



MEETING MINUTES – November 27, 2025

Meeting: Town of Swan Hills Council Chambers

Present: Cindy Brooks – Executive Director – Whitecourt Trailblazers Club
 Jeff Brooks – President – Whitecourt Trailblazers Club
 Brent Cmoc – President – Swan Hills Snow-Goers
 Don Kelm – Executive Director - Swan Hills Snow Goers Club
 Dave Berry – Councilor - MD of Greenview
 Craig Wilson – Mayor – Town of Swan Hills
 Sheila Bellwood - President – Fox Creek Northland Sno-Goers Club
 Candyce Jones – Executive Assistant – The Golden Triangle
 Teigan Hille – EDO Administrative Assistant - Woodlands County
 Mike Braun – Councilor – Town of Whitecourt
 Leo Forseille – Councilor – Big Lakes County
 Eric Doran – Councilor – Town of Fox Creek
 Bill Lewis – CAO – Town of Swan Hills

Absent: Bert Roach – Economic Development Officer – Woodlands County
 Alan Deane – Councilor - Woodlands County

Minutes: Candyce Jones – The Golden Triangle Executive Assistant

ITEM	DISCUSSION	ACTION/DECISION
1.Meeting called to order	MAYOR WILSON chaired meeting and called the meeting to order at 10:00 am.	
2. Introductions	Greetings and introductions were all made. Welcomed all the newly elected councilors.	
3. Approval of Agenda	CMOC, BRENT made a motion to accept the November 27, 2025 agenda as presented. <u>GT-15-34-25</u> <i>CMOC moved to adopt the November 27, 2025 agenda. All in favor. Carried.</i>	<u>GT-15-34-25</u> <i>CMOC moved to adopt the November 27, 2025 agenda. All in favor. Carried.</i>
4. Approval of Minutes	BROOKS, CINDY made a motion to approve the meeting minutes from September 25, 2025 as presented. <u>GT-15-35-25</u> <i>MOTION – BROOKS moved to approve the Minutes of September 25, 2025. All in Favor. Carried.</i>	<u>GT-15-35-25</u> <i>MOTION – BROOKS moved to approve the Minutes of September 25, 2025. All in Favor. Carried.</i>
5. OLD BUSINESS <u>5.1</u> <u>REVENUE/EXPENSE – 2025/2026 (Budget, Statement of Operations, Invoice A/P)</u>	5.1 JONES presented the updated statement of operations and budget for November 2025 as per our most recent transaction report. JONES also presented the 2026 Budget for review and approval. Discussion Held regarding the layout of our current budget and any discrepancies.	

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<u>5.2 TRAIL SIGNAGE & MAINTENANCE, GROOMING & CLUB UPDATES – 2025/2026 SEASON</u>	CAO LEWIS indicated that we should earmark reserves and show it on our budget. Have line items showing our reserves. Then show revenue coming into the budget from a reserve to have a balanced budget. The GT should put any interest earned into a separate reserve as well. JONES went through the current budget and reviewed all the line items. JONES will update the 2026 budget with suggested changes and present it for approval at our next scheduled meeting. 5.1.2 – JONES reviewed the invoices that have been submitted and paid or submitted and not yet posted since our last meeting in September. Invoices Approved, Submitted and Payments Posted: a) C. Jones Contracting Services – September Admin Services - \$653.50 Invoices Approved & Submitted a) C. Jones Contracting Services – October Admin Services - \$595.93 b) Vistaprint – Single Stickers (Woodlands County CC) - \$375.90 c) c. Vistaprint – Flashlights (Woodlands County CC) - \$1,473.14 d) d. Hadley, Asher Candy Emporium – Sled Show Candy (Woodlands County CC) - \$262.50 e) e. Whitecourt Stationery – Sled Show Posters/Office Supplies - \$244.62 f) f. TRAFx Research – New Trail Counters - \$9,717.75 <u>GT-15-36-25</u> <i>MOTION – COUNCILLOR BERRY moved to accept the statement of operation & A/P invoices presented as information. All in favour. Carried.</i> <u>5.2 CLUB UPDATES & SIGNAGE:</u> JONES asked for each of the snowmobile clubs to give any updates and signage requirements for this coming 2026 season as well as their club updates <u>Swan Hills:</u> CMOC, Brent indicated that Swan Hills has no signage requirements at this time. Swan Hills has had lots of maintenance done this past year so they're in good shape for the coming season. They held their AGM and have a new trail coordinator. They are working on getting all the trails ready and just waiting for snow. <u>Fox Creek:</u> BELLWOOD, Sheila started her report by thanking COULCILOR BERRY for the contact at the MD of Greenview for their beaver dam issues. Fox Creek had close to 20ft of water at the beaver dam and it's all been dealt with now. Fox Creek will be hosting this seasons ASA Jamboree. The website should be live soon and riders can prepurchase/register online.	<u>GT-15-36-25</u> <i>MOTION – COUNCILLOR BERRY moved to accept the statement of operation & A/P invoices presented as information. All in favour. Carried.</i>
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Shiela indicated her satisfaction yesterday with the ASA and Chris Brookes with the help they presented to Fox Creek in handling the trail situation that occurred. Sheila had recently received a phone call from industry saying that they were going to be using one of their LOC's as a road access to an approved pad because it was the fastest route and would save them travel time. Not using the originally approved CLR that would not affect the Fox Creek trail system. Basically, the ASA inserted themselves and told Paramount that what they were doing was illegal and shut down their plans.

Whitecourt:

BROOKS, Cindy shared that Whitecourt held their AGM in September and has now had a change in their executive; 12 executives in total with 2 being new members. 75% of the Whitecourt trails have been cleaned. Whitecourt is building 2 new outhouses/wood sheds for the south side trail system. Whitecourt has tree freed around Gundy and Carson cabins on the GT Trails. They have also painted and installed new flooring at both these cabins.

A new gate is being installed at Carson Cabin to prevent any future wood theft.

Cindy shared that Whitecourt will kind of be hosting a 2-day rally this year; their regular rally on Saturday February 14th and then on Sunday February 15th they will host a GT ride.

Whitecourt will be partnering with the Eagle River Casino for this ride, but they are still working out all of the details. It will be kept simple this year and they will just host it on the Whitecourt GT trails for this first year to get a feel for the interest. Riders will be able to pre-registration at the Whitecourt rally on Saturday. Staging would be at the Eagle River Casino.

BROOKS, Cindy gave an update on their Eagle River Staging Area. The new building is up; it is just a waiting game now as they keep pushing back the ready date. Whitecourt is hoping to showcase the new building at their Guided Fun Ride and GT Ride

BROOKS, Jeff opened the discussion regarding LLCs and CNTs. If the province of Alberta technically owns all of our trails, why is it the clubs responsibility to provide documentation and receive requests from logging, oil and gas, and other industries. Discussion held.

BROOKS, Jeff shared that the Whitecourt Trailblazers have contracted out an inventory project on their south side trail system. This will provide them with all information needed for shovel ready projects for the ASA and AB Government grants. The Trailblazers will provide and update to the GT group when they have information to share. They will be spending around \$10,000 for this project which will be put through on their ASA funding. Approximately 200kms will be completed; this could be a future option for the GT trails as well.

GT-15-37-25

MOTION – BELLWOOD moved to accept all the updates on signs, club reports, grooming, maintenance, any other concerns presented as information. All in favor. Carried.

GT-15-37-25

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<u>5.3 GOLDEN TRIANGLE RIDER STATS/PROMOTIONS AND ADVERTISING</u>	<u>5.3 PROMOTIONS AND ADVERTISING:</u> JONES shared an update on the QR check-in contest. When she emailed out the meeting package, she provided a link to the google doc for everyone to test out how entries will be submitted. It will be interesting to see how this season goes with online entries. She has laminated check in location posters for each of the clubs to put up at their cabins on the GT trails. Discussion Held on the 2025 ASA Sled Show BROOKS, Jeff provided an update on the GT Ride that the Whitecourt Trailblazers have planned for this season. They will just be hosting the ride on the Whitecourt trails for this first season. It will be good to get one ride under our belts and see the popularity of it. BELLWOOD, Sheila shared some feedback for updates on our GT website. How to ride the triangle for new riders. Quick Tips for riding. Check in before you come to ride the triangle. Check for hotel vacancies prior to coming. Our goal is to have the full GT trail system open and rideable by January 31st each year. COUNCILOR BERRY mentioned the lack of signage around Fox Creek. BELLWOOD agrees that Fox Creek does have a lack of directional signage to get out of town and onto the trail system. Fox Creek has plans to move a lot of their signs and replace some. BELLWOOD appreciates the feedback. BROOKS, Jeff indicated that Whitecourt needs an in-town staging area. <u>GT-15-38-25</u> <i>MOTION – CMOC, Brent moved to accept all any updates on promotions and advertising as information. All in favour. Carried</i>	<u>GT-15-38-25</u> <i>MOTION – CMOC, Brent moved to accept all any updates on promotions and advertising as information. All in favour. Carried</i>
<u>5.4 GOLDEN TRIANGLE EVENTS – 2025/2026 SEASON</u>	<u>5.4 The Golden Triangle Events – GT Club Rallies & Iron Sledder Challenge</u> BELLWOOD, Sheila gave an update on their upcoming rally. February 7th they are hosting this seasons ASA Jamboree; they will be riding to their Eagle Tower Cabin and then over to Trappers and then to the Legion. If the weather and conditions permit; they will also send rider to Harolds Hut. 3 local hotels will be providing special room rates and Fox Creek would like all their rally information out as soon as possible for people to book rooms. BROOKS, Cindy provided an update for Whitecourt’s rally on February 14th and 15th. Their subcommittee had a rally meeting recently to discuss all details. Their rally will be South Side hosted again; the westward hall works well. It is not on the GT trails, but this is why Whitecourt is adding a second rally day on the North side. Last year was the lowest number recorded for Whitecourt rallies; hopeful for a better turn out this year.	

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	KELM, Don gave an update on Swan Hills rally planned for February 21st. They are hoping to host their ride west of town in the Goose Tower area. They will also use portions of their GT trail toward Fox Creek. Waiting to see what mother nature sends our way. BROOKS, Jeff shared and update that Whitecourt has purchased a snowambulance to support their own club events; this asset is also available to any other club that would like it for their own rallies. Whitecourt is working on setting up a mock accident. They'd like to complete a paper one first sometime in December. Ideally have an in-field one in January including the Town and Fire Department. BELLWOOD added that Whitecourt should contact Chris McKennit in Fox Creek; as he is who set up Fox Creek's mock drill. Discussion Held. JONES gave an update on this seasons Iron Sledder Challenge. Discussion Held regarding the \$250 draws at each rally and what each club is currently doing for eligibility. In a perfect world, it would be ideal to be able to present Iron Sledgers with their medals and do the cash draws right at the Swan Hills rally. Discussion Held. COUNCILLOR BERRY added that the promotion of the Golden Triangle is very important; having rally numbers, trail numbers and justification for the money that is spent every year to be given to tourism boards when town and county budgets become tighter. MAYOR WILSON stated that the GT is one of those rare pieces that shows a collective partnership between 6 different municipalities. BELLWOOD added that the new trail counters will be a great addition as well for providing this information. <u>GT-15-39-25</u> <i>MOTION – COUNCILLOR BERRY moved to accept any updates on GT promotions and advertising as information. All in favour. Carried.</i>	
<u>6. NEW BUSINESS</u> <u>6.1 EMAIL MOTION APPROVALS</u>	<u>6.1. EMAIL MOTION APPROVALS</u> JONES is seeking a motion to adopt a procedure for the Golden Triangle consortia that allows motions to be proposed, discussed and approved via email when in-person or virtual meetings are not feasible or the timing between our regular scheduled meeting is too far away. Motions are to be submitted directly to the Executive Assistant for distribution to the consortia along with the discussion period, voting method and quorum requirement. The executive assistant will record the motion, votes and outcome in the minutes of the next official meeting. Discussion Held. COUNCILLOR BERRY adds that the motion made via email will also need to be ratified at the next scheduled GT meeting.	

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	<u>GT-15-40-25</u> <i>MOTION – COUNCILLOR BERRY moves to approve the implementation of an email-based procedure for proposing, discussing and voting on motions submitted via email and for a ratifying vote to be completed at the next in-person GT meeting. All in favour. Carried.</i> <u>6.2 REVIEW AND APPROVAL OF EXECUTIVE ASSISTANT CONTRACT</u> JONES presented the Golden Triangle consortia with a drafted executive assistant contract to be reviewed and approved. As per the last Golden Triangle meeting, BROOKS, Cindy from the Whitecourt Trailblazers agreed to draft a contract to reflect the needs of the Golden Triangle Consortia while also reflecting the agreed upon wage increase, annual budget increase and mileage per km pay. Discussion Held. The executive assistant contract should be signed and approved by either the Chair or Vice-Chair and reviewed annually at the first fall meeting. JONES will make amendments to the contract to be presented and signed at the next in-person meeting. <u>GT-15-41-25</u> <i>MOTION – KELM, Don moved to approve the executive assistant contract with amendments made. The hourly rate of pay, \$29.00/hour to be retroactive to September 25th, 2025. The authorized designated signing officer to be the chair or vice chair of the Golden Triangle Consortia. All in favour. Carried.</i>	<u>GT-15-40-25</u> <i>MOTION – COUNCILLOR BERRY moves to approve the implementation of an email-based procedure for proposing, discussing and voting on motions submitted via email and for a ratifying vote to be completed at the next in-person GT meeting. All in favour. Carried.</i> <u>GT-15-41-25</u> <i>MOTION – KELM, Don moved to approve the executive assistant contract with amendments made. The hourly rate of pay, \$29.00/hour to be retroactive to September 25th, 2025. The authorized designated signing officer to be the chair or vice chair of the Golden Triangle Consortia. All in favour. Carried.</i>
<u>6.3 TERMS OF REFERENCE – 2 YEAR REVIEW</u>	<u>6.3 TERMS OF REFERENCE – 2 YEAR REVIEW</u> JONES presented the updated Terms of Reference for review. There was no clarification made at our previous meeting regarding whether the clubs will need to submit an invoice or if we are to ask Woodlands County to process a cheque request for their annual maintenance. JONES will reach out to Woodlands County to confirm which would be easiest for them. COUNCILOR BERRY and MAYOR WILSON indicate that the individual clubs should have to submit an invoice to be paid. Discussion held. COUNCILOR BERRY added that there needs to be full transparency between clubs and the invoices they're submitting and approving for payment. No invoice should be paid prior to it being signed off by a club representative. MAYOR WILSON states that we just need to keep Woodlands County happy as they are providing a great service to the consortia. BROOKS, Jeff adds that every invoice received should be put through the clubs; Woodlands County shouldn't see any other invoices from the clubs; having all supporting documents given to admin at the end of each season will work great.	

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<u>6.4 ROUND TABLE</u>	KELM, Don indicated that the GST amount on top of the clubs \$20,000 maintenance should be reflected in the budget as well. As per discussion; JONES will update the Terms of Reference and present at the next meeting for approval. Terms of Reference edit: In the event of a low snow year or emergent projects; clubs are authorized to accumulate up to two years of funds, \$42,000. All approved invoices totalling the \$42,000 needs to be submitted prior to funding release in the 3rd year. <u>GT-15-42-25</u> <i>MOTION – BROOKS, Cindy moves to accept the discussion on the terms of reference as information</i> <u>6.4 ROUND TABLE</u> BROOKS, Jeff asked the consortia what kind of concerns the councillors are hearing within their municipalities. Discussion Held. COUNCILLOR FORSEILLE indicates that Big Lakes County is a little out of the way. Everyone agrees that it is great to have councillor Forseille here as a representative from Big Lakes County has not made it to a meeting in quite a while. COUNCILLOR BERRY has asked the MD of Greenview's tourism board to attend the GT meetings and get more involved. COUNCILLOR BRAUN indicated that there is a lot of talk with in the Town of Whitecourt, but not a lot of action. There is a huge push to get the councillors out and more involved It is great to see the benefits that the Golden Triangle and the three clubs bring to the communities. Discussion held about the community EcDev committees. HILL, Teigan adds that Woodlands County is part of the RITA; and they are always open to working with other municipalities. BROOKS, Jeff asked the consortia's stance on inviting a representative from either the ASA or the Gov of AB to give a presentation on the trails act. Discussion held. BELLWOOD, Sheila adds that she would prefer to invite Chris Brookes to give a presentation. Even just a quick 15-minute overview of the trails act. BROKS, Jeff believes we should be inviting our MLA's to get involved. Conflicts on the trails is a huge issue for clubs across Alberta right now. Our trails are a service we provide for the communities. Snowmobile clubs are still dealing with industries on their trails; why are they not aware of the trails act. MAYOR WILSON states that the Government of Alberta is giving the ASA money to fund our trails and they only want to deal with the ASA, not all clubs directly – we should be inviting ASA only. <u>GT-15-43-25</u> <i>MOTION – BELLWOOD, Sheila moves to invite ASA Director Chris Brookes to attend our next scheduled in-person Golden Triangle meeting. Shiela will reach out and invite him. All in favour. Carried</i>	<u>GT-15-42-25</u> <i>MOTION – BROOKS, Cindy moves to accept the discussion on the terms of reference as information</i> <u>GT-15-43-25</u> <i>MOTION – BELLWOOD, Sheila moves to invite ASA Director Chris Brookes to attend our next scheduled in-person Golden Triangle meeting. Shiela will reach out and invite him. All in favour. Carried</i>
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7.NEXT MEETING DATE	<i>Next Meeting Date – Thursday January 29th, 2025 – Woodlands County council chambers – 10:00am</i>	JONES to send out email RE: next meeting date and forward package information.
8. ADJOURNMENT	KELM, Don Motions to ADJOURNMENT – 12:46 PM	