



AGENDA

Committee of the Whole

July 12, 2023

10:00 a.m.

1. CALL TO ORDER

2. CHANGES TO AGENDA & ADOPTION OF AGENDA

3. CONFIRMATION OF MINUTES

4. DELEGATIONS

4.1 Ed Golinowski – 10:15 a.m.

4.2 Beirsto & Associates – 10:30 a.m.

Land Use Bylaw Workshop/Presentation

External Presenters:

Baily Lapp, Beirsto & Associates with Davin Gegolick, Director of Planning and Development

5. REPORTS FOR DISCUSSION

5.1 Policy PS 8001-01-A County Fires /Roles and Responsibilities and Policy PS 8003-01 County Employee Procedures for Emergency Situations

Administration Presenter:

Mike Fundytus, Director of Protective Services

5.2 Financial Reserves Policy AD 1020-01

Administration Presenter:

Jason Warawa, Director of Corporate Services

5.3 Provision of Road Maintenance Services to Industry

Administration Presenter:

Norm De Wet, Director of Operations

6. CLOSED SESSION:

6.1 Bridge Engineering Services

FOIP Section 16, disclosure harmful to business interests of a third party

- 6.2 Auditing Services Request for Proposal
FOIP Section 16, disclosure harmful to business interests of a third party

7. MOTIONS ARISING OUT OF THE CLOSED SESSION

8. COUNCILLOR REQUESTS (INFORMATION / PROGRAM REQUESTS)

- 8.1 Division Reports
- 8.2 Councillor Request Report

9. ADJOURNMENT



Committee of the Whole Minutes

June 14, 2023

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

Administration Present: Pat Podoborzny, Chief Administrative Officer
Jason Warawa, Director of Corporate Services
Norm De Wet, Director of Operations
Mike Fundytus, Director of Protective Services
Davin Gegolick, Director of Planning and Development
Darwin Ullery, Agriculture and Utilities Foreman
Trudy Shukalak, Legislative Services Coordinator

1. CALL TO ORDER

Reeve Konieczny called the meeting to order at 10:07 a.m.

2. CHANGES TO AGENDA & ADOPTION OF AGENDA

2023-W034

Moved by: Councillor Anderson

THAT the June 14, 2023, Committee of the Whole meeting agenda be adopted as presented.

Carried

3. CONFIRMATION OF MINUTES

2023-W035

Moved by: Councillor Bentley

THAT the May 15, 2023, Committee of the Whole meeting minutes be adopted as presented.

Carried

4. DELEGATIONS

4.1 Red Willow Planning

Review of proposed East Industrial Park Area Structure Plan Bylaw No. 1342-23.

External Presenter:

Vicki Dodge

5. REPORTS FOR DISCUSSION

5.1 Road Closure Policy

The Committee of the Whole was presented with proposed Road Closure Policy No. PDS 7005-01 that establishes a procedure for the application of the closure of undeveloped road allowances that are no longer required for public travel.

Administration Presenter:

Director of Planning and Development Davin Gegolick

2023-W036

Moved by: Councillor Nafziger

THAT Administration prepare an RFD for the June 19, 2023, regular Council meeting to approve Road Closure Policy No. PDS 7005-01.

Carried

ACTION: Create RFD

5.2 Financial Reserves Policy

The Committee of the Whole was presented with proposed Financial Reserves Policy AD 1020-01 that provides consistent standards and guidelines for the establishment and ongoing management of Reserves including but not limited to the contributions, reallocations and withdrawal from these Reserves.

Administration Presenter:

Director of Corporate Services Jason Warawa

2023-W037

Moved by: Councillor Wowdzia

THAT Administration prepare an RFD for a future regular Council meeting to approve Reserve Policy AD 1020-01.

Carried

ACTION: Create RFD

6. CLOSED SESSIONS

2023-W038

Moved by: Deputy Reeve Kuzio

THAT the Committee of the Whole meet in private to discuss matters protected from disclosure under the *Freedom of Information and Protection of Privacy Act (FOIP)*, sections 17, 24 and 25 at 10:50 a.m.

Carried

Deputy Reeve Kuzio confirmed that she could maintain confidentiality while participating remotely.

6.1 Firefighter Wage Survey

FOIP Section 17, harmful to personal privacy

Name	Reason/Purpose
Pat Podoborozny	Strategic Leader of the Organization
Mike Fundytus	Presenter

Mike Fundytus left the meeting at 11:10 a.m.

Reeve Konieczny recessed the meeting for a comfort break at 11:11 a.m.

Reeve Konieczny reconvened the closed session at 11:16 a.m.

2023-W039

Moved by: Reeve Konieczny

THAT Item 6.2, Administration Office Staffing be moved following Item 6.3, Confidential Prospective Equipment Purchase.

Carried

6.2 Confidential Prospective Equipment Purchase

FOIP Section 24, advice from officials

FOIP Section 25, economic interests of the municipality

Name	Reason/Purpose
Pat Podoborozny	Strategic Leader of the Organization
Norm De Wet	Presenter
Darwin Ullery	Presenter

Councillor Wowdzia declared pecuniary interests and left the meeting at 11:18 a.m.

Norm De Wet and Darwin Ullery left the meeting at 11:29 a.m.

Councillor Wowdzia returned to the meeting at 11:30 a.m.

63. Administration Office Staffing
FOIP Section 24, advice from officials

Name	Reason/Purpose
Pat Podoborozny	Strategic Leader of the Organization

- 6.4 Proclamation and/or Recognition Policy
FOIP Section 24 – advice from officials

Name	Reason/Purpose
Pat Podoborozny	Strategic Leader of the Organization

2023-40

Moved by: Councillor Wowdzia

THAT the Committee of the Whole revert to open session at 11:41 a.m.

Carried

7. MOTIONS ARISING OUT OF THE CLOSED SESSIONS

There were no motions arising out of the closed sessions.

8. COUNCILLOR REQUESTS (INFORMATION/PROGRAM REQUESTS)

8.1 Divisional Reports

Presented by Reeve and Council

8.2 Councillor Request Report

9. ADJOURNMENT

Reeve Konieczny declared the meeting adjourned at 12:01 p.m.

Reeve

Chief Administrative Officer



County of Minburn No. 27
COUNCIL MEETING DELEGATION FORM

Delegate Information

Council Meeting Date: 07/12/2023 10:15 a.m.

Name of Organization/Person: Edward Golinowski

Name of Presenter(s): Edward

Address: 102-52304-RR233

Phone Number: 780-868-1782

Email: edgolinowski@shaw.ca

Delegation Information

Topic/Issue/Concern/Etc.: Fire Call Out Charge

Please provide a brief description of the nature of the presentation and attach any relevant information for Council to consider:

On May 12, 2023 I was seeding and the airdrill packer wheel accidentally rolled over the guide wire attached to the power pole, cut it and the rotten pole fell over onto the neighbouring land. This was after hours and I could not reach the power company directly and my brother Orest called 911 to report the incident. The operator specifically asked if there was a fire and we said no, asked if there was any immediate danger to anyone and we said no. The power lines were intact and high enough over the road where they were crossing. We asked the operator to contact the power company to come out and repair. Shortly after the call, the fire department came out in a SUV sat there for 10-15 minutes till the power company showed up and left. There were no fire trucks dispatched. A new pole was put up that night and power restored. Receiving this invoice for 750.00 dollars for a call out that was not made by myself, when 911 dispatched it seems very unfair to me as a tax payer to the county and there was no fire to put out.

Are you requesting a specific action be taken by Council? If so, please provide a brief outline of the request:

Requesting the invoice of 750.00 be cancelled.

Have you reviewed and understand County of Minburn's Council Delegation Guidelines on page 2?

☒ Yes ☐ No

Does the delegation require any special equipment? (Overhead projector, laptop, etc.)

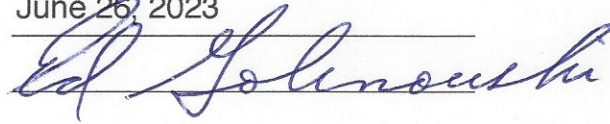
☐ Yes ☒ No

Date and Signature

Name: Edward Golinowski

Date: June 26, 2023

Signature:



Delegation Information / Guidelines

as outlined in County of Minburn Bylaw 1290-19

9. DELEGATIONS

- (a) *Individuals or groups may request an appointment to be heard by Council as a delegation.*
- (b) *Requests for appointments with Council from individuals or groups shall be made to the CAO in writing or electronically at least seven (7) days prior to a Regular Council meeting.*
- (c) *The request to be heard as a delegation must clearly identify the reason or purpose of the presentation.*
- (d) *After reviewing the request to be heard as a delegation, the CAO will schedule the delegation to be heard by Council at a Regular Council meeting or Committee of the Whole meeting.*
- (e) *The CAO has the authority to deny or postpone delegation requests for any reason, unless otherwise directed by Council.*
- (f) *Presentations shall be limited to ten (10) minutes unless prior arrangements and approval have been received by the CAO.*









County of Minburn No. 27

COUNCIL MEETING DELEGATION FORM

Delegate Information

Council Meeting Date: 07/12/2023

Name of Organization/Person: Beirsto & Associates Engineering Ltd. with the Planning & Development Department

Name of Presenter(s): Baily Lapp & Davin Gegolick

Address: 10940 92 Avenue, Grande Prairie, AB T8V 6B5

Phone Number: 780-532-4919

Email: bailyl@baseng.ca

Delegation Information

Topic/Issue/Concern/Etc.: Land Use Bylaw Review & Update

Please provide a brief description of the nature of the presentation and attach any relevant information for Council to consider:

We would like to provide County Council with a presentation on the progress of the Land Use Bylaw Review & Update project which commenced in March 2023. The following items to be presented and briefly discussed are:

- an overview of the project time line,
- the results and recommendations of the technical review of the current Land Use Bylaw,
- the public engagement results,
- discussion on trending topics, and
- what the next steps of the project.

Are you requesting a specific action be taken by Council? If so, please provide a brief outline of the request:

We will be looking for direction from Council on specific topics. The presentation will include an online voting platform where Councillors will be able to vote and provide comment on specific questions/topics. The voting will be made possible by opening their cameras on their cellphones/tablet and scan the QR code that will be provided.

Have you reviewed and understand County of Minburn's Council Delegation Guidelines on page 2?

☒ Yes ☐ No

Does the delegation require any special equipment? (Overhead projector, laptop, etc.)

☒ Yes ☐ No

Date and Signature

Name: Baily Lapp

Date: 06/26/2020 by: _____

Signature: Baily Lapp
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Delegation Information / Guidelines

as outlined in County of Minburn Bylaw 1290-19

9. **DELEGATIONS**

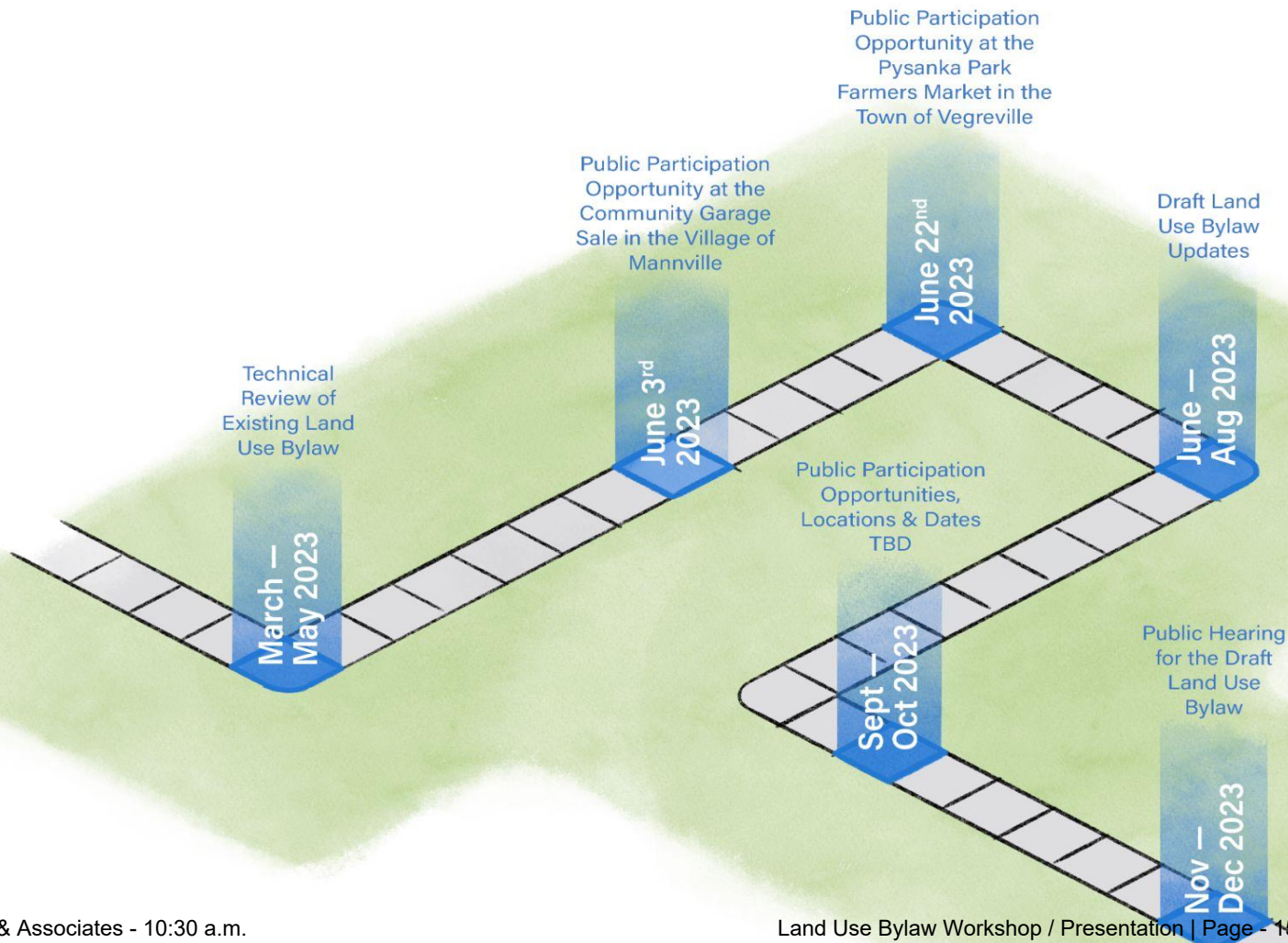
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County of Minburn No. 27

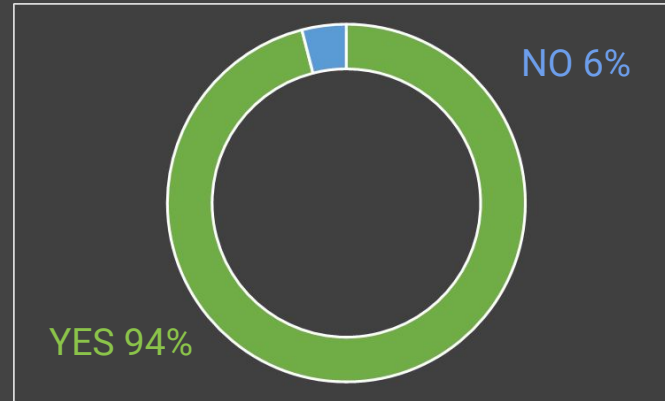
Land Use Bylaw No. XXXX





TRENDING TOPIC NO. 1: BACKYARD HENS “URBAN CHICKENS”

Within a Hamlet on a residential lot, generally should Backyard Hens be allowed?



The average maximum number of Backyard Hens that should be considered by the County is ...

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A **WORD** THAT COMES TO
MIND WHEN YOU THINK
ABOUT “**URBAN
CHICKENS**”?

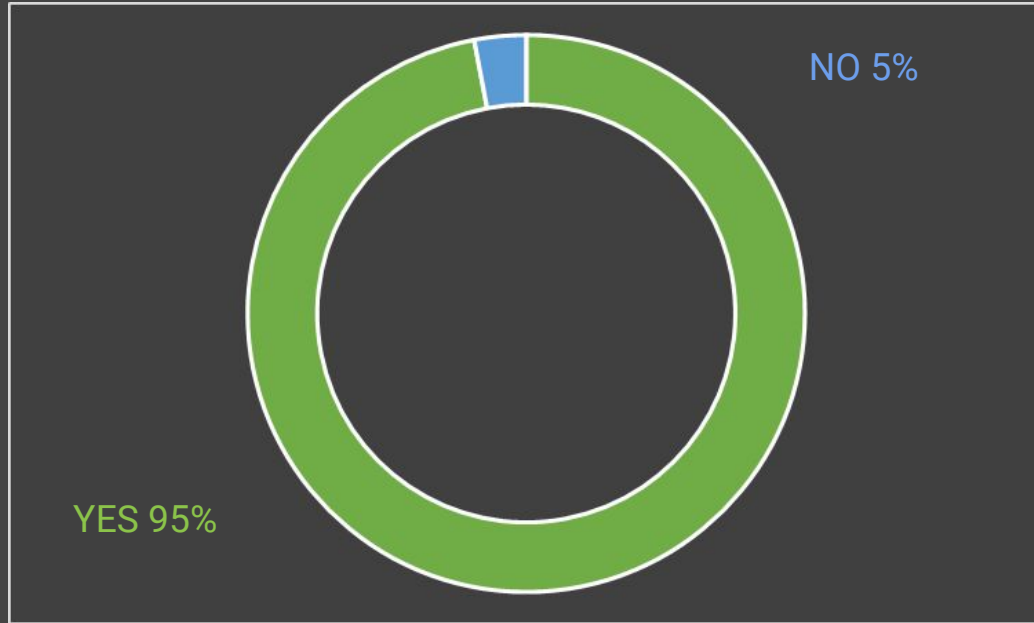
① Click **Present with Slido** or install our [Chrome extension](#) to activate this poll while presenting.

A WORD THAT COMES TO MIND WHEN YOU THINK ABOUT “URBAN CHICKENS”?

CUTE COOPS YARD GROOMERS EGG-CELLENT! GREAT!
PROPER LOCATIONS LOCAL FOOD
BENEFICIAL FREE RANGE HAPPY HENS
HEALTHY
SELF-SUFFICIENT FOOD FOR FAMILIES
HAWAII
HOME
FOR FARMS ONLY INDEPENDENT #TEAMURBANCHICKENS
EGGS FRESH/HIGH QUALITY
SMELL FANTASTIC! ECO-FRIENDLY CLEAN
NECESSARY COMPOSTING HAMLETS FOOTBALL

TRENDING TOPIC NO. 2: AGRI-TOURISM

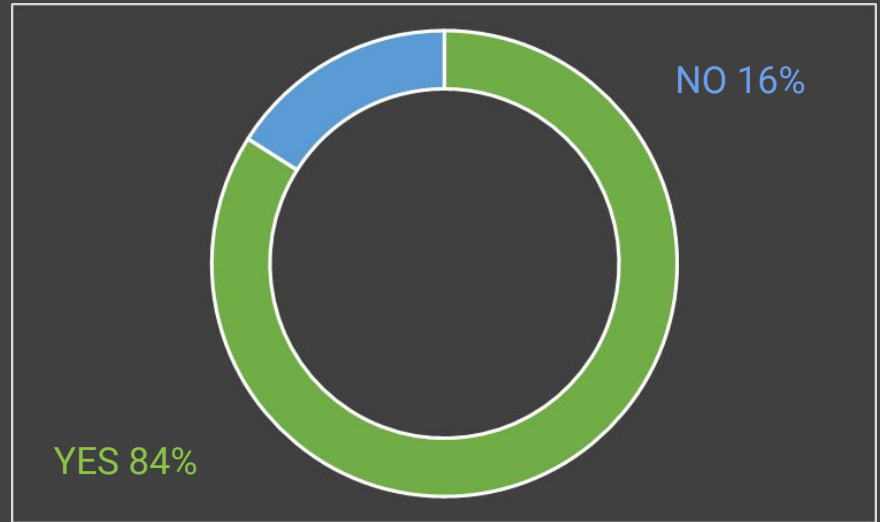
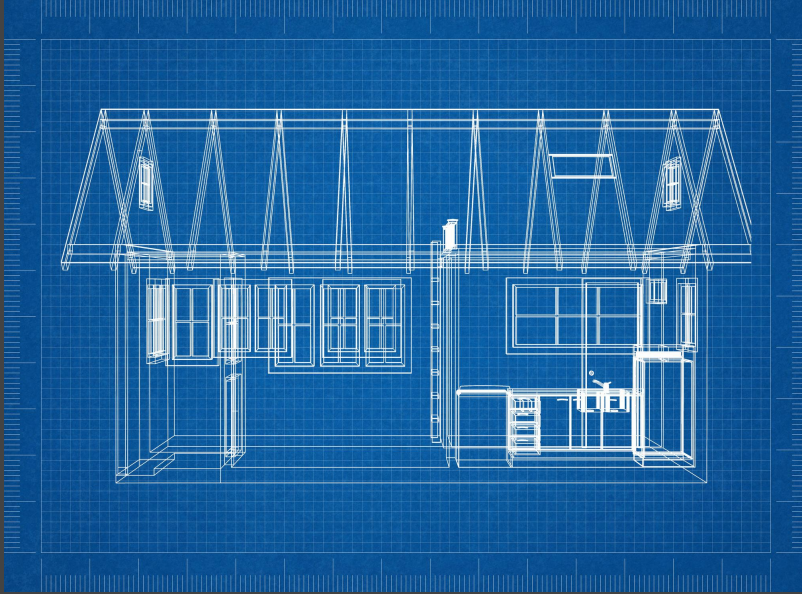
Do you support Agri-Tourism within the County as a Land Use?



TRENDING TOPIC NO. 3: TINY HOMES

Definition: A Tiny Home is less than 37m² (400 ft²) in floor area.

Do you support adding Tiny Homes as a use to the Land Use Bylaw?



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Should Tiny Homes be treated similar to a dwelling unit which is limited to 3 per agricultural parcel?



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Should Tiny Homes be considered within the residential Land Use Districts?
Currently, the Land Use Bylaw requires a minimum dwelling size of 900 sq. ft. within any hamlet/residential Land Use District.

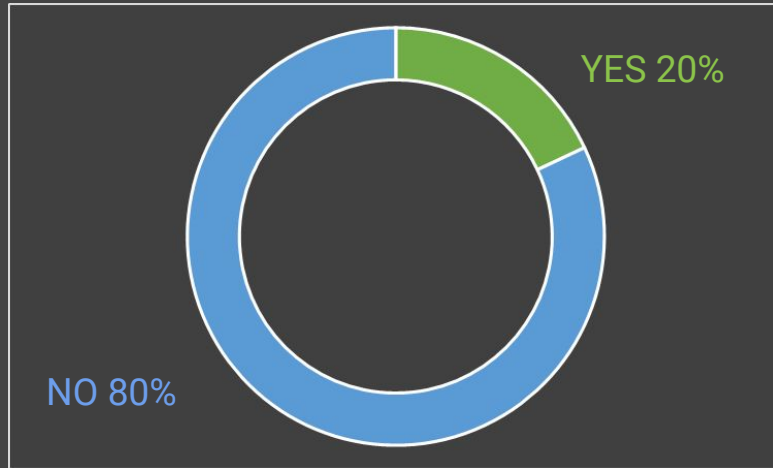
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TRENDING TOPIC NO. 4: CRYPTOCURRENCY PROCESSING

Cryptocurrency is a digital currency, which is an alternative form of payment that can be made on an online platform. Cryptocurrencies function both as a currency and as a virtual accounting system. Cryptocurrency Processing requires four main components:

1. Cool climate to ensure computers do not overheat
2. Access to a steady Internet connection
3. High electrical consumption
4. Housing the computers in a safe and secure environment.

The County is considering adding cryptocurrency processing as a land use as a part of the Land Use Bylaw update. Based on this information would you support this addition?







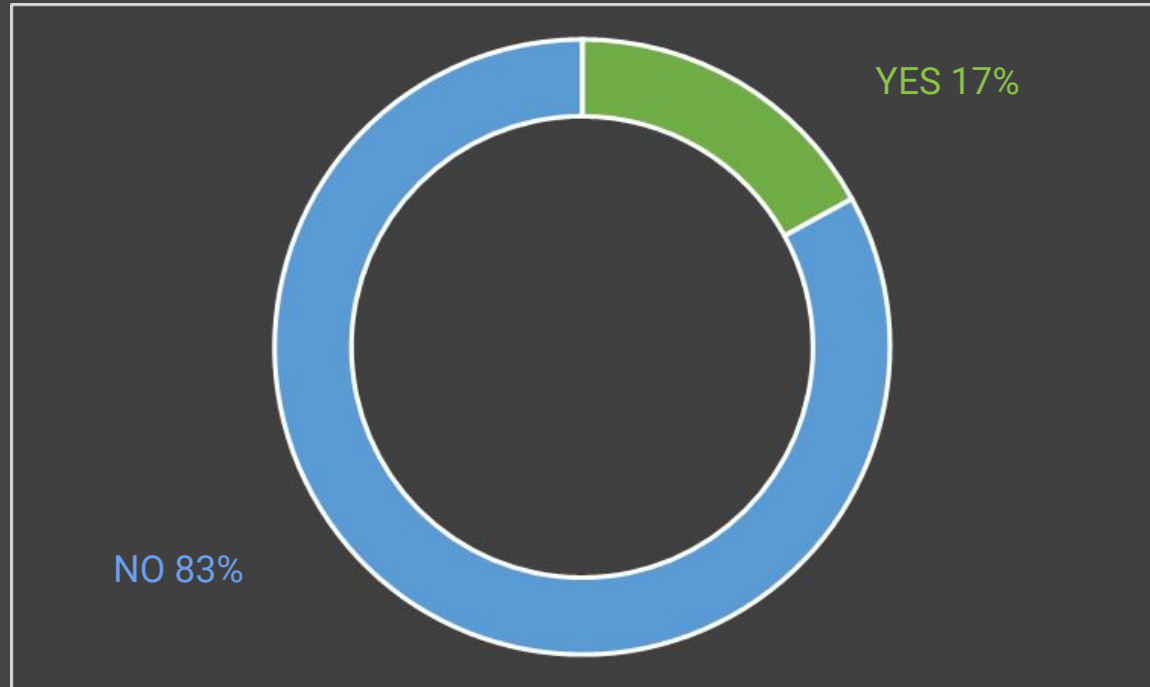
**Based on this information would
County Council support adding
Cryptocurrency as a Land Use?**

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TRENDING TOPIC NO. 5: BEEKEEPING

Should beekeeping, for personal or commercial purposes, require a development permit?



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Should beekeeping, for personal or commercial purposes, require a development permit?

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Are there any Land Use Districts that should require a Development Permit for Beekeeping?

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TRENDING TOPIC NO. 7: FRONT YARD SETBACKS WITHIN THE AG DISTRICT

Within the current Land Use Bylaw, the development of dugouts and buildings within the Agricultural District are required to be setback from road right-of-way without the dedication of road widening 35m and setback from road right-of-way with the dedication road widening 30m.



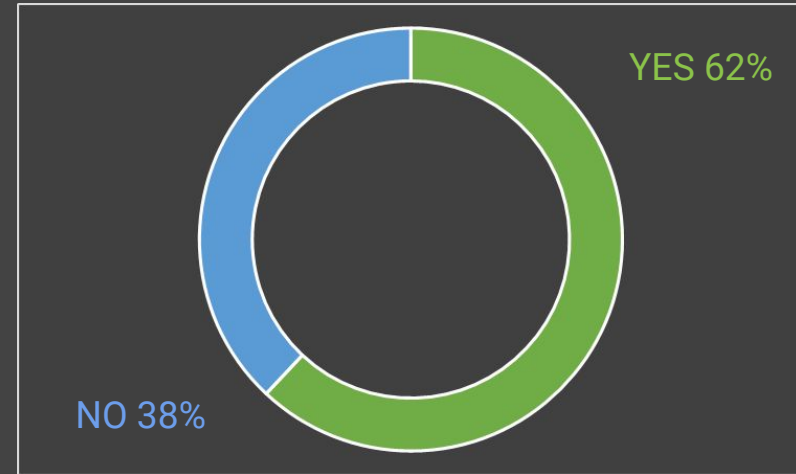


We are proposing to change the front yard setback for development and buildings within the Agricultural District to a 30m setback whether or not road widening has been dedicated. Would council be in support of this change?

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TRENDING TOPIC NO. 8: RENEWABLE ENERGY OPTIONS

Generally, would you welcome the expansion of Renewable Energy Resources (ex. Solar Energy, Geothermal Energy, Bio Energy) within the County?



Reduced and Simplified the Existing Land Uses

EXAMPLE #1

Contractor Services: means development used for the provision of building construction, landscaping, concrete and electrical, excavation, drilling, heating, plumbing, paving, road construction, sewer or similar services of a construction nature which requires on-site storage space for materials, construction equipment or vehicles normally associated with general contracted services. Contractor services may include some light manufacturing activities located within an enclosed building.

Contractor Services, Major: means premises used for the provision of building and road construction services, natural resource servicing and storage, landscaping, water, sewer and other utility servicing, or similar services, which may require warehouse space or either indoor or outdoor on-site storage, but does not include wrecking or salvaging. Any sales, display, office, or technical support service areas shall be accessory to the principal general contractor services use only. Major contractor service may or may not include a surveillance suite, which if present shall be subordinate and secondary to the Principal Use.

Contractor Services, Minor: means premises used for the provision of building, electrical, plumbing, heating, painting, and similar contractor services primarily for individual households, and the accessory sale of goods normally associated with the contractor services where all materials are kept within an enclosed building, but does not include wrecking and salvaging and there are no accessory manufacturing activities. Minor contractor services may or may not include a surveillance suite, which if present shall be subordinate and secondary to the Principal Use.

EXAMPLE #2

Food and Beverage Establishment: means an establishment where food is prepared and served on the premises for sale to the public. Accessory uses may include entertainment and the serving of alcoholic beverages when licensed by the Alberta Gaming and Liquor Commission. Typical uses include restaurants, cafes, pubs, nightclubs, lounges, delicatessens, tea rooms, lunchrooms, refreshment stands, take-out restaurants and catering services.

Food and Beverage Establishment, Major: means development where prepared food and beverages are offered for sale to the public from establishments which are characterized by one or more of the following features: the provision of theatre, dancing, or cabaret entertainment, facilities primarily intended for the on-premise catering of food to large groups; and, facilities primarily intended for the provision and consumption of alcoholic beverages which have seating capacity of 100 or more persons. Typical uses include beverage rooms, cocktail lounges, cabarets, nightclubs, theatre restaurants and banquet facilities.

Food and Beverage Establishment, Minor: means a development where prepared food and beverages are offered for sale to the public, for consumption within the premise or off the lot. This use includes neighbourhood pubs, licensed restaurants, cafes, delicatessens, tea rooms, lunch rooms, refreshment stands, take-out restaurants and catering services.

PREVIOUS LAND USE DISTRICT	UPDATED LAND USE DISTRICT
Recreation and Resort District	Recreational & Institutional District
Wapasu Recreation Conservancy DC District	Wapasu Recreation Conservancy DC District
Vegreville Airport Vicinity Protection Area	Special Provision Policy
Marijuana Production Facility DC District	Changed to a Land Use
Marijuana Production Facility DC District	Changed to a Land Use
Rural MDC District Hamlet MDC District	Home Park District
Rural Commercial District	General Commerical District
Hamlet Urban Reserve District Hamlet DC Transitional District	Urban Reserve District
Hamlet Residential District Hamlet of Lavoy DC Residential District	Hamlet Residential District
Direct Control District	Direct Control District
Acreage Residential District	Acreage Residential District
Agricultural District	Agricultural District
Rural Industrial District Hamlet Business Industrial District	Land Use Bylaw Workshop / Presentation Page - 34

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Is Council in favour of reducing the number of current Land Use Districts as presented?

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Please write your thoughts, questions and/or concerns of reducing the number of Land Use Districts. We will consider these comments during the updates for the first draft of the Land Use Bylaw.

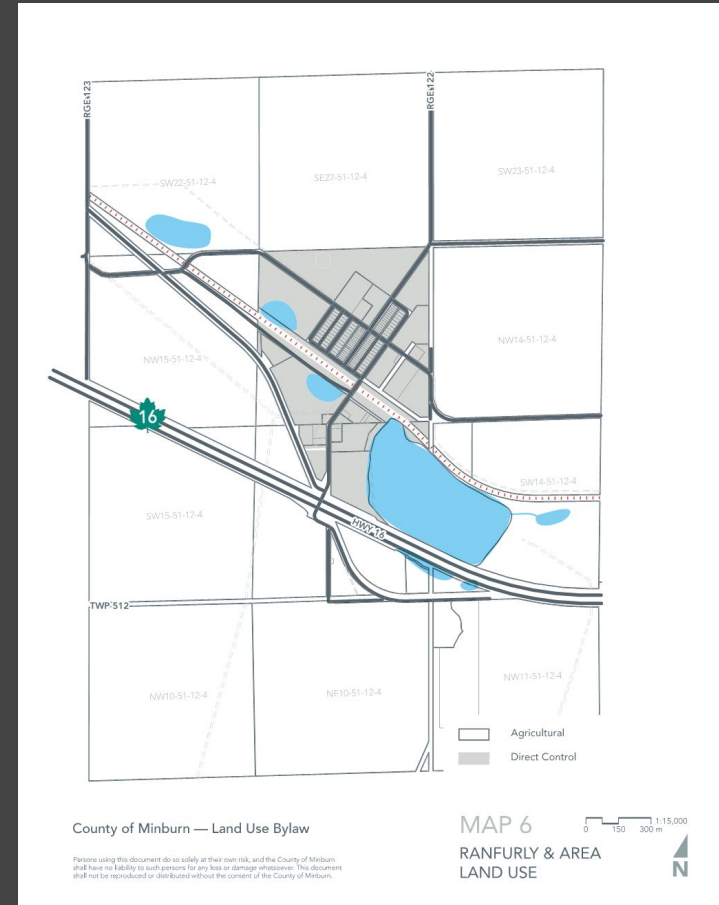
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DIRECT CONTROL IN RANFURLY

As part of the Land Use Bylaw Update, the Land Use District of each property is assessed. In the case of the Hamlet of Ranfurly, all properties are presently zoned Direct Control District.

During the evaluation of each property, it may be determined that larger properties within the Hamlets are better suited for Agricultural District zoning, while smaller properties may be more appropriate for Hamlet Residential District zoning. This approach will ensure that the Direct Control District is reserved for specialized and unique development proposals that may arise in the future.

This consideration was brought up by Ranfurly residents during the public consultation events. They expressed their preference for a review of their specific zoning districts instead of categorizing everyone's district as solely Direct Control District.





Would Council be opposed to the review of Land Use Districts within Hamlets such as Ranfurly?

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Addition of New Trending Land Uses

Agri-Tourism: means a tourist-oriented activity, event, service and/or facility that is part of an agricultural operation that promotes the products grown, raised and/or processed on that agricultural operation.

Backyard Coop: means a fully enclosed weatherproof structure and attached outdoor enclosure used for the keeping of Backyard Hens.

Backyard Hens: means domesticated female chickens that are always confined within a Backyard Coop. For the purposes of this Bylaw, Backyard Hens are not considered Livestock.

Beekeeping: means the activity of housing bees to produce honey and/or pollination of agricultural crops, in accordance with the Bee Act, as amended. For the purposes of this Bylaw, Beekeeping does not mean Intensive Agricultural or Extensive Agricultural.

Cannabis Production Facility: means development used principally for one or more of the following activities as it relates to Cannabis:

- a) The production, cultivation, and growth of Cannabis
- b) The processing of raw materials
- c) The making, testing, manufacturing, assembling or in any way altering the chemical or physical properties of semi-finished or finished goods and products
- d) The storage or trans-shipped of materials, goods, and products, or
- e) The distribution and sale of materials, goods, and products to Cannabis Retail Sales stores.

For the purposes of this Bylaw, this use does not include Cannabis Retail Sales.

Cannabis Retail Sales: means the premises specified with a retail cannabis license where the retail sale of cannabis is authorized. For the purposes of this Bylaw, this does not include Cannabis Production Facility.

Cryptocurrency Processing: means a building or a portion of building used to house computer systems and associated infrastructure and components required for processing cyber currency data. This includes, but not limited to digital currency processing, non-fungible tokens, and blockchain transactions.

Dwelling, Tiny: means a detached dwelling unit less than 37m² (400 ft²) in floor area. For the purposes of this Bylaw, typical uses would be a Cabin or a Bunk House accessory to a Cabin. Multiple Tiny Dwellings may be considered for one lot at the discretion of the Development Authority.

Geothermal Energy Systems: means a system of devices designed to collect, store and distribute thermal energy generated in the earth.

Solar Energy, Commercial Use: means solar energy collection system that is designed exclusively to provide for the commercial distribution of electricity.

Solar Energy, Personal Use: See Section 5.14 for more information.

Wind Energy Facility, Commercial: means a wind energy facility, commonly known as Wind Turbines", that produces and generates electricity that feeds power into the provincial grid.

Wind Energy Facility, Small Scale: means a wind energy facility of one structure that produces and generates electricity for the property owner and may or may not be connected to the local electricity supplier's grid.

Keeping of Animals within the Acreage Residential (AR) District Applicable to Brookwood Estates

In the Acreage Residential District, the number of animals permitted without a development permit shall not exceed one (1) animal unit equivalent per acre. The number of animal units equivalent to one (1) animal unit per acre shall be in accordance with the following table:

Type of Animal		Number of Animal Units per Acre
Cows or Bulls		1.0
Swine		5.0
Poultry	Hens	125
	Turkeys	75
Sheep/Goats		5.0
Horses		1.0
Mink		80.0
Rabbits		40.0
Ostriches		5.0
Llamas		2.0
Elk		1.5
Bison		1.0

Number of Animal Units per Acre equivalency for other species will be calculated on the basis of live weight.

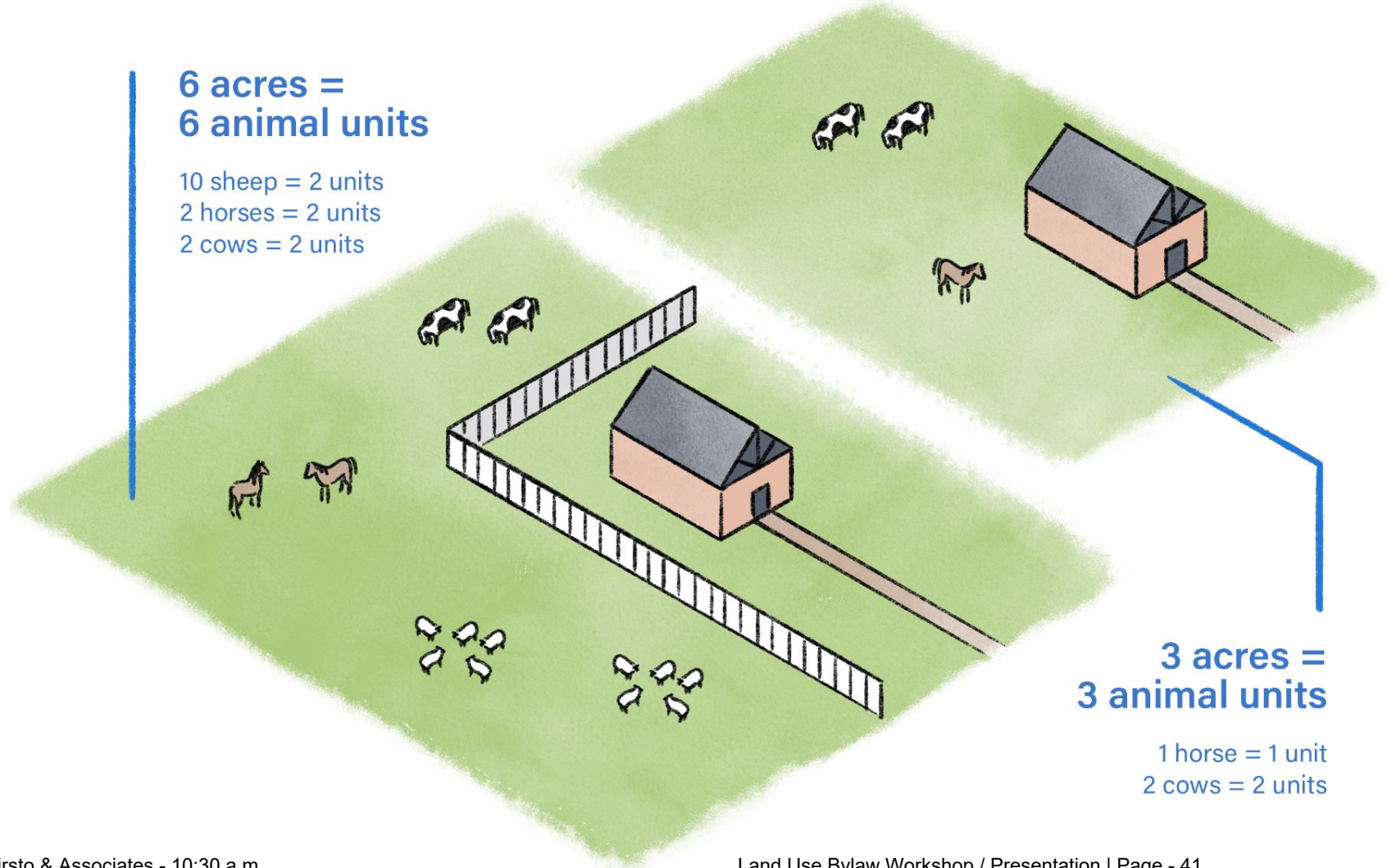
The keeping of livestock not in accordance with the above policy shall be considered a discretionary use and will require an approved development permit application where the applicant demonstrates they have made adequate arrangements for the maintenance of the animals and the disposal of manure in an acceptable manner, and if it is in the opinion of the Development Authority that the additional animals will not unduly affect the surrounding properties.

**6 acres =
6 animal units**

10 sheep = 2 units

2 horses = 2 units

2 cows = 2 units



**3 acres =
3 animal units**

1 horse = 1 unit

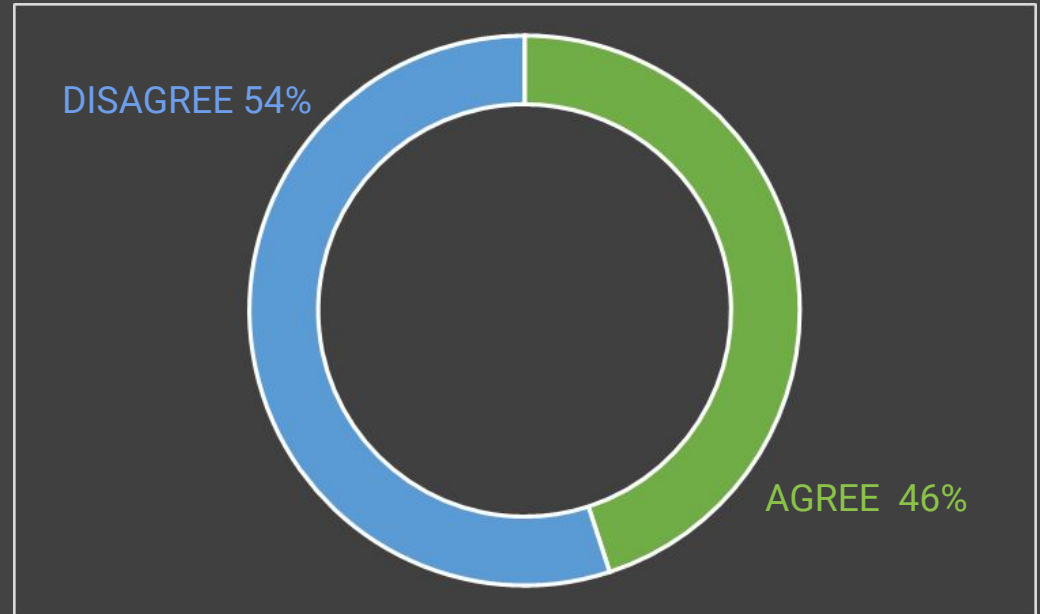
2 cows = 2 units



KEEPING OF ANIMALS WITHIN THE ACREAGE RESIDENTIAL DISTRICT

The County is proposing “Number of Animal Units per Acre” to create flexibility of types of animals available to residents.

We are considering no development permit approval required if the number of animal being considered meets the area of the parcel.

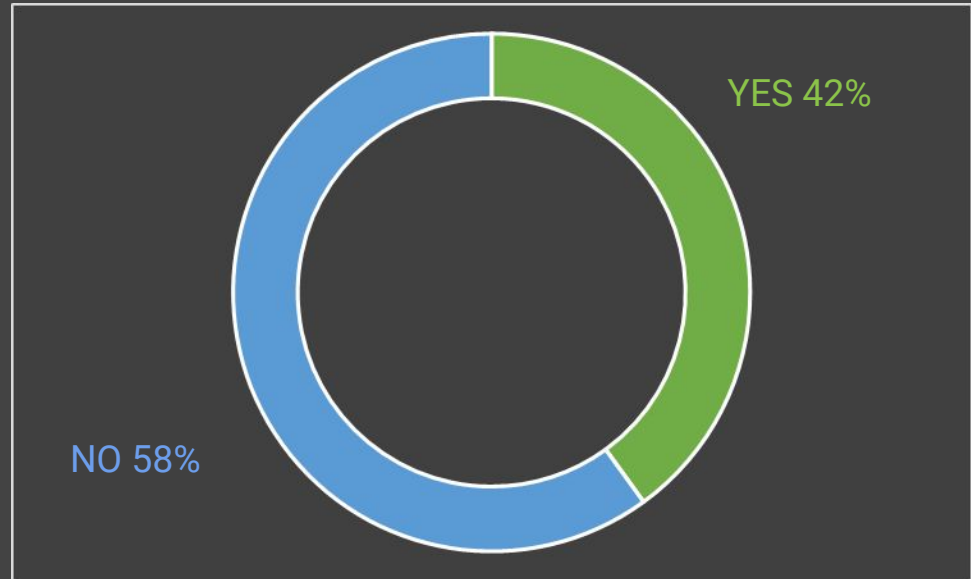




We are proposing to base the value of animal units on the live weight of the animal.

For example: a bison on average is approximately 1,000 lbs and is equivalent to 1.0 animal unit per acre. A horse is comparable in weight to a bison and therefore, a horse is equivalent to 1.0 animal unit per acre. Whereas a sheep is approximately 200 lbs. Therefore, is equivalent to 5.0 animal units per acre.

Do you think this is a fair way to evaluate the number of animals per acre?



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We are proposing "Number of Animal Units per Acre" without the requirement to submit a formal request to Council. Do you generally support this new process for considering animals within the AR District (Brookwood Estates)?

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Please write your thoughts, questions and/or concerns around these new ideas for Acreage Residential and the keeping of animals? We will consider these comments during the updates for the first draft of the Land Use Bylaw.

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Do You Have Any Questions or Comments?

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COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: Policy PS 8001-01-A, PS 8004-01-A

Date: July 12, 2023

Background

Protective Services have several policies that require review. A systematic review of the Protective Services Policies with council to update, accept as is, or rescind policies as required.

Information for the Committee

Policy PS 8001-01-A County Fires /Role and Responsibilities

This policy provides direction upon appointment of County personnel to respond, investigate and report fires within the County of Minburn

PS 8001-01-A policy is covered by the Fire Services Bylaw and reads more as a partial job description.

Policy PS 8004-01-A County Employee Procedures for Emergency Situations:

This policy relates to procedures County Employees to follow to promote safety and addresses common emergencies.

This policy is more of a procedure and should not be a policy.

Recommendation

Administration is recommending the committee move to rescind both policies.



PROTECTIVE SERVICES

Title: County Fires / Roles and Responsibilities

Supersedes Policy Number: PS 1

Policy Number: PS 8001-01-A

Next Review Date: September 2022

Approved by Council: June 21, 2004

Last Review Date: September 17, 2018

Resolution No:


POLICY STATEMENT

This Policy relates to the appointment of County personnel to respond to, investigate and report all fires within the County of Minburn No. 27 boundaries.

GENERAL PRINCIPLES

1. The appointed Fire Chief/Disaster Services Director is responsible for responding to, investigating, and reporting all fires (wildland or structural) within the County. If deemed necessary, and/or responding fire departments need assistance, he has the authority to call in any County personnel and equipment, private contractors or equipment to fight a fire.
2. The appointed Fire Chief/Disaster Services Director may delegate responsibilities to any District Fire Chief.
3. The Director of Operations is to provide assistance to the Fire Chief when requested.
4. The Agriculture and Utilities Foreman, or in his absence, the Assistant Agricultural Fieldman is to supply fire permit information and assist the Fire Chief as required.
5. The Fire Chief reports the fire to the Chief Administrative Officer (CAO), Reeve/Deputy Reeve and Councillor whose area is affected.
6. The Fire Chief submits a report on the results of the fire to County Council.
7. The Fire Chief contacts the Policy Authority regarding the filing of charges for any person or business that contravenes the *Forest & Prairie Protection Act*, the *Safety Codes Act*, or any other legislation, regulation, permit or order.
8. The Director of Protective Services (County Fire Chief) will be a certified Safety Codes Officer-Fire and will be designated by the County of Minburn.

9. The Director of Protective Services (County Fire Chief) is solely responsible for Fire Cause Investigations and completion of the *Alberta Fire Report* for submission to the Fire Commissioner for the Province of Alberta.



Chief Administrative Officer



PROTECTIVE SERVICES

Title: County Employee Procedures for Emergency Situations

Policy Number: PS 8004-01-A

Supersedes Policy Number: PS 5

Approved by Council: April 1, 2014

Next Review Date: September 2022

Resolution No:

Last Review Date: September 17, 2018

POLICY STATEMENT

The purpose of this policy is to provide an understandable reference for use in emergency situations in order to promote the safety of County employees. This policy addresses the most common and most likely emergencies that employees may face on any given day. This policy relies on employees using **their best judgment** when responding to an emergency situation.

GENERAL PRINCIPLES

1. For the following emergencies employees shall immediately contact **911**:
 - a. Any situation where there is a serious injury/sickness to a person which requires immediate assistance from emergency services. Request **911** to dispatch ambulance to your location.
 - b. Any situation where the employee feels threatened by a physical attack from a person (Workplace Violence). Refer to County Policy PW 42 Workplace Violence. Request **911** to dispatch police to your location.
 - c. Any uncontrolled fire including structure fire or grass/bush fires. Request **911** to dispatch fire department to your location. If unsure if the fire is a controlled fire (old buildings, wood debris or stubble fire) contact County Fire Chief via cell phone or two-way radio to obtain more information.
 - d. Any motor vehicle collision where there exists a possibility of injury to the occupants of the vehicle. This includes collision with other vehicles, roll-over into ditch or median or entering ditch wheels up at high rate of speed. Request **911** to dispatch ambulance **AND** fire department to your location.
 - e. Any hazardous chemical spill on highways, county roads or CNR Railway right-of-way. Look for TDG placards on vehicle, rail cars or tanks. Move upwind of the spill and request **911** to dispatch fire department to your location. If available, provide TDG information to **911**.

2. For the following possible emergencies employees shall immediately contact in the order listed below:

Director of Protective Services/Fire Chief Mike Fundytus at 780.208.6434

Director of Operations Norm De Wet at 780.357.6897

Chief Administrative Officer (CAO) Jason Warawa 780.843.9617



Chief Administrative Officer



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: DRAFT Reserve Policy

Date: July 12, 2023

Background

The County of Minburn currently does not have a policy regarding reserves. The allocation to and from reserves has largely been administratively driven and ratified through Council motions. Historically, this has largely limited to budgeted transfers to reserve and allocations of year end-surpluses. Given the shift to best practices where reserve funds are specifically earmarked, having a sound policy that supports the need for these reserves lend credibility to the balances and mitigates any concerns from rate payers about over taxation.

Information for the Committee

The draft policy outlines the roles and responsibilities of both Council and Administration and proposes a number of changes to not only the number and type of reserves (Schedule A). The schedule incorporates the use of subcategories for enhanced reporting, but also speaks to recommended balances, how the reserve funds grow and are used as well as how they should be prioritized when there is limited availability of surplus funds.

In addition to the draft policy the supplementary document also proposes a reallocation of reserves based on current reserve levels and the successful passing of the Financial Reserve Policy. Together this policy and reallocation document, when approved by Council, will provide Administration with a comprehensive roadmap to help guide strategic decision making by Council which should enhance financial sustainability as well as public transparency and accountability.

Recommendation

THAT Council endorse the draft Financial Reserve Policy AD 1020-01 as well as Administration's proposed reserve reallocations and direct Administration to bring a final draft policy and reallocations for discussion and approval at July's Council meeting.

***Attachment: DRAFT FINANCIAL RESERVE POLICY AD 1020-01
Schedule A – Reserve Description
Proposed Reserve Re-Allocation***



Policy AD1020-01 Financial Reserves Policy - Proposed Reserve Reallocation

Reserve	Current Annual Allocation	Current Reserve Balances as at June 30, 2023	Proposed Re-Allocation	2023 Budgeted Transfers to Reserve	2023 Budgeted Transfers from Reserve	2023 Approved Decision Papers	2023 Final Budget Changes	Budgeted Reserve Balances as at December 31, 2023
Surfaced Roads Infrastructure	\$0	\$0	\$1,000,000					\$1,000,000
Facility Reserve	\$0	\$0	\$1,597,278					\$1,597,278
Hamlet Reserve	\$0	\$0	\$959,511	\$16,695				\$976,206
Bridges Reserve	\$225,000	\$2,656,729	\$2,656,729	\$225,000	\$0	-\$132,000	\$0	\$2,749,729
Equipment	\$950,000	\$2,349,630	\$3,344,736	\$970,000	\$0	-\$1,504,650	\$0	\$2,810,086
Fire - Consolidated	\$190,000	\$1,037,875	\$1,037,875	\$190,000	\$0	-\$218,671	\$0	\$1,009,204
Future Expenditures	\$0	\$11,976,778	\$7,822,745	\$0	\$0	-\$1,474,995	-\$6,347,750	\$0
General Capital	\$0	\$2,597,278						
Lavoy Water	\$15,045	\$125,077						
Hamlet of Lavoy - Sewer Res	\$1,650	\$8,215						
ASB	\$5,000	\$26,074						
Vehicle - Planning & Develop	\$15,000	\$15,000						
Hamlet Reserve (Lavoy)	\$0	\$771,702						
Hamlet of Minburn	\$0	\$43,082						
Hamlet of Minburn - Sewer R	\$0	\$11,435						
Rate Stabilization Reserve	\$0	\$0	\$3,000,000					\$3,000,000
Gravel Reclamation	\$0	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$300,000
Utility Contingency	\$0	\$0	\$100,000					\$100,000
Inclement Weather Continge	\$0	\$0	\$100,000					\$100,000
Aerial Imagery	\$40,000	\$50,000	\$50,000	\$40,000	\$0	-\$75,000	\$0	\$15,000
Subdivision Development	\$0	\$13,285	\$13,285	\$0	\$0	\$0	\$0	\$13,285
ACE Water Corporation	\$0	\$21,931	\$21,931	\$0	-\$21,900	\$0	\$0	\$31
County - Industry Partnershi	\$0	\$74,412	\$74,412	\$0	\$0	\$0	\$0	\$74,412
Peace Park Reserve	\$0	\$55,749	\$55,749	\$0	\$0	-\$4,825	\$0	\$50,924
Landfill Liability	\$0	\$1,000,062	\$1,000,062	\$0	\$0	-\$444,800	\$94,800	\$650,062
	\$1,441,695	\$23,134,313	\$23,134,313	\$1,441,695	-\$21,900	-\$3,722,941	-\$6,252,950	\$14,446,217



ADMINISTRATION

Title: Financial Reserves Policy

Policy Number: AD 1020-01

Date of Approval by Council: July 17, 2023

Supersedes Policy No.: New

Next Review Date: July 17, 2026

Last Review Date: N/A

POLICY STATEMENT

A Reserve Policy is a prudent business practice that will strengthen the County of Minburn's financial position, ensure operational flexibility, and enhance cash flow management all of which will facilitate the achievement of the Council's Vision and Strategic Plan priorities.

PURPOSE

The purpose of this policy is to maintain consistent standards and guidelines for the establishment and ongoing management of Reserves including but not limited to the contributions, re-allocations and withdrawal from these Reserves.

DEFINITIONS

1. **"Capital Reserves"** – A Reserve sub-category for reporting which captures all Reserves that support the rehabilitation and/or replacement of tangible capital assets as defined in Policy AD 1011-01.
2. **"Commitments"** – Reserve funding that has been earmarked through the budget process to be applied towards specific expenditures.
3. **"Contingency Reserves"** – A Reserve sub-category for reporting which captures all Reserves that maintain funds to aid in stabilizing and

smoothing the temporary impact of unforeseen events, or unplanned fluctuations in activity.

4. **"Infrastructure Lifecycle, Maintenance and Replacement Reserves"** – A Reserve sub-category for reporting which captures all Reserves that tie to infrastructure lifecycle, maintenance and replacement of the County of Minburn's tangible capital assets.
5. **"Operating Reserves"** – A Reserve sub-category for reporting which captures all Reserves that are primarily tied to the provision of municipal services.
6. **"Recommended Balances"** – Where applicable, Reserves will require a minimum and/or maximum recommended balance for the Reserve. These recommendations will be a formula based on ensuring sufficient funding levels to maintain infrastructure, capital and municipal services as determined by departments, endorsed by the Chief Administrative Officer, and approved by Council. Schedule "A" of the policy will provide a listing of the Reserve Descriptions and their recommended balances, if applicable. Falling below the recommended balance will trigger an increase in the priority in which funds are redesignated or allocated at the end of the fiscal year so as to increase the balance of the reserve.
7. **"Projects Reserves"** – A Reserve sub-category for reporting which captures all Reserves that tie to the non-cyclical Reserve needs of departments including operating and capital projects.
8. **"Redesignation of Reserve Funds"** – The process to change the purpose of Reserved funds from one Reserve to another.
9. **"Release of Reserve Funds"** – Reserve funds for which the purpose has been fulfilled or changed and is consequently closed. Any funding resulting from the release of a Reserve will be identified for redesignation to another Reserve or general surplus.
10. **"Reserve"** – Reserves are created when funds are set aside (designated) for a future purpose. Funds within a Reserve are restricted and will be applied as outlined in Schedule "A"
11. **"Reserve Description"** – A listing of Reserve Descriptions is found in Schedule "A" of this policy. Each Reserve Description contains the following:
 - the overall purpose, priority and use of the Reserve;
 - the internal or external source(s) of the Reserve funds;

- financial benchmarks regarding recommended balances and allocation;
- Reserve sufficiency and relevancy review requirements;
- interest entitlement.

12. **“Reserve Transaction”** – The following activity is considered a Reserve Transaction:

- contributions to the Reserve from internal or external sources;
- withdrawals from the Reserve to fund expenditures;
- Redesignation of the Reserve Funds;
- Release of the Reserve Funds.

13. **“Rural Reserves”** – A Reserve sub-category for reporting which captures all Reserves that relate to services and infrastructure that falls outside of hamlets and established subdivisions.

14. **“Urban Reserves”** – A Reserve sub-category for reporting which captures all Reserves that relate to services and infrastructure specially intended for County hamlets and the following subdivisions: Brookwood Estates, Wapasu.

GENERAL PRINCIPLES AND GUIDELINES

1. All Reserve transactions will be ratified by Council.
2. All Reserves will be administered in accordance with current municipal policies and the Public Sector Accounting Standards.
3. All Reserves must fall under or be established with an approved Reserve Description that is approved by Council.
4. Reserves will be funded from internal or external sources as defined in the Reserve Descriptions.
5. Transfers between as well as to and from the Reserve must be approved through Council via:
 - existing municipal policies including the Reserve parameters outlined in Schedule “A” of this policy;
 - the annual budget process;
 - the year end allocation process; and
 - Council resolution.

6. If Reserve transactions have not been approved through any of the above means, approval must be obtained prior to a transaction occurring from:
 - The Chief Administrative Officer for projects totaling \$5,000 or less;
 - Council for projects greater than \$5,000.
7. As part of the year end Reserve allocation process, any potential use, redesignation or release of Reserve funds will be identified.
8. Interest earnings will be applied to the Reserves which have been deemed interest bearing as indicated in the Schedule "A".
9. The process for completing reserve transactions, allocating interest, identifying underutilized commitments for projects that are funded in whole or in part by reserves and the composition of the reports to Council will be specifically addressed in written administrative procedures.
10. Reporting
 - Regular reporting on the Reserves will occur through the quarterly management report. The quarterly reporting will indicate the total of Reserves as grouped in the three Reserve sub-categories, and will include the opening and closing balances, annual allocations, existing commitments and completed reserve transactions.
 - The annual audited Financial Statements of the County will report Reserves as being restricted reserves within accumulated surplus, along with equity in tangible capital assets and unrestricted surplus.
11. Roles and Responsibilities
 - Departments

It is the responsibility of departments to be in compliance with the Reserves Policy and any related Administrative procedures related to reserves.

Departments are also expected to work with Finance to periodically review reserves for balance sufficiency with respect to future capital or replacement costs and relevancy so that the reserves remain aligned with Council's Vision and Strategic Plan priorities.
 - Finance

Finance will provide guidance to departments in complying with the intent of the policy by developing administrative procedure guidelines to support the Municipal Reserves Policy.

It is also the responsibility of Finance to monitor, record and report on reserve transactions so that they are completed in accordance the Financial Reserves Policy.

Attachments:

Schedule "A" Reserve Descriptions

DRAFT



Policy AD1020-01 Financial Reserves Policy - Schedule A - Reserve Description

Reserve	New or Existing	Type	Sub Type I	Sub Type II	Interest Bearing	Purpose	Source of Funding	Minimum Recommended Balance	Target and/or Maximum Recommended Balance	Allocation Priority
Surfaced Roads Infrastructure	New	Capital	Hybrid	Lifecycle	Yes	Fund the future overlays and rehabilitation of old Provincial Highways under County ownership and control	* Re-allocation of reserves * Budgeted Allocation * Interest	\$250,000	100% of costs identified in rolling 5 year capital plan	Medium
Facility Reserve	New	Capital	Urban	Lifecycle	Yes	Fund the future replacement and rehabilitation of existing County vertical infrastructure including shops, fire halls and administration buildings	* Re-allocation of reserves * Budgeted Allocation * Interest	\$100,000	50% of insured replacement value of included buildings	Medium
Hamlet Reserve	New	Capital	Urban	Lifecycle	Yes	Established to fund the future replacement and rehabilitation of existing infrastructure including road, sidewalks, utilities, drainage and signage in Hamlets and designated subdivisions	* Re-allocation of reserves * Budgeted Allocation * Interest	\$250,000	75% of costs identified in rolling 5 year capital plan	High
Bridges Reserve	Existing	Capital	Rural	Lifecycle	Yes	Used in conjunction with Provincial Grant funding to fund the capital replacement and rehabilitation of existing bridge infrastructure. Can also be used to fund periodic shortfalls in bridge maintenance tenders/contracts	* Re-allocation of reserves * Budgeted Allocation * Interest	\$500,000	75% of costs identified in rolling 5 year capital plan	High
Equipment	Existing	Capital	Hybrid	Lifecycle	Yes	Used in conjunction with Provincial Grant funding to fund the capital replacement and rehabilitation of existing heavy equipment and vehicles. Not intended to fund new acquisitions that expand the size of the existing fleet.	* Re-allocation of reserves * Budgeted Allocation * Interest	\$1,000,000	100% of costs identified in rolling 5 year capital plan	High
Fire - Consolidated	Existing	Capital	Hybrid	Lifecycle	Yes	Used to replace or rehabilitate fire vehicles and existing equipment. Could include new fleet additions if a cross over purpose is served	* Re-allocation of reserves * Budgeted Allocation * Interest * Donations	\$250,000	100% of costs identified in rolling 5 year capital plan	Medium
Rate Stabilization Reserve	New	Operating	Hybrid	Contingency	No	Used as a potential source of funds to stabilize tax rates in when unbudgeted events like a significant (>5%) loss of assessment or rampant inflation (>10%) negatively impact the municipal budget.	* Annual Surplus	\$2,000,000	20% of municipal tax levy	Medium
Gravel Reclamation	Existing	Operating	Rural	Project	No	Used as a source of funds to address future reclamation costs. Funding based on periodic third party cost estimates and reclamation timeframes	* Re-allocation of Reserves * Annual Surplus	greater of 25% of future reclamation costs or \$300,000	100% of estimated cost	Low/Medium
Utility Contingency	New	Operating	Urban	Contingency	No	Offset budget overruns in Utilities caused by unexpected line breaks, system failures	* Annual Surplus	\$50,000	\$50,000.00	High
Inclement Weather Contingency	New	Operating	Hybrid	Contingency	No	Offset cost overruns in the Operation Department in wages, fuel caused by inclement weather	* Annual Surplus	\$50,000	\$50,000.00	High
Aerial Imagery	Existing	Operating	Hybrid	Lifecycle	No	Used to offset the periodic updating of the aerial imagery	* Annual Surplus	\$0	\$50,000.00	Low
Subdivision Development	Existing	Operating	Urban	Project	No	Rec'd funding from subdivision owners used to enhance recreational infrastructure and green spaces in the County	*Received Cash in Lieu of Reserve Funds	\$0	\$100,000.00	Low
ACE Water Corporation	Existing	Operating	Hybrid	Contingency	No	Established as a source of funds to offset any future capital funding requests made by the ACE Board of Directors for expansion/improvements	* Annual Surplus * Budgeted Allocation	\$0	As required	Low
County - Industry Partnership	Existing	Operating	Hybrid	Project	No	Funds used to take advantage of strategic opportunities to boost economic development and the assessment base in the County	* Annual Surplus	\$0	\$250,000.00	Medium
Peace Park Reserve	Existing	Operating	Urban	Project/Contingency	No	Established to fund the future replacement and rehabilitation of existing infrastructure in the Park as well as periodic operational cost overruns	* Allocation of Unspent Peace Park Budget	\$0	\$100,000.00	Low
Landfill Liability	Existing	Operating	Hybrid	Project	No	Used to fund the cost of reclaiming landfills and transfer sites where a liability exists. Funding will be based on periodic third party cost estimates and closure time frames	* Annual Surplus	\$0	100% of estimated cost	Low/medium



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: Provision of Road Maintenance Services to Industry

Date: July 12, 2023

Background

Councillor Bentley requested that maintenance on Viterra's private access road be brought to Council for discussion and consideration.

Information for the Committee

In January 2020, Council directed Administration to decline Viterra's request for the provision of road maintenance services related to their private driveway/access road off of Secondary Highway 631. Viterra cited difficulty in securing a contractor as one of the primary reasons for approaching the County. The attached letter was issued on January 21, 2020.

Operations has indicated that the recurring road maintenance discussion may also partially originate from Lamont County practices where this service is said to be provided on an intermittent basis.

The County of Minburn does not currently provide any road maintenance services on private roads outside of snow clearing driveways for County residents. It has on occasion charged industry for road work related to damage on County road infrastructure.

There are concerns about assuming additional liability and further use of limited resources if road maintenance services would be extended beyond what is already provided. Providing this enhanced level of service could also have unintended consequences whereby other businesses/sectors could request a similar level of service.

The County has maintained that the private sector should be able to provide this service.

Recommendation

THAT Council continue to support the position that the County will not provide road maintenance services on industry's private road infrastructure.

Attachment:

Letter – Viterro Access Road Maintenance January 21, 2020



COUNTY OF MINBURN NO. 27

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

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

Phone: (780) 632-2082
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www.MinburnCounty.ab.ca
E-Mail: info@minburncounty.ab.ca

21 January 2020

Myron Kruk
Viterra Market Centre Manager
Box 218
Vegreville, AB T9C 1R2

Dear Myron,

Re: Access Road Maintenance

At its January meeting, Council discussed Viterra's request for snowplowing and road maintenance on the private access road leading to its grain terminal. While the County understands the difficulty in obtaining a contractor to provide timely and cost-effective service, Council believes it best that we do not become involved with hiring-out municipal graders or compete with private business.

We are sorry we cannot be of assistance in this matter and wish you luck in finding a suitable contractor.

Regards,

Brent Williams
Chief Administrative Officer



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____

Division: _____

For Presentation at _____ **Committee of the Whole Meeting**

From Date: _____

To Date: _____

Resident Concerns:



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____

Division: _____

For Presentation at _____ **Committee of the Whole Meeting**

From Date: _____

To Date: _____

Resident Concerns:



**COMMITTEE OF THE WHOLE
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Name: _____

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From Date: _____

To Date: _____

Resident Concerns:



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____

Division: _____

For Presentation at _____ **Committee of the Whole Meeting**

From Date: _____

To Date: _____

Resident Concerns: