



Town of Spiritwood
Meeting Minutes
Regular Meeting November 25, 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 November 25, 2025 at 7:00 p.m

Present:

Mayor Gary von Holwede	Councillor Ragnar Latus
Councillor Tess Mills	Councillor Shane Colley
Councillor John Go (<i>via electronic means</i>)	Councillor Mark Corfield
Councillor James Bedi	CAO Rhonda Saam

Absent:

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

2025-0369

Moved By: Jim Bedi

Seconded By: Shane Colley

That the agenda be adopted as presented.

CARRIED

3 IN-CAMERA SESSION

4 ADOPTION OF MINUTES

4.1 Minutes of the regular meeting held October 28, 2025

2025-0370

Moved By: Ragnar Latus

Seconded By: Shane Colley

That the minutes of the regular meeting on October 28, 2025 be approved as presented.

CARRIED

4.2 Minutes of the special meeting held November 20, 2025

2025-0371

Moved By: Mark Corfield

Seconded By: Tess Mills

That the minutes of the special meeting on November 20, 2025 be approved as presented.

CARRIED

5 CORRESPONDENCE

2025-0372

Moved By: Shane Colley

Seconded By: John Go

That the correspondence be filed as presented.

CARRIED

5.1 SAMA - 2026 Service Fee Changes

5.2 Saskatchewan Parks & Recreation - Regional Recreation Practitioner Pilot Program Approval

6 ACCOUNTS AND FINANCIALS

6.1 Accounts for Ratification, Cheque No. 34089 to 34116 payments #2050 to 2052 in the amount of \$60,288.23

2025-0373

Moved By: Jim Bedi

Seconded By: Tess Mills

That the Accounts for Ratification, Cheque No. 34089 to 34116 and payments #2050 to 2052 in the amount of \$60,288.23 be approved as presented.

CARRIED

6.2 Accounts for Approval, Cheque No. 34117 to 34147 and payments #2053 to 2055 in the amount of \$71,486.08

2025-0374

Moved By: Mark Corfield

Seconded By: Shane Colley

That the Accounts for Approval, Cheque No. 34117 to 34147 & payments #2053 to 2055 in the amount of \$71,486.08 be approved as presented.

CARRIED

- 6.3 Bank Reconciliation for the month of October 2025**
2025-0375

Moved By: Shane Colley
Seconded By: Mark Corfield

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

CARRIED

- 6.4 Financial Statement for the month of October 2025**
2025-0376

Moved By: Jim Bedi
Seconded By: Shane Colley

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

CARRIED

- 6.5 2025 Interim Audit Report - January 1 to August 31 - Sensus**
2025-0377

Moved By: Tess Mills
Seconded By: Jim Bedi

That we acknowledge the 2025 Interim Audit Report from Sensus from January 1 to August 31.

CARRIED

- 7 REPORTS**
2025-0378

Moved By: Jim Bedi
Seconded By: Shane Colley

That the reports be filed as presented.

CARRIED

- 7.1 Chief Administrative Officer Verbal Report**
-

- 7.2 Council Verbal Reports**
-

- 7.3 Waterworks & Sewage Records**
-

- 7.4 Water Security Agency - Waterworks Compliance Inspection - Nov 2025**
-

- 7.5 Northern Lakes Health Committee Meeting Minutes - Nov.3, 2025**
-

- 7.6 Spiritwood Housing Committee - Nominations - Nov 2025**
-

- 8 UNFINISHED BUSINESS**
-

- 8.1 Community Futures Northwest - Vacant Directorship Position**
-

9 NEW BUSINESS

9.1 Request for Refund - Utility Overpayment for Accts 854 000 & 270 010

2025-0379

Moved By: Shane Colley

Seconded By: Ragnar Latus

That we refund the credit balance on Acct 854 000 only, as of Dec. 31, 2025, and we suggest only paying the invoice as it is received as there is 30 days to make payments before interest is added.

CARRIED

9.2 Municipal Revenue Sharing Grant 2026-27 - Declaration of Eligibility

2025-0380

Moved By: Mark Corfield

Seconded By: Tess Mills

The Council of the Town of Spiritwood confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing grant:

- Submission of the 2024 Audited Financial Statement to the Ministry of Government Relations;
- *Submission of the 2024 Public Reporting on Municipal Waterworks to the Ministry of Government Relations;
- In Good Standing with respect to the reporting and remittance of Education Property Taxes;
- Adoption of a Council Procedures Bylaw;
- Adoption of an Employee Code of Conduct; and
- All members of council have filed and annually updated their Public Disclosure Statements, as required; and

That we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

CARRIED

9.3 Photocopier Lease Contract - 2025-

2025-0381

Moved By: Jim Bedi

Seconded By: Shane Colley

That we enter into a renewed lease contract with Prince Albert Photocopier for a term of 60 months as per their proposal for the Ricoh IM C3010, as attached to form part of the minutes.

CARRIED

9.4 Lottery License #05-2025 - Spiritwood High School

2025-0382

Moved By: Shane Colley

Seconded By: Tess Mills

That we approve Lottery License #05-2025 for the Spiritwood High School Toy Bingo for a Local Authority Raffle under \$2500.

CARRIED

9.5 Building Permit #12-2025SW - Roof over Entranceway - Lot 3 Block 28 Plan 79B16288
2025-0383

Moved By: Jim Bedi

Seconded By: Shane Colley

That we approve Building & Development Permit #12-2025SW to construct a roof over an entranceway at Lot 3 Block 28 Plan 79B16288, 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

9.6 Outdoor Arena Proposal - 2025-2026
2025-0384

Moved By: Mark Corfield

Seconded By: Shane Colley

That we approve Tyson Turgeon's request to utilize the cement pad for a public outdoor arena, East of the Ice Skating Arena; and, that he will organize volunteers for the project and the upkeep throughout the winter. Furthermore, the town will supply the loonies for the bulk water to be used for this project.

CARRIED

9.7 WTP Equipment Purchase - Scissor lift/Hydraulic Table
2025-0385

Moved By: Jim Bedi

Seconded By: Tess Mills

That we approve the quote from ULine Canada and purchase the electric double scissor lift for the water treatment plant in the amount of \$1,291 plus applicable taxes and shipping.

CARRIED

9.8 Bylaw No. 564/25 - Bylaw to Amend Zoning Bylaw 486/13 - First Reading
2025-0386

Moved By: John Go

Seconded By: Mark Corfield

That Bylaw No. 564/25, a bylaw to amend Zoning Bylaw 486/13, be read a first time.

CARRIED

9.9 Bylaw No. 564/25 - Bylaw to Amend Zoning Bylaw 486/13 - Second Reading
2025-0387

Moved By: Ragnar Latus

Seconded By: Jim Bedi

That Bylaw No. 564/25, a bylaw to amend Zoning Bylaw 486/13, be read a second time.

CARRIED

9.10 Bylaw No. 564/25 - Bylaw to Amend Zoning Bylaw 486/13 - Give Three Readings
2025-0388

Moved By: Shane Colley

Seconded By: Mark Corfield

That Bylaw No. 564/25, a bylaw to amend Zoning Bylaw 486/13, be given three readings at this meeting.

CARRIED UNANIMOUSLY

9.11 Bylaw No. 564/25 - Bylaw to Amend Zoning Bylaw 486/13 - Third Reading & Adoption
2025-0389

Moved By: Jim Bedi

Seconded By: Shane Colley

That Bylaw No. 564/25, a bylaw to amend Zoning Bylaw 486/13, be read a third time and finally adopted.

CARRIED

10 ADJOURNMENT
2025-0390

Moved By: Tess Mills

Seconded By: Ragnar Latus

That this meeting be adjourned at 7:40 p.m.

CARRIED

Mayor

Chief Administrative Officer