERIES EXPENSES TOTAL	**12,000.00**	**7,500.00**	**37.50%**
	DEVELOPMENT EXPENSES			
2-60-00-162-00	DEVELOPMENT OFFICER TRAVEL	0.00	0.00	-
2-60-00-214-00	TRAINING	0.00	2,867.37	-
2-60-00-230-00	LEGAL - SUB., LAND, & DEVELOPMENT	5,000.00	13,466.20	-169.32%
2-60-00-250-00	CONTRACTED SERVICES	85,000.00	71,115.49	16.33%
2-60-00-277-00	MEMBERSHIP FEES	0.00	150.00	-
2-60-00-510-00	PLANNING - SUPPLIES AND GOODS	0.00	650.00	-
	DEVELOPMENT EXPENSES TOTAL	**90,000.00**	**88,249.06**	**1.95%**
	ASB EXPENSES			
2-61-00-110-00	SALARY AND WAGES	76,000.00	76,883.49	-1.16%
2-61-00-110-01	SUMMER STAFF WAGES	85,000.00	65,689.77	22.72%
2-61-00-130-00	FIELDMAN BENEFITS	3,500.00	2,631.85	24.80%
2-61-00-131-00	ER- CONTRIBUTION L.A.P.	6,000.00	6,324.95	-5.42%
2-61-00-132-00	ER - CONTR. C.P.P.	3,500.00	5,710.63	-63.16%
2-61-00-133-00	ER - CONTRIBUTION, E.I.	1,100.00	2,813.22	-155.75%
2-61-00-135-01	HSA/WSA SPENDING ACCT	1,500.00	0.00	100.00%
2-61-00-135-02	ADMIN FEES HSA/WSA	150.00	150.00	0.00%
2-61-00-151-01	COUNCIL MEMBER EXPENSES (2)	7,500.00	1,548.68	79.35%
2-61-00-211-00	FIELDMAN EXPENSES	15,000.00	4,575.22	69.50%
2-61-00-211-01	MILEAGE&SUBSIST. COUNCIL (2)	2,000.00	383.04	80.85%
2-61-00-211-02	MILEAGE&SUBSIST. MEMBER AT LARGE(5)	5,000.00	901.69	81.97%

General Ledger ▲	Description	2026 YTD Budget ($)	2026 YTD Actual ($)	2026 Budget Remaining %
2-61-00-213-01	MEMBER AT LARGE .EXPENSES (5)	7,900.00	1,637.49	79.27%
2-61-00-214-02	INSPECTORS TRAINING	1,500.00	247.62	83.49%
2-61-00-215-00	FREIGHT	100.00	0.00	100.00%
2-61-00-216-00	POSTAGE	100.00	0.00	100.00%
2-61-00-217-00	TELEPHONE / FAX	1,000.00	1,185.63	-18.56%
2-61-00-217-01	NATURAL GAS	1,000.00	455.06	54.49%
2-61-00-217-02	POWER	1,100.00	612.53	44.32%
2-61-00-217-03	WATER / SEWER / GARBAGE	300.00	43.00	85.67%
2-61-00-217-04	OFFICE SUPPLIES	1,200.00	283.72	76.36%
2-61-00-218-00	V.S.I. CONTRIBUTIONS	12,000.00	12,100.00	-0.83%
2-61-00-220-00	ADVERTISING	200.00	0.00	100.00%
2-61-00-235-00	LEGAL FEES	1,500.00	0.00	100.00%
2-61-00-250-00	OFFICE EQUIPMENT & COMPUTERS	500.00	1,215.30	-143.06%
2-61-00-250-01	CONT. SER. - FLEET TRACKER	650.00	499.80	23.11%
2-61-00-251-00	HIRED EQUIPMEN	1,000.00	0.00	100.00%
2-61-00-251-02	CONTRACTED SERVICES	5,000.00	2,000.00	60.00%
2-61-00-274-00	INSURANCE	6,000.00	4,876.53	18.72%
2-61-00-275-00	WCB	2,000.00	2,062.61	-3.13%
2-61-00-278-00	VEHICLE LICENSES & PERMITS	210.00	0.00	100.00%
2-61-00-510-00	MISC. GOODS/PUBLIC REL	1,000.00	676.30	32.37%
2-61-00-512-00	FUEL AND OIL	20,000.00	18,567.03	7.16%
2-61-00-518-00	VEHICLE & EQUIPMENT REPAIRS	20,000.00	13,770.37	31.15%
2-61-00-519-00	REP & MAINT BLDGS	500.00	0.00	100.00%
2-61-00-520-00	REP & MAINT. TIRES & SUPPLIES	5,000.00	0.00	100.00%
2-61-00-521-00	CHEMICAL PURCHASES	20,000.00	15,427.19	22.86%
2-61-00-521-01	PEST CONTROL PURCHASES	1,000.00	140.00	86.00%
2-61-00-522-00	TOOLS	1,800.00	363.73	79.79%
2-61-00-523-00	EXTENSION PROGRAM-SUPPLIES	1,500.00	618.81	58.75%
2-61-00-533-00	ROADSIDE SEEDING COSTS	1,000.00	680.00	32.00%
2-61-00-601-00	SHELTERBELT PROGRAM	0.00	672.25	-
2-61-00-720-00	CONTR. INDIVIDUALS & ORGS	8,000.00	8,864.50	-10.81%
2-61-00-810-00	INTEREST CHARGES & BANK FEES	50.00	0.00	100.00%

General Ledger ▲	Description	2026 YTD Budget ($)	2026 YTD Actual ($)	2026 Budget Remaining %
	ASB EXPENSES TOTAL	**329,360.00**	**254,612.01**	**22.69%**
	ECONOMIC DEVELOPMENT EXPENSES			
2-62-00-110-00	ED WAGES	0.00	0.00	-
2-62-00-131-00	ED LAPP	0.00	0.00	-
2-62-00-132-00	ED. CPP	0.00	0.00	-
2-62-00-133-00	ED. EI	0.00	0.00	-
2-62-00-135-00	ED BENEFITS	0.00	0.00	-
2-62-00-211-00	ED - TRAVEL, SUBSISTENCE & REGISTR	3,000.00	440.66	85.31%
2-62-00-212-00	ED - INSERVICE TRAINING	0.00	0.00	-
2-62-00-250-00	ED - LEGAL SERVICES	3,000.00	7,257.81	-141.93%
2-62-00-275-00	ED - WCB	0.00	0.00	-
2-62-00-277-00	ED - ASSOC. & MEMBERSHIP FEES	650.00	0.00	100.00%
2-62-00-299-01	ED CONTR. SERVICES	21,800.00	38,802.29	-77.99%
2-62-00-510-00	ED - PURCHASE OF SUPPLIES & GOODS	500.00	329.32	34.14%
2-62-00-530-00	PROMOTIONAL ITEMS	2,000.00	4,804.40	-140.22%
2-62-00-710-00	SECURITY PROGRAM	0.00	0.00	-
	ECONOMIC DEVELOPMENT EXPENSES TOTAL	**30,950.00**	**51,634.48**	**-66.83%**
	PARKS & RECREATION EXPENSES			
2-72-00-520-00	REPAIRS & MAINTENANCE-PARKS	5,000.00	0.00	100.00%
2-72-00-720-00	RECREATION - GRANTS IND.& ORG - MSI Oper	24,000.00	24,000.00	0.00%
	PARKS & RECREATION EXPENSES TOTAL	**29,000.00**	**24,000.00**	**17.24%**
	NARDAM/CULTURE EXPENSES			
2-73-00-110-01	NARDAM WAGES	0.00	0.00	-
2-73-00-132-00	NARDAM CPP	0.00	0.00	-
2-73-00-133-00	NARDAM EI	0.00	0.00	-
2-73-00-217-00	INTERNET/COMMUNICATION	0.00	771.61	-
2-73-00-220-00	NARDAM ADVERTISING	300.00	0.00	100.00%
2-73-00-274-00	NARDAM INSURANCE	1,500.00	1,360.13	9.32%
2-73-00-275-00	NARDAM WCB	0.00	0.00	-
2-73-00-513-00	NARDAM SUPPLIES	1,000.00	580.23	41.98%

General Ledger ▲	Description	2026 YTD Budget ($)	2026 YTD Actual ($)	2026 Budget Remaining %
2-73-00-514-00	CAMP GROUND - REPAIR & MAINTENANCE	25,000.00	7,847.98	68.61%
2-73-00-520-00	BUILDING MAINTENANCE	500.00	0.00	100.00%
2-73-00-542-00	NARDAM POWER	8,000.00	5,518.31	31.02%
2-73-00-543-00	NARDAM WASTE REMOVAL	5,000.00	2,416.65	51.67%
2-74-00-710-00	CULTURE - TRANSFERS TO LOCAL BOARDS & AG	9,100.00	9,100.00	0.00%
2-74-00-710-01	PEACE LIBRARY SYSTEM PAYMENTS	7,000.00	6,848.00	2.17%
	NARDAM/CULTURE EXPENSES TOTAL	**57,400.00**	**34,442.91**	**39.99%**
	HEALTH & SAFETY EXPENSES			
2-63-00-110-00	WAGES	25,000.00	17,971.87	28.11%
2-63-00-130-00	ER CONT. BENEFITS	1,000.00	723.33	27.67%
2-63-00-131-00	ER CONT. LAPP	3,000.00	1,288.79	57.04%
2-63-00-132-00	ER CONT. CPP	1,200.00	792.90	33.93%
2-63-00-133-00	ER CONT. EI	400.00	258.05	35.49%
2-63-00-211-00	TRAVEL & SUBSISTANCE	1,500.00	0.00	100.00%
2-63-00-214-00	AUDITOR TRAINING	0.00	0.00	-
2-63-00-214-02	STAFF TRAINING/MEETINGS	3,000.00	174.60	94.18%
2-63-00-217-04	SAFETY SUPPLIES	7,500.00	4,032.35	46.24%
2-63-00-250-00	SAFETY COMPUTER PROGRAMS	3,500.00	3,435.05	1.86%
2-63-00-275-00	WCB	325.00	240.70	25.94%
2-63-00-512-00	FUEL	0.00	0.00	-
	HEALTH & SAFETY EXPENSES TOTAL	**46,425.00**	**28,917.64**	**37.71%**
	Grand Total	**4,950,675.00**	**4,101,338.70**	**17.16%**

	Key Updates
Advocacy	Advocacy efforts; Council attended a meeting with a meeting with the Minister of Health, Adriana LaGrange, during the Rural Municipalities of Alberta conference in Edmonton on November 5th. The Minister allowed for 9 members of the three attending municipalities; MD, Saddle Hills County and Birch Hills County.
Cemetery	Successfully collaborated with a family that donated the memorial at the Municipal District cemetery.
Policy & Bylaw Review	Approach Policy; working on residential/agricultural applications and culverts. Review of Procedural Bylaw in progress
Intergovernmental Affairs	Organizing IDP discussion meeting (all council + CAO's) Reviewed and forward G5 Strat Planning Findings Report to G5 CAO's to share with their respective council members.
Logo Design	Working on final steps of the Logo design, waiting for company to remove draft, will contact appropriate departments for updating. In contact with Lighthouse.
Newsletter	Discussion at next meeting regarding the frequency of the G5 newsletter RFD for Council review.
Finance	Budget Preparation reviewing items preparing list for interim and ensuing 2027 year. Discussion items; detailed review and discussion of the proposed interim budget. Potential to hold a Committee of the Whole budget meeting prior to budget
HR Management	Reviewing Job Descriptions, policies and preparing performance reviews for all departments.

Professional Development	Preparing for Privacy Training – Reviewing legislation and preparing questions for Cenera training day. Attending in person leadership and supervisory coursework at Northwestern Polytechnic (NWP) to support internal HR initiatives.
Software Systems	Catalis training with the staff is ongoing
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. Grant applications have been submitted, forwarded correspondence to ToSR CAO.
Meetings Delegations & Conferences	Working on; Monty working on IDP meeting Agenda, forwarded to ToSR CAO for review and feedback. Attended Rural Municipalities of Alberta November 3rd -5th Attended RMA admin supper meeting November 4th.
ASB	ASB meeting will be held at 6 p.m. on November 10th
Housekeeping items	Meeting minutes reviews, Agenda reviews, Budget , Review of g5 Newsletter Publication, New Publication in GP – GP Press , consider reaching out for Catalis training, Voyent Alert training, Canadian Fiber Optic delegation and removal of locator flags from MD property, ongoing follow up. HAE inquiry, ICF- BHC, Rycroft, GOA re 2024 fire invoice, follow up w PW re Golf course land, working with PW's fuel tank installation, working with PW's re contacting Grant Rowsell @ R360, basement repair project ongoing; flooring installed, ServiceMaster has installed kitchen cabinets in the basement. Working on development of health and safety committee (ongoing) letter to SPRA regarding member attendance sent, CPFRC funding approval email follow up, sent thank you email to Ryan Squires for compiling information for the Ministers meeting in Edmonton with Minister Lagrange, Minister of Health. MD house rental agreement review, Shared MD RFP template with ToSr CAO, contacted wild west dirt

	works re tree spade cost quote, MD Request for Proposal: Municipal Property Assessment Services posted on November 4th.
Meetings and Conferences	**Remembrance Day Ceremony** The 2026 Remembrance Day ceremony hosted by the Royal Canadian Legion Branch #72 on Wednesday, November 11th. • Time: 10:45 AM – 12:00 PM • Location: Centennial Hall (4812 48th Avenue, Spirit River) *(Note: If attending or walking with the procession, participants typically assemble beforehand near the Brownlee Building around 10:30 AM before proceeding into the hall for the two minutes of silence at 11:00 AM).* **Cenera Privacy Training** – Council members - November 19th 9 a.m. – 12:00 p.m. and November 20th 9 a.m.- 1:00 (need to confirm) Meeting with BHC November 19th – 1-3 p.m. – Council Chambers **Pembina -** Community Awareness and Emergency Response (CAER) engagement session with the Central Peace Regional Emergency Management Partnership on November 12 at 12:00 p.m. @ the MD Brownlee Building. Discussion focused on bringing emergency management and public safety partners together for opportunity to strengthen relationships, discuss emergency preparedness and explore how we can work collaboratively during an emergency. **Central Peace Fire and Rescue –** 4:00 p.m. November 12th. **CPREM Meeting**- Brownlee – November 12th (TBD) **Alberta Transportation:** Danny Jung has confirmed an in-person delegation with our council December 9th **Grande Spirit Foundation** - December 7th 10:30 a.m. - Reeve, MD GSF board member Our GSF (Chair/CAO and our board member from GSF) are hoping to catch up with you and your Reeve to

	chat requisition as related to projects.
Upcoming Webinars:	

MEETING:	**RM 19-26**
MEETING DATE:	**November 12th, 2026**
ORIGINATED BY:	**CAO**
TITLE:	**Next Generation 9-1-1 Data Aggregator Agreement & Alberta Municipal Data Sharing Partnership (AMDSP) Membership**

BACKGROUND/PROPOSAL

EXECUTIVE SUMMARY

This Request for Decision seeks Council authorization to enter into a data aggregator agreement with the Alberta Municipal Data Sharing Partnership (AMDSP). Under a federally mandated Canadian Radio-television and Telecommunications Commission (CRTC) directive, all municipalities must transition to Next Generation 9-1-1 (NG9-1-1) architectures. This transition requires the municipality to provide highly accurate, standardized Geographic Information System (GIS) data to TELUS (the provincial network provider) to ensure accurate emergency call routing.

To minimize internal administrative and technical burdens, a coordinated approach has been structured with the Mackenzie Municipal Services Agency (MMSA) to act as our technical agent, utilizing AMDSP as our data aggregator.

BACKGROUND / ANALYSIS

The legacy 9-1-1 system is being phased out across Canada. The incoming NG9-1-1 system relies strictly on precise, local GIS data (civic address points, road networks, municipal boundaries) rather than postal codes to route emergency services.

Bypassing this agreement would require our administration to build, maintain, and format a standalone enterprise GIS data pipeline that directly complies with complex National Emergency Number Association (NENA) standards required by TELUS. This would result in significant software, infrastructure, and staffing costs.

To solve this challenge efficiently, a regional, multi-tiered framework has been established:

- **AMDSP Membership and Data Aggregation: The Municipality will become a member of AMDSP (where it is not already a member) and formally designate AMDSP as its GIS data aggregator. AMDSP will be responsible for processing, validating, and transmitting our required GIS datasets to TELUS in accordance with applicable NG9-1-1 data standards and submission requirements. AMDSP charges no additional fees for aggregation services beyond the annual membership dues.**

- **MMSA as the Designated GIS Submitting Agency: MMSA will act as our designated GIS submitting agency, providing a coordinated approach to the preparation, maintenance, review, and submission of our municipal GIS information. In this capacity, MMSA will work directly with our administration to maintain the required GIS datasets, submit information to AMDSP, address automated validation issues, and coordinate necessary corrections or updates. This allows us to rely entirely on MMSA's existing technical expertise.**
- **Municipal Responsibilities: While MMSA will handle data coordination, formatting, and submission, our municipality retains ultimate legislative accountability for the accuracy, completeness, and currency of our geographic information. Municipal administration will be required to provide MMSA with timely local updates (new sub-divisions, road closures, address changes) to meet strict system requirements, including a requirement to correct critical data errors within 72 hours of a TELUS discrepancy report.**

FINANCIAL IMPLICATIONS

The financial impact of this compliance framework is minimal due to the shared-services model coordinated by MMSA:

- **Upfront Coordination: MMSA will coordinate the membership arrangements and pay the annual AMDSP membership fees upfront on behalf of participating municipalities.**
- **Invoicing Timeline: MMSA will subsequently invoice our municipality for its respective membership fee in January 2027.**
- **Annual Cost Structure:**
  - ***Urban Municipalities (Towns/Villages):* $35.00 per year**
  - ***Rural Municipalities (MDs/Counties):* $200.00 per year**
- **Budget Source: This fee will be accommodated within the annual operating budget under administrative/IT professional services.**

OPTIONS

- **Option 1 (Recommended): Approve the AMDSP Data Aggregator Agreement and authorize the CAO to execute the contract and partner with MMSA. This achieves federal regulatory compliance at a negligible cost while leveraging MMSA's expert GIS staff.**
- **Option 2: Defeat the motion. This would require administration to find an alternative private aggregator or build a direct internal data pipeline to TELUS, resulting in substantial unbudgeted technological and human resource expenditures.**

IMPLICATIONS OF RECOMMENDATION

- **Organizational / Staffing**
  - **MMSA will assume the heavy lifting regarding data transformation and automated uploads. Internal administration will only need to supply MMSA with timely local address changes or planning approvals as they occur.**
- **Legal / Risk Management**
  - **Entering into this agreement ensures compliance with CRTC mandates. Crucially, Sections 3.6 and 4.7 of the agreement establish a 90-to-120-day**

transition safety net, guaranteeing that emergency 9-1-1 data feeds cannot be abruptly cut off if the partnership ever dissolves, mitigating liability and life-safety risks.

RECOMMENDATION/RESOLUTION

That Council approve the Next Generation 9-1-1 Data Aggregator Agreement with the Alberta Municipal Data Sharing Partnership (AMDSP), and authorize the Chief Administrative Officer to execute the agreement and establish the coordinated GIS submission process with the Mackenzie Municipal Services Agency (MMSA).

Or that Council direct Administration accordingly.

MACKENZIE MUNICIPAL SERVICES AGENCY

5109 – 51 Street P.O. Box 450
Berwyn, Alberta T0H 0E0
Phone: 780-338-3862
www.mmsa.ca

MEMORANDUM

DATE: October 29, 2026
TO: MMSA Member Municipal Councils and Chief Administrative Officers
FROM: Mackenzie Municipal Services Agency (MMSA)
SUBJECT: Next Generation 9-1-1 (NG9-1-1) – Municipal GIS Data Coordination and AMDSP Membership

PURPOSE

The purpose of this memorandum is to inform member municipal councils of the proposed coordinated approach to meeting the geographic information system (GIS) data requirements associated with the implementation of Next Generation 9-1-1 (NG9-1-1). Under this arrangement, MMSA would act as the designated GIS submitting agency for participating municipalities, while the Alberta Municipal Data Sharing Partnership (AMDSP) would serve as the data aggregator responsible for transmitting the required information to TELUS.

This memorandum outlines the proposed roles and responsibilities of the respective parties, membership arrangements, associated costs, documentation requirements, and next steps for implementation.

BACKGROUND

Next Generation 9-1-1 (NG9-1-1) is a modernization of Canada's emergency communications system, intended to improve the delivery, accuracy and reliability of emergency services through the use of advanced digital technologies and location-based information.

As part of the transition to NG9-1-1, TELUS, as a provider of 9-1-1 network services, has entered into agreements with local governing authorities (LGAs), including municipalities across Alberta, establishing requirements for the provision of standardized GIS data to support emergency call routing and response.

Recently, TELUS contacted municipalities regarding the implementation of these GIS requirements and requested that they identify their preferred method of data submission, either directly to TELUS or through a designated data aggregator. The required information includes road networks, civic addresses, landmarks and relevant emergency service boundaries, including those associated with police, fire, ambulance and public safety answering points (PSAPs).

The Alberta Municipal Data Sharing Partnership (AMDSP) provides GIS data aggregation services to its members through an established system for receiving, validating and processing municipal geographic information. Municipalities that designate AMDSP as their aggregator can continue to provide their GIS data through the AMDSP system, which will prepare and transmit the required datasets to TELUS.

On October 22, 2026, MMSA met with a representative of AMDSP to explore a coordinated approach under which MMSA would act as the designated GIS submitting agency for its member municipalities, with AMDSP serving as the data aggregator.

Following these discussions, MMSA convened a virtual meeting with municipal Chief Administrative Officers on October 28, 2026, to review the proposed arrangement, clarify responsibilities and discuss the administrative and financial implications for participating municipalities.

ARRANGEMENTS DISCUSSED AT THE OCTOBER 28 MEETING

At the October 28 meeting, the following arrangements were discussed as the basis for coordinating municipal participation in the NG9-1-1 GIS data submission process:

1. AMDSP Membership and Data Aggregation

Each participating municipality will become a member of AMDSP, where it is not already a member, and formally designate AMDSP as its GIS data aggregator. Under this arrangement, AMDSP will be responsible for processing, validating and transmitting the required GIS datasets to TELUS in accordance with the applicable NG9-1-1 data standards and submission requirements.

2. Membership Fees and Invoicing

MMSA will coordinate the membership arrangements and pay the annual AMDSP membership fees upfront on behalf of participating municipalities. MMSA will subsequently invoice each municipality for its respective membership fee in January 2027.

The annual membership fees discussed are as follows:

- **Urban municipalities:** $35 per year.
- **Rural municipalities:** $200 per year.

AMDSP has indicated that there is no additional charge for its data aggregation services beyond the applicable annual membership fee.

3. MMSA as the Designated GIS Submitting Agency

MMSA will act as the designated GIS submitting agency for participating municipalities, providing a coordinated approach to the preparation, maintenance, review and submission of municipal GIS information. In this capacity, MMSA will work with municipal administrations to maintain the required GIS datasets, submit information to AMDSP, address validation issues and coordinate necessary corrections or updates.

This arrangement will allow municipalities to rely on MMSA's existing GIS capabilities and technical expertise rather than establishing separate data submission processes.

4. Municipal Responsibilities

Although MMSA will coordinate GIS data preparation and submission, each municipality will retain ultimate responsibility for the accuracy, completeness and currency of its geographic information. Municipal administrations will be required to provide MMSA with timely information concerning new or

modified roads, civic addresses, landmarks, subdivisions and changes to emergency service arrangements or boundaries.

Municipalities will also be responsible for reviewing and confirming relevant information, identifying appropriate administrative contacts and providing the necessary authorizations to support data submission.

5. Ongoing GIS Data Maintenance and Error Correction

GIS data must be reviewed or updated at least once annually to ensure that the information remains current and reliable. More frequent updates may be required where development activity, addressing changes or modifications to road networks and emergency service boundaries occur.

Under the applicable AMDSP arrangements, identified GIS data discrepancies are to be addressed within 72 hours of notification, unless an alternative timeframe is agreed upon.

MMSA will coordinate with the affected municipality and AMDSP to facilitate the timely resolution of identified errors.

DOCUMENTATION AND KEY DEADLINES

To implement the proposed arrangement, each participating municipality will need to complete the applicable TELUS documentation and formally authorize AMDSP to act as its GIS data aggregator.

The principal documentation requirements and deadlines are as follows:

1. Revised TELUS GIS Schedule D or E – November 13, 2026

Each municipality must complete the applicable revised GIS Schedule associated with its existing TELUS NG9-1-1 agreement. The appropriate schedule will depend on whether the municipality's original agreement identifies its GIS requirements under Schedule D or Schedule E.

The completed schedule must identify AMDSP as the designated data aggregator.

2. TELUS GIS Data Provisioning Plan – December 11, 2026

Each municipality must complete the GIS Data Provisioning Plan, identifying the proposed data submission arrangements, relevant contacts and anticipated readiness for GIS data provisioning.

3. AMDSP Aggregator Agreement

Each municipality must execute the AMDSP Aggregator Agreement authorizing AMDSP to prepare and submit its GIS data to TELUS. This agreement must be completed and returned to AMDSP before data submissions can commence. MMSA will assist participating municipalities with the coordination and preparation of the required documentation. However, the appropriate municipal signing authority will be responsible for executing the agreements and authorizations.

Municipalities whose GIS information has not been reviewed or validated during 2026 may require additional data verification or updating before their information can be submitted.

NEXT STEPS

To facilitate implementation of the proposed arrangement, MMSA will undertake the following activities in coordination with participating municipalities:

1. AMDSP Membership Applications

MMSA will prepare and distribute the necessary AMDSP membership documentation to municipalities that are not currently members. Municipalities will be requested to review and execute the applicable membership agreements. MMSA will coordinate submission of the completed agreements, pay the applicable annual membership fees upfront and invoice participating municipalities in January 2027.

2. Designation of AMDSP as Data Aggregator

MMSA will coordinate the distribution and completion of the AMDSP Aggregator Agreement and the applicable TELUS documentation, ensuring that AMDSP is identified as the municipality's designated GIS data aggregator. Municipal administrations will be responsible for reviewing and executing the required documents through their authorized representatives.

3. GIS Data Preparation and Review

MMSA will commence the review and preparation of the municipal GIS datasets required for NG9-1-1, including road networks, civic addressing, landmarks and other applicable geographic information. Where necessary, MMSA will work with municipal administrations to identify missing information, verify existing records and address data deficiencies before submission to AMDSP.

4. Municipal Coordination and Ongoing Updates

MMSA will coordinate with each participating municipality to establish appropriate administrative contacts, confirm the required information and arrange for the ongoing maintenance and submission of GIS data. Municipalities are requested to designate an administrative contact who will be responsible for coordinating documentation, facilitating required signatures, confirming GIS information and communicating future changes to MMSA. Timely cooperation will be particularly important in meeting the November 13 and December 11, 2026, documentation deadlines.

CONCLUSION

The proposed arrangement provides a coordinated and cost-effective approach to meeting the NG9-1-1 GIS data requirements while minimizing the administrative and technical burden on individual municipalities.

Through MMSA's role as the designated GIS submitting agency and AMDSP's role as the data aggregator, participating municipalities will benefit from a consistent process for preparing, validating, maintaining and submitting the geographic information required by TELUS.

The cooperation of member municipalities will be essential to ensuring the successful implementation of this arrangement and the continued availability of accurate and current geographic information to support emergency response services.

Brian Allen, CLGM | Executive Director

Komiete Tetteh, MGIP|Manager of Planning

SCHEDULE E

NG9-1-1 GIS DATA PROVISIONING APPROACH

LGA Name: _____

Instructions:

Please identify the GIS data provisioning method for each municipality or community within your jurisdiction. Indicate whether the data will be provided directly to TELUS or via an authorized GIS Data Aggregator.

Municipality / Community Name	ESZ # (Ref Schedule B from NG911 LGA Agreement)	GIS Delivery Method (i.e. Direct or Aggregator)	Aggregator Name (if applicable)

Accountability & Certification

The LGA acknowledges that regardless of the delivery method chosen (Direct or Aggregator), the LGA remains ultimately accountable for the quality, completeness, and timeliness of all NG9-1-1 GIS data provisioned to TELUS.

Authorized Signatory Name: _____

Authorized Signatory Title: _____

Authorized Signatory Email: _____

Date:_____

Signature: _____

AMDSP AGGREGATOR AGREEMENT

Document Date: October 15, 2026

Purpose. This Agreement authorizes the Alberta Municipal Data Sharing Partnership (AMDSP) to act as the Member's aggregator for the purpose of preparing and submitting the Member's GIS data to the TELUS NG9-1-1 system in accordance with the TELUS NG9-1-1 Data Requirements for Local Governing Authorities, the related schedules, and the NG9-1-1 GIS Data Provisioning Plan (collectively, the "TELUS Requirements").

1. Parties

1.1 This Agreement is between AMDSP and a member municipality or First Nation identified below (the "Member").

2. Authorization and Scope

2.1 The Member authorizes AMDSP to prepare and submit, on the Member's behalf, the GIS data required by the TELUS Requirements.

2.2 The Member's required NG9-1-1 GIS data will be provided to AMDSP through the AMDSP system by the Member, the Member's authorized agent, or AMDSP acting on behalf of the Member.

2.3 The GIS data covered by this Agreement includes, at a minimum, the following layers: Single Line Road Network; Civic Address Points; and Landmarks.

2.4 The Member will provide AMDSP with the information required to create and maintain the following additional GIS layers: PSAP Polygon; Fire; EMS; and Police.

2.5 The data submitted to the AMDSP remains the property of the Member. The conditions of distribution by AMDSP are covered in the AMDSP membership agreement. The conditions of the distribution of data submitted to Telus are covered in the Telus NG9-1-1 GIS Data Provisioning Plan document that is to be filled out by the Member.

3. Member Responsibilities

3.1 Data Currency and Accuracy. The Member is responsible for ensuring that the GIS data it provides to AMDSP is current and accurate. The Member must submit updated data at least once each year. If no changes are required, the Member must notify AMDSP that its data has been reviewed and remains current and accurate. If the Member uses AMDSP to perform the update or if there is an annual validation done by the Member a copy of the Annual Data Update Form must be provided to AMDSP. **The Member is always ultimately accountable for the quality, completeness and timeliness of all NG9-1-1 GIS data provisioned to Telus.**

3.2 Contact for Errors. The Member must provide and maintain a current contact who is responsible for receiving discrepancy and error reports relating to the Member's GIS data. A form for updating contact information is included in this document.

3.3 Correction of Errors. In accordance with the applicable TELUS LGA agreement, the Member is responsible for correcting GIS data errors within 72 hours after notification of the error.

3.4 Supporting Information. The Member is responsible for providing AMDSP with the information required to create and maintain the PSAP, Fire, EMS, and Police polygon layers identified in Section 2.4.

3.5 The Member shall maintain their membership with the AMDSP by paying the required annual membership dues and complying with the requirements of the AMDSP membership agreement. Failure to

pay membership dues will result in the termination of membership and this agreement. Once terminated the responsibility of the AMDSP will cease and the member data will be removed from the AMDSP system.

3.6 Termination of Agreement. The Member may terminate this agreement by providing ninety (90) days written notice to the AMDSP and TELUS. Notwithstanding the notice period, the Parties agree that because this Agreement supports critical emergency services, AMDSP shall not cease data submission services until the Member has successfully onboarded an alternative aggregator or established a direct submission process with TELUS, or until a maximum of one hundred and twenty (120) days has elapsed since the initial notice, whichever occurs first.

4. AMDSP Responsibilities

4.1 Submission System. AMDSP will provide and maintain the online automated system used to receive and process the Member's GIS data.

4.2 Polygon Data. AMDSP will edit the applicable polygon layers at the request of the Member, based on information supplied or confirmed by the Member.

4.3 TELUS Submission. AMDSP will maintain the automated system required to prepare and submit the Member's GIS data in the NENA format required by the TELUS NG9-1-1 system.

4.4 Delta Datasets and NGUIDs. The AMDSP system will prepare the required "delta" datasets for TELUS submission and will maintain the required NGUID values for the applicable features.

4.5 Error Reporting. AMDSP will report identified data errors to the Member using the contact information provided under this Agreement. The LGA agreement requires correcting all errors with submitted geographic data as reported by TELUS as soon as possible after the notification is sent to the LGA. LGA shall aim to do it in 72 hours to ensure that all carriers operating within the LGA territory have access to accurate validation information

4.6 Assistance with Data Updates. At the Member's request, AMDSP may edit and submit required changes to road, civic address, and landmark data for Members with small populations.

4.7 Termination of Agreement. The AMDSP may terminate this agreement by providing ninety (90) days written notice to the Member and TELUS. Notwithstanding the notice period, the Parties agree that because this Agreement supports critical emergency services, AMDSP shall not cease data submission services until the Member has successfully onboarded an alternative aggregator or established a direct submission process with TELUS, or until a maximum of one hundred and twenty (120) days has elapsed since the initial notice, whichever occurs first.

5. Relationship of the Parties

5.1 AMDSP is acting as the Member's aggregator for the submission of the GIS data covered by this Agreement. The Member remains responsible for the accuracy and currency of the data it provides to AMDSP and for correcting errors within the time required by the applicable TELUS Requirements and LGA agreement.

6. Member Information and Authorization

LGA / Member Name	
Authorized Signatory Name	
Authorized Signatory Title	
Authorized Signatory Email	

7. Signatures

By signing below, the Member confirms that it has authority to enter into this Agreement and authorizes AMDSP to act as its aggregator for the purposes described in this Agreement.

For the Member	
Authorized Signature	
Date	

For AMDSP	
Authorized Signature	
Name and Title	
Date	

Please email the completed forms to

Don Kitchener,
AMDSP support
support@amdsp.ca
Phone: (403) 778-0979
(Please leave voice mail as this phone number is unattended.)

Member Contact Form

Please provide this to AMDSP when there is a change in contact for data or billing. Email to support@amdsp.ca

Member Name: _____

Date of Contact Change: _____

Data change contact

Contact Name	
Contact Title	
Contact Email	
Contact Phone	

Alternate Data change contact. Please add a staff contact as an alternate so we have someone to go to with questions on emergency response issues even if it is someone that will track down the appropriate contact.

Contact Name	
Contact Title	
Contact Email	
Contact Phone	

Billing contact

Contact Name	
Contact Title	
Contact Email	
Contact Phone	

Annual Data Update Form

If you use the services of AMDSP directly to either update your data or validate that the data is current, please provide a signed copy of this form once per year. These can be mailed to support@amdsp.ca

If you use the services of an agency to submit your data or your LGA does the data submissions this form is not required. A record of your submission will be recorded in our system.

By signing this you agree that the data for your municipality or First Nation is current, complete and accurate as of the date of update. Updates may be done as often as the Member requires.

Update Year: _____

Date of update or validation: _____

AMDSP Member Name	
Authorized Signatory Name	
Authorized Signatory Title	
Signature	

Memorandum of Agreement for Membership
In the
Alberta Municipal Data Sharing Partnership

Version 3.0
(Updated June 2018)

This Memorandum of Agreement ("Agreement") is:

BETWEEN the:

Alberta Municipal Data Sharing Partnership ("AMDSP")

- and -

I. Purpose

This document is set forth as an agreement regarding the development and distribution of the Dataset for the Alberta Municipal Data Sharing Partnership (AMDSP). This Agreement makes reference to Member Partners and Member Fees that are listed within the AMDSP website.

This Agreement replaces the previous agreement known as the Agreement for Data Sharing Version 2.0, last updated November 2014.

II. AMDSP Responsibilities

AMDSP and/or its authorized agents or contractors will:

1. Facilitate the collection and validation of data layers from Participating Members. These layers will include but may not be limited to: road network centerlines, addresses, and points of interest / common places.
2. Integrate both new member data submissions and existing member updates to the master data layers.
3. Provide a web based Dataset distribution system that is readily available to Participating Members and all other Interested Parties based on our Open Data Policy, which is listed and maintained within the AMDSP website.
4. Encourage all Municipalities and First Nations within Alberta to share their road network, addresses, and points of interest / common place data with AMDSP.
5. Work as an advocate for data use throughout emergency, public and private agencies.
6. If required, provide data conflict resolution assistance to members during the integration process.

III. Member Responsibilities

Each Participating Member will:

1. Provide AMDSP with current data and documentation as outlined in AMDSP's Mapping Specification and Data Update Procedure documents.
2. Subject to point III-4, agree to fully support our Open Data Policy
3. Acknowledge that pursuant to this Agreement it obtains only access to use the data and that no right, title, or interest in or to any copyrights, trademarks, or other proprietary rights relating to the Dataset is transferred or licensed from AMDSP to Participating Members.
4. With regard to any First Nations, Provincial or Federal Government data contained in the Dataset, agree to the terms and conditions outlined in the respective agency's data Use/License Agreement.
5. Agree to provide digital data updates to the layer types listed in II-2 to AMDSP. Update frequencies are at the discretion of the Municipality or First Nations although an annual submission is a minimum requirement. Members that require an update will be contacted directly by AMDSP in this event.
6. Agree to pay an annual Membership fee to cover the cost of AMDSP membership services. Services and fees are approved by the Board of Directors and may change from time to time. Such fees are listed and maintained within the AMDSP website.

IV. Liability and Warranty Statement

1. The AMDSP Dataset is provided 'as is' without warranty of any kind either expressed or implied. AMDSP, Participating Members, and AMDSP's authorized agents and contractors do not warrant, guarantee, or make any representations with respect to the accuracy, usefulness, novelty, validity, scope, completeness or currency of the data and expressly disclaim any implied warranty of merchantability or fitness for a particular purpose of the Dataset. AMDSP, Participating Members, AMDSP's authorized agents and contractors'; officers, directors, employees, authorized agents, contractors, and data sources, shall not be liable for any loss or injury (including injuries resulting in death) arising out of possession or use of the Dataset.
2. As a Partnership of Municipalities and First Nations all responsibility that resides with the Partnership is equally distributed amongst all Members of the Partnership.
3. The provisions of this Article shall survive termination of this Agreement.

V. Period of Agreement, Revision, and Early Termination

Any party may offer amendments to this Agreement. All proposed amendments must be in writing and must be approved by all parties before becoming a part of this Agreement. Any party may terminate their participation in this Agreement by giving the other parties thirty (30) days prior written notice. At such time, if the exiting member requests to have their datasets removed from the master data layers, that request will be honored.

VI. Legal Authority

The parties represent that they have the authority to enter into this Agreement. This Agreement shall apply to, and be binding upon, the parties hereto, their agents, employees, successors and assignees, all persons acting under, through, or for them, any matter affected by the terms of this Agreement. This Agreement shall become effective immediately upon the execution by all parties, and shall terminate upon the mutual agreement of all parties.

The parties have agreed to these terms and have executed this Agreement on the date below.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed and effective as of the last date written below.

(Participating Member)

By: _____

Authorized Signature

_____

Printed Name

_____

Title

_____

Date

ALBERTA MUNICIPAL DATA SHARING PARTNERSHIP

By: _____

Authorized Signature

_____

Printed Name

_____

Title

_____

Date

MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

MEETING:	**RM 19-26**
MEETING DATE:	**November 12th, 2026**
ORIGINATED BY:	**Monty Bremont, Assistant CAO**
TITLE:	**Application for Northern and Regional Economic Development (NRED) Grant – Industrial Corridor Marketing Strategy & Promotional Campaign**

BACKGROUND

The MD of Spirit River industrial corridor currently anchors four primary delivery point grain terminals. To build upon this established foundation, administration is pursuing a proactive economic development initiative to diversify local development, attract Foreign Direct Investment (FDI), and specifically target high-value emerging sectors such as green hydrogen, biorefineries, and value-added agriculture.

To properly position the corridor for specialized industrial development, the MD requires a comprehensive, technical investment attraction strategy and a professional marketing toolkit.

Project Scope

Based on preliminary work and scoping guidelines, the project encompasses the following key deliverables:

Corridor Profile & Economic Baseline: Compiling a rigorous site-selection dataset covering land inventory/parcel sizes, power and gas servicing, water/wastewater, rail and highway access, labour sheds, and regional feedstock supply.

Stakeholder & Market Engagement: Conducting targeted structured interviews with terminal operators, landowners, utilities, and provincial partners (e.g., Invest Alberta).

Sector Opportunity Screening: Testing green hydrogen and biorefinery opportunities against existing corridor infrastructure and benchmarking against competing sites to establish a ranked short list.

FDI Targeting & Value Proposition: Developing named prospect lists by sector alongside tailored investor-facing value propositions.

Brand Identity & Marketing Assets: Creating a distinct brand identity and logo for the industrial park, alongside professional photography, a promotional video (commercial and social cuts), content strategy for shortlisted sectors, and a built investment attraction section/landing page for the MD website.

Implementation & Final Strategy: Delivering the final strategic blueprint, campaign sequencing, and council presentation.

NRED Grant Structure

The Northern and Regional Economic Development (NRED) program provides grant funding to cover up to 50% of eligible project expenses. The recommended grant request is $100,000, to safely capture all project components, contingencies, and potential variance.

This amount requires the MD to cover $50,000 (50% match requirement). The NRED grant application deadline is November 19th, 2026.

Administration has already engaged with Alberta Counsel to begin compiling the baseline information required for the NRED submission prior to the deadline.

The ballpark figures and proposals secured to date are for grant application budgeting purposes only and do not constitute a final binding contract. If the MD is successful in securing the NRED grant, Administration will issue a formal, open Request for Proposals (RFP) on Alberta Purchasing Connection (APC) to officially select and hire a qualified consultant to complete the project.

RECOMMENDATION/RESOLUTION

That Council approves submitting a grant application under the Northern and Regional Economic Development (NRED) program for $100,000 to fund the development of the M.D. of Spirit River Industrial Corridor Investment Attraction and Marketing Strategy; and commit the required 50% contribution totaling $50,000, to come from reserves.

Or

That Council directs administration accordingly.

Northern and Regional Economic Development Program (NRED) – Overview

Organizations can apply for funding for projects that support economic development and diversification.

Overview

The Northern and Regional Economic Development (NRED) Program provides funding for stakeholder-driven projects that strengthen regional economies across Alberta. Eligible projects support investment readiness, business retention and expansion and planning activities that build the foundation for long-term economic growth. Municipalities, Indigenous communities and not-for-profit organizations with an economic development mandate are eligible to apply.

Funding

Approved applicants are eligible to receive between $10,000 to $300,000 to support eligible project costs. While there is no maximum total project cost under the program, grant funding will not exceed $300,000 per project.

- The NRED Program will provide up to 50% of total eligible project costs.
- Total eligible project costs must be a minimum of $20,000.
- Applicants must be able to match the funding requested at a minimum of 50% of the total project cost.

The NRED Program funds initiatives that support economic development and will achieve tangible and impactful results in one or more of the following priority areas:

- Increase investment readiness and regional attractiveness for private investment.
- Support planning and feasibility studies that lead to economic development enabling investments to boost regional growth.
- Support local and regional business and industry, business retention and expansion.

Projects must not take more than 3 years to complete and must be ready to begin immediately at the start of the grant. An eligible project must identify with one of these project types:

- **Planning/feasibility studies:** This includes market analyses, feasibility studies for new ventures, and other planning activities that lay the groundwork for future development projects.
- **Training or events:** Projects that focus on enhancing skills and capacity through conferences, webinars, or other training events.
- **Marketing and investment/regional promotion:** Initiatives aimed at attracting investments, promoting the region, and improving its appeal to private investors through targeted marketing campaigns and strategies.
- **Business retention and expansion projects:** Projects that support the growth and expansion of local businesses, including initiatives that provide direct support to businesses to help them scale and become more competitive.
- **Other:** Projects that align with program priorities but do not fit into the above categories. There include innovative initiatives, pilot projects, research and development, and unique approaches that support investment readiness, economic development, and business supports.

ballad

Industrial Corridor Investment Attraction & Marketing Strategy

MD of Spirit River

Preliminary Cost Estimate | October 2026



consulting services
where visions become reality.

1 Purpose and Basis

The estimates provided are Ballad's preliminary figures, prepared specifically to help the MD substantiate its budget for the NRED application. They are based on the scope set out in your email and on our experience delivering comparable investment attraction work for Alberta municipalities. They are not a bid, a fixed price, or a commitment to engage, and we understand the MD will proceed through an open RFP on Alberta Purchasing Connection if the grant is successful.

Because the scope is still being defined, these figures carry the caveats normal to pre-procurement estimating. The final cost will move with the number of sectors shortlisted, the completeness of the corridor data the MD already holds, subcontractor rates and availability at the time of award, and any change in deliverables between now and procurement. Subcontracted creative pricing is indicative of current market rates rather than quoted, and would be confirmed at bid stage.

Estimated fee range: $82,000 to $95,000 before GST. For a single planning figure in your application budget, we'd suggest **$88,036 plus GST** ($92,438 including GST).

This covers the complete scope set out in your email: the strategic marketing and investment attraction plan, a distinct brand identity for the industrial park, promotional collateral, professional photography, promotional video, and a built investment attraction section for the MD's website.

The strategy portion is estimated at 322 hours of consulting time at $180 per hour. The sector screening and site-selection data work are the research-heavy parts and carry the most hours, because a strategy that can't answer an investor's technical questions won't survive first contact with one.

The figures draw on our experience delivering comparable investment attraction strategies for Alberta municipalities, including the subcontracted branding and collateral components. Creative pricing reflects current rates from design firms we work with in northern Alberta.

2 What we Understand You're Trying to Do

The MD wants to turn four primary delivery point grain terminals from an agricultural asset into the anchor for a diversified industrial corridor, specifically one that reads as credible to green hydrogen, biorefinery and value-added agri-processing investors, including foreign ones.

That shapes the work in three ways:

1) **The strategy must be technical, not generic:** Hydrogen and biorefinery developers screen sites on power availability and cost, natural gas access, water, rail and highway connections, feedstock supply radius, land parcel size and servicing, and permitting timelines. The corridor profile must answer those questions before an investor asks them.

2) **The brand should belong to the corridor, not the municipality:** A named, visually distinct industrial park is a different asset than "the MD of Spirit River" in an investor's inbox.

3) **FDI targeting means named prospects:** The useful output isn't a list of sectors — it's a short list of companies and developers actively siting projects of this type, with a value proposition written for each.

2.1 Grant Narrative

The MD of Spirit River will develop an Investment Attraction and Marketing Strategy positioning its industrial corridor for specialized industrial development. The corridor is anchored by four primary delivery point grain terminals, and the project will assess and prioritize diversification opportunities in high-value sectors including green hydrogen, biorefining and value-added agri-processing. The work will compile a site-selection data set covering land availability, power and gas servicing, water, transportation access and regional feedstock supply to a standard that industrial investors require at the screening stage.

It will identify and prioritize target opportunities, benchmark the corridor against competing Prairie sites, and develop named investor prospect lists with sector-specific value propositions to support foreign direct investment attraction. The project will deliver a distinct brand identity for the industrial park, promotional collateral, professional photography, promotional video, and a built investment attraction section on the municipal website, giving the MD a complete toolkit to market the corridor to global investors. Total estimated project cost is $88,036 excluding GST.

3 How We'd Approach It

We propose the project over seven phases, with the creative work starting once the target sectors are confirmed so nothing gets designed twice.

1) **Start-up and governance:** Work plan, steering committee terms of reference, kickoff session with MD administration and council.

2) **Corridor profile and economic baseline:** Compile the site-selection data set: land inventory and parcel sizes, power and gas servicing, water and wastewater, rail and highway access, the grain terminal footprint, labour shed, and regional feedstock supply. This becomes a dataset the MD maintains afterward, not a one-time report.

3) **Stakeholder and market engagement:** Interviews with terminal operators, landowners, utilities, regional partners, and provincial contacts at Invest Alberta and Alberta Agriculture and Irrigation.

4) **Sector opportunity screening:** Test green hydrogen, biorefinery and adjacent agri-industrial opportunities against what the corridor can service today, benchmarked against competing Alberta and Prairie sites. Output is a ranked short list, likely two to three priority opportunities, plus the gaps that need closing to win them.

5) **FDI targeting and value proposition:** Named prospect list by sector, the investor-facing case for each, and an outreach protocol the MD can run.

6) **Marketing and implementation plan:** The campaign itself: channels, sequencing, trade shows and missions, budget, and all the content the creative team needs to produce assets.

7) **Final strategy and handoff:** Draft for steering committee review, final strategy, and council presentation.

A workshop with the steering committee at the end of phase 4 sets the short list. It is the gate that determines how many sector-specific assets get built.

4 Preliminary Cost Estimate

4.1 Strategy Work

All strategy, research, analysis and writing are performed by Ballad staff at a blended rate of $180 per hour. The phases below are sequential, with some overlap between the baseline and engagement work. Hours are allocated according to where the analytical effort actually sits: roughly 39% of the total falls in sector screening and FDI targeting, which are the two phases that produce the investor-facing output the corridor is being marketed on.

Phase	Hours	Fee
1. Start-up and governance	16	$2,880
2. Corridor profile and economic baseline	60	$10,800
3. Stakeholder and market engagement	45	$8,100
4. Sector opportunity screening	70	$12,600
5. FDI targeting and value proposition	55	$9,900
6. Marketing and implementation plan	36	$6,480
7. Final strategy and handoff	40	$7,200
Total	**322**	**$57,960**

Where the hours go, and why:

- **Sector Screening and FDI Targeting Carry the Most Hours:** These are the phases that produce ranked opportunities and named investor prospects, benchmarked against the other Prairie sites competing for the same projects. They are the reason the strategy is worth commissioning, so they are not where we would cut.
- **The Baseline Assumes the MD Supplies What it Already Holds:** Land, servicing, utility and GIS data from the MD keeps this phase at 60 hours. Assembling it from scratch would add meaningfully.
- **Engagement is 12 to 15 Structured Interviews:** Focused on the operators, utilities and provincial contacts who matter to a siting decision, rather than broad community consultation.

4.2 Branding and Promotional Assets

Item	Fee
Content strategy — 2 shortlisted opportunities	$3,600
Design elements package	$3,450
Brand identity and logo for the industrial park	$4,500
Professional photography — two half-days, site and aerial	$1,050
Promotional video — two shoot days, one 30-second commercial piece, three 15-second social cuts	$4,060
Website investment section or landing page — design and build	$7,500
Subtotal	**$24,160**

The design elements package covers a trifold brochure design with e-copy, three support graphics sized for web and social, and a one-page website design mock-up with content recommendations. Content strategy is priced per shortlisted opportunity, so this line moves with the number of sectors carried forward.

Brand identity and logo development is priced for a focused industrial park identity — wordmark, colour palette, typography and a short usage guide. A full agency branding exercise would run considerably higher.

Photography and video are captured together across two shoot days covering the terminals, corridor infrastructure and surrounding agricultural land, including aerial work. Video pricing includes two videographers and rental equipment, and each finished piece carries two revision rounds. The resulting stills and footage supply imagery for the brochures, the website section and the MD's own social channels.

The website line covers design and build of an investment attraction section on the MD's existing site, populated with the content produced in phase 6. The $7,500 figure is a midpoint; the realistic range is $6,000 to $9,000 depending on the MD's current platform and how much of its existing structure and templates can be reused. A full site rebuild is not included.

Coordination of the design, photography, video and web subcontractors is carried out at 10% of the subcontracted value and covers briefing, creative direction, review cycles and quality control against the strategy.

4.3 All-in Price

Combining all deliverables into one package arrives at the following estimated project total:

Component	Fee
Strategy work (in-house, 322 hours at $180)	$57,960
Branding and promotional assets (subcontracted)	$24,160
Subcontract management and coordination (10%)	$2,416
Travel and disbursements	$3,500
Project total, excluding GST	**$88,036**
Project total, including GST	$92,438

4.3.1 Assumptions Behind the Numbers

- Two priority opportunities are shortlisted and given sector-specific content strategy and collateral. Each additional one adds roughly $1,800.
- Two site visits to the corridor and Spirit River, with remaining sessions run remotely.
- The MD provides existing land, servicing and utility data, GIS files, and introductions to terminal operators and major landowners. Significant gaps in that data would add baseline hours.
- Photography and video assume two shoot days with favourable conditions, scheduled together.
- Video deliverables are one 30-second commercial piece and three 15-second social cuts, each with two revision rounds. Longer-form or narrated video would be quoted separately.
- The website scope is an investment attraction section or landing page added to the MD's existing site, including design, build and content population. A full site rebuild, new CMS or site migration is not included.
- The MD provides access to its web platform and any required hosting or administrative permissions.
- Figures exclude translation, paid media buys, printing runs beyond proofs, trade show fees and booth costs, and ongoing website hosting or maintenance.
- Subcontract pricing is indicative of current market rates and would be confirmed at RFP stage. No contingency is built into the figures above.

MEETING:	**RM-09-26**
MEETING DATE:	**May 13th, 2026**
ORIGINATED BY:	**CAO**
TITLE:	**Policy Review:** **PWS.3 Snow Removal from a Private Laneway**

BACKGROUND/PROPOSAL

Administration is providing a comprehensive review of Private Driveway Snowplowing Policy PWS.03, highlighting operational liabilities and benchmarking policies across neighboring Central Peace and Peace Region municipalities.

Notably, several regional municipal councils have chosen to opt out completely from offering residential driveway snow clearing services due to escalating operational costs, equipment liability risks on private property, and the statutory priority to maintain public road networks. Included with the RFD are evaluations from Justin Brown, risk advisor from RMA, legal counsel, email from MD Fairview CAO and a Regional Policy Benchmarking chart.

The Municipal District's current fee of $125.00 per driveway visit is already heavily subsidized when evaluated against the true hourly cost of operating heavy machinery.

Should Council wish to continue offering driveway snow clearing services to residents, Administration has drafted a modernized policy that establishes objective eligibility criteria, strengthens risk and liability protections, and introduces an optional Private Driveway Clearing Rebate Program to encourage the use of local private contractors.

REGIONAL POLICY BENCHMARKING

Municipalities across the Central Peace and Peace Region manage private driveway clearing through differing policy models:

Municipality	Offers Driveway Plowing?	Rate Structure	Policy Focus & Limitations
Birch Hills County	**NO**	N/A (Referred to private contractors)	Excluded entirely. Policy states County maintains public routes only; maintains list of private contractors for residents.
County of Northern Lights	**NO**	Discontinued by Council Motion (2026)	Program eliminated to reduce operational delays and fleet risk; private contractor list provided to ratepayers.
County of Grande Prairie	**NO**	N/A (County Refer the public to Private contractors and FCSS)	Snow clearing of public rights-of-way (arterials, collectors, local roads).
MD of Spirit River No. 133	**Yes. Seniors and persons with disabilities**	**$125.00 + GST**	Restricted to eligible seniors/ persons with visible disabilities; local private contractor list provided to residents.
Northern Sunrise County	**YES**	**$150.00 + GST** (up to 30 min)	Dispatched only after priority road beats are clear; additional time charged at standard hourly rates.
Saddle Hills County	**YES**		Seniors and persons with disabilities free of charge. The agreement explicitly stipulates that driveway snowplowing is performed only at the convenience and discretion of the County after all municipal roads and school bus beats are cleared. If a storm resumes, graders leave driveways immediately to return to primary roads. Requires pre-signed liability waivers.
MD FAIRVIEW	**NO**		Financial Under-Recovery: MD Fairview previously charged a $200.00 fee, which failed to cover machine time. Severe Property Damage Liability: Heavy equipment incurred substantial costs repairing buried property infrastructure (e.g., grader blade hooked and tore out a private septic pump-out). Completely eliminated plowing service; maintains a referral list of local private contractors for residents.

RECOMMENDATION/RESOLUTION

Options 1 – 4 :

Option 1. That Council approves the revised Private Lane Snowplowing Policy and Schedule 'A' as presented, maintaining the private lane snow clearing fee at $125.00 plus GST per credit, and establishing the Private Driveway Clearing Rebate Program as outlined in Part 2 of the policy.

- Ensures operational cost recovery while protecting grader availability for public roads.
- Competitively benchmarked against neighboring jurisdictions (e.g., Northern Sunrise County at $150.00).
- Delivers a cost-effective support mechanism for eligible low-income seniors and individuals with disabilities.

Option 2. That Council cease providing in-house municipal grader services for private driveways, rescind Policy PWS.03, and direct Administration to develop a policy for future presentation that would implement the Private Driveway Clearing Rebate Program to provide targeted financial assistance to qualifying seniors and residents with disabilities using local contractors.

- Removes heavy municipal machinery and associated liability from private property entirely.
- Fosters local economic development by directing residential demand to local equipment operators.
- Preserves a compassionate safety net for vulnerable, low-income residents at a predictable, capped municipal cost.

Option 3. That Council retain Private Driveway Snowplowing Policy PWS.03 and the existing fee structure of $125.00 plus GST as currently practiced, approving housekeeping amendments for grammar, formatting, and administrative clarity only.

- Municipal operations continue under the existing framework, maintaining current service levels and resident expectations without introducing structural changes.
- The MD continues to absorb the operational deficit between the $125.00 per-visit rate and the true hourly cost of operating heavy machinery.
- Does not address operational challenges associated with deploying heavy public works equipment onto private property, nor does it resolve competing demands on primary road clearing.
- Excludes the private driveway rebate mechanism, keeping sole operational demand on municipal graders while also encouraging the use of local private operators.

13.3 RFD: Policy Review: PWS.3 Snow Removal from a Priv... RFD: Policy Review: PWS.3 Snow Removal from a Priv... | Page - 69

Option 4: That Council amend Private Driveway Snowplowing Policy PWS.03 to reduce the private driveway clearing fee from $125.00 to $50.00 plus GST per credit, and direct Administration to adjust the municipal operating budget accordingly.

- Significantly deepens the municipal tax subsidy per visit. Grader and operator costs far exceed $50.00 per half hour, meaning general tax revenue will absorb an even greater share of private driveway maintenance costs.
- Lowering the barrier to entry will likely cause a sharp surge and increase in driveway clearing requests, pulling heavy machinery away from municipal road clearing and creating delays on primary road networks and impacting the budget.
- A subsidized $50.00 rate undercuts the local private market, making it nearly impossible for local contractors to compete and discouraging private enterprise in the region.
- Higher request volumes intensify equipment wear and tear and increase municipal liability exposure associated with operating machinery on private property.

Or

that Council direct Administration accordingly.

MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133 **SNOW REMOVAL POLICY:** **PRIVATE DRIVEWAYS**	Function/Department: Policy No.	PUBLIC WORKS PWS.03
	Status:	Draft/Active/Obsolete
	Effective:	Date Policy or updates in effect
	Resolution No:	Motion ###.##.##.##
	Next Review Date:	If Applicable
	Action:	Update/replaces ?policy ?bylaw? /combines

Policy Statement:

This Policy will be divided into two parts **Part One: MUNICIPAL PRIVATE DRIVEWAY SNOWPLOWING SERVICE (Service Provided by Public Works) and Part Two: PRIVATE DRIVEWAY CLEARING REBATE PROGRAM.** The Municipal District of Spirit River No. 133 may provide private lane snow plowing of private lanes in the Municipality and the private lanes that adjoin the South or West Boundary roads of the Municipality. Additionally, the MD may support eligible residents with private snow clearing costs through a municipal rebate program, **provided services are contracted through a local snow removal contractor.**

Definitions:

1. **Senior:** A resident who is 65 years of age or older as of the date of application.
2. **Person with Disabilities:** An individual residing in the Municipality with a physical impairment restricting mobility or the safe operation of snow-clearing equipment, verified by a medical doctor's note.
3. **Eligible Resident:** For the purposes of this policy and its associated rebate program, a resident who meets the criteria of a Senior or a Person with Disabilities.

PART 1: MUNICIPAL PRIVATE DRIVEWAY SNOWPLOWING SERVICE (Service Provided by Public Works)

Snow plowing service for a private driveway through MD Public Works is available for a prescribed fee, exclusively only to Seniors and Persons with Disabilities residing in the Municipal District of Spirit River No. 133.

Residents applying under disability status must provide a medical doctor's note verifying a physical limitation requiring winter snow removal assistance.

1. **Prerequisites:** Proof of residency, proof of age (for Seniors) or medical documentation (for Persons with Disabilities), a signed Hold Harmless Agreement, and payment of fees are required prior to any driveway being plowed.

13.3 RFD: Policy Review: PWS.3 Snow Removal from a Priv... RFD: Policy Review: PWS.3 Snow Removal from a Priv... | Page - 71

2. **Fees:** Eligible residents shall pay **$125.00 plus GST per plowing credit** (up to 30 minutes of equipment time), payable to the Municipal District of Spirit River No. 133 either in person or by credit card over the phone at the Administration Office.
3. **Hold Harmless Agreement:** Eligible residents requesting private lane snow plowing must execute a Hold Harmless **Agreement (Schedule "A").** Municipal equipment shall not enter private property without this document executed in advance.
4. **Service Scope and Duration:**
    - **a)** The maximum driveway length plowed under standard service is 1/4 mile (0.4 km) and shall not exceed 30 minutes of equipment machine time per credit. If a driveway requires more than 30 minutes due to length or severe drift conditions, consecutive credits may be purchased, subject to equipment availability and operator discretion.
    - **b)** Payment must be received from eligible residents prior to work being performed. The Public Works Supervisor will direct the snowplow operator when the driveway is to be plowed.
    - **c)** Scheduling of private lane work is at the discretion of the Public Works Supervisor, who must prioritize the Municipality's statutory obligation to maintain public roads under the *Municipal Government Act*.

5. **Special Trips (Emergent situations):** Special trips for private lane snow plowing will not be made except in an emergency where medical or firefighting equipment cannot gain access to private land.
6. **Physicians Exemption:** Practicing medical physicians residing in the Municipal District of Spirit River No. 133 are deemed an operational priority to the Municipality and will receive private lane snow clearing service without fee.

PART 2: PRIVATE DRIVEWAY CLEARING REBATE PROGRAM

(Applies ONLY to services contracted through a local snow removal contractor; subject to annual budget allocation)

1. **Eligibility & Rebate Amount:** The MD provides a **$50.00 rebate per driveway clearing** to qualifying residents, up to a maximum of **three (3) clearings per winter season** (maximum total rebate of **$150.00 per household**). Eligibility is strictly limited to:
    - Seniors (aged 65+) or individuals with a documented disability; **and**
    - Applicants who demonstrate a documented financial need (subject to administrative verification of qualifying documentation).

2. **Claim Submission & Payment:** To receive reimbursement, the resident must submit valid, paid contractor invoices alongside approved eligibility documentation to the Municipal District Administration Office. The MD will verify the submission and reimburse the resident up to the maximum allowable $150.00. Invoices must clearly show:
    - Contractor/operator business name
    - Date of service
    - Service address
    - Proof of payment
    - Total amount paid

3. **Stack Your Grants:** Eligible residents are encouraged to "stack their grants." Qualifying residents may utilize provincial support programs—such as the Alberta Seniors Special Needs Assistance (SNA) or Alberta Seniors Benefit, which assist with household maintenance and snow removal—while concurrently accessing the MD's $50.00 per-clearing municipal rebate program.

4. **Private Contractor Disclaimer:** A list of private contractors for snow plowing services is available at the Municipal Office and on the MD website. The MD does not endorse, warrant, or insure private contractors. Residents contract directly with private providers at their own risk.

PART 3: POLICY ADMINISTRATION

1. **Policy Review:** This policy will be reviewed every five (5) years to determine budgetary relevancy and operational efficiency.

Schedule "A": Hold Harmless Agreement (For MD Public Works use)

THIS AGREEMENT MADE THIS _____ day of _____, **20**____.

BETWEEN:

THE MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

(hereinafter referred to as the "M.D.")

OF THE FIRST PART

- and -

NAME: _____

(Confirmed Senior or Person with Disabilities Status)

(hereinafter called the "Owner")

OF THE SECOND PART

WHEREAS the Owner **is the registered owner,** occupier, purchaser, or lessee of the following lands:

Legal **Land** Description:

_____

Rural Civic Address:

_____

WHEREAS the Owner desires the M.D. to **provide snowplowing services for** the private driveway of the Owner from time to time.

NOW THEREFORE, the M.D. and the Owner agree as follows:

1. The M.D. agrees to plow the private driveway of the Owner when **requested**; however, **such plowing shall be undertaken at the sole discretion of the M.D. and only after municipal roads have been plowed to the satisfaction of the M.D.**

2. The Owner **agrees** to pay the M.D. **the** sum of $125.00 plus GST per driveway **plowing credit purchased prior to service delivery.**

3. **Each snowplow credit purchased entitles the Owner to have their driveway plowed for a maximum driveway length of 1/4 mile (0.4 km), not to exceed 30 minutes of machine time. Driveways requiring time in excess of 30 minutes require the purchase of additional consecutive credits.**

4. This Agreement shall be a continuing agreement and **shall remain in effect** until the Owner **experiences a change in eligibility status, ceases to occupy the lands, or either party provides written notice of termination.**

5. The Owner **covenants and agrees to indemnify and save harmless the Municipal District of Spirit River No. 133, its elected officials, officers, servants, agents, and employees from and against all loss, damage, costs, claims, or injury however caused, which may at any time occur to any person or property (including the Owner and the Owner's property) arising out of or in connection with the entry of equipment or the plowing operations.**

6. The Owner shall not assign or transfer **their** interest under this Agreement.

7. The M.D. reserves the right to refuse snowplowing services to any private driveway that, in the opinion of the equipment operator or Public Works Supervisor, presents a hazard or risks damage to municipal equipment.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the date first above written.

MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

Per: _____ Date: _____

Chief Administrative Officer / Designated Officer

OWNER

_____ _____

Signature of Owner Witness Signature

_____ _____

Printed Name of Owner Witness Name (Print)

Hi Shirley,
Here is our one for roads in general and more for gravel and summer conditions. It also clearly states we do not do private driveways.

Tim D. Schindel
Chief Administrative Officer
Municipal District of Fairview No. 136
10957 – 91st Avenue, Fairview, Alberta, T0H1L0
Phone: (780) 835-4903 Fax: (780) 835-3131
Cell: (780) 834-7994
Email: Tim.Schindel@mdfairview.ab.ca
Website: http://www.mdfairview.com

This communication is intended for the recipient to whom it is addressed, and may contain confidential, personal, and or privileged information. Please contact the sender immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

From: Tim Schindel
Sent: August 19, 2026 4:30 PM
To: Shirley Hayden <cao@mdspiritriver.ab.ca>
Subject: Plowing private driveways

Hi Shirley

Sorry I missed your call.
I understand you are looking for some policy information on plowing of private driveways? We used to do some for a fee of $200 in the winer time before I started, but it was a nightmare for many reasons. No driveway is the same, $200 doesn't cover much, and we never know what sacred rock, or monument may be hiding under the snow. We also had an incident where the grader hooked and ruined the pump out on a sewage system which cost us big $.

Now when we are asked, we simply provide the names and contact information of local contractors that can assist.

We also just amended our winter road maintenance policy which outlines our stance on it as well and I have attached hoping it may help.

Let me know if you need anything more or would like to chat.

Tim D. Schindel
Chief Administrative Officer
Municipal District of Fairview No. 136
10957 – 91st Avenue, Fairview, Alberta, T0H1L0
Phone: (780) 835-4903 Fax: (780) 835-3131
Cell: (780) 834-7994
Email: Tim.Schindel@mdfairview.ab.ca
Website: http://www.mdfairview.com

CURRENT MD POLICY

MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133	Function: Policy No. Effective: Supersedes:	Public Works PWS. 3 July 7, 2021 October 21, 2020 February 17, 2005
PRIVATE LANE SNOW PLOWING		

Policy Statement:

The Municipal District of Spirit River No. 133 may provide private lane snow plowing of private lanes in the Municipality; and the private lanes that adjoin the South or West Boundary roads of the Municipality.

See attached Hold Harmless Agreement:

Procedure:

1) Snow plowing service for a private driveway is available **Only** to Seniors and Handicapped Persons residing in the Municipal District of Spirit River No.133.

2) Proof of residency and payment of fees will be required prior to any driveway being plowed.

3) **Seniors and Handicapped Persons – $125.00 (not to exceed 30 mins) plus GST** - payable to the Municipal District of Spirit River either in person at the Administration Office or by credit card over the telephone to the Administration Office.

4) Seniors and Handicapped Persons requesting private lane snow plowing of their lanes are required to sign a Hold Harmless Agreement. Municipal equipment shall not enter onto private property without this document being signed in advance to the service being required.

5) General snow plowing will not exceed 30 mins of equipment time and shall be implemented as follows:

   a) The Senior or Handicapp person residing in the Municipal District requesting the work shall pay for the service at the Municipal District Office prior to the work being done. The Public Works Supervisor will direct the snowplow operator when

the driveway is to be snowplowed. The snowplow service is equivalent to 30 mins of machine time and not to exceed 30mins.

b) The scheduling of any work on private lanes shall be left to the discretion of the Public Work's Supervisor and the Public Work's Supervisor shall firstly consider the Municipality's primary obligation to provide public service.

6) Special trips for private lane snow plowing shall not be made except in an emergency case where medical or fire fighting equipment cannot access onto private land.

7) This policy will be reviewed periodically to determine budgetary relevancy or efficiency.

8) Physicians who reside in The Municipal District of Spirit River No.133 are a priority to the Municipality and will not be charged any fee.

A list of private contractors for snow plowing services are available at the Municipal Office or on the MD webpage.

See attached Agreement:

THIS AGREEMENT MADE this_____ day of_____ A.D. 20_____

BETWEEN THE MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133 (Hereinafter referred to as "M.D.")

NAME:_____

hereinafter called "Owner") (Confirmed Senior and / or Handicapped Status) OF THE SECOND PART

WHEREAS, the "Owner", Occupier, Purchaser, or Lessee, of the following lands:

_____

(Legal Description)

_____

(Address)

WHEREAS, the Owner desires the M.D. to blade"(hereinafter referred to as Plowing or Plowed)" the private driveway of the Owner from time to time.

NOW THEREFORE, the M.D. and the Owner agree as follows:

1. The M.D agrees to plow the private driveway of the Owner when so requested by the Owner, however it shall be understood that such plowing shall only be undertaken at the discretion of the M.D and only after the public roads and highways have been plowed to the satisfaction of the M.D.
2. The Owner herby agrees to pay the M.D. a sum of **$125.00** plus GST per Plowing Request purchased from the M.D.
3. The Owner hereby agrees that each snowplow credit purchased will entitle him/her to have his/her driveway plowed by the M.D. The Owner hereby agrees that the maximum length of driveway to be plowed is 1/4 mile (0.4 km) and will not exceed 30 minutes of plowing for each snowplow purchase. Additional time will require additional snowplow credit purchases.
4. This Agreement shall be a continuing agreement and shall not terminate until the Owner has a change in status or ceases to occupy the lands.
5. The Owner hereby covenants and agrees that he/she will at all times indemnify and save harmless the Municipal District of Spirit River No. 133, it's servants, agents and employees from and against all loss, damage or injury however caused. which may at any time during the continuance of the Agreement occur to any person or the property of any person including the Owner.
6. The Owner shall not assign or transfer his interest under this Agreement.
7. The M.D, has the right to refuse to snowplow any private driveway that in the opinion of the snowplow operator will be hazardous or difficult to snowplow.

IN WITNESS WHEREOF, this Agreement has been duly executed by the parties hereto.

SIGNED in the presence of:

_____ _____

OWNER WITNESS

Municipal District of Spirit River No. 133
Box 389 Spirit River, Alberta T0H 3G0
Telephone (780) 864-3500 Fax (780) 864-4303
E-mail: mdsr133@mdspiritriver.ab.ca

October 19th, 2026

RE: Intermunicipal Meeting Request – Continuation of Collaboration Discussions

Dear Mayor and Council;

Further to our correspondence dated September 26th, which initially proposed a meeting between the Reeve and Deputy Reeve of the Municipal District of Spirit River and the Mayor and Deputy Mayor of the Town of Spirit River regarding the ACP-IDP grant application; please accept this letter as an updated request from our Council.

Following recent deliberations, the MD Council has resolved to extend this invitation to the full councils of both municipalities. The objective of this expanded session is to engage in a comprehensive dialogue concerning intermunicipal development, identify mutual strategic interests, and explore areas of collaboration that will yield enduring benefits for both communities. As you will recall, a similar joint session was convened this past March; our Council looks forward to building upon those earlier discussions.

We kindly request that you advise our administration of your preferred dates within the month of November to facilitate this gathering. Please be advised MD Council will be attending the Rural Municipalities of Alberta Fall Convention the first week of November, and as such will be unavailable at that time. The MD proposes hosting the meeting at the Brownlee Building, situated directly behind the MD administration office; however, our Council remains open to alternative venues should the Town prefer an alternate location.

We deeply value our shared history and recognize the Town of Spirit River as an integral regional partner in the continued growth and prosperity of our region.

Thank you for your ongoing cooperation and consideration. We look forward to your response.

Sincerely;

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

fcss
Central Peace
Family and Community
Support Services

Dear Council

Thank you for allowing Central Peace FCSS (Family and Community Support Services) the opportunity to present a delegation this fall. Central Peace FCSS has operated under the 80/20 split for many years but due to inflation this is getting more difficult. The financial input from the government (80%) and municipalities (20%) has increased very little in the last decade but costs have increased drastically. In the last 2 years Central Peace FCSS was required to deplete the reserves that we had from Covid to cover the deficit in both years, has decreased wage costs, while offering the same programs. Attached is the ideal budget for FCSS to operate as it has for the last couple of years. Any monies over the legislated 20% would need to come from the operation budgets of the municipalities.

Option 1

With option 1, current programs would need to be decreased or cut, office hours would need to decrease.

Option 2

With option 2, some programs may need to be decreased/ cut, office hours may stay the same or programs stay the same and office hours decrease.

Option 3

With option 3, current programs could stay the same, office hours may stay the same.

Thank you for your continued support and consideration.

Rhonda Yurchyshyn
FCSS Board Chair

Shelly Lorost
FCSS Coordinator

Gl #	Description	2025 Actual	2026 Final budget	Interim budget 2027
1-51-00-000	Family and Community Support Services			
1-51-00-410	FCSS fees and other charges			
1-51-00-750	Transfer from MD/Town	$5,891	$5,891	8479
1-51-00-755	Transfer from Other municipalities	$29,563	$27,063	24500
1-51-00-840	Provincial Grant Funding	$75,815	$75,815	75815
1-51-00-830	Fed Cond Grant (CSJ)	$0	$0	0
1-51-00-930	Transfer from operating reserves	21636.65	$7,666	0
1-51-05-510	Youth Programs	$2,160	$3,000	2300
1-51-00-520	Community Foundations Grant	$2,490	$3,590	2000
1-51-00-530	United Way Grant	$750	$0	0
1-51-00-540	Corporate Donations	$0	$3,000	2000
1-51-00-590	General Donations under $100	$0	$500	1000
1-51-00-595	General Donations over $100	$5,500	$2,000	2000
1-51-00-850	Local Gov't grants			1000
1-51-00-855	Other Revenue (non aligned)	$326	$1,000	1500
1-51-00-910	FCSS other revenue			0
1-51-04-580	Christmas Hampers (non aligned)	$20,926	$6,000	12000
1-51-04-585	Community Kitchen Donations (non aligned)	$301	$500	500
1-51-06-590	Home Support	$17,983	$19,000	19000
1-51-00-860-	Other Provincial Conditional Grants	$600	$600	600
1-51-12-450	Summer Camp Registrations & donations	$7,664	$9,000	10000
1-51-13-535	Community Incentive Revenue	$0	$1,000	0
1-51-13-551	Meals on Wheels	$7,422	$9,000	9000
	TOTAL REVENUE	$199,027	$174,625	$171,694
	EMPLOYEE EXPENSES			
2-51-00-131	Employer LAPP	$4,763	$4,800	4800
2-51-00-130	Employer contributions (CPP+EI)			8500
2-51-00-135	Health Spending Acct	$0		
2-51-00-132	Employer CPP	$5,594	5,600	0
2-51-00-133	Employer EI	$2,835	$2,900	$0
2-51-00-136	AMSC Benefits	$5,831	$5,900	5900
2-51-00-250	Contracted services - FCSS Assistant			
2-51-00-137	admin fee HAS/WSA	$ 125.83		
2-51-02-110	Salaries 80%	$59,950.97	$52,000	43200
2-51-02-110	Salaries 20% (Non aligned)			10800

2-51-02-111	Assistant Wages 20% (non aligned)			3400
2-51-02-111	Assistant Wages 80%	16,589.00	$17,000	13600
2-51-02-275	WCB	1,805.65	$1,800	1800
	Total	$97,494	$90,000	$92,000
	OFFICE EXPENSE, TRAINING & TRAVEL			
2-51-00-211	Registrations/Mileage/subsistence	$ 114.51	200	200
2-51-00-215	Freight Charges	$ -	$0	0
2-51-00-216	Postage	425.24	400	525
2-51-00-217	Telephone/fax/cell	2800.68	1700	1350
2-51-00-218	Natural gas	638.45	600	0
2-51-00-219	Power	1609.33	1500	0
2-51-00-213	Rent			12000
2-51-00-210	Water/sewage/garbage	182.14	200	0
2-51-00-214	Janitorial expense	0	100	0
2-51-00-230	Legal and Audit fees		750	750
2-51-00-255	Computer equipment/programming	0	100	100
2-51-00-274	Insurance exc. Transportation	1775.1	1475	1000
2-51-00-277	Membership fees	398	400	400
2-51-00-280	MGT/SEM registration fees	0	750	750
2-51-00-220	Advertising	492	500	500
2-51-00-510	General services purchased(photocopying)			
2-51-00-511	Public relations	461.84	600	500
2-51-00-513	Office supplies	1928.34	1000	2000
2-51-00-514	General equipment	393.18	400	400
2-51-00-810	Fees and interest	51.97	50	500
2-51-00-148	Staff inservice training	242.8	250	250
2-51-02-211	Staff conference travel and subsidy	0	750	750
2-51-07-251	BHC Admin Support	70	400	
	Total	$11,583.58	12125	$21,975
	PROGRAMMING			
2-51-00-520	Community Foundation NWAB	7857.04	4000	2000
2-51-00-530	United Way	0		0
2-51-00-771	Grant/Don. To Ind/Group	345	0	0
2-51-00-764	transfer to Operating reserves			0
2-51-00-860	Return of Grant Funding	4565.59	0	0
2-51-05-510	Youth Programs	1368.72	1500	1500
2-51-06-110	Home Support Wages	27179.53	26000	28000
2-51-06-500	Staff Appreciation	1112.99	1200	1200
2-51-06-120	Mileage Home Support	2562.86	2500	2700
2-51-08-510	Volunteer appreciation	1049.92	1000	1000
2-51-08-130	Summer Camp Wages	13815	13000	14000

2-51-12-510	Summer Camp Supplies	981.96	1000	1000
2-51-12-111	Summer camp Swimming			2000
2-51-00-870	Federal Grant Expenses (CSJ)	2,039	0	0
2-51-04-510	Christmas Hampers (nonaligned)	10769.3	6000	12000
2-51-04-511	Community Kitchen (nonaligned)	755	1500	800
2-51-07-510	BHC Community Kitchen (nonaligned)	800	1000	1000
2-51-13-535	Community Incentive (seniors' week)	0	500	500
2-51-13-551	Meals on Wheels	9079.8	8000	9000
2-51-07-110	BHC Home Support Wages	5090.8	4500	5000
2-51-07-120	BHC Home Support Mileage	577.07	800	800
	Total	89949.58	68500	$80,500

-$22,781

Contributions to FCSS by year

Option 1

Municpality	2020 (20%)	2021 (20%)	2022(20%)	2023 (20%)	2024 (20%)	2025 (20%)	2026(20%)	Difference per year	2027(20%)	2028(20%)	2029 (20%)	Difference over 3 years
MD#133	$5,638	$5,638	$5,638	$5,638.25	$5,890.93	$5,891	$5,890.93	0	$5,890.93	$5,890.93	$5,890.93	0
Rycroft	$4,386	$4,386	$4,386	$4,386	$4,583.37	$4,583.37	$4,583.37	0	$4,583.37	$4,583.37	$4,583.37	0
Town of Sprit River	$8,114	$8,114	$8,114	$8,114	$8,479.39	$8,479.39	$8,479.39	0	$8,479.39	$8,479.39	$8,479.39	0
Total	$18,138	$18,138	$18,138	$18,138.25	$18,953.69	$18,954	$18,953.69	0	$18,953.69	$18,953.69	$18,953.69	0

option 2

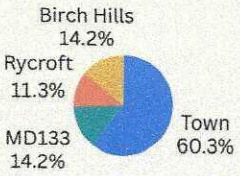
Municpality	2020 (20%)	2021 (20%)	2022(20%)	2023 (20%)	2024 (20%)	2025 (20%)	2026(20%)	Difference per year	2027 (25%)	2028 (25%)	2029 (25%)	Difference f 3 years
MD#133	$5,638	$5,638	$5,638	$5,638.25	$5,890.93	$5,891	$5,890.93	$1,472.73	$7,363.66	$7,363.66	$7,363.66	$4,418.19
Rycroft	$4,386	$4,386	$4,386	$4,386	$4,583.37	$4,583.37	$4,583.37	$1,145.84	$5,729.21	$5,729.21	$5,729.21	$3,437.52
Town of Sprit River	$8,114	$8,114	$8,114	$8,114	$8,479.39	$8,479.39	$8,479.39	$2,119.84	$10,599.23	$10,599.23	$10,599.23	$6,359.52
Total	$18,138	$18,138	$18,138	$18,138.25	$18,953.69	$18,954	$18,953.69	$4,738.41	$23,692.10	$23,692.10	$23,692.10	$14,215.23

Option 3

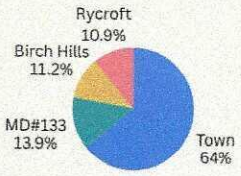
Municpality	2020 (20%)	2021 (20%)	2022(20%)	2023 (20%)	2024 (20%)	2025 (20%)	2026(20%)	Difference per year	2027 (30%)	2028 (30%)	2029 (30%)	Difference over 3 years
MD#133	$5,638	$5,638	$5,638	$5,638.25	$5,890.93	$5,891	$5,890.93	$2,945.47	$8,836.40	$8,836.40	$8,836.40	$8,836.4
Rycroft	$4,386	$4,386	$4,386	$4,386	$4,583.37	$4,583.37	$4,583.37	$2,291.69	$6,875.05	$6,875.05	$6,875.05	$6,875.0
Town of Sprit River	$8,114	$8,114	$8,114	$8,114	$8,479.39	$8,479.39	$8,479.39	$4,239.70	$12,719.09	$12,719.09	$12,719.09	$12,719.1
Total	$18,138	$18,138	$18,138	$18,138.25	$18,953.69	$18,954	$18,953.69	$9,476.86	$28,430.54	$28,430.54	$28,430.54	$28,430.58

15.2 INFORMATION: Family and Community Support Services... Family and Co

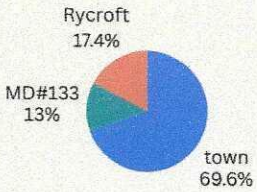
Home Support 2025



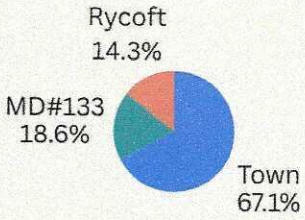
Home Support Sept 30 2026



Meals On Wheels 2025



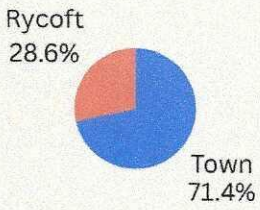
Meals on Wheels Sept 2026



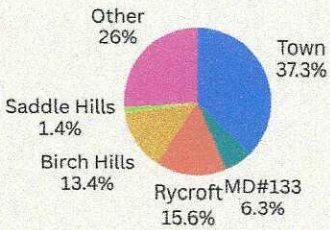
Snow Angels 2024/25



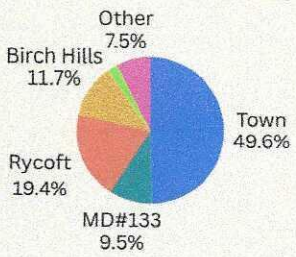
Snow Angels 2025/26



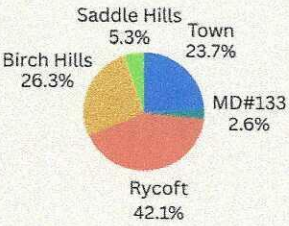
Call Log 2025



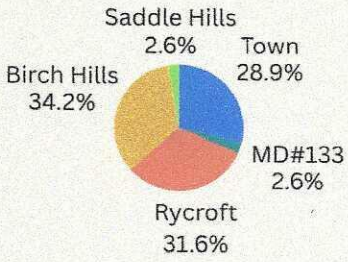
Call Log -Aug 2026



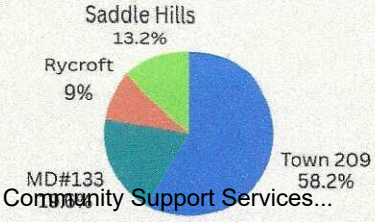
Income Tax Program 2025



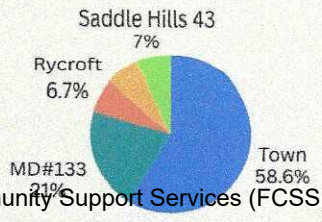
Income Tax Program 2026



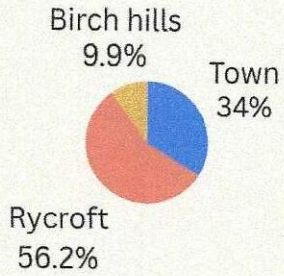
Camp Wanago 2025



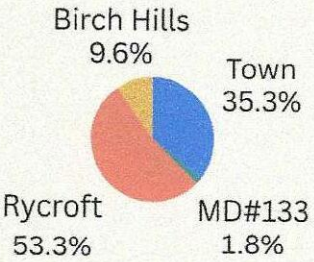
Camp Wanago 2026



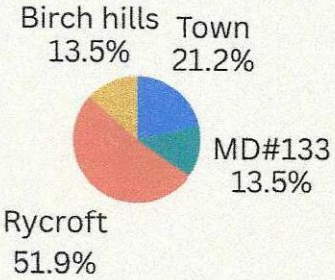
Christmas Sharing 2024



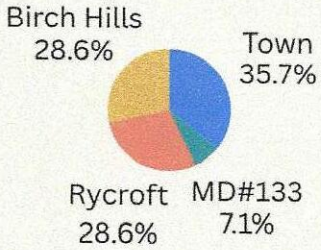
Christmas Sharing 2025



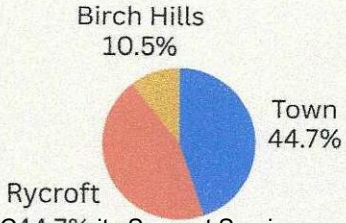
Seniors Santa 2024



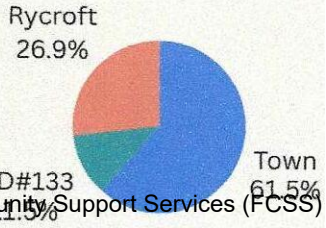
Seniors Santa 2025



Kids Santa 2024



Kids Santa 2025



Public Works – Western Region
Engineering
10229 127th Ave NW
Edmonton, AB, T5E 0B9

October 31, 2026

SUBJECT: Snow Removal Operations, Railroad Crossings

To whom it may concern,

Safe winter maintenance of public roadways is essential to keeping motorists and railway employees safe. At railway crossings, however, snow removal operations require additional care. Improperly placed snow can obstruct motorists' sightlines, interfere with crossing warning systems, block railway access, or create accumulations that may be struck by trains. Plow blades can also damage the rail, crossing surface, or railway equipment if they are not raised when crossing the tracks.

CN is therefore asking Road Authorities to review the following precautions with snowplow operators and roadway maintenance personnel before the winter season. These measures are intended to prevent hazardous conditions at public crossings and ensure that crossings remain safe and operational throughout the winter. Please refer to the attached Operation Lifesaver brochure entitled *Railway Safety Tips for Municipal Maintenance Workers.*

In addition to the tips listed in the brochure, the following are some of the best practices for snow removal operators:

- **Raise plow blades sufficiently before crossing the rails.** Blades must clear the rail and crossing surface to prevent damage that could create an unsafe condition for road or rail traffic.
- **Do not leave windrows between the rails or within 5 metres of the track**. Accumulated snow can obstruct sightlines, interfere with warning systems, be struck by trains, or restrict railway employees' access to equipment.
- **Do not apply or dump salt or other de-icing chemicals directly on or immediately adjacent to the crossing**. These materials may affect track components and electrical signal systems.
- **Do not sand within three (3) meters of a crossing** as this can damage the crossing.
- **Do not plow or blow snow directly onto CN infrastructure, equipment or employees.** Do not block ditches, as this could impede drainage.
- **Please look out for our employees!** Snowplow operators should watch out for Railway employees working in proximity of the tracks.
- **Stop Work and Contact CN Immediately** if snow or ice accumulation creates a hazard at a crossing, interferes with the operations or visibility of warning devices, or obstructs or damages railway infrastructure.

CN requests that these precautions be communicated to all snowplow operators and roadway maintenance personnel responsible for public crossings in your jurisdiction. Road Authorities are responsible for ensuring their winter maintenance activities do not create unsafe conditions at railway crossings.

Public Works – Western Region
Engineering
10229 127th Ave NW
Edmonton, AB, T5E 0B9

In case of an incident, each crossing is identified with an Emergency Notification Sign (ENS) with information about the mile and subdivision of the crossing which is located on the crossing posts or signal box near crossings. The ENS will look like the image below.



A **24-hour emergency number** is also identified, **1–800–465-9239**. ***Any incident involving damage to signage, crossing surface, rails or any rail infrastructure at a crossing should be called in to the emergency number immediately.***

Should you have any questions or concerns, please do not hesitate to contact the undersigned.

Sincerely,

Anees Hussain, P.Eng.
Manager, Public Works – Western Region

OPERATION LIFESAVER

LOOK LISTEN LIVE



Rail Safety Tips for Municipal Maintenance Workers

Whether you operate a snowplow, a road grader or do other work maintaining municipal infrastructure, working in proximity to railway crossings and tracks can be incredibly risky if you don't know your rail safety rules. Follow these important tips to help you stay safe, and share them with your colleagues—it could save lives.

OperationLifesaver.ca
LookListenLive.ca

BE PREPARED TO STOP AT ALL RAILWAY CROSSINGS

Slow down and be prepared to stop at all railway crossings. When approaching a crossing, open your window and turn off your fan and audio equipment so you can better hear oncoming trains. If a train is coming, stop behind any gates or stop lines, or no closer than 5 metres from the nearest rail.

HAVE A CLEAR VIEW OF THE TRACKS

Don't proceed through a railway crossing unless you have a clear view of the tracks and are sure no trains are approaching in either direction, on any track—especially at crossings with no flashing lights, bells or gates. Know how long your vehicle is and be aware of the amount of space on the other side of the crossing. To avoid stalling on the tracks, always cross in low gear without shifting. If you're driving a snowplow or road grader, be sure to raise the blade or other attachments high enough to clear the tracks.

KEEP RAIL CROSSINGS CLEAR OF SNOW, ICE, SALT AND SAND

Avoid piling snow or ice on or near rail crossings or access roads near tracks. Keep windrows to a minimum as they reduce visibility at crossings. Don't apply sand within three metres of rail crossings to prevent it from being carried onto the tracks. Never dump salt or chemicals directly on or near crossings as it can cause train signals to malfunction. Limit the use of sand and gravel as a build-up could contribute to derailments. If possible, completely clear snow from crossings to expose pavement markings.

CONTACT THE RAILWAY BEFORE STARTING WORK

Never park your equipment on or walk along railway tracks. If maintenance work needs to be done within eight metres of the tracks or near a crossing, you need permission from the railway to ensure safety and compliance with regulations. Always contact the railway **before** performing work in proximity to a rail crossing or tracks.

LEAVE YOUR VEHICLE IF IT STALLS OR GETS STUCK

If your equipment stalls or gets stuck at a crossing, get out immediately and move at least 30 metres away from the tracks. Contact the railway company immediately and let them know there is equipment on the tracks. If your equipment hits a rail, signage or signal equipment, report it immediately to the railway. Railway companies post their emergency numbers and crossing locations on a blue Emergency Notification Sign under the crossbuck or near the crossing. This information may also be displayed on a nearby signal house. If you don't see a railway emergency number, call 911.

REMEMBER:

- Laws, regulations and policies governing work around train tracks vary by province and by railway—know the ones that apply to you, and make sure you're in compliance at all times.
- Anytime is train time. Crossing warning signals sometimes activate just 20 seconds before a train arrives. A large truck can take 18 seconds to clear the tracks from a standing start. So if you're working near a railway crossing, keep unnecessary equipment off the tracks, stay alert and stay safe!
- Report any dangerous conditions at railway crossings directly to the railway company or by calling 911.

@oplifesaver

Know the Signs and Signals

FLASHING RED LIGHTS

STOP when flashing. DO NOT proceed until the lights stop flashing. If the lights begin flashing after you start crossing the tracks, keep going.

CROSSBUCK

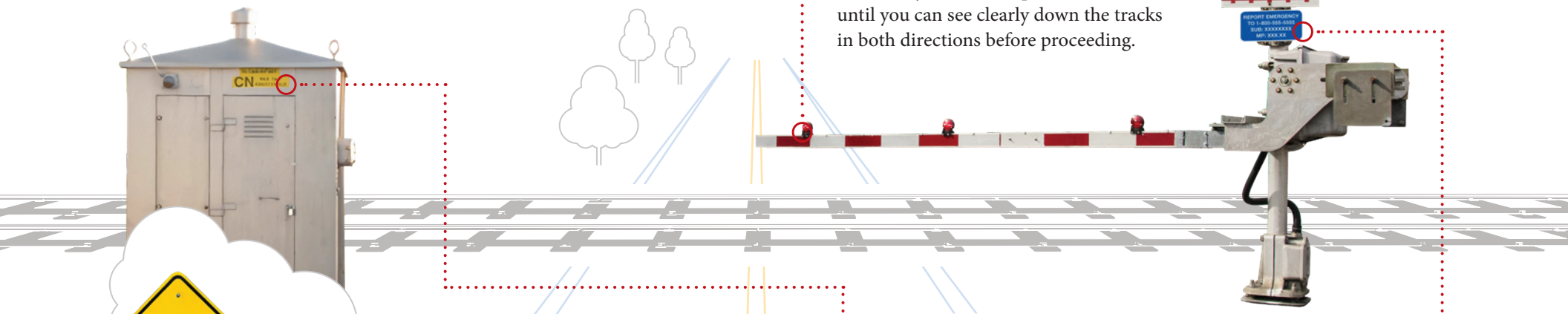
YIELD if a train is approaching. Trains always have the right-of-way.

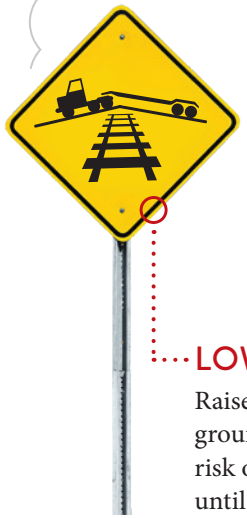
LOWERING GATES AND FLASHING RED LIGHTS

A train is approaching (even if you don't see it yet). DO NOT proceed until the lights turn off and the gates go up. It's illegal and dangerous to go around lowered gates.

MULTIPLE TRACKS

Multiple tracks are present. Multiple tracks may mean multiple trains. Wait until you can see clearly down the tracks in both directions before proceeding.





PAVEMENT MARKINGS

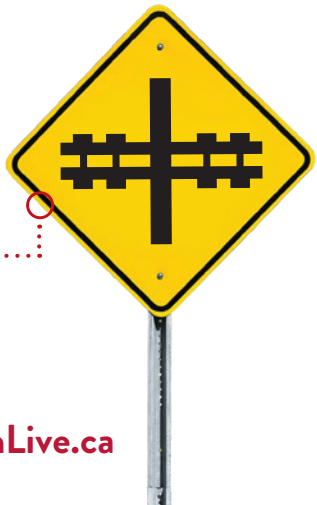
A large "X" and a wide white line on the road mean you're approaching a railway crossing. Stay behind the white stop line while waiting for a train to pass. No stop line? Stop at least 5 metres from the nearest rail.

EMERGENCY NOTIFICATION SIGN (ENS)

This is the first phone number to call if a vehicle is stuck or stalls on the tracks (this number may also be found on the signal house). You can also dial it to report people, vehicles or debris on the tracks, as well as damaged signs or signals, or obstructed views. The mile post and subdivision listed on the sign will help the railway to identify your location.

LOW GROUND CLEARANCE CROSSING

Raised crossing ahead. If you drive anything low to the ground — like a bus, truck, sports car or trailer — you're at risk of getting hung up on the tracks. DO NOT proceed until you know your vehicle will clear the tracks.



ADVANCE WARNING

Slow down, look, listen, and BE PREPARED TO STOP. Typically, this is the first sign you see when approaching a railway crossing.

OPERATION LIFESAVER

LOOK LISTEN LIVE

OperationLifesaver.ca | LookListenLive.ca

CN Police North America
Service de Police du CN Amérique du Nord

Corporate Headquarters
Siège Social Corporatif
935 de La Gauchetière St. W
3rd Floor/étage
Montreal, Quebec
H3B 2M9, Canada

Regional Headquarters
Siège Social Regional
17641 South Ashland Ave
2nd Floor/étage
Homewood, Illinois
60430, United States

DIVISIONS:

Pacific/Pacifique
11717 – 138th Street
Surrey, British Columbia
V3R 6T5, Canada

Mountain/Montagne
10229 – 127th Avenue
Edmonton, Alberta
T5E 0B9, Canada

Prairie
821 Lagimodiere Blvd
Winnipeg, Manitoba
R2J 0T8, Canada

Great Lakes/Grands Lacs
1 Administration Road
Vaughan, Ontario
L4K 1B9, Canada

Champlain
4500 Hickmore Street
Montreal, Quebec
H4T 1K2, Canada

North/Nord
700 Pershing Avenue
Pontiac, Michigan
48340, United States

Central/Centrale
15840 West Avenue
Harvey, Illinois
60426, United States

South/Sud
2921 Old Horn Lake Road
Memphis, Tennessee
38109, United States

CN Emergency Communication Centre / Centre de Communication D'urgence du CN

1-800-465-9239 (option 3)

Chief of Police – North America
Chef de la police – Amérique du Nord
CN
935 de La Gauchetière Street West/Ouest
Montréal, Québec, H3B 2M9
Canada
T 514-399-6113

October 15, 2026

SUBJECT: CN Police want you to Stay Safe this Winter

No matter where you live, chances are you will face some challenging driving conditions in the months ahead. Freezing rain, snow, sleet and whiteouts can make winter driving downright dangerous.

In fact, according to the Transportation Safety Board data, railway crossing incidents increase during the winter months. This is due to many factors, including:

- Ice and snow making it harder for drivers to stop and maneuver their vehicles;
- Snow covered roadways that hide pavement markings.
- Blowing snow, fog, and sleet that reduce visibility.
- Snowbanks and snow in trees reducing sight lines;

Following these simple tips can help keep you and your family safe when you encounter train tracks this winter:

Winter driving presents serious challenges due to snow, ice, and reduced visibility. To stay safe, it is important to plan ahead by checking weather forecasts for both your current location and your destination. If conditions worsen while driving, stop at a safe location and wait until it is safe to continue.

Slow down in poor weather conditions, especially near railway crossings. Reduced speed gives you more time to react and avoid collisions. Stay focused and turn off distractions like radios and fans, roll down your window if visibility is poor, and listen carefully for approaching trains. Snow and fog can mask both visual and auditory cues.

Watch for railway warning signs, especially at night or when snow covers the tracks, making them appear like part of the roadway. Use winter tires, which offer better grip in cold conditions compared to all-season tires. Finally, never drive impaired, alcohol and drugs reduce your ability to react and make safe decisions.

CN Police North America
Service de Police du CN Amérique du Nord

Chief of Police – North America
Chef de la police – Amérique du Nord
CN
935 de La Gauchetière Street West/Ouest
Montréal, Québec, H3B 2M9
Canada
T 514-399-6113

Corporate Headquarters
Siège Social Corporatif
935 de La Gauchetière St. W
3rd Floor/étage
Montreal, Quebec
H3B 2M9, Canada

Regional Headquarters
Siège Social Regional
17641 South Ashland Ave
2nd Floor/étage
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DIVISIONS:

Pacific/Pacifique
11717 – 138th Street
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2921 Old Horn Lake Road
Memphis, Tennessee
38109, United States

CN Emergency Communication Centre / Centre de Communication D'urgence du CN

1-800-465-9239 (option 3)

Interested in learning more about winter rail safety? CN Police offers railway safety presentations for municipalities, schools, community groups, first responders, and other stakeholders. Our presentations provide practical information and resources to help keep communities safe around railway property and crossings during the winter season and throughout the year. To request a presentation or obtain additional rail safety information, please contact CN Police through the **CN Police Tip Line at** cnpolicetipline@cn.ca or visit **www.cn.ca/police**. We welcome the opportunity to work together to promote rail safety awareness in your community.

Remember **"Any time is train time". Be rail-smart this winter: Look. Listen. Live.**

Sincerely,



_____

Shawn Will
Chief of Police & Chief Security Officer
CN Police Service – North America

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

SCANNED
E-MAILED
Oct. 30th.
COPY

October 29th,2006

VIA ELECTRONIC MAIL

Board of Directors
South Peace Regional Archives
P.O. Box 1206
Grande Prairie, AB T8V 4C4

RE: Municipal District Representation on the Board of Directors for South Peace Regional Archives

Dear Board of Directors,

Please accept this letter on behalf of Council for the Municipal District of Spirit River No.133. The purpose of this correspondence is to advise the Board of an update regarding the Municipal District's committee appointments following our recent organizational proceedings.

At this time, Council has made the decision not to appoint an elected Council member to sit on the South Peace Regional Archives Board of Directors for the upcoming term.

Please be assured that this governance adjustment does not signify a reduction in our commitment to the South Peace Regional Archives. Council continues to recognize and deeply value the essential work your team performs in preserving, protecting, and showcasing the rich documentary heritage of the South Peace region. To demonstrate our ongoing support, the Municipal District will maintain its full commitment to funding the annual requisition as approved in our ongoing municipal budget allocations.

We remain invested in the success of the Archives and look forward to receiving your regular meeting packages, annual reports, and updates regarding your initiatives. Should specific matters arise that require Council's direct attention or input, please do not hesitate to contact our administration.

We extend our sincere thanks to the Board, staff, and volunteers for your continued dedication to our region's history.

Sincerely,

Reeve Tony Van Rootselaar

Municipal District of Spirit River No.133

From: Shirley Hayden
Sent: November 8, 2026 10:42 AM
To: 'Ryan Squires' <Ryan.Squires@albertahealthservices.ca>
Subject: RE: CPHC Profile

Good morning Ryan,

Thank you for providing the profile and for running it through AHS Communications so we could share it across our partner municipalities.

We sincerely appreciate your ongoing dedication to the facility and to the residents it serves throughout the Central Peace Region. The G5 will continue to support this vital initiative for the patients and residents of the region, ensuring our communities remain closely aligned as discussions move forward.

The MD is currently compiling summary notes from this productive and engaging meeting, and we will follow up to share those with you in the coming weeks. Thank you again for your compassion and dedication to our communities.

Best regards,

Shirley Hayden

CAO, MD Spirit River No.133

From: Ryan Squires <Ryan.Squires@albertahealthservices.ca>
Sent: October 30, 2026 2:58 PM
To: MD of Spirit River 133 <mdsr133@mdspiritriver.ab.ca>; Shirley Hayden <cao@mdspiritriver.ab.ca>
Subject: CPHC Profile

Hello and thank you for your patience.

Here is the profile requested. I have passed it through AHS Communications and have been approved to share.

If there are other municipalities that are joining you for the meeting, feel free to share with them as you see fit.

I have sent similar information to the Ministry of Health.

Thanks,

Ryan Squires (he/him),

Site Manager

Central Peace Health Complex

Office: 780.864.4709

Cell: 780.296.1946

This message and any attached documents are only for the use of the intended recipient(s), are confidential and may contain privileged information. Any unauthorized review, use, retransmission, or other disclosure is strictly prohibited. If you have received this message in error, please notify the sender immediately, and then delete the original message. Thank you.
