



Town of Spiritwood
Meeting Minutes
Regular Meeting January 13, 2026 - 07:00 PM

The regular meeting of the Council of the Town of Spiritwood was held in the Council Chambers at the Spiritwood Town Office, 212 Main Street, on January 13, 2026 at 7:00 p.m

Present:

Mayor Gary von Holwede Councillor Ragnar Latus

Councillor John Go Councillor Mark Corfield

CAO Rhonda Saam

Absent:

Councillor Jim Bedi Councillor Shane Colley

Councillor Tess Mills

1 CALL TO ORDER

A quorum being present, Mayor Von Holwede called the meeting to order at 7:00 p.m.

2 APPROVAL OF AGENDA

2.1 Adoption of the agenda to form part of the minutes

2026-0001

Moved By: John Go

Seconded By: Mark Corfield

That the agenda be adopted as presented.

CARRIED

3 IN-CAMERA SESSION

4 ADOPTION OF MINUTES

4.1 Minutes of the regular meeting held December 16, 2025

2026-0002

Moved By: Mark Corfield

Seconded By: Ragnar Latus

That the minutes of the regular meeting on December 16, 2025 be approved as presented.

CARRIED

5 CORRESPONDENCE

2026-0003

Moved By: Mark Corfield

Seconded By: John Go

That the correspondence be filed as presented.

CARRIED

5.1 Spiritwood RCMP Operational Traffic Project Results - December 19 to 21, 2025

6 ACCOUNTS AND FINANCIALS

6.1 Accounts for Ratification, Cheque No. 34197 to 34238 and Payments 2061 to 2068 in the amount of \$250,117.97

2026-0004

Moved By: John Go

Seconded By: Ragnar Latus

That the Accounts for Ratification, Cheque No. 34197 to 34238 and payments 2061 to 2068 in the amount of \$250,117.97 be approved as presented.

CARRIED

6.2 Accounts for Approval, Cheque No. 34239 to 34254 in the amount of \$18,192.08

2026-0005

Moved By: Ragnar Latus

Seconded By: John Go

That the Accounts for Approval, Cheque No. 34239 to 34254 in the amount of \$18,192.08 be approved as presented.

CARRIED

6.3 Bank Reconciliation for the month of December 2025

2026-0006

Moved By: Mark Corfield

Seconded By: John Go

That the Bank Reconciliation for the month of December 2025 be approved as presented.

CARRIED

6.4 Draft Financial Statement for the month of December 2025

2026-0007

Moved By: Mark Corfield

Seconded By: John Go

That the Draft Financial Statement for the month of December 2025 be approved as presented.

CARRIED

6.5 Transfer of Funds 2025 - Infrastructure Fees

2026-0008

Moved By: Mark Corfield

Seconded By: Ragnar Latus

That we ratify the transfer of the 2025 Infrastructure Fees in the amount of \$56,873.95 from the General Chequing Account to the Cemetery Maintenance/Infrastructure Savings Account as of December 31, 2025.

CARRIED

6.6 Transfer of Funds 2025- - Cemetery Maintenance Funds

2026-0009

Moved By: Mark Corfield

Seconded By: John Go

That we ratify the transfer of funds for the 2025 Cemetery Plot Fees in the amount of \$250 and the Cemetery Internment Fees in the amount of \$1500 from the General Chequing Account to the Cemetery Maintenance Fund/Infrastructure Savings Account as of December 31, 2025.

CARRIED

7 REPORTS

2026-0010

Moved By: Ragnar Latus

Seconded By: Mark Corfield

That the reports be filed as presented.

CARRIED

7.1 Chief Administrative Officer Verbal Report

7.2 Council Verbal Reports

7.3 Northern Lakes Health Committee - Meeting Minutes - Dec. 1

8 UNFINISHED BUSINESS

9 NEW BUSINESS

9.1 2026 Appointment of Building Officials

2026-0011

Moved By: John Go

Seconded By: Ragnar Latus

That the following building officials as employees and/or subcontractors of CCASK Construction Code Authority shall be appointed for the Town of Spiritwood for 2026, as per Subsection 16 of The Construction Codes Act:

INSPECTOR NAME	CLASS	LICENCE #
Ryan Shepherd	BOL-3	BOL360
Chris Gates	BOL-3	BOL105
Karly Heatcoat	BOL-3	BOL421
Rashel Gervais	BOL-3	BOL307
Ryan Paquette	BOL-3	BOL314
Raymond Humenny	BOL-2R	BOL635
Ben McLeod	BOL-3R	BOL886
Janelle Cox	BOL-2R	BOL845
Jerry Wintonyk	BOL-1	BOL142
Virginia Shepley	BOL-3	BOL517
Dan Knutson	BOL-3	BOL112
Dale Wagner	BOL-2	BOL035
Dwayne Williams	BOL-2	BOL122

CARRIED

9.2 Northern Lakes Health Committee - Civic Centre Rental Request

2026-0012

Moved By: Mark Corfield

Seconded By: Ragnar Latus

That we do not approve the request for donating half of the civic centre rental for the Northern Lakes Health Committee fundraising event on January 17, 2026.

CARRIED

9.3 Appointments 2026 - Board of Revision for Assessment Appeals & Development Appeals Board

2026-0013

Moved By: Mark Corfield

Seconded By: John Go

That pursuant to Subsection 220(1) of the Municipalities Act, the TOWN OF SPIRITWOOD appoints Western Municipal Consulting Ltd. to manage the Board of Revision process for the term of January 1, 2026, through to December 31, 2026, remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Board of Revision: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin, Kleckner, Mike Waschuk, Stew Demmans, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Farrah Ovens,

JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro, Regan Rayner and Rick Leigh. The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their numbers.; And,

That pursuant to Subsection 221(1) of the Municipalities Act the TOWN OF SPIRITWOOD appoints Nicole Hoskins with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for the term of January 1, 2026 through to December 31, 2026, remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

Also,

That pursuant to Subsection 214(1) of the Planning and Development Act, 2007, the TOWN OF SPIRITWOOD appoints Western Municipal Consulting Ltd. to manage the Development Appeals Board process for the term of January 1, 2026, through to December 31, 2026, remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Development Appeals Board: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Stew Demmans, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Stu Hayward, Pam Malach, Barry Clark, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Farrah Ovans, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro, Regan Rayner, and Rick Leigh. The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their numbers.; And,

That pursuant to Subsection 216(3)(a) of The Planning and Development Act, 2007, the TOWN OF SPIRITWOOD appoints Claudette McGuire with Western Municipal Consulting Ltd., as Secretary to the Development Appeals Board for the term of January 1, 2026, through to December 31, 2026, remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the puposes of any hearing.

CARRIED

9.4 Spiritwood Public Library Flooring Replacement

2026-0014

Moved By: Mark Corfield

Seconded By: Ragnar Latus

That we approve moving forward with the Spiritwood Public Library Flooring Replacement project that is a 50/50 shared expense with the RM of Spiritwood, and agree with the RM of Spiritwood council deciding on the flooring and contractor for the project.

CARRIED

9.5 Public Notice - Zoning Bylaw Amendment

2026-0015

Moved By: Mark Corfield

Seconded By: John Go

That we advertise in the Spiritwood Herald for two consecutive weeks the public notice of intent to amend the Spiritwood Zoning Bylaw No. 486/13.

CARRIED

9.6 Councillor Tess Mills - Resignation

2026-0016

Moved By: Mark Corfield

Seconded By: Ragnar Latus

Be it resolved that the Council of the Town of Spiritwood acknowledges the resignation of Councillor Tess Mills, effective January 13, 2026, and that we hold a by-election on April 22, 2026 that will address the vacant position.

CARRIED

9.7 April 2026 By-Election Municipal Remuneration of Officials/Location of Polls

2026-0017

Moved By: Ragnar Latus

Seconded By: John Go

That in the event that a poll is necessary for the April 22, 2026 municipal by-election, daily remuneration for Returning Officer, Deputy Returning Officer, and Poll Clerk will be the regular hourly rates and THAT it be acknowledged that the polling place will be at the Spiritwood Town Office Building for April 22, 2026 from 9:00 am to 8:00 pm and the advanced poll will be at the Spiritwood Town Office Building on April 16, 2026 from 4:30 pm to 6:30 pm.

CARRIED

9.8 Advertise Notice of Call for Nominations - April 2026 By-Election

2026-0018

Moved By: Mark Corfield

Seconded By: John Go

That the required Form H Notice of Call for Nominations be posted and published in the Spiritwood Herald, as per the Local Government Election Act, for the Town of Spiritwood Municipal By-Election in April 2026.

CARRIED

9.9 Employee Evaluations - 2025 Year End

2026-0019

Moved By: Mark Corfield

Seconded By: Ragnar Latus

That we approve the Town of Spiritwood employee wage rates effective January 1, 2025, as attached to form part of the minutes.

CARRIED

10 ADJOURNMENT

2026-0020

Moved By: John Go

Seconded By: Ragnar Latus

That this meeting be adjourned at 8:17 p.m.

CARRIED

Mayor

Chief Administrative Officer

COPY