



**Town of Spiritwood**  
**Meeting Minutes**  
**Regular Meeting January 28, 2025 - 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 28, 2025 at 7:00 p.m

Present:

Acting Deputy Mayor Mark Corfield      Councillor Ragnar Latus

Councillor Tess Mills                      Councillor Shane Colley

Councillor John Go                         CAO Rhonda Saam

Absent:

Mayor Gary von Holwede                 Councillor James Bedi

**1      CALL TO ORDER**

2025-0001

**Moved By:** Ragnar Latus

**Seconded By:** Shane Colley

That we appoint Councillor Mark Corfield as the Acting Deputy Mayor for this council meeting.

A quorum being present, Acting Deputy Mayor Mark Corfield called the meeting to order at 7:00 p.m.

**CARRIED**

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**2      APPROVAL OF AGENDA**

**2.1      Adoption of the agenda to form part of the minutes**

2025-0002

**Moved By:** John Go

**Seconded By:** Shane Colley

That the agenda be adopted as presented.

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**CARRIED**

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**3 ADOPTION OF MINUTES**

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**3.1 Minutes of the regular meeting held December 16, 2024**

2025-0003

**Moved By:** John Go

**Seconded By:** Ragnar Latus

That the minutes of the regular meeting on December 16, 2024 be approved as presented.

**CARRIED**

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**4 CORRESPONDENCE**

2025-0004

**Moved By:** Ragnar Latus

**Seconded By:** Tess Mills

That the correspondence be filed as presented.

**CARRIED**

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**4.1 2025 UMAAS Convention & Tradeshow - April 13 - 16, 2025**

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**5 ACCOUNTS AND FINANCIALS**

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**5.1 Accounts for Ratification, Cheque No. 33432 to 33499 & payments #1963 to 1971 in the amount of \$257,668.20**

2025-0005

**Moved By:** Shane Colley

**Seconded By:** John Go

That the Accounts for Ratification, Cheque No. 33432 to 33499 & payments #1963 to 1971 in the amount of \$257,668.20 be approved as presented.

**CARRIED**

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**5.2 Accounts for Approval, Cheque No. 33500 to 33509 & Payments #1972 to 1975 in the amount of \$35,086.24**

2025-0006

**Moved By:** Shane Colley

**Seconded By:** John Go

That the Accounts for Approval, Cheque No. 33500 to 33509 & payments #1972 to 1975 in the amount of \$35,086.24 be approved as presented.

**CARRIED**

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**5.3 Bank Reconciliation for the month of December 2024**

2025-0007

**Moved By:** Shane Colley

**Seconded By:** Tess Mills

That the Bank Reconciliation for the month of December 2024 be approved as presented.

**CARRIED**

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**5.4 Draft Financial Statement for the month of December 2024**

2025-0008

**Moved By:** Shane Colley

**Seconded By:** John Go

That the Draft Financial Statement for the month of December 2024 be approved as presented.

**CARRIED**

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**5.5 Transfer of Funds 2024 - Cemetery Maintenance Funds**

2025-0009

**Moved By:** John Go

**Seconded By:** Tess Mills

That we ratify the transfer of funds for the 2024 Cemetery Plot Fees in the amount of \$500 and the Cemetery Internment Fees in the amount of \$750 from the General Chequing Account to the Cemetery Maintenance Fund/Infrastructure Savings Account as of December 31, 2024.

**CARRIED**

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**5.6 Transfer of Funds 2024 - Infrastructure Fees**

2025-0010

**Moved By:** Tess Mills

**Seconded By:** Shane Colley

That we ratify the transfer of the 2024 Infrastructure Fees in the amount of \$58,159.34 from the General Chequing Account to the Cemetery Maintenance/Infrastructure Savings Account as of December 31, 2024.

**CARRIED**

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**6 REPORTS**

2025-0011

**Moved By:** Shane Colley

**Seconded By:** John Go

That the reports be filed as presented.

**CARRIED**

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**6.1 Chief Administrative Officer Verbal Report**

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**6.2 Council Verbal Reports**

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**7 UNFINISHED BUSINESS**

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**7.1 Waste Disposal & Recycling Collection Services Tender - March 2025**

2025-0012

**Moved By:** Shane Colley

**Seconded By:** Ragnar Latus

That this agenda item be postponed until the next regular council meeting on Tuesday, February 11, 2025.

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**CARRIED**

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**8 NEW BUSINESS**

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**8.1 SARCS Funding Request - Jan 2025**

2025-0013

**Moved By:** John Go

**Seconded By:** Ragnar Latus

That we approve Sarcs funding request of \$65,000 to assist with general operating expenses.

**CARRIED**

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**8.2 Audit Inventory Counts - as of December 31, 2024**

2025-0014

**Moved By:** Shane Colley

**Seconded By:** Tess Mills

That the audit inventory counts as of December 31, 2024 be accepted as attached to form part of the minutes.

**CARRIED**

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**8.3 Tax Enforcement – Provincial Mediation Board Consent**

2025-0015

**Moved By:** Shane Colley

**Seconded By:** John Go

The we authorize proceeding with title acquisition and request consent of the Provincial Mediation Board in accordance with the *Tax Enforcement Act* for the following properties:

Lot 7 Block I Plan CA5071

Lot 5, Block 33, Plan 78B14408

Lot 18, Block I, Plan CA5071

Lot 2, Block 19, Plan No. 60B07120

**CARRIED**

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**8.4 Tax Enforcement – Listing of Lands in Arrears - Jan 2025**

2025-0016

**Moved By:** John Go

**Seconded By:** Shane Colley

That we approve Form 1 Listing of Lands with Arrears of taxes as presented to council at this meeting;

and,

That we advertise Form 2 in the Spiritwood Herald for one week with the exception that we do not include in the list, land in respect of which the amount of taxes in arrears does not exceed one half of the immediately preceding year's tax levy with respect to that land, as per Section 3(3) of the Tax Enforcement Act.

**CARRIED**

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**8.5 Service Agreement Request - Green Municipal Fund - Witchekan Lake First Nation**

2025-0017

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**Moved By:** Shane Colley

**Seconded By:** John Go

That we do not participate in a service agreement with Witchekan Lake for a new recreational facility project.

**CARRIED**

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**8.6 Policy 4-2 - Quality Assurance & Quality Control / Schedule A**

2025-0018

**Moved By:** Ragnar Latus

**Seconded By:** John Go

That we rescind Policy No. 29 Quality Assurance & Quality Control and Schedule A and replace it with Policy 4-2 Quality Assurance & Quality Control and Schedule A, as attached to form part of the minutes.

**CARRIED**

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**8.7 Policy 4-3 - Waterworks Emergency Response Plan**

2025-0019

**Moved By:** Shane Colley

**Seconded By:** Tess Mills

That we rescind Policy No. 30 Waterworks Emergency Response Plan and Schedules A, B, & C, and replace it with Policy 4-3 Waterworks Emergency Response Plan & Schedules A, B, & C.

**CARRIED**

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**8.8 Policy 6-3 Events & Recreation Assistant / Schedule A**

2025-0020

**Moved By:** John Go

**Seconded By:** Tess Mills

That we rescind Policy No. 24 Events & Recreation Coordinator and Schedule A and replace it with Policy 6-3 Events & Recreation Assistant and Schedule A, as attached to form part of the minutes.

**CARRIED**

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**8.9 Events & Recreation Assistant Position**

2025-0021

**Moved By:** Tess Mills

**Seconded By:** Shane Colley

That we advertise the Events & Recreation Assistant position on facebook.

**CARRIED**

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**8.10 Bylaw No. 560/25 - Property Tax Incentives and Penalties - First Reading**

2025-0022

**Moved By:** Shane Colley

**Seconded By:** Ragnar Latus

That we do not amend Bylaw No. 508/17 - Property Tax Incentives and Penalties.

**CARRIED**

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8.11 **Bylaw No. 560/25 - Property Tax Incentives and Penalties - Second Reading**

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8.12 **Bylaw No. 560/25 - Property Tax Incentives and Penalties - Give Three Readings**

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8.13 **Bylaw No. 560/25 - Property Tax Incentives and Penalties - Third Reading & Adoption**

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8.14 **In-Camera Session**

2025-0023

**Moved By:** Shane Colley

**Seconded By:** Tess Mills

That Council having issues to discuss which are exempted from being conducted in public under *The Local Authority Freedom of Information and Protection of Privacy Act and The Municipalities Act*, move to an in-camera session at 7:59pm;

And,

That Council enter back into the public session at 8:26pm.

**CARRIED**

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8.15 **Employee Evaluation - 2024 Year End**

2025-0024

**Moved By:** Shane Colley

**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**

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8.16 **Building Permit #01-2025SW - Generator Upgrades - Block L, M, N, W**

2025-0025

**Moved By:** Shane Colley

**Seconded By:** Tess Mills

That we approve Building & Development Permit #01-2025SW to perform alterations for Generator replacement at Block L,M,N,W for Saskatchewan Health Authority, with the condition of approval of compliance to the Town of Spiritwood Zoning Bylaws, and the building permit pending authorization from the Building Inspector.

**CARRIED**

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9 **ADJOURNMENT**

2025-0026

**Moved By:** Ragnar Latus

**Seconded By:** Tess Mills

That this meeting be adjourned at 8:33 p.m.

**CARRIED**

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Mayor

Chief Administrative Officer

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