



**Town of Spiritwood**  
**Meeting Minutes**  
**Regular Meeting June 17, 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 June 17, 2025 at 7:00 p.m

Present:

Deputy Mayor James Bedi	Councillor Ragnar Latus
Councillor Tess Mills	Councillor Mark Corfield
Councillor John Go	Councillor Shane Colley
	CAO Rhonda Saam

Absent:

Mayor Gary von Holwede

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**1 CALL TO ORDER**

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

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**2 APPROVAL OF AGENDA**

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

2025-0139

**Moved By:** Shane Colley

**Seconded By:** Tess Mills

That the agenda be adopted as presented.

**CARRIED**

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**3 IN-CAMERA SESSION**

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**4 ADOPTION OF MINUTES**

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**4.1 Minutes of the regular meeting held May 27, 2025**

2025-0140

**Moved By:** John Go

**Seconded By:** Shane Colley

That the minutes of the regular meeting on May 27, 2025 be approved as presented.

**CARRIED**

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**5 CORRESPONDENCE**

2025-0141

**Moved By:** Ragnar Latus

**Seconded By:** Tess Mills

That the correspondence be filed as presented.

**CARRIED**

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**5.1 2025 Completion of Board of Revision Duties - Western Municipal Consulting**

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**6 ACCOUNTS AND FINANCIALS**

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**6.1 Accounts for Ratification, Cheque No. 33742 to 33773 and Payments # 2004 to 2008 in the amount of \$61,283.33**

2025-0142

**Moved By:** Shane Colley

**Seconded By:** John Go

That the Accounts for Ratification, Cheque No. 33742 to 33773 and Payments #2004 to 2008 in the amount of \$61,283.33 be approved as presented.

**CARRIED**

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**6.2 Accounts for Approval, Cheque No. 33774 to 33800 and Payments #2009 to 2012 in the amount of \$62,286.12**

2025-0143

**Moved By:** Shane Colley

**Seconded By:** Ragnar Latus

That the Accounts for Approval, Cheque No. 33774 to 33800 and payments #2009 to 2012 in the amount of \$62,286.12 be approved as presented.

**CARRIED**

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**6.3 Bank Reconciliation for the month of May 2025**

2025-0144

**Moved By:** John Go

**Seconded By:** Shane Colley

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

**CARRIED**

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**6.4 Financial Statement for the month of May 2025**

2025-0145

**Moved By:** Shane Colley

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**Seconded By:** John Go

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

**CARRIED**

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**7 REPORTS**

2025-0146

**Moved By:** Mark Corfield

**Seconded By:** Tess Mills

That the reports be filed as presented.

**CARRIED**

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**7.1 Chief Administrative Officer Verbal Report**

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**7.2 Council Verbal Reports**

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**8 UNFINISHED BUSINESS**

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**8.1 2025 Budget**

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**8.2 Bylaw No. 560/25 - A Bylaw To Provide For Mill Rate - Second Reading**

2025-0147

**Moved By:** Mark Corfield

**Seconded By:** John Go

That Bylaw No. 560/25, a bylaw to provide for mill rate, be read a second time.

**CARRIED**

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**8.3 Bylaw No. 560/25 - A Bylaw To Provide For Mill Rate - Third Reading & Adoption**

2025-0148

**Moved By:** Tess Mills

**Seconded By:** Shane Colley

That Bylaw No. 560/25, a bylaw to provide for mill rate, be read a third time and finally adopted.

**CARRIED**

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**8.4 Bylaw No. 561/25 - A Bylaw To Establish Mill Rate Factors - Second Reading**

2025-0149

**Moved By:** John Go

**Seconded By:** Mark Corfield

That Bylaw No. 561/25 a bylaw to establish mill rate factors be amended under section 2, and be read a second time.

**CARRIED**

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**8.5 Bylaw No. 561/25 - A Bylaw To Establish Mill Rate Factors - Third Reading**

2025-0150

**Moved By:** Shane Colley

**Seconded By:** Tess Mills

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That Bylaw No. 561/25 a bylaw to establish mill rate factors, be read a third time and finally adopted.

**CARRIED**

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**8.6 Bylaw No. 562/25 - A Bylaw To Provide For A Base Tax - Second Reading**

2025-0151

**Moved By:** Mark Corfield

**Seconded By:** Shane Colley

That Bylaw No. 562/25, a bylaw to provide for a base tax be amended under section 1, and be read a second time.

**CARRIED**

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**8.7 Bylaw No. 562/25 - A Bylaw To Provide For A Base Tax - Third Reading & Adoption**

2025-0152

**Moved By:** Tess Mills

**Seconded By:** John Go

That Bylaw No. 562/25, a bylaw to provide for a base tax, be read a third time and finally adopted.

**CARRIED**

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**9 NEW BUSINESS**

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**9.1 2025 Aggregate Purchase**

2025-0153

**Moved By:** Shane Colley

**Seconded By:** Ragnar Latus

That we approve the purchase of 300 yards of gravel and 150 yards of screenings from P. Construction, as per their quote.

**CARRIED**

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**9.2 Building Permit #05-2025SW - Detached Garage**

2025-0154

**Moved By:** Mark Corfield

**Seconded By:** John Go

That we approve Building & Development Permit #05-2025SW to construct a detached garage at Lot 22 Block 33 Plan 101855077, 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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**9.3 Bylaw No. 563/25 - SARCS - First Reading**

2025-0155

**Moved By:** Shane Colley

**Seconded By:** Ragnar Latus

That Bylaw No. 563/25, a bylaw to establish Spiritwood Area Recreation Culture and Sport, be read a first time.

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**CARRIED**

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**9.4 Bylaw No. 563/25 - SARCS - Second Reading**  
2025-0156

**Moved By:** Tess Mills  
**Seconded By:** John Go

That Bylaw No. 563/25, a bylaw to establish Spiritwood Area Recreation Culture and Sport, be read a second time.

**CARRIED**

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**9.5 Bylaw No. 563/25 - SARCS - Give Three Readings**  
2025-0157

**Moved By:** Mark Corfield  
**Seconded By:** Ragnar Latus

That Bylaw No. 563/25, a bylaw to establish Spiritwood Area Recreation Culture and Sport, be given three readings at this meeting.

**CARRIED UNANIMOUSLY**

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**9.6 Bylaw No. 563/25 - SARCS - Third Reading & Adoption**  
2025-0158

**Moved By:** Tess Mills  
**Seconded By:** Shane Colley

That Bylaw No. 563/25, a bylaw to establish Spiritwood Area Recreation Culture and Sport, be read a third time and finally be adopted.

**CARRIED**

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**9.7 Sidewalk Repairs - 219 Fourth Avenue East & South End of Condos on Third Avenue West**  
2025-0159

**Moved By:** John Go  
**Seconded By:** Mark Corfield

**CARRIED**

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**9.8 High Performance Cold Mix Purchase**  
2025-0160

**Moved By:** Ragnar Latus  
**Seconded By:** John Go

That we approve purchasing 20 tonnes of high performance cold mix from ASL Paving, as per their quote of \$238/tonne and \$721.60 for delivery.

**CARRIED**

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**9.9 Asphalt Maintenance 2025**  
2025-0161

**Moved By:** John Go  
**Seconded By:** Tess Mills

That we approve the quote from Blackrock Asphalt & Paving to repair asphalt in the areas listed on their quote in the amount of \$40,000 plus taxes.

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**CARRIED**

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**9.10 Concrete Crushing @ Transfer Site**

2025-0162

**Moved By:** Shane Colley

**Seconded By:** John Go

That we approve the quote from Silverado Demolition to crush the concrete at the Transfer Site as required by Ministry of Environment.

**CARRIED**

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**9.11 Drainage 5th Avenue East & North Railway Drainage Ditch - Engineering Proposal**

2025-0163

**Moved By:** Shane Colley

**Seconded By:** John Go

That we approve the engineering proposal in the amount of \$18,700 from Associated Engineering for a grading plan for 5th Avenue between Memorial Drive and 4th Street East and a drainage review north of Highway 3 in the approximate area of SadSaac Park/Industrial Area.

**CARRIED**

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**9.12 Discretionary Use Application - D#102-2025 - Dwelling Unit in C1 District**

2025-0164

**Moved By:** Shane Colley

**Seconded By:** Tess Mills

That a discretionary notice for Development Permit #D102-2025, be sent to assessed owners of property within 75 meters of the boundary of Lot 1 Block 18 Plan BK4385 and set a public meeting for 6:45pm on July 2, 2025, to consider the application along with the report of the development officer, and any written or verbal submissions received by council.

**CARRIED**

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**9.13 Special Council Meeting - July 2, 2025**

2025-0165

**Moved By:** Shane Colley

**Seconded By:** Mark Corfield

That we set a special council meeting on July 2nd, 2025 after the public meeting at 6:45pm to address the businesses of Development Permit #103-2025 for discretionary use of a dwelling unit in a C1 district & the 2025 Budget.

**CARRIED**

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**9.14 Billboard Proposal on Main Street**

2025-0166

**Moved By:** Shane Colley

**Seconded By:** Ragnar Latus

That we request more information and a diagram of the proposal.

**CARRIED**

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**9.15 Lottery License #03-2025 - Hoedown Homies**

2025-0167

**Moved By:** Shane Colley

**Seconded By:** Tess Mills

*Councillor Latus declared a conflict and left the meeting at 7:52 pm.*

That we approve Lottery License #03-2025 for the Hoedown Homies for a Local Authority Raffle under \$2500.

*Councillor Latus returned to the council meeting at 7:54 pm.*

**CARRIED**

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**9.16 Outstanding Utility Arrears - June 2025 - Over 90 days**

2025-0168

**Moved By:** Mark Corfield

**Seconded By:** Shane Colley

That Council approves forwarding the attached listing of outstanding utility accounts past due 90 days, to the tax roll if they remain unpaid as of July 17, 2025

**CARRIED**

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**9.17 Request to Establish an 18 Hole Permanent Disc Golf Course - NLEDC**

2025-0169

**Moved By:** Shane Colley

**Seconded By:** John Go

That we request more information with a diagram displaying the location of the proposed 18 hole permanent disc golf course.

**CARRIED**

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**9.18 Vacation Request - CAO**

2025-0170

**Moved By:** Mark Corfield

**Seconded By:** Shane Colley

That we approve the following vacation days for Rhonda Saam (CAO); November 6th to 12th, 2025.

**CARRIED**

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**10 ADJOURNMENT**

2025-0171

**Moved By:** Shane Colley

**Seconded By:** Ragnar Latus

That this meeting be adjourned at 8:00 p.m.

**CARRIED**

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Mayor

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Chief Administrative Officer

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