



AGENDA

September 10, 2025 – County Council Meeting Immediately following the Committee of the Whole Meeting

- 1. Call to Order**
- 2. Changes to Agenda and Adoption of Agenda**
- 3. Confirmation of Minutes**
 - 3.1 August 18, 2025 Council Meeting
- 4. Delegations**
- 5. Land Use Bylaw No. 1368-25 Public Hearing – 10:30 a.m.**
Proposed Redistricting: NW 8-52-14-W4M
- 6. Council Priorities**
- 7. Requests for Decision**
 - 7.1 Bylaw #1368-25
 - 7.2 Subdivision File #09-2025
 - 7.3 Integrity Dig Within Road Allowance Special Approval Request
 - 7.4 Deployment Revenue Transfer to Reserves
- 8. Reports**
 - 8.1 Reeve
 - 8.2 Council
 - 8.3 CAO
 - 8.4 Operations
 - 8.5 Planning and Community Services
 - 8.6 Protective Services
 - 8.7 Corporate Services
- 9. Correspondence and Information Items**
 - 9.1 Meeting Request with Minister of Municipal Affairs at RMA Convention
 - 9.2 Vegreville RCMP Community Policing Report
 - 9.3 Town of Vegreville Letter of Support Request
- 10. Councillor Requests (Information Requests and Notices of Motion)**
 - 10.1 Action Item List
- 11. Closed Session**
- 12. Open Session**
- 13. Motions Arising out of the Closed Session**
- 14. Adjournment**



COUNCIL MEETING MINUTES

August 18, 2025

Council Members Present: Reeve Roger Konieczny, Division 3
Deputy Reeve Kevin Bentley, Division 7
Councillor Joey Nafziger, Division 1
Councillor Eric Anderson, Division 2
Councillor Cliff Wowdzia, Division 4
Councillor Tara Kuzio, Division 5
Councillor Carl Ogrodnick, Division 6

Administration Present: Pat Podoborzny, Chief Administrative Officer
Norm De Wet, Director of Operations
Jason Warawa, Director of Corporate Services
Mike Fundytus, Director of Protective Services
Davin Gegolick, Director of Planning and Community Services
Audra Kropielnicki, Executive Coordinator

1 CALL TO ORDER

Reeve Konieczny called the meeting to order at 10:01 a.m.

Carried

2 ADOPTION OF AGENDA

2025-202

Moved by: Deputy Reeve Bentley

THAT the August 18, 2025 regular Council meeting agenda be adopted as presented.

Carried

3 CONFIRMATION OF MINUTES

3.1 July 21, 2025 County Council Meeting

2025-203

Moved by: Councillor Wowdzia

THAT the July 21, 2025 regular Council meeting minutes be adopted as presented.

Carried

4 DELEGATIONS

5 COUNCIL PRIORITIES

2025- 204

Moved by: Councillor Ogrodnick

THAT the Council Priorities be accepted as information.

Carried

REQUESTS FOR DECISION

6.1 Bylaw No. 1368-25 First Reading

2025- 205

Moved by: Councillor Nafziger

THAT County Council approves First Reading to Land Use Bylaw Amending Bylaw No. 1368-25.

Carried

6.2 Subdivision File #07-2025

2025- 206

Moved by: Councillor Ogrodnick

THAT County Council moves to conditionally approve Subdivision File #07-2025 per the recommendations of the report.

Carried

6.3 Subdivision File #08-2025

2025- 207

Moved by: Councillor Anderson

THAT County Council moves to conditionally approve Subdivision File #08-2025 per the recommendations of the report.

Carried

6.4 2025 Community Centre Grant Funding Program

2025- 208

Moved by: Deputy Reeve Bentley

THAT County Council approves the allocation of \$65,500 to non-profit organizations as presented under the 2025 Community Centre Grant Funding Program.

Carried

6.5 2025 Recreation Grant Funding Program

2025- 209

Moved by: Councillor Anderson

THAT County Council approves payment of the 2025 Recreation Funding in the amount of \$243,300 to the six external organizations as presented.

Carried

6.6 Bridge File 00931 Low Rating Advisory

2025- 210

Moved by: Councillor Wowdzia

THAT County Council approves amending the Bridgeman Services contract to include repairs to BF 00931 at a cost of \$137,500.00, inclusive of contingency and engineering; and further, that the funds be allocated from the bridge maintenance operating budget, with any funding shortfall to be covered from bridge reserves.

Carried

6.7 Signing Authority Policy

2025- 211

Moved by: Councillor Kuzio

THAT County Council approve new Signing Authority Policy AD 1033-01 as presented.

Carried

2025- 212

Moved by: Councillor Nafziger

THAT County Council repeal Signing Authority Policy CC 3003-01.

Carried

7 REPORTS

- 7.1 Reeve
- 7.2 Council
- 7.3 CAO
- 7.4 Operations
- 7.5 Planning and Community Services

Reeve Konieczny recessed the meeting at 11:06 a.m.

Reeve Konieczny reconvened the meeting at 11:16 a.m.

- 7.6 Protective Services
- 7.7 Corporate Services

2025- 213

Moved by: Councillor Ogrodnick
THAT Council accepts the reports as presented.

Carried

8 CORRESPONDENCE AND INFORMATION ITEMS

- 8.1 Vegreville Cultural Association re Letter of Support

2025- 214

Moved by: Councillor Ogrodnick
THAT County Council approve to provide a letter of support to the Vegreville Cultural Association for their grant application to the Community Facility Enhancement Program (CFEP) for facility upgrades.

Carried

- 8.2 Innisfree Seed Plant Thank You
- 8.3 Battle River Watershed Alliance Funding Request
- 8.4 Orphan Well Association
- 8.5 Minburn and District Agricultural Society Thank You

2025- 215

Moved by: Councillor Kuzio
THAT Council accept the correspondence as information.

Carried

9 COUNCILLOR REQUESTS (Information Requests and Notices of Motion)

- 9.1 Action Item List

2025- 216

Moved by: Deputy Reeve Bentley
THAT Council accept the Action Item List as information.

Carried

10 CLOSED SESSION

2025- 217

Moved by: Councillor Anderson
THAT County Council meet in private to discuss matters protected from disclosure under the *Access to Information Act (ATIA)* specifically Section 29, Advice from officials at 11:30 a.m.

Carried

Davin Gegolick, Mike Fundytus, Norm De Wet and Audra Kropielnicki left the meeting at 11:30 a.m.

- 10.1 Sale of Municipal Lands
Access to Information Act (ATIA) Section 29, Advice from officials

Name	Reason/Purpose
Pat Podoborozny	Strategic Leader of the Organization
Jason Warawa	Strategic Leader of the Organization

- 10.2 Town of Vegreville Recreation Agreement
Access to Information Act (ATIA) Section 29, Advice from officials

Name	Reason/Purpose
Pat Podoborozny	Strategic Leader of the Organization
Jason Warawa	Strategic Leader of the Organization

Jason Warawa left the meeting at 12 Noon.

11 OPEN SESSION

2025-218

Moved by: Councillor Anderson
THAT Council move to revert to Open Session at 12:10 p.m.

Carried

12 MOTIONS ARISING OUT OF THE CLOSED SESSION

- 12.1 Sale of Municipal Lands
Access to Information Act (ATIA) Section 29, Advice from officials

2025-219

Moved by: Councillor Anderson
THAT County Council approve the bid of \$5,000 for a 4.35 acre parcel of land legally described as PT. SE 20-51-12-W4M.

Carried

2025-220

Moved by: Councillor Kuzio
THAT County Council decline the bids received for a 1.0 acre parcel of land legally described as PT. SW 4-50-9-W4M.

Carried

13 ADJOURNMENT

Reeve Konieczny declared the meeting adjourned at 12:11 p.m.

Reeve

Chief Administrative Officer

STRATEGIC PRIORITIES CHART (September 2025)

COUNCIL PRIORITIES

NOW

- 1. RECREATION AGREEMENT VEGREVILLE:** Intermunicipal
- 2. WASTE AGREEMENT VEGREVILLE:** Intermunicipal
- 3. UPDATED HEALTH AND SAFETY MANUAL**

TIMELINE

October 2025
October 2025
October 2025

NEXT

- 2025 MUNICIPAL ELECTION

ADVOCACY

- *Policing Services/Costs (RMA)*
- *Bridge Funding Continuity (RMA)*
- *Reinstatement of Gopher Control (Federal)*
- *On-Farm Slaughter Sales (Provincial)*
- *SL3/SL4 Seniors Facility Support (AHS)*
- *Non-Potable Water Resources for Ag Producers (AEP)*
- *Rural Medical Services (RMA)*

ADMINISTRATIVE INITIATIVES

OFFICE OF THE CAO

- 1. RECREATION AGREEMENT: VEGREVILLE** – October 2025
- 2. WASTE AGREEMENT VEGREVILLE** – October 2025
3. 2025 MUNICIPAL ELECTION– October 2025
4. Intermunicipal Agreements – October 2025
5. Elected Officials Committees and Boards Terms of Reference – September 2025

CORPORATE SERVICES

1. ERP Conversion Project – December 2025
2. Cashflow forecast/investment portfolio update – September 2025
3. Update Procurement Policies – October 2025
4. Update HR Handbook – September 2025
5. Returning Officer Preparation – September 2025

Planning and Community Services

1. 360-Degree Video Release – October 2025
2. Ranfurly Cemetery Webmap Integration – October 2025
3. Update County logo on all external-facing material – October 2025
4. Update LAS and Rotary Peace Park Agreements – November 2025
5. Crossroads Economic Development Alliance: FDI Strategy and Communications Project – December 2025

Protective Services

- 1. UPDATED HEALTH AND SAFETY MANUAL** – October 2025
2. Bylaw Enforcement Role – Ongoing
3. Fire Fighter Recruitment – Ongoing
4. Fire Fighter Health and Culture Survey – August 2025
5. Review Mutual Aid Agreements – November 2025

OPERATIONS

1. Operations Shop Concept Investigation –needs strategic plan from Council
2. Projects – Projects underway for 2025
3. Bridges – Capital replacement – All tenders closed and underway for 2025

AGRICULTURE & UTILITIES

1. ASB POLICY REVIEW – December 2025
2. ASB Regional Conference – November 2025
3. Lavoy Utility Asset Management Plan – Sept 2025

CODES:

BOLD CAPITALS = Now Priorities; CAPITALS = Next; *Italics* = Advocacy; Regular Case = Operational Strategies

2 – 3 Year OUTLOOK

1. *Service Level Review* – **February 2026**
2. *Strategic Plan Workshops* – **August 2025**



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

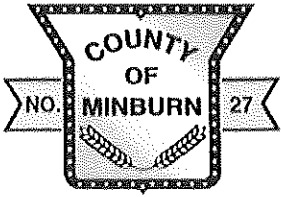
Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____



COUNTY OF MINBURN NO. 27

P.O. Box 550
4909 - 50th Street
Vegreville, Alberta
Canada T9C 1R6

Phone: (780) 632-2082
Fax: (780) 632-6296

www.MinburnCounty.ab.ca
E-Mail: info@minburncounty.ab.ca

APPLICATION FOR AN AMENDMENT TO LAND USE BYLAW NO. 1348-24

I/We hereby make application to amend the Land Use Bylaw.

Applicant(s): Name: River Flat Farms Land Ltd (Emma Fried)
Telephone No.: _____
Address: _____

Owner(s) of Land: Name: River Flat Farms Land Ltd(Emma Fried)
Telephone No.: _____
Address: _____

Land Description: $\frac{1}{4}$ NW Sec: 8 Twp: 52 Rge: 14 W4M

Lot: _____ Block: _____ Plan: _____

Current Land Use District: Direct Control

Amendment Proposed (or attach separate documentation):

Would like to have the whole quarter section land use changed to general commercial zoning for possible further development, excluding Lot1, Block2, Plan 1720900.

Reasons in Support of Application for Amendment (or attach separate documentation):

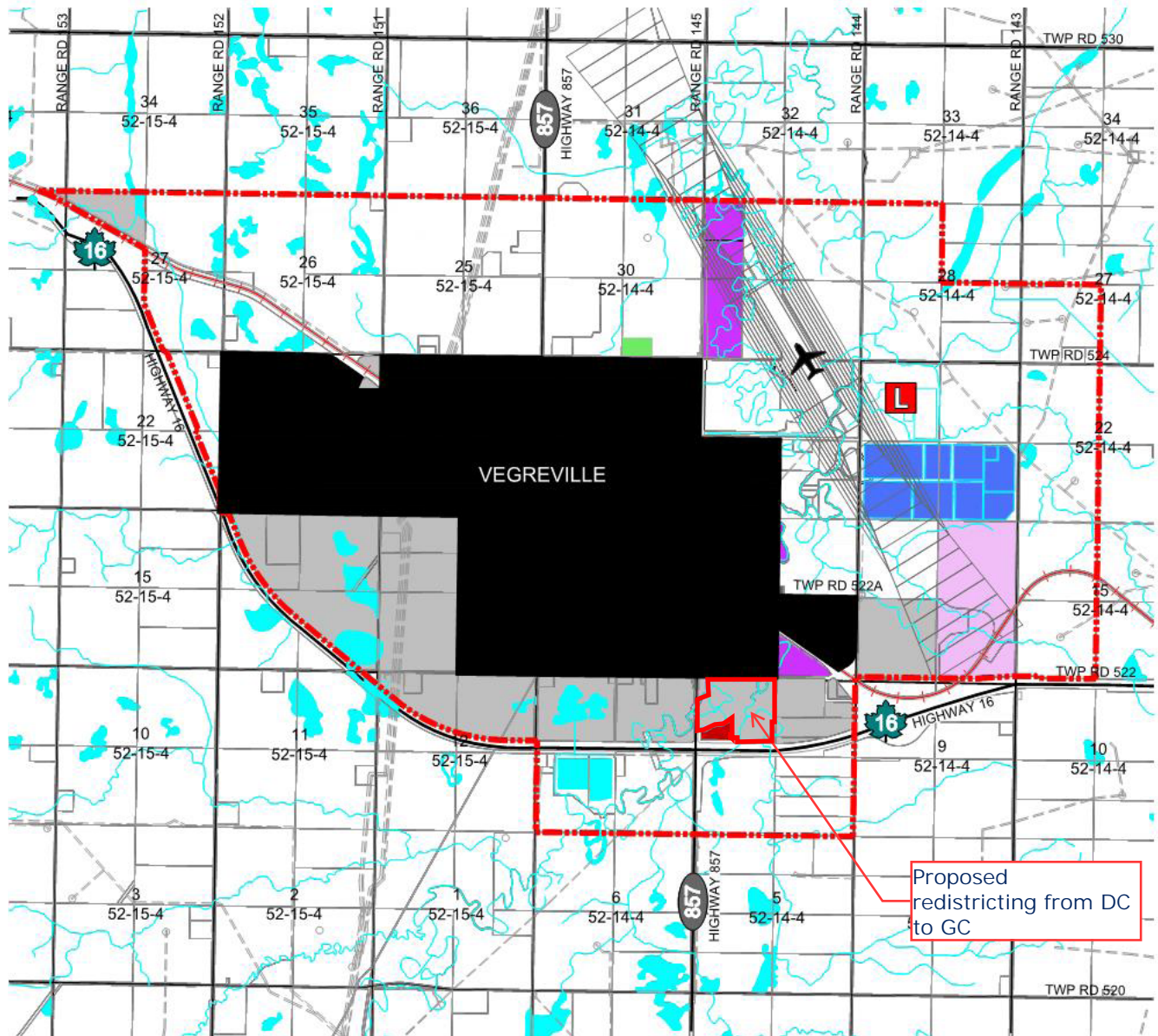
Please refer to conceptual subdivision File that is on record with you at the county already for this property

I/We enclose the \$500.00 (plus GST) application fee, along with supporting information and/or documentation to the satisfaction of the County. Once the application is deemed to be complete, a letter advising so will be sent to the applicant.

Applicant Signature(s): _____
Digitally signed by Emma Fried
Date: 2025.03.18 10:22:47 -0600'

Owner Signature(s): _____
Digitally signed by Emma Fried
Date: 2025.03.18 10:23:48 -0600'

Map 5 Town of Vegreville / County of Minburn No. 27



- General Industrial (GI) District
- Agricultural (A) District
- Right of Way
- Intermunicipal Development Boundary

- General Commercial (GC) District
- Recreational and Institutional (RI) District
- Sewage Lagoon
- Direct Control (DC) District
- Home Park (HP)

- Roads
- Railway
- L Landfill
- Airport

County of Minburn - Land Use Bylaw

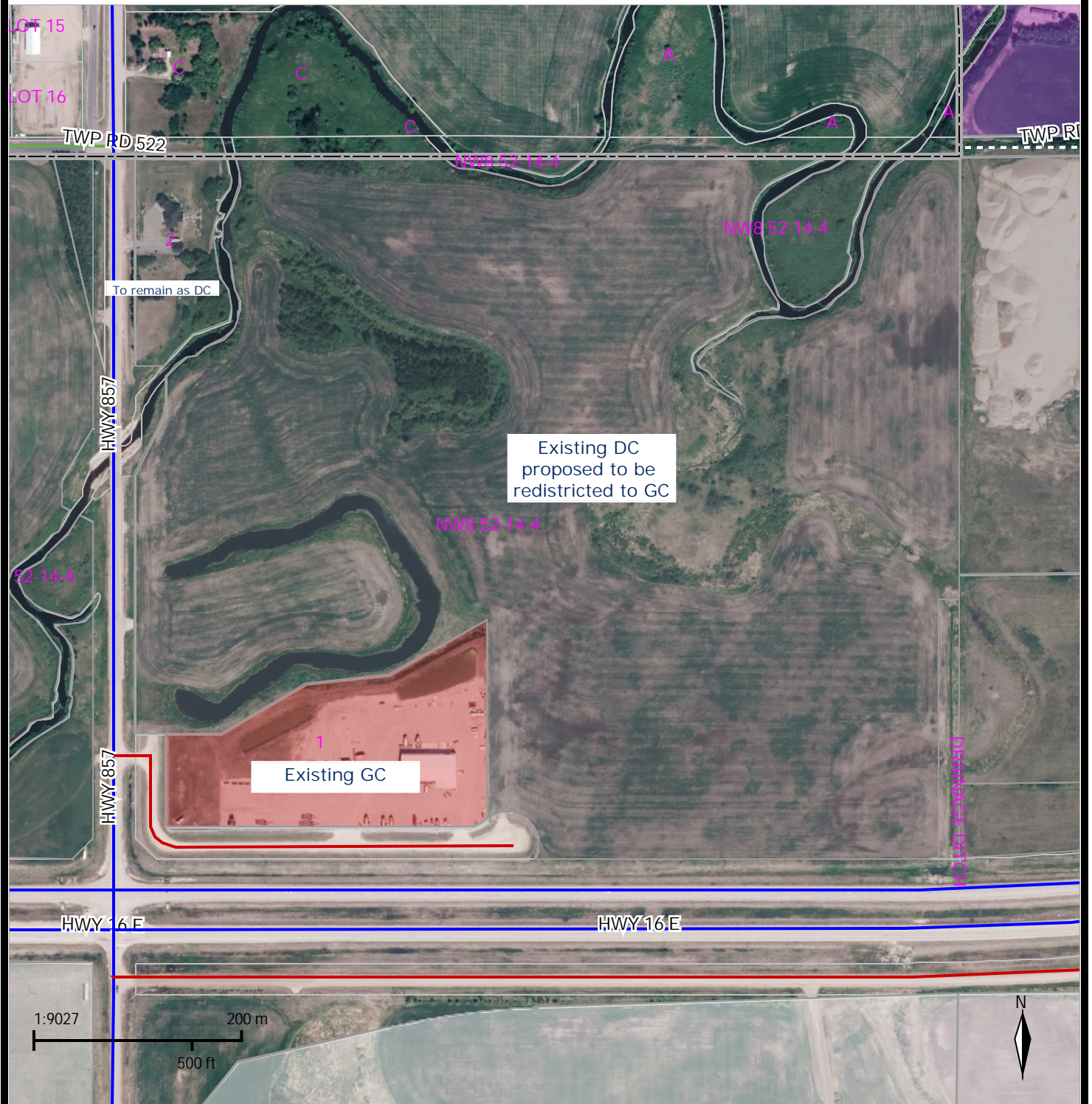
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MAP 5 TOWN OF VEGREVILLE / COUNTY OF MINBURN NO.27

Scale: 1:60,000



Proposed Redistricting from DC to GC



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COUNTY OF MINBURN NO. 27

BYLAW NO. 1368-25

A BYLAW OF THE COUNCIL OF THE COUNTY OF MINBURN NO. 27, VEGREVILLE, IN THE PROVINCE OF ALBERTA TO AMEND LAND USE BYLAW NO. 1348-24.

WHEREAS Section 191 of the *Municipal Government Act*, Revised Statutes of Alberta (RSA), 2000, Chapter M-26 allows Council to pass a bylaw to amend a bylaw of the municipality.

AND WHEREAS Council at its meeting of December 19, 2016 adopted the County of Minburn No. 27 Land Use Bylaw No. 1254-16.

AND WHEREAS NW 8-52-14-W4M, located in the County of Minburn, Alberta is identified on the Land Use District Map 5 as Direct Control (DC) District.

AND WHEREAS an application has been made to amend the County of Minburn No. 27 Land Use Bylaw to redistrict NW 8-52-14-W4M from Direct Control (DC) District to General Commercial (GC) District;

NOW THEREFORE the Council of the County of Minburn No. 27 in the Province of Alberta, duly assembled hereby enacts as follows:

- 1. County of Minburn No. 27 Land Use Bylaw No. 1348-24 as amended is hereby amended by:
 - 1.1 Redistricting NW 8-52-14-W4M from Direct Control (DC) District to General Commercial (GC) District, as shown on the sketch plan annexed hereto as Schedule "A".

2. SEVERABILITY

If any Section or parts of this bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such Section or parts shall be deemed to be severable and all other Sections or parts of this bylaw shall be deemed to be separate and independent there from and to be enacted as such.

- 3. Bylaw No. 1368-25 comes into force on the date of the third and final reading and passed in Council with unanimous consent of the members present the ____ day of _____, 2025.

FIRST READINGAugust 18, 2025

PUBLIC HEARING held on the ____ day of _____, 2025

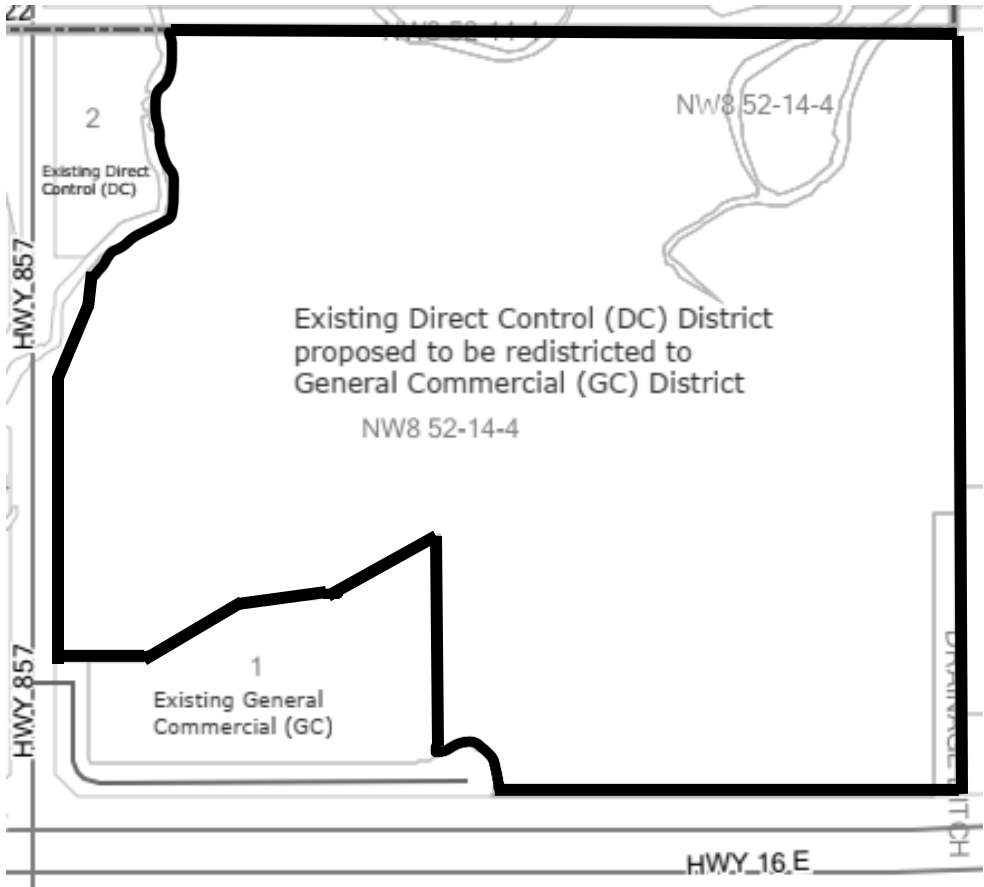
SECOND READING.....

THIRD READING

Reeve

Chief Administrative Officer

SCHEDULE “A” (being the following page attached to and forming part of this Bylaw)



1st Reading



Council Request for Decision (RFD)

Title: Subdivision File #09-2025

Meeting Date: 09/10/2025

Department: Planning & Community Services

Recommendation:

THAT Council moves to conditionally approve subdivision file #09-2025 per the recommendations of the report.

Background:

See attached report

☒ See Appendix

Legislative Guidance:

☒ Provincial ☒ Municipal ☐ None

Details:

Municipal Government Act, Matters Relating to the Subdivision and Development Regulation, Town-County Intermunicipal Development Plan, Municipal Development Plan, Land Use Bylaw, NW 8-52-14-4 Conceptual Scheme

Council Priorities Chart:

☐ Yes ☒ No

Details:

Previous Council Direction:

Council approved NW 8-52-14-4 Conceptual Scheme at the February 17, 2015 Council meeting.

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

N/A

Communication and Engagement:

Neighbours and agencies have been notified of the proposed subdivision. Applicant and agencies will be notified of the decision.

Implementation Timeline:

Decision letter will be emailed to the applicant and affected agencies immediately after the decision is made.

Attachments: Subdivision Report - File #09-2025

Prepared By: Davin Gegolick

Reviewed By: Pat Podoborzny



A. BACKGROUND:

File Number:	09-2025
Legal:	NW 8-52-14-W4M
Owner:	River Flat Farms Land Ltd.
Applicant:	River Flat Farms Land Ltd.
Date Application Deemed Complete:	July 25, 2025
Decision Due Date:	September 23, 2025
Existing Use:	Agricultural
Proposed Use:	General Commercial
Gross Area:	45.58 Ha (112.77 ac)
Proposed Area:	Lot 2, Block 1: 1.25 Ha (3.08 ac) Lot 3, Block 1: 1.27 Ha (3.13 ac) Lot 4, Block 1: 1.26 Ha (3.11 ac) Lot 5, Block 1: 1.26 Ha (3.11 ac) Lot 6, Block 1: 1.27 Ha (3.13 ac) Lot 7, Block 1: 1.26 Ha (3.13 ac)
Zoning:	General Commercial
Division:	6

B. DESCRIPTION OF PROPOSAL:

The subject property is located on NW 8-52-14-W4M immediately east of the Prairie Ag Center (Lot 1, Block 1, Plan 1522598), fronting Hwy 16. The applicant is proposing to create six (6) undeveloped lots for future commercial use. The subject land was recently rezoned from Direct Control to General Commercial and developed as Phase 2 in accordance with the NW 8-52-14-W4M Conceptual Scheme dated January 27, 2015.

A stormwater management plan was submitted with this application, which includes on-site stormwater ponds on proposed Lots 2, 3, 5, 6, and 7. These ponds are designed to ensure that post-development stormwater flows match pre-development levels. Proposed Lot 4, which is primarily a wetland, will receive drainage from these ponds via a swale that runs between the six lots. The applicant/developer would be solely responsible for costs associated with construction of the stormwater management ponds/drainage.

Proposed Lot 2 will be the first to be developed and will be accessed via the existing Highway 16 Service Road. A 30 m wide service road plan will be registered, and the applicant/developer will be responsible for future road construction costs as the remaining lots are developed.

C. NOTIFICATION:

Adjacent property owners and agencies were notified of both the proposed subdivision and redistricting application on July 30, 2025 – no objections.

Alberta Transportation and Economic Corridors provided their standard response, additionally requiring that a 30 m service road shall be dedicated and constructed along the highway frontage of Hwy 16.

TELUS advised to have the developer contact their office to initiate a right of way agreement with TELUS in order to protect any future facilities that will be placed to service this development.

D. COMPLIANCE:

The proposed subdivision complies with municipal statutory plans and the Subdivision and Development Regulation.

E. RESERVES:

A deferred reserve caveat has previously been dedicated on this parcel.

F. RECOMMENDATION

That the proposed subdivision application be **approved**, subject to the following conditions:

1. That prior to endorsement, a registerable instrument be prepared by an Alberta Land Surveyor and submitted to the County, and the registerable instrument shall be in conformance with the approved tentative plan of subdivision.
2. That the registered owner(s) enter into a development agreement by way of Caveat with the County of Minburn pursuant to Sections 661 and 662 of the Municipal Government Act, 2000 as amended, pertaining to the provision of future infrastructure upgrades (roads, stormwater management ponds, drainage ditches, utilities, and approaches) necessary to serve the development.
3. That prior to endorsement of the registerable instrument, written documentation prepared by a certified private sewage installer shall be submitted to the County which indicates that on-site private sewage treatment systems can be considered for approval in accordance with the Alberta Private Sewage Disposal System Regulation (AR 229/97) given the soil conditions, size and configuration of proposed Lot 2, Block 1, Lot 3, Block 1, Lot 4, Block 1, Lot 5, Block 1, Lot 6, Block 1, and Lot 7, Block 1.
4. That all outstanding property taxes are to be paid pursuant to Section 654 of the Municipal Government Act, 2000 as amended.

Information Items (these are not conditions of approval):

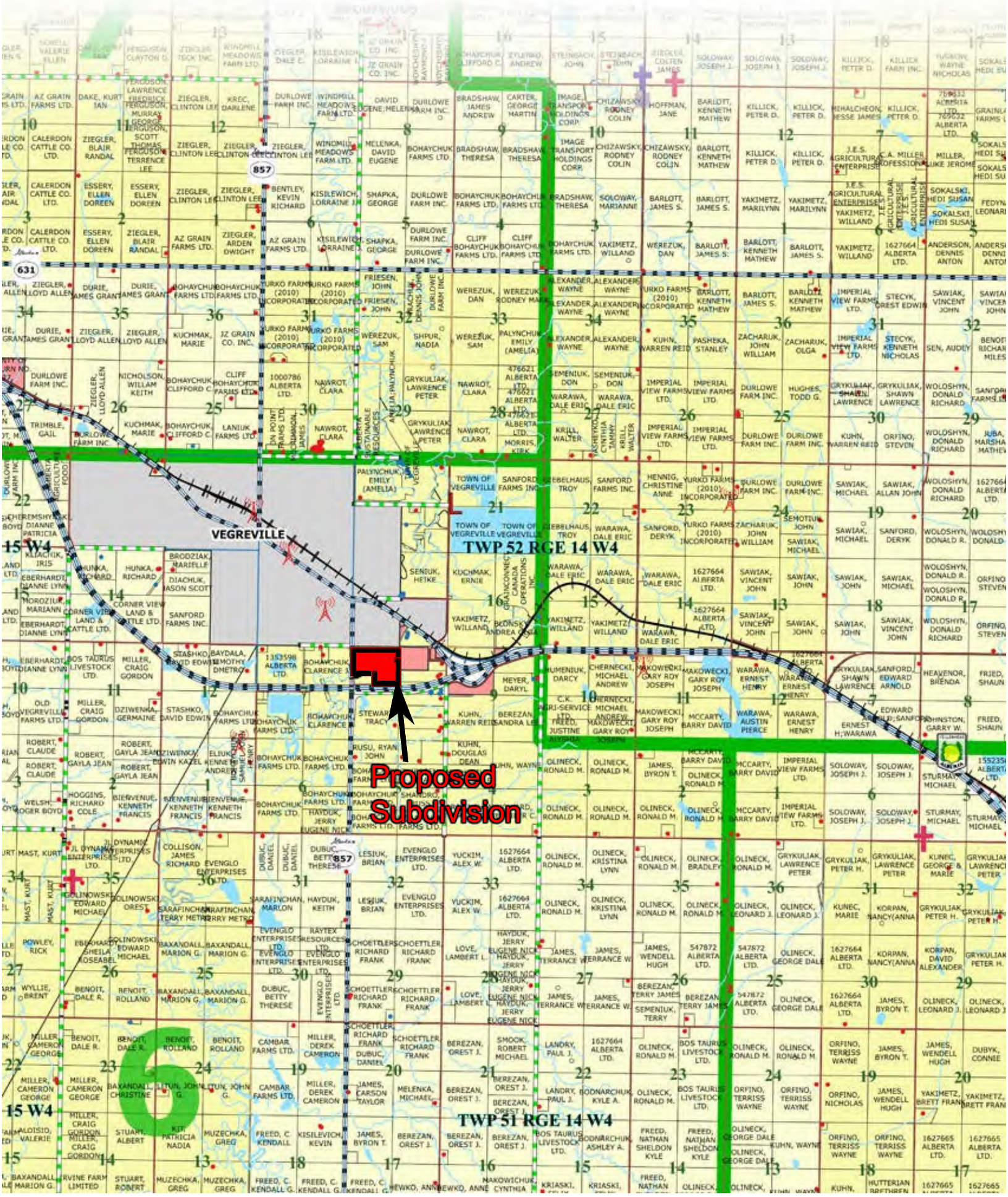
1. That registration of the proposed subdivision at the Land Titles office may result in a change in the assessment of the proposed lots. Please contact Municipal Assessment Services at 780-939-3310 with regards to any questions about assessment.

2. That the registered owner(s) contact TELUS to initiate a right of way agreement to protect any future utilities that will be placed to service this development. Please contact TELUS at circulations@telus.com.
3. That the necessary Safety Code Permits, which include building, plumbing, electrical, gas and private sewage permits would be required prior to any and all new construction, alteration, or change in use or occupancy of a building on-site. Please contact the Inspections Group for further information on Safety Code Permit requirements.
4. The proposed subdivision may be affected by a permanent, naturally occurring body of water or watercourse. The Province has an interest in the Crown ownership of Provincial waterbodies/or Public Land boundaries in Alberta. **Development or water diversion may not occur in waterbodies including wetlands, watercourses, or Public Lands without prior consultation and approval from Alberta Environment and Protected Areas.** If you have any questions about development on or near water bodies, watercourses, or public land please contact Alberta Environment and Protected Areas prior to undertaking any activity (including construction of a private driveway) within or near the lake/wetland.
5. That approval of this application does not excuse the applicant from ascertaining and complying with the requirements of other municipal bylaws, easements, environmental reserve easements, covenants, conservation agreements, development agreements, or Provincial or Federal statutes, regulations, licenses or codes or standards of practice.

G. ATTACHMENTS:

- ◆ Location plan
- ◆ Tentative Plan of Subdivision
- ◆ Stormwater Management Plan
- ◆ Inspection Summary

Subdivision Location Plan



TENTATIVE PLAN SHOWING
PROPOSED SUBDIVISION

WITHIN
N.W.1/4 Sec.8 Twp.52 Rge.14 W.4M.
COUNTY OF MINBURN No.27



LEGEND

Proposed Parcel shown as: ———

SCALE 1:5,000

Cad File: X016325_TNT_2025-03-05_R0



Plan Prepared by:
Explore Geomatics Inc.
Edmonton, Alberta
Toll Free 1-866-936-1805
Fax No. 780-800-1927

Distances are in metres and
decimals thereof.

No.	DATE	DESCRIPTION
	Mar. 05, 2025	Issued

Job: X016325

Rev.

SURVEYED BY:

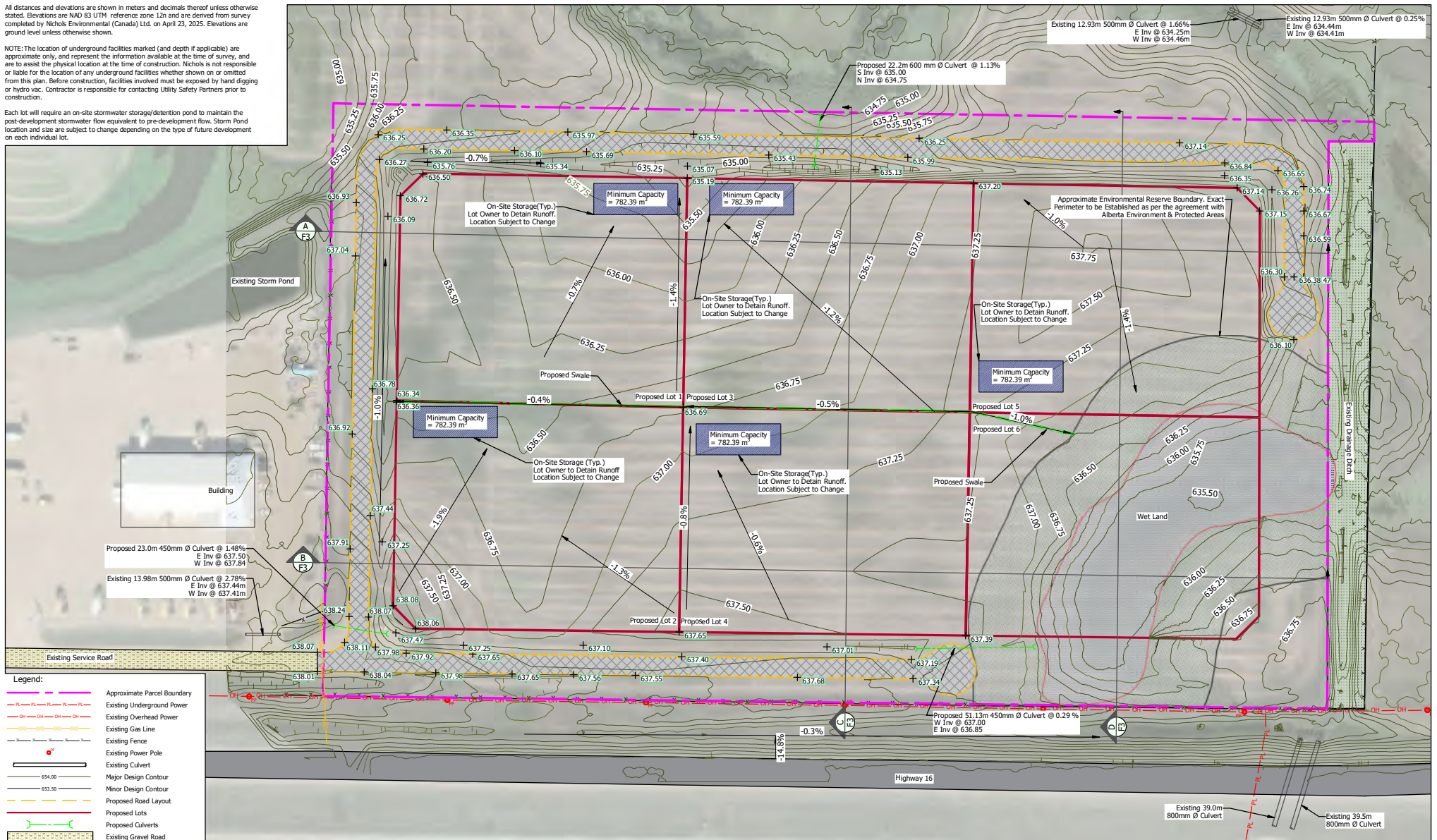
CHK'D BY: G.S.

DRAWN BY: M.S.

All distances and elevations are shown in meters and decimals thereof unless otherwise stated. Elevations are NAD 83 UTM reference zone 12n and are derived from survey completed by Nichols Environmental (Canada) Ltd. on April 23, 2025. Elevations are ground level unless otherwise shown.

NOTE: The location of underground facilities marked (and depth if applicable) are approximate only, and represent the information available at the time of survey, and are to assist the physical location at the time of construction. Nichols is not responsible or liable for the location of any underground facilities whether shown on or omitted from this plan. Before construction, facilities involved must be exposed by hand digging or hydro vac. Contractor is responsible for contacting Utility Safety Partners prior to construction.

Each lot will require an on-site stormwater storage/detention pond to maintain the post-development stormwater flow equivalent to pre-development flow. Storm Pond location and size are subject to change depending on the type of future development on each individual lot.



- Legend:**
- Approximate Parcel Boundary
 - Existing Underground Power
 - Existing Overhead Power
 - Existing Gas Line
 - Existing Fence
 - Existing Power Pole
 - Existing Culvert
 - Major Design Contour
 - Minor Design Contour
 - Proposed Road Layout
 - Proposed Lots
 - Proposed Culverts
 - Existing Gravel Road
 - Existing Wetland
 - Environmental Reserve/Undeveloped Land
 - Existing Drainage Ditch
 - Existing Highway 16 Road
 - Proposed Gravel Road
 - Proposed On-Site Storm Ponds

REVISION LOG				
REV	DATE	DESCRIPTION	DRAWN	CHKD
A	20-July-25	Issued for Approval	AHU	LKK

PERMIT TO PRACTICE
NICHOLS ENVIRONMENTAL (CANADA) LTD.
The Professional Corporation of Engineers and Geoscientists of Alberta (P.E.G.A.)
PERMIT NUMBER: P006730

SCALE 1:1500
DRAWN AHU
PROJECT NO. 25-222-RFL
DRAWING NO. Figure 2
Proposed Road Layout and Site Grading

APPROVED LKK
DATE 20-July-25
REVISION A

PROJECT Storm Water Management Plan NW-08-52-14-W4M County of Minibun No. 27, Alberta

CLIENT Riverflat Farm Land Ltd.



Facing SE: proposed 6 General Commercial lots to be located east of the existing Prairie Ag development.



Facing west: seasonal creek/wetland located on SE corner of quarter (proposed Lot 4).



From Hwy 16/857 intersection facing east: quarter consists of farmland, rural residential (NW corner of quarter – not shown), General Commercial – Prairie Ag. Vermilion River runs throughout the quarter. Land subject of subdivision (Phase 2 of the approved Conceptual Scheme) is located east of the Prairie Ag development up to the east property boundary. Land within the proposed subdivision area is generally flat. Access to the proposed lots are via the service road which the developer would be required to extend as future development occurs.



Inspection Summary:

- Topography – flat
- Soil characteristics – clay/loam
- Nature of vegetation and water – productive farmland, shrubs, sloughs, and seasonal creek which connects to the Vermilion River.
- Private Sewage/water well – no existing system. Future lot development would have their own private sewage and cisterns.
- Use of land in the vicinity – General Commercial, Direct Control, Urban Reserve and Business Industrial, (Town of Vegreville), drainage ditch right of way (SE corner of the quarter, Hwy 16 – no compatibility issues.



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____

- NOTES:
1. THE CONTRACTOR SHALL ADHERE TO LOCAL JURISDICTION ROAD BYLAWS AND REGULATIONS.
 2. THE CONTRACTOR SHALL IMPLEMENT THE TRAFFIC ACCOMMODATION STRATEGY (TAS) AS SHOWN IN THE TAS DRAWINGS.
 3. THE CONTRACTOR SHALL OBTAIN PERMISSION FROM THE CONSULTANT FOR ANY DEVIATIONS TO THE TAS.
 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE IMPLEMENTATION OF THE TAS ON THE PROJECT SITE.
 4. THIS TAS DRAWINGS SHALL BE USED IN CONJUNCTION WITH THE TAS REPORT.
 5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MONITORING AND MAINTAINING THE TAS DURING CONSTRUCTION.
 6. THE TAS SHALL BE IMPLEMENTED USING THE ALBERTA TRANSPORTATION AND ECONOMIC CORRIDORS TRAFFIC ACCOMMODATION IN WORK ZONES 2025.
 7. ALL CONFLICTING SIGNAGE SHALL BE SUITABLY COVERED BY THE CONTRACTOR PERFORMING THE WORK.
 8. NO PROPOSED CHANGES ON EXISTING SPEED LIMITS.



WORK DETAILS:
ANTICIPATED WORK DURATION: 3 WEEKS
WORK HOURS: 07:00 AM - 07:00 PM
SITE CONTACT:
SECURE: TERRY MITCHELL -
ALBERTA SAFETY CONTROL

COUNTY OF
MINBURN
JURISDICTION

SECURE
CONSTRUCTION CONTRACTOR

**Alberta
Safety
Control**
TCP CONTRACTOR

Sedulous
Engineering Inc.
TCP CONSULTANT

TRAFFIC ACCOMMODATION PLAN
TWP RD 514
GWD 47830 PROJECT
SCALE: 1:6000
SHEET: A-1
ISSUE: 0
PROJECT NO: SEI.25.235

ROAD MODIFICATIONS AND DETOURS:
Temporary road closure along a section of Twp Rd 514 with
proposed detour to Twp Rd 512

Construction Execution Plan

County of Minburn TWP Road 51-4: GWD 47830

Project Number: E.039107

Version: RevA

Date: 26 August 2025

Approvals

Project Manager:

Edward Gao

Integrity and Expansion Projects

Signature (signed copy on file)

Date (YYYY-MMM-DD)

Construction Planner:

Michael Tasse

Construction Services West

Signature (signed copy on file)

Date (YYYY-MMM-DD)

Document Control

Revision	Date (yyyy.mm.dd)	Description	Author
A	2025-09-02	Draft	Edward Gao

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1.2 TWP Road 51-4

Construction activities planned at this location may include, but not be limited to, the following:

- Site visits and survey
- Topsoil stripping and access preparation
- Traffic management
- Hydrovac
- Mechanical excavation
- Sandblasting and coating
- Non destruction examination (NDE)
- Pipe grinding
- Welding
- Backfill and compaction
- Compaction testing
- Seeding and cleanup

During the construction period, no through traffic will be permitted on the roadway. This Construction Execution Plan is supplemented by a Traffic Accommodation Strategy prepared by Secure.

2.0 CONSTRUCTION SCHEDULE

The construction schedule will take into account weather conditions that may impact the integrity of the road surface. As such, the construction activities will be expedited to start as early as practical after receiving all approvals and permits, anticipated by 10 Sep 2025. As well, the construction activities will be completed by two crews working continuous rotating shifts to accelerate the schedule.

Milestones:	Baseline Dates
Survey sweep and stakeout	9/15/2025
Construction start	9/22/2025
Pipe assessment	10/02/2025
Repair	10/07/2025
Backfill start	10/15/2025
Backfill complete	10/22/2025
Construction complete	10/25/2025

3.0 PROJECT STAFF

Project resourcing has been secured to align with the execution strategy with two crews working continuous rotating shifts to accelerate the schedule. Key roles include:

- TC Energy (Owner & Prime)
 - Project Manager
 - Construction Managers
 - Welding Inspector
 - Coating Inspector
 - Environmental Inspector
 - Safety Inspector
 - Construction Coordinator
 - Quality Coordinator
 - Land Analyst
 - Environmental Planner
 - Construction crew staff
- Secure (Traffic Management, Waste Management, Hydrovac)
- Acuren (NDE)
- Midwest Surveys (Survey)
- TerraPro (Access Matting)
- Barrier Group (Coating and Sandblasting)
- WSP (Compaction Testing)

4.0 CONSTRUCTION EQUIPMENT

Equipment to complete the scope of work includes both owned, rented, and subcontractor supplied equipment.

Owned or rented equipment includes the following:

- Excavator
- Loader
- Plate tamper
- Jumping jack

Subcontractor supplied equipment includes the following:

- Traffic signs and barricades
- Hydrovac trucks
- NDE equipment
- Survey equipment
- Access matting
- Sandblasting and coating equipment
- Nuclear densometer

5.0 TASK SPECIFIC WORK PLAN

5.1 Traffic Management

See attached traffic Accommodation Strategy prepared by Secure.

5.2 Backfill, Compaction, and Compaction Testing

The backfill scope will be completed to requirements specified by the County of Minburn in order to maintain the integrity of the road surface for traffic. These requirements are attached in Attachment A.

Any requirements not specified in Attachment A will be completed as per the TC Energy Typical Access Road standard, attached in Attachment B. If there are conflicting requirements, the County of Minburn requirements in Attachment A will take precedence.

To complete the backfill as per Attachment A, TES-CT-COMPC-GL (Attachment C) and TES-CI-EARTH-GLE Section 7 (Attachment D) will be referenced. Additionally:

- The excavated material will be reused for backfilling wherever possible. Subgrade and top course materials and thicknesses must match the existing material.
- Reports will be kept as records confirming that backfilling was performed in layers not exceeding 150 mm in thickness, and that a minimum of 95% SPMDD was achieved.
- The slope of the finished surface should be maintained at 3%, sloping away from the centerline of the road.

County requires a minimum 98%

Construction activities will be expedited to avoid backfill activities during frost conditions. If early frost is encountered, heating and hoarding will be utilized to ensure the material and conditions will allow proper compaction to be achieved.

6.0 ENVIRONMENT & POST CONSTRUCTION REMEDIATION

Site environmental assessments are completed before, during and after construction to ensure compliance to requirements and commitments.

The Pipeline Integrity Program level Environmental Protection Plan (EPP) will be followed (attached in Attachment E), which details on-site mitigation measures for the various environmental conditions that may be encountered throughout the lifecycle of the project.

During the course of construction, an Environmental Inspector will be made available on-site in order to provide independent oversight of compliance to both TC Energy's TOPs/BMP's and all applicable Provincial and Federal environmental regulations, including seeding requirements, and analytical sampling & disposal of waste.

Following the completion of construction an Environmental Inspector will complete a clean-up assessment of the project site and identify if future remediation work is required.



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

From Date: _____ **To Date:** _____

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

From Date: _____ **To Date:** _____

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



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Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

From Date: _____ **To Date:** _____

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



Office of the CAO Report

For Presentation at September 10, 2025 **Council Meeting**

From Date: August 16, 2025

To Date: September 5, 2025

Internal Meetings:

- County Council Meeting – August 18
- Senior Leadership Team – August 25

External Meetings:

- Vegreville Intermunicipal Committee – August 13
- Alberta Municipalities – September 5

Education and Professional Development:

- Elections Webinar – August 21
- ARMAA Conference – August 26-28

Senior Leadership Team Support:

- 2025 Municipal Election
- Council and Committee meeting packages
- Policy and Bylaw development
- Council Policy and Bylaw Review
- Occupational Health and Safety Program
- NE Regional ASB Conference
- New Website review
- 2026 Budget



ADMINISTRATION REPORTS

Name: Norm De Wet

Department: Operations

Reviewed by: Pat Podoborzny

For Presentation at: September 10, 2025 County Council meeting

From Date: August 19, 2025

To Date: September 9, 2025

Fleet purchases/Maintenance:

- The Ford F150 half-ton approved in 2025 has been delivered and put into service. Units 220 and 228 are being advertised for sale by tender. Results of the sale will be brought to Council at a later date.
- Unit 520, a 2008 D7 Cat, experienced a torque converter failure. Due to this and related contamination, the machine has been with Finning in Edmonton for repair since August 20, 2025. The cost of repair, including contamination, is approximately \$79,846.00 and has been approved by the CAO in accordance with Policy AD 1008-01.

Public Works Update:

- The construction project on RR 85, south of Twp Rd 512 has been completed.
- Construction is ongoing on Twp Rd 490 and RR 85 in Division 1.
- The gravel program was completed by August 13.
- The stockpile management project had been completed by moving gravel to Innisfree and Zaparose.
- Oiling crews have completed all planned projects. Crews are now focusing on screening the ½" gravel pile next to Emcon to ensure better quality material for future use.

Contracted Services:

- TerraPro has completed the bridge culvert replacement on RR 123, south of Twp 512 in Division 5 (BF 01819).
- WestCan is working on the bridge culvert replacement of BF 75604 on RR 145, south of Hwy 631 in Division 7. The project is scheduled for completion during the week of September 8, 2025.
- The BF 01195 Bridge Culvert Replacement Project on RR 134, south of Twp 520 in Division 5, is scheduled to start after the completion of BF 01819.

- The roadside mowing program is ongoing and moving east of Hwy 36. The mowing program is scheduled to be completed towards the end of September 2025.

Parks and Open Spaces

- The Wapasu Gazebo Project, awarded to Twin Ridge Construction, started on September 3, 2025.

Waste Management

- The electronic recycling bins were picked up and replaced at the waste transfer sites.
- Associated Engineering has completed a two-year warranty inspection of the old Mannville Landfill. Some slope issues were identified, and PME Inc. was mobilized to correct them under warranty. The corrected work will carry an extended two-year warranty.

Utilities

- Notices have been hand delivered to the residents of Lavoy regarding the proposed water disruption (Sept 9th, 10 am – 2 pm) to install upgrades to the water facility, including pump runs, valves, and header pipes with stainless steel components.

Hamlets

- The assessment of the Lavoy water and sewer infrastructure is ongoing with MPE Engineering. A draft report is expected towards the end of September 2025.

Agricultural Services Update:

- Various beaver and drainage complaints and issues are being taken care of. This includes trapping, unplugging culverts, opening dams, unplugging bridges, and blasting dams.
- A Flow control device was installed at the intersection of Twp Rd 504 and Rge Rd 101.
- Grasshopper surveys were completed for Alberta Agriculture & Irrigation.
- Swede Midge traps will remain out until mid-September.
- Agricultural and Municipal Services Manager currently completing wheat and canola surveys for Alberta Agriculture & Irrigation.



ADMINISTRATION REPORTS

Name: Davin Gegolick

Department: Planning and Community Services

Reviewed by: Pat Podoborzny

For Presentation at: September 10, 2025 Council Meeting

From Date: August 13, 2025

To Date: September 3, 2025

Planning Update:

- Responding to ongoing development inquiries
- Issued development permits:
 - Dwelling (Pt. NE 7-52-15-4)
 - Farm shop (NE 23-50-13-4)
 - Farm shop (NE 4-53-15-4)
 - Detached garage (SW 18-52-9-4)
 - Personal storage building (SW 18-52-9-4)
 - Personal shop (SW 18-52-9-4)
- Investigating several complaint properties (overweight vehicles, junked vehicles, unsightly property, unauthorized development)

Subdivision Update:

- Ongoing subdivision inquiries
- Completed subdivision endorsement: file #01-2025

Economic Development Update:

- Nothing to report

Community Services:

- Ranfurly Cemetery data is being processed to be included on GIS. Cemetery plot search makes it convenient to locate cemetery plots.
- "Capture and Contribute" photo contest closed with 24 submissions.
- Website feedback contest closed with positive responses.

Attachments:

- RFD – Bylaw 1368-25
- RFD – Subdivision File #09-2025
- RFD – Integrity Dig/Road Closure



ADMINISTRATION REPORTS

Name: Mike Fundytus

Department: Protective Services

Reviewed by: Pat Podoborozny

For Presentation at: September Council Meeting

From Date: August 12, 2025

To Date: September 3, 2025

Fire Department Update:

Call Type	Date	Details	Station Dispatched
False Alarm	August 12	SE 2-50-10-W4M. False alarm confirmed by homeowner. 7:51 pm. 6 POC members attended.	Mannville
Medical	August 14	Village medical. 12:47 am. 3 POC members attended.	Mannville
False Alarm	August 16	8432 Twp 500, 6:14 am. 3 POC members attended. False alarm due to resident changing smoke alarm batteries.	Mannville
False Alarm	August 19	5035 51 Street, Mannville, 9:16 am. 3 POC and 1 FT members attended. False alarm due to cooking.	Mannville
Medical	August 19	County Medical, 7:59 pm.	Vegreville
Vehicle Fire	August 20	Twp 520 near Hwy 870, 5:39 am. Stolen vehicle fire. 2 POC and 2 FT members attended.	Innisfree
False Alarm	August 22	Vegreville Airport. Called in as multiple explosions. Turned out to be a jet fuel car at the Vegreville Drag Races.	Vegreville
Vehicle Fire	August 25	Hwy 870 near RR 514, 6:34 pm Combine fire. 3 POC 2 FT members attended.	Innisfree
Vehicle Fire	August 25	SE 36-51-9-W4M. Baler fire. Problems with East Central 911 delayed fire dispatch for 14 minutes. When fire department arrived neighbors had brought over sprayer trailer to extinguish fire. Owner was irate and would	Mannville/Innisfree

		not let fire department on property. My contact information was passed along to the owner and a discussed the issues on the following day. 8 POC and 1 FT member attended.	
Medical	August 27	Village Medical, 8:46 pm. 6 POC members attended.	Mannville
Fire	August 30	NW 23-50-9-W4M. MWTS wood pile was on fire. 5:00 pm. 7 POC and 1 FT member attended.	Mannville
False Alarm	August 30	5007 46 Street, Mannville Care Center. 7:44 pm. Fire alarm and a strong smoke odor were present. Found to be an electrical malfunction. 6 POC attended.	Mannville
Medical	August 31	Village Medical, 4:48 pm. 5 POC attended.	Mannville
False Alarm	Sept 1	NE 14-52-15-W4M. Caller could see heavy smoke; upon investigation it was just heavy fog.	Vegreville

- Total Fire Responses:
 - Mannville – 9
 - Innisfree – 3
 - Vegreville – 2
- Currently issuing burn permits until September 30th.
- Current staffing in protective services is 1 FT Director, 1 FT Public Safety Officer, 31 paid on call firefighters (15 Innisfree Station 16 Mannville station) 1 member on medical leave.
- Unit 919 Water tender is out of service and in Red Deer for repair, warranty work for damage caused by Rocky Mountain Phoenix emergency vehicle tech.
- Preliminary discussions with pyrotechnic expert about possible pyrotechnics for a film project within the County.
- East central 911 had their internet line severed and created huge challenges with communications and dispatch.
- Tender for Unit 915 replacement closed August 29. Working of emergency light upfit and pump system tenders.

Emergency Management Update:

- Nothing to Report.

OH&S Update:

- Inspection of Minburn lift station, and various worksites across the county.

Bylaw Enforcement :

- Public Safety Officer conducted 5 bylaw complaint investigations.

RCMP Liaison :

- Nothing to report



ADMINISTRATION REPORTS

Name: _____ **Department:** _____

Reviewed by:

For Presentation at: _____ **Council Meeting**

From Date: _____ **To Date:** _____

Department Updates:

Department Updates Cont'd.:

Attachments:



County of Minburn No. 27
2025 Statement of Financial Position
As At August 31, 2025

FINANCIAL ASSETS	August/2025	July/2025	Dec/2024
Cash & Temporary Investments	15,370,053	16,453,178	28,466,857
Receivables			
Taxes & Grants in Place of Taxes Receivable	21,684,282	21,873,461	392,128
Due From Governments	89,167	179,837	130,155
Trade & Other Receivables	846,873	844,216	1,224,935
Long Term Receivables	129,109	129,109	287,402
Land Held for Resale	171,949	171,949	171,949
Total Financial Assets:	\$ 38,291,434	\$ 39,651,749	\$ 30,673,426
LIABILITIES	August/2025	July/2025	Dec/2024
Accounts Payable & Accrued Liabilities	7,944,858	7,849,602	11,742,616
Asset Retirement Obligation	3,388,544	3,388,544	3,388,544
Deposit Liabilities	-	-	-
Deferred Revenue	826,040	795,565	729,290
Employee Benefit Obligations	- 106,850	- 102,996	330,460
Total Liabilities:	\$ 12,052,592	\$ 11,930,716	\$ 16,190,910
Net Financial Assets:	\$ 26,238,841	\$ 27,721,034	\$ 14,482,516
NON-FINANCIAL ASSETS	August/2025	July/2025	Dec/2024
Tangible Capital Assets	36,404,608	36,404,608	36,404,608
Inventory for Consumption	20,382,722	20,824,079	21,935,517
Prepaid Expenses	3,780	3,780	285,476
Total Non-Financial Assets:	\$ 56,791,109	\$ 57,232,467	\$ 58,625,600
ACCUMULATED SURPLUS:	\$ 83,029,951	\$ 84,953,500	\$ 73,108,117
Difference:	\$ 9,921,834	\$ 11,845,384	



County of Minburn No. 27
2025 Revenue & Expenditure Report
For Month Ending August 31, 2025

REVENUE	2025 Current Month	2025 Year-To-Date	2025 Budget	% of Budget Used	Same Period Last Year
Net Municipal Taxes	-	20,966,177	18,984,421	110.4%	107.3%
User Fees & Sale of Goods	11,442	243,701	325,550	74.9%	88.7%
Government Transfers	171,097	639,498	4,830,449	13.2%	7.8%
Investment Income	7,425	149,923	529,500	28.3%	21.2%
Penalties & Costs on Taxes	381	104,501	122,400	85.4%	61.4%
Gain on Disposal of Tangible Assets	-	260,800	-	N/A	1743.2%
Other	56,979	371,508	179,000	207.5%	24.6%
Totals:	\$ 247,324	\$ 22,736,108	\$ 24,971,320	91.0%	86.3%

EXPENDITURES	2025 Current Month	2025 Year-To-Date	2025 Budget	% of Budget Used	Same Period Last Year
Administrative & Legislative	137,793	1,638,894	3,101,545	52.8%	27.2%
Fire Protection & Safety Services	58,423	887,670	1,673,021	53.1%	46.1%
Emergency Dispatch Services	-	18,939	18,000	105.2%	128.9%
Policing Services	-	53,694	250,000	21.5%	93.7%
Bylaw Enforcement, Health & Safety	5,202	28,568	45,400	62.9%	54.5%
Roads, Streets, Walks, Lights	1,537,285	8,749,033	15,752,865	55.5%	46.8%
Water Supply & Distribution	15,142	119,323	291,304	41.0%	43.3%
Wastewater Treatment & Disposal	4,115	32,934	117,861	27.9%	46.8%
Waste Management	31,108	129,037	360,030	35.8%	52.4%
Family & Community Support Services	-	126,307	168,409	75.0%	75.0%
Cemeteries	9,097	82,421	119,156	69.2%	63.8%
Planning & Economic Services	18,678	306,258	584,845	52.4%	50.8%
Agricultural Services Board	42,432	255,861	629,518	40.6%	46.0%
Recreation & Library Services	311,599	385,338	878,775	43.8%	45.1%
Totals:	\$ 2,170,873	\$ 12,814,274	\$ 23,990,729	53.4%	43.2%

Difference:

\$ 9,921,834

COUNTY OF MINBURN NO. 27
2025 Monthly Progress Report - At August 31, 2025

~Final~

Decision Papers - Operating						
Project Name	20%	40%	60%	80%	100%	Comments
Staff Remuneration / Compensation	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Implemented January 1/2025 - Ongoing costs
Admin Bldg. Mechanical & Electrical Study	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Awarded to TWS; site visit completed in November; testing estimate received and approved, additional testing to be completed in September 2025
Financial ERP System Replacement	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Contract awarded; system configuration, migration and training underway
Emergency Responder Permanent Employee	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Permanent employee hired
MRF 360 Degree Video of County	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Field collection complete. MRF is finalizing data processing for publishing
Crossroads Capacity Building Projects	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	2025 CECI grant approved for \$30K (matched by \$30K partner funds). Contract awarded; work underway throughout 2025
Communications Project/Dev. Package	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	2024 SCOP grant approved for \$90K. Project total is \$100K. Municipal contribution (split by partners is \$10K). Contract awarded; work underway throughout 2025
Lavoy Infrastructure Assessment	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Approved with MPE Engineering
Cemetery Survey / GIS Project	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Surveying is complete, GIS data to be collected for Ranfurly Cemetery in summer 2025
Decision Papers - Capital						
Project Name	20%	40%	60%	80%	100%	Comments
Fire Fighting Utility Terrain Vehicle	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	
Admin Bldg. Front Entry Rehabilitation	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Door completed January 2025
New Fire Truck - Unit #910 Replacement	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Tender awarded to Fort Gary
Innisfree Fire Station Cold Storage Upgrade	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	
Innisfree Fire Turnout Gear Mobile Lockers	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	
Mannville Fire Sea Can Storage Project	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	
Turn Out Gear Decontamination Extractors	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	
Unit #518 Motor Scraper - Refurbishment	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Refurbishment complete and ready for construction.
Fleet Truck Replacement (2)	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Both trucks delivered and in service
Skidsteer Sweeper	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Purchased and in service.
2025 CAT 160 Motor Graders (2)	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Both graders delivered and in service
Vegreville Fire Truck	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	
BF75589 Bridge Work / Engineering	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Tender approved with TerraPro Inc.
Ranfurly Sidewalk Rehabilitation	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Project completed with Northwind Concrete.
Bridges (STIP Approved 4 Capital Bridges)	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	All TerraPro projects done, waiting on two projects with WestCan.
Road Maintenance Activities						
Road Projects	20%	40%	60%	80%	100%	Comments
Road Construction	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Program underway in Div. 2 and moving to Div. 1 in September
Gravel Haul Program	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Program currently workin out of Innisfree Pit
Oiling Projects	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Oiling Program underway
Dust Controls	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Program underway with residential dust controls.
Roadside Mowing	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Mowing program ongoing, and moving east.
Roadside Brushing	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Approximately 29150 m completed. Brushing to continue in fall.

From: MA Engagement Team <ma.engagement@gov.ab.ca>
Date: August 19, 2025 at 9:18:52 AM MDT
To: MA Engagement Team <ma.engagement@gov.ab.ca>
Subject: Meeting request with Minister Williams – RMA Fall Convention 2025

Dear Chief Administrative Officer:

I am writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Dan Williams, Minister of Municipal Affairs, at the 2025 Rural Municipalities of Alberta (RMA) Fall Convention, scheduled to take place at the Edmonton Convention Centre from November 17-20, 2025. These meetings will be in person at the convention centre or the Alberta Legislature, as scheduling permits.

Should your council want to meet with Minister Williams during the convention, please submit a request by email with three potential topics for discussion to ma.engagement@gov.ab.ca no later than **September 19, 2025** (Attachment 1).

We generally receive more requests than can be reasonably accommodated over the course of the convention. Requests meeting the following criteria will be given priority for meetings during the convention:

1. Municipalities that identify up to three discussion topics related to policies or issues directly relevant to the Minister of Municipal Affairs and the department.
 1. Please ensure details on the discussion topics are provided.
2. Priority will be given to requests from municipalities at a distance from Edmonton and to municipalities that Minister Williams has not yet had an opportunity to meet with.

Meeting requests received after the deadline will not be considered for the convention.

Meeting times with the Minister are scheduled for approximately 15 minutes. This allows the Minister to engage with as many councils as possible. All municipalities that submit meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative meeting opportunities throughout the remainder of the year for municipalities the Minister is unable to accommodate during the convention.

Engagement Team
Municipal Services Division
Municipal Affairs

Meeting Request:
Rural Municipalities of Alberta Fall 2025 Convention

If you have questions, require support and to submit form, please email: ma.engagement@gov.ab.ca

Municipal Information

Municipality Name: _____

Meeting Topics

Please provide additional details about the topic for discussion

Topic 1	Topic 2	Topic 3

Meeting Participants

- 1 _____ Mayor/Reeve
- 2 _____ Chief Administrator
- 3 _____ Councillor
- 4 _____ Councillor
- 5 _____ Councillor
- 6 _____ Councillor
- 7 _____ Councillor
- 8 _____ Councillor
- 9 _____ Councillor



August 19, 2025

Pat Podoborozny
CAO
Minburn County

Dear Pat,

Please find attached the quarterly Community Policing Report covering the period from April 1st to June 30th, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for the Vegreville detachment.

I would like to take this opportunity to introduce our new Commanding Officer, Deputy Commissioner Trevor Daroux. Many of you may be familiar with Deputy Commissioner Daroux as he was the Criminal Operations Officer in Alberta before taking on this new role. He believes all Alberta RCMP employees are empowered to lead, collaborate, and contribute at all levels, and knows that they are the strength of the service. Through collaboration and partnership with the communities we serve, Deputy Commissioner Daroux knows together we are supporting safer, stronger, and more connected communities across Alberta.

Deputy Commissioner Daroux has 37 years of policing experience and has also served with the Calgary Police Service. He has served as a Deputy Chief in Charge of the Bureau of Community Policing in Calgary, and as the Director General National Crime Prevention and Indigenous Policing Services for the RCMP, among many other operational and administrative roles. Deputy Commissioner Daroux is focused on continuing to build a modern, progressive police service – one that values innovation, embraces change, and reflects the diverse needs of Alberta.

Thank you for your ongoing support and engagement. As your Chief of Police for your community, please do not hesitate to contact me with any questions or concerns.

Best regards,

S/Sgt. Colin Folk
Chief of Police
Vegreville





Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Vegreville

Detachment Commander

S/Sgt. Colin Folk

Report Date

August 19, 2025

Fiscal Year

2025-26

Quarter

Q1 (April - June)

Community Priorities

Priority #1: Crime Reduction - Property Crime & Drug Trafficking**Updates and Comments:**

During the first quarter the Vegreville RCMP conducted 93 offender management checks. These checks resulted in one prolific offender being charged with breaching terms of conditions.

Priority #2: Enhance Road Safety - Impaired Driving & Distracted Driving**Updates and Comments:**

In the first quarter the Vegreville RCMP members issued 238 violation tickets including moving traffic, none moving traffic, intersection related offences and distracted driving. The Vegreville RCMP also issued 5 Provincial suspensions during the first quarter for impaired operation of a motor vehicle.

Priority #3: Enhance Public Confidence and Engagement**Updates and Comments:**

During the first quarter the Vegreville RCMP took part in 41 community events / community outings. This included school visits / education sessions, basketball with the youth, and other town events.





Community Consultations

Consultation #1

Date	Meeting Type
Topics Discussed	
Notes/Comments:	
No community consultations identified	





Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	4	4	0	0
Detachment Support	1	1	0	0

Notes:

1. Data extracted on June 30, 2025 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the four established positions, four officers are currently working with none on special leave. There are no hard vacancies at this time.

Detachment Support: There is one established position and one resource currently working with none on special leave. There is one Surplus to Establishment and there are no hard vacancies.





Vegreville Provincial Detachment

Crime Statistics (Actual)

Q1 (April - June): 2021 - 2025

All categories contain "Attempted" and/or "Completed"

July 8, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		0	0	1	2	0	N/A	-100%	0.2
Other Sexual Offences		0	0	0	0	0	N/A	N/A	0.0
Assault		7	9	39	10	5	-29%	-50%	-0.3
Kidnapping/Hostage/Abduction		0	0	1	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		4	2	0	1	1	-75%	0%	-0.7
Uttering Threats		5	3	2	2	1	-80%	-50%	-0.9
TOTAL PERSONS		16	14	43	15	7	-56%	-53%	-1.7
Break & Enter		9	7	16	7	13	44%	86%	0.8
Theft of Motor Vehicle		8	7	7	6	4	-50%	-33%	-0.9
Theft Over \$5,000		2	2	1	1	0	-100%	-100%	-0.5
Theft Under \$5,000		14	14	10	6	5	-64%	-17%	-2.6
Possn Stn Goods		9	14	3	1	7	-22%	600%	-1.7
Fraud		3	4	2	8	5	67%	-38%	0.8
Arson		1	0	1	0	0	-100%	N/A	-0.2
Mischief - Damage To Property		12	7	8	4	12	0%	200%	-0.3
Mischief - Other		9	4	0	3	3	-67%	0%	-1.3
TOTAL PROPERTY		67	59	48	36	49	-27%	36%	-5.9
Offensive Weapons		1	6	1	0	0	-100%	N/A	-0.8
Disturbing the peace		1	1	0	5	2	100%	-60%	0.6
Fail to Comply & Breaches		9	11	0	0	4	-56%	N/A	-2.1
OTHER CRIMINAL CODE		3	5	1	5	4	33%	-20%	0.2
TOTAL OTHER CRIMINAL CODE		14	23	2	10	10	-29%	0%	-2.1
TOTAL CRIMINAL CODE		97	96	93	61	66	-32%	8%	-9.7



Vegreville Provincial Detachment

Crime Statistics (Actual)

Q1 (April - June): 2021 - 2025

All categories contain "Attempted" and/or "Completed"

July 8, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		1	2	0	1	3	200%	200%	0.3
Drug Enforcement - Trafficking		2	5	0	3	5	150%	67%	0.4
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		3	7	0	4	8	167%	100%	0.7
Cannabis Enforcement		0	0	1	0	0	N/A	N/A	0.0
Federal - General		1	3	1	0	1	0%	N/A	-0.3
TOTAL FEDERAL		4	10	2	4	9	125%	125%	0.4
Liquor Act		8	5	1	2	2	-75%	0%	-1.5
Cannabis Act		3	2	1	1	1	-67%	0%	-0.5
Mental Health Act		37	21	29	6	11	-70%	83%	-6.7
Other Provincial Stats		29	28	19	19	22	-24%	16%	-2.3
Total Provincial Stats		77	56	50	28	36	-53%	29%	-11.0
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		1	2	4	0	5	400%	N/A	0.6
Total Municipal		1	2	4	0	5	400%	N/A	0.6
Fatals		1	0	0	1	0	-100%	-100%	-0.1
Injury MVC		2	0	2	6	1	-50%	-83%	0.4
Property Damage MVC (Reportable)		23	24	23	23	19	-17%	-17%	-0.9
Property Damage MVC (Non Reportable)		4	4	2	5	3	-25%	-40%	-0.1
TOTAL MVC		30	28	27	35	23	-23%	-34%	-0.7
Roadside Suspension - Alcohol (Prov)		5	3	1	0	4	-20%	N/A	-0.5
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
Total Provincial Traffic		477	233	140	206	281	-41%	36%	-41.9
Other Traffic		0	0	0	0	0	N/A	N/A	0.0
Criminal Code Traffic		16	9	5	3	7	-56%	133%	-2.4
Common Police Activities									
False Alarms		3	7	5	2	2	-33%	0%	-0.7
False/Abandoned 911 Call and 911 Act		3	3	1	3	3	0%	0%	0.0
Suspicious Person/Vehicle/Property		6	9	18	22	17	183%	-23%	3.5
Persons Reported Missing		1	2	3	1	0	-100%	-100%	-0.3
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		9	2	3	8	2	-78%	-75%	-0.8
Form 10 (MHA) (Reported)		0	0	1	0	1	N/A	N/A	0.2

September 8, 2025

County of Minburn No. 27
ATTN: Pat Podoborozny, CAO
PO Box 550
Vegreville, AB T9C 1R6

Sent via email

RE: Riverside Cemetery Riverbank Assessment Project

Dear Pat,

The Town of Vegreville has been the caretaker of Riverside Cemetery since 1905. Our cemetery is the final resting place of many Town and County residents, including Private Russel Thomas Moore who was a World War I casualty in 1918 and RCMP Constable Wilfred J. Cobble who was killed in the line of duty in 1946. Some of our oldest graves, bearing dates in the very early 1900's, are located on the banks of the Vermilion River as, I imagine, the surviving relatives determined this would be a peaceful and idyllic resting place for their loved ones.

In 2020, a large portion of the riverbank gave way. In 2022, the Town of Vegreville applied for a grant through the Government of Alberta's Watershed Resiliency and Restoration Program (WRRP) and received funding to utilize bioengineering to stabilize the banks on the south side of the cemetery. This year, the fence on the east side of the cemetery is starting to move and collapse. The Town has contacted Associated Environmental Consultants Inc. to provide a quote to assess the entire riverbank surrounding Riverside Cemetery and a quote to design bioengineering solutions for the failing portion of the east bank.

The Town will utilize the information provided to apply for another grant through WRRP for the bank assessment to be completed in 2026 and intends to apply in the 2026-2027 funding years for another bioengineering installation project in 2027. As the Cemetery is located in the County of Minburn and is the resting place of some County residents, the Town of Vegreville is requesting a letter of support from the County of Minburn No. 27 for the Riverside Cemetery Bank Stabilization Project to include in our application. Should the application be successful there will also be opportunities for the County to participate in educational sessions and tours of the project.

The application deadline for the WRRP grant is September 15, 2025. If you have any questions or require any further information, please do not hesitate to contact me at bgiles@vegreville.com or at the phone number above.

Sincerely,

Brianne Giles
Infrastructure Coordinator

COUNCIL MEETING ACTION ITEMS

Action List Item No.	Motion No.	Meeting Date	Description	Percentage Completed	Person Responsible	Date Completed	Notes
2376	2025-031	23-Jan-25	Increase Non-Residential Education Tax rate for 2025 and 2026 years.	75%	Jay		Included tax rate deferral adjustment in 2025 tax rate bylaw. 2nd stage won't be completed until 2026
2429	2025-185	21-Jul-25	Include in 2026 Budget the replacement of Unit 915 Ford F550 Rapid Response with funding from Fire Reserves	75%	Mike		Issuing Tender documents for the vehicle and firefighting skid
2430	2025-186	21-Jul-25	Issue advance of \$8,350 to East Central 911 Call Answer Society for AFRRCS capital upgrades	75%	Mike/Jay		Invoice submitted August 14, 2025
2445	2025-205	18-Aug-25	First Reading approved for Amending LUB Land Use Bylaw 1368-25, advertise Public Hearing, Second and Third Readings to follow	50%	Davin		Public Hearing scheduled for September 10 Council meeting
2446	2025-208	18-Aug-25	Allocate funding to non-profit organizations receiving the 2025 Community Centre Grant Funding	100%	Davin	28-Aug-25	Completed
2447	2025-209	18-Aug-25	Allocate funding to the six external organizations receiving the 2025 Recreation Grant Funding	100%	Davin	28-Aug-25	Completed
2448	2025-210	18-Aug-25	Amend Bridgeman Services Contract to include repairs to BF 00931 at a cost of \$137,500.00, inclusive of contingency and engineering; ensure funds are allocated from the bridge maintenance operating budget, and any funding shortfall to be covered from bridge reserves	75%	Norm		Approval sent to MPA, waiting on amendment
2449	2025-211	18-Aug-25	Add new Signing Authority Policy AD 1033-01 to server, website, mobile app	100%	Audra	19-Aug-25	Completed
2450	2025-211	18-Aug-25	Remove repealed Signing Authority Policy CC 3003-01 from server, website, mobile app	100%	Audra	19-Aug-25	Completed
2451	2025-214	18-Aug-25	Prepare letter of support to Vegreville Cultural Association for their CFEP grant for facility upgrades	100%	Office of the CAO	22-Aug-25	Emailed letter of support
2452		18-Aug-25	Notify Battle River Watershed Alliance that Council denied their funding request	100%	Office of the CAO	26-Aug-25	Letter sent advising that we did not budget for this in 2025
2453	2025-219	18-Aug-25	Notify successful bidder of approved bid of \$5000 for PT. SE 20-51-12-W4M	100%	Jay	20-Aug-25	Email sent, Prepping Offer to Purchase
2454	2025-220	18-Aug-25	Notify bidders of unsuccessful bid for PT. SW 4-50-9-W4M	100%	Jay	20-Aug-25	Email sent and follow up discussions