



AGENDA

June 19, 2023 – County Council Meeting – 10:00 AM

- 1. Call to Order**
- 2. Changes to Agenda and Adoption of Agenda**
- 3. Confirmation of Minutes**
 - 3.1 May 15, 2023 Council Meeting
 - 3.2 May 15, 2023 Special Council Meeting
 - 3.3 May 24, 2023 Special Council Meeting
 - 3.4 June 5, 2023 Special Council Meeting
- 4. Delegations**
 - 4.1 Bonnie Joynt – **10:15 a.m.**
 - 4.2 Vermilion RCMP, Sgt Corey Buckingham– **10:30 a.m.**
- 5. Municipal Development Plan (MDP) Public Hearing – 11:00 a.m.**
- 6. Council Priorities**
- 7. Requests for Decision**
 - 7.1 Municipal Development Plan Bylaw 1339-23 - 2nd and 3rd (Final) Readings
 - 7.2 Closure of Undeveloped Road Allowance – Policy PDS 7005-01
 - 7.3 Subdivision File 03-2023
 - 7.4 East Industrial Park Area Structure Plan 1st Reading
 - 7.5 Regional Economic Development Framework Tender Procurement
 - 7.6 Yield Signs Intersection of RR 93 and Twp Rd 514 in Division 3
 - 7.7 County Owned Cemeteries - Increased Funding
 - 7.8 2023 Non-Profit Organizations – Community Centre Grant Funding Program
 - 7.9 Lease of County Owned Land – Vegreville Hay Land
- 8. Reports**
 - 8.1 Reeve
 - 8.2 Council
 - 8.3 Office of the CAO
 - 8.4 Operations
 - 8.5 Agriculture and Utilities
 - 8.6 Planning and Development
 - 8.7 Protective Services
 - 8.8 Corporate Services
- 9. Correspondence and Information Items**
 - 9.1 Vermilion RCMP Quarterly Report
- 10. Closed Session**
- 11. Motions arising out of the Closed Session**
- 12. Councillor Requests (Information Requests and Notices of Motion)**
 - 12.1 Action Item List
- 13. Adjournment**



Council Meeting Minutes

May 15, 2023

- Council Members Present:

Reeve Roger Konieczny, Division 3
Deputy Reeve Tara Kuzio, Division 5
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 Podoborozny, Chief Administrative Officer
Norm De Wet, Director of Operations
Trudy Shukalak, Legislative Services Coordinator
- 1

CALL TO ORDER
Reeve Konieczny called the meeting to order at 9:42 a.m.
- 2

ADOPTION OF AGENDA

2023-101
Moved by: Deputy Reeve Kuzio
THAT the May 15, 2023, regular Council meeting Agenda be adopted as presented.

Carried
- 3

CONFIRMATION OF MINUTES

2023-102
Moved by: Councillor Nafziger
THAT the April 17, 2023, regular Council minutes be adopted as presented.

Carried
- 4

DELEGATIONS
- 5

COUNCIL PRIORITIES

2023-103
Moved by: Councillor Ogrodnick
THAT the Council Priorities be accepted as presented.

Carried
- 6

REQUESTS FOR DECISIONS

6.1

Cancellation of 2023 General Municipal Portion of Property Tax

2023-104
Moved by: Councillor Wowdzia
THAT Council approve the cancellation of the 2023 general municipal portion of the property tax levy for the Vegreville Municipal Seed Cleaning Association Ltd., Innisfree Seed Cleaning Association Ltd., Mannville Riverview Golf Course and Vegreville Golf Association.

Carried

6.2

Personnel Policy – Change to Payroll Advance Eligibility

2023-105
Moved by: Councillor Anderson
THAT Council give the Chief Administrative Officer (CAO) the discretion to make seasonal staff eligible for mid-month payroll advances up to a maximum of \$1,000 per month for the remainder of 2023.

Carried

6.3 New Corporate Credit Card Policy AD 1022-01

2023-106

Moved by: Councillor Bentley

THAT Council approve Corporate Credit Card Policy AD 1022-01 establishing credit card authorization procedures, cardholder responsibilities, and guidelines.

Carried

6.4 Rescind Credit Card Authorizations Policy AD 1007-01

2023-107

Moved by: Councillor Nafziger

THAT Council rescind Credit Card Authorizations Policy AD 1007-01.

Carried

6.5 Flag Protocol Policy AD 1021-01

2023-108

Moved by: Councillor Ogrodnick

THAT Council approve Flag Protocol Policy AD 1021-01 which establishes the protocols for flying flags at the County of Minburn Administration building, and to ensure appropriate procedures are exercised in a consistent manner.

Carried

6.6 Subdivision File No. 04-2023

2023-109

Moved by: Member Ogrodnick

THAT the Subdivision Authority approve Subdivision File No. 04-2023 regarding NW 24-52-16-W4M subject to the recommendations of the report presented.

Carried

6.7 Farm Credit Canada (FCC) AgriSpirit Fund

2023-110

Moved by: Councillor Bentley

THAT Council partner with Warwick Hall to apply for the Farm Credit (FCC) AgriSpirit Fund to upgrade the exterior of Warwick Hall.

Carried

Innisfree Agricultural Society – Farmers’ Day Contribution

2023-111

Moved by: Councillor Anderson

THAT Council contribute \$500 to the Innisfree Agricultural Society to assist them in their 2023 Farmers’ Day celebration event.

Carried

7 REPORTS

7.1 Reeve

7.2 Council

7.3 Office of the CAO

7.4 Operations Report

7.5 Agriculture and Utilities Report

Deputy Reeve Kuzio left the meeting at 10:34 a.m.

Deputy Reeve Kuzio returned to the meeting at 10:36 a.m.

7.6 Planning and Development Report

Reeve Konieczny recessed the meeting at 10:47 a.m.

Reeve Konieczny reconvened the meeting at 10:58 a.m.

7.7 Protective Services Report

7.8 Financial Report

2023-112

Moved by: Deputy Reeve Kuzio

THAT Council receive the reports as information.

Carried

8 CORRESPONDENCE AND INFORMATION ITEMS

8.1 Alberta Municipal Affairs – Intermunicipal Collaboration Framework (ICF) Timeline Extension

Letter received from Alberta Municipal Affairs containing a signed Ministerial Order extending the review period of the ICFs from five to seven years.

8.2 Alberta Municipal Affairs – Provincial Education Requisition Credit (PERC) Program

Letter received from Alberta Municipal Affairs advising the County’s PERC application has been approved, and that a credit adjustment of \$38,728 will be applied to the June 2023 Alberta School Foundation Fund requisition invoice.

8.3 Town of Vegreville – Establish Meeting Date

E-mail received from the Town of Vegreville advising they have agreed to scheduling a joint supper meeting between their Council and the County of Minburn’s Council in mid-June.

8.4 Northern Lights Library System – 2024 Levy

Letter received from Northern Lights Library System (NLLS) advising the County of Minburn’s anticipated 2024 library system municipal levy will be \$34,366.64 based on the provincial government’s 2019 population numbers for the County which is 3,188.

8.5 Vegreville RCMP Quarterly Report

Quarterly Community Policing Report covering the January 1 to March 31, 2023, reporting period which covers a summary of the human resources, financial data and crime statistics for the Vegreville detachment.

2023-113

Moved by: Councillor Wowdzia

THAT Council receive the Correspondence and Information Items as information.

Carried

9 CLOSED SESSION

10 OPEN SESSION

11 MOTIONS ARISING OUT OF THE CLOSED SESSION

12 COUNCILLOR REQUEST (Information Request and Notices of Motion)

2023-114

Moved by: Councillor Wowdzia

THAT Council receive the Councillor request reports as information.

Carried

13 ADJOURNMENT

Reeve Konieczny declared the meeting adjourned at 11:22 a.m.

Reeve

Chief Administrative Officer



Special Council Meeting Minutes

May 15, 2023

Council Members Present: Reeve Roger Konieczny, Division 3
Deputy Reeve Tara Kuzio, Division 5
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 Podoborozny, Chief Administrative Officer

- 1

CALL TO ORDER

Reeve Konieczny called the meeting to order at 11:29 a.m.
- 2

ADOPTION OF AGENDA

2023-115
Moved by: Councillor Anderson
THAT the May 15, 2023, Special Council meeting Agenda be adopted as presented.

Carried
- 3

CLOSED SESSION

3.1

Code of Conduct Complaint Hearing

2023-116
Moved by: Councillor Nafziger
THAT Council meet in private to discuss matters protected from disclosure under the *Freedom of Information and Protection of Privacy (FOIP) Act*, Section 17 "Disclosure harmful to personal privacy". Time 11:30 a.m.

Carried

CAO Pat Podoborozny left the meeting at 11:30 a.m.

CAO Pat Podoborozny rejoined the meeting to provide administrative guidance at 12:15 p.m.

Name	Reason/Purpose
Pat Podoborozny	Strategic Leader of the Organization
- 4

OPEN SESSION

2023-117
Moved by: Deputy Reeve Kuzio
THAT Council revert to open session at 12:17 p.m.

Carried

5 MOTIONS ARISING OUT OF THE CLOSED SESSION

2023-118

Moved by: Councillor Anderson
THAT Council finds Councillor Ogrodnick has breached Councillor Code of Conduct Bylaw No. 1280-19.

Carried

Councillor Ogrodnick requested that votes be recorded before votes are taken by Council in accordance with Section 185 of the *Municipal Government Act (MGA)*.

2023-119

Moved by: Councillor Nafziger
THAT the Reeve on behalf of the Council, send a letter of reprimand to Councillor Ogrodnick confirming he is not permitted to speak to County staff other than the Chief Administrative Officer (CAO).

For: Reeve Konieczny, Deputy Reeve Kuzio, Councillor Nafziger, Councillor Anderson, Councillor Wowdzia, Councillor Bentley

Against: Councillor Ogrodnick

Carried

6 ADJOURNMENT

Reeve Konieczny declared the meeting adjourned at 12:21 p.m.

Reeve

Chief Administrative Officer



Special Council Meeting Minutes

May 24, 2023

- Council Members Present:
- Reeve Roger Konieczny, Division 3
Deputy Reeve Tara Kuzio, Division 5
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 Podoborozny, Chief Administrative Officer

- 1

CALL TO ORDER
Reeve Konieczny called the meeting to order at 9:02 a.m.
- 2

ADOPTION OF AGENDA

2023-120
Moved by: Deputy Reeve Kuzio
THAT the May 24, 2023, Special Council meeting Agenda be adopted as presented.

Carried
- 3

CLOSED SESSION

3.1 Breach of Council Code of Conduct Bylaw No. 1280-19

2023-121
Moved by: Councillor Nafziger
THAT Council meet in private to discuss matters protected from disclosure under the *Freedom of Information and Protection of Privacy (FOIP) Act*, Section 17 "Disclosure harmful to personal privacy" at 9:04 a.m.

Carried

CAO Pat Podoborozny left the meeting at 9:04 a.m.

CAO Pat Podoborozny rejoined the meeting at 9:48 a.m.

Name	Reason/Purpose
Pat Podoborozny	Strategic Leader of the Organization
- 4

OPEN SESSION

2023-122
Moved by: Councillor Anderson
THAT Council revert to open session at 10:10 a.m.

Carried

5 MOTIONS ARISING OUT OF THE CLOSED SESSION

2023-123

Moved by: Councillor Nafziger
THAT the Chief Administrative Officer (CAO) connect the Reeve with the County’s legal service provider to gain a legal opinion on matters discussed in closed session.

Carried

6 ADJOURNMENT

Reeve Konieczny declared the meeting adjourned at 10:11 a.m.

Reeve

Chief Administrative Officer



Special Council Meeting Minutes

June 5, 2023

Council Members Present: Reeve Roger Konieczny, Division 3
Deputy Reeve Tara Kuzio, Division 5
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 Podoborozny, Chief Administrative Officer

- 1

CALL TO ORDER

Reeve Konieczny called the meeting to order at 2:30 p.m.
- 2

ADOPTION OF AGENDA

2023-124
Moved by: Councillor Bentley
THAT the June 5, 2023, Special Council meeting Agenda be adopted as presented.
Carried
- 3

CLOSED SESSION

3.1

Breach of Council Code of Conduct Bylaw No. 1280-19

2023-125
Moved by: Councillor Anderson
THAT Council meet in private to discuss matters protected from disclosure under the *Freedom of Information and Protection of Privacy (FOIP) Act*, Section 17 "Disclosure harmful to personal privacy" at 2:31 p.m.
Carried

CAO Pat Podoborozny left the meeting at 2:31 p.m.

CAO Pat Podoborozny rejoined the meeting at 2:57 p.m.

Name	Reason/Purpose
Pat Podoborozny	Strategic Leader of the Organization

4

OPEN SESSION

2023-126
Moved by: Councillor Wowdzia
THAT Council revert to open session at 3:00 p.m.
Carried

5

MOTIONS ARISING OUT OF THE CLOSED SESSION

6

ADJOURNMENT

Reeve Konieczny declared the meeting adjourned at 3:01 p.m.
- _____
Reeve
- _____
Chief Administrative Officer
- 3.4 June 5, 2023 Special Council Meeting
- June 5, 2023 Special Council Meeting Minutes | Page - 10



County of Minburn No. 27
COUNCIL MEETING DELEGATION FORM

Delegate Information

Council Meeting Date: 06/19/2023 10:15 am.

Name of Organization/Person: Bonnie Joynt

Name of Presenter(s):

Address: RR#2 Veyreville, AB. T9C-1T6

Phone Number: 613-885-2057 Email: bonniejoynt@hotmail.com

Delegation Information

Topic/Issue/Concern/Etc.: Fire Fighting Invoice.

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

- To fight the fire call charges.

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

for forgiveness of firer fighting fees

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: Bonnie Joynt

Date: May 18 - 2023

Signature: Bonnie Joynt

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.*

STRATEGIC PRIORITIES CHART (June 2023)

COUNCIL PRIORITIES

NOW

1. **MDP REVIEW:** Legislative
2. **RECREATION AGREEMENT VEGREVILLE:** Intermunicipal
3. **REGIONAL FIRE CAPITAL PLAN VEGREVILLE:** Protective Services
4. **REGIONAL ECONOMIC DEVELOPMENT FRAMEWORK:** Consultant

TIMELINE

June 2023
July 2023
June 2023
December 2023

NEXT

- BYLAW OFFICER CONTRACTED SERVICES (October 2023)
- LONG TERM CAPITAL EQUIPMENT REPLACEMENT PLAN (May 2023)
- LAND USE BYLAW Review

ADVOCACY

- Policing Services/Costs (RMA)
- Bridge Funding Continuity (RMA)
- Wind Energy Restoration Strategies (RMA)
- Broadband Speeds (RMA)
- SL3/SL4 Seniors Facility Support (AHS)
- Water Act Enforcement and Approvals (AEP)
- Rural Medical Services (RMA)

OPERATIONAL INITIATIVES

OFFICE of the CAO

1. *WIND ENERGY PROJECTS – Soil Segregation/End of Life Advocacy – Awaiting action from the Province*
2. **RECREATION AGREEMENT: VEGREVILLE – MAY 2023**
3. POLICY AND BYLAW REVIEW- October 2023
4. Staff Job Descriptions and Salary Grid – October 2023
5. BYLAW OFFICER CONTRACTED SERVICES – October 2023

CORPORATE SERVICES

1. Reserve Policy – July 2023
2. Financial System Investigation – July 2023
3. Auditors RFP Award – July 2023
4. Tax Notices – June 2023
5. Budget 2024 – August 2023
6. Procurement Policy – August 2023

PLANNING AND DEVELOPMENT

1. **REGIONAL ECONOMIC DEVELOPMENT FRAMEWORK: TENDER PROCUREMENT – JUNE 2023**
2. **MDP REVIEW – JUNE 2023**
3. EAST INDUSTRIAL PARK ASP - JULY 2023
4. Orthophoto update: flight completion - Sept 2023
5. LAND USE BYLAW REVIEW - December 2023

PROTECTIVE SERVICES

1. REGIONAL FIRE CAPITAL PLAN VEGREVILLE – June 2023
2. Updated Health & Safety Manual – July 2023
3. Emergency Management Operations Centre (Admin building basement) – Sept 2023

OPERATIONS

1. LONG TERM CAPITAL EQUIPMENT REPLACEMENT PLAN – August 2023
2. Grader Beat Review – Ongoing
3. Operations Shop Concept Investigation –needs strategic plan for Council

AGRICULTURE & UTILITIES

1. Solid Waste MOU – Innis/Mann/Min – complete
2. Waste Collection and Disposal RFP – complete
3. Roadside Mowing Contract RFQ - complete
4. Parks and Recreation Mowing Contract RFQ– complete

CODES:

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

2 – 3 Year OUTLOOK

1. Service Level Review – **Dec. 2023**
2. Strategic Plan Workshops - **Dec. 2023**



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: P. Podoborsky

COUNTY OF MINBURN NO. 27

BYLAW NO. 1339-23

A BYLAW OF THE COUNTY OF MINBURN NO. 27, IN THE PROVINCE OF ALBERTA PURSUANT TO PART 17, DIVISION 4 OF THE MUNICIPAL GOVERNMENT ACT, BEING CHAPTER M-26 R.S.A. 2000, TO ADOPT THE COUNTY OF MINBURN NO. 27 MUNICIPAL DEVELOPMENT PLAN.

WHEREAS Section 632 of the *Municipal Government Act*, R.S.A. 2000, ch. M-26, as amended, requires every municipality to adopt a Municipal Development Plan;

AND WHEREAS the purpose of the Municipal Development Plan, generally, is to describe the manner in which the future development of the County of Minburn No. 27 may best be undertaken;

AND WHEREAS the Municipal Development Plan specifically provides policy direction in relation to future residential, commercial, industrial and other land uses, transportation, infrastructure, recreation, open space, reserve lands, economic development, intermunicipal planning and plan implementation and review;

AND WHEREAS Council at its meeting of December 19, 2016 adopted the County of Minburn No. 27 Municipal Development Plan No. 1253-16;

AND WHEREAS Council deems it appropriate to review, update and revise the County of Minburn Municipal Development Plan, being Bylaw 1199-09, as amended, in order to keep it consistent with current planning policy;

AND WHEREAS notice of a public hearing for this bylaw held on June 19, 2023 has been given in accordance with Sections 606 and 692 of the *Municipal Government Act*, R.S.A. 2000, ch. M-26, as amended;

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

- 1.** That this Bylaw may be cited as the County of Minburn No. 27 Municipal Development Plan.
- 2.** That the County of Minburn No. 27 Municipal Development Plan attached hereto and forming part of this Bylaw is hereby adopted.
- 3.** That this Bylaw shall come into force and effect upon the final passing thereof.
- 4.** That Bylaw 1199-09, as amended, which adopted the former Municipal Development Plan is hereby repealed.

5. 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.

FIRST READINGMarch 27, 2023
PUBLIC HEARING held on the 19th day of June, 2023
SECOND READING.....June 19, 2023
THIRD READINGJune 19, 2023

Reeve

Chief Administrative Officer

May 2023

Minburn County No. 27

Municipal Development Plan SUMMARY OF CHANGES

To address the direction received
from First Reading and comments
received from External Agency
Circulation and Open House #2

PREAMBLE

This document provides a summary of the key changes undertaken by the project team to address comments received from:

- First Reading (March 27, 2023)
- External Agency Circulation
- Open House #2, Landowners (March 20-24, 2023)

COMMENTS

Commenter	Comment	How was it addressed?
First Reading		
Council Member	Highlighted the need for the Hamlet of Minburn to be referenced in the introduction of the document.	This issue was resolved by adding a reference to the hamlet of Minburn in Section 1.0 Introduction (page 5).
Council Member	Request to include a reference to and additional direction for renewable energy developments.	<p>Section 3.5 'Natural Resource Extraction' was renamed to 'Natural Resource Development'.</p> <p>The 'Context' subsection under Section 3.5 was revised to include the reference for wind and solar energy related developments.</p> <p>An additional objective was added to promote cooperation between the County, Province, and Federal agencies related to natural resource developments.</p>
Resident in attendance at the Public Hearing	Highlighted the need to include policies in the MDP to ensure protections are in place for renewable energy projects (similar to what is imposed with oil/gas).	<p>The agreements for renewable energy projects are generally between the landowner and the renewable energy provider.</p> <p>The following policy was added to Section 3.11 Plan Implementation and Review:</p> <p>Subsection 3.11.26 – "The County should continue to educate landowners about various resources available to them when dealing with renewable energy projects on their land including services and guidance provided by the Farmers Advocate Office (FAO) and Alberta Utility Commission (AUC)." (page 76)</p>
Circulation to External Agencies		
Enbridge Damage Prevention	No comments	N/A
Development Officer, Beaver County	No comments	N/A

COMMENTS (continued)

Commenter	Comment	How was it addressed?
Circulation to External Agencies (continued)		
CN Rail (Comments provided by WSP Engineering on behalf of CN Rail)	Comments related to general acknowledgement, new definitions, identification of rail facilities and influence areas, and the recommended policy statements.	<p>These comments have been addressed in Section 3.6:</p> <p>Subsection 3.6.24 – “The County recognizes that rail lines are an important rural industrial location factor, and shall encourage rail service to rural industrial areas in the County wherever feasible.” (page 47-48).</p> <p>Subsection 3.6.25 – “The County shall encourage railway companies and land developers, in cooperation with the County and Alberta Transportation where applicable, to make provisions for convenient and safe rail crossings to facilitate vehicular and pedestrian movement.” (page 48)</p> <p>Subsection 3.6.26 – “The County shall encourage the sale or lease of abandoned rail rights of way to adjacent farmers whenever feasible.” (page 48)</p> <p>Subsection 3.6.27 – “The County may apply The Railway Association of Canada’s and The Federation of Canadian Municipalities’ Guidelines for New Development in Proximity to Railway Operations, as amended; and, consider the Canadian National Railway’s suggested municipal policy statements and standard development guidelines to new development adjacent to a railway line.” (page 48)</p> <p>The existing policies include sufficient direction to address CN concerns and provide flexibility to the County to apply CN’s suggested Municipal Policy Statements and Standard Development Guidelines at their discretion.</p> <p>Direction from Council at the May 15 meeting suggests that the existing policies are sufficient to address CN’s comments.</p>

COMMENTS (continued)

Commenter	Comment	How was it addressed?
Circulation to External Agencies (continued)		
Development Officer, Lamont County	No concerns	N/A
Ducks Unlimited Canada	Request for an additional objective to be added to Section 3.7 addressing the goal of ensuring no further net loss of wetlands and the number and areal extent of wetlands should be increased.	The following additional objective was added to Section 3.7: "To promote development approaches that do not result in further net loss of wetlands." (page 53)
Chief Administrative Officer, Village of Mannville	No comments	N/A
TC Energy	Request for including additional direction for development adjacent to the TC Energy's pipeline right-of-way. Request for including additional mapping to identify existing TC Pipeline right-of-ways.	To address this concern, the following policies were added to Section 3.6: Subsection 3.6.39 – "The County shall establish an inventory of all pipeline rights-of-way within the County and make this information available to citizens." (page 50) Subsection 3.6.40 – "Development Permit and Subdivision applications for developments in proximity to pipeline rights-of-way shall be referred to the applicable pipeline companies for their review and input. The County shall require the development in proximity to pipeline rights-of-way to comply with the recommended standards and guidelines established by the applicable pipeline companies and industry standards." (page 50)
Alberta Transportation	Request for including additional policies to address the following observations/comments: Pursuant to Section 618.3(1) of the Municipal Government Act (MGA), the department expects that the municipality will comply...	In order to address comments provided by Alberta Transportation, the following policies were added under Section 3.6. 3.6.21. Pursuant to Section 618.3(1) of the Municipal Government Act, the County shall comply with any applicable items related to provincial highways in an Alberta Land Stewardship Act (ALSA)...
	Continued...	Continued...

COMMENTS (continued)

Commenter	Comment	How was it addressed?
Circulation to External Agencies (continued)		
	<p>... with any applicable items related to provincial highways in an ALSA plan if applicable</p> <p>Pursuant to 618.4(1) of the Municipal Government Act, the department expects that the Municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, in accordance with Policy 7 of the Provincial Land Use Policies.</p> <p>The Department is willing to discuss Highway Vicinity Management Agreements and possibly entering into one with Minburn County if this is something your Council would like more information on please contact us.</p>	<p>...plan, if applicable. (Page 47)</p> <p>3.6.22. Pursuant to 618.4(1) of the Municipal Government Act, the County should mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, in accordance with Policy 7 of the Provincial Land Use Policies. (Page 47)</p> <p>3.6.23. The County should continue to work with Alberta Transportation to potentially establish Highway Vicinity Management Agreements, where applicable. (Page 47)</p>
Landowner Comments		
Landowner #1	No specific changes required in the draft MDP.	N/A
Landowner #2	<p>Advice provided to explicitly specify the timeframe in which the MDP will be routinely reviewed.</p> <p>A question about the timeline of the LUB project.</p>	<p>Section 3.11.30 includes direction to undertake a complete review of the MDP every seven years. (page 76).</p> <p>The County has initiated the LUB update project in March 2023.</p>



County of Minburn No. 27

MUNICIPAL DEVELOPMENT PLAN

BYLAW #1339-23, as amended

This Municipal Development Plan (MDP) is developed in compliance with Part 17 of the Municipal Government Act (the "Act") Revised Statutes of Alberta 2000, Chapter M-26 of the Province of Alberta. More specifically, the MDP addresses all requirements with respect to Section 632(1) of the Act.

ACKNOWLEDGMENTS

We would like to thank the residents and community members who attended the public engagement sessions and participated in the preparation of this Municipal Development Plan. Your input on this project has been invaluable and is greatly appreciated.

Minburn County No. 27 Council

Joey Nafziger, Councillor, Division No. 1
Eric Anderson, Councillor, Division No. 2
Roger Konieczny, Councillor, Division No. 3 (Reeve)
Clifford Wowdzia, Councillor, Division No. 4
Tara Kuzio, Councillor, Division No. 5 (Deputy Reeve)
Carl Ogradnick, Councillor, Division No. 6
Kevin Bentley, Councillor, Division No. 7

Minburn County No. 27 Administration

Davin Gegolick, Director of Planning and Development

Image Credits

Davin Gegolick, Director of Planning and Development

Lead Consultant

Green Space Alliance



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01 PURPOSE & SCOPE

Mission Statement: It is the mission of the County to formulate policy to guide and to regulate the orderly economic growth and development of the municipality.



County of Minburn Administrative Building

1.1 Introduction

The County has a population of 3,014 (2021 Federal Census) and is located in east-central Alberta in the parkland area east of Edmonton. The County covers an area of approximately 88 kilometres (55 miles) east to west and 48 kilometres (30 miles) north to south, encompassing 37 townships. It is made up largely of rural areas, and also includes the Hamlets of Lavoy, Ranfurly and Minburn. Within the County's boundaries are the Town of Vegreville and the Villages of Innisfree and Mannville. The County is bounded by the Counties of Lamont, Beaver, Two Hills and Vermilion River and the Municipal District of Wainwright (see Map 1 Location & Context Plan).

1.2 Purpose of the Municipal Development Plan

The purpose of the Municipal Development Plan (MDP) is to outline the future land uses for the municipality and to provide guidelines for the form and type of developments in the County.

The MDP begins with a mission statement for the municipality. This mission statement sets the tone and direction for the land use policies and the accompanying Land Use Bylaw. The development of an MDP requires a delicate balance of agricultural conservation, economic development, environmental sensitivity and quality of life. The County Council believes that this document provides a balance for residents and ratepayers.

1.3 Legislative Authority

The Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 of the Province of Alberta provides the legislative authority for the preparation and adoption of an MDP.

Section 632(l) requires every council of a municipality must by bylaw adopt a municipal development plan.

Section 632(3) states that: "a Municipal Development Plan

- a. must address
 - i. the future land use within the municipality;
 - ii. the manner of and the proposals for future development in the municipality;
 - iii. the coordination of land use, future growth patterns and other infrastructure with adjacent municipalities if there is no inter-municipal development plan with respect to those matters in those municipalities;
 - iv. the provision of the required transportation systems either generally or specifically; and
 - v. the provision of municipal services and facilities either generally or specifically.
- b. may address
 - i. proposals for the financing and programming of municipal infrastructure;
 - ii. the coordination of municipal programs relating to the physical, social and economic development of the municipality;
 - iii. environmental matters within the municipality;
 - iv. the financial resources of the municipality;
 - v. the economic development of the municipality; and
 - vi. any other matter relating to the physical, social or economic development of the municipality.
- c. may contain statements regarding the municipality's development constraints, including the results of any development studies and impact analysis, and goals, objectives, targets, planning policies and corporate strategies;
- d. must contain policies compatible with the subdivision and development regulations to provide guidance on the type and location of land uses adjacent to sour gas facilities;
- e. must contain policies respecting the provision of municipal, school or municipal and school reserves, including but not limited to the need for, amount of and allocation of those reserves and the identification of school requirements in consultation with affected school authorities;
- f. must contain policies respecting the protection of agricultural operations; and
- g. may contain policies respecting the provision of conservation reserve in accordance with section 664.2(1)(a) to (d)."

1.4 Broad Planning Goals

As representatives of the residents of the County, County Council wishes to articulate below the goals that have guided the preparation of this MDP and are to be followed in its implementation. The broad planning goals described below relate either directly to land use or to the indirect

impacts which stem from land use policies and their implementation.

Goals

1. Provide for orderly, economical, and beneficial development and use of land and patterns of human settlement through this MDP and other policy documents without infringing on the rights of individuals, except to the extent necessary for the greater public interest of the County residents.
2. Through responsible decision-making, conserve the County's agricultural roots and, where possible, expand and diversify its economic base.
3. Allow for the maximum number of land use options for future generations.
4. Support and recognize employment and entrepreneurial enterprise as being important to the local economy.
5. Minimize potential and anticipated land use conflicts through thoughtful and rational decision-making.
6. Clearly identify and support residential and non-residential growth areas within the County through policy.
7. Support responsible private development that is consistent with the County's plans and goals, particularly when development costs are borne by the developer.
8. Strive to maintain and enhance the natural environment's vigour, and recognize its significance to successful human environments.
9. Strive to provide land-related services in an efficient, effective and service-oriented manner.
10. Value providing community services to people; and, within the fiscal capacity of the County, develop and/or maintain services that contribute to improved quality of life. To this end, public/private partnerships are encouraged.
11. Cooperation, communication, and agreement are the most effective means to resolve disputes and inter-jurisdictional issues.

These goals are reflected or articulated as appropriate in the Maps, Objectives and Policies contained in the Sections that follow.

1.5 Specific Planning Initiatives

The County is committed to pursuing specific planning initiatives intended to capture and enhance current and future industrial, commercial and residential opportunities while identifying the municipal servicing and other infrastructure required. Planning ahead means the County will be 'development ready', providing the information and certainty upon which both public and private investment depends.

Key planning priorities include:

1. Preparing area structure plans for all hamlets within the County;
2. Preparing an area structure plan jointly with the Village of Innisfree for the lands within the

intermunicipal fringe;

3. Implementing joint planning initiatives identified in the County's existing intermunicipal development plans with the Town of Vegreville and the Village of Mannville; and
4. Reviewing and updating existing planning documents to reflect the County's current planning philosophies and goals.

All land in the County is designated for agricultural/rural land use and development unless and until further specified in an intermunicipal development plan or area structure plan. The agricultural/rural land use and development so designated and provided for in this Plan is implemented through the provisions of this Plan as well as those in the Land Use Bylaw.

In all areas noted, we recognize the importance of working closely with adjacent municipalities and provincial authorities. The County's planning initiatives will also involve consultation with residents, municipal partners and other stakeholders as appropriate. The purpose of these planning initiatives is to promote growth, prosperity, and quality of life in the County, which in turn will serve to support and develop the region's health, social service and education programs.

1.6 Vision

In the next 20 years, the County will...

Agriculture: Continue to support the prosperous agricultural community that serves as a strong foundation for future generations.

Sustainable rural lifestyle: Provide opportunities for various forms of sustainable rural lifestyles that offer enhanced quality of life.

Economic diversification: Offer infrastructure supportive of attracting and retaining new industries and businesses to create economic diversification.

Environmental stewardship: Protect and conserve natural areas for future generations to enjoy.

An aerial photograph of a landscape. In the upper portion, a freight train with several boxcars is visible on tracks. One prominent blue boxcar has the word 'Albion' and some graffiti on it. Below the train, there is a wide, flat area with patches of green grass and large areas of dry, yellowish-brown grass. A two-lane asphalt road runs horizontally across the lower half of the image. A white SUV is driving on the road, moving from left to right. The overall scene is rural and somewhat desolate.

02 DEFINITIONS AND INTERPRETATION



2.1 Definitions

The following definitions have been compiled simply to assist the reader in the interpretation of this Plan. Where a definition has not been provided for in this MDP, the Municipal Government Act and the County's Land Use Bylaw shall be used, where appropriate, for interpretative purposes.

Acreage Residential Subdivision means when subdivision would create more than three lots for residential use within the quarter section, not including the remnant of the quarter section.

Agricultural Operation means an agricultural operation as defined in the Agricultural Operation Practices Act (AOPA), and amendments thereto, but excluding the production of honey, fruit, vegetables, sod, trees, shrubs and other specialty horticultural crops. Agricultural operation does not mean or include a confined feeding operation (CFO) as defined and regulated under AOPA.

Arable Land means land having a Farmland Assessment Value (FAV) per acre of \$157.50 or higher based on the most recent Farmland Calculation Report.

Arable Quarter Section means, for the purposes of planning and subdivision, an area of land comprising 64.7 hectares (160 acres +), more or less, having a Farmland Assessment Value (FAV) of \$25,200.00 or higher based on the most recent Farmland Calculation Report.

Confined Feeding Operation (CFO) means a confined feeding operation as defined in the Agricultural Operations Practices Act (AOPA), and amendments thereto.

County means the short form of the County of Minburn No. 27.

Developer means the owner or entity on title that is requesting approval, either directly or by way of an agent, for the subdivision or development of the land that is subject to an application to the County.

Dryland Pasture means land having a Farmland Assessment Value (FAV) per acre of \$157.49 or less based on the most recent Farmland Calculation Report.

Dryland Pasture Quarter Section means, for the purposes of planning and subdivision, an area of land comprising 64.7 hectares (160 acres +), more or less, having a Farmland Assessment Value (FAV) of \$25,199.00 or less based on the most recent Farmland Calculation Report.

Environmentally Sensitive Areas means lands which cannot withstand intensive uses because of their fragility. Examples include steep slopes,

critical habitat areas, wetlands and lands which are unique natural environments.

Hamlet means the built-up areas of Lavoy, Ranfurly, Minburn and any future hamlet.

1:100 Year Floodplain means the area of land bordering a waterbody that would be inundated by a 1 in 100 (1:100) year flood (i.e. a flood that has a 1% chance every year of occurring).

Rural Residential Subdivision means when subdivision would create no more than three lots for residential use within the quarter section, not including the remnant.

Scenic, Recreation or Open Space Areas means areas that the County recognizes as having certain scenic, recreational and open space qualities that should be retained for public use and enjoyment wherever possible.

Specialty Agriculture means a commercial agricultural operation, other than a confined feeding operation, which requires smaller tracts of land due to the intensive nature of the operation for the production of honey, fruit, vegetables, sod, trees, shrubs and other specialty horticultural crops. Without restricting the generality of the foregoing, this shall include nurseries, greenhouses, sod farms, mushroom farms, berry farms, market gardens and apiaries;

Top of Bank the upper valley break line or the line defining the uppermost or most obvious topographic discontinuity in slope distinguishing between the upper plateau and the valley wall, or as determined by the Subdivision or Development Authority in consultation with the appropriate Provincial Government department.

Unsubdivided Quarter Section means a titled area of 64.7 hectares (160.0 acres), more or less, but excluding previous subdivisions for water bodies, watercourses, road widening, school sites and other institutional and public uses.

Waterbody means any location where water flows or is present, whether or not the flow or the presence of water is continuous or intermittent or occurs only during a flood, any wetlands, or any other area as defined by the County or as determined by Alberta Environment and Protected Areas to be a waterbody.

2.2 Interpretation

Policies are written using 'shall', 'should' or 'may' statements. The interpretations of 'shall', 'should' and 'may' that follow are to provide the reader with a greater understanding of the intent of each policy statement:

'shall' – denotes compliance or adherence to a preferred course of action; action is obligatory.

'should' – denotes compliance is desired or strongly advised to achieve local goals and objectives, but may be impractical or premature because of valid planning principles or unique or extenuating circumstances.

'may' – denotes discretionary compliance or a choice in applying policy.

03 POLICY AREAS



INTRODUCTION

Part 3 offers policy context and direction for the main land use classifications, including Agricultural, Residential, Hamlets, Commercial and Industrial. The policies outlined in this part give guidance for making decisions about Natural Resource Development, Transportation and Utilities. The policy framework outlines opportunities and constraints to development, and the potential for protection and enhancement of natural, social and cultural capital within the context of Environment, Hazard Lands, Recreation and Open Spaces, and Historical Resources.

Finally, Part 3 sets the stage for Intermunicipal Planning to promote strong working relationships and partnerships with the County's neighbouring municipalities; and provides the tools for Plan implementation and review to ensure this MDP is useful and continues to serve the changing needs of the County over time.



3.1 AGRICULTURE AND RURAL RESIDENTIAL

CONTEXT

Agriculture is the County's single most important land use. It is not only an economic activity but a lifestyle that is considered valuable to the residents. The loss of arable land to non-agricultural uses threatens to erode this resource by reducing the amount of productive land available for farming.

The County recognizes how vitally important agriculture is to the region's economy and supports a wide variety of agricultural pursuits so that agricultural lands are used in a manner that best benefits the County and its residents.



OBJECTIVES

The policies below will help to meet the following objectives:

- To ensure that the “right to farm” inherent in the Agricultural Operation Practices Act, and amendments thereto, are respected in the provisions of this Plan.
- To ensure services to agriculture are maintained and enhanced so that it remains an integral and viable component of the County’s economy and social structure.
- To preserve arable land for agricultural use in the County.
- To support and encourage diversification of the agricultural industry.
- To minimize the negative impacts of agricultural activities by encouraging good stewardship of the land.
- To minimize conflicts in rural areas between agricultural operations and non-agricultural uses.
- To support agri-tourism businesses in rural areas as well as hamlets.
- To support rural residential lifestyle.

POLICIES

AGRICULTURAL

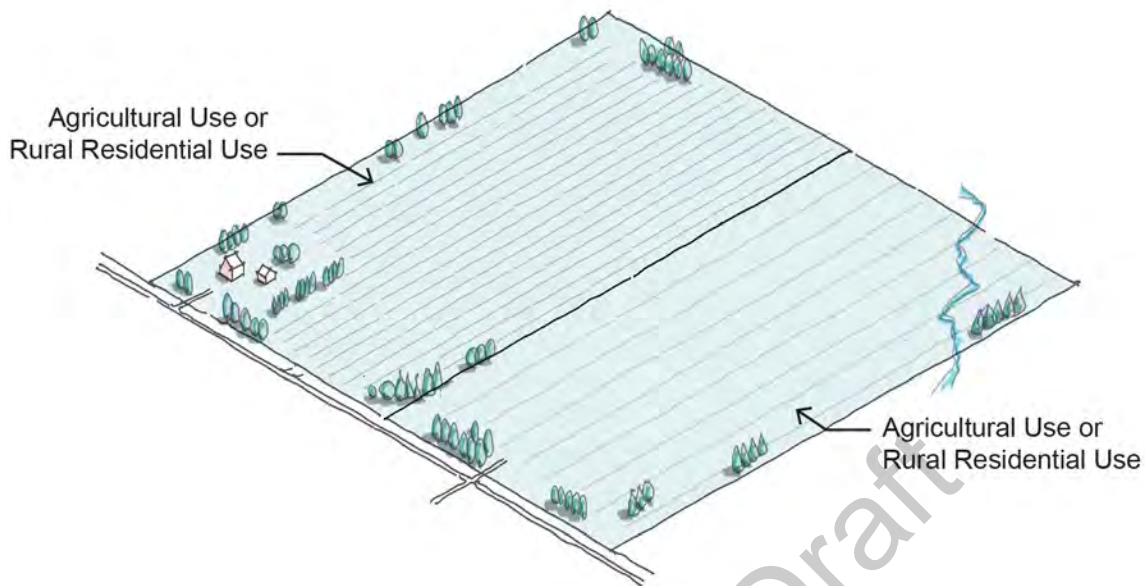
Conservation of Prime Agricultural Land for Agricultural Use

- 3.1.1 The County shall strive to conserve arable land for agricultural purposes. Uses not dependent on arable land should be directed to other areas.
- 3.1.2 The County shall direct all non-agricultural subdivisions and developments (i.e. residential, commercial, and industrial) to dryland pastures unless no reasonable alternative exists.

Parcels per Quarter Section

- 3.1.3 The maximum number of agricultural use parcels per quarter section for both arable and dryland pasture lands shall be two.

SCENERIO 1



Determination of arable and dryland pastures

3.1.4 The Subdivision or Development Authority, as the case may be, may seek clarification through referral to the County's Assessor and/or by referring to the Canada Land Inventory (CLI) in instances where it is difficult to determine if the land in question is arable or dryland pasture based on reference to Farmland Assessment Value (FAV) alone. In making the determination whether the land is arable or dryland pasture, the County will, in referring it to the County's Assessor, consider but not be limited to:

- a. the overall assessed value of the land in question without improvements;
- b. the presence of wasteland and inconveniences; and
- c. any other factors that affect the viability of the land as a farming unit.

3.1.5 The County, at its discretion, may require an applicant/landowner to submit a report prepared by a certified agrologist addressing the determination of whether the land in question is arable or dryland pasture.

Confined Feeding Operations

3.1.6 The County shall consider the following when preparing referral comments to the Natural Resource Conservation Board (NRCB) regarding Confined Feeding Operations (CFOs) and Manure Storage Facilities within the meaning of the Agricultural Operation Practices Act (AOPA).

- a. Confined feeding operations or manure storage facilities requiring approval under the Agricultural Operation Practices Act, shall abide by the following criteria:
 - i. the site is at least 0.8 km from any institutional, commercial, recreational or

residential uses or lands designated for such uses;

- ii. the site is at least 0.8 km from any natural feature, including any water body;
 - iii. the facility is located or proposed to be located on a site 64 hectares (160 acres) or greater;
 - iv. the site is designed to minimize the odour impacts on surrounding residences;
 - v. the cumulative impacts of the operation have been assessed in context with any other proposed or existing confined feeding operation in the area, in order to prevent an accumulation or concentration of confined feed operation uses in a single area; and
 - vi. no new or expanding CFO shall be located within the areas identified on Map 2: Future Land Use Concept.
- b. Confined feeding operations or manure storage facilities requiring authorization or registration under the Agricultural Operation Practices Act, shall abide by the following criteria:
- i. the site is at least 0.4 km from any institutional, commercial, recreational or residential uses or lands designated for such uses;
 - ii. the site is at least 0.4 km from any natural feature, including any waterbody;
 - iii. the facility is located or proposed to be located on a site 32 hectares (80 acres) or greater;
 - iv. the site is located to minimize the odour impacts on surrounding residences;
 - v. the cumulative impacts of the operation have been assessed in context with any other proposed or existing confined feeding operation in the area, in order to prevent an accumulation or concentration of confined feed operation uses in a single area; and
 - vi. no new or expanding CFO shall be located within confined feeding operation prohibited areas identified on Map 2: Future Land Use Concept.

- 3.1.7** The County shall encourage CFOs to be located on dryland pastures wherever possible when making comments to the NRCB with regard to CFOs.

Urban Expansion on Agricultural Land

- 3.1.8** The County encourages urban expansion to be directed away from arable land wherever possible (Refer to Section 3.3 Hamlets).

Location of Transportation Utility Lines and Gas Facilities

- 3.1.9** The County shall encourage transportation, utility lines, and oil and gas facilities to locate in a manner which minimizes their impact on agricultural operations (Refer to Section 3.6 Transportation and Utilities).

Agritourism

3.1.10 The County shall consider agritourism-related businesses within agricultural areas and hamlets subject to the following criteria:

- a. Appropriate mitigation measures are applied in accordance with County's policies to address impacts associated with privacy, noise, traffic and any other negative aspects associated with the agritourism business; and
- b. Public engagement is undertaken by the developer in accordance with the County Public Participation policy CC 3008-01 .

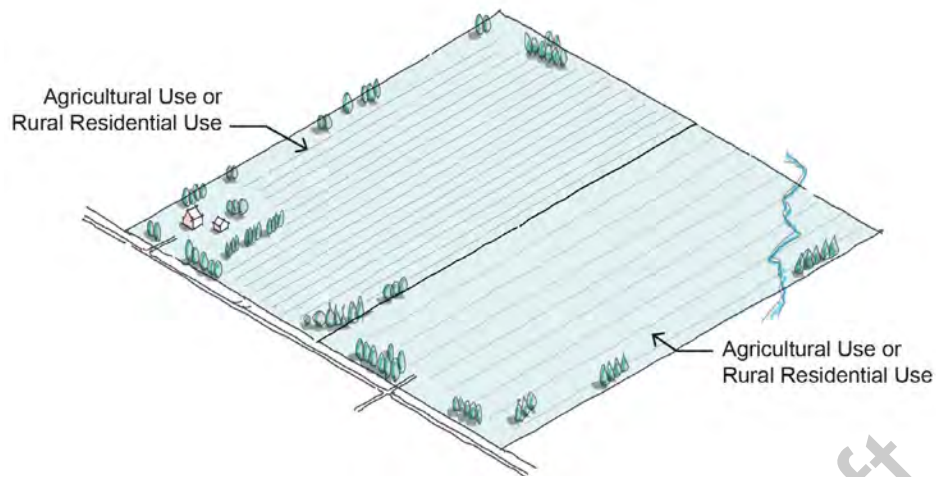
RURAL RESIDENTIAL

Number of parcels per quarter section

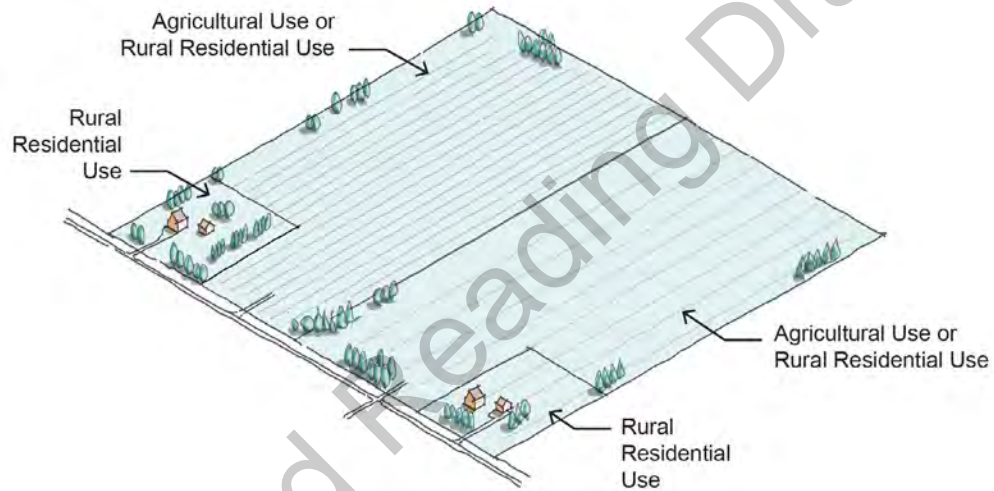
3.1.11 The subdivision of agricultural parcels for rural residential use may be considered subject to the following criteria and scenarios:

- a. The two 80-acre parcels may be used for agricultural or rural residential use as illustrated in scenario 1;
- b. On dryland pasture or arable quarter sections, each 80-acre agricultural use parcel may be further subdivided to include one (1) additional Rural Residential use parcel as illustrated in scenario 2;
- c. On arable quarter sections, a maximum of two (2) rural residential parcels may be subdivided from previously unsubdivided quarter sections as illustrated in scenario 3; and
- d. The minimum area for rural residential parcels shall be 2.5 acres. The Development Authority may allow a parcel size less than 2.5 acres if it can be confirmed that there is a minimum one (1) acre contiguous developable area and the site can accommodate on-site sewage treatment in accordance with Alberta Private Sewage Systems Standard of Practice (SoP), as amended. The maximum area for such rural residential parcels shall be at the discretion of the Development Authority.

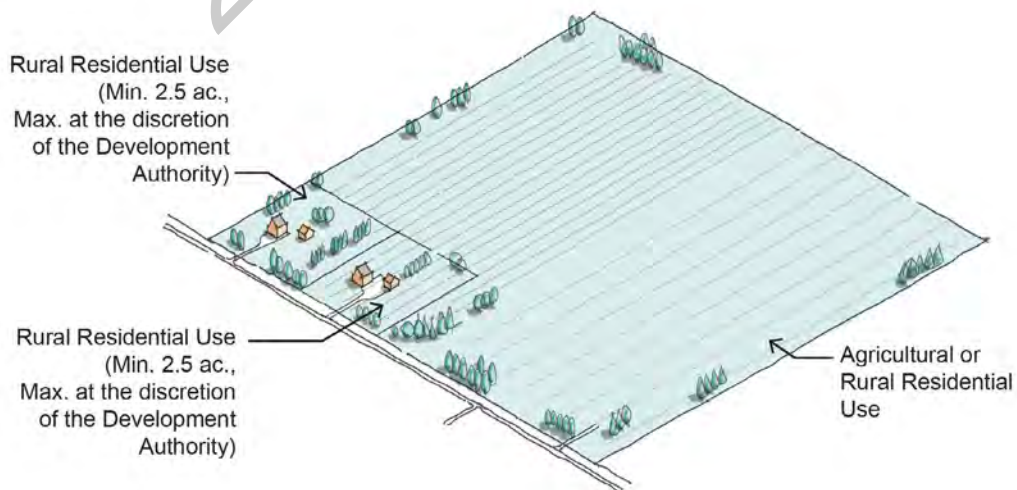
SCENERIO 1



SCENERIO 2

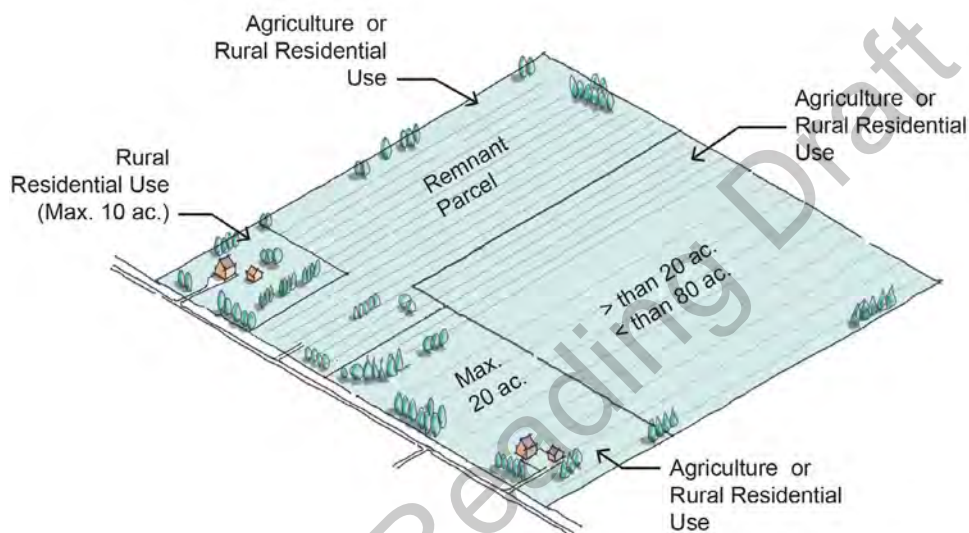


SCENERIO 3



- e. On dryland pasture quarters, the maximum number of rural residential parcels shall be three (3) as illustrated in scenario 4.
 - i. One of the three rural residential allowed lots shall not exceed 4.05 ha (10.0 ac).
 - ii. One of the three rural residential lots allowed shall exceed 4.05 ha (10.0 ac) but shall not be larger than 8.1 ha. (20.0 ac).
 - iii. One of the three rural residential lots allowed shall exceed 8.1 ha. (20.0 ac) but shall not be larger than 32.4 ha. (80.0 ac).

SCENERIO 4



Criteria for Rural Residential Lot Subdivision

3.1.12 The Subdivision Authority shall consider the following in determining the suitability of the subject parcel for rural residential use pursuant to Policy 3.1.11., and in accordance with Part 17, Division 7 - Subdivision of Land of the Municipal Government Act, Matters Related to Subdivision and Development Regulation, and specifically the direction established in Section 9 of those regulations:

- a. its topography;
- b. its soil characteristics;
- c. stormwater collection and disposal;
- d. any potential for the flooding, subsidence or erosion of the land;
- e. its accessibility to a road as defined in section 616(aa) of the Act;
- f. the availability and adequacy of a water supply, a sewage disposal system and solid waste disposal;

- g. in the case of land not serviced by a licensed water distribution and wastewater collection system, whether the proposed subdivision boundaries, lot sizes and building sites comply with the requirements of the Private Sewage Disposal Systems Regulation established by the Province of Alberta, as amended, in respect of lot size and distances between property lines, buildings, water sources and private sewage disposal systems;
- h. the use of land in the vicinity of the land that is the subject of the application; and
- i. any other matters that it considers necessary to determine whether the land that is the subject of the application is suitable for the purpose for which the subdivision is intended.

- 3.1.13** The County shall require, as necessary, that the developer prove suitability to satisfy the County's statutory obligations under Policy 3.1.11 and as specifically delineated under Policy 3.1.12. In determining site suitability as it relates to on-site sewage treatment, the County may refer to and utilize the Model Process Reference Document to guide their consideration of proposed subdivisions using private sewage treatment systems. In all cases, proposed on-site sewage treatment systems shall be in accordance with the Alberta Private Sewage Systems Standard of Practice, Province of Alberta, as amended, and all other Provincial standards as required. For the purposes of this Policy, the County shall not allow an easement or other similar legal instrument or agreement to be used in securing subdivision or development approval that would result in sewage being disposed of and/or treated on a lot other than the lot containing the residential development generating the sewage.
- 3.1.14** The County shall not approve an application for rural residential subdivision or development where the existing or proposed lot is not adjacent to an all-weather public road built to County standards unless the developer is prepared, at their sole expense, to provide the public road required to County standards.
- 3.1.15** The County shall not allow a License of Occupation (LOC), access easement or other such agreement to constitute public road or legal access for the purposes of securing subdivision or development approval as described in Policies 3.1.12(e) and 3.1.14.
- 3.1.16** The County may require adequate buffers (fencing, landscaping, distance separation, etc.) between a rural residential subdivision or development and adjacent incompatible uses in accordance with County policies and standards.
- 3.1.17** The County shall ensure that where applicable, subdivision or development for rural residential use within urban fringe areas of the urban municipalities surrounded by the County shall be in accordance with the relevant future uses identified in the applicable Intermunicipal Development Plan, and land use districts within the Land Use Bylaw.



3.2 ACREAGE RESIDENTIAL

CONTEXT

The County wants to ensure that residential development meets the existing and future housing needs of the community in an appropriate and compatible manner.

The County recognizes that a full range of residential development options must be available outside the hamlets ranging from rural residential parcels within the agricultural area to planned acreage residential subdivisions.

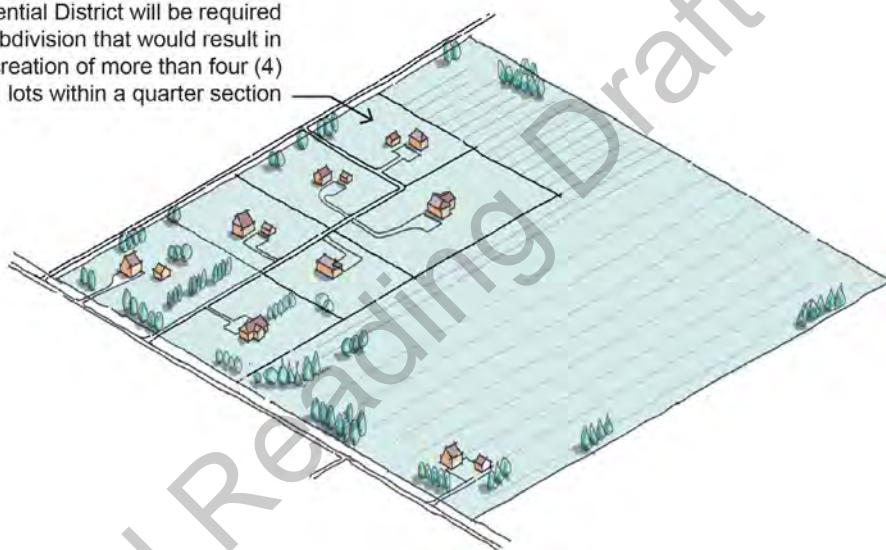


OBJECTIVES

The policies below will help to meet the following objectives:

- To ensure that residential subdivision and development occur in an orderly fashion so that services to rural residents can be provided in an efficient and effective manner.
- To establish locational criteria to relate residential subdivision and development to the land resource base, existing uses, County transportation system, employment locations, community facilities, and municipal services.
- To preserve arable land for agricultural use by directing acreage residential subdivision and development to dryland pasture.

Redistricting to AR - Acreage Residential District will be required for subdivision that would result in the creation of more than four (4) lots within a quarter section



ACREAGE RESIDENTIAL SUBDIVISION POLICIES

Requirement to Redistrict the Land for Acreage Residential Subdivision

- 3.2.1 The County shall require redistricting to the AR – Acreage Residential District in the Land Use Bylaw prior to any approval of a subdivision that would result in the creation of more than four (4) lots within a quarter section.

Potable Water Requirement

- 3.2.2 The County may not approve an application for redistricting to the AR – Acreage Residential District without proof of a reliable on-site supply of potable water. In instances where a well cannot be drilled in accordance with the Water Act, the County may require that potable water be provided through the use of cisterns whose water quality should be regularly tested at an accredited laboratory, to determine if it is safe to drink. Where the County accepts water provision through the use of cisterns, an appropriate notation

on each title within the subdivision shall be required alerting the prospective owner that a cistern will be required in perpetuity to provide the household with potable water and that no well shall be drilled unless approved in accordance with the Water Act.

On-site Sewage Treatment Requirement

- 3.2.3** The County may refer to and utilize the Model Process Reference Document to guide their consideration of proposed subdivisions using private sewage treatment systems in determining site suitability as it relates to on-site sewage treatment. In all cases, proposed on-site sewage treatment systems will be in accordance with the Alberta Private Sewage Systems Standard of Practice, as amended, and all other Provincial standards as required. For the purposes of this Policy, the County shall not allow an easement or other similar legal instrument or agreement to be used in securing subdivision or development approval that would result in sewage being disposed of and/or treated on a lot other than the lot containing the residential development generating the sewage.
- 3.2.4** The County shall not support acreage residential subdivisions which would require an increase in the types or levels of services beyond what would normally be provided by the County (e.g. public road maintenance, recreation and social services, and so forth).
- 3.2.5** The County shall not support acreage residential subdivision that would be dependent upon municipal water, sanitary and/or stormwater management systems unless it can be clearly demonstrated that the County would not incur any costs associated with the servicing required and that the proposed acreage residential subdivision over time would be able to sustain the County's cost in maintaining the systems.

Minimum and Maximum Lot Sizes

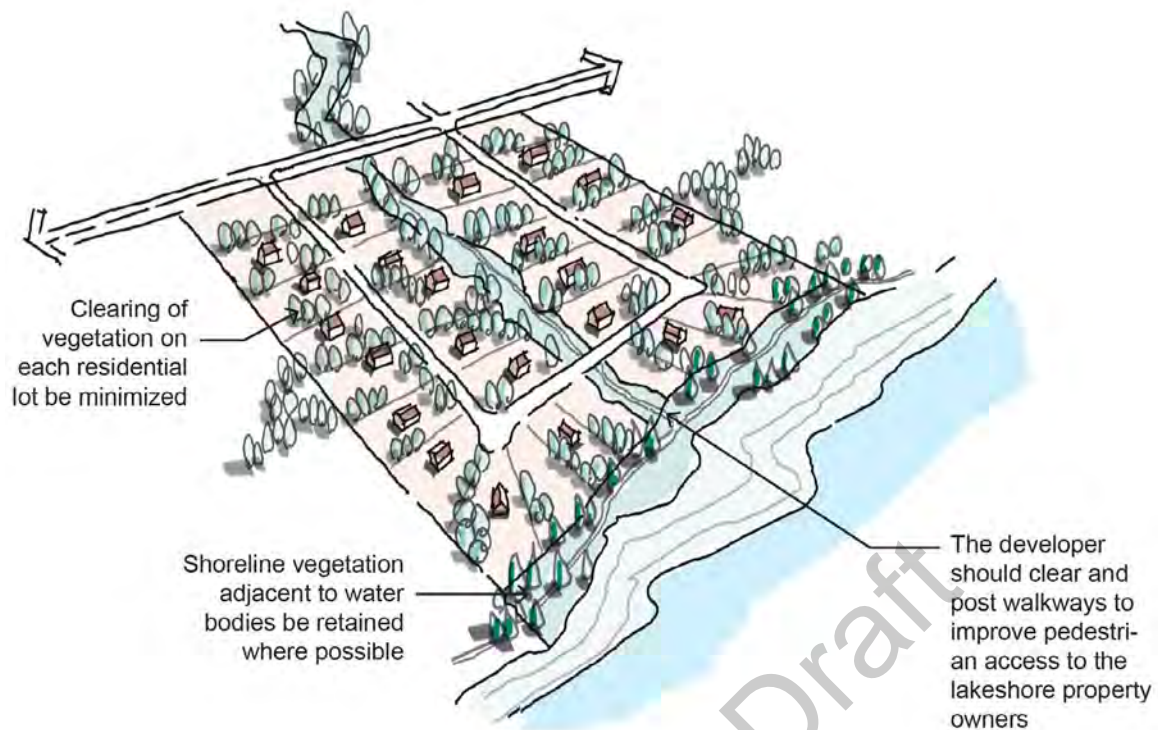
- 3.2.6** The County shall ensure that the minimum lot size in acreage residential subdivision is 1.0 ha. (2.5 acres), that every lot must contain 0.4 ha. (1 acre) contiguous developable area, and that the proposed subdivision meets all other requirements of this Plan and the Land Use Bylaw. The minimum lot width shall not be less than 70.0 m (229.7 ft). In the case of corner or pie-shaped lots, the minimum lot width must be achieved no farther into the yard than the front yard setback line.
- 3.2.7** The maximum lot size for acreage residential lots shall be 2.02 ha (5.0 acres).
- 3.2.8** Notwithstanding Sections 3.2.6 and 3.2.7, the Subdivision Authority or Development Authority may adjust these prescribed requirements in consideration of the physical capability of the area for construction and on-site servicing and improvements as well as compatibility with adjacent land uses.

Additional Conditions

- 3.2.9** The County may require controls on subdivision and development related to architecture, landscaping, the keeping of animals, upholding FireSmart principles and so forth to be placed on acreage residential subdivisions by a restrictive covenant, which shall be prepared and enforced by the developer and future landowners.
- 3.2.10** The County should require that all internal roadways be designed to minimize detrimental impacts on adjacent water features (e.g. collect surface runoff and divert it in such a manner to reduce the potential for sedimentation, nutrient loading and erosion).
- 3.2.11** The County shall ensure that re-subdivision of lots within an existing acreage residential subdivision shall not result in a lot smaller in area than the smallest lot within the subdivision unless an area structure plan encompassing the original acreage subdivision is prepared in accordance with the Generic Terms of Reference for the Preparation of a Conceptual Scheme or an Area Structure Plan in the County. In addition, consideration shall be given in accordance with policy 3.2.12 below to impacts on existing adjacent lots and the adequacy of existing public roads and other services to accommodate additional development.
- 3.2.12** The County shall consider the following additional criteria to access a re-subdivision application in existing subdivisions:
- a. Access to the proposed lot must be from the internal public road; and
 - b. The Subdivision or Development Authority may require, as part of the subdivision/ Development Permit application, that testing be conducted, the results of which bearing the seal and signature of a qualified person if required, to verify that sufficient quality and quantity of groundwater is available to service the additional lot(s) and that soil conditions are suitable for on-site sewage disposal and the placement of a below grade foundation(s).
- 3.2.13** The County shall encourage the developer of the Acreage Residential subdivision to explore the feasibility and provision of fibre optic internet network connections.

Resubdivision of Lots in Brookwood

- 3.2.14** Re-subdivision of lots in Brookwood Estates existing at the passing of this Bylaw shall be considered subject to the minimum lot size stipulated in Policy 3.2.6.



Acreage Subdivision Development Adjacent to Lakes, Ravines, Water Bodies, and Environmentally Sensitive Lands

3.2.15 The County may require the following where an acreage residential subdivision is adjacent to a lake:

- a. that the clearing of vegetation on each residential lot be minimized in order to maintain aesthetic and visual buffers;
- b. that shoreline vegetation adjacent to water bodies be retained where possible to maintain water quality and riparian habitat; and
- c. that the developer clear and post walkways to improve pedestrian access to the lakeshore property owners.

3.2.16 The County shall not support acreage residential subdivision on the following types of land in order to optimize the use of land resources in the County for the greater public good:

- a. arable land unless the proponent justifies through the provision of a conceptual scheme or area structure plan, that the impacts of locating the acreage residential subdivision on arable land are minimized and that no reasonable alternative exists supported by planning, engineering and financial analysis;
- b. critical wildlife habitat; or
- c. environmentally sensitive or hazardous lands.

3.2.17 The County may require acreage residential subdivisions to be separated from the edge of ravines, tributaries of rivers and creeks, or along lakeshores by an area

adequate to allow continuous public access, avoid natural hazards and protect environmental quality and significant wildlife habitat prior to the redesignation of land. At the time of subdivision, the County may require the dedication of these areas as environmental reserves or municipal reserves as appropriate.

Manufactured/Modular Dwelling Community Policies

- 3.2.18** The County shall only permit rural manufactured dwelling communities upon application to redistrict the land in question to the RM/MDC - Rural Manufactured/Modular Dwelling Community District in the Land Use Bylaw.
- 3.2.19** The County shall not support a rural manufactured/modular dwelling community on the following types of land in order to optimize the use of land resources in the County for the greater public good:
- a. arable land unless, the proponent justifies, through a Conceptual Scheme, that locating the rural manufactured/modular dwelling community on arable land is warranted and that no reasonable alternative exists;
 - b. critical wildlife habitat;
 - c. within the boundary of the Town of Vegreville IDP; or
 - d. environmentally sensitive or hazardous lands.
- 3.2.20** The County shall encourage developers of rural manufactured/modular dwelling communities to locate them within easy access to employment opportunities, and commercial and community facilities normally required for residential areas.



3.3 HAMLETS

CONTEXT

The County realizes the importance of carefully planning and guiding the future of its existing and future hamlets. Long range plans shall be developed to guide the future development of these areas to ensure that current and future services are used in an efficient and economic manner.



Map 5: Hamlets identifies the existing boundaries of all three hamlets within the County.

THE COUNTY'S LONG-TERM VISION FOR EACH OF THE HAMLETS IS AS FOLLOWS:

Lavoy:

The Hamlet of Lavoy benefits from its proximity to the Town of Vegreville, access to municipal servicing and an active agricultural community in the surrounding areas. Opportunities exist to promote new infill developments in the hamlet as well as the provision of affordable housing units for the existing and future population.

Ranfurly:

Opportunities exist to attract new investments to Ranfurly and ensure the long-term sustainability of this hamlet. Specific opportunities include the development of a main street, and attracting alternative land uses such as tiny homes, hobby farms, and industrial uses that may not need municipal servicing. Such approaches may help sustain the existing population and also help attract new residents who may decide to make Ranfurly their home due to the availability of new economic opportunities and alternate lifestyles.

Minburn:

The Hamlet of Minburn benefits from access to sanitary servicing and an active agricultural community in the surrounding areas. Opportunities exist to attract new storefront businesses, tiny home communities and new residential developments to provide a wide range of lifestyle options for the surrounding agricultural community.

OBJECTIVES

The policies below will help to meet the following objectives:

- To encourage the orderly, economic and efficient planning and management of the Hamlets of Lavoy, Minburn and Ranfurly.
- To consider, where appropriate, developing existing or future hamlets such that they provide a level of service comparable to existing urban municipalities within the County.

POLICIES

GENERAL POLICIES APPLICABLE TO ALL HAMLETS

County Support for developments in hamlets

- 3.3.1 The County shall support orderly and economic development in all existing and future hamlet(s).
- 3.3.2 The County shall support the provision or extension of infrastructure including roads, sanitary sewer systems, water systems or stormwater management systems in any existing or future hamlet(s) where there is sufficient justification for such infrastructure supported by planning, engineering and fiscal analysis.
- 3.3.3 The County shall consider developing and adopting an off-site levy bylaw to require payment of a levy on lands to be subdivided or developed to pay for all or part of the capital cost of upgrading and/or expanding off-site infrastructure in accordance with the Municipal Government Act.

Development sequence in hamlets

- 3.3.4 The County should ensure that hamlet development occurs in general order of 1) in-filling of vacant lots, 2) rehabilitation, restoration or redevelopment of deteriorating buildings, 3) relocation and redevelopment of inappropriate uses, 4) expansion into the unsubdivided and undeveloped areas within the hamlet and, 5) lastly, expansion of the hamlet.

Expansion of existing hamlets

- 3.3.5 The Hamlets of Lavoy, Ranfurly and Minburn, or any future hamlet(s), shall not expand onto arable land unless no alternative exists.
- 3.3.6 The County shall not permit growth that may jeopardize groundwater supplies or quality in hamlets not serviced by regional water. Further, developers shall bear the costs to expand or improve the water supply to support growth.

General municipal servicing requirements

- 3.3.7 The County shall encourage new and existing developments that have on-site servicing needing to be replaced and that are in proximity to the servicing available to new developments, to connect and contribute to the support of municipal servicing where municipal servicing is available to new developments.
- 3.3.8 The County shall not permit development in hamlets dependent on on-site water supply and/or sewage treatment in areas with soil limitations for effluent disposal in situations where municipal servicing is not available.

INDUSTRIAL AND COMMERCIAL DEVELOPMENT

- 3.3.9** The County shall consider commercial and industrial activities in the Hamlets of Lavoy, Ranfurly, and Minburn, or any future hamlet(s), where the development(s) will serve to provide basic commercial and industrial services to the residents and the surrounding agricultural area.

HAMLET OF RANFURLY

- 3.3.10** The County shall, in the Hamlet of Ranfurly, consider any dwellings lawfully in existence as of February 16, 2010, as a “permitted use” for the purposes of the direct control land use districting applied to the Hamlet of Ranfurly insofar as authorizing minor renovations, additions, and so forth. In authorizing major renovations and additions to such dwellings, or where such dwellings are proposed to be rebuilt or replaced with a new dwelling, or in the case of a proposed subdivision, the County must be satisfied by means it considers necessary (e.g. sewage treatment system inspection, water well capacity/quality testing, etc.), that the subject dwelling is or can be serviced with an on-site supply of potable water and that sewage effluent is or can be properly treated on-site. The foregoing does not allow the development of a new dwelling on a lot where a dwelling did not lawfully exist at the time this Plan came into effect.
- 3.3.11** The County shall consider the development of alternative land uses such as tiny home communities and hobby farms within the hamlet to promote alternative lifestyles. On-site water and sanitary servicing for tiny home communities may be considered.
- 3.3.12** The County shall consider unserviced industrial developments within the Hamlet of Ranfurly provided such uses:
- a. are located on larger lots;
 - b. provide appropriate buffer from residential uses; and
 - c. mitigate negative impacts such as noise, dust and privacy associated with future industrial developments.
- 3.3.13** The County shall encourage the enlargement of existing residential lots via lot consolidation, reconfiguration, replotting and so forth, for the purposes of providing increased opportunities to improve on-site servicing wherever and whenever possible.
- 3.3.14** Where enlargement of existing residential lots via consolidation, reconfiguration, replotting and so forth, has taken place, and/or where existing lots are large enough to accommodate private servicing, consideration for granting approval for a new residence may be given if access to private on-site water and sanitary servicing can be proven, in accordance with the County policies and standards.
- 3.3.15** The County shall consider developing Ranfurly-specific Land Use District or Direct Control District to provide direction on the County’s specific expectations for future developments in Ranfurly.



3.4 COMMERCIAL & INDUSTRIAL

CONTEXT

The County strongly encourages industrial and commercial development suitable for a rural community to support its tax base and generate employment opportunities for residents. Industrial and commercial development, however, may result in land use conflicts and impacts that must be addressed. The County will provide for appropriate and properly planned industrial and commercial developments.



OBJECTIVES

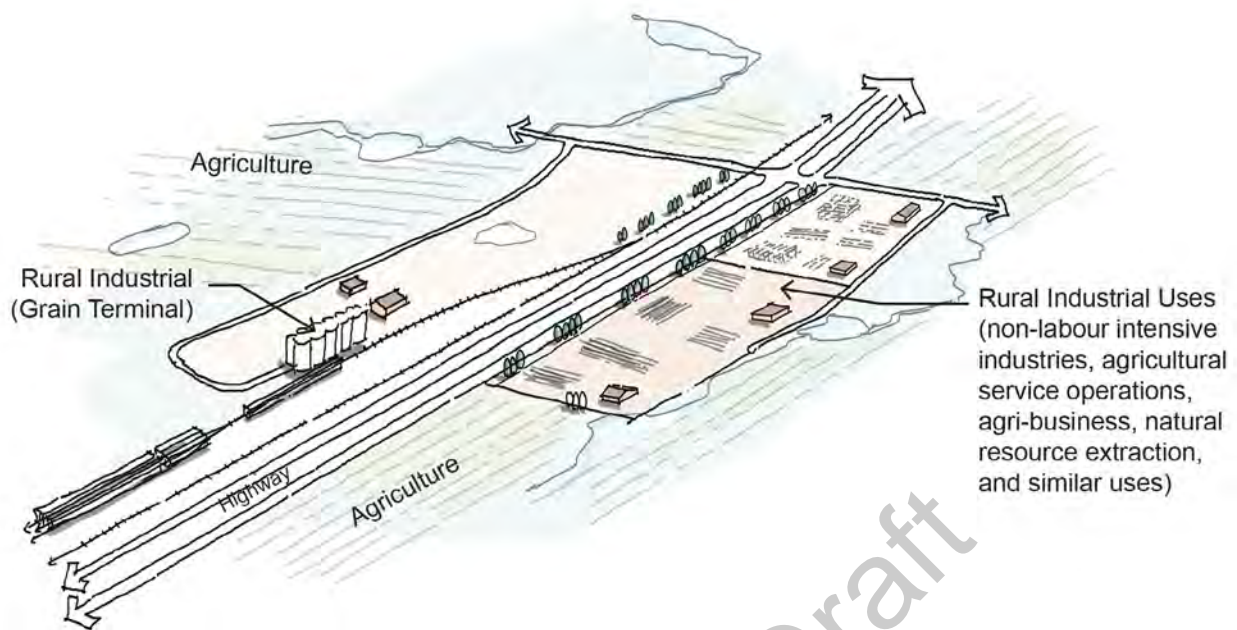
The policies below will help to meet the following objectives:

- To expand and diversify the economic base of the County.
- To maximize the economic development potential of the lands surrounding the intersection of Highways 16 and 36 (Crossroads ASP), East Industrial Park ASP near Mannville, and West Industrial Park ASP near Vegreville.
- To encourage the development of appropriate industrial and commercial land uses which provide increased tax assessment and employment opportunities for residents.
- To ensure the proper planning and development of industrial and commercial uses through the setting of locational and development criteria.
- To minimize conflicts between industrial/commercial uses and adjacent land uses.
- To minimize County costs associated with industrial and commercial development.
- To preserve, where possible, arable land for agricultural use by directing industrial and commercial development to dryland pasture.
- To ensure that industrial and commercial developments do not interfere with the functional integrity of highways and County roads.
- To provide for commercial developments appropriate for rural areas, providing goods and services required by County residents and the traveling public.
- To support the development of new area structure plans in collaboration with urban municipalities.

INDUSTRIAL POLICIES

Types of rural industrial uses

- 3.4.1** The County should attract industrial developments for which it is well-suited and offers a locational advantage. Specifically, the County wishes to target industry, which due to land requirements, available inputs, infrastructure requirements, or operating characteristics are legitimate rural land uses which should be accommodated in the rural areas. The following types of industrial uses can be considered appropriate in the County:
- a. agricultural service operations;
 - b. agribusiness;
 - c. biofuels production;
 - d. natural resource extractive industries and related processing and refining industries;
 - e. non-labour intensive industries requiring large areas of land, but having only minimal requirements for on-site improvements, municipal services and public amenities. This includes, but is not restricted to:
 - i. outdoor storage and handling of pipe and drilling equipment;
 - ii. outdoor storage and handling of heavy vehicles and construction equipment;
 - iii. outdoor storage and handling of bulk building materials; and
 - iv. ready-mix concrete plants and yards.
 - v. any servicing, maintenance and repair operations reasonably incidental to the dominant use, or
 - vi. any on-site residential accommodation reasonably necessary for the surveillance of the primary operation.
 - vii. industrial development in hamlets, where it is compatible with the surrounding community.



Note: This sketch provides a conceptual illustration of typical rural industrial lots along the highway corridor. Other locations may also be considered in accordance with policies of this Municipal Development Plan and County's Land Use Bylaw.

Preferred location for rural industrial uses

3.4.2 The County shall direct, whenever possible, rural industry away from arable lands.

3.4.3 The County shall use the following site criteria in determining rural industrial site suitability for the intended use:

- a. has stable, well drained soils;
- b. has (or will have) safe and convenient access to public roads built to County standards;
- c. located where rail access exists or could be provided if required;
- d. has necessary services and utilities available if required;
- e. has suitable local climate conditions, especially for noxious industries;
- f. has an appropriate buffer from land designated for AR - Acreage Residential District when considering a subdivision or development application for rural industry;
- g. is suitably located in relation to water bodies; and
- h. is not located within significant scenic, recreational or open space areas.

Redistricting to Rural Industrial district

3.4.4 The County shall require redistricting to the RI – Rural Industrial District in the Land Use Bylaw prior to approving a subdivision and/or development that would result in the creation of more than two (2) non-rural-residential or non-commercial lots within a quarter section or where more than 25% of the quarter section would be utilized for

rural industry.

- 3.4.5** The County may allow approval of a subdivision and/or development that would result in the creation of more than two (2) non-rural-residential or non-commercial lots within a quarter section or where more than 25% of the quarter section would be utilized for rural industry without redistricting to RI – Rural Industrial if the quarter section is already districted DC – Direct Control District.

Industrial parks

- 3.4.6** The County shall encourage the creation of industrial parks in order to provide industrial development opportunities in a manner that concentrates industrial development, rather than scatters it, minimizes conflicts with adjacent land uses and facilitates the economic provision of services (including roads). The County shall encourage new industrial developments to locate in one of the following industrial parks and locations:

- a. East Industrial Park;
- b. West Industrial Park;
- c. Crossroads Industrial Park;
- d. Within existing hamlets in accordance with the existing ASPs; and
- e. Within intermunicipal fringe areas in accordance with the IDPs.

- 3.4.7** Industrial Parks shall only be permitted where the land has been redistricted to RI – Rural Industrial land use districts or the DC – Direct Control District in the Land Use Bylaw.

Hamlet Industrial

- 3.4.8** The County should endeavour that hamlet industrial development is of a scale and type so as not to negatively affect adjacent residential uses, and be screened from residential uses to the satisfaction of the County.
- 3.4.9** The County shall not allow industrial development dependent on water supply and/or sewage treatment in areas with soil limitations for effluent disposal or in areas of inadequate water supply or quality within hamlets.
- 3.4.10** Notwithstanding 3.4.9, in the hamlet of Ranfurly, the County may consider industrial uses that may not require municipal servicing, if it is located on larger lots and negative impacts of such development as per the County policies and standards.
- 3.4.11** The Developer of rural industry development shall be required to enter into a development agreement and/or road use agreement with the County to address the infrastructure upgrades necessary to serve the development.

- 3.4.12 The County shall encourage rural industry development to locate with regard to existing developed roads and may require the developer to upgrade and construct access roads to year-round industrial standards to serve the development. The County may require a two (2) year road warranty period or securities prior to accepting responsibility for upgraded or newly constructed roads.
- 3.4.13 The County should require rural industry developments to mitigate negative visual and other aesthetic impacts in relation to adjacent lands through screening and setbacks.
- 3.4.14 In accordance with the provisions of the Municipal Government Act, a license, permit, approval or other authorization granted by the Natural Resources Conservation Board (NRCB) or Alberta Energy Regulator (AER) prevails over this Plan, the Land Use Bylaw and decisions made by the Subdivision Authority, the Development Authority and appropriate appeal boards. In addition, the County is required to approve applications when consistent and authorized by the NRCB or AER.

GENERAL COMMERCIAL POLICIES

Preferred location and development considerations for commercial sites

- 3.4.15 The County may consider major retail commercial developments along highways within the County on a case-by-case basis subject to the individual merits of the proposal.
- 3.4.16 The County may allow convenience retail services to locate in industrial parks, acreage residential developments or manufactured home communities where adequate services do not exist nearby. The size of commercial outlets shall be relative to the immediate population being served.
- 3.4.17 The County may allow commercial activities in industrial parks where the development is ancillary to the industrial use on that parcel.
- 3.4.18 The County should require commercial developments in hamlets to be of a type and scale such that they are compatible with adjacent residential uses and serve the local rural and hamlet residents as well as the travelling public.
- 3.4.19 The County shall not support highway commercial subdivision or development on:
 - a. arable land, unless the proponent justifies through the provision of a Conceptual Scheme, that the impacts of locating the highway commercial subdivision or development on arable land are minimized and that no reasonable alternative exists supported by planning, engineering and financial analysis;
 - b. critical wildlife habitat; or

- c. environmentally sensitive or hazardous lands.

Recreational and tourism uses

3.4.20 The County should require that recreational and tourism developments:

- a. be compatible with and complement the natural characteristics of the area or site;
- b. if large scale or facility-based in nature, not be located on arable land. Small-scale developments (e.g. bed and breakfast, country vacation and guest ranches) that do not interfere with the primary agricultural use may be allowed on arable land;
- c. if located in or near sensitive wildlife areas, environmentally sensitive areas, hazardous lands and/or historically significant sites, provide a strategy to mitigate impacts;
- d. be compatible with and complement any other existing land uses or development; and
- e. provide access and services at the developer's costs in accordance with County policies and standards.

Servicing requirements

3.4.21 The County shall not allow commercial development dependent on water supply and/or sewage treatment in areas with soil limitations for effluent disposal or in areas of inadequate water supply or quality, or in areas of hamlets where municipal servicing is not available.

Requirement for redistricting to Rural Commercial district

3.4.22 The County shall allow rural commercial subdivision and development (excluding home occupations and bed and breakfasts) only where the land has been redistricted to the RC – Rural Commercial District in the Land Use Bylaw.

3.4.23 The County should encourage the preservation and enhancement of provincially designated historical areas, as well as locally significant historic areas and sites, within the County.

3.4.24 The Developer is responsible, where applicable, for the design and installation of water treatment and distribution, sanitary collection and treatment and stormwater management systems to standards specified by the County.

3.4.25 The County may require new commercial development to connect to existing municipal servicing where there is capacity to service new development, and may require the Developer to pay off-site levies to offset capital costs to keep the capacity levels for future developments.

Highway-Related Commercial Policies

- 3.4.26** The County shall ensure highway commercial uses maintain the functional integrity of adjacent highways through the use of service road systems or controlled highway access points that are approved by Alberta Transportation, or the County Operations Department.

Home Based Businesses

- 3.4.27** The County shall encourage economic diversification through the establishment of home occupations, home offices and cottage industries which are compatible with the residential and agricultural character of the lot and the surrounding area.

2nd Reading Draft



3.5 NATURAL RESOURCE DEVELOPMENT

CONTEXT

Sand and gravel, oil and gas are recognized as valuable non-renewable resources in the County and must be protected and extracted efficiently. Renewable energy is also a growing sector in the County, which includes wind and solar resources for power generation. The County recognizes that many of these natural resource developments are beyond their control due to exemptions from the Municipal Government Act, placing them under Provincial jurisdiction. Further, Resource extraction can result in the loss of agricultural land, groundwater contamination and soil damage. All of these resources are a great benefit to the community, bringing economic development and jobs, and must be managed responsibly.



OBJECTIVES

The policies below will help to meet the following objectives:

- To conserve sand and gravel resources.
- To minimize conflicts with adjacent land uses.
- To ensure natural resources are managed safely and effectively, and that extraction activities are respectful of surrounding land uses.
- To require effective reclamation of spent natural resource development sites.
- To preserve arable land for agricultural use by directing resource extraction activities to dryland pastures where feasible.
- To preserve the quality and quantity of groundwater resources affected by extractive industries through setbacks and industry best-practices for operations.
- To minimize the negative impact on the quality and quantity of groundwater resources caused by resource extraction activities.
- To encourage cooperation between the County and the oil and gas industry to help ensure that the impacts associated with oil and gas extraction are minimized.
- To cooperate effectively with all provincial and federal agencies responsible for applicable governing legislation related to natural resource development.

POLICIES

- 3.5.1 The County shall encourage the development of extractive resources provided all necessary steps are taken to ensure that the environmental integrity of the area is maintained.
- 3.5.2 As per the provisions of the Municipal Government Act, a license, permit, approval or other authorization granted by the provincial boards responsible for energy, utilities and natural resources prevails over this Plan, the Land Use Bylaw and decisions made by the Subdivision Authority, the Development Authority and appropriate appeal boards.

Location Considerations

- 3.5.3 The County shall encourage landowners and industry to cluster oil and gas facilities and locate rights-of-way along quarter section lines, property boundaries or existing easements to avoid unnecessary fragmentation of land. The County shall discourage diagonal routes for rights-of-way except where such routes follow man-made or topographical features.
- 3.5.4 A minimum separation distance of 1.6 km shall be required between existing acreage residential to new natural resource processing uses. This 1.6 km setback may be waived or adjusted if the developer can demonstrate that

the surrounding property owners and affected persons have been consulted and have agreed to the location of the resource extraction use.

Data management

- 3.5.5** The County shall maintain information indicating the location of sour gas facilities as supplied by the Alberta Energy Regulator (AER).

Setback requirements

- 3.5.6** The County shall apply AER setback regulations and guidelines respecting sour gas and other oil and gas facilities, including pipelines, when considering land use, subdivision and development applications.
- 3.5.7** The County shall not support any non-agricultural subdivision or development in areas of known commercial deposits of extractive resources where the proposal would prevent subsequent resource extraction.

Mitigation measures, studies, and agreements

- 3.5.8** The Developer shall indicate measures to mitigate impact where a resource extractive operation may have negative impacts on the surface or subsurface water, historical or archaeological resources, critical wildlife habitat, or environmentally sensitive areas in accordance with the County and all authorities' standards having jurisdiction.
- 3.5.9** The County shall require all extractive operations and related developments to retain a valid development permit for the duration of the operation in situations where the extracted material is being removed from the property unless otherwise exempted by the Municipal Government Act or Land Use Bylaw. Access to such developments shall also require County approval.
- 3.5.10** The County may require the Developer of a resource extraction operation to post a performance bond or similar security to ensure reclamation is completed before issuing a development permit where no similar requirement is made by another authority having jurisdiction.
- 3.5.11** The County may require the developer of a resource extractive operation to enter into an agreement with the County to:
- a. upgrade or maintain roads;
 - b. designate specific truck routes to promote safety and avoid noise and dust problems;
 - c. control noise, dust and weeds;
 - d. provide buffering as required to minimize impacts on adjacent land uses;

- e. provide for storage of topsoil; and/or
- f. specify other requirements to minimize conflicts between extractive industries and adjacent land uses.

2nd Reading Draft



3.6 TRANSPORTATION AND UTILITIES

CONTEXT

Transportation facilities have a significant impact on land use in the County. Hazardous material as well as overweight and over-dimensional loads must be moved within and through the County in a safe and efficient manner.

Similarly, utility facilities significantly impact land use in the County, the most significant being fragmentation and loss of agricultural land. The County does not provide most utilities which are provided by the private sector.



Map 3: Transportation and Utilities provides an overview of existing transportation networks and utilities in the County.

OBJECTIVES

- To encourage the development and maintenance of safe, efficient, convenient and environmentally compatible transportation systems.
- To coordinate the construction of all local roads within a long range capital improvement program.
- To ensure that all local roads are constructed to municipal standards.
- To minimize the fragmentation and loss of agricultural land and disturbance of agricultural practices.
- To ensure that developers provide for and establish utility systems to provincial and County standards.

POLICIES

Roads

- 3.6.1** The County is sensitive to the impacts which transportation routes and facilities may have on the agricultural community and shall encourage their location in a manner that minimizes the impact on farming operations. The County shall:
- a. encourage locations which minimize consumption of agricultural land;
 - b. encourage rights-of-way to follow quarter section lines, property boundaries, or existing easements to avoid unnecessary fragmentation of land, and shall discourage diagonal routes except where such routes follow man-made or topographical features and discourage the creation of fragmented land parcels between rights of way; and
 - c. encourage the integration of transportation routes within defined corridors.
- 3.6.2** The County shall encourage the design and location of transportation routes and facilities to minimize the impacts on significant recreational, historical, environmental or ecologically sensitive areas.
- 3.6.3** The County may recommend buffering such as fencing or landscaping to minimize the impact where proposed transportation routes and facilities may adversely affect adjacent lands.
- 3.6.4** The County may recommend new subdivisions or require new developments adjacent to transportation routes and facilities to provide adequate

fencing and/or buffering to maximize safety and minimize impacts such as noise, smoke, vibration or hazards on any proposed development. The type and amount of buffering shall be determined by the County and/or Alberta Transportation based on the proximity, type and frequency of use of the route and the form of the proposed development.

- 3.6.5** The County shall work with Alberta Transportation on the realignment of any highway and identification of any future interchange locations.
- 3.6.6** The County, in cooperation with Alberta Transportation, shall promote safe and efficient intersections for highways and County roads to improve the movement of local traffic to the highway system.
- 3.6.7** The County shall encourage those involved in the exploration and development of natural resources to construct their access roads on road allowances wherever possible.
- 3.6.8** The County Operations Department shall endeavour to cooperate with other municipalities in the planning and development of intermunicipal roadways. This includes both urban municipalities within the County and rural municipalities adjacent to the County.
- 3.6.9** The County shall encourage intermunicipal agreements where roads serve as a boundary between the County and an adjacent urban or rural municipality to address new accesses, maintenance and standards.
- 3.6.10** The County's Operations Department shall consult with the appropriate provincial and federal government agencies to ensure all necessary approvals are issued before construction begins where a new road will require crossing a permanent and naturally occurring waterbody.
- 3.6.11** The Developer shall be responsible for the construction of those roads not identified by the long range capital improvement program or if an accelerated timeline is required as a consequence of the Developer's proposed development.
- 3.6.12** The Developers shall be responsible for the construction of public roads to County standards if the timing of the proposed development does not correspond to the established road construction priorities of the County in order to access a proposed development,
- 3.6.13** The County or Alberta Transportation may require that a traffic impact assessment (TIA) be prepared in accordance with the County's or Alberta Transportation requirements in support of an application for subdivision, development or redistricting,

or as part of a conceptual scheme or area structure plan accompanying such an application. The Developer shall bear the responsibility and the costs of preparing the TIA as well as any undertakings and improvements specified in the TIA.

- 3.6.14 The developer shall be required to pay the costs of the upgrade in coordination with Alberta Transportation requirements where development or subdivision requires upgrades to highways.
- 3.6.15 The County may require a non-negotiable form of security to be provided by the developer to ensure that road construction is to the County Road Standards.
- 3.6.16 The County shall ensure that all public and private road construction is in accordance with County Road Standards.
- 3.6.17 The County shall not accept a License of Occupation (LOC), access easement or other similar agreements as constituting legal access to secure development and subdivision approvals.
- 3.6.18 The County should ensure that new road construction should be sensitive to the natural topography and adjacent land uses, and that cut/fill, tree clearing and visible scarring of the landscape for access road construction are minimized.
- 3.6.19 The County may require setbacks, noise attenuation or noise abatement methods for residential development and subdivision along major public roads.
- 3.6.20 The County shall require that privately constructed and owned roads in a bareland condominium consist of a right-of-way and driving surface width as is normally required by the County's standards for public roadways.
- 3.6.21 Pursuant to Section 618.3(1) of the Municipal Government Act, the County shall comply with any applicable items related to provincial highways in an Alberta Land Stewardship Act (ALSA) plan, if applicable.
- 3.6.22 Pursuant to 618.4(1) of the Municipal Government Act, the County should mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, in accordance with Policy 7 of the Provincial Land Use Policies.
- 3.6.23 The County should continue to work with Alberta Transportation to potentially establish Highway Vicinity Management Agreements, where applicable.

Rail Lines

- 3.6.24 The County recognizes that rail lines are an important rural industrial location factor,

and shall encourage rail service to rural industrial areas in the County wherever feasible.

- 3.6.25** The County shall encourage railway companies and land developers, in cooperation with the County and Alberta Transportation where applicable, to make provisions for convenient and safe rail crossings to facilitate vehicular and pedestrian movement.
- 3.6.26** The County shall encourage the sale or lease of abandoned rail rights of way to adjacent farmers whenever feasible.
- 3.6.27** The County may apply The Railway Association of Canada's and The Federation of Canadian Municipalities' Guidelines for New Development in Proximity to Railway Operations, as amended; and, consider the Canadian National Railway's suggested municipal policy statements and standard development guidelines to new development adjacent to a railway line.

Air Transportation

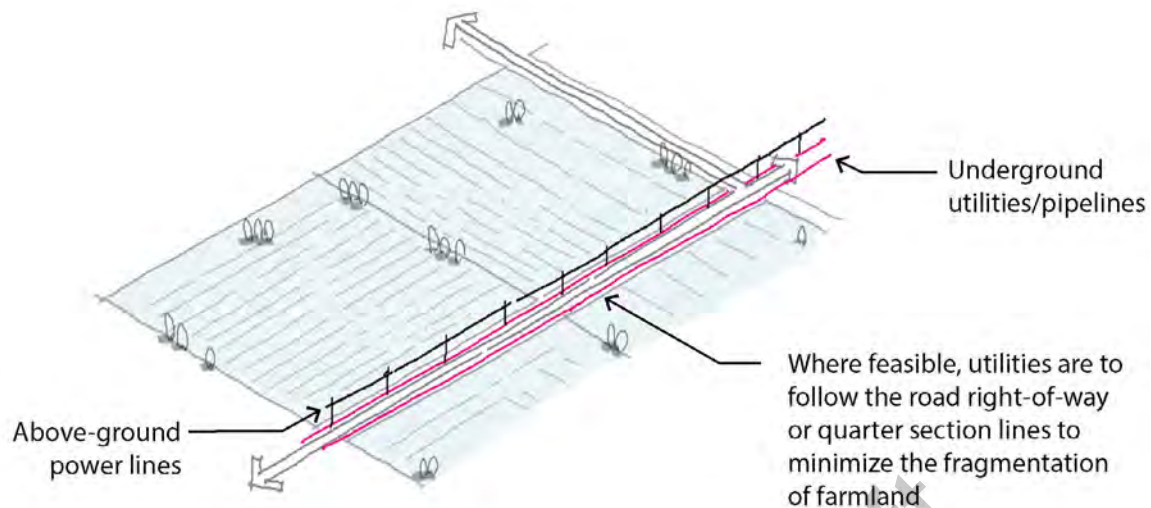
- 3.6.28** The County shall encourage the regulation of building heights in the areas around all publicly licensed (e.g. Vegreville Airport) and paved airports in the County to minimize safety hazards and land use conflicts around airports.

Hazardous Materials

- 3.6.29** The County recognizes that although this area of the Province is not a significant producer of hazardous materials, a large volume of hazardous goods and materials are transported through the County, primarily through pipelines and along Highways 16 and 36.
- 3.6.30** The County may consider designating permanent herbicide and pesticide container collection sites.

Utilities

- 3.6.31** The County shall encourage the location of utility routes and facilities in a manner that minimizes the impact on farming operations to reduce the impacts they may have on the agricultural community and specifically:
- a. encourage locations which minimize consumption of agricultural land;
 - b. encourage rights of way to follow quarter section lines, property boundaries, or existing easements to avoid unnecessary fragmentation of land, shall discourage diagonal routes except where such routes follow man-made or topographical features, and discourage the creation of fragmented land parcels between rights-of-way; and
 - c. encourage the integration of utility lines within defined corridors.



- 3.6.32 The County shall encourage the design and location of utility lines and facilities in a manner which minimizes the impacts on significant recreational, historical, environmental or ecologically sensitive areas.
- 3.6.33 The County may recommend buffering such as fencing and/or landscaping to minimize the impact where proposed utility lines and facilities may adversely affect adjacent lands.
- 3.6.34 The County may recommend new subdivisions or require new developments adjacent to utility lines and facilities to provide adequate fencing and/or buffering to maximize safety, and minimize impacts such as noise, smoke, vibration or hazards on any proposed development. The type and amount of buffering shall be determined by the County based on the proximity, type and frequency of use of the line/facility and the form of the proposed development.
- 3.6.35 The County shall require that where a utility line or facility will require crossing a permanent and naturally occurring waterbody, appropriate provincial and federal government agencies be consulted and all necessary approvals are issued before construction begins.
- 3.6.36 The County shall endeavour to ensure that utility line and facility construction is sensitive to the natural topography and adjacent land uses; and, that cut/fill, tree clearing and visible scarring of the landscape for access construction is minimized.
- 3.6.37 The County may request that utility companies provide their existing and future service requirements for the area of the development proposal when reviewing development proposals.

- 3.6.38 The County shall endeavour to ensure that utility facilities, systems and rights-of-way are protected from incompatible land uses and that new utilities are located so that there is minimal obstruction to adjacent and surrounding land uses.
- 3.6.39 The County shall establish an inventory of all pipeline rights-of-way within the County and make this information available to citizens.
- 3.6.40 Development Permit and Subdivision applications for developments in proximity to pipeline rights-of-way shall be referred to the applicable pipeline companies for their review and input. The County shall require the development in proximity to pipeline rights-of-way to comply with the recommended standards and guidelines established by the applicable pipeline companies and industry standards.
- 3.6.41 The County shall require that new waste management facilities, sewage lagoons and water systems are sited in accordance with provincial regulations.
- 3.6.42 The County may enter into an endeavour to assist agreement for a term of up to ten (10) years with the Developer if a communal water or sewer system is constructed by a Developer and the County requires it to be oversized to accommodate future growth and expansion.
- 3.6.43 The County should encourage new major utility rights of way to avoid urban areas and areas designated for urban expansion. Where such lines must be located close to urban centres, they should be designed to be compatible with future urban growth.
- 3.6.44 The County shall support the provision of regional servicing systems, including water.
- 3.6.45 The County shall continue to cooperate with the Province and other municipalities in the planning of solid waste disposal facilities to ensure that adverse environmental and social impacts are minimized.
- 3.6.46 The County shall maintain a close liaison with Alberta Transportation to avoid conflicts with utility networks and highway improvements.

Communication Towers

- 3.6.47 The County shall liaise with Industry Canada and Transport Canada to provide regulations for locating communication towers and related facilities, as requested.
- 3.6.48 The County shall encourage the co-location of communication towers.
- 3.6.49 The County shall require that communication towers are located in a manner that minimizes the impact on the natural environment and residential communities while

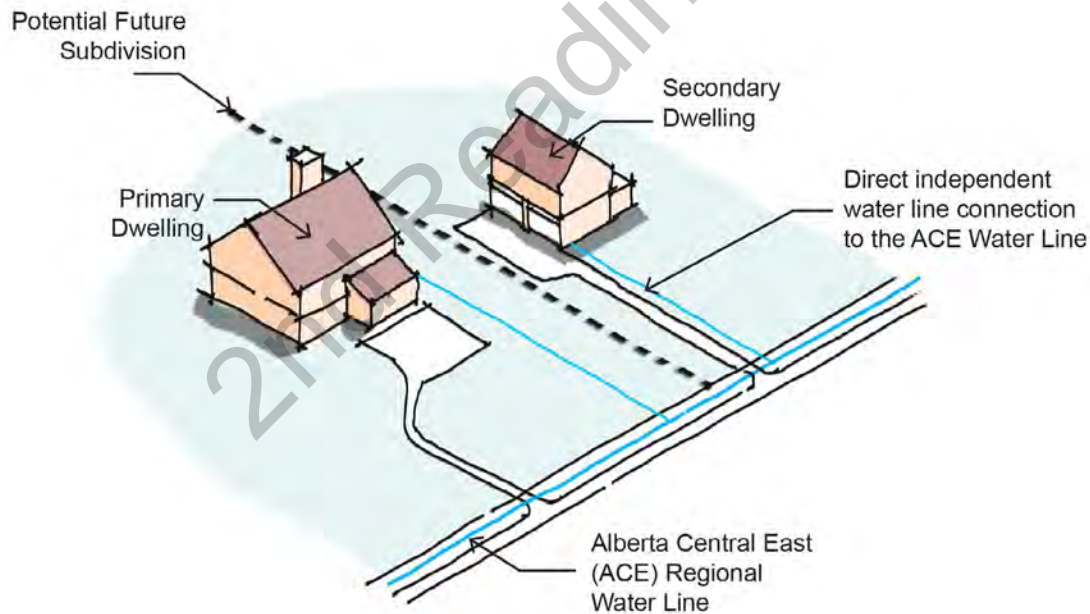
recognizing the unique locational requirement for siting communication towers.

Wind Energy Conversion Systems (WECS)

- 3.6.50** The County shall ensure that wind turbines are located in a manner that minimizes the impact on the natural environment and any residences while recognizing the unique locational requirement for siting wind turbines.
- 3.6.51** The Developer of a Wind Energy Conversion System, Commercial shall enter into a development agreement and/or road use agreement to the satisfaction of the County.
- 3.6.52** The Developer of a Wind Energy Conversion System, On-Site may enter into a development agreement at the discretion of the County.

ACE Regional Waterline Connection

- 3.6.53** The County shall require that secondary dwellings connected indirectly to the Alberta Central East (ACE) Regional Waterline through the primary dwelling acquire a direct and independent connection to the ACE Regional Waterline before subdivision from the parent parcel.



Broadband Strategy

- 3.6.54** The County shall continue to support broadband infrastructure in accordance with the County's Rural Broadband Policy and Broadband Strategy.



3.7 ENVIRONMENT, HAZARD LANDS, RECREATION AND OPEN SPACE

CONTEXT

The County strives to identify hazardous lands, sour gas facilities and environmentally sensitive areas, and to work towards ensuring those lands are protected and mitigated as appropriate.

The County recognizes that there are limited recreational resources within the County, and all private and public recreational lands and facilities must be managed in a fashion to maximize benefits for all County residents and visitors to the County.

The County remains concerned about the encroachment of incompatible land uses adjacent to fish and wildlife habitats.



OBJECTIVES

The policies below will help to meet the following objectives:

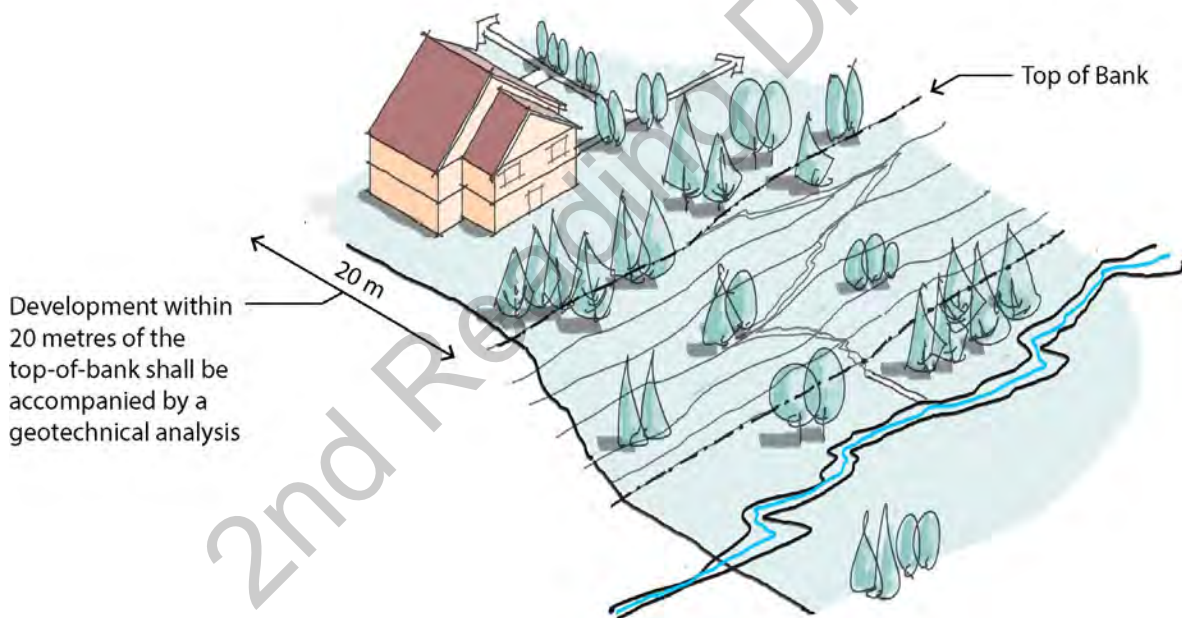
- To ensure that public health and safety is a fundamental requirement for all subdivisions and developments by directing them away from hazardous lands.
- To protect environmentally sensitive areas.
- To identify and protect areas with significant scenic, recreational or open space potential.
- To preserve arable land for agricultural use by directing recreation development to dryland pastures where feasible.
- To encourage the development of a greater diversity of recreational services and facilities.
- To inventory and protect environmentally sensitive areas, e.g. shorelands, steep slopes, wetlands, and unique landforms.
- To continue to work closely with the provincial and federal governments as well as not-for-profit agencies to encourage the preservation and development of fish and wildlife habitat.
- To promote development approaches that do not result in further net loss of wetlands.

POLICIES

Hazard Lands

- 3.7.1** The County shall define potentially hazardous lands, or lands less suitable for development, as being those lands:
- a. having inadequate drainage;
 - b. having high water tables or ground water seepage;
 - c. susceptible to flooding;
 - d. susceptible to soil erosion;
 - e. having a high wildfire risk;
 - f. with slope greater than 15%; and/or
 - g. in proximity to sour gas lines and facilities.
- 3.7.2** The County shall maintain information indicating the location of sour gas facilities as supplied by the Alberta Energy Regulator (AER).
- 3.7.3** The County shall apply AER setback regulations, guidelines, and Directive 79 respecting sour gas and other oil and gas facilities, including pipelines, when considering land use, subdivision and development applications.

- 3.7.4** The County shall endeavour to maintain up-to-date information indicating the location of areas that are prone to flooding within the County as supplied by the Province.
- 3.7.5** The County shall prohibit development in the 1:100 year flood plain, except for the non-facility components of an agricultural operation and specialty agriculture, extensive and intensive recreation, and transportation and utility facilities unless the Developer can demonstrate properly engineered flood protection measures.
- 3.7.6** The County may require that any development within 100 metres (330 feet) of a water body must have the top of the bank identified by a legal survey.
- 3.7.7** The County may require that for development proposed within 100 metres (330 feet) of a river, the developer submit an engineering or geotechnical analysis conducted by a qualified person to determine the active erosion on the meanders of that river, as well as to identify the flood plain and bank stability.



- 3.7.8** Unless a lesser distance is specified within a land use district in the Land Use Bylaw, the development permit application for a development proposed within 20 metres (66 feet) of the top-of-bank, or waterbody, shall be accompanied by an engineering or geotechnical analysis conducted by qualified professionals addressing but not limited to the flood plain and bank stability, which may determine the need of additional setbacks due to site-specific conditions.
- 3.7.9** Notwithstanding 3.7.8, the Subdivision or Development Authority, as the case may be, shall refer and adhere to any provisions contained with a Provincial Flood Risk Mitigation Program or regulation applicable to the area if those provisions are more

stringent than those of the Land Use Bylaw.

- 3.7.10** The County shall require the developer to provide a geotechnical study for development proposed on land with slopes greater than 15% and to implement any required measures to address slope stability, as may be determined in the geotechnical study.
- 3.7.11** The County may require that the developer, in the case of structural developments, identify soil type during preliminary planning and, if required, have a geotechnical study prepared that identifies measures to mitigate any substandard soils to ensure a safe building site.
- 3.7.12** The County may require developers to dedicate hazardous lands as environmental reserve, either in the form of a lot, easement, or using other instruments such as a conservation easement in accordance with Section 3.8 of this Plan.
- 3.7.13** The County shall encourage private landowners and industry to maintain forested areas along all waterbodies to reduce erosion and to provide for enhanced visual amenities.

Fish and Wildlife Policies

- 3.7.14** The County shall discourage land uses within or immediately adjacent to critical habitat areas which will adversely affect the characteristics of the area vital to habitat maintenance.

FireSmart

- 3.7.15** The Subdivision Authority or Development Authority, as the case may be, may require subdivision or development applicants to submit a Fire Hazard Assessment and plan to address wildfire mitigation guidelines as contained in the Partners in Protection Program "FireSmart: Protecting Your Community from Wildfire", as amended.
- 3.7.16** Further to Policy 3.7.15, the Subdivision Authority or Development Authority, as the case may be, may require applicants to implement wildfire mitigation guidelines as contained in the Partners in Protection Program "FireSmart: Protecting Your Community from Wildfire", as amended, as a condition of subdivision or development approval.

Recreation & Open Space

- 3.7.17** The County shall encourage the development of areas with significant scenic, recreational or open space potential as open space and recreational uses for the benefit of the citizens of the County as a whole, as well as visitors to the County, provided that environmental standards are maintained.

- 3.7.18** The County may permit non-recreational uses on land having scenic, recreational or open space potential where, in the opinion of the County, the recreational attributes of the site will not be lost.
- 3.7.19** The County should continue to work with the Province and encourage the Province to acquire land in the County to establish a provincial park. Candidate areas include Akasu, Whites Lake, Wapasu Lake and the Vermilion River.
- 3.7.20** The County shall endeavour to protect the scenic qualities and natural beauty of recreation or open space when reviewing proposed developments on or near these lands.
- 3.7.21** The County shall endeavour to maintain, where desirable, public access to lake shores, river and major creek valleys by:
- a. retaining roadway rights-of-way which provide access to these areas; and
 - b. requesting developers to provide public access at the time of subdivision or development (where desirable).
- 3.7.22** The County shall encourage the development of non-facility-oriented uses such as trail systems and non-intensive recreational activities, including hiking and ski touring, along river and creek valleys.
- 3.7.23** The County shall not allow uses which are, in the opinion of the County, considered incompatible with recreation and open space uses and will have a detrimental effect on the recreational resources.
- 3.7.24** The County may allow resource extraction and resource processing industries in areas with significant scenic, recreational or open space potential, provided that reclamation procedures, permits and development agreements are agreed upon and implemented (see Section 3.5, Natural Resource Development).
- 3.7.25** The County shall endeavour to cooperate and coordinate its recreational facilities and services with those of the urban municipalities within its boundaries for the mutual benefit of all, and in recognition that some forms of recreation are better accommodated in urban centres, while others require rural amenities.
- 3.7.26** The County shall cooperate with other agencies in seeking to improve recreational opportunities and facilities for the residents of the County.
- 3.7.27** The County shall support the continued involvement of community groups and associations in community events and activities to improve the overall quality of rural life.

- 3.7.28 The County may acquire or otherwise preserve lands in marshes, along rivers, streams, lakes, or areas having steep slopes which are considered too difficult to develop.
- 3.7.29 The County may request that the Province, through the relevant department or authority, acquire the lands for conservation and/or preservation of the resource where unique natural areas or environmentally sensitive lands become available.
- 3.7.30 The County shall require an amendment to the Wapasu Recreation Conservancy Area Structure Plan for the creation of any additional limited-services recreational lots at Wapasu Lake, and all associated costs, including subdivision and development-related, are the sole responsibility of the developer.

Major Resort/Recreation Proposals

- 3.7.31 The County may determine that to consider a major resort/recreation proposal, the subject land must be redistricted to an appropriate land use district in the Land Use Bylaw.
- 3.7.32 The County may require major developments on high quality recreational lands to conduct an environmental impact study to indicate what effects they will have on the environment and what impact they will have on the use of the recreational resource by the general public.



3.8 RESERVE LANDS

CONTEXT

The County shall ensure that reserves are taken to meet the future recreational and educational needs of residents and to protect environmentally sensitive areas.



OBJECTIVES

The policies below will help to meet the following objectives:

- To ensure that school, municipal and environmental reserves are taken in accordance with the provisions of the Municipal Government Act.
- Full reserve allocations are considered necessary for the recreational, environmental and educational requirements of residents of the County.

POLICIES

Municipal Reserve

- 3.8.1 The County shall take the full 10% municipal reserve allowable under Section 666(2) of the Municipal Government Act as land dedication or cash-in-lieu.
- 3.8.2 Notwithstanding Policy 3.8.1, the County shall not take municipal reserve in accordance with Section 663 of the Municipal Government Act, which states that the Subdivision Authority may not require the dedication of municipal reserve, school reserve or the cash in lieu equivalent if:
- a. one lot is to be created from a quarter section of land;
 - b. land is to be subdivided into lots of 16.0 hectares (40 acres) or more and is to be used only for agricultural purposes;
 - c. the land to be subdivided is 0.8 hectares (2 acres) or less; or
 - d. reserve land, environmental reserve easement or money in place of it was already previously taken in respect of the land that is the subject of the proposed subdivision under this Part or the former Act.

Cash in Lieu of Reserves

- 3.8.3 The County shall take 100% of the reserve land or cash in lieu of owing, in the absence of an agreement respecting reserve land between the County and the school divisions having jurisdiction within the County.
- 3.8.4 The County shall require that where cash is to be provided in lieu of land, the value of the land is determined in accordance with Section 667 of the Municipal Government Act.
- 3.8.5 The County shall consider the use of market value raw land assessment of a property prepared by the County assessor to determine the cash-in-lieu of reserve land requirements if agreed to by the applicant and the Subdivision Authority and as an alternative to Section 667(1)(a) of the Municipal Government Act.

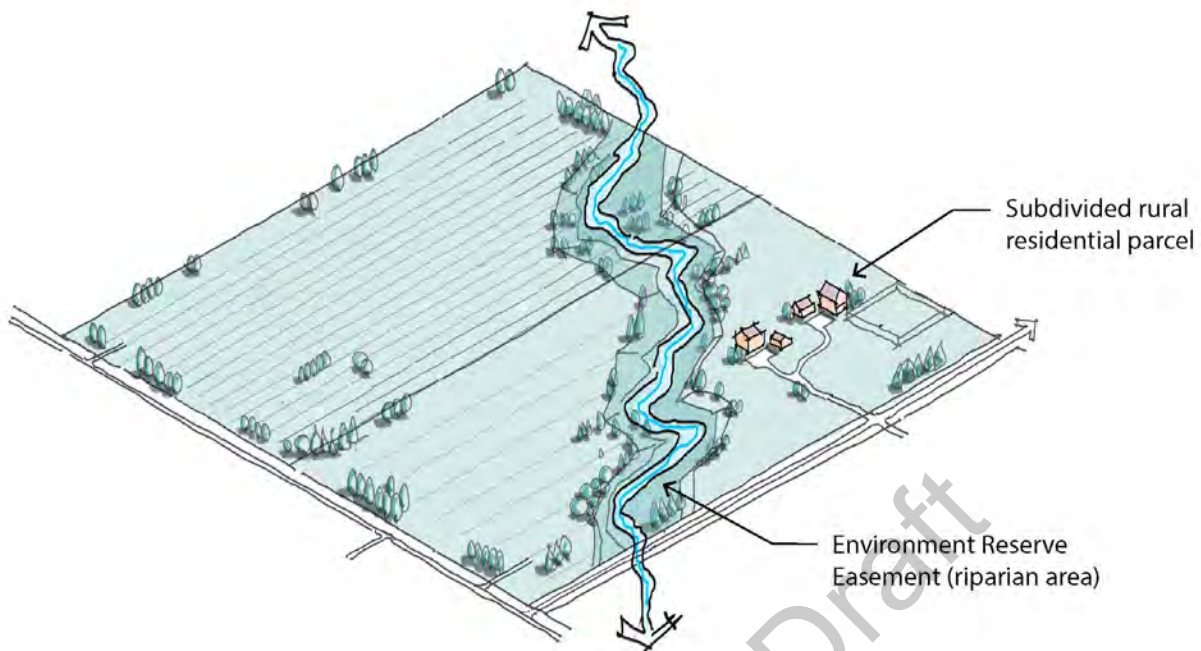
- 3.8.6** The County shall take cash-in-lieu for municipal reserve to support the provision of rural recreation opportunities and any joint use agreements that have been established with the urban municipalities unless the County determines that reserve land is required to serve a particular recreational or open space need. With respect to how reserve will be taken, the County will generally require cash-in-lieu of reserve land for any proposed lots and defer the reserve owing for the remnant of the existing titled area by way of Deferred Reserve Caveat registered against the title issued for the remnant.
- 3.8.7** To further specify Policy 3.8.6, the County may determine in the case of an acreage residential subdivision or major resort/recreation proposal involving a significant number of lots, that a portion of the municipal reserve will be taken as land to provide the residents of the development with open space, trails and recreational areas, with the balance owing provided in the form of cash-in-lieu of land.

School Reserve

- 3.8.8** The County shall provide land for a school as required whenever any of the school districts having jurisdiction within the County identify the need for school land in the County. As necessary, the County will establish or reaffirm reserve agreements with the said school divisions.

Environmental Reserve

- 3.8.9** The County shall take environmental reserves pursuant to Section 664 of the Municipal Government Act either in the form of land dedication (ownership transferred to the County) or as an environmental reserve easement (private ownership is retained). Where the County wishes to ensure public access to a water course or waterbody, it will take environmental reserve in the form of land dedication. All environmental reserves are to remain in their natural state except as permitted in accordance with Division 9 of the Municipal Government Act.



Conservation Reserve

3.8.10 Following Section 664.2 of the Act, a subdivision authority may require the owner of a parcel of land that is the subject of a proposed subdivision to provide part of that parcel of land to the municipality as conservation reserve if:

- a. In the opinion of the subdivision authority, the land has environmentally significant features;
- b. The land is not land that could be required to be provided as an environmental reserve; The purpose of taking the conservation reserve is to enable the municipality to protect and conserve the land; and
- c. The taking of the land as conservation reserve is consistent with the municipality's Municipal Development Plan and Area Structure Plan.

3.8.11 As per Section 664.2(2) of the Act, within 30 days of the creation of a conservation reserve, the municipality must pay compensation to the landowner in an amount equal to the market value of the land at the time of the application for which the subdivision approval was received.

Conservation Easement

3.8.12 The County shall consider taking land offered by a land owner under a conservation easement agreement if the land is to protect an important wildlife habitat or ecosystem. It is preferred that the donor select a non-profit, or not-for-profit organization to be the dominant tenement of the easement agreement.

3.8.13 At the discretion of the Development Authority, the use of a conservation easement may be considered as an alternative to traditional Environmental Reserve during the subdivision process. Conservation easements are provided for under the Alberta Land Stewardship Act (ALSA).

3.8.14 A conservation easement is a voluntary agreement that landowners may enter into to protect the natural values of all or a part of their land. Conservation easements may be granted for the following purposes:

- a. the protection, conservation, and enhancement of the environment including without limitation, the protection, conservation, and enhancement of biological diversity;
- b. the protection, conservation, and enhancement of natural scenic or aesthetic values; and
- c. providing for any or all of the following uses of the land that are consistent with purposes set out in clause (a) or (b);
 - i. Recreational use;
 - ii. Open space use;
 - iii. Environmental education use; or
 - iv. Use for research and scientific studies of natural ecosystems.



3.9 HISTORICAL RESOURCES

CONTEXT

The County recognizes a need to record and protect historical and archaeological resources and to provide educational and interpretive opportunities for future residents.



OBJECTIVES:

The policies below will help to meet the following objectives:

- To support the inventory and evaluation of historic resources in the County.
- To support the preservation of areas and sites possessing cultural or historical significance.

POLICIES:

- 3.9.1** The County should maintain an inventory of historic resources.
- 3.9.2** The County should encourage further research into the history of sites and buildings in the County, to further the understanding of the early development of the area.
- 3.9.3** The County may support the establishment and operation of historical societies in the County where such will aid in the preservation of historic resources.
- 3.9.4** The County may designate valuable historic sites and buildings following an established bylaw where Council considers the preservation of the resource to be in the public interest.
- 3.9.5** The County shall advocate to the AER and NRCB to protect identified historic, natural archaeological, scientific, and cultural resources from the potential impacts of proposed resource extraction developments.
- 3.9.6** The County shall ensure subdivision applications, or development applications where appropriate, are sent to the relevant provincial authorities having jurisdiction concerning the historical resources. Should the Province identify historical resources along with any measures required to be undertaken by the proponent in relation to the protection of the same, the proponent shall provide proper documentation to the County to confirm that whatever measures required of the proponent by the Province are undertaken to the satisfaction of the Province before the endorsement of the subdivision or issuance of the development permit.



3.10 INTERMUNICIPAL PLANNING

CONTEXT

The County of Minburn No. 27 is strongly committed to intermunicipal cooperation and planning and encourages cooperation among the three urban municipalities within its boundaries and the five rural municipalities surrounding the County to ensure compatible land uses in these intermunicipal areas and to meet the needs and future requirements of all municipalities.

Although the County recognizes that urban municipalities require land to expand, there is some concern that unplanned urban development and subdivision and premature annexation can have negative effects on the adjacent rural area.

With respect to any existing or future financial agreements between the County and any adjacent municipality, the County prefers to keep such agreements separate from any land use agreement or intermunicipal development plan negotiated pursuant to this Plan or the Municipal Government Act.



OBJECTIVES

The policies below will help to meet the following objectives:

- To ensure that an effective protocol and referral system exists between the County and its urban and rural neighbours.
- To coordinate, in particular, land uses and facilitate planned development in the urban fringes of the County.
- To promote a close liaison between the County and urban municipalities to coordinate matters of mutual concern.

POLICIES

General

- 3.10.1** The County shall assert that, generally, the provisions of this Plan and the Land Use Bylaw, in conjunction with the Municipal Government Act and its Matters Related to Subdivision and Development Regulation, provide a sufficient basis upon which to continue cooperating effectively and efficiently with all of its municipal neighbours, both rural and urban, with respect to planning matters.
- 3.10.2** The County shall remain committed to undertaking a formal agreement, intermunicipal development plan, and/or a joint area structure plan with the adjacent municipalities should the parties involved agree there is a need.
- 3.10.3** The Council, Subdivision Authority or Development Authority, as the case may be, shall make referrals to any adjacent municipality for their review and comment pursuant to the relevant requirements in the Municipal Government Act, and its Matters Related to Subdivision and Development Regulation, and Land Use Bylaw. The Council, Subdivision Authority or Development Authority may exceed these minimum requirements for adjacent municipality referral should they determine it is warranted. In either case, the Council, Subdivision Authority or Development Authority shall take into account but not be bound by the comments it receives from adjacent municipalities in rendering decisions with respect to the referrals made.
- 3.10.4** The County shall refer all applications where potential public road access is under the jurisdiction of the neighbouring municipality to the neighbouring municipality.
- 3.10.5** The County shall pursue conflict resolution through mediation before any submission to the Land and Property Rights Tribunal as it recognizes that a hierarchy of dispute resolution methods could be appropriate for resolving urban fringe and other intermunicipal conflicts involving the County.

Urban Expansion

- 3.10.6** The County shall recognize the importance of the level of services available in urban municipalities and support their continued orderly and efficient growth.
- 3.10.7** The County shall encourage all urban municipalities within its boundaries to identify future urban expansion requirements based on demonstrated need to help guide and coordinate the future growth and development of the region.
- 3.10.8** The County shall support comprehensive annexation applications if it concurs with underlying growth, planning and engineering servicing analysis. The County recognizes that urban municipalities should contain sufficient land to allow for expansion in the foreseeable future. The County shall not support piecemeal annexation proposals.
- 3.10.9** Further to Policy 3.10.8, the County shall give preferential consideration to comprehensive annexation proposals that are in accordance with a formally adopted intermunicipal development plan.
- 3.10.10** The County shall protect lands identified for future urban expansion as specified in an adopted intermunicipal development plan.
- 3.10.11** The County shall prefer that urban expansion avoids arable lands, environmentally sensitive areas and significant natural resources, unless no alternative exists.
- 3.10.12** The County shall recommend and support urban development that is a logical extension of the present land use patterns and does not result in urban development leapfrogging areas of farmland.
- 3.10.13** The County shall endeavor to cooperate and consult with neighbouring municipalities to plan and manage land use in areas where decisions may affect both parties.

Joint Planning

- 3.10.14** The County shall continue to fulfill its commitments established through joint planning initiatives identified in existing intermunicipal development plans, and encourage partner municipalities to work collaboratively to this end.
- 3.10.15** The County shall encourage the preparation of joint Area Structure Plans with the Village of Innisfree, Town of Vegreville and Village of Mannville that address such issues as, but not limited to:
- a. the extent of the intermunicipal fringe area surrounding the Village of Innisfree;
 - b. identifying mutual interests, challenges and opportunities;

- c. understanding the growth potential of the Village over a 15 – 20 year period;
- d. identifying infrastructure servicing requirements, current and future;
- e. exploring opportunities and constraints to in-fill and redevelopment;
- f. identifying joint referral areas for planning and development applications that may affect both municipalities;
- g. identifying opportunities for service and cost-sharing;
- h. establishing terms of reference for joint servicing/cost-sharing agreements;
- i. reviewing existing Village land use bylaw and making recommendations for amendments to support growth management;
- j. those matters required by the Municipal Government Act; and
- k. any other matters the municipalities agree should be addressed.

2nd Reading Draft



3.11 PLAN IMPLEMENTATION AND REVIEW

CONTEXT

This Plan will be used by Council and the administration of the County to provide guidance and direction when making decisions on land use, subdivision and development.



OBJECTIVES

The policies below will help to meet the following objectives:

- To ensure that the goals, objectives and policies of this Municipal Development Plan are implemented.

POLICIES

Future Land Use Concept

- 3.11.1 Future development shall be in general conformance with Map 2: Future Land Use Concept.
- 3.11.2 Except for the Hamlets of Lavoy, Ranfurly and Minburn, which are designated for hamlet uses identified on Map 5, and except for an acreage residential subdivision known as "Brookwood Estates" (NW 17-53-14-W4M) identified on Map 6, and except for lands identified as residential areas on Map 6, except for the lands within the Wapasu Recreation Conservancy Area Structure Plan, and except for the lands within the Highways 16 & 36 Crossroads Area Structure Plan, East Industrial Park ASP, West Industrial Park ASP identified on Map 4, all land in the County, is designated for agricultural/rural land use and development, as stated on Map 2, unless and until further specified in an intermunicipal development plan or area structure plan.
- 3.11.3 The County shall articulate and implement the agricultural/rural land use and development so designated and provided for by this Plan through the provisions of this Plan as well as those of the Land Use Bylaw.

Plan Amendment Principles

- 3.11.4 The County shall be guided in the exercise of discretion related to any matter or decision rendered with respect to this Plan as well as the amendment of this Plan by the following principles:
- a. The exercise of discretion in deciding an application pursuant to this Plan or an amendment to this Plan must be both reasonable and defensible within the letter and spirit of this Plan as well as widely accepted planning principles;
 - b. If a requirement or provision of this Plan is to be deviated from or if an amendment is to be made, it is essential that those exercising the discretion or making the amendment clearly understand the rationale behind the requirement or provision they are being asked to amend or regarding which they are exercising discretion;
 - c. Discretion and amendment shall only be considered if it can be

demonstrated that the discretion or amendment being considered will, at a minimum, not jeopardize the goals, objectives and policies of this Plan and, at best, better serve them; and

- d. Any discretion exercised or any amendment made shall be fully documented so that the reasons and rationale for the discretion exercised or the amendment made are accurately recorded and clearly understood.

Area Structure Plan and Conceptual Schemes

3.11.5 The County may require that an Area Structure Plan or Conceptual Scheme be prepared by a qualified person (e.g. Registered Professional Planner) to provide more detailed planning direction in specific areas, as provided for in this Plan and/or as required in the Land Use Bylaw or pursuant to the Municipal Government Act and its Matters Related to Subdivision and Development Regulation – refer also to the “Generic Terms of Reference for the Preparation of a Conceptual Scheme or Area Structure Plan in the County contained in Appendix One of this Plan.

3.11.6 In support of an application to redistrict to the AR – Acreage Residential District, RI – Rural Industrial District, RC – Rural Commercial District, HM/MDC Manufactured/ Modular Homes Communities District, RR – Recreation and resort District, the County shall require:

- a. a Conceptual Scheme (normally when lot density does not exceed 10 lots per quarter section, including the remnant); or
- b. an Area Structure Plan (normally when lot density does exceed 10 lots per quarter section, including the remnant) prepared/compiled by a qualified person (i.e.: Registered Professional Planner).

3.11.7 The County may require the preparation of a Conceptual Scheme for subdivision applications involving up to 10 lots in hamlets.

Application requirements for a Conceptual Scheme

3.11.8 The application for Conceptual Schemes shall include:

- a. proposed land uses and lot layout;
- b. provision of services (water, sewer, roads, and utilities);
- c. the logical and orderly sequence of development;
- d. consideration of soil, topography, drainage, and other physical constraints to development;
- e. location and extent of reserve lots;
- f. impact on adjacent land uses;
- g. if development is to be serviced with on-site water, includes a report certified by a professional engineer, professional geologist or professional geophysicist

proving that the diversion of 1250 cubic metres of water per year for household purposes for each of the households within the subdivision will not interfere with any household users, licensees or traditional agriculture users who exist when the subdivision is approved, as per Section 23 of the Water Act;

- h. if development is to be serviced with on-site sewage treatment, includes soils and near-surface water table testing, certified by an accredited professional, demonstrating the suitability of soils for on-site sewage treatment and the construction of basements;
- i. where applicable, Alberta Transportation comments with respect to the access, egress and potential impacts on the highway system and traffic safety; and
- j. any other matters the County considers necessary.

3.11.9 The County may request a geotechnical study as part of a Conceptual Scheme application if the County has reason to believe that the land that is proposed to be subdivided may have significant physical limitations to development or if the proposed use of the land creates unusual circumstances that require additional consideration.

Application requirements for an Area Structure Plan

3.11.10 The application for an Area Structure Plan shall include:

Site layout, site features and surrounding context

- a. proposed land uses and lot layout;
- b. existing or proposed adjacent land uses and their compatibility in relation to the proposed land uses;
- c. the logical/orderly sequence of development;
- d. details of all internal subdivision roads, whether public or part of a bareland condominium, and their intersections with any adjacent County road or highway, the design and construction of the foregoing being as per County standards and to the satisfaction of Alberta Transportation where applicable;
- e. all natural or man-made features or hazards along with proposed mitigative measures;
- f. the proposed access/egress to and from the site as well as within the site;
- g. landscaping, screening, and signs;

Alberta Transportation Circulation, where applicable

- h. where applicable, Alberta Transportation comments with respect to the access, egress and potential impacts on the highway system and traffic safety;

Supporting Studies (Biophysical, TIA, Geotechnical)

- i. a biophysical assessment conducted by qualified persons addressing soil, topography and other potential constraints to development as well as an

assessment conducted by qualified persons identifying and addressing any impacts on wildlife and their habitat;

- j. a traffic impact assessment as required by the County or Alberta Transportation;
- k. a Geotechnical Study prepared by a professional engineer identifying and addressing environmental constraints that may be present within the plan area including the water table;

On-site water servicing information

- l. if development is to be serviced with on-site water, includes a report certified by a professional engineer, professional geologist or professional geophysicist proving that the diversion of 1250 cubic metres of water per year for household purposes for each of the households within the subdivision will not interfere with any household users, licensees or traditional agriculture users who exist when the subdivision is approved, as per Section 23 of the Water Act;

Municipal servicing information

- m. if development is to be serviced with communal services (i.e.: municipal water distribution and/or sewage collection and treatment), includes all required engineering analysis and supporting documentation bearing the seal and signature of a qualified engineer licensed to practice in the Province of Alberta;

On-site sanitary servicing information

- n. if development is to be serviced with on-site sewage treatment, includes soils and near-surface water table testing, certified by an accredited professional, demonstrating the suitability of soils for on-site sewage treatment and the construction of basements;

Stormwater management

- o. a stormwater management plan bearing the seal and signature of a qualified engineer licensed to practice in the Province of Alberta, the scope and detail of which being dependent upon the scale of the subdivision/development;

Reserve dedication

- p. provision of all reserve dedications;
- q. Emergency Services and Firesmart emergency service provision and infrastructure requirements associated therewith;
- r. FireSmart principles where relevant;

Applicable buffers

- s. provision of adequate separation from existing or proposed resource extraction or processing industries, sour gas facilities, confined feeding operations and other similar uses within 1.6 km;
- t. Shallow utilities;

- u. identifies how power, gas, broadband internet and telephone services are to be provided;

Specific requirements for rural industrial developments

- v. the types of chemicals and toxic materials to be used or stored on-site and a method of containment and clean-up should spills occur;
- w. mitigation measures for potential impacts on adjacent land uses and proposed measures to reduce those impacts;
- x. mitigation measures for prevailing winds that may convey noise and/or odours; and

Additional information

- y. contains any other matters the County considers necessary.

3.11.11 The County shall ensure Area Structure Plans and Conceptual Schemes conform to the purpose and intent of this Plan.

3.11.12 The County shall ensure that all development and subdivision decisions comply with the policies and provisions of the Area Structure Plan or Conceptual Scheme in effect concerning the land that is subject to an application for a development permit or subdivision.

Land Use Bylaw Amendment

3.11.13 An amendment to the County's Land Use Bylaw will be required to ensure Land Use Bylaw regulations align with the objectives and policies established in the Municipal Development Plan.

Development agreements, caveats, performance bonds, letters of credit, restrictive covenants

3.11.14 The County may require development agreements, caveats, performance bonds, letters of credit, restrictive covenants or any other mechanisms contained within the Land Use Bylaw to secure the performance of any requirement stipulated in the regulations and provisions of this Plan or Land Use Bylaw.

3.11.15 The County may require that an applicant enter into a development agreement with the County, and all matters contained therein being to the satisfaction of the County, to secure compliance with the goals, objectives and policies of this Plan regarding matters of subdivision, re-designation and development.

3.11.16 The County may require within a development agreement for subdivision, re-designation or development that the applicant secure performance of the agreement utilizing a restrictive covenant, letter of credit or by registering the agreement on the title by way of a caveat.

DEVELOPMENT COSTS

Hamlets

- 3.11.17 The Developer shall be responsible for all costs associated with the servicing of all new subdivisions and developments including infill of existing lots (see also Section 3.6 Transportation & Utilities).
- 3.11.18 The Developer shall bear any costs associated with relocating an existing water and/or sanitary sewer connection to another location on the same lot.
- 3.11.19 The Developer shall be responsible for the construction of public roads to County Road standards if the timing of the proposed development does not correspond to the established road construction priorities of the County in order to access a proposed development. A non-negotiable form of security shall be provided by the Developer to ensure that road construction is to the required standard of the County.

Acreage Residential, Rural Industrial, General Commercial, Manufactured/Modular Home Communities, Major Resort/Recreational Development and Industrial Park Subdivision

- 3.11.20 The Developer shall bear all subdivision and development costs. Further, the Developer shall also be responsible for costs incurred by the County such as:
- a. all reasonable legal fees and disbursements incurred by the County in the negotiation, preparation and execution of any required agreement(s) and all reasonable legal fees and disbursements, engineering fees, planning fees and any other consulting fees incurred by the County in the preparation, performance and enforcement of the terms and conditions of an agreement;
 - b. all costs and expenses reasonably incurred by the County in testing any work performed or material supplied by the Developer pursuant to an agreement;
 - c. cost of all work and materials required for the work repaired or re-done because of orders and directions of the County;
 - d. additional costs incurred by reason of the County requiring additional workers, machinery and equipment;
 - e. all costs and charges incurred by the County for the work to be performed and carried out by the County and its staff pursuant to an agreement along with the reasonable charges by the County for the time spent by the County in performing the obligations to be performed or carried out by the County under an agreement; and
 - f. utilities and provision of broadband internet connection, if considered.

Private Sewage Systems

- 3.11.21 The County shall use Appendix Two, which forms part of this MDP and contains the County's policy with respect to Private Sewage Systems, in tandem with the policies

of this MDP and the regulations of the Land Use Bylaw as they relate to private sewage systems. Should any conflict arise between the policies contained in Appendix Two and the MDP or Land Use Bylaw, the policies in Appendix Two shall prevail.

Advocacy Measures

- 3.11.22** The County should explore how the protection of and restoring wetlands can contribute to the protection of County's roadways, bridges, recreation spaces as well as storm and wastewater facilities.
- 3.11.23** The County shall continue to work with Ducks Unlimited Canada and other local organizations and continue to educate citizens about the benefits of wetland preservation.
- 3.11.24** The County shall continue to educate citizens about the impact of land use planning and use of fertilizers around lakes on the quality of water in lakes.
- 3.11.25** The County should work with the Village of Mannville, the Village of Innisfree, and the Town of Vegreville and establish a Regional Economic Development Framework to collectively promote the region.
- 3.11.26** The County should continue to educate landowners about various resources available to them when dealing with renewable energy projects on their land including services and guidance provided by the Farmers Advocate Office (FAO) and Alberta Utility Commission (AUC).

Incentives

- 3.11.27** The County should continue to support and promote its 'Buy a lot for a Loonie' program to attract potential investments.
- 3.11.28** The County should continue to provide incentives to property owners as per its Non-Residential Tax Incentive Bylaw and support the County's economic development objectives.

Plan Review

- 3.11.29** The County may undertake a full review of this Plan should there be repeated applications to amend this Plan submitted to the County, or should the County itself find that it has had the need to initiate repeated amendments to this Plan.

Plan Monitoring

- 3.11.30** The County should ensure this Plan is monitored and amended as required with a complete review undertaken every seven years.

APPENDIX ONE

2nd Reading Draft



GENERIC TERMS OF REFERENCE FOR THE PREPARATION OF A CONCEPTUAL
SCHEME OR AN AREA STRUCTURE PLAN IN THE COUNTY OF MINBURN NO. 27
(Forms part of this bylaw)

2nd Reading Draft

GENERIC TERMS OF REFERENCE FOR THE PREPARATION OF A CONCEPTUAL SCHEME OR AREA STRUCTURE PLAN WITHIN THE COUNTY OF MINBURN NO. 27

1. Introduction

These generic terms of reference are intended to give general guidance only to development proponents and the Council/Administration in the preparation of a conceptual scheme (CS) or an area structure plan (ASP). It should be noted that the planning and development process is complex and that particular circumstances may warrant the requirement by Council/Administration of information or assurances not discussed here. Since each CS or ASP is different and can have issues and variables unique to that particular CS or ASP, it is often wise to have the CS or ASP guided by specifically tailored terms of reference, beyond these generic ones.

Note: where a CS or ASP is required in support of a land use, subdivision and/or development application, the County will not accept the application as complete unless it is supported by the required CS or ASP. Furthermore, the County will not accept a CS or ASP in support of an application unless it is prepared by a professional planner. For the purposes of these terms of reference, a professional planner, in the case of Alberta, is a person lawfully entitled to the designation "Registered Professional Planner" (RPP).

2. General

The ASP, as provided for under Sections 633 and 636-638 of the Municipal Government Act (MGA), is intended to describe how an area of land under a single owner or multiple-ownership can be used, subdivided and developed in a coordinated way. It is a means of ensuring that the Municipal Development Plan (MDP) is adhered to, that development by one owner does not unnecessarily restrict the options of another, and that development occurs in a way that is safe, efficient, and aesthetically pleasing. The CS, which is similar in purpose and intent to the ASP, is provided for under Section 4(5)(e) of the MGA Subdivision and Development Regulation and is defined in the MGA under Section 653(4.4(b)).

By minimizing the delays caused by the need to coordinate developments on an individual, application-by-application basis, an approved CS or ASP can set the stage for the quick approval of an MDP or Land Use Bylaw (LUB) amendment as well as subdivision and development proposals which conform to its provisions.

3. CS/ASP Boundary

The CS or ASP area is usually defined by prominent boundaries, which will minimize the effects of one area of development on another. These might be roads, natural features, existing uses or servicing boundaries. In the absence of such tangible boundaries, property lines may be used.

4. Land Use and Density

The CS or ASP must show the proposed land uses within the CS or ASP area. The density of development may be indicated by showing tentative lot lines in a CS or ASP covering a small area. In a CS or ASP dealing with a larger area, it may be sufficient to show proposed density ranges within sub-areas of the CS or ASP. In addition, the CS or ASP needs to identify all of the existing land uses within and surrounding the CS or ASP area and must address how any conflicts between existing and proposed uses can be avoided and/or mitigated.

5. Site Suitability

One of the primary purposes of a CS or ASP is to demonstrate that the lands in question are suitable for the proposed uses, subdivision and development. A suitable building site needs to be proven for each proposed use, subdivision and development. Subdivisions which will have the effect of creating or eventually creating five or more unserviced lots within a quarter section need to be accompanied by a geotechnical report comprising near surface water table and soils tests for sewage disposal and basement construction as well as proof of a potable water supply. The geotechnical report shall be prepared in accordance with Alberta Environment's Guidelines and/or Section 23 of the Water Act (and the relevant Ministerial Regulation) and to the satisfaction of the County. The geotechnical information submitted must be contained in a report that is signed and sealed by a certified member of APEGA. The report must contain an appropriate and thorough analysis, discussion and recommendation pertaining to the test results, including a professional assessment of the suitability/appropriateness of the subdivision proposal and design in the context of the geotechnical information submitted. Note that in determining site suitability as it relates to on-site sewage treatment, the County may refer to and utilize the Model Process Reference Document to guide their consideration of proposed subdivisions using private sewage treatment systems.

The requirement for geotechnical information may also be placed on subdivisions of fewer lots if the County has reason to believe that the land that is proposed to be subdivided may have significant physical limitations to development or if the proposed use of the land creates unusual circumstances that require additional consideration. Note that some, or all, of this information may not be required if the land being subdivided is serviced or to be serviced with piped municipal water and sewer systems.

6. Hazard Lands and Development Constraints

The CS or ASP shall show that all proposed subdivision and development is safe from hazards and development constraints. To this end, the CS or ASP shall identify all lands that are subject to flooding, subsidence, steep slopes, the presence of sour gas or other transmission hazards or are otherwise hazardous or constrained as far as development is concerned. Furthermore, the CS or ASP shall indicate proposed methods and mechanisms to eliminate or mitigate the effects of these development constraints including the submission by qualified professionals of any required reports or supporting materials.

7. Traffic Circulation/Access Management

The CS or ASP must show the proposed internal roads intended to directly serve individual lots and how the internal roads will connect with the overall transportation system of the County. Where the staging of development requires interim access to be provided, this shall be described in the CS or ASP.

In the case of applications adjacent to highways, working closely with Alberta Transportation (AT) is critical to ensure they are on side with what is being proposed in terms of access to their facilities both in the interim and over the long term. Those preparing a CS or ASP adjacent to a highway are strongly encouraged to contact AT directly at the outset to determine exactly what they will need addressed as part of the CS or ASP process in order to secure their approval. Getting approval from AT (ideally, securing their signature on the document) goes a long way to

securing subsequent land use, subdivision and development permit applications made pursuant to and in accordance with the CS or ASP.

In support of an application for subdivision, development or redistricting, or as part of an ASP accompanying such an application, the County and/or Alberta Transportation may require that a traffic impact assessment (TIA) be prepared in accordance with the County's and/or Alberta Transportation requirements. The developer/applicant/proponent shall bear the responsibility and the costs of preparing the TIA as well as any undertakings and improvements specified in the TIA.

8. Servicing

The CS or ASP should deal conceptually with ultimate proposed utility servicing and any interim servicing. This includes potable water, sewage disposal, storm water drainage and water systems for fire suppression. Power, gas, broadband internet connection and telephone, etc. are usually assumed to be available, but the CS or ASP should identify and if possible resolve any potential difficulties or complications. A detailed design of servicing systems is not required, but the CS or ASP should be clear in demonstrating that adequate servicing is feasible and available.

9. Staging

Where a CS or ASP covers a large area, a complex development or involves a number of separate ownerships, it is often necessary to demonstrate the way in which subdivision and/or development will take place over time. Interim provisions may be necessary with respect to servicing and access and the effects of the development of one stage on another must be resolved.

10. Community Services

The CS or ASP should indicate the means by which the development will be provided with such community services as schools, recreation, policing, and, in particular, fire protection. This is not necessarily restricted to the provision of land for such facilities, but may also involve assurances that the agencies responsible for such services have the capacity to provide them.

11. Reserve Lands for Parks and Schools & Environmental Reserve

The MGA provides that whenever a subdivision takes place, the owner may be required to provide to the municipality up to 10% of the land as reserve for the purposes of park, tot lots, school sites, and so forth. This is one of the key components of a CS or ASP in that it is to indicate, in specific terms, how the policies and provisions with respect to reserves contained in the MDP will be implemented. If reserve land is to be taken, it is important that the CS or ASP indicate the size, location and configuration of the lot(s) to be dedicated. It is especially important that the above requirements be determined in consultation with local school authority where these lands are for school purposes.

In accordance with the MGA, the County will also require that land which is adjacent to a natural drainage course, subject to flooding, steeply sloped, a wetland and so forth be dedicated as environmental reserve either in the form of a lot or an easement. A biophysical assessment prepared by a qualified professional and which identifies areas of environmental and municipal reserve would be required as part of an application for an ASP. Consultation with Alberta

Environment can also be undertaken in order to help determine any environmental concerns and to assist in identifying those areas to be dedicated as reserves.

12. Graphics

The land use (and other) maps provided with the text of a proposed CS or ASP are especially important because they make clear to Council/Administration and other users of the CS or ASP the character of the proposed development. At the very minimum, basic mapping requirements are as follows:

- general location within the County/surrounding area;
- relationship of the CS or ASP area to the MDP/LUB;
- existing property lines and ownership;
- existing natural or man-made physical features which may constrain development including areas of environmental and municipal reserve;
- proposed land uses and densities specified in as much detail as possible;
- internal road/lot layout;
- existing servicing and proposed servicing concept(s) re: water, sewage treatment/disposal and stormwater management;
- staging of development with interim provisions noted, and,
- a recommended zoning scheme (highly recommended but optional).

Additional mapping may be required depending on the issues that arise and/or need to be addressed in the CS or ASP. The required maps must be clear and at a scale which is appropriate to their purpose. The information outlined above can be combined, resulting in fewer maps, provided this does not result in an unacceptable reduction in legibility.

13. Implementation

An ASP must be adopted by bylaw following the process/requirements spelled out in the MGA under Sections 692, 636, 606 and 230. In accordance with Section 638 of the Act, an ASP must be consistent with the MDP and any other statutory plan in effect such as an intermunicipal development plan. The CS can be adopted by a resolution of Council or by bylaw as determined by Council. Since the CS is not a statutory plan, it is not required by statute to be consistent with all other statutory plans; however, given that a CS and ASP are very similar in intent and purpose, the County would ensure that any CS is consistent with any statutory plan in effect.

The agreement of all the owners within or adjacent to the CS or ASP area is not legally necessary for the adopting (or amending) bylaw/resolution to be passed. The implementation of a CS or ASP may also require cooperation between owners in terms of land trades, temporary rights-of-way across one another's land, and/or joint subdivision applications.

Specific approvals must still be obtained with respect to any required MDP and LUB amendments, subdivision, development agreements and development approval. These can be pursued after the CS or ASP has been approved or can be applied for at the same time as the CS or ASP approval if subdivision and/or development are imminent. It should be made clear, however, that all subsequent processes depend on the approval of what must precede (i.e.: the CS or ASP).

14. Process

The following is a general process for the submission and consideration by the County of a CS or ASP proposal. The steps indicated may be modified as required by specific circumstances affecting a particular CS or ASP proposal. [Note that the following process does not at all preclude informal public open houses/meetings held by the developer or by the County: in fact, they may be encouraged and/or required.]

- a. In accordance with the MDP the owner/developer shall be responsible for costs incurred for:
 - i. any plan, report, analysis, study, etc. required by the County.
 - ii. all reasonable legal fees and disbursements incurred by the County in the negotiation, preparation and execution of any required agreement(s) and all reasonable legal fees and disbursements, engineering fees, planning fees and any other consulting fees incurred by the County in the preparation, performance and enforcement of the terms and conditions of an agreement;
 - iii. all costs and expenses reasonably incurred by the County in testing any work performed or material supplied by the Developer pursuant to an agreement;
 - iv. cost of all work and materials required for the work repaired or re-done by reason of orders and directions of the County;
 - v. additional costs incurred by reason of the County requiring additional workers, machinery and equipment;
 - vi. all costs and charges incurred by the County for the work to be performed and carried out by the County and its staff pursuant to an agreement along with the reasonable charges by the County for the time spent by the County in performing the obligations to be performed or carried out by the County under an agreement.
- b. Prior to making any submissions to the County, the proponent should contact as many of the owners as possible who would be affected by the CS or ASP to discuss their potential involvement in the planning process. Responsibilities for the costs of CS or ASP preparation, arrangements for group decision-making and identification of an individual representative for the group should be resolved as early as possible in the process.
- c. If the development is large enough, a brief and general proposal to undertake the preparation of a CS or ASP ought to be submitted to and approved by the County prior to commencement of work on the full-blown CS or ASP proposal. The submission should deal with proposed CS or ASP boundaries, the general availability of services, the relationship of the proposed development to the MDP, and the potential for resolution of any specific difficulties which can be identified at such an early stage in the process. It should also be made clear exactly who is making the proposal and who their representative is to be. Again, bear in mind that in many instances, specifically tailored terms of reference, beyond these generic ones, will be required to guide the preparation of a particular CS or ASP.
- d. The proponent should gather the information required for the CS or ASP by contacting the appropriate municipal and other agencies. In all cases, the CS or ASP needs to be prepared by a qualified, professional planner with assistance from qualified, professional engineers and other specialists as required. This is very important.

- e. Once a Draft CS or ASP has been prepared, the proponent should submit a digital copy (e.g. PDF) including text and drawings to the County as well as the County's planning consultants for an initial review. If required, the Draft CS or ASP may need to be referred to the County's engineering consultants for review as well. Sufficient copies should be submitted so that all internal staff and any external resources reviewing the Draft CS or ASP have a copy. The cost for this review shall be borne by the developer.
- f. After this initial County review, the County and/or the County's planning/engineering consultants will inform the proponents' planning consultant in writing of any initial concerns or requirements for additional information. For example, if the County's Fire Chief finds the proposed water supply system for on-site fire suppression inadequate or requires further clarification, this would be outlined in the summary review report provided to the proponents. A revised Draft CS or ASP or additional information is then submitted as required.
- g. The County then circulates the Draft CS or ASP (as revised) to various affected agencies for their comments (e.g. School District(s), Health Authority, Alberta Environment and Protected Areas, Alberta Transportation, an adjacent municipality if applicable, etc.). Once the circulation to external agencies is complete, County staff and/or the County's planning/engineering consultants issue a written consolidated response (including copies of letters received from respondents, if appropriate) to the proponents' representatives.
- h. A meeting is held between County staff, the County's planning and engineering consultants, and the proponents' representatives (and others as required) to resolve any outstanding issues. More than one meeting may be required if outstanding issues are difficult to resolve.
- i. Once the proponent is satisfied that the Draft CS or ASP has the support of the County staff, their consultants and other affected parties, the proponent prepares a final Draft CS or ASP reflecting any changes agreed upon and submits a digital copy to the County for Council's consideration. Note that the proponent may submit a final Draft CS or ASP for Council's consideration without the full support of the staff, their consultants and/or responding agencies if an impasse has been reached and they wish to make their case directly to Council.
- j. Council may either table the Draft CS or ASP for further revisions or give first reading to an adopting bylaw or "approval in principle" in the case of a resolution of Council as an indication of its tentative support. If further revisions are required by Council, the proponent makes those revisions and resubmits the CS or ASP for first reading in the case of an adopting bylaw or consideration by Council in the case of a resolution. If first reading to a bylaw is given, Council should set a date for a public hearing as required by the MGA.
- k. Council provides notification pursuant to Section 606 of the MGA that they are considering a bylaw or resolution and that a public hearing (bylaw) or Council meeting (resolution) is being held in relation to the bylaw or resolution. Council may require further revisions prior to second reading of the adopting bylaw or give the adopting bylaw second reading. Similarly, the Council may require revisions to the CS prior to voting on the resolution.
- l. If Council agrees unanimously, it may give third reading to the adopting bylaw at the same meeting. Otherwise, third reading cannot be given until the next meeting of Council.
- m. Once the adopting bylaw or resolution is approved by Council, the proponent provides the County with one "camera-ready" (i.e.: reproducible) copy of the adopted CS or ASP, text and drawings and a required number of copies so that it can distribute copies to the public as

required.

As noted above, other approvals are required prior to development. However, the existence of an approved CS or ASP normally helps to significantly reduce the time and expense involved in obtaining those approvals and should result in more orderly and efficient development, which is to everyone's advantage (particularly the developer).

2nd Reading Draft

APPENDIX TWO



PRIVATE SEWAGE SYSTEMS (ON-SITE WASTEWATER TREATMENT SYSTEMS)

(Forms part of this Bylaw)

2nd Reading Draft

PRIVATE SEWAGE SYSTEMS (ON-SITE WASTEWATER TREATMENT SYSTEM)

On-site wastewater treatment system means a system for the management and/or treatment of wastewater at or near the development that generates the wastewater, including that portion of the building sewer 1.8 m (6 ft.) upstream of any on-site lift station, equalization tank, settling tank, septic tank, packaged sewage treatment plant, holding tank, or berm of a sewage lagoon, and includes the final soil-based effluent dispersal and treatment system but does not include the plumbing building drain from the development, which ends 1 m (3.25 ft.) outside a building.

1. Background

The County became an accredited municipality and adopted a Quality Management Plan (QMP) in the plumbing discipline (private sewage) in 2000. Before that, Alberta Municipal Affairs was responsible for the private sewage permitting and inspection process in the County. Since 2000, the County has utilized an accredited contracted agency to perform the private sewage permitting and inspection process in the County in accordance with the County's QMP. The contracted agency at the time of the adoption of this Bylaw is the Inspections Group Inc.

2. General Policies:

- a. All new, relocated or replacement private sewage systems (system) must meet the requirements of the Alberta Private Sewage Systems Standard of Practice (SoP) and therefore would require permit approval and inspection by a Private Sewage Inspector in accordance with the County's QMP.
- b. A septic tank replacement does not require a permit.
- c. General maintenance and repairs do not require a permit.
- d. An expansion of, relocation of, or replacement of the final soil-based effluent dispersal or treatment system of an existing system requires a permit.
- e. For an application for development (including an addition to a dwelling) or subdivision that involves an existing system, the Development Authority (DA) or Subdivision Authority (SA) may require that an applicant provide, at the applicant's expense, verification of compliance prepared by the County's contracted Private Sewage Inspector. The verification will identify, in the opinion of the Private Sewage Inspector, if the existing system complies or will comply with the SoP regarding items including but not limited to separation distances, operation of the system, restricted locations, system sizing, soil conditions, etc.
- f. An easement or other similar legal instrument or agreement cannot be used in securing subdivision or development approval that would result in sewage being disposed of and/or treated on a lot other than the lot containing the residential development generating the sewage.

3. Development of a new dwelling on a vacant parcel:

- a. The size and shape of the parcel would determine what type of system could initially be considered for the parcel.
- b. The Development Authority may request a site evaluation be prepared by a certified person for the proposed system at the applicant's expense before accepting an application as complete or as a condition of Development Permit (DP) approval.

- c. The proposed system shall be sized in accordance with the proposed dwelling.

4. Development of a new replacement dwelling or an addition to an existing dwelling on a parcel with an existing system:

- a. A new dwelling can tie into an existing system if the system has a permit or if the system has existed on the property since before 2000, and the existing system has capacity for the new dwelling or addition. If the new dwelling or addition results in the capacity of the existing system being exceeded, the entire system or components of the system (e.g. septic tank) would need to be replaced or expanded.
- b. If there is no permit for the system and it was installed in 2000 or later, it would require a permit or a fee for service inspection. If the system is found not to comply with the SoP it would be required to be replaced with a system that complies, or be relocated so that it complies.
- c. If the existing system is not operational, a new system would be required to be installed.
- d. One dwelling per system is allowed, unless the Private Sewage Inspector is satisfied that an open discharge system or holding tank has enough capacity to serve more than one dwelling.
- e. Only one dwelling is allowed per field or a mound system.

5. Subdivision to create a parcel with no existing dwelling or system:

- a. The proposed parcel size and shape would need to be in accordance with the regulations of the Land Use Bylaw (LUB), which would determine what type of system could be considered for the proposed parcel.
- b. The SA may request that a site evaluation be prepared by a certified person for the proposed system at the applicant's expense before accepting an application as complete, or as a condition of Subdivision approval.

6. Subdivision of a proposed parcel with an existing dwelling and system:

- a. The proposed parcel size and shape would need to be in accordance with the regulations of the LUB, which would determine if the existing system could be considered for the proposed parcel.
- b. If the existing system has a permit or if it has existed on the property since before 2000 then there would be no change required to the system, as long as any boundary lines being created by the subdivision are the required distance away from the existing system in accordance with the SoP.
- c. If there is no permit for the system and it was installed in 2000 or later, it would require a permit or a fee for service inspection. If the system is found not to comply with the SoP it would be required to be replaced with a system that complies, or be relocated so that it complies.

7. Subdivision of a proposed parcel with no dwelling but with an existing system:

- a. If the existing system has a permit or if it has existed on the parcel before 2000 then there would be no change required to the system, as long as any boundary lines being created by the subdivision, the proposed dwelling, and a water source are the required distance away from the existing system in accordance with the SoP.
- b. If there is no permit and if the system was installed in 2000 or later, it would require a permit or fee for service inspection. If the system does not comply with the SoP it would be required

to be replaced with a system that does comply, or be relocated so it does comply, taking into account where the new dwelling is to be built, the location of the water source and the location of any existing buildings.

8. Individual Holding Tank:

A holding tank is an option on any parcel, as long as it meets the SoP. If the tank is not being operated correctly (i.e. not being vacuumed out regularly, piping effluent water into the yard, hole punched in the bottom, etc.) that will be addressed by the Private Sewage Inspector through the Safety Codes Act, associated Regulations and the SoP.

The County strongly encourages the use of an on-site treatment system where the parcel size and shape, soil conditions, location of existing or proposed buildings, location of the water source, amount of tree cover and location of watercourses would allow for consideration of an on-site treatment system.

If the County were to consider the use of individual holding tanks for a proposed multi-lot subdivision, it would only be where it has been demonstrated by a qualified professional that the proposed subdivision could not be serviced by a municipal sewage system or on-site servicing, and on the condition that the owner/developer constructs all internal roads to a standard (as approved by the County engineer) which would provide for unrestricted year-round use by vacuum trucks.

In the Wapasu subdivision, a holding tank or a privy with a holding tank are the only options for new or replacement systems.

ALBERTA PRIVATE SEWAGE SYSTEMS STANDARD OF PRACTICE

(The following is an excerpt from the Alberta Private Sewage Systems Standard of Practice.)

General System Requirements - Prescriptive Requirements and Installation Standards

Site Suitability and Use of Holding Tanks

To determine that a site has a location and conditions suitable for a soil based onsite wastewater treatment system an evaluation of the site as set out in Part 7 must be completed.

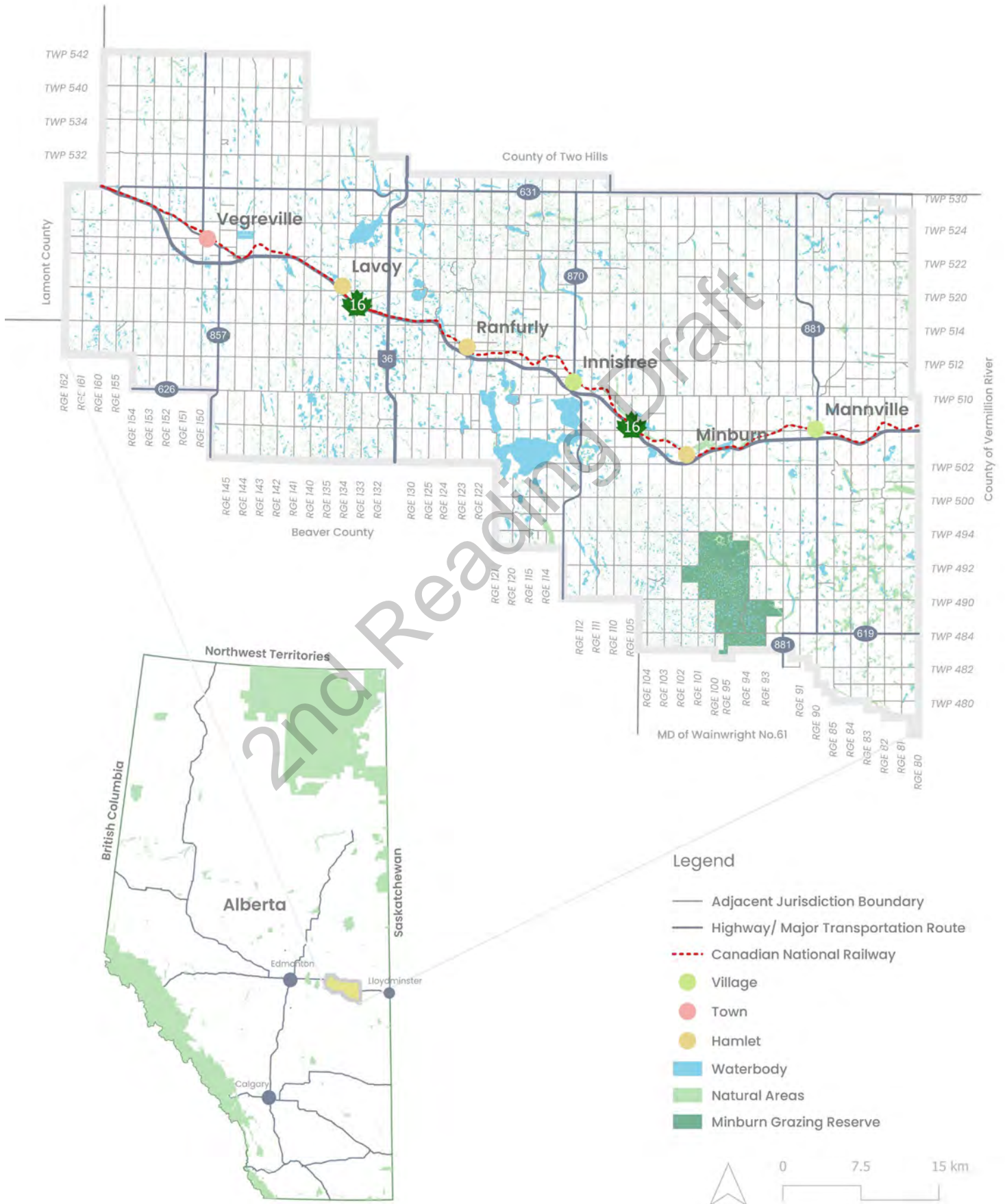
Prohibited Wastes and Substances

A water softener that uses sodium chloride as a regeneration agent may cause problems for a treatment and dispersal system. The sodium chloride will increase the SAR of the potable water used in the building fixtures and thus the wastewater entering the onsite sewage treatment system. The increased sodium is not a result of only the backwash water from the softener; the softener puts sodium into the water used in the building plumbing fixtures. The softener works by exchanging sodium into the water while removing calcium and magnesium found in the hard water. The removed calcium and magnesium is discharged in the regeneration waste of the water softener along with some excess sodium used in the regeneration process. Redirecting the regeneration water will not avoid the sodium being sent into the sewage system as it is already in the water used in the building. If a water softener must be used, a softener that uses Potassium Chloride can avoid the problems of a sodium based softener. Also, avoid the installation of water softeners that automatically backwash at pre-set intervals of time rather than automatically by measuring water volume used. Softeners that regenerate based on time intervals regardless of the amount of water processed will discharge unneeded volumes of water and concentrations of salt into the sewage system.

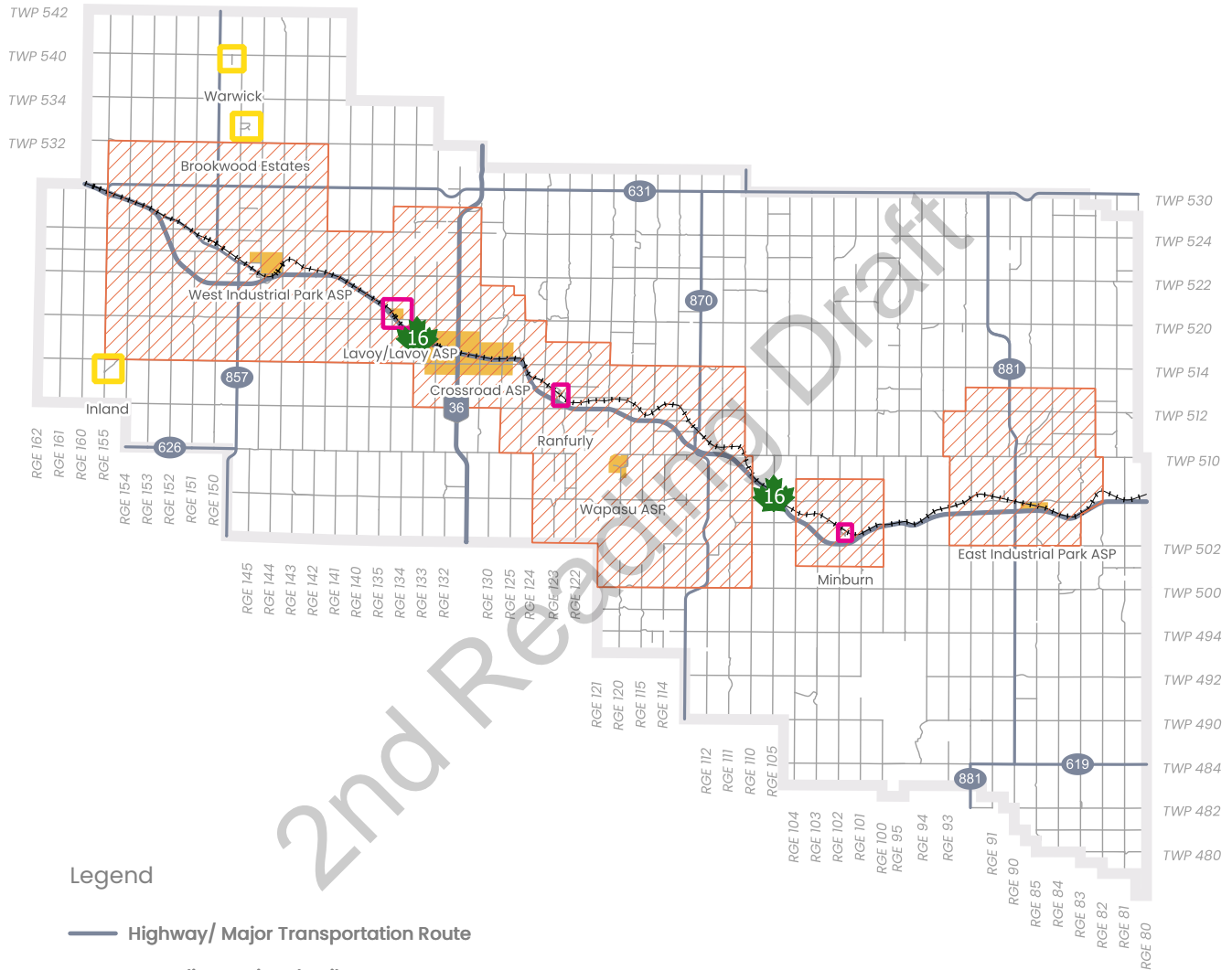
This consideration is not exhaustive and other conditions may impact the system design.

MAPS

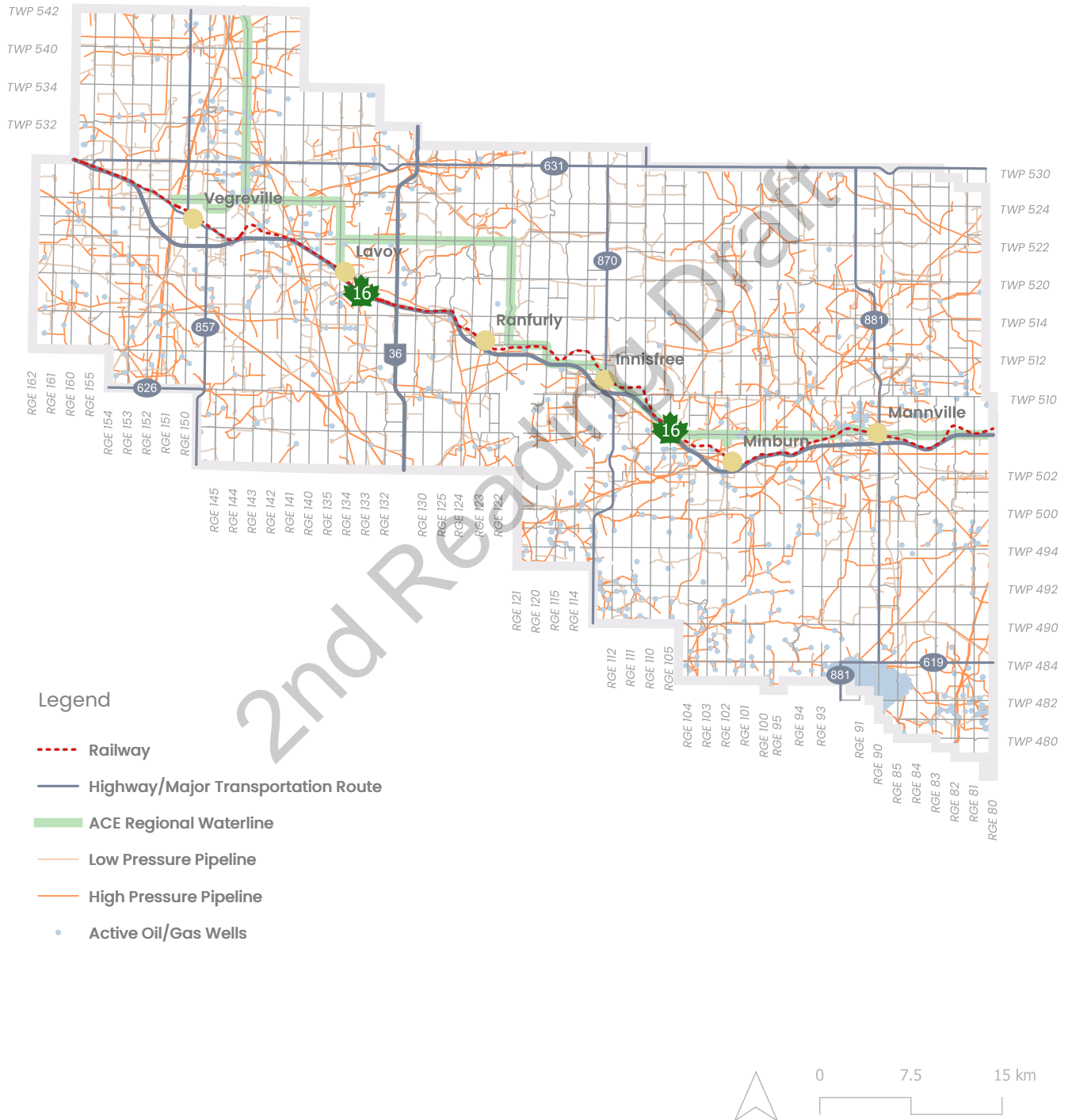
Map 1 County of Minburn No. 27 – Context



Map 2 Future Land Use Concept

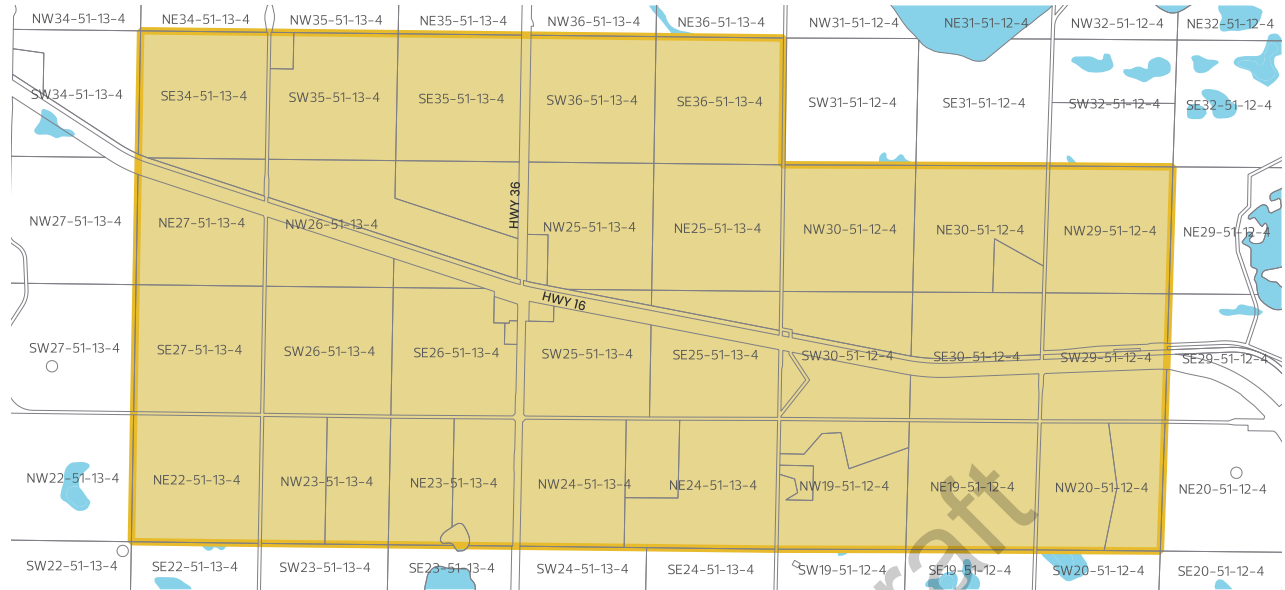


Map 3 Transportation and Utilities

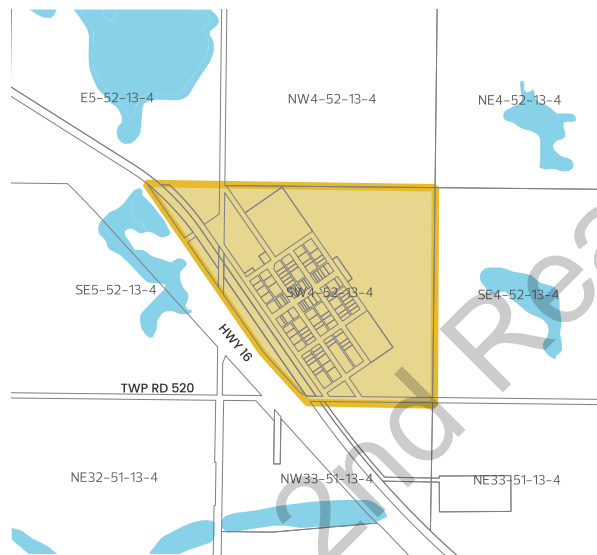


Map 4 Area Structure Plans

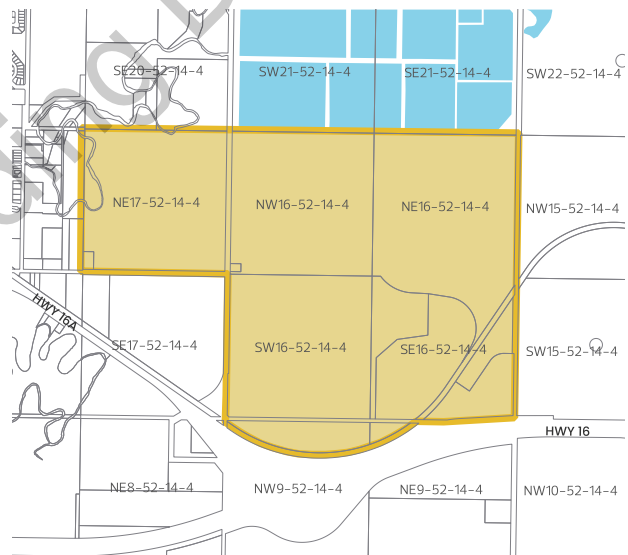
Crossroads Industrial Park ASP



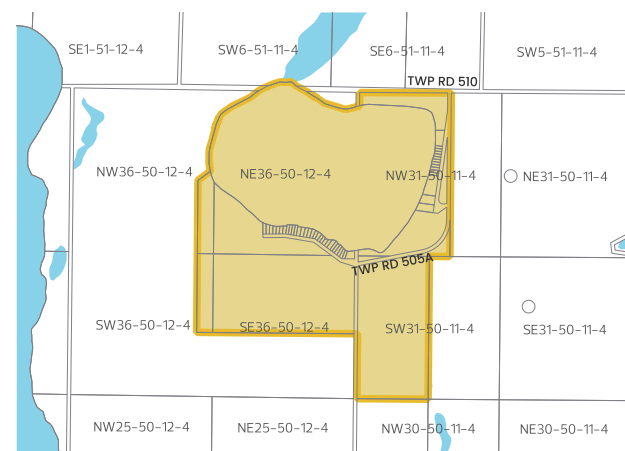
Lavoy ASP



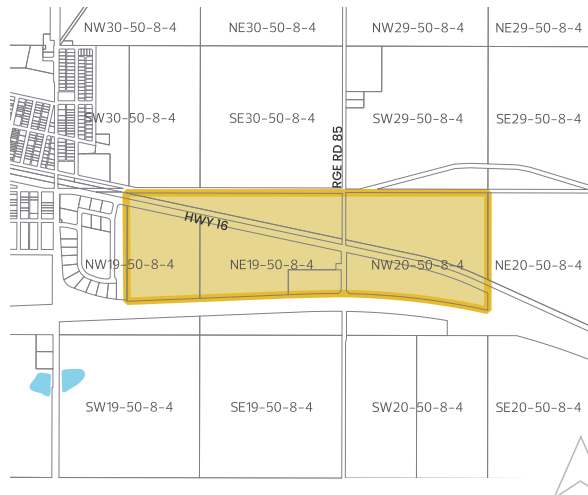
West Industrial Park ASP



Wapasu ASP

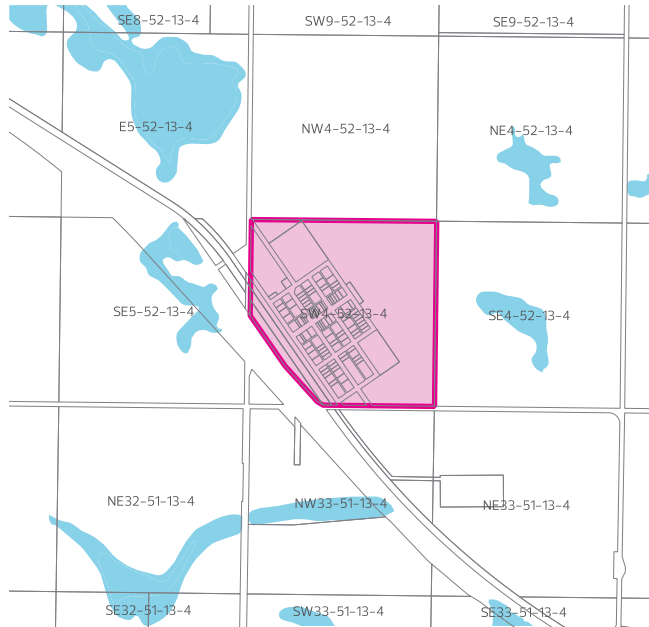


East Industrial Park ASP (Draft)

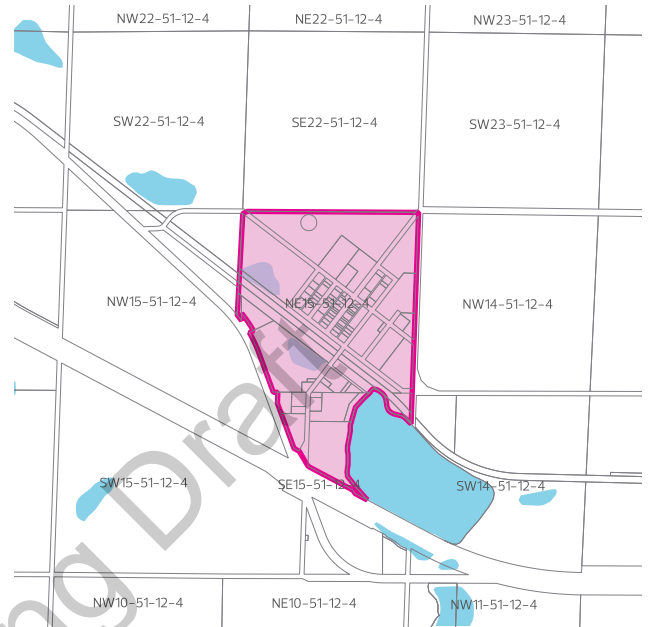


Map 5 Hamlets

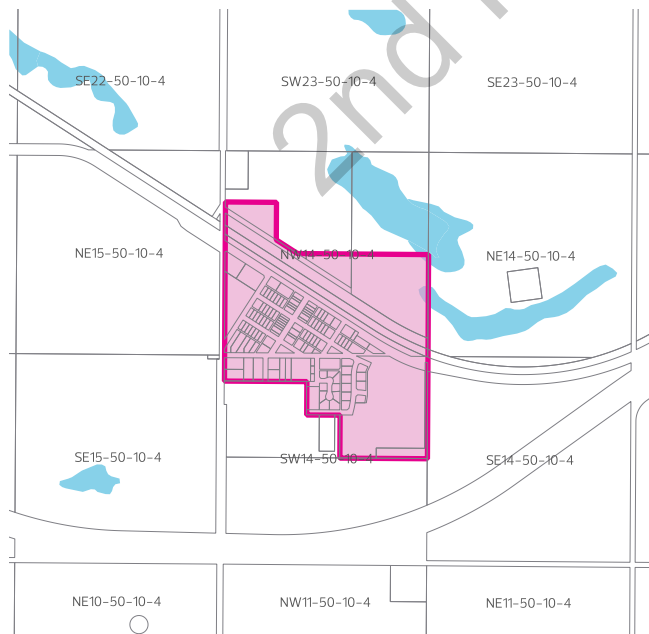
Lavoy



Ranfurly

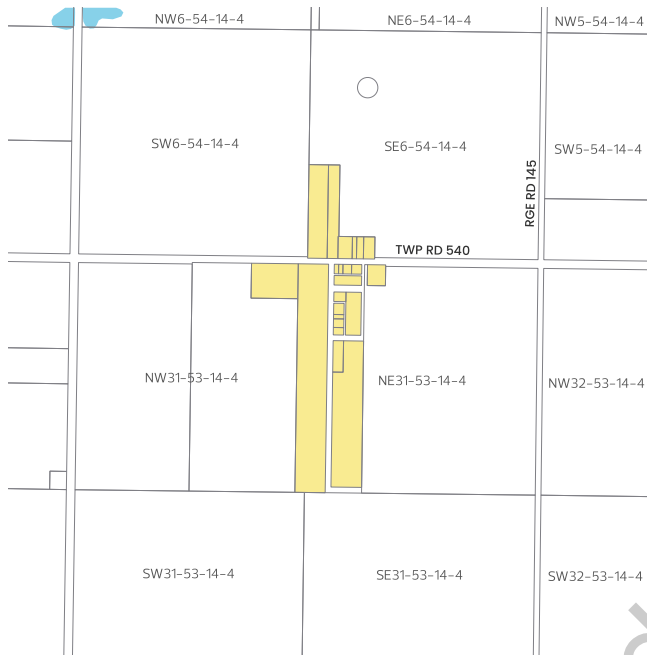


Minburn

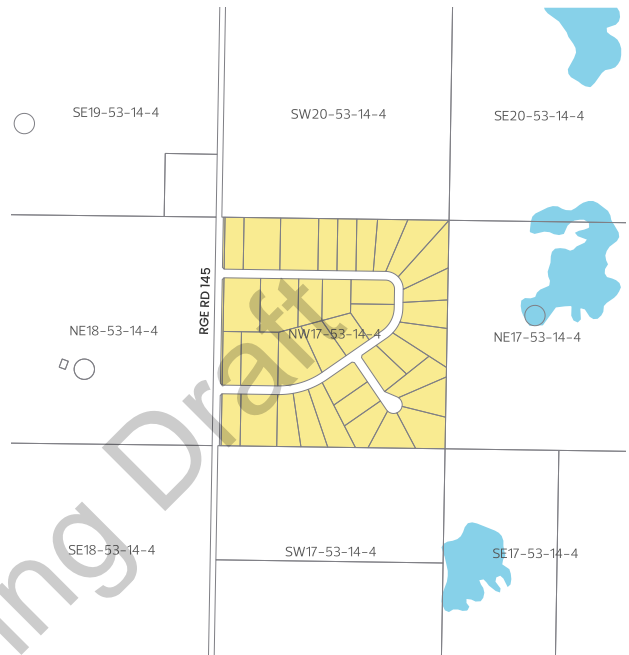


Map 6 Residential Areas

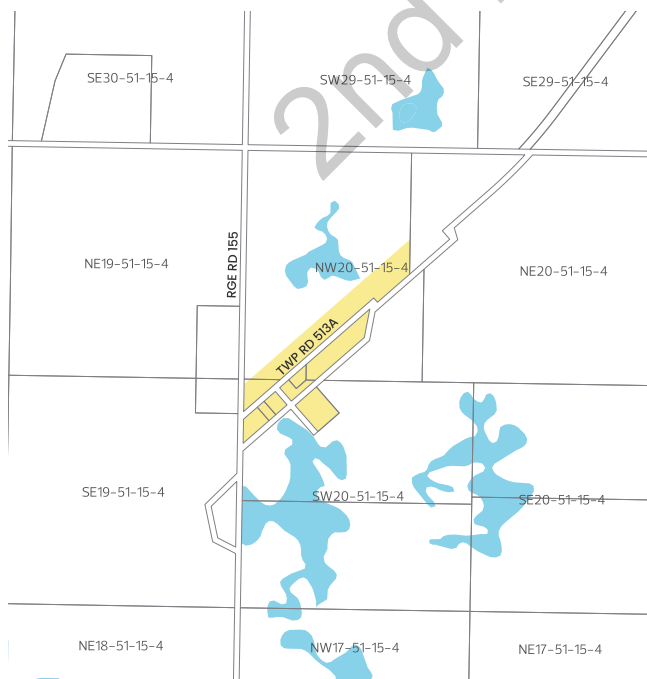
Warwick



Brookwood Estates



Inland



2nd Reading Draft



2nd Reading Draft



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:

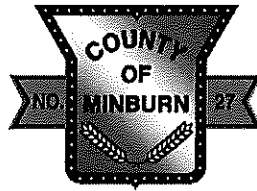
Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Padolchany



OPERATIONS

Title: Closure of Regular Road Allowance Plan and/or Road Diversion

Policy Number: OP 9023-01

Supersedes Policy Number: PW 38

Approved by Council: December 19, 1990

Next Review Date: 2023

Resolution No:

Last Review Date: April 15, 2019

POLICY STATEMENT

Application(s) to close a regular road allowance or lane must be submitted to County Council in writing. The request must contain the reasons for the proposed closure, appropriate fee and the correct name and address of the applicant. County Council will consider the request and if approved, will proceed under the *Municipal Government Act*.

Application(s) and appropriate fee to cancel a road diversion plan or regular road allowance must be submitted to County Council in writing, stating the reason for the request and the cancellation of a road plan and unless the applicant requests specifically not to have the area amalgamated into his title, the normal procedure will be to revert the area closed into the title of the parcel in which the road diversion is located.

Application Fee Schedule for Reverting Road Allowance/Plan to Landowner

1. Old road diversion plans (*curves, etc.*) as set out in Schedule "A" of Master Rates Bylaw 1281-19.
2. Regular road allowance as set out in Schedule "A" of Master Rates Bylaw 1281-19.

A stylized signature of the Chief Administrative Officer, consisting of a series of loops and a long horizontal stroke.

Chief Administrative Officer



PLANNING AND DEVELOPMENT SERVICES

Title: Closure of Undeveloped Road Allowance

Policy Number: PDS 7005-01

Supersedes Policy Number: OP 9023-01

Approved by Council: June 19, 2023

Next Review Date: 2027

Resolution No: 23-____

Last Review Date: April 15, 2019

POLICY STATEMENT

The *Municipal Government Act* grants the County the ability to request the closure of a road plan, or undeveloped road allowance, that they have determined is no longer needed for the travelling public.

PURPOSE

County Council recognizes that under certain circumstances, it can be advantageous to allow ratepayers the opportunity to request closure of a road allowance or of a whole or any part of a road described in a surveyed road plan that is determined to be no longer required for use by the travelling public owing the existence of an alternate route.

DEFINITIONS

- a. "Assessor" means a registered land appraiser and/or the County's Tax Assessor, as defined in the *Municipal Government Act*, who will determine what Fair Market Value shall be.
- b. "Adjacent Landowner" means the registered landowner(s) of the parcels directly adjacent to the road plan or undeveloped road allowance.
- c. "Council" means the Municipal Council of the County of Minburn No. 27
- d. "County" means the County of Minburn No. 27
- e. "Fair Market Value (FMV)" means a purchase rate based on a professionally prepared market value assessment to determine a fair market rate for the subject lands.
- f. "MGA" means the *Municipal Government Act*, RSA 2000, c M-26
- g. "Public Hearing" means a hearing held in accordance with Part 7 of the *MGA* and advertised in accordance with Section 606 of the *MGA*.
- h. "Administration" means internal departments of the County.
- i. "Road" as defined in the *MGA*
- j. "Undeveloped Road Allowance" means any land dedicated as a road right of way that has not been fully developed or has not yet been required for vehicular traffic.

The right of way may or may not be shown as a road on a plan of survey that has been filed or registered in a land titles office.

GENERAL PRINCIPLES

1. Planning and Development will manage the road closure process as defined in this Policy.
2. Administration will receive Road Closure Applications (Schedule "A") in accordance with the *MGA*.
3. The County will not consider closing a road, undeveloped road allowance or portion thereof, unless it is determined that it is no longer needed for public travel. When considering the initial road closure request, Council will consider the implications on the existing and future road network for the community.
4. If Council refuses the initial application review, the application fee will be refunded to the applicant.
5. A road closure cannot land lock or remove legal access to a property.
6. Council will review and decide on the application's approval or refusal.
7. Fair Market Value (FMV) shall be determined by the Assessor on the purchase rates for the area of land. This amount is based on similar and comparable uses of land in the area. The Assessor's FMV is final. However, the rate shall be agreed upon prior to the bylaw receiving first reading.
8. The applicant may apply to purchase a road or undeveloped road allowance, or a portion thereof at FMV. If the road or undeveloped road allowance severs the applicant's property and where the applicant has land on both sides of the road or undeveloped road allowance, only that landowner will have the ability to apply to purchase the lands. If the landowner does not wish to purchase the area at FMV, the land will not be sold and will be retained by the County.
9. The County will not accept applications for a road closure from landowners who do not have ownership of lands adjacent to the undeveloped road.
10. When an applicant wishes to purchase a road or undeveloped road allowance, or portion thereof that adjoins property owned by two or more landowners, the municipality will offer the lands to the highest bidder, but not less than the current FMV. If there is only one bidder, the land will be sold at FMV. If two or more bidders offer the same purchase price, Council may choose to split the area and sell a portion to each bidder or may choose not to sell the lands and re-tender the sale.
11. The road closure process shall be in accordance with the requirements set out in the *MGA*.
12. The purchaser will be required to pay all costs associated with the road closure. This may include but does not limit to the cost of obtaining the land appraisal, surveying costs, registration costs, and legal fees.
13. This policy shall not apply for License of Occupation agreements with Public Lands.

Chief Administrative Officer



ROAD CLOSURE APPLICATION

This form is to be completed **IN FULL** by the **registered owner(s)** of the land that is subject of the application or by a **person authorized to act on behalf of the** registered owner(s).

All road closure applications are required to include:

- ☐ **Road closure application fee** pursuant to County of Minburn Master Rates Bylaw #1281-19
- ☐ **Complete application form** including signature, payment, and all necessary information including a site plan of the proposed road closure.
- ☐ **Certificate of Title** obtained no more than 14 days prior to the date of application. The title search can be obtained from Alberta Registries.

WHAT YOU SHOULD KNOW ABOUT THE ROAD CLOSURE PROCESS

Applicants should be fully aware that a successful application to close a road will result in additional costs to the applicant, over and above the initial application as follows:

- Land purchase and associated legal costs;
- Surveying costs;
- Any required environmental assessments;
- Relocation and/or removal of sewer, water, gas, or utility lines; and
- Additional costs which may be case specific.

GENERAL ROAD CLOSURE PROCEDURE

1. Applicant submits completed application with application fee.
2. Council provides initial review of the application and either refuses it (your application fee is refunded), or approves for administration to process the road closure in accordance with the Municipal Government Act (MGA). You will be notified of Council's initial decision.
3. If Council approves initial review, applicant hires an Alberta Land Surveyor to prepare the survey plan and description of road closure area.
4. County prepares an offer to sell for signature(s) of landowner(s).
5. County circulates notice of application to internal departments and referral agencies, including Alberta Transportation.
6. Application receives first reading by Council and a public hearing is scheduled.
7. Public hearing is advertised for two consecutive weeks.
8. County circulates a notice of public hearing to referral agencies and adjacent landowners.
9. Application is taken to Council for second and third reading.
10. County submits bylaw and package to Alberta Transportation for approval.
11. If approved by Alberta Transportation, County submits applicable land transfer documents for registration at Alberta Land Titles.

**Please note that additional steps and information may be required.*

Please submit all required documents and fees with the application to the below address or email:

County of Minburn No. 27 | Box 550, 4909 – 50 Street, Vegreville, AB T9C 1R6 | dgegolick@minburncounty.ab.ca



ROAD CLOSURE APPLICATION

APPLICANT INFORMATION

Registered Landowner(s): _____

Mailing Address: _____ Town/City: _____ Postal Code: _____

Phone: _____ Email: _____

**By providing an email address, you authorize the County to contact you via email*

LAND INFORMATION

Legal Land Location: _____ ¼ of Sec. _____ Twp. _____ Range _____ W4M

Lot: _____ Block: _____ Plan: _____ Hamlet/Subdivision: _____

The subject road allowance is located immediately

N ☐ S ☐ E ☐ W ☐ NE ☐ NW ☐ SE ☐ SW ☐

of my property

Note: This application is for road closure and/or consolidation only.

Please identify the purpose for requesting the closure in the space provided below:

I/We, _____ hereby certify that
(FULL NAME OF REGISTERED LANDOWNER(S))

I am the registered owner and that the information provided on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for road closure.

Signature

Date

Signature

The personal information collected on this form is being collected under the authority of the *Freedom of Information and Protection of Privacy Act*, and Section 301.1 of the *Municipal Government Act*. The information will be used to process your application(s); your name, contact telephone number and address may be used to carry out current and/or future construction and operating programs, services or activities of the Municipality. If you have any questions about the collection, use or disclosure of the personal information provided, please contact the CAO at 780-632-2082.

FOR ADMINISTRATIVE USE:

APPLICATION NO: _____
APPLICATION DEEMED COMPLETE (DATE): _____
ROLL NUMBER: _____



PLANNING AND DEVELOPMENT SERVICES

PROCEDURE: Road Allowance and Road Plan Closures
POLICY REFERENCE: PDS 7005-01
EFFECTIVE DATE: June 19, 2023

1. Objective:

To provide guidance to County staff on the responsibilities and protocols for processing applications for road closures.

2. Policy Guidance:

- a. Provincial: *Municipal Government Act (Alberta), Section 22*

3. Procedure:

- a. Administration receives the application to close a road allowance inclusive of the following:
 - i. complete application form includes signature, payment, and all necessary information including a site plan of proposed road closure,
 - ii. application fee pursuant to the County's Master Rates Bylaw,
 - iii. certificate of title obtained no more than 14 days prior to the date of application.
- b. When Administration deems the application is complete, process the payment.
- c. Director of Planning and Development prepares an RFD for initial review by Council.
- d. If Council denies the initial request, Director of Planning and Development sends a letter of refusal to the applicant along with their application refund.
- e. If Council approves the initial request, Administration proceeds with the road closure in accordance with the MGA:
 - i. Notify applicant that Council has approved their initial request and that administration will initiate the road closure in accordance with Section 22 of the MGA. Advise the applicant to work with an Alberta Land Surveyor to prepare a description of the closure area that would be accepted by Alberta Land Titles.

- ii. Director of Planning and Development contacts the Municipal Assessor to determine the value of land subject of the closure and prepares an offer to sell for signature(s) of landowner(s).
- iii. Administration circulates notice of application (stating purpose of the closure and its long-term consequences) to internal departments, adjacent landowners, and referral agencies:
 - 1. Utility companies (telecommunications, power authorities, gas distribution, etc.)
 - 2. Public Lands, Alberta Environment and Protected Areas, only if a Statutory Road Allowance is for sale, or if the road is adjacent to Crown Lands or a water body.
 - 3. The owner/operator of any pipeline or right-of-way that crosses the subject closure area.
 - 4. Alberta Transportation – this letter shall invite comments on the proposed closure and scheduling an inspection of the site to ensure access to adjacent lands will not be unduly impeded.

Ensure notice of application is signed by every adjacent landowner and affected agency, granting approval of the proposed road closure. Ensure all third-party interests are protected by an easement or (utility) right-of-way agreement.

- iv. Administration prepares the bylaw or Resolution and Director of Planning and Development prepares an RFD for first reading of the proposed bylaw.
- v. Once the bylaw receives first reading, Administration prepares a notice of public hearing and advertises for two consecutive weeks, prior to the public hearing.
- vi. If objections are heard (either in writing or at the public hearing), Council must determine whether the objections are valid and whether they wish to continue in spite of the objections.
- vii. Director of Planning and Development prepares an RFD for second and third readings (if no objections raised at the public hearing).
- viii. Once the bylaw is passed, Administration shall submit the final package to the Alberta Transportation Vermilion District Operations Manager, including the following:
 - 1. Covering letter requesting the closure and rationale for the closure
 - 2. Original (or certified copy) bylaw or Resolution signed and dated
 - 3. Sketch/plan of the road closure

4. Copy of referral letters
 5. 3 original copies of each utility easements (if required)
 6. Copy of objections (written or from the public hearing)
 7. Copy of the advertising showing advertising dates and date of the public hearing
- ix. The Development and Planning Technologist in the Vermilion District Office will review the closure based on a number of criteria. Any concerns identified will be communicated to the County to resolve prior to forwarding the closure package to the Road Closure Coordinator, Utilities and Land Unit, Edmonton.
 - x. The Road Closure Coordinator completes a second review of the package to ensure that all required documents have been included prior to approval of the closure by Alberta Transportation.
- f. If Alberta Transportation approves the road closure bylaw, Administration prepares transfer of land documents for registration at Alberta Land Titles.

Chief Administrative Officer



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: P. Podchorzny



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
Fax: (780) 632-6296

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

COUNTY OF MINBURN NO. 27 SUBDIVISION AUTHORITY OFFICER REPORT

A. BACKGROUND:

File Number: 03-2023

Legal: NE 30-48-8-W4M

Owners: Clayton and Patricia Whiting

Applicant: Bob MacDormand

Date Accepted: April 17, 2023

Decision Due Date: June 19, 2023 (time extension provided)

Existing Use: Agricultural

Proposed Use: Rural Residential

1/4 Section Designation: Arable Quarter

Gross Area: 64.7 Ha (160 ac)

Proposed Area: Lot 1, Block 1 – 11.28 Ha (27.87 ac)

Zoning: A: Agricultural District

Division: 1

B. DESCRIPTION OF PROPOSAL:

The subject property is located on the NE 30-48-8-W4M in Division 1, 800m east of Hwy 881 and 800m north of Hwy 619 on Rge Rd 85. The applicant is proposing to separate the existing farmstead from the quarter. Proposed Lot 1 is 11.28 Ha (27.87 ac) and includes the dwelling, multiple outbuildings, and surrounded tree area. The proposed remnant parcel primarily consists of cultivated farmland with multiple abandoned wells. Road widening has not yet been dedicated on Rge Rd 85. There is existing access to both proposed Lot 1 and to the proposed remnant parcel off Rge Rd 85.

C. NOTIFICATION:

Adjacent property owners and agencies were notified on April 18, 2023 – TELUS requires a right-of-way agreement and will work directly with the landowner to arrange execution of the agreement. No objections from the remaining respondents.

D. COMPLIANCE:

The proposed subdivision is consistent with the Municipal Development Plan, Land Use Bylaw, and Matters Related to the Subdivision and Development Regulation.

E. RESERVES:

Pursuant to Section 663(a) of the Municipal Government Act, reserves are not required.

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/applicant 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 land for future road widening as required.
3. 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):

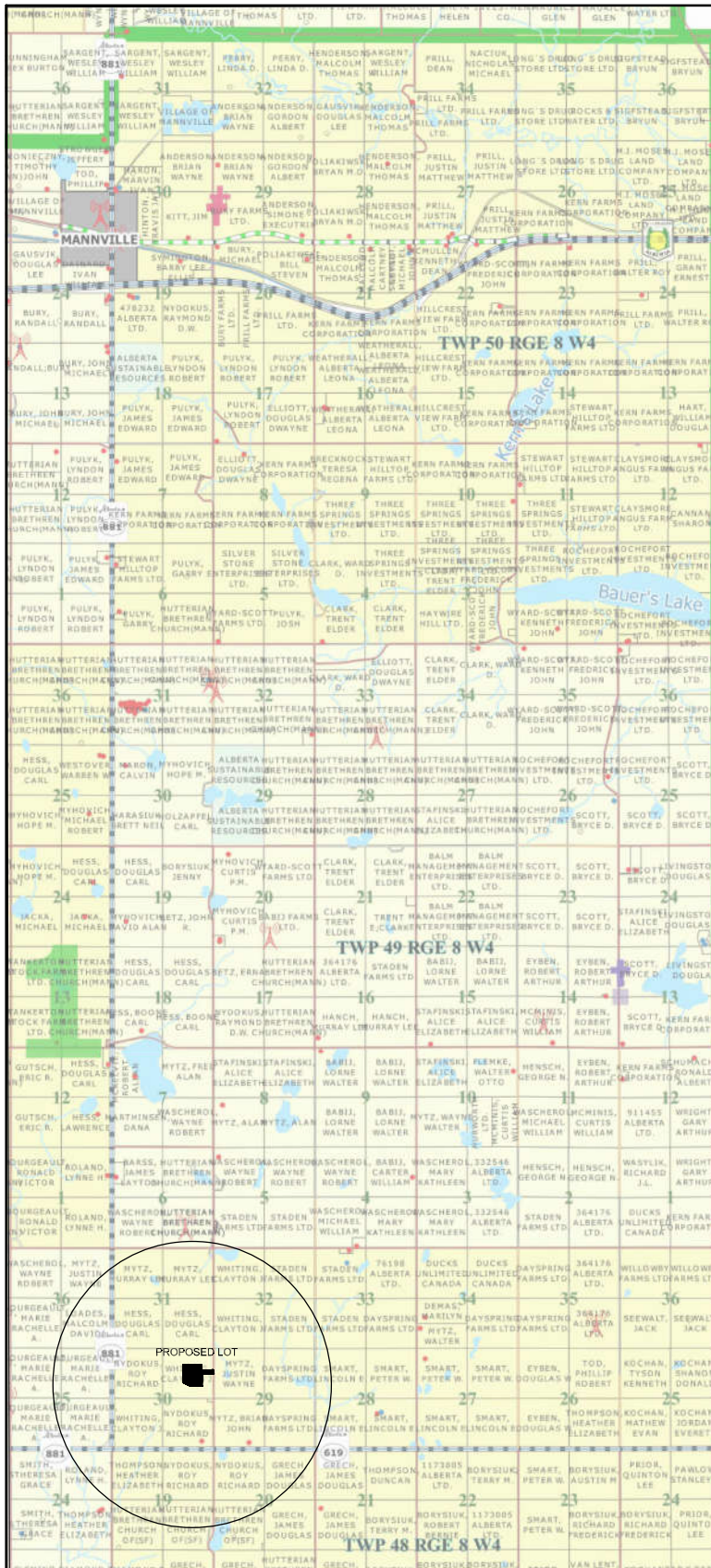
1. That a development permit application is required for any proposed future development of the subject lot (i.e. addition, change in use, Accessory Building, etc.). Please contact County of Minburn Planning and Development at 780-632-2082 for further information.
2. That the necessary Safety Code Permits, 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 at 1-866-554-5048 for further information on Safety Code Permit requirements.
3. That TELUS requires a Right of Way agreement for this location (Reference #ABN2023-032) and will be in contact with the landowner to arrange execution of the document.
4. That FortisAlberta is the Distribution Wire Services Provider for this area. If you require electrical services, please contact 310-WIRE.

5. That That ATCO Electric will be approaching the landowner for the purpose of acquiring a power line right of way on all facilities directly affected by this subdivision.
6. That this location is in the Mannville Transportation Service Area and Buffalo Trail Public Schools does not provide door to door bus services in subdivisions. If you require a bus stop, please contact Buffalo Trail Public Schools at 780-542-6144.
7. That registration of the proposed subdivision at the Land Titles office may result in a change in the assessment of proposed Lot 1, Block 1. Please contact Municipal Assessment Services at 780-939-3310 with regards to any questions about assessment.
8. 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 wetland.
9. 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
- ◆ Application form
- ◆ Tentative Plan/Air Photo
- ◆ Inspection Summary

Prepared by Davin Gegolick on May 16, 2023



PLAN SHOWING LOCATION OF

SUBDIVISION

WITHIN THE

N.E. 1/4 Sec. 30, Twp. 48, Rge. 8, W. of the 4 M.

County of MINBURN No. 27

2023



SURVEYOR:

R. B. MacDormand, A.L.S. (Registration Number 688)

Copied from County of Minburn Ownership Map

Abbreviations:

ALS	Alberta Land Surveyor	NAD83	North American Datum 1983
ASCM	Alberta Survey Control Marker	NALRD	Northern Alberta Land Registration District
calc	calculated	No Mk	No Mark
Ck M	Check Measured	Pl	Placed
cm	centimeters	Re-established	Re-established
CN	Canadian National	Rge	Range
c s	countersunk	RP	Range
E	East	R/W	Right of Way
Fd	Found	S	South
I	Iron Post	Sec	Section
M	Meridian	Twp	Township
MP	Marker Post	UTM	Universal Transverse Mercator
N	North	W	West

Legend:

Lands dealt with by this plan bounded thus:
and contains within:
Proposed Lot 1, Block 1: 11.28 hectares
Distances are in metres and decimals thereof.

Registered Owners:

Clayton J Whiting and Patricia A Whiting

Subdivision Authority:

County of Minburn No. 27

Client: Clayton Whiting

File number: LM014

Surveyor: R.B. MacDormand A.L.S. (Registration number: 688)

5112 - 29 Street, Lloydminster, Alberta, T9V 1L5

Phone: 780-872-4693; email: macdor@gmail.com



SUBDIVISION APPLICATION

For Office Use Only

Date Received: File #

Date Complete: Roll #

1. NAME AND MAILING ADDRESS OF THE APPLICANT

	P/C	

Email:	
Phone:	
Cell:	

☐ By checking this box I accept correspondence by email only

2. NAME AND MAILING ADDRESS OF THE OWNER (if not the applicant)

☐ Check if owner is the same as the applicant

	P/C	

Email:	
Phone:	
Cell:	

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED (ie: existing titled area)

All part of the ¼ sec. twp. range west of the 4th meridian

Being all parts of Lot Block Plan

Certificate of Title No.

Area of the above parcel of land to be subdivided hectares (ie: existing titled area)

Municipal address (if applicable)

4. LOCATION OF LAND TO BE SUBDIVIDED

a. Is the land in the County of Minburn?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

b. Is the land adjacent to a municipal boundary?

If "yes", the adjacent municipality is

c. Is the land located within 1.6 km of the highway right-of-way?

If "yes", the highway is No.

d. Is the land located within 450m of a landfill/waste facility?

e. Is the land located within 300m of a sewage lagoon?

f. Is the land located within 800m of a Confined Feeding Operation (feedlot, dairy)?

g. Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water, or by a drainage ditch or canal?

If "yes", state its name (if known):

h. Is the proposed parcel within 1.5 km of a sour gas facility?

i. Is the land the subject of a license, permit, approval or other authorization granted by the Natural Resources Conservation Board, Energy Resources Conservation Board, Alberta Energy Regulator, Alberta Energy & Utilities Board or Alberta Utilities Commission?

If "yes" please describe:

j. Is the land the subject of the application is the subject of a license, permit, approval or other authorization granted by the Minister or granted under any Act the Minister is responsible for

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
--------------------------	-----	--------------------------	----

under s.16 of the Government Organization Act?



Yes



No

If yes, please describe: Abandoned Wellsites - all reclaimed

**The Minister is responsible for the following Acts: AB Land Stewardship Act, Environmental Protection Act, Public Lands Act, Surveys Act, Water Act. Please see attached list of resources for identifying this information.*

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED – describe the following:

Existing use of the land (agricultural, rural residential, etc.):

agricultural, rural residential

Proposed use of the land:

rural residential in new lot

Land Use District (Agricultural, Hamlet Residential, etc.):

Agricultural

6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED (WHERE APPROPRIATE)

Describe the nature of the topography of the land (flat, rolling, steep, mixed):

flat

Describe the nature of the vegetation and water on the land (brush, shrubs, treed, woodlots, sloughs, creeks, etc.):

trees and grass, some crop (approximately 1.9 hectares) in the north of the proposed lot

Describe the kind of soil on the land (sandy, loam, clay, etc.):

loam, gravel in yard site and access road

7. EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED

Describe any building and any structures on the land and whether they are to be demolished or moved:

house, two shops, barn, sheds, abandoned barn

8. WATER AND SEWER SERVICES

If the proposed subdivision is to be served by other than a water distribution system and a wastewater collection system, describe the manner of providing water and treating sewage:

water well, sewage septic tank & open discharge

9. CERTIFICATION

I hereby certify that I am the ☒ **registered owner(s)** ☒ **authorized agent** and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of facts relating to the condition of the property referred to in this application for the subdivision.

[Signature]
Signature

[Signature]
Signature

April 1 2023
Date

10. RIGHT OF ENTRY

I/We, Clayton and Patricia Whiting

authorize staff of the County of Minburn to enter

upon my/our land for the purpose of conducting a site inspection with respect to my subdivision application.

[Signature]
Signature of Registered Owner

[Signature]
Signature of Registered Owner

Are there any access restrictions/hazards we should be aware of prior to accessing the lands for inspection (dogs, locked gates, tenants, etc.)?

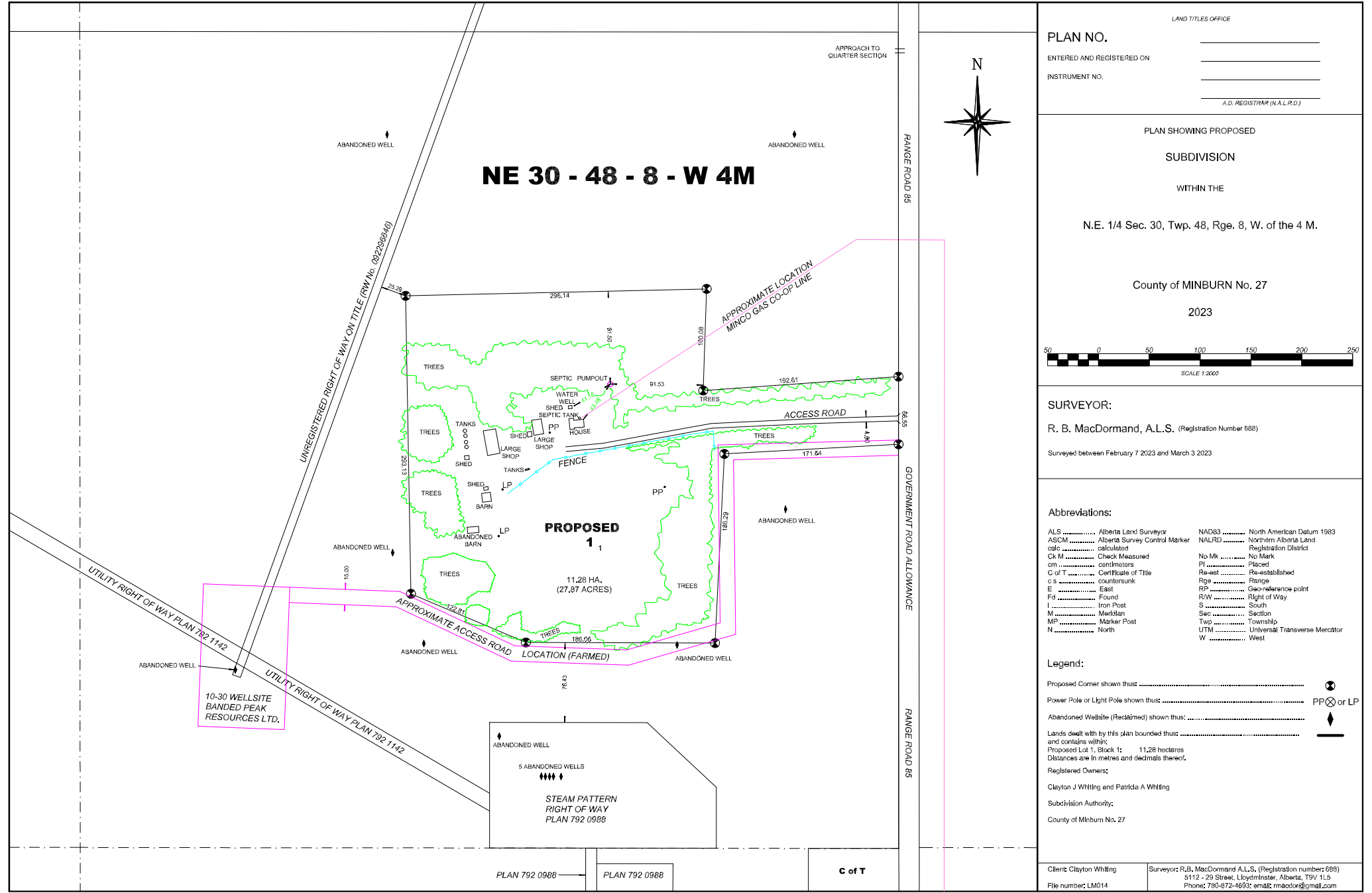
11. REGISTERED OWNER'S CONSENT

I/We, the above named registered owner(s) of NE 1/4 Sec. 30 Twp. 48 Rge. 8 W4 (legal description) do hereby authorize the applicant named above to make application for subdivision.

[Signature]
Signature of Registered Owner

[Signature]
Signature of Registered Owner

This personal information is being collected under the authority of the *Municipal Government Act Subdivision and Development Regulation 43/2002* and will be used to process the subdivision application. If you have any questions or require further information please contact Planning and Development, County of Minburn, Box 550, Vegreville, Alberta, T9C 1R6, telephone 780 632 2082 or email dge@clacka.minburncounty.ab.ca



LAND TITLES OFFICE

PLAN NO. _____

ENTERED AND REGISTERED ON _____

INSTRUMENT NO. _____

A.D. REGISTRAR (N.A.L.R.D.) _____

PLAN SHOWING PROPOSED

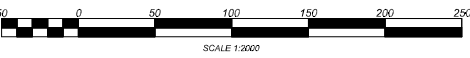
SUBDIVISION

WITHIN THE

N.E. 1/4 Sec. 30, Twp. 48, Rge. 8, W. of the 4 M.

County of MINBURN No. 27

2023



SURVEYOR:

R. B. MacDormand, A.L.S. (Registration Number 688)

Surveyed between February 7 2023 and March 3 2023

Abbreviations:

ALS	Alberta Land Surveyor	NAD83	North American Datum 1983
ASCM	Alberta Survey Control Marker	NALRD	Northern Alberta Land
calc	calculated		Registration District
Ck M	Check Measured	No MK	No Mark
cm	centimeters	Pl	Placed
C of T	Certificate of Title	Re-est	Re-established
c.s	countersunk	Rge	Range
E	East	RP	Geo-reference point
Fd	Found	R/W	Right of Way
I	Iron Post	S	South
M	Meridian	Sec	Section
MP	Marker Post	Twp	Township
N	North	UTM	Universal Transverse Mercator
		W	West

Legend:

Proposed Corner shown thus: _____

Power Pole or Light Pole shown thus: _____ PP or LP

Abandoned Well (Reclaimed) shown thus: _____

Lands dealt with by this plan bounded thus: _____

and contains within:

Proposed Lot 1, Block 1: 11.28 hectares

Distances are in metres and decimals thereof.

Registered Owners:

Clayton J Whiting and Patricia A Whiting

Subdivision Authority:

County of Minburn No. 27

Client: Clayton Whiting

Surveyor: R.B. MacDormand A.L.S. (Registration number: 688)

File number: LM014

5112 - 29 Street, Lloydminster, Alberta, T9V 1L5

Phone: 780-872-4693; email: macdore@gmail.com



LAND TITLES OFFICE

PLAN NO. _____

ENTERED AND REGISTERED ON _____

INSTRUMENT NO. _____

A.D. REGISTRAR (N.A.L.R.D.) _____

PLAN SHOWING PROPOSED

SUBDIVISION

WITHIN THE

N.E. 1/4 Sec. 30, Twp. 48, Rge. 8, W. of the 4 M.

County of MINBURN No. 27

2023

60 0 50 100 150 200 250

SCALE 1:2000

SURVEYOR:

R. B. MacDormand, A.L.S. (Registration Number 688)

Surveyed between February 7 2023 and March 3 2023

Abbreviations:

ALS	Alberta Land Surveyor	NAD83	North American Datum 1983
ASCM	Alberta Survey Control Marker	NALRD	Northern Alberta Land
calc	calculated	Registration District	
Ck M	Check Measured	No MK	No Mark
cm	centimeters	Pl	Placed
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5112 - 29 Street, Lloydminster, Alberta, T9V 1L5
Phone: 780-872-4693; email: rmacdore@gmail.com

Facing west: front/side of dwelling and outbuildings in the distance.



Further west into the yard, facing west: several outbuildings located within proposed Lot 1.



From tree line at western proposed property line of Lot 1, facing east: another angle of outbuildings located within proposed Lot 1.



Water well located within shed, behind the dwelling.



Sewage pump out located in the trees NE of the dwelling



Existing approach at NE corner of the quarter to the proposed remnant off Rge Rd 85.



Two existing approaches off Rge Rd 85; one provides access to proposed Lot 1 via the long driveway into the yard (surrounded by trees), and the other just south of that approach which provides access to the proposed remnant parcel (former lease road access).



Noticed this marker on the SE corner of the quarter. It reads, "Scotstoun S.D. No. 1894 1909 – 1953". Landowner advised this marker indicates an old school site.



Inspection Summary:

- Topography – proposed Lot 1 is mainly flat, located on the top of a hill with the topography gently sloping to the east and west.
- Nature of vegetation and water – proposed Lot 1 is surrounded by trees, remnant is productive farmland with no excessive wet areas within the entire quarter.
- Confirmed the location of the water well - located within a shed, just north of the dwelling.
- Confirmed the location of existing septic pump out – NE of the dwelling in the bush.
- Use of land in the vicinity – Agricultural, multiple abandoned wells surrounding proposed Lot 1 – no compatibility issues.



Council Request for Decision (RFD)

Title: East Industrial Park ASP Bylaw 1342-23 1st Reading

Meeting Date: 06/19/2023

Department: Planning & Development

Recommendation:

THAT Council grants first reading to proposed Bylaw 1342-23

Background:

☒ See Appendix

Legislative Guidance:

☒ Provincial ☒ Municipal ☐ None

Details:

MGA, County MDP, County/Village IDP

Council Priorities Chart:

☒ Yes ☐ No

Details:

East Industrial Park ASP

Previous Council Direction:

September 20, 2021 - Council moves to participate with the Village in ACP grant application for this project. Budget 2022 - Council approves project. June 14, 2023 COW - support administration's recommendation to consider 1st Reading at the June 19, 2023 Council meeting

Financial Implications:

☐ Capital ☐ Operations ☒ Other

Details:

Project is fully funded by ACP Grant

Communication and Engagement:

Worked with the Village of Mannville throughout the project. Met with affected landowners in September 2022. Posted first reading draft on website and shared to agencies/affected landowners in June 2023. Plan to advertise Public Hearing in local newspapers in July, prior to the Public Hearing scheduled for July 17, 2023 at 11am.

Implementation Timeline:

Following 1st Reading, plan to advertise the public hearing. Proposed 2nd and 3rd (final) readings at the July 17, 2023 Council meeting

Attachments: Proposed Bylaw 1342-23 - 1st Reading Draft, East Industrial Park ASP - 1st Reading Draft

Prepared By: Davin Gegolick

Reviewed By: P. Podoborsky

RFD Appendix

East Industrial Park Area Structure Plan (ASP)

Through grant approval of the ACP Program (IC Component), the County and Village of Mannville have been working together over the past year to develop this joint ASP. This ASP implements the objectives of the County-Village Intermunicipal Development Plan (IDP) and will stimulate local and regional economic growth by creating an environment of investment certainty.

The ASP is located immediately adjacent to the east boundary of the Village of Mannville, as shown below in Figure 1, and through analysis of land use, storm water, servicing, and transportation requirements; provides policy direction for approximately 2.5 quarter sections suitable for future industrial/commercial development. The ASP also provides a Shadow Plan for the strip of industrial land just inside the Village's boundary adjacent to the plan boundary. The Shadow Plan is for discussion purposes and will not form part of the ASP bylaw.

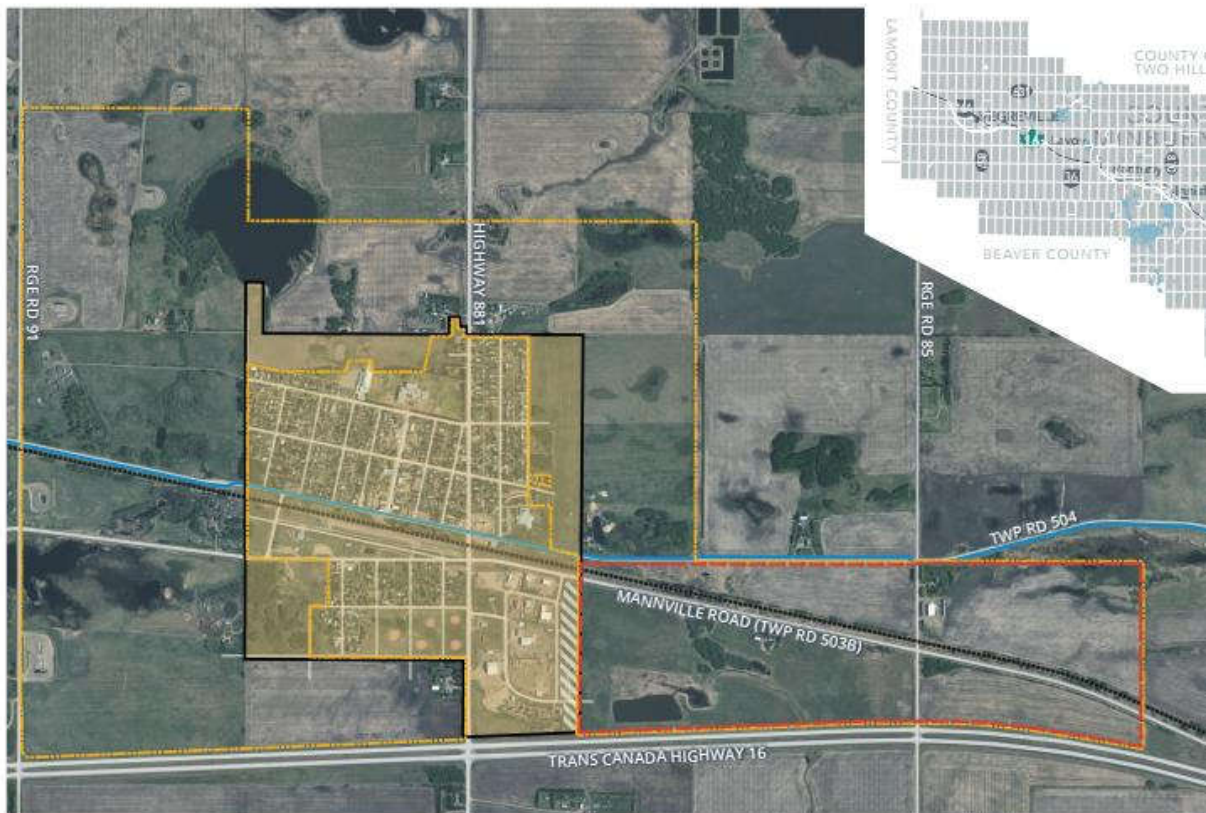


FIGURE 1
LOCATION &
PLAN BOUNDARY



COUNTY OF MINBURN NO. 27

BYLAW 1342-23

A BYLAW OF THE COUNTY OF MINBURN NO. 27, IN THE PROVINCE OF ALBERTA TO ADOPT THE EAST INDUSTRIAL PARK AREA STRUCTURE PLAN.

WHEREAS, Council of the County of Minburn No. 27 deems it necessary to adopt, in accordance with Sections 633 and 636 of the Municipal Government Act, the East Industrial Park Area Structure Plan, being Bylaw No. 1342-23, to specify policy and regulatory direction for the lands located per the attached Schedule "A".

AND WHEREAS, Council of the County of Minburn No. 27 deems it advisable to adopt the East Industrial Park Area Structure Plan in accordance with Schedule "A" attached and forming part of Bylaw No. 1342-23, to refine and further specify the general policy direction applicable to this area in the Village of Mannville/County of Minburn No. 27 Intermunicipal Development Plan, being County of Minburn No. 27 Bylaw No. 1240-15, as amended;

AND WHEREAS, notice of a public hearing for this Bylaw held on _____, 2023 has been given in accordance with Sections 606 and 692 of the *Municipal Government Act*, 2000 RSA, ch. M-26, as amended;

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

1. That Bylaw No. 1342-23, being the East Industrial Park Area Structure Plan, attached hereto and forming part of this Bylaw, be adopted.
2. That this Bylaw be cited as the East Industrial Park Area Structure Plan.
3. That this Bylaw becomes effective upon the date of the final passing thereof.

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.

FIRST READINGJune 19, 2023

PUBLIC HEARING held on the ____ day of ____, 2023

SECOND READING....._____, 2023

THIRD READING_____, 2023

Reeve

Chief Administrative Officer

East Industrial Park Area Structure Plan



VILLAGE OF
MANNVILLE



East Industrial Park
Area Structure Plan

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Appendices

Prepared by:
Red Willow Planning

All photos:
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Appendix A – Biophysical Report
Appendix B – Geotechnical Report
Appendix C – Lagoon Assessment
Appendix D – Transportation Review
Appendix E – Servicing Brief
Appendix F – Stormwater Management Plan

1.0 Location, Background & Purpose

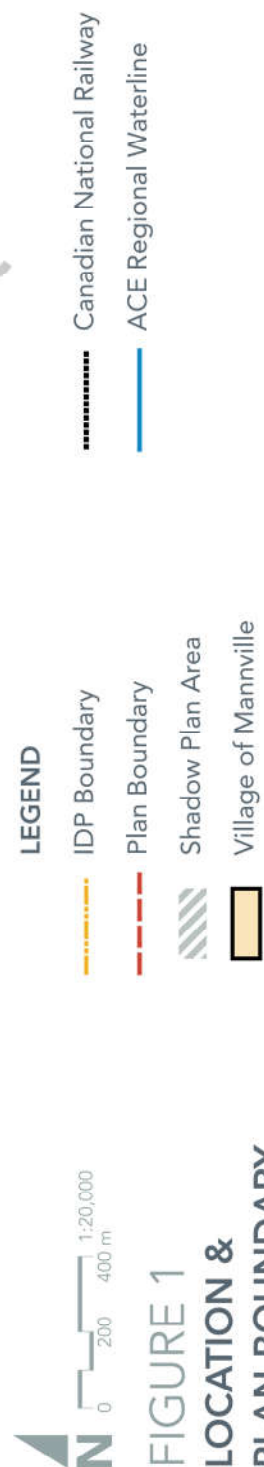
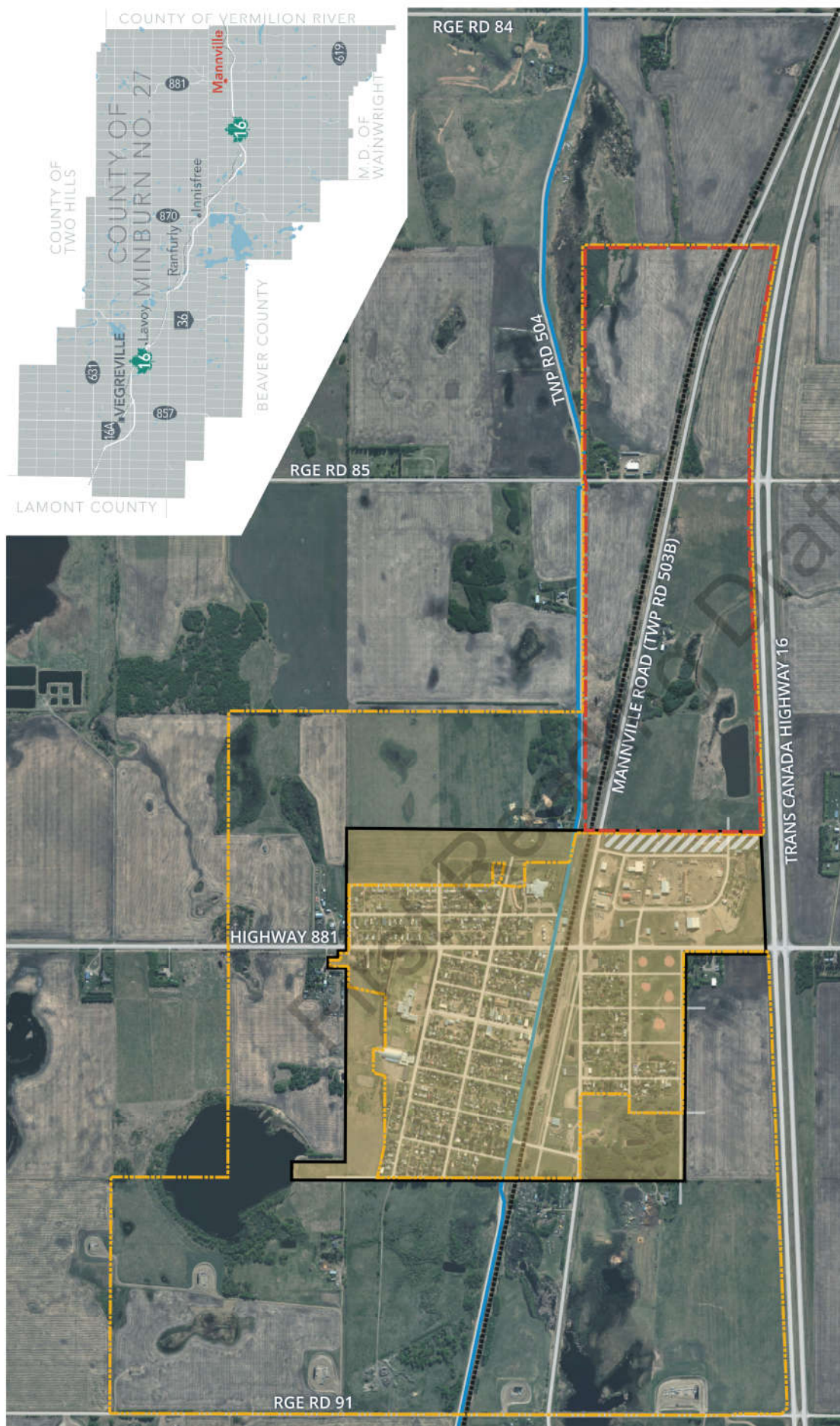
1.1 Location

The East Industrial Park Area Structure Plan (ASP) study area is located immediately east of the Village of Mannville in the County of Minburn, Alberta, Canada. The ASP location is also adjacent to the Yellowhead, Highway 16. See **Figure 1** for location and context map.

1.2 IDP Background & Shadow Plan Area

Section 6.6 of the *Village of Mannville – County of Minburn Intermunicipal Development Plan* (IDP) speaks to the preparation of joint area structure plans in the locations shown in the IDP's Figure 7 Future Land Use & Joint Planning Areas. There are two areas identified, one to the west of the Village and the other to the east. The east area is addressed by this ASP.

Additionally, the County and the Village discussed their mutual interest in coordinating development of a strip of undeveloped land within the Village's existing industrial park immediately west of the ASP boundary. Consequently, a 'Shadow Plan' area was established for discussion purposes only (**Figure 1**), and no policies in this ASP are applied to the Shadow Plan area.



**FIGURE 1
LOCATION &
PLAN BOUNDARY**



1.3 Regional Economic Development

The mutual interest described above relates to the desire to jointly promote the area for non-residential development to investors. Coordination of development, and servicing if the parties jointly agree, will support regional economic development.

That being said, the parties wish to avoid competition with each other. The County supports the Village's desire to develop its existing supply of serviceable non-residential land in the Shadow Plan area prior to the County developing similarly sized and serviced lots within the ASP boundary. The sequence of development, discussed in more detail in section 4.6 below, demonstrates this support.



2.0 Legislative Context

2.1 Municipal Government Act

The *Municipal Government Act* (MGA) in s. 633 states the purpose of an Area Structure Plan (ASP) is to provide a framework for future subsequent subdivision and development of an area of land. Further, the MGA directs that an ASP

1. Must describe
 - a. The sequence of development proposed for an area,
 - b. The land uses proposed for an area either generally or specifically,
 - c. The density of population proposed for the area,
 - d. The general location of major transportation routes and public utilities, and
2. May contain any other matters, including matters relating to reserves, as the council considers necessary.

2.2 Provincial Land Use Policies

Section 618.4(1) of the MGA requires that every statutory plan be consistent with the Provincial Land Use Policies established by Order in Council 522/96. This ASP has been prepared in consideration of the Provincial Land Use Policies.

2.3 Intermunicipal Development Plan

The IDP requires that the joint ASPs are prepared by a Registered Professional Planner, are consistent with the requirements of the MGA and pursuant to the General Terms of Reference for the Preparation of a Conceptual Scheme or Area Structure Plan, found in Appendix B of the IDP. This ASP complies with all three of these requirements.

2.4 Municipal Development Plan

The *Municipal Development Plan* (MDP) identifies specific initiatives in Section 1.5, including the preparation of joint planning initiatives within existing intermunicipal development plans, including that between the Village of Mannville and the County of Minburn.

Section 3.4 provides objectives and policies for commercial and industrial lands. Key policies that influence and are upheld by this ASP include:

3.4.3 The County shall use the following site criteria in determining rural industrial site suitability for the intended use:

- a. has stable, well drained soils;
- b. has (or will have) safe and convenient access to public roads built to County standards;
- c. located where rail access exists or could be provided if required;
- d. has necessary services and utilities available if required;

- e. has suitable local climate conditions, especially for noxious industries;
- f. has an appropriate buffer from land designated for AR-Acreage Residential District when considering a subdivision or development application for rural industry;
- g. is suitably located in relation to waterbodies; and
- h. is not located within significant scenic, recreational or open space areas

3.4.6 The County shall encourage the creation of industrial parks in order to provide industrial development opportunities in a manner that concentrates industrial development, rather than scatters it, minimizes conflicts with adjacent land uses and facilitates the economic provision of services (including roads). The County shall encourage new industrial developments to locate in one of the following industrial parks and locations:

- a. East Industrial Park;
- b. West Industrial Park;
- c. Crossroads Industrial Park;
- d. Within existing hamlets in accordance with the existing ASPs; and
- e. Within intermunicipal fringe areas in accordance with the IDPs.

3.4.16 The County may allow convenience retail services to locate in industrial parks, acreage residential developments or manufactured home communities where adequate services do not exist nearby. The size of commercial outlets shall be relative to the immediate population being served.

3.4.17 The County may allow commercial activities in industrial parks where the development is ancillary to the industrial use on that parcel.

3.4.26 The County shall ensure highway commercial uses maintain the functional integrity of adjacent highways through the use of service road systems or controlled highway access points that are approved by Alberta Transportation, or the County Operations Department.

3.0 Existing Features

3.1 Natural Environment


X-Terra Environmental Services Ltd. was retained to undertake a desktop biophysical assessment of the ASP lands. The following sections present the findings from X-Terra's report, found in its entirety in **Appendix A**. Additionally, SolidEarth Geotechnical Inc. prepared a report (**Appendix B**) detailing the soils suitability for development. The findings of that report are summarized in subsection 3.1.1 below.

3.1.1 Soils & Topography

The ASP lands are within the Aspen Parkland Ecoregion and exhibit nearly level to gently rolling topography with slopes between 0.5% to 2% and low risk for erosion potential. The soils in this are consist of Orthic Black Chernozem on moderately coarse textured sediments deposited by wind or water.

SolidEarth Geotechnical undertook a field assessment in March 2023 to assess the subsurface soil and groundwater conditions at selected locations across the proposed development area (see bore hole locations on Figure 5). A drilling rig bore six holes to depths ranging from 5.8m to 7.3m below existing ground surface.





The analysis concluded that soil conditions at the borehole locations are considered suitable for the proposed development, and that site grading, installation of underground utilities, construction of stormwater management ponds and pavement structures would all be feasible. Based on subsurface conditions, deep pile foundations are considered the most suitable for future structures.

3.1.2 Wetlands

A desktop analysis of historic aerial photographs between the years 1980 and 2021 was used to identify potential wetland areas. In total, eight graminoid marsh wetlands and one ephemeral wetland were identified, totaling 20.98 ha (see **Figure 2**). Future in-field surveys may find more wetlands than identified by the biophysical desktop analysis. Moreover, wetland 1 (W1) is partially formed by a human-made borrow pit.

There are also two main drainage ditches/channels, assumed to have been created to assist with local drainage. It is unknown if Alberta Water Act approval or license was obtained for any of the human-made wetlands/watercourse features.

Any wetlands impacted by future development will require Alberta Water Act approval. Wetlands are assigned values from A to D, with D being the lowest. In terms of wetland impact mitigation and compensation, preference is to avoid impacting wetlands; however, that may not always be practical. It appears the wetlands likely to be impacted by future development are of the lowest value, D class. It is recommended that an Alberta Wetland Rapid Evaluation Tool assessment take place prior to development to determine the exact class of wetland and appropriate mitigation measures for wetland impact, including development setbacks.¹

¹ Although the desktop analysis report does not make recommendations on development setbacks around wetlands, common practice is to employ 30-50m setbacks. This ASP assumes a 30m setback in the FLUC.

Wetland impact compensation rate for this area of Alberta is \$18,600/ha in 2022, and is subject to change. The compensation values for impacting the 9 identified wetlands are summarized below in **Table 1**, and current values should be obtained by the developer as necessary. Wetland Compensation Summary, sourced from Table 2 in the biophysical assessment found in **Appendix A**.

TABLE 1 – Wetland Compensation Summary

Wetland ID	Estimated Wetland Value*	AWCS Classification	Approx. Wetland Area within ASP (ha)	Total In-Lieu Replacement Cost**
W1	D	Temporary Graminoid Marsh – M[G][II] with man-made component	6.3	\$117,180.00
W2	D	Seasonal Graminoid Marsh – M[G][III]	6.2	\$115,320.00
W3	D	Temporary Graminoid Marsh – M[G][II]	0.6	\$11,160.00
W4	D	Ephemeral Wetland – M[G][I]	0.03	\$558.00
W5	D	Temporary Graminoid Marsh – M[G][II]	0.6	\$11,160.00
W6	D	Temporary Graminoid Marsh – M[G][II]	0.6	\$11,160.00
W7	D	Temporary Graminoid Marsh – M[G][II]	0.5	\$9,300.00
W8	D	Seasonal Graminoid Marsh – M[G][III]	0.05	\$930.00
W9	D	Seasonal Graminoid Marsh – M[G][III]	6.1	\$113,460.00
			20.98	\$390,228.00

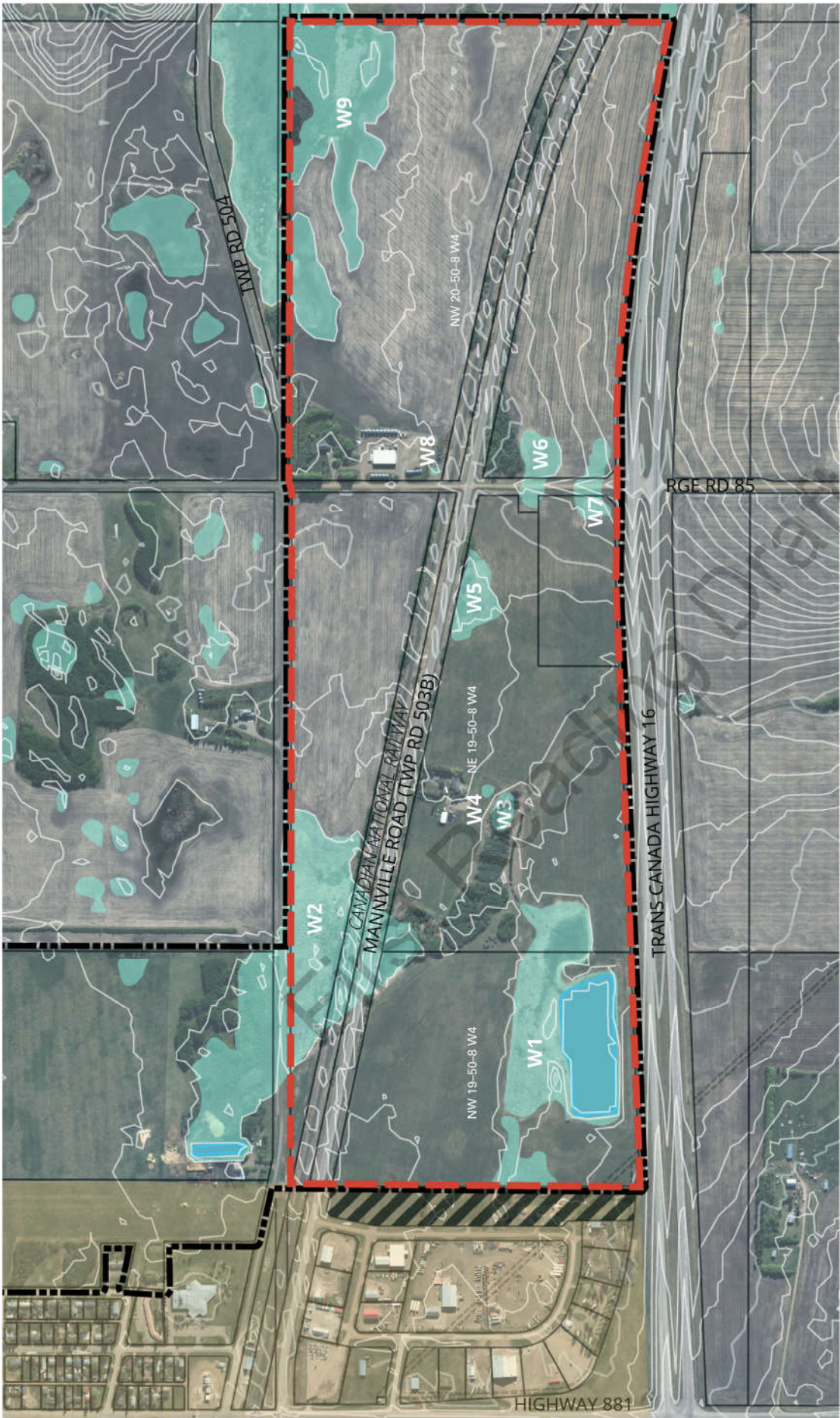
*Assumptions within table are based on historic values assigned to similar wetlands within the region. The wetlands have been delineated wetlands as per ABWRET-D directive but have not been submitted for and ABWRET Score.

**Based on desktop wetland delineations, a summary of the approximate wetland replacement for ASP lands. The values were calculated based on a replacement ratio of 1:1, relative wetland value assessment unit of 7, and an in-lieu rate of \$18,600.00.

3.1.3 Vegetation

The growing season in this area is between 174 and 187 days on average. The area is primarily cultivated for agricultural purposes. There were no rare plants found during a database search although field surveys prior to development should be undertaken.

Soil disturbance during the construction of new development could attract invasive weed species and measures should be taken during construction phases to control noxious weeds.



3.1.4 Wildlife

A database search revealed that no sensitive wildlife species were found within a 3km radius of the centre of the ASP area. The ASP lands are within the range of Sharptailed Grouse and Bald Eagle, however, there is potential for other sensitive species to occur in the area. Wildlife and nest sweeps should be undertaken within 7 days of the onset of development, including vegetation clearing between April 1 and August 15.

3.2 Built Environment

3.2.1 Existing Residences

There are two existing residences within the ASP boundary, each with outbuildings and structures. See **Figure 3** Existing Features: Built Environment. One residence is located north of the railway east of Range Road 85 on NW 20-50-8-W4, and the other is located south of the railway and west of Range Road 85 on NE 19-50-8-W4.

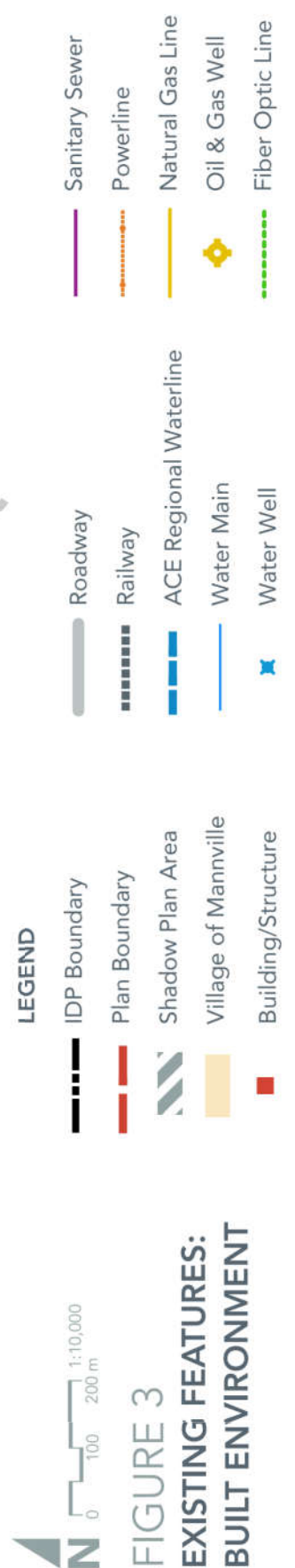
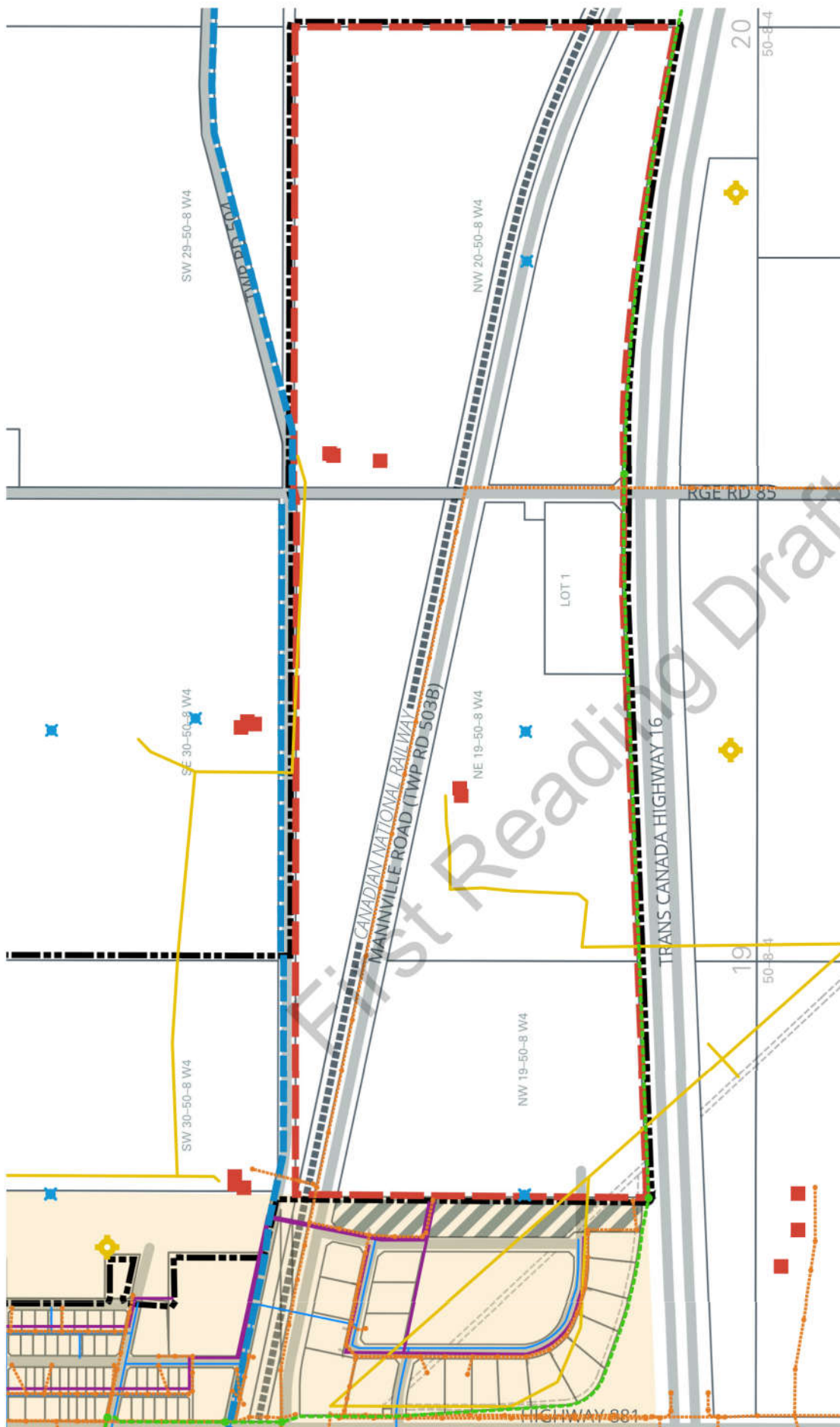
The Future Land Use Concept (**Figure 5**) identifies Agricultural land on which two residences exist. Over time, should landownership and development plans change, the land on which the residences are located could be identified for rural industrial development through an amendment to this ASP to change the designation from Agricultural to Industrial/Commercial.

3.2.2 Roads & Rails

The ASP is serviced by Township Road 503B, locally known as Mannville Road, Township Road 504, and Range Road 85.

Township Road 503B is a two-lane paved rural collector road with a posted speed limit of 80 km/hr. Range Road 85 is a two-lane gravel collector road with a posted speed limit of 80 km/hr. Township Road 504 is a two-lane rural collector road with a graveled surface. The posted speed limit is 80 km/hr.

The Canadian National Railway (CN Railway) line passes diagonally from southeast to northwest through the plan area adjacent to Township Road 503A and has an uncontrolled, at-grade crossing at Range Road 85.



3.2.3 Utility & Communications Infrastructure

3.2.3.1 Potable Water

The ACE Regional Waterline runs along the Township Road 504 right-of-way and partially along the north boundary of the ASP. Feasibility of connecting to this waterline needs to be determined by the developer.

3.2.3.2 Village of Mannville Lagoon

BAR Engineering prepared an analysis of the Village's lagoon capacity in 2009. That report concluded the lagoon was under capacity for the population, assumed to be 800 at that time, and made recommendations for improvement. However, anecdotally, the Village has not experienced practical capacity issues.

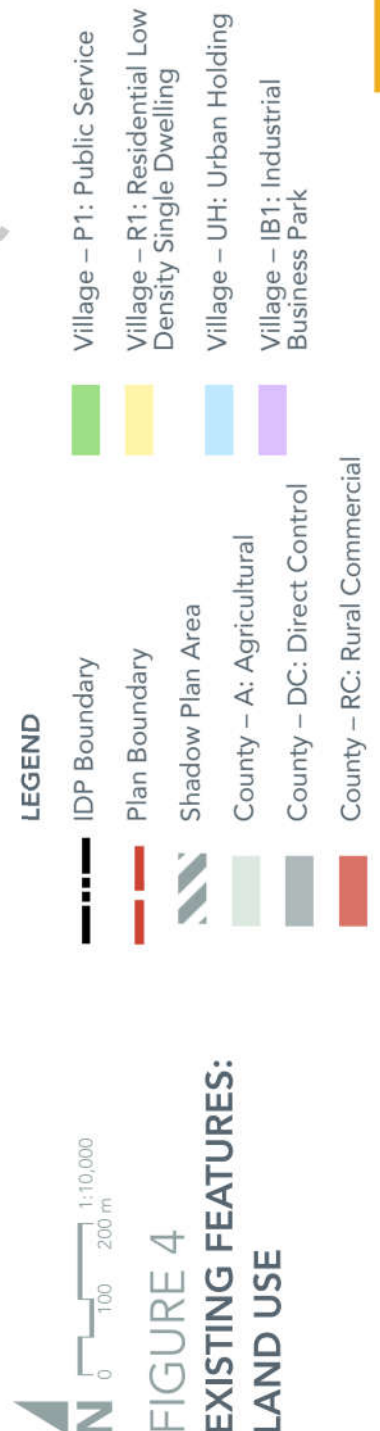
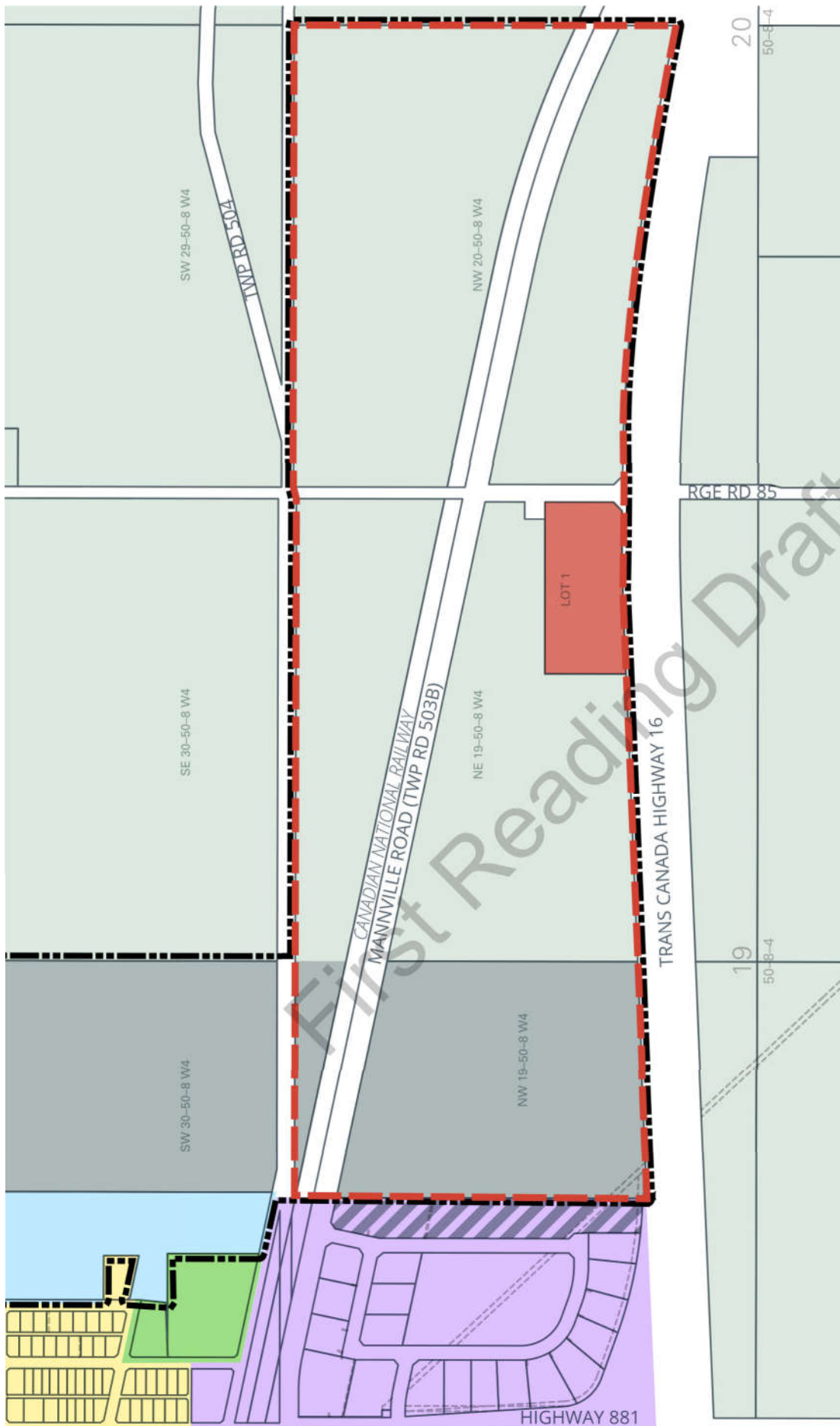
The lagoon consists of three different types of cells: anaerobic cells, facultative cells and storage cells. Each type of cell must meet minimum requirements set out by the Alberta government based on population. Anaerobic cells must each have sufficient volume to allow for 2 days' retention of sewage inflow to allow for solids to settle out. Facultative cells should allow for a retention period of 60 days. The storage cells should allow for a combined storage volume of 128,480m³.

The 2009 report found that the anaerobic cells had enough capacity to allow for a population of over 1400 people. However, the facultative cells only allowed retention for 38 days (or a population of 515 persons for 60 days), and the storage cells had combined capacity of only 103,600m³. Therefore, it was determined that the facultative and storage cells were undersized for the current and projected population of the Village.

It was recommended that the facultative cells be expanded to achieve a total capacity of 31,310m³ and that the storage cells be expanded to accommodate a total annual storage capacity of 190,530m³.

The total estimated cost of the recommended improvements was \$1.5M to serve a population of up to 1186 by 2034 (based on population projection of 1.5% per annum).

No improvements to the lagoon have been implemented since the 2009 report. The current capacity of the sewage lagoon remains insufficient for the current population, which according to Stats Canada was 765 in 2021. The facultative cells only allow for 40-day retention period rather than the 60 days as required by the Alberta government, and the storage cells can only accommodate a population of 577. Additional discussion is found in section 6 below.



3.2.3.3 Power

A power line runs along the Range Road 85 right-of-way from south of Highway 16 and veers west along Township Road 503A into the Village of Mannville. It branches south to service the lands adjacent to the Shadow Plan area within the Village of Mannville.

3.2.3.4 Communications

The MCSNet fiber optic line runs along the north side of Highway 16 and enters the Village of Mannville along Highway 881. The line runs through the Village's existing industrial park just west of the ASP boundary and ties back into the Highway 16 alignment. The line can be extended into the East Mannville Industrial Park from a point just outside the very southwest corner of the plan as well as from a point at Range Road 85 where it intersects with Highway 16.

3.2.4 Oil & Gas Infrastructure

There are no oil and gas wells within the ASP boundary. There are natural gas pipelines servicing the two residences in the plan area. A natural gas pipeline is also located in the Shadow Plan area.


3.2.5 Existing Land Use

The land use districts applied to the land within the ASP include Agricultural District, Direct Control District, and Rural Commercial District as shown on **Figure 4**. The majority of the land is districted (or zoned) Agricultural. Approximately 32 ha are districted Direct Control and a single 4 ha parcel was previously redistricted from Agricultural to Rural Commercial in anticipation of a development that did not occur.

Lands within the Shadow Plan area in the Village are districted Industrial Business Park.

3.2.6 Cultural and Historical Resources

A search of the Alberta Listing of Historic Resources July 2022 did not identify any historic resources value and therefore a Historical Resources Act clearance will not be required to support future development.



4.0 Future Land Use Concept

The Future Land Use Concept, depicted in **Figure 5**, proposes a rural industrial park development with hybrid servicing options, as detailed in the following sections.

4.1 Future Land Use Concept

The Future Land Use Concept (FLUC) comprises agricultural lands and land identified for future rural commercial/industrial, with independently serviced and potentially municipally serviced lots. The road layout is simple and designed to minimize additional development costs. The subdivision layout shown is conceptual and for discussion purposes only. Changes to the subdivision concept shown will not require an amendment to the ASP.

The total ASP area is approximately 120 ha, of which approximately 47 ha is identified for future rural industrial development and 13 ha is dedicated for road rights-of-way (see **Table 2**).

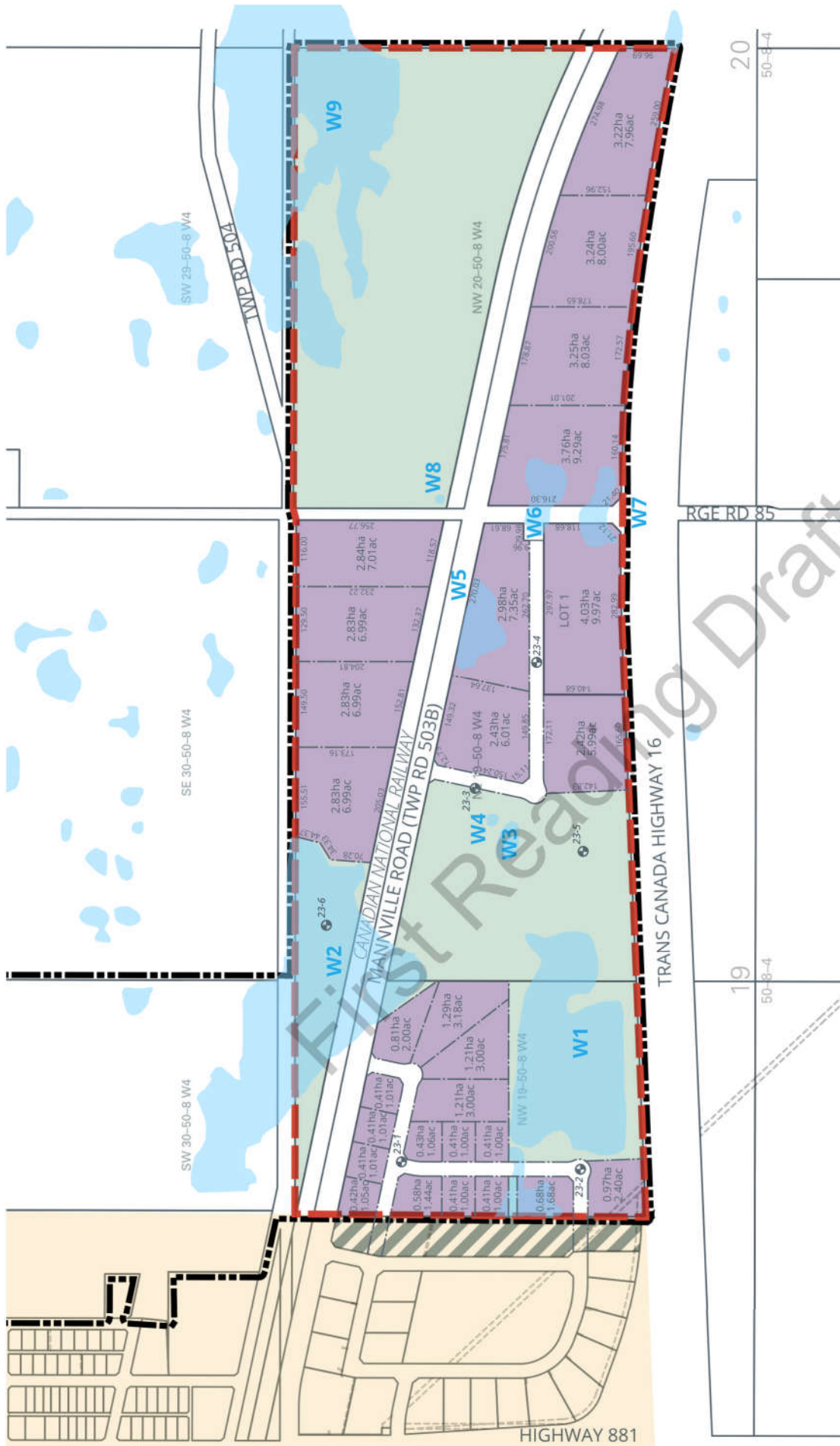
TABLE 2 – Land Use Statistics

Land Use Type	Area (ha)	Area (ac)	% Of GDA
PLAN AREA			
	hectares	acres	% of GDA
Gross Developable Area (GDA)	120.01	296.5	100.0%
Agricultural	53.59	132.4	44.65%
Industrial	47.13	116.5	39.27%
Road	13.04	32.2	10.87%
Rail	6.25	15.4	5.21%
SHADOW PLAN			
	hectares	acres	% of GDA
Gross Developable Area (GDA)	3.55	8.8	100.0%
Industrial	3.22	8.0	90.70%
Road	0.33	0.8	9.30%
TOTAL			
	hectares	acres	% of GDA
Gross Developable Area (GDA)	123.56	305.3	100.0%
Agricultural	53.59	132.4	43.37%
Industrial	50.35	124.4	40.75%
Road	13.37	33.0	10.82%
Rail	6.25	15.4	5.06%

The Shadow Plan area within the Village of Mannville is identified with grey hatching and comprises 3.22 ha of land. The Shadow Plan area highlights continuity of land uses and future roadway connections to meet the market needs for smaller, fully serviced industrial lots. There are two roadway connection points from the Shadow Plan area to the ASP lands, one at the north and one at the south.

Existing wetlands represent approximately 21 ha of land, and setbacks around these wetlands may be dedicated as environmental reserve or environmental reserve easement. Setbacks will need to be determined by a qualified professional prior to subdivision.

It is important to the Village's economic development that its supply of existing industrial land be mostly built out before the lots identified in the ASP boundary are subdivided, serviced and marketed.



Two residences exist within the ASP boundary as discussed in 3.2.1. above. The land on which these residences sit may be converted to the Industrial or Rural Commercial designations in the future, but that would require an amendment to this ASP.

4.2 Industrial/Commercial

The intent of this ASP is to support the future conversion of agricultural land within the ASP boundary designated Industrial/Commercial for either rural industrial or appropriate rural commercial uses. This could include light industrial uses that are more commercial in nature, and which could benefit from smaller parcels that have access to full municipal servicing, as well as those rural industrial uses that are a bit more intensive and require larger tracts of unserviced land. That being said, Agricultural uses can continue as they currently do in perpetuity if that is the will of the landowners.

It is expected that rural industrial types of uses on larger parcels are best suited for development within the County. Uses that require smaller, serviced lots would be directed to the Village's existing serviced industrial lots in the first instance. Access to the smaller, potentially serviced lots shown in **Figure 5** would be promoted after the Village's existing supply of small-lot serviced industrial lots are mostly developed. Should demand for smaller, serviced lots not arise within the County's ASP, the smaller lots shown in **Figure 5** could be reconfigured as larger parcels with independent servicing. A reimagining of the lot layout and servicing methods for the smaller lots within the ASP boundary could require an amendment to this ASP as the changes could impact overall stormwater management. Additional engineering analysis of the impacts of reconfiguring the smaller lots on stormwater management should accompany an amendment application.

Careful consideration of the siting and screening of future industrial development is required in consideration of the existing residential uses within the Agricultural land use district. Uses suitable for adjacency to the existing residences should not produce excessive light trespass, noise, dust, smells or other nuisance that is in excess of what one might experience living next to an agricultural operation. Such uses should be directed away from the existing residences.

Additionally, screening and fencing should be employed to reduce negative visual impact of laydown yards, outdoor storage of equipment and other uses with potential for unsightliness where proposed to be located adjacent to the existing residences or within sightlines of Highway 16.

CN Rail sets out guidelines for development in proximity to rail lines. It is expected that developers will avail themselves of these guidelines and development proposals will reflect the design parameters contained therein.

4.3 Agricultural

Agriculture is the current dominant use within the ASP boundary. This ASP upholds the right to farm for existing and legally permitted agricultural operations. Agricultural landowners can continue to use their agricultural properties in the ways they currently do in perpetuity, in compliance with the County's land use bylaw and applicable policies.

On the other hand, should the owners of the existing residences desire to sell or develop their land for industrial uses, the conversion from Agriculture designation to Industrial designation is generally supported by this ASP. However, an amendment to this ASP would be required, and may warrant further engineering analysis depending on the extent of the amendment.

4.4 Sequence of Development

The anticipated sequence of development is shown in **Figure 6**. It should be noted that the timeframe for full build out of this area is likely decades, and many factors that are unknown at this time could influence the sequence of development.

However, it is expected that the larger, unserved lots within the county and with visibility from Highway 16 will develop first. The next group of unserved lots to develop will likely be those north of the CN Railway, west of Range Road 85. Finally, those smaller, potentially served lots adjacent to the Village's west boundary will likely develop last in consideration of the County's commitment to avoiding direct competition with the Village for served industrial lots.

Changes in the sequence of development may require an amendment to this ASP depending on their impact on servicing, stormwater management and other factors determined by the Development Authority.

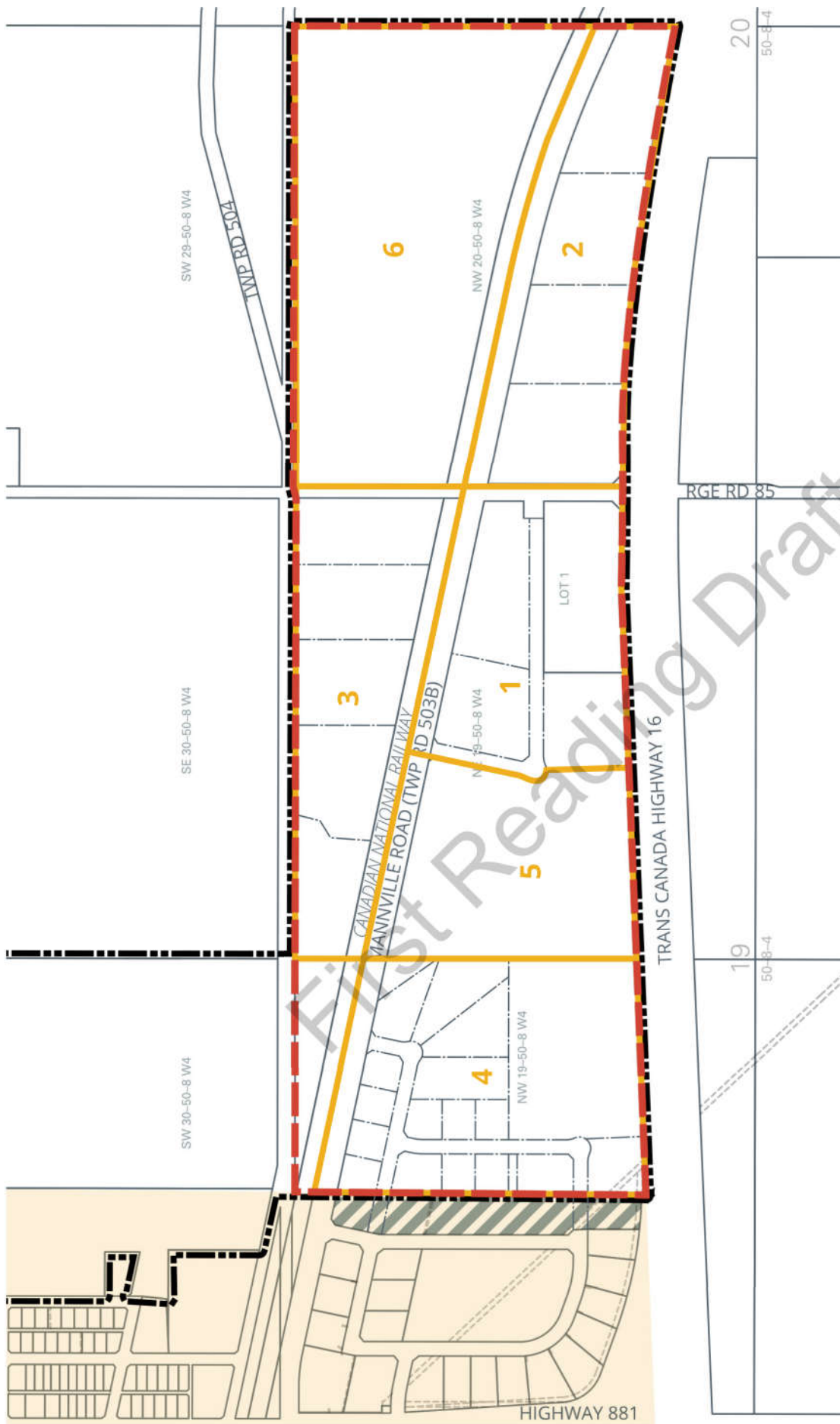
4.5 Reserve Lands

The MGA enables municipalities to obtain land through the subdivision process for reserves: municipal, school, municipal and school, and environmental. The MGA also enables certain lands to be dedicated as environmental reserve easements and conservation easements.

It is the policy of this ASP that reserve dedication be maximized pursuant to the MGA. Also, municipal reserve dedication may be provided in the form of cash in lieu of land as local park space is not the best use of reserves in this area of the county. It is recommended that the County not accept municipal reserve deferral considering the timeframe for full build-out of this land could be decades, possibly deferring provision of municipal reserve, and the broader community benefits it could provide, indefinitely.

It is expected that further in-field analysis by a qualified professional in support of future subdivision and development will determine appropriate development setbacks to retained wetlands. The setbacks around wetlands, as well as the retained wetlands themselves, can be identified as environmental reserve at the time of subdivision.

Stormwater management (SWM) ponds will not be identified as environmental reserve. Further, the land around SWM ponds that is above the high-water mark cannot be used as credit for municipal reserve dedication. Finally, SWM ponds should not be identified as public utility lots through subdivision on private land because the County should not take on responsibility of maintenance for private stormwater management ponds. Rather, the County should encourage owners to naturalize private stormwater management ponds to reduce maintenance requirements and to dissuade human access.



LEGEND

- IDP Boundary
- Plan Boundary
- Shadow Plan Area
- Village of Mannville
- Development Phasing

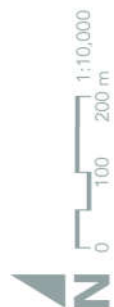


FIGURE 6
SEQUENCE OF
DEVELOPMENT

5.0 Transportation Network

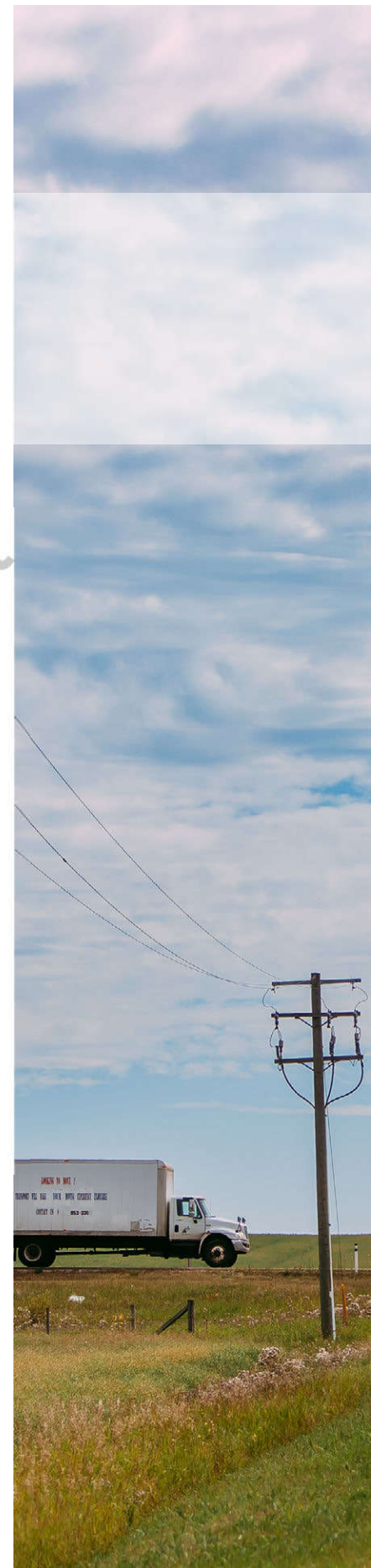
Bunt & Associates Engineering was retained to undertake a desktop transportation review (see **Appendix D**). BAR Engineering was retained to prepare a Servicing Brief (**Appendix E**). The recommendations of these two reports are presented below.


5.1 Local Roads

All proposed roadways within the ASP will be developed to a rural cross section to the County's most up-to-date required standards, with roadside ditches to provide drainage and convey stormwater runoff. In any case, roadways should be constructed to accommodate a minimum 9m finished top width to support truck traffic.

5.2 Access Management

Access management is important in maintaining acceptable levels of service and safety on roadways. It is recommended that intersection spacing on Range Road 85 is 60m, this includes spacing from the intersection of Range Road 85 and the CN Railway. In other words, from the intersection of Range Road 85 and the CN Railway in either direction, the next closest intersection should be no closer than 60m.





With the anticipated future interchange, the east-west collector roads may see greater traffic volumes and therefore intersection spacing along Mannville Road (Township Roads 503B) and 504 is recommended to be 100m.

5.3 Highway 16/881 Interchange

Highway 16 is classified as a rural freeway divided highway within Alberta Transportation's roadway hierarchy. Highway 16's freeway status requires the closure of at-grade intersections and development of interchanges at key locations.

Alberta Transportation's Highway 16 access management plan identifies the closure of the at-grade intersection of Highway 16 and Range Road 85 (and Range Road 84 east of the ASP boundary). It also identifies the location of an interchange at the intersection of Highway 16 and Highway 881 (see **Figure 7**). After at-grade intersections are closed and the interchange is constructed, access to the ASP area from Highway 16 will be through the Village of Mannville via Highway 881 and Township Roads 503B and 504.

The construction of the interchange will also impact existing developed properties and roadways within the Village's existing industrial park. As shown in **Figure 7**, roadways from within the Village's industrial park are proposed to extend eastward into the ASP lands. The southernmost road extension may be impacted by the footprint of the proposed interchange. The ASP internal roadway design anticipates this possibility and maintains public road access to all parcels post-interchange construction.

5.4 CN Railway

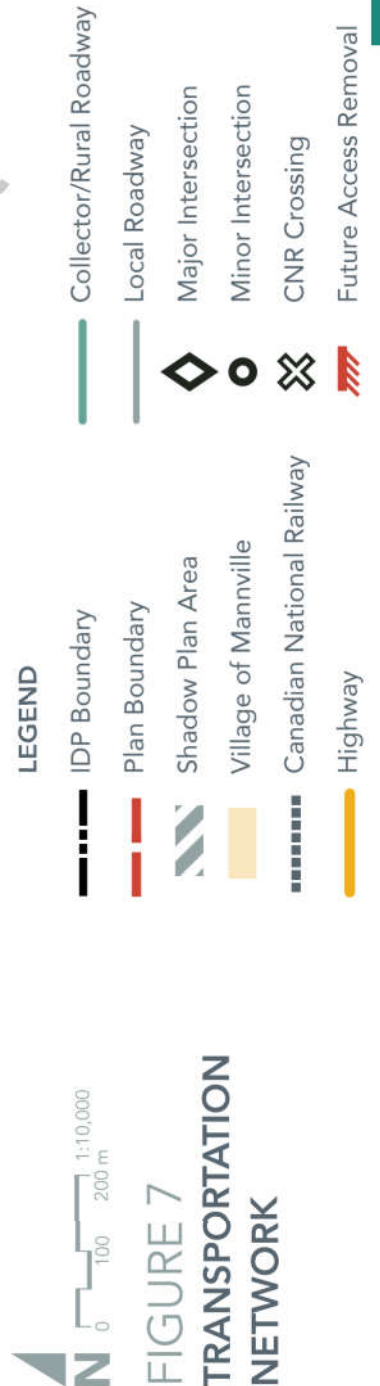
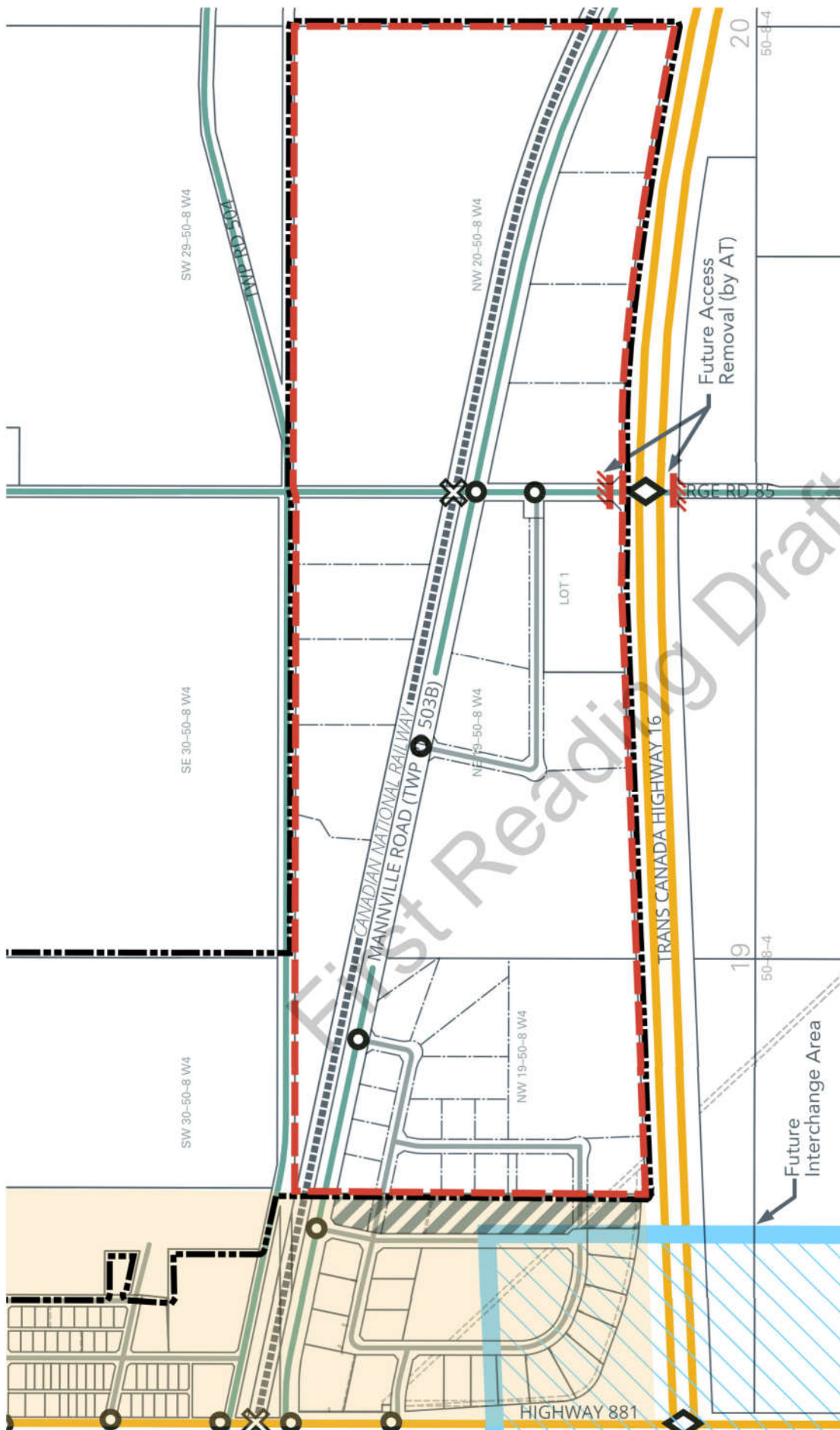
The existing access spacing along Range Road 85 relative to the CN Railway and Township Road 503B may not meet the minimum 60m spacing recommended by Bunt & Associates, although it may meet the Government of Canada's Grade Crossing Standard of a minimum 30m from the edge of the travelled way to the nearest rail of the grade crossing. The spacing will impact the stacking distance for larger vehicles, like a WB-21 semi-trailer or a WB-23 double trailer. If stacking distance becomes a safety issue over time, Township Road 503B may need to be realigned south of its current Range Road 85 intersection location.

The existing CN Railway crossing controls in and adjacent to the ASP may also need to be upgraded over time as traffic volumes increase to maintain safety.

5.5 Additional Analyses

The desktop review undertaken for this ASP does not provide sufficient level of analysis to support subdivision and development. The developer may be required to undertake a traffic impact assessment (TIA) in support of subdivision to determine if intersection upgrades or controls are required because of development.

In addition to a TIA, a geotechnical investigation for roadway construction to confirm soil stratigraphy, suitability of existing soil for construction, and to recommend road pavement structures based on soils and vehicular loading.



6.0 Servicing

BAR Engineering prepared a Servicing Brief (**Appendix E**) and a Stormwater Management Plan (**Appendix F**) to provide high level engineering review, analysis and recommendations for the ASP lands. The discussions below are derived from and informed by this document.

6.1 Water

The lands within the ASP boundary are not currently serviced with a municipal water distribution system. If a municipal water distribution system were to be extended into the ASP area, it would extend from the Shadow Plan area. All costs associated with accessing the ACE waterline and obtaining necessary utility right-of-way would be the responsibility of the developer.

The Village of Mannville is supplied with water from the ACE Waterline Corporation. A watermain, owned and operated by the County, would be required from the connection points at 47A Avenue/45 Street and 45 Street and looped throughout the development to provide service (see **Figure 8**).

Although a municipal water distribution system within the ASP is contemplated, it would not be considered until most of the serviced industrial lots within the Village of Mannville have built out to avoid creating competition for serviced industrial land that could be detrimental to the economic well-being of the Village.





It is anticipated that rural water servicing consisting of individual water wells or cisterns will be used in the interim.

Water well servicing will require supporting groundwater/hydrogeological assessments prior to and as part of the subdivision process and will require approval and authorization from Alberta Environment and Protected Areas to use groundwater.

6.2 Wastewater

The ASP lands are not serviced by a municipal wastewater system. However, services could be extended from the existing Village services from the Shadow Plan area to the west (**Figure 8**). Sanitary sewage for the Village is treated at the Village lagoon. The treated effluent is discharged into the Vermilion River.

6.2.1 Servicing Feasibility

A municipal wastewater collection system for the ASP lands could consist of a low-pressure collection system and/or gravity sanitary mains in combination with lift stations. The cost-effectiveness of such a system needs further analysis and is outside the scope of this ASP.

However, with the lagoon over capacity already, as discussed above, and the possible need for one or more lift stations to support sanitary servicing in the ASP boundary, a municipal wastewater system service ASP lands could be cost-prohibitive. If this proved to be the case, then the proposed lots adjacent to the Village's west boundary as shown in **Figure 8** may not be large enough to support independent servicing, such as septic tanks and treatment fields/mounds, and may instead need to be serviced with holding tanks in order to meet provincial setback requirements.

Municipal servicing feasibility within the ASP boundary requires additional discussion the Village of Mannville and the County of Minburn.

6.2.2 Village Lagoon Capacity

To inform consideration of urban service provision to the smaller industrial lots within the ASP boundary BAR Engineering (BAR) was retained to update its 2009 capacity analysis of the Village's lagoon. A summary is provided below, and the detailed analysis can be found in **Appendix C**.

The amount of wastewater generated is calculated as a percentage of the average annual volume of water consumed. In BAR's 2023 analysis, two wastewater generation scenarios were prepared: one at 100% of consumption, which aligns with the 2009 report assumptions; and, a second at 80% of consumption. The 2023 lagoon analysis assumed 440 L/person/day water consumption, including provision for 10% infiltration of ground water into the sanitary pipe network (the same assumption as in the 2009 assessment).

Each scenario was further considered with and without additional servicing requirements within the ASP boundary. Additionally, the analysis also assumed population growth at both 1% and 1.5% per annum.

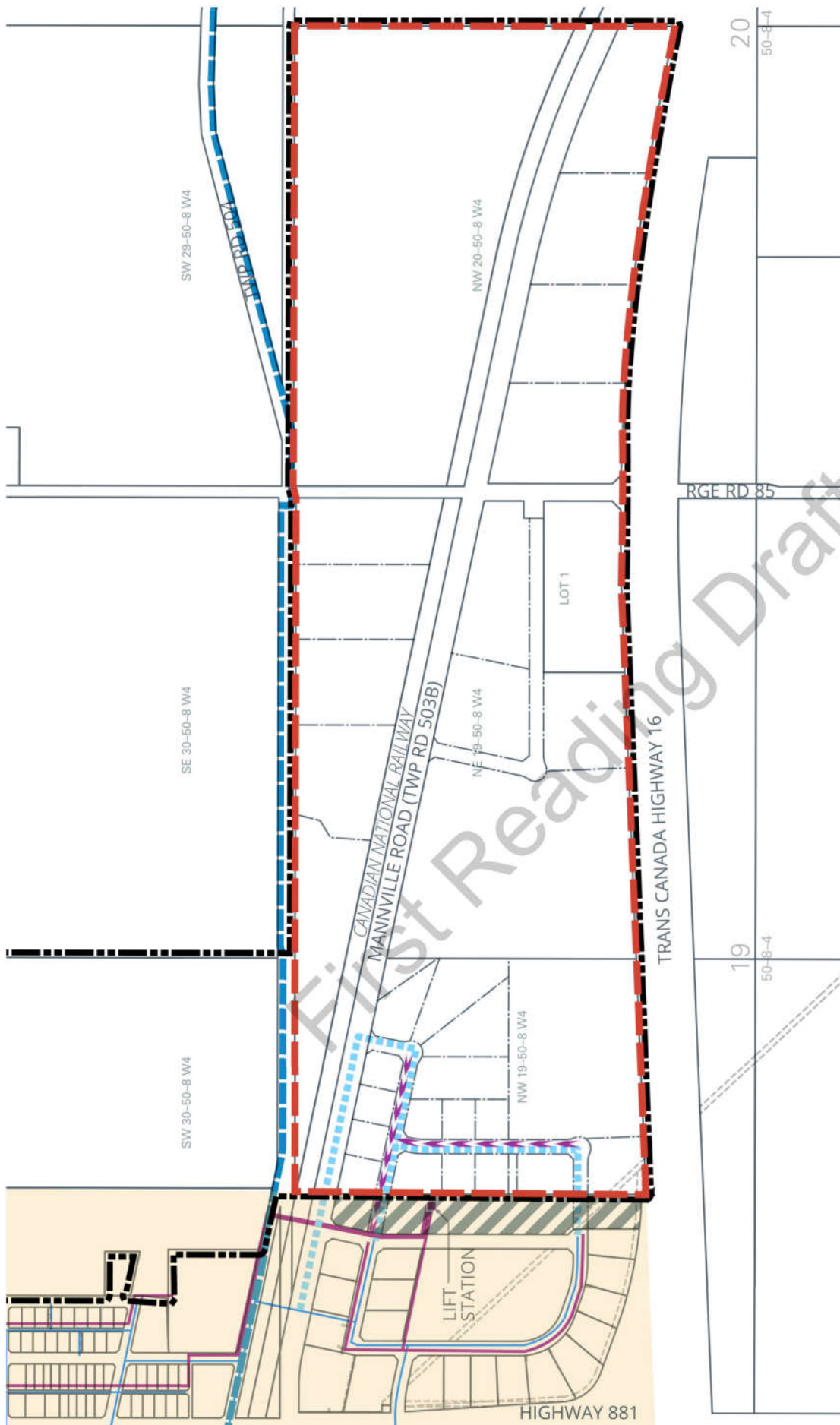
6.2.2.1 Scenario 1

Under scenario 1 assumptions, without providing additional industrial servicing in the ASP, the Village's lagoon requires an additional 31,310m³ of facultative cell expansion and 190,530m³ of storage cell expansion, at an estimated (2023) cost of \$2.71M. It should be noted that these improvements are in line with the recommendations from the 2009 report.

Under scenario 1 assumptions with servicing to the 10.5 ha of industrial land within the ASP, the Village's lagoon requires an additional 51,425m³ of facultative cell expansion and 334,216m³ of storage cell expansion, at an estimated (2023) cost of \$5.18M. This represents approximately a 91% increase cost to accommodate industrial servicing within the ASP boundary.

6.2.2.2 Scenario 2

Under scenario 2 assumptions without providing additional industrial servicing in the ASP, the Village's lagoon requires an additional 24,140m³ of facultative cell expansion and 163,170m³ of storage cell expansion, at an estimated (2023) cost of \$2.29M. It should be noted that these improvements are less than those recommended in the 2009 report because the assumed sanitary sewage generation rate is 20% less than that of the 2009 report.



Under scenario 2 assumptions with servicing to the 10.5 ha of industrial land within the ASP, the Village's lagoon requires an additional 44,920m³ of facultative cell expansion and 290,520m³ of storage cell expansion, at an estimated (2023) cost of \$4.5M. This represents approximately a 96% increase in costs to accommodate industrial servicing within the ASP boundary.

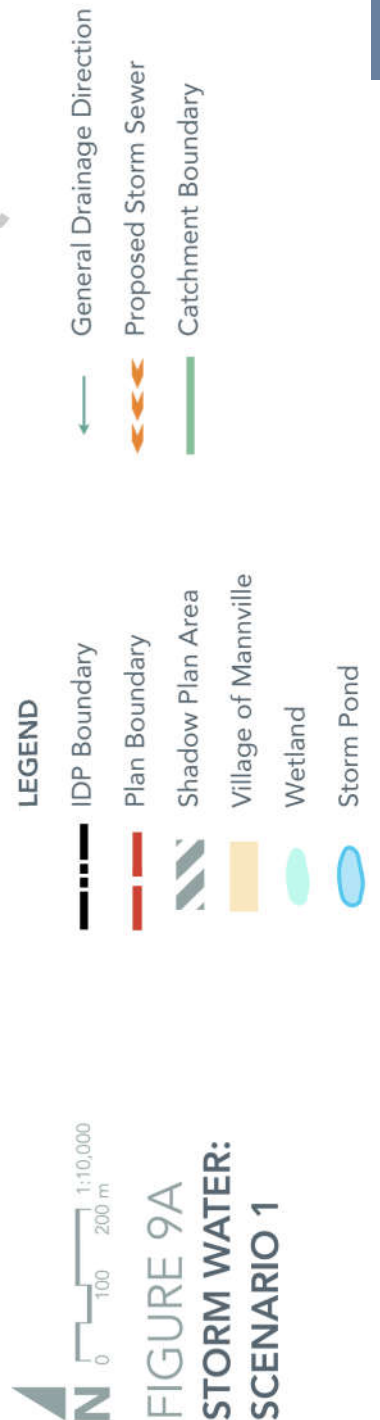
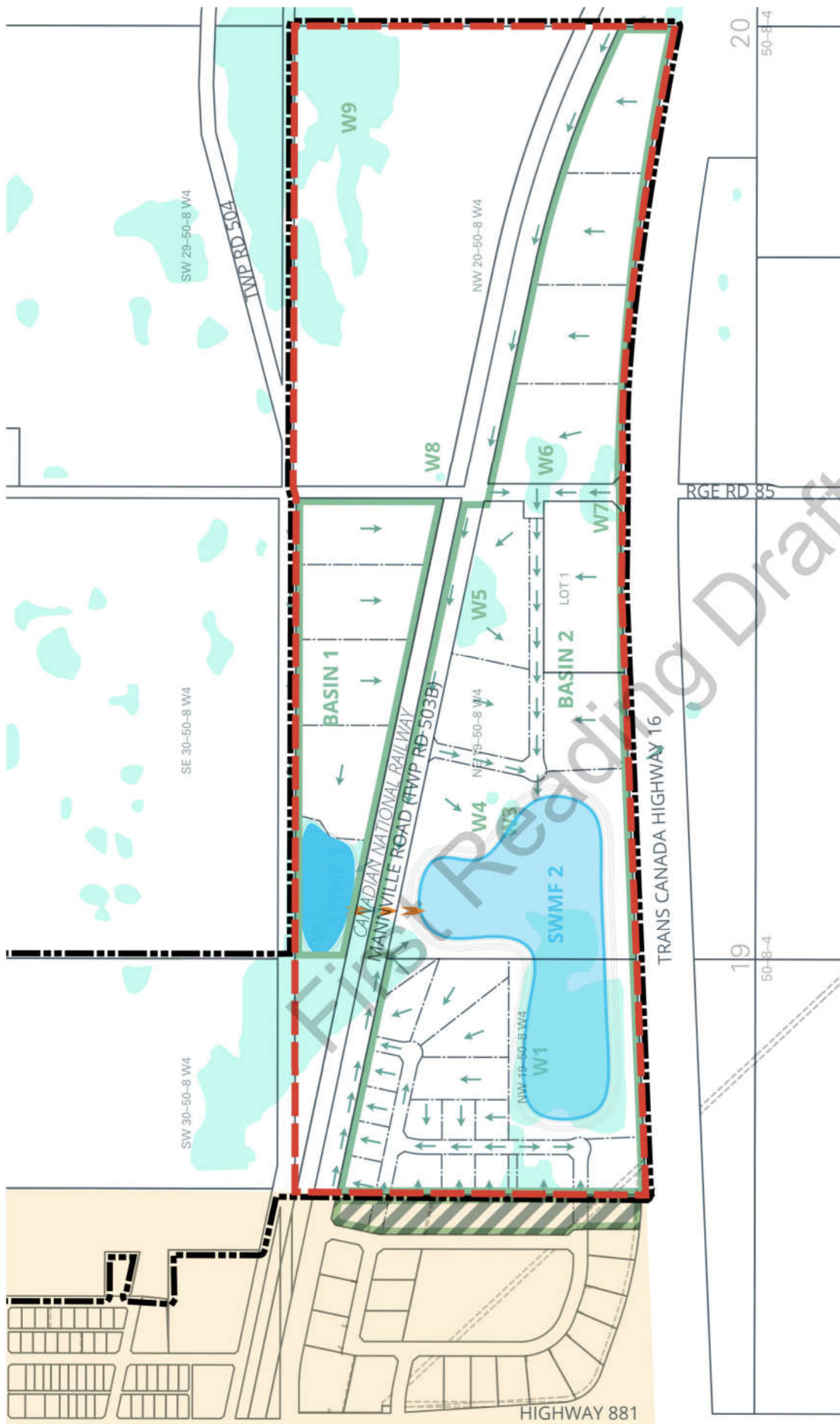
6.3 Stormwater Management

Two stormwater management scenarios in the Stormwater Management Plan (**Appendix F**) were developed and analyzed to support maximum flexibility of development in the future. The two stormwater management concepts are illustrated conceptually in **Figures 9A** and **9B**.

Both scenarios assumed wetponds (stormwater management ponds) would be used to provide water quality enhancement through settling of runoff pollutants within the permanent pool, or the normal water levels. Rain event runoff is assumed to be stored above the permanent pool and released downstream at a restricted rate after the rain fall event has ended. The rate of release is generally kept at the same rate as at pre-development to mitigate impacts on downstream watercourse. The storage area of the wetpond is within 2m above the permanent pool, and can store 1 in 100 year storm runoff or the 1 in 25 year storm runoff for a period of 24 hours. Additional design assumptions and details can be found in Appendix F.

Scenario 1 (**Figure 9A**) includes an overall stormwater management system consisting of interconnected stormwater management ponds for all the proposed development areas.

Scenario 2 (**Figure 9B**) consists of a dedicated stormwater management pond for the smaller, potentially serviced lots adjacent to the Village coupled with private on-site stormwater management storage ponds on the remaining parcels.

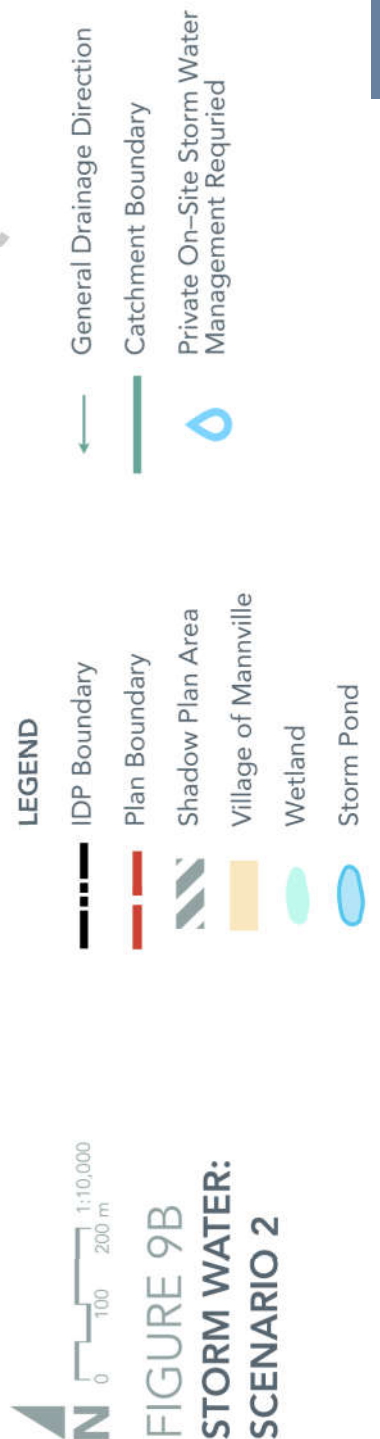
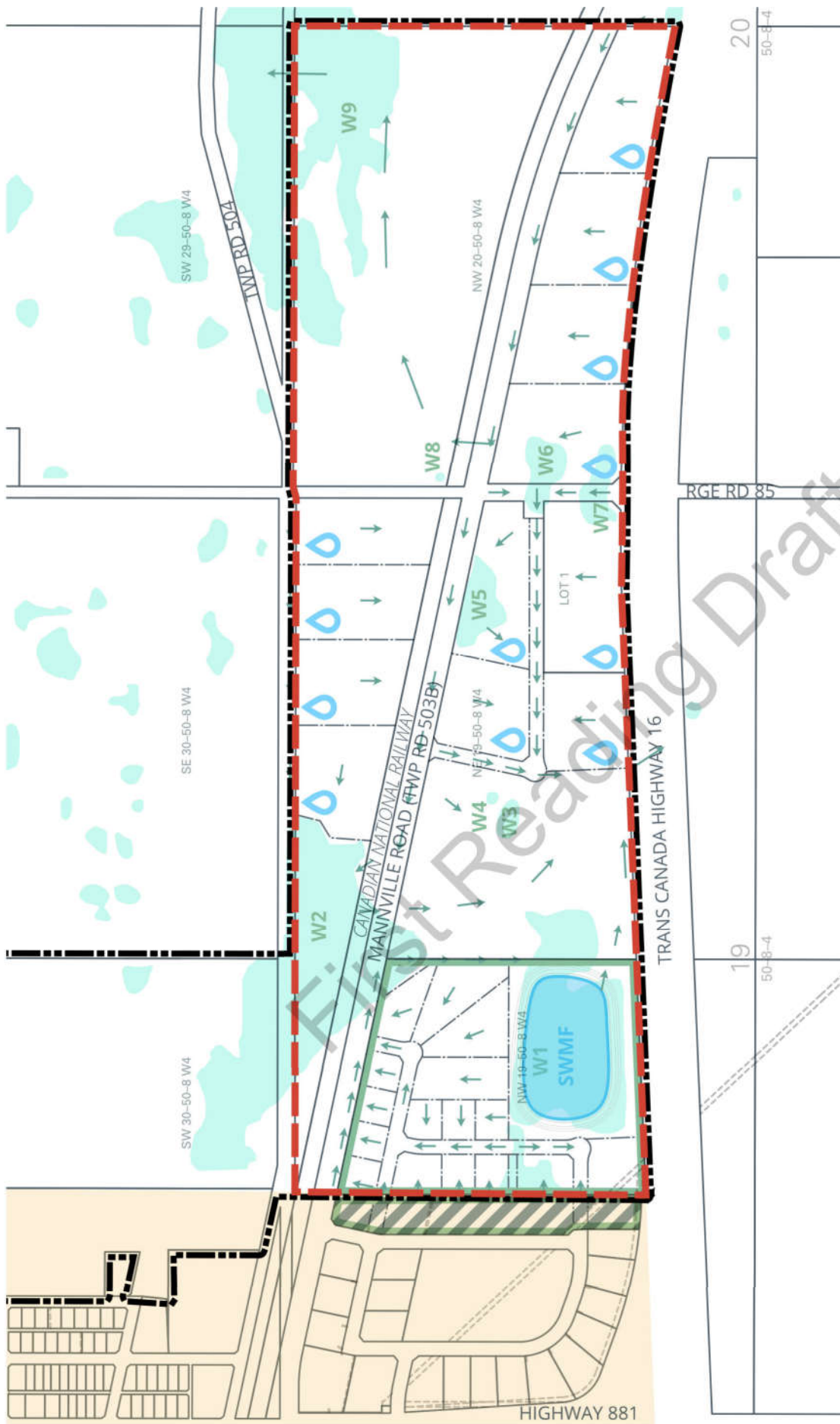


Further review and refinement of the stormwater management plan will be required at the subdivision stage once phasing has been confirmed as phasing may impact the proposed stormwater management pond locations.

Additionally, the developer will require a roadside development permit from Alberta Transportation for construction of all stormwater management ponds and infrastructure within 800m of the centerline of Highway 16 prior to development.

6.4 Shallow Utilities

Shallow utilities will be brought into sites as needed by the developers, and rights-of-way will be established at the time of subdivision as needed.

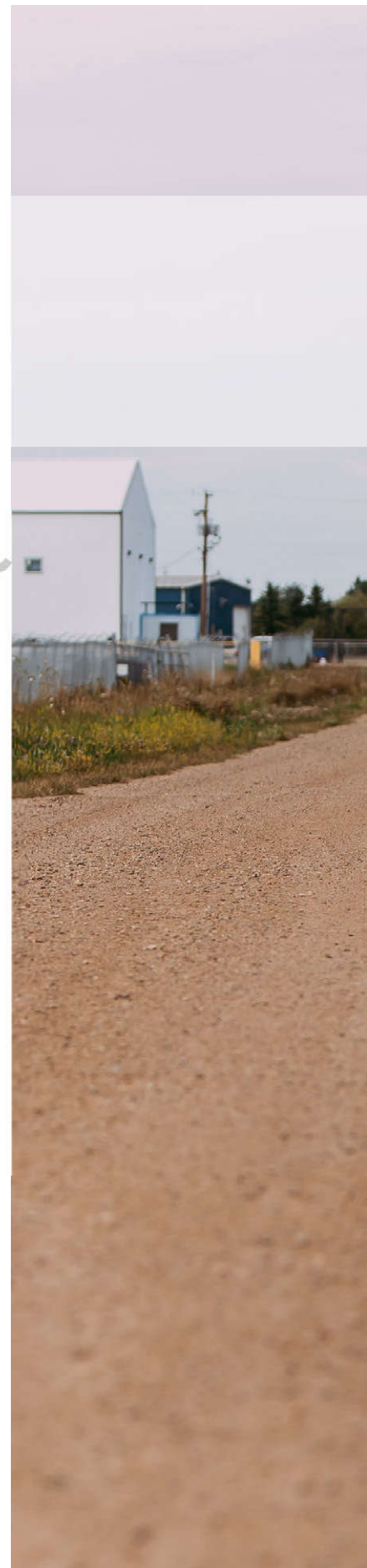


7.0 Earthworks

The field analysis undertaken by SolidEarth Geotechnical led to numerous findings and recommendations for development in its report, found in **Appendix B**. It should be noted that the recommendations are preliminary only and should not be used in detailed design. A detailed geotechnical investigation should be completed for each proposed development lot/building site during the detailed design stage.

Findings and recommendations were developed for site development, foundation options and preliminary design, stormwater management pond, installation of buried utilities, and pavement structure.

The recommendations for site development are summarized below. For details and full discussion of the other key areas of analysis, please reference the source document.





Subgrade Preparation

1. During initial site grading, all topsoil should be stripped and removed from the site.
2. Topsoil should not be mixed with mineral soils or be used as engineered fill material.
3. Construction traffic on unprotected subgrade should be kept to a minimum and restricted to low pressure track equipment to the extent possible
 - a. Exposed subgrade may be sensitive to heavy rubber-tire construction equipment, especially in wet conditions,
 - b. Soft subgrade conditions may be encountered at some locations, particularly following snow melt and heavy rain events.
4. All exposed subgrade, following achievement of rough grades, should be inspected by a geotechnical engineer, and include a proof-roll test to confirm that deflections from construction traffic are minimal. Soft and weak areas identified during inspection should be strengthened and improved.
5. Engineered fill should consist of low to medium plastic clay or a well-graded, granular material.
6. All fill soils should be free from any organic materials, contamination, deleterious construction debris, and stone greater than 150mm in diameter.

Requirement for Engineered Fill

1. Engineered fill should be thawed when placed and placed during non-frozen conditions.
2. All engineered fill should be compacted to a minimum of 98% of standard Proctor maximum dry density (SPMDD) within the proposed building envelopes, and to a minimum 95% of SPMDD within graveled yards and paved areas.
3. The upper 300mm of the subgrade within the paved areas should be compacted to 98% of SPMDD.
4. Fill should be compacted in lift thickness of 300mm (loose) or less, and within two percent of the optimum moisture content of the soil.
5. Engineered fill within the building footprint should extend at least 1.5m, or the thickness of the fill, beyond the footprint of the building.
6. Fill placement procedures and quality of the fill oils should be monitored by geotechnical personnel.
7. Field monitoring should include compaction testing at regular frequencies.
8. Settlement in the order of one to three percent of the fill thickness should be anticipated for engineered fill compacted between 98% and 95% SPMDD. The majority of this settlement is expected to occur within the first year following construction.

Site Drainage

1. A minimum grade of 2% is recommended at the subgrade level to accommodate surface water runoff away from the development area.
2. The upper 300mm of the backfill around buildings (where no pavement structure is proposed) should consist of compacted clay to act as a seal against runoff water. The clay should extend a minimum distance of 3m away from the building and should be graded at a slope of 5% or more.
3. Positive surface drainage should be provided in the early stages of construction to prevent ponding of water and softening of the subgrade.

First Reading Draft

8.0 Interpretation & Implementation

8.1 Interpretation

Policies are written using “*shall*”, “*should*” or “*may*” statements. The interpretations of “*shall*”, “*should*” and “*may*” that follow provide the reader with a greater understanding of the intent of each policy statement:

‘Shall’ – denotes compliance or adherence to a preferred course of action.

‘Should’ – denotes compliance is desired or advised but may be impractical or premature because of valid planning principles or unique/extenuating circumstances.

‘May’ – denotes discretionary compliance or a choice in applying policy.



The background image shows a perspective view of railroad tracks receding into the distance. To the right of the tracks, there is a yellow diamond-shaped road sign with the word 'Mannville' written on it. The scene is surrounded by green trees and foliage under a clear sky.

8.2 Monitoring & Amendment

Plan implementation will be primarily through the subdivision and development of land in ways consistent with the policies and vision of this ASP. Variances to the requirements of this ASP should not be considered unless supported by defensible planning rationale. Part of implementation is monitoring the document for continued consistency with the County's plans and policies, as well as higher-order statutory documents. This ASP should be reviewed at least every five years to ensure its continued relevance.

Occasionally, it will be desired or necessary to amend the ASP to keep it consistent with changing policies, market needs, or to address housekeeping matters. Housekeeping amendments consisting of correcting typos, grammatical errors and the like will not necessitate a formal amendment process. However, major amendments, such as changing land use designations, locations of major infrastructure or other similarly substantive changes, will trigger a formal amendment process including notification, public engagement and circulation to agencies pursuant to the MGA.

9.0 Policies

9.1 General

Compliance with ASP

POLICY 1

The County of Minburn shall ensure that all future land use, subdivision and development, and amendment decisions made with respect to lands within the boundary of the Mannville East Industrial Park ASP comply with the provisions contained within this ASP, including the Figures. Decisions related to document 'housekeeping' or those that would be considered minor deviations, relaxations, or variations from the provisions of this ASP would not require an amendment to this document where it can be demonstrated that the deviation, relaxation or variance does not substantively alter the intent, force or effect of the provisions of this ASP.

POLICY 2

The developer shall ensure that all site preparation, public road, and any other public facility/improvement is professionally engineered and constructed to the satisfaction of the County of Minburn in accordance with the County's standards.

9.2 Environment

- POLICY 3** Developers shall undertake an Alberta Wetland Rapid Evaluation Tool assessment prior to development, and in support of subdivision, to determine the exact class of wetland and appropriate mitigation measures for wetland impact, including development setbacks, contained within development area or plan of subdivision.
- POLICY 4** The developer shall require Alberta Water Act approval prior to impacting existing wetlands.
- POLICY 5** The developer shall employ measures during construction to control noxious weeds.
- POLICY 6** The developer shall develop and employ a sedimentation and erosion control plan, especially around retained wetlands.
- POLICY 7** The developer should undertake a field survey prior to development to determine the presence of rare plant species.
- POLICY 8** The developer should undertake wildlife and nest sweeps between April 1 and August 15 and within seven (7) days of the onset of development, including vegetation clearing.

9.3 Industrial

- POLICY 9** The County shall ensure that Industrial uses proposed to be located immediately adjacent existing residences should not produce excessive light trespass, noise, dust, smells or other nuisance that is, in the opinion of the Development Authority, in excess of what one might experience living next to an agricultural operation.
- POLICY 10** The County shall require screening and/or fencing to be employed to reduce negative visual impact of laydown yards, outdoor storage of equipment and other uses with potential for unsightliness in proximity to existing residences.
- POLICY 11** Developers shall avail themselves of the CN Rail Proximity Guidelines and development proposals shall be respectful of and reflect the suggested design parameters contained therein.

9.4 Agricultural

- POLICY 12** The County shall allow existing agricultural operations to continue in perpetuity at the will of the landowner.
- POLICY 13** The County should ensure that existing agricultural operations in the Agricultural designation are not unduly impeded and/or impacted upon by future adjacent non-agricultural development within the ASP boundary.
- POLICY 14** The County shall allow the existing residences within the Agricultural designation to remain or to be renovated or reconstructed in compliance with all applicable bylaws and building codes.
- POLICY 15** The County shall not support new residential developments within the ASP boundary.
- POLICY 16** The County should support conversion of Agricultural designated land to Industrial/Commercial designation with an amendment application supported by additional analysis proving suitability of the land for the intended use.

9.5 Sequence of Development

- POLICY 17** The County should ensure the development of the smaller, potentially serviced lots within the ASP occurs after the Village of Manville's supply of existing industrial land within the Shadow Plan area is mostly built out.

9.6 Reserve Lands

- POLICY 18**

The County shall maximize reserve dedication pursuant to the MGA.
- POLICY 19**

The County should allow for municipal reserve dedication in the form of cash in lieu of land.
- POLICY 20**

The County should not permit municipal reserve deferral.
- POLICY 21**

The County shall dedicate the setbacks around wetlands, as well as the retained wetlands themselves, as environmental reserve or environmental reserve easement at the time of subdivision.
- POLICY 22**

The County shall not identify naturalized or converted wetland stormwater management ponds as environmental reserve.
- POLICY 23**

The County shall not give municipal reserve credit for land above the high-water mark of stormwater management ponds.

9.7 Transportation

Roads & Access

- POLICY 24**

The County shall require that all proposed roadways within the ASP are developed to a rural cross section with roadside ditches to provide drainage and convey stormwater runoff, to the County’s current road standards.
- POLICY 25**

The County should require that roadways are constructed to accommodate a minimum 9m finished top width to support truck traffic.
- POLICY 26**

The County should require intersection spacing on Range Road 85 is a minimum 60m.
- POLICY 27**

The County should require intersection spacing on Township Roads 503B and 504 is a minimum 100m.

Traffic Impact Assessment

- POLICY 28** The developer may be required to prepare a Traffic Impact Assessment (TIA), at their sole expense, in support of a subdivision or development permit application. The scope of the TIA will be determined by Alberta Transportation and the County of Minburn. If a TIA should be required, it will be prepared to the satisfaction of Alberta Transportation, in consultation with the County.
- POLICY 29** The developer shall undertake, at the sole cost of the developer, any engineering, requirements or improvements identified in or resulting from the TIA approved by the County and/or Alberta Transportation, or any other engineering, requirement or improvement specified by Alberta Transportation in relation to Highway 16 or Highway 881 as a result of or that is attributable to the development of land within this ASP must be undertaken to the satisfaction of Alberta Transportation, in consultation with the County.

CN Railway

- POLICY 30** The County may need to consider realigning Township Road 503B south of its current Range Road 85 intersection location if stacking distance between the CN Railway and Township Road 503B becomes a safety issue.
- POLICY 31** The County may need to collaborate with CN Railway to improve crossing controls in and adjacent to the ASP over time as traffic volumes increase, in order to maintain safety.

Additional Analyses

- POLICY 32** The developer shall undertake a traffic impact assessment (TIA) in support of subdivision, if required by Alberta Transportation and/or the County, to determine if intersection upgrades or controls are required as a result of development.
- POLICY 33** The developer shall undertake a geotechnical investigation to confirm soil stratigraphy, suitability of existing soil for construction, and to recommend road pavement structures based on soils and vehicular loading.

9.8 Services

Water

- POLICY 34**

Water well servicing will require supporting groundwater/ hydrogeological assessments prior to and as part of the subdivision process and will require approval and authorization from Alberta Environment and Protected Areas to use groundwater.
- POLICY 35**

The Developer shall bear all costs associated with accessing and distributing potable water from the ACE water line in support of their development.

Wastewater

- POLICY 36**

The County may require sanitary sewer holding tanks on smaller lots to ensure provincial setback requirements are met.
- POLICY 37**

The County shall discuss municipal sanitary sewer servicing options within the ASP boundary with the Village of Mannville.

Stormwater Management

- POLICY 38**

The County shall not identify private stormwater management ponds as public utility lots at the subdivision process.

Shallow Utilities

- POLICY 39**

The developer shall make all arrangements and provide all necessary rights-of-way for shallow utilities to service the lot.
- POLICY 40**

Stormwater management ponds should be naturalized to eliminate the need for mowing maintenance and to dissuade access by people.

9.9 Lighting, Landscaping & Screening

Lighting

- POLICY 41** The County of Minburn shall encourage dark night skies.
- POLICY 42** The County of Minburn should require developers to mitigate light trespass from new developments through use lighting with full cut-off fixtures and avoiding unnecessary up-lighting into the night sky.

Landscaping & Screening

- POLICY 43** The County of Minburn should not vary minimum standards of the Land Use Bylaw for screening and landscaping on new developments in the ASP boundary, especially in proximity to existing residences, a public road or Highway 16.
- POLICY 44** The County of Minburn shall encourage an elevated standard both with respect to landscaping standards and architectural appearance, with respect to all new development or any redevelopment within 300m of Highway 16.

9.10 Implementation

- POLICY 45** The County of Minburn will ensure that when amendments are made to this ASP in the future, any complementary amendments to the Municipal Development Plan or Intermunicipal Development Plan are also made to ensure conformance with Section 638(2) of the Municipal Government Act.
- POLICY 46** Housekeeping amendments consisting of correcting typos, grammatical errors and the like shall not necessitate a formal ASP amendment process.
- POLICY 47** Changes to the subdivision concept shown shall not require an amendment to the ASP.

POLICY 48

Major amendments such as changing land use designations, changing major infrastructure or other similarly substantive changes shall require a formal ASP amendment process including notification, public engagement and circulation to agencies pursuant to the MGA.

POLICY 49

The exercise of discretion and variance related to any matter or decision rendered with respect to this ASP, as well as any amendment to this ASP, shall be guided by the following principles:

- a) The exercise of variance or discretion in deciding an application or amendment to this ASP must be both reasonable and defensible within the letter and spirit of this ASP as well as widely accepted planning principles.
- b) If a requirement or provision of this ASP is to be deviated from or if an amendment is to be made, it is essential that those exercising the discretion or deciding upon variance or making the amendment clearly understand the rationale behind the requirement or provision they are being asked to vary or amend.
- c) Discretion, variance and amendment shall only be considered if it can be demonstrated that the discretion, variance or amendment being considered will, at a minimum, not jeopardise the policies of this ASP and, at best, better serve them.
- d) Any variance or discretion exercised, or any amendment made, shall be fully documented so that the reasons and rationale for the variance or discretion exercised or amendment made are accurately recorded and clearly understood.

POLICY 50

The County of Minburn should monitor the Mannville East Industrial Park ASP on an on going basis and undertake more thorough review every five years.



A

Appendix A Biophysical Report



Does not form part of this Bylaw.

Prepared by: X-Terra Environmental Services Ltd.

B

Appendix B Geotechnical Report

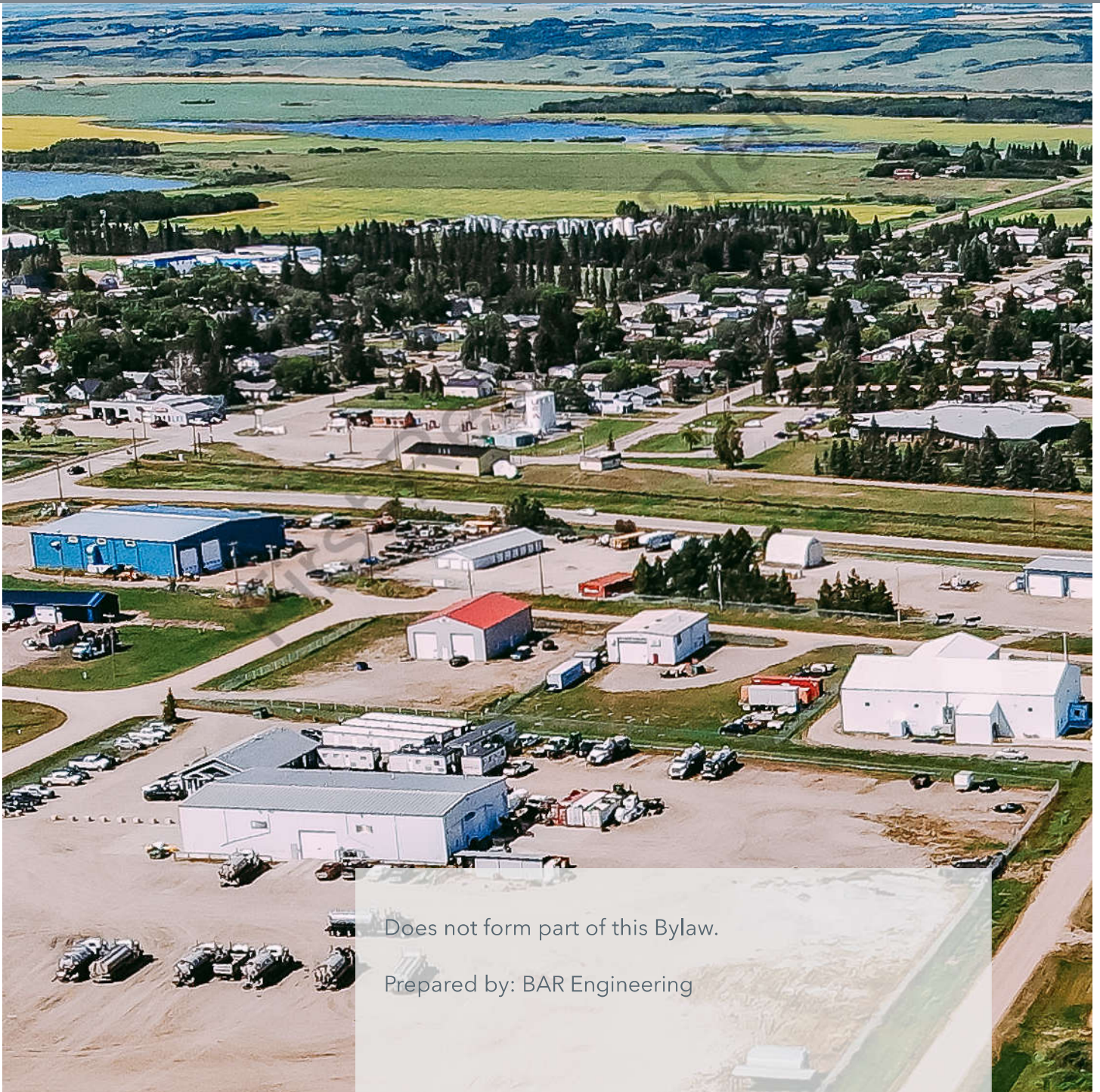


Does not form part of this Bylaw.

Prepared by: SolidEarth Geotechnical Inc.

C

Appendix C Lagoon Assessment



Does not form part of this Bylaw.

Prepared by: BAR Engineering

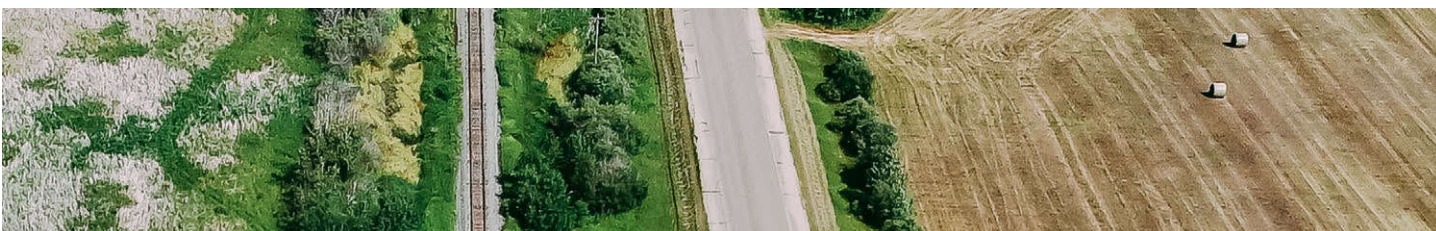
D

Appendix D Transportation Review

MANNVILLE RD

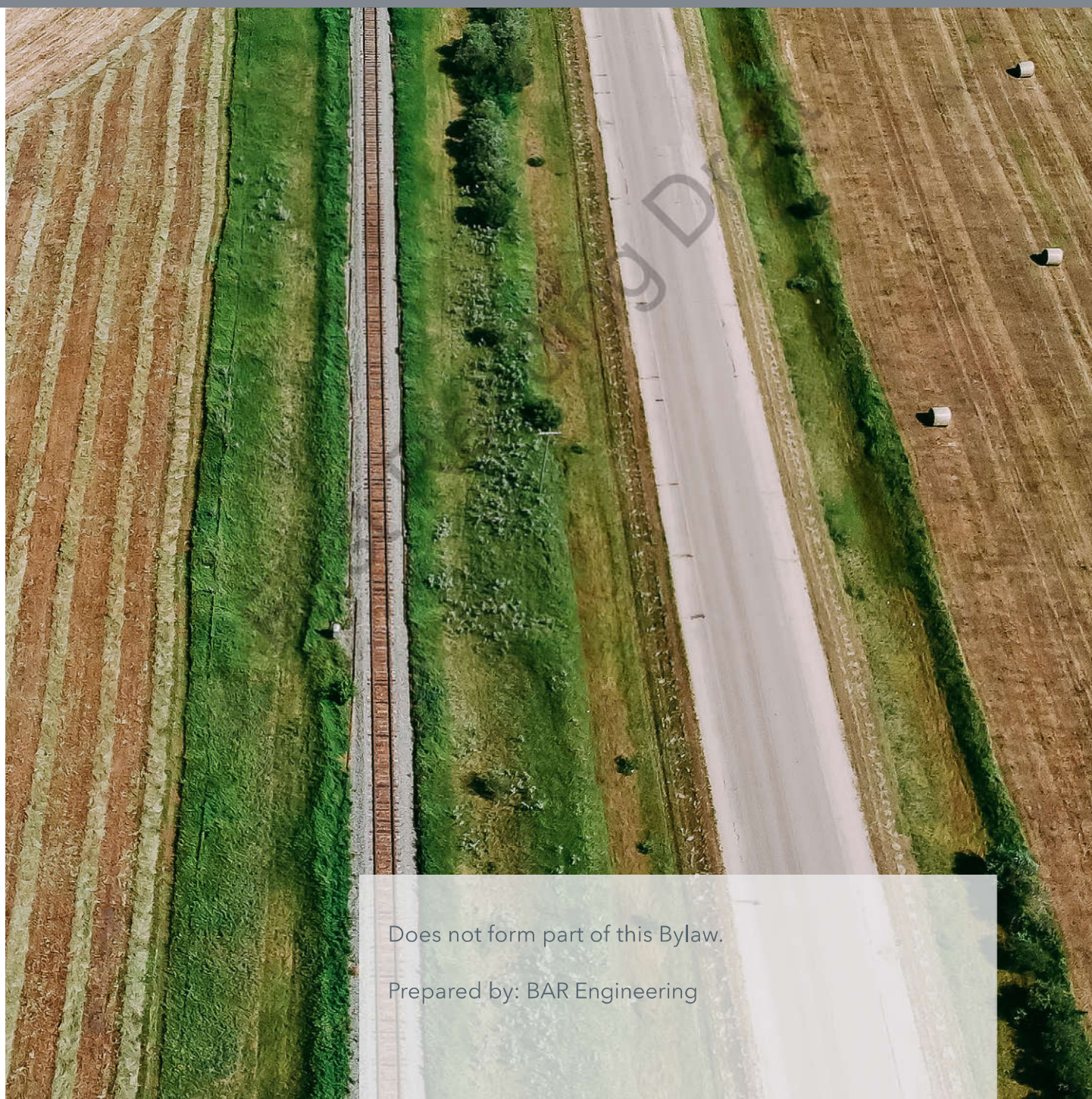
Does not form part of this Bylaw.

Prepared by: BAR Engineering



E

Appendix E Servicing Brief



Does not form part of this Bylaw.

Prepared by: BAR Engineering

F

Appendix F Stormwater Management Plan



Does not form part of this Bylaw.

Prepared by: BAR Engineering



VILLAGE OF MANNVILLE

Mannville East Industrial Park Area Structure Plan



Prepared by Red Willow Planning
All photos by Davin Gegolick



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: _____

P. Podchorzny



RFD Appendix





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:

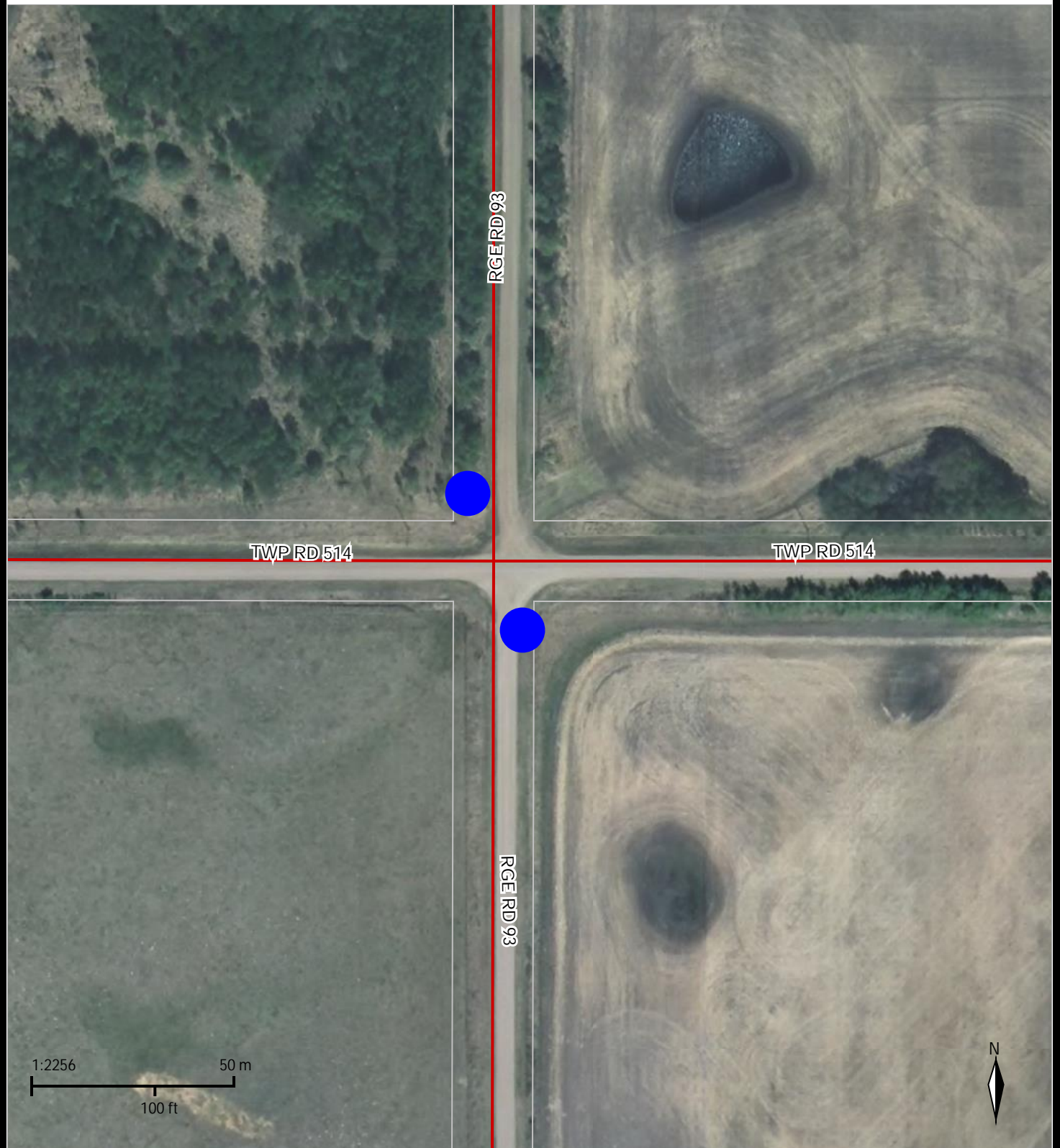
Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Podchorzyny

Proposed Yield Signs - Intersection of RR 93 & TWP Rd 514



The makes no representation as to the completeness, timeliness and accuracy of the information contained on this website. The expressly disclaims liability for any and all damages and losses arising from or in any way related to the use of this website.



Range Road 93 South Bound 150m from Township Road 514



Range Road 93 South Bound 50m from Township Road 514



West View of Township Road 514 from Range Road 93



East View of Township Road 514 from Range Road 93



Norm De Wet

From: Shirley Kercher
Sent: June 12, 2023 1:55 PM
To: Norm De Wet; Pat Podoborzny
Subject: FW: Traffic Control Signs Request

Follow Up Flag: Follow up
Flag Status: Flagged

Shirley Kercher
MUNICIPAL CLERK

-----Original Message-----

From: Carmen Brindle
Sent: Monday, June 12, 2023 1:53 PM
To: Info <info@minburncounty.ab.ca>
Cc: Nathen Moolyk
Subject: Traffic Control Signs Request

[Some people who received this message don't often get email from
important at <https://aka.ms/LearnAboutSenderIdentification>]

[Learn why this is](#)

Hello,

We just moved to the Country NW of Mannville and we daily drive on TWP RD 514, which was uncontrolled intersection throughout. The one that has really worried us is the intersection TWP RD 514 and RNG RD 93. There is bush right up to the intersection on both side coming from the both and hill combing from the south on RNG RD 93. We have had multiple near misses at this intersection (which we always stop at because of how unsafe it is and is uncontrolled) but we notice other drivers do not do this. I am scared that someone going to get hurt at this intersection. We would like to request yield signs to be put up on the north south of RNG RD 93 as the TWP RD 514 is the busiest out of them all.

If you need any further information please feel free to contact me at .

Thank you for your help in this matter.

Carmen Moolyk

Sent from my iPhone



Council Request for Decision (RFD)

Title: County Owned Cemeteries - Increased Funding

Meeting Date: 06/19/2023

Department: Administration

Recommendation:

THAT Council approve to increase the annual funding to the County owned cemeteries (Innisfree, Lavoy, Ranfurly and Minburn) over a three year period conditional on the execution of an cemetery operating agreement: \$1,000 in 2023, \$1,200 in 2024, and \$1,300 in 2025.

Background:

☐ See Appendix

The County of Minburn owns the Innisfree, Lavoy, Ranfurly and Minburn cemeteries and has provided funding each year to these cemeteries to assist in their operations and maintenance costs. The County also provides cemetery roadway upgrades, snowplowing and other work as required at the County's cost. There are no formal agreements in place with Innisfree, Ranfurly and Minburn Cemeteries. There is a 25 year agreement in place with the Lavoy Cemetery Society from 2000 but it does not have any consideration (\$) identified.

Legislative Guidance:

☐ Provincial ☐ Municipal ☒ None

Details:

Not applicable

Council Priorities Chart:

☐ Yes ☒ No

Details:

Not applicable

Previous Council Direction:

In April 2008, Council initially approved to provide funding in the amount of \$500 to Lavoy, Innisfree, Ranfurly and Minburn cemeteries to assist with their maintenance costs. In June 2017, Council approved to increase the annual funding to \$800.

Financial Implications:

☐ Capital ☒ Operations ☐ Other

Details:

The annual cost to the County for cemetery services provided by these groups is \$3,200. The proposed increases would add an additional \$800 to the budget in 2023 (\$4,000). This amount would increase to \$4,800 and \$5,400 in 2024 and 2025, respectively.

Communication and Engagement:

Advise the Innisfree, Lavoy, Ranfurly and Minburn Cemetery Associations of Council's decision and present them with an agreement for signing.

Implementation Timeline:

Cheques will be issued following the return of the operating agreement.

Attachments: Letter from Innisfree Cemetery Association and Lavoy Cemetery Society Operating Agreement.

Prepared By: T. Shukalak/J. Warawa

Reviewed By: 

County of Minburn #27
Box 550
Vegreville, AB
T9C1R6

Sheila Whitmore
Box 355
Innisfree, AB
T0B 2G0

RECEIVED

JUN 08 2023

COUNTY OF MINBURN NO. 27

June 6, 2023

Dear County Council

Under the current system of maintenance for the County of Minburn owned Innisfree Municipal Cemetery, the cemetery grounds are mowed and maintained by the Innisfree Delnorte School graduating class. The benefits of this arrangement are three fold. First, the cemetery is well maintained on an ongoing basis. Second, the graduating class earns money toward their graduation expenses and school projects. Finally, the community sees students taking an active part in the upkeep of a community facility.

The County of Minburn provides an annual \$800 toward the maintenance of the cemetery. This amount currently covers less than half of the annual cost of grounds maintenance. Given the rising costs of all aspects of maintenance, we are requesting a review of this amount and an increase to help offset the costs of maintenance.

Thank you for your consideration of this, and we look forward to hearing your response.

Sincerely,



Sheila Whitmore, Chair
Innisfree Cemetery Association

MEMORANDUM OF AGREEMENT entered into this 24 day of January, A.D. 2000.

BETWEEN:

COUNTY OF MINBURN NO. 27, a Municipal Corporation
incorporated under the laws of the Province of Alberta
(hereinafter referred to as "Minburn")

OF THE FIRST PART

AND

LAVOY CEMETERY SOCIETY, a Society incorporated under the
laws of the Province of Alberta
(hereinafter referred to as "the Society")

OF THE SECOND PART

WHEREAS the Village of Lavoy was dissolved effective May 1st 1999 and on that date the area which previously comprised the Village of Lavoy became a Hamlet within Minburn; and

WHEREAS Minburn, as a result of the dissolution of the Village of Lavoy, on May 1st 1999 became the owner and operator of a cemetery in the Hamlet of Lavoy which is located upon those lands which are legally described as follows:

MERIDIAN 4 RANGE 13 TOWNSHIP 52 SECTION 5
ALL THAT PORTION OF THE SOUTH WEST QUARTER DESCRIBED AS FOLLOWS:
COMMENCING AT THE SOUTH WEST CORNER OF SAID QUARTER SECTION, THENCE
NORTH ALONG THE WESTERN BOUNDARY THEREOF 396 FEET, THENCE EAST AND
PARALLEL TO THE SOUTH BOUNDARY THEREOF 536.25 FEET, THENCE SOUTH AND
PARALLEL TO SAID WESTERN BOUNDARY 396 FEET TO THE SAID SOUTH BOUNDARY,
THENCE WESTERLY ALONG SAID SOUTH BOUNDARY 536.25 FEET TO THE PLACE OF
COMMENCEMENT, CONTAINING 2.02 HECTARES (5) ACRES MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS

(hereinafter referred to as "the Cemetery Lands"); and

WHEREAS Minburn is now responsible for the ownership, management and operation of the cemetery located upon the Cemetery Lands (the improvements and installations on the Cemetery Lands and the Cemetery Lands being hereinafter together referred to as "the Cemetery"); and

WHEREAS the members of the Society are residents of the Hamlet of Lavoy and the surrounding area and the Society is prepared to manage and operate the Cemetery on behalf of Minburn and Minburn is prepared to permit the Society to manage and operate the Cemetery on Minburn's behalf on the terms and subject to the conditions hereinafter set forth.

NOW THEREFORE THIS AGREEMENT WITNESSETH that the Parties hereto, in consideration of the mutual covenants and agreements hereinafter set forth, covenant and agree with each other as follows:

1. During the term of this Agreement, as hereinafter defined, the Society shall operate and manage the Cemetery on behalf of Minburn.
2. Without restricting the generality of paragraph 1 of this Agreement, the Society shall:
 - (a) keep and maintain all landscaped and grassed areas within the Cemetery, including cutting and trimming grass;
 - (b) keep and maintain such records and accounts relating to the maintenance, operation and management of the Cemetery as may be required pursuant to statute, regulation or by Minburn;
 - (c) keep and maintain such records as may be required by Minburn pertaining to the sale and ownership of plots within the Cemetery;
 - (d) sell plots on behalf of Minburn within the Cemetery at such prices and on such terms as may be determined by Minburn from time to time;
 - (e) open and close all plots within the Cemetery; and
 - (f) perform and carry out such other duties and responsibilities pertaining to the management and operation of the Cemetery as may be required by Minburn.
3. The Society shall provide Minburn with such accounts, reports and statements pertaining to the management and operation of the Cemetery by the Society as may be required by Minburn and at such intervals as may be requested by Minburn.
4. Minburn shall at all time be entitled to have access to all records, accounts and statements pertaining to the management and operation of the Cemetery by the Society.
5. The term of this Agreement shall commence on the 24 day of January, A.D. 2000 and shall continue for a period of TWENTY-FIVE (25) YEARS from the said date of commencement.
6. Notwithstanding paragraph 5 of this Agreement, either the Society or Minburn shall be at liberty to terminate this Agreement on sixty (60) days' notice in writing to the other.
7. Upon the expiry of the term of this Agreement or the termination of this Agreement pursuant to paragraph 6, the Society shall deliver to Minburn all records, accounts, papers, documents and contracts in the possession of or under the control of the Society pertaining to the ownership, operation and management of the Cemetery by the Society.

As payment in full for the services to be provided by the Society pursuant to this Agreement, the Society shall be entitled to retain all proceeds from the sale of plots within the Cemetery during the term of this Agreement, there to be no other compensation or payment made by Minburn to the Society for the services provided by the Society pursuant to this Agreement.

9. Any notice, demand or request to Minburn shall be well and sufficiently given if delivered to Minburn or mailed by prepaid registered mail addressed to Minburn at P.O. Box 550, 4909 - 50th Street, Vegreville, Alberta T9C 1R6, or at such other place as Minburn may from time to time in writing designate; and any notice, demand or request given to the Society shall be well and sufficiently given if delivered to the Society or mailed by prepaid registered mail addressed to the Society at:

Lavoy Cemetery Society
c/o Secretary of the Society

or a such other place as the Society may from time to time in writing designate. Any such notice or request if sent by mail shall be deemed to have been given or served three (3) days after the same has been posted as aforesaid. In the event of a disruption of normal postal service any notice required pursuant to the terms of this Agreement shall be delivered by hand.

10. All Parties shall execute and deliver all further documents and assurances necessary to give effect to this Agreement and to discharge the respective obligations of the Parties.
11. This Agreement shall enure to the benefit of and shall be binding upon the respective Parties hereto and their respective administrators, successors and permitted assigns.

IN WITNESS WHEREOF the Parties hereto have executed this Agreement as of the date first above written.

COUNTY OF MINBURN NO. 27

Per: *S. A. Hinton*

Per: *David Marynowich*

LAVOY CEMETERY SOCIETY

Per: *Patricia Huerie* President

Per: *Shirley Rathay* - Secretary



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: P. Bodachowicz



Non-Profit Organization - Community Centre Funding Allocations 2023

<u>Non-Profit Organizations</u>	<u>2022 Allocations</u>	<u>2023 Proposed</u>
Braes Community Centre	1,500.00	1,500.00
Chailey Community Association	1,500.00	1,500.00
Ruthenian Greek Catholic Parish (New Buchach)	1,500.00	1,500.00
New Kiew National Hall Association	1,500.00	1,500.00
Imperial Community Centre	1,500.00	1,500.00
Park Grove Community Centre	1,500.00	1,500.00
Old Vegreville Society	1,500.00	1,500.00
T. Shevchenko Community Association (Warwick)	1,500.00	1,500.00
Bruno Community Centre	1,000.00	1,000.00
Sich Community Centre	1,000.00	1,000.00
Lavoy Action Society	2,500.00	2,500.00
Mannville Golf Course	4,000.00	4,000.00
Vegreville Kinsmen Golf Course	4,000.00	4,000.00
Mannville & District Agricultural Society	15,000.00	15,000.00
Minburn & District Agricultural Society	2,500.00	2,500.00
Innisfree & District Agricultural Society	2,500.00	2,500.00
Ranfurly & District Agricultural Society	2,500.00	2,500.00
Vegreville & District Agricultural Society	20,000.00	20,000.00
Total Non-Profit	\$ 67,000.00	\$ 67,000.00



Council Request for Decision (RFD)

Title: Lease of County Owned Land - Vegreville Hay Land

Meeting Date: 06/19/2023

Department: Administration

Recommendation:

THAT Council approve the leasing of approximately 30 acres of hay land that is situated on lands legally described as: Plan 0621770, Block 9, Lot 1 (Pt. NE 8-52-14-W4M) to Kristin Fischer for a three-year term.

Background:

☐ See Appendix

The recent Wowdzia land/aggregate purchase included three parcels of land. The agricultural portions of two of the parcels have been leased out for a 1-year term. The remaining parcel (Vegreville lands) has approximately 30 acres that could be used to harvest hay. In May, the County of Minburn No. 27 issued a tender for this parcel for a three-year term. One tender submission was received for \$930 per year plus applicable taxes.

Legislative Guidance:

☐ Provincial ☐ Municipal ☒ None

Details:

N/A

Council Priorities Chart:

☐ Yes ☒ No

Details:

N/A

Previous Council Direction:

Council recently adopted the Leasing of county Land Policy and approved the purchase of land and aggregate (Wowdzia Gravel Purchase) which led to this tender opportunity.

Financial Implications:

☐ Capital ☒ Operations ☐ Other

Details:

Despite that the County owned land is tax exempt, the generation of \$930 in lease revenue and a small amount of lease-based property tax will only partially offset the loss of approximately \$2,500 in property taxes that were previously levied.

Communication and Engagement:

Advise the bidder that their tender was approved, draft agreement and obtain signatures.

Implementation Timeline:

Start the agreement June 15, 2023 but have it end on March 31, 2026 to coincide with end of other County leases.

Attachments: Aerial photos of property and submitted tender.

Prepared By: S. Kercher/J. Warawa

Reviewed By: 

Approximately 30.00 Acres - Of Hayland



Tender Opportunity – Leasing of County Owned Land

I, Kristin Fischer, of

Box 868

Vegreville, AB

T9C 1R9

780-632-9614

knfischer@outlook.com

Hereby submit an offer to pay an annual lease rate for the purpose of making hay on the property located at Pt NE-8-52-14-W4M, Plan 0621770, Block 9, Lot 1, for a period of 3 years, commencing June 15, 2023.

The amount of my bid is \$930.00/year plus applicable taxes.



Kristin Fischer

June 14, 2023

Tender for Hay land

RECEIVED
JUN 14 2023
8:32 AM
COUNTY OF MINNBURN NO. 27
75



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):



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):



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):



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 the month of May 2023

Prepared by: Pat Podoborozny

Date: June 16, 2023

Department Updates:

- preparation of the June Committee of the Whole meeting agenda package
- preparation of the June Regular meeting of Council agenda package
- preparation of Special Meeting agenda packages
- working on job descriptions and organizational charts
- website updates
- social media posts
- information for public communication TV in Admin Office
- assistance with tax assessments mail out
- auditing RFP
- Wapasu waste collection options
- administration office records retention

Intermunicipal Relations:

- hosted Quad CAO meeting
- met with Vermillion County CAO
- continued regular contact with CAOs from Town of Vegreville, Village of Innisfree and Village of Minburn

External Relations:

- Vegreville Care Coalition Meeting
- Farmers Advocate on renewable energy

CAO Training and Development:

- Alberta Municipal Communicators Conference, CAO
- American Public Works Conference, Alberta Chapter, CAO



ADMINISTRATION REPORTS

Name: Norm De Wet

Department: Operations

Reviewed by: *P. Radchany*

For Presentation at: June 19th, 2023, Council Meeting

From Date: May 16th, 2023

To Date: June 18th, 2023

Fleet/Shop Update:

- As approved by Council, the 1-ton fleet truck ordered through Vegreville Ford has been delivered. The vehicle is being prepped for use.

Construction Update:

- The Construction project on Twp 504 in Div. 1 is scheduled to be completed by June 23rd.
- Construction crews will mobilize to Twp 514 and Rge. Rd 85 in Div. 3 by June 26th.
- The Innifree road project is on track to be completed by the end of June 2023. APC Applied product crews have focused on fatigue and subgrade failures. Crews will mobilize for spray crack and surface repair before the final aggregate seal coat is applied.
- The Mannville landfill project should be completed in it's entirety by June 16. Following the completion of the project, the County of Minburn will be required to submit all necessary documentation to Alberta Environment and Protected Areas for approval prior to entering into the 25-year post closure period.
- The oiling program is scheduled to start on June 12th.

Transportation Update:

- The gravel haul program is underway in Div. 1 & 2 with Ken-X Energy. As of June 8th, 11,800 tonnes of gravel had been hauled.
- The dust control program was completed on June 8th.

Operations Update:

- County crews have had to reinstall a culvert removed from a private lease road on SW-20-54-12-W4 in Div. 7. The original culvert was removed in 2019 without approval from the lease road owner or Alberta Environment and Protected Area.
- The traffic counter program is underway with the initial count of 13 sites focused on the lowest structural rating on bridges.
- Wowdzia trucking is well underway to complete the gravel haul from the Enns and Thiessen pit by the end of June 2023. All gravel is being hauled to the Golinowski pit for County use.

Attachments:

RFD: Yield Signs Intersection of RR 93 & TWP 514: Div.3



ADMINISTRATION REPORTS

Name: Darwin Ullery

Department: Agriculture and Utilities

Reviewed by: *P. Pedersen*

For Presentation at: June 19, 2023. Council Meeting

From Date: May 5, 2023.

To Date: June 9, 2023

Agricultural Service Board Update:

- Grass Seeding of 2022 road construction projects has been completed and our seasonal crew has moved on to mowing and spraying.
- Diamondback Moth Monitoring trapping is complete with no threat indicated for this season.
- Brush spraying will commence the week of June 19th.
- The Ranfurly Pesticide Container site at our Waste Transfer Station has had its final cleanout by Clean Farms and was officially closed as of Jan 1, 2023. The signs have been removed and the operator has been instructed to no longer accept containers there. All containers are now to be returned to retailers in the large clearly marked bags available from the ASB office, pesticide retailers and our waste transfer stations. Mannville and Vegreville will close Jan 1 of 2024.
- The Sustainable Canadian Agricultural Partnership or CAP partnership was announced on April 1 of 2023 and will run from April 1/23 to Mar 31/2028. The Program provides grants to Agricultural Producers under three distinct programs, **The Resilient Agricultural Landscape Program** provides funding for projects that maximize carbon sequestration, improve water quality and Biodiversity Enhancement. **The Farm Technology Program** supports the adoption of innovative technology that minimizes Agricultural Waste, optimizes farm efficiency, or improves the security of farming operations. **Efficient Grain Handling Program** funds grain handling equipment that shows a significant energy efficiency improvement over standard practice. Few other details of the new CAP program are available at

this time; however, the province has put out an expression of interest asking if ASB's would be interested in delivering the CAP program to producers. This would involve hosting producer workshops to explain what is available through the three programs, assisting producers with obtaining an Environmental Farm Plan (EFP) and assisting with applications and project planning. This would be a full-time position that the province would provide funding of approx. \$15,000 per municipality to assist with the position. Municipalities may partner to share a position and leverage these grant dollars. This has been discussions with the County of Two Hills ASB who have a ½ time ALUS coordinator that they would provide the other half of her time to CAP program delivery in both Counties and our grant dollars combined would fund it. Together we have submitted an expression of interest to the province to partner on the delivery of the CAP program. The board will be kept informed on further developments.

Water and Sewer Utility Update:

- The air lock issue at the Minburn truck fill has been resolved with all three fill lines working well.
- ACE Water Restriction: Non-essential use including hydrant flushing, sewer flushing, street cleaning, firefighting training, watering lawns, filling pools, and washing vehicles are restricted activities.

Waste Management:

- All site prep for the new container office at Ranfurly has been completed and the container is expected to be delivered and in operation by mid-July.
- Expansion of the scrap metal, appliance and tire cells at the Mannville Waste Transfer Station is expected to begin in July and continue until completed.

Attachments:



ADMINISTRATION REPORTS

Name: Davin Gegolick

Department: Planning & Development

Reviewed by: *P. Paduchowski*

For Presentation at: June 19, 2023 Council Meeting

From Date: May 10, 2023

To Date: June 14, 2023

Planning Update:

- Issued development permits: Accessory Building (Pt. NE 29-53-14-4), Accessory Building (Minburn Colony)
- Mailed letter to landowner in Lavoy RE: permit requirements for constructing a deck/patio after receiving a complaint.
- Mailed unsightly premise letters – Lots 31-32, Block 4 (Ranfurly), Lots 18-20, Block 5 (Ranfurly), Lots 14-15, Block 5 (Ranfurly), Lot 9, Block 4 (Ranfurly), Lot 9, Block 4 (Minburn)
- MDP Review update – final comments have been addressed, public hearing advertised, 2nd Reading Draft shared and posted on website.
- LUB Review update – lots of attendance during the first public engagement session held on June 3 in Mannville. Next event will be held on June 22 in Vegreville, followed by an online survey.
- Wapasu waste bin initiative update – 73% response rate. 30% of respondents were not in support of the proposed waste bin service.
- Attended Planning and Development Law webinar – May 17
- Wapasu Committee Meeting – June 12
- AER/AlphaBow Energy update:
 - April 21 – prior to the 30-day window to meet the conditions of the AER Order (March 30), AlphaBow submitted a regulatory appeal and requested a stay of the Order.
 - May 10 – AER denied the request for a stay of the Order, but the appeal to the Court of Appeal remains pending.
 - AER has since increased enforcement which included a Suspension Order on June 5 which is meant to effectively shutter Alphabow's wells, facilities, and pipelines. The County has not been privy to the exact wording or details of the Suspension Order.

- June 9 – Alphabow’s legal counsel issued a letter to the AER (cc’d: municipalities) requesting an inquiry, appeal and stay of the Suspension Order. The letter outlines several situations where the AER allegedly may have erred in a matter of the law or how the legislation was interpreted when issuing the Suspension Order.

Economic Development Update:

- East Industrial Park Joint ASP update – draft document has been reviewed by the Village of Mannville and circulated to agencies/affected landowners for comment.
- Regional Economic Development Framework – tender closed May 19. Received 10 tenders.

Attachments:

RFD – Municipal Development Plan Bylaw No. 1339-23 2nd and 3rd (final) Readings
RFD – Closure of Undeveloped Road Allowance Policy PDS 7005-01
RFD – Subdivision File #03-2024
RFD – East Industrial Park ASP Bylaw No. 1342-23 1st Reading
RFD – Regional Economic Development Tender Procurement



ADMINISTRATION REPORTS

Name: Mike Fundytus

Department: Protective Services

Reviewed by: *P. Padonogny*

For Presentation at June 19th Council Meeting

Department Updates:

Call Type	Date	Details
Medical	May 4	Village medical. Mannville attended.
Grass Fire	May 5	Hwy 16 Hwy 16A Vegreville attended.
Grass Fire	May 5	Large grass fire from a brush pile. Vegreville and Innisfree attended.
False Alarm	May 5	5024 51 Ave Lavoy. Innisfree attended
Medical	May 5	Village medical. Mannville attended.
Grass Fire	May 6	Hwy 881 Twp 514 Mannville attended.
False Alarm	May 7	Mannville Care Center Mannville attended.
MVC	May 8	Hwy 16 RR 93 Mannville attended
Grass Fire	May 9	NE 26 49 9W4 Grass Fire Mannville and Innisfree attended.
Medical	May 10	Village Medical. Mannville attended
MVC	May 12	RR 151 Twp 521 Tractor vs Power pole Vegreville attended.
Structure Fire	May 15	5002 50 th Street Lavoy. Vegreville and Innisfree attended.
MVC	May 18	Hwy 16 Twp 504 Innisfree attended.
Medical	May 20	County medical Vegreville attended.
Grass Fire	May 22	NW 19 51 8W4 Mannville attended
Grass Fire	May 23	SE 31 51 8 W4 Mannville and Innisfree attended.
Structure Fire	May 23	Behind liquor store in Mannville. Mannville and Innisfree attended
Structure Fire	May 23	5114 46 Street Mannville. Mannville and Innisfree attended.
Structure Fire	May 25	NW 17 49 10 W4 Innisfree and Mannville attended.
False Alarm	May 26	53025 RR 113 Innisfree attended.
MVC	May 27	Twp 514 RR 153 2 Vehicle MVC Vegreville attended
Medical	May 30	Village medical Innisfree attended.
MVC	June 6	Gravel spill on hwy 16. Mannville attended.

Medical	June 6	County Medical Vegreville attended.
Medical	June 10	Village Medical Mannville attended

Mannville 14
Innisfree 11
Vegreville 6

Currently under fire restriction. All surrounding municipalities are under restriction. Fire conditions are improving however with the current water restriction in place it puts pressure on our water supply so the fire restriction will remain in place.

MCFD Unit 912 and VFD Rapid 1 are currently deployed to Yellowhead County/Edson area assisting in wildfires affecting the region.

Attended Alberta Fire Chiefs Association Conference in Edmonton Alberta.

Assisted M.M.I FCSS with "It Can't Happen To Me" Presentation" in Mannville.

Summer staff is assisting in organizing ICP area in basement, updating contact lists in regional emergency response plan.

Regional Emergency Management Agency is meeting is in June



ADMINISTRATION REPORTS

Name: _____

Department: _____

Reviewed by: *P. Podchorny*

For Presentation at: _____ Council Meeting

From Date: _____

To Date: _____

Department Updates:

Department Updates Cont'd.:

Attachments:



County of Minburn No. 27

2023 Statement of Financial Position

As At May 31, 2023

FINANCIAL ASSETS	May/2023	Apr/2023	Dec/2022
Cash & Temporary Investments	19,223,547	19,765,562	26,813,364
Receivables			
Taxes & Grants in Place of Taxes Receivable	143,014	201,438	341,330
Due From Governments	32,760	64,662	216,178
Trade & Other Receivables	43,361	29,230	393,821
Long Term Receivables	630,512	637,769	785,606
Land Held for Resale	169,407	169,407	169,407
Total Financial Assets:	\$ 20,242,600	\$ 20,868,068	\$ 28,719,706
LIABILITIES	May/2023	Apr/2023	Dec/2022
Accounts Payable & Accrued Liabilities	358,434	274,626	1,236,781
Asset Retirement Obligation	398,008	382,399	398,008
Deposit Liabilities	-	-	-
Deferred Revenue	1,337	1,337	37,722
Employee Benefit Obligations	- 28,551	- 21,613	224,462
Total Liabilities:	\$ 729,228	\$ 636,749	\$ 1,896,973
Net Financial Assets:	\$ 19,513,373	\$ 20,231,319	\$ 26,822,733
NON-FINANCIAL ASSETS	May/2023	Apr/2023	Dec/2022
Tangible Capital Assets	27,170,734	27,170,734	27,170,734
Inventory for Consumption	7,097,365	7,167,033	7,095,377
Prepaid Expenses	3,742	3,991	229,459
Total Non-Financial Assets:	\$ 34,271,841	\$ 34,341,758	\$ 34,495,570
ACCUMULATED SURPLUS:	\$ 53,785,213	\$ 54,573,077	\$ 61,318,303
Difference:	-\$ 7,533,090	-\$ 6,745,226	



County of Minburn No. 27

2023 Revenue & Expenditure Report

For Month Ending May 31, 2023

REVENUE	2023 Current Month	2023 Year-To-Date	2023 Budget	% of Budget Used	Same Period Last Year
Net Municipal Taxes	-	- 657,172	13,498,190	-4.9%	-4.5%
User Fees & Sale of Goods	17,327	107,316	342,950	31.3%	41.8%
Government Transfers	-	72,898	3,145,411	2.3%	1.3%
Investment Income	17,520	- 94,220	532,500	-17.7%	33.5%
Penalties & Costs on Taxes	299	50,643	112,900	44.9%	21.3%
Gain on Disposal of Tangible Assets	-	84,400	139,300	60.6%	0.0%
Other	47,783	106,485	189,723	56.1%	0.3%
Totals:	\$ 82,929	-\$ 329,650	\$ 17,960,974	-1.8%	-1.0%

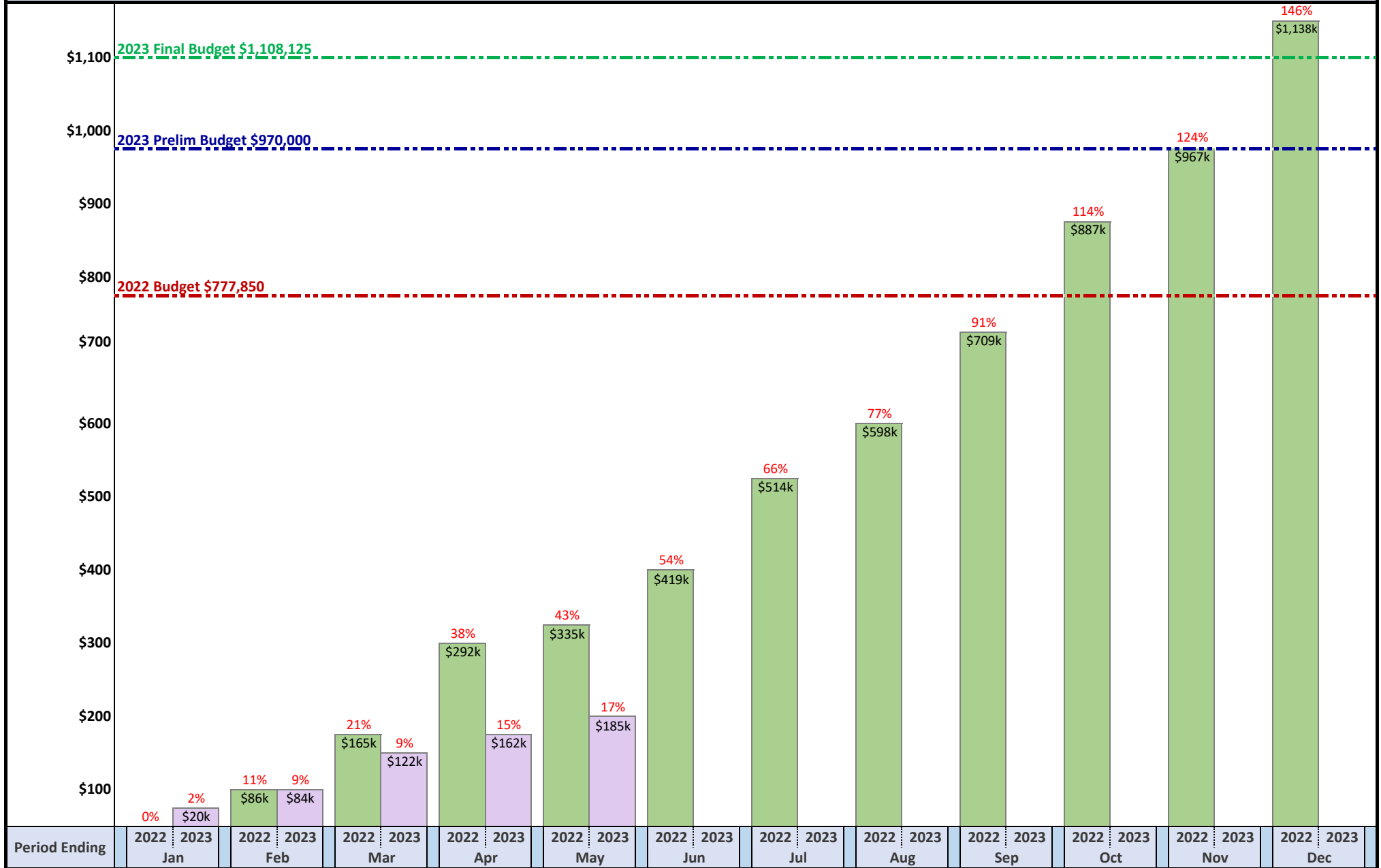
EXPENDITURES	2023 Current Month	2023 Year-To-Date	2023 Budget	% of Budget Used	Same Period Last Year
Administrative & Legislative	175,630	1,028,118	2,962,002	34.7%	34.8%
Fire Protection & Safety Services	29,579	207,457	974,507	21.3%	29.9%
Ambulance Services	-	9,060	11,000	82.4%	79.1%
Policing Services	-	158,483	230,000	68.9%	19.6%
Bylaw Enforcement, Health & Safety	1,532	7,651	77,650	9.9%	22.2%
Roads, Streets, Walks, Lights	553,873	5,207,220	19,931,007	26.1%	16.1%
Water Supply & Distribution	15,093	43,353	253,194	17.1%	46.7%
Wastewater Treatment & Disposal	3,621	13,760	86,596	15.9%	25.6%
Waste Management	36,620	194,500	789,339	24.6%	37.7%
Family & Community Support Services	-	81,628	163,756	49.8%	49.8%
Cemeteries	-	-	4,231	0.0%	0.0%
Planning & Economic Services	24,245	107,686	565,428	19.0%	13.5%
Agricultural Services Board	29,341	97,776	608,742	16.1%	14.3%
Recreation & Library Services	1,260	46,746	853,967	5.5%	6.1%
Totals:	\$ 870,793	\$ 7,203,440	\$ 27,511,419	26.2%	19.7%

Difference: **-\$ 7,533,090**

County of Minburn No. 27

County-Wide Fuel 2022 - 2023 Comparison

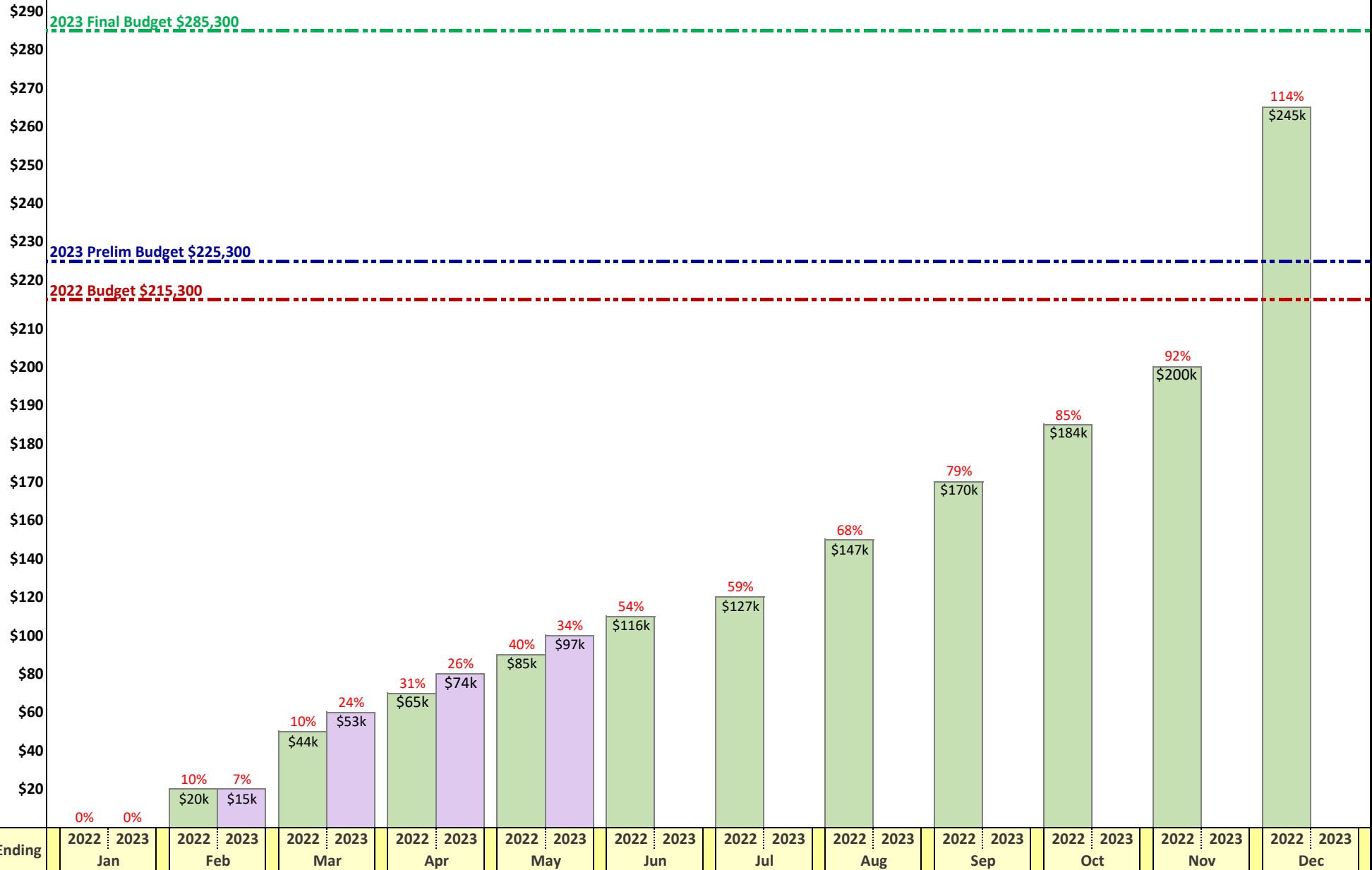
In Thousands



County of Minburn No. 27

County-Wide Utilities 2022 -2023 Comparison

In Thousands



COUNTY OF MINBURN NO. 27

2023 Monthly Progress Report - At May 31, 2023

Decision Papers - Operating						
Project Name	20%	40%	60%	80%	100%	Budget Spent Comments
Staff Remuneration / Compensation	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 153,000 N/A Implemented January 1/2023 - Ongoing costs
Peace Park Funding Increase	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 4,825 \$ - Funded from Reserve if required at end of year
Wapasu Park Improvements	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 35,400 \$ - Wapasu Committee focus will be 12 new tables and new cookshack roof
Firefighter Training Wage Increase	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 8,000 N/A Implemented January 1/2023 - Ongoing costs
Land Use Bylaw Review	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 50,000 \$ 7,339 Project well underway with public engagement commencing in June 2023
Reg. Economic Development Framework	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 112,000 \$ - Tender will be awarded at the June 19, 2023 meeting
Orthophoto Update	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 75,000 \$ - Work awarded to Tarin Resource Services; work to commence in May 2023
Traffic Counters	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 7,315 \$ 5,365 Purchased and in use
Mannville WTS - Storage Area Expansion	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 10,000 \$ -
Mannville Landfill Reclamation	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 444,800 \$ - Tender awarded to PME Inc.; work to be completed summer 2023
Beaver Harvest Incentive Program	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 6,000 \$ - Implemented January 1/2023 - \$6,460 Carried over from 2022
Municipal Development Plan Review	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 39,671 \$ 27,019 Continued from 2022 - will be completed by end of Summer 2023
Protective Services Assistant	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 87,100 \$ - No Grant funding rec'd; Admin Summer Student tasked with some PS duties
Decision Papers - Capital						
Project Name	20%	40%	60%	80%	100%	Budget Spent Comments
Fleet Truck Replac. - 1 One Ton Truck	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 79,000 \$ 72,849 Truck delivered and is in use
Two CAT 160 Motor Graders	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 1,298,000 \$ - On order; to be delivered fall 2023
D6/D7 Loader Undercarriage Refurbish	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 131,013 \$ 131,013 Equipment repairs complete
Mannville Salt Shed	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 155,750 \$ 21,000 Tender awarded to Sparkes Builders; deposit sent; work to be done summer 2023
Hwy 16A Upgrades - East	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 555,200 \$ - Work has commenced; completion scheduled for June 30
Lavoy Drainage Improvements	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 1,835,045 \$ - Letter of Intent sent to AEPA to determine if this project can be funded
Lavoy Sidewalk Improvements	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 33,400 \$ - Tender awarded to Northwind Concrete; work scheduled for July 2023
2020 Construction Program Addn'l Costs	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 20,000 \$ 20,000 Implemented January 1/20223 - Ongoing costs; GraveLock delivered
BF7640 Repairs	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 322,000 \$ - Tender awarded to Griffin contracting; repairs scheduled for July 2023
Ranfurly WTS Skid Shack Office	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 54,200 \$ 15,925 Tender awarded to Coast Containers Ltd.; delivery expected mid-June 2023
Mannville & Innisfree Fire Hall Repairs	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 20,000 \$ - Work has begun, waiting on invoices
SCBA Purchase	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 212,593 \$ - Tender awarded to Associated Fire Safety Group; supply agreement signed
DJI M30T Drone Purchase	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 20,000 \$ 18,695 Equipment purchased and in use
Unit #912 Portable Tank	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 11,000 \$ - Equipment is being quoted and ordered
Road Maintenance Activities						
Road Projects	20%	40%	60%	80%	100%	Comments
Road Construction	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Road Construction has begun
Gravel Haul Program	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Program has begun in Division 1
Oiling Projects	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Oiling Program has begun
Dust Controls	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Residential Dust controls complete; working on County roads
Roadside Mowing	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Contract been awarded to A&R Contracting
Roadside Brushing	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Brushing mostly done for the '23 season; to be continued in fall for 23/24 season



2023-05-10

Sgt. Corey Buckingham
Detachment Commander
Vermilion, Alberta

Dear Reeve Konieczny,

Please find attached the quarterly Community Policing Report that covers the January 1st to March 31st, 2023 reporting period. This information serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Vermilion Detachment. The sharing of quarterly reports demonstrates our ongoing commitment to transparency while delivering the high level of policing services that you, and the citizens you represent, have come to expect from the Alberta RCMP.

As we transition towards Spring, the safety and security of all Albertans will continue to be our main focus. In an effort to leverage technology to oversee and amplify our response to emergency incidents around the Province, your Alberta RCMP recently established a Real Time Operations Centre (RTOC). Working hand-in-hand with our Operational Communications Centre (OCC), the RTOC has senior police officers monitoring policing operations in real-time, assessing ongoing incident risk, coordinating specialized and expert resources, and managing the response. The existence of the RTOC provides our members real-time guidance, direction and support from seasoned and experienced police officers. The RTOC also ensures a coordinated response to cross-jurisdictional activities and significant events through enhanced interoperability with other policing agencies within the Province.

The attached reporting along with your valued feedback will help ensure that our service delivery to your community is meeting your needs on an ongoing basis. As the Chief of Police for your community, please do not hesitate to contact me if you have any questions or concerns.

Sgt. Corey Buckingham
Detachment Commander
Vermilion Detachment



RCMP Provincial Policing Report

Detachment	Vermilion
Detachment Commander	Sgt. Corey Buckingham
Quarter	Q4
Date of Report	2023-05-10

Community Consultations

Date	2023-01-11
Meeting Type	Community Connection
Topics Discussed	Education Session
Notes/Comments	Participated in the "Dorm Series" at Lakeleand College. Visited each dorm separately for 30 minute segments allotted for each presenter. As part of the presentation, the member provided information on impaired driving, GDL licenses, vehicle equipment regulations, vehicle thefts, as well as extortion frauds involving intimate images. Time was taken answer any questions the students may have for police in general.

Date	2023-02-08
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting information sharing
Notes/Comments	Third Quarter Report with Mayor and Counsel. Provided stats on trends including property crime and traffic stats. Answered questions from Mayor and counsel regarding stat trends, the new detachment being built, and questions about staffing/ resource levels.

Date	2023-02-14
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting information sharing
Notes/Comments	Regular reporting to the County of Vermilion River council and administration. Third quarter statistics were shared with the Council. Updates provided on trends in the area as well as detachment resources.



Date	2023-03-13
Meeting Type	Community Connection
Topics Discussed	Education Session
Notes/Comments	Coffee with a cop initiative in partnership with Lakeland College.

Date	2023-03-22
Meeting Type	Meeting with Elected Officials
Topics Discussed	Property Crime
Notes/Comments	In person attendance to the regularly scheduled council meeting. Presented a review of third quarter statistics and detachment resource levels.

Date	2023-03-30
Meeting Type	Town Hall
Topics Discussed	Crime Reduction Initiatives
Notes/Comments	Townhall meeting delivered at the Clandonald Community Hall. Well attended event with approximately 35 + in attendance. County of Vermilion River councilor and MLA in attendance. Delivered a review of the detachment area, staffing resource levels, 3 rd quarter statistic snapshot and well as crime trends in the area. Provided information n the body worn camera initiative as well as the RCMP App. Question and answer session was lively with a lot of positive feedback and support for the detachment and the RCMP as whole.



Community Priorities

Priority 1	Crime Reduction
Current Status & Results	<p>The detachment's identified prolific offenders have resisted efforts at becoming enrolled in the initiative and thus accessing any resources available through the process. As with previous quarters the offenders are in and out of custody and in and out of our area. Obstacles to this objective are resourcing related. The detachment is currently at a 35 % vacancy rate through soft vacancies. The initiative has merit and is sound when we have the bodies to fulfill it's objectives.</p> <p>This quarter saw our vacancies rise from 2 to 3 and accordingly this initiative did not get any attention. In review of the Warrant list published 23-04-11 we have 70 persons on warrant. 38 reside outside of the detachment's jurisdiction. The for those outside the jurisdiction we have conducted open source searches of social media and sent letters to their last known addresses. We have made some success with this approach. A review of available resources both inside and outside the detachment will be assessed while moving forward to determine if a formal warrant round initiative is viable.</p>
Priority 2	Community Engagement
Current Status & Results	<p>The second of two required town hall meeting was completed this quarter. The meeting was held in Clandonald and was well attended. Additionally in the quarter, two more "coffee with a cop" events were hosted in conjunction with partners in the community. We have met our goals as identified for this initiative.</p>
Priority 3	Enhancing Road Safety
Current Status & Results	<p>Below are the statistics for tickets and warnings issued this quarter: Citations: 35 Warnings: 11 Total documented OVCs: 46</p> <p>Our number of OVCs this quarter have decreased again. This is partly by fluctuating staffing levels, and several members being on different types of leave, limiting our working members time to conduct proactive traffic enforcement. None the less, our detachment has met the goal for yearly OVCs. Vermilion member's efforts will undoubtedly enhance road safety in the community.</p>





Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	January - March			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
Total Criminal Code	249	274	10%	935	1,107	18%
<i>Persons Crime</i>	40	46	15%	166	185	11%
<i>Property Crime</i>	159	176	11%	513	719	40%
<i>Other Criminal Code</i>	50	52	4%	256	203	-21%
Traffic Offences						
<i>Criminal Code Traffic</i>	19	23	21%	71	92	30%
<i>Provincial Code Traffic</i>	308	287	-7%	1,786	1,603	-10%
<i>Other Traffic</i>	10	6	-40%	91	16	-82%
CDSA Offences	7	4	-43%	29	25	-14%
Other Federal Acts	8	5	-38%	35	31	-11%
Other Provincial Acts	29	33	14%	199	172	-14%
Municipal By-Laws	1	2	100%	26	12	-54%
Motor Vehicle Collisions	100	75	-25%	291	366	26%

¹ Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest

Current crime data indicates it is about average for the last 5 years with a dip in all categories for 2021.



Provincial Police Service Composition²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	9	7	1	1
Detachment Support	3	3	0	0

²Data extracted on March 31, 2023 and is subject to change over time.
³Soft 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.
⁴Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers: Out of nine established positions, seven officers are working, one is on parental leave. A staffing action has been submitted to fill the hard vacancy.

Detachment Support: There are three established positions that are currently filled.

Quarterly Financial Drivers

No significant financial drivers for this quarter.



Vermilion Provincial Detachment Crime Statistics (Actual) January to March: 2019 - 2023

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

April 5, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		1	2	2	0	0	-100%	N/A	-0.4
Sexual Assaults		1	1	5	2	3	200%	50%	0.5
Other Sexual Offences		0	2	1	3	4	N/A	33%	0.9
Assault		22	22	10	16	16	-27%	0%	-1.8
Kidnapping/Hostage/Abduction		2	0	0	0	0	-100%	N/A	-0.4
Extortion		0	0	1	0	2	N/A	N/A	0.4
Criminal Harassment		14	8	8	6	9	-36%	50%	-1.2
Uttering Threats		3	12	7	13	12	300%	-8%	1.9
TOTAL PERSONS		43	47	34	40	46	7%	15%	-0.1
Break & Enter		32	38	18	11	30	-6%	173%	-3.1
Theft of Motor Vehicle		20	20	10	22	18	-10%	-18%	-0.2
Theft Over \$5,000		6	6	5	1	4	-33%	300%	-0.9
Theft Under \$5,000		53	49	31	49	35	-34%	-29%	-3.6
Possn Stn Goods		5	21	14	27	34	580%	26%	6.4
Fraud		15	12	16	14	11	-27%	-21%	-0.6
Arson		0	0	0	3	4	N/A	33%	1.1
Mischief - Damage To Property		0	27	13	19	19	N/A	0%	3.0
Mischief - Other		32	12	15	13	21	-34%	62%	-2.1
TOTAL PROPERTY		163	185	122	159	176	8%	11%	0.0
Offensive Weapons		5	3	5	7	2	-60%	-71%	-0.2
Disturbing the peace		5	6	5	3	7	40%	133%	0.1
Fail to Comply & Breaches		23	29	32	36	36	57%	0%	3.3
OTHER CRIMINAL CODE		3	11	8	4	7	133%	75%	0.1
TOTAL OTHER CRIMINAL CODE		36	49	50	50	52	44%	4%	3.3
TOTAL CRIMINAL CODE		242	281	206	249	274	13%	10%	3.2



Vermilion Provincial Detachment Crime Statistics (Actual) January to March: 2019 - 2023

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

April 5, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		3	6	1	4	4	33%	0%	0.0
Drug Enforcement - Trafficking		3	0	5	3	0	-100%	-100%	-0.3
Drug Enforcement - Other		0	1	0	0	0	N/A	N/A	-0.1
Total Drugs		6	7	6	7	4	-33%	-43%	-0.4
Cannabis Enforcement		2	0	0	0	0	-100%	N/A	-0.4
Federal - General		0	4	1	1	1	N/A	0%	-0.1
TOTAL FEDERAL		8	11	7	8	5	-38%	-38%	-0.9
Liquor Act		6	4	1	1	2	-67%	100%	-1.1
Cannabis Act		1	1	1	0	2	100%	N/A	0.1
Mental Health Act		5	11	4	13	13	160%	0%	1.8
Other Provincial Stats		16	22	30	15	16	0%	7%	-0.7
Total Provincial Stats		28	38	36	29	33	18%	14%	0.1
Municipal By-laws Traffic		1	0	0	0	1	0%	N/A	0.0
Municipal By-laws		0	3	7	1	1	N/A	0%	0.0
Total Municipal		1	3	7	1	2	100%	100%	0.0
Fatals		0	1	0	0	0	N/A	N/A	-0.1
Injury MVC		11	9	7	21	7	-36%	-67%	0.4
Property Damage MVC (Reportable)		84	61	42	67	54	-36%	-19%	-5.4
Property Damage MVC (Non Reportable)		4	11	6	12	14	250%	17%	2.1
TOTAL MVC		99	82	55	100	75	-24%	-25%	-3.0
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	9	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		268	213	351	308	287	7%	-7%	13.3
Other Traffic		0	3	4	10	6	N/A	-40%	1.9
Criminal Code Traffic		13	16	14	19	23	77%	21%	2.3
Common Police Activities									
False Alarms		11	17	8	16	15	36%	-6%	0.7
False/Abandoned 911 Call and 911 Act		1	14	13	7	20	1900%	186%	3.1
Suspicious Person/Vehicle/Property		25	30	37	37	18	-28%	-51%	-0.7
Persons Reported Missing		3	2	2	1	0	-100%	-100%	-0.7
Search Warrants		1	2	1	2	1	0%	-50%	0.0
Spousal Abuse - Survey Code (Reported)		22	19	19	17	25	14%	47%	0.4
Form 10 (MHA) (Reported)		0	0	0	1	1	N/A	0%	0.3

**COMMITTEE OF THE WHOLE
AND COUNCIL MEETING ACTION ITEMS**

Action List Item No.	Motion No.	Meeting Date	Description	Percentage Completed	Person Responsible	Date Completed	Notes
2324	2023-13	16/Jan/23	Table In-kind Donation Policy until February Committee of the Whole meeting for further discussion.		Jay		Research is being done to see other options for policies related to Municipal In-Kind donations
2252	2023-104	15-May-23	Cancel the 2023 general municipal portion of the property tax levy for the Vegreville Seed Plant, Innisfree Seed Plant, Mannville Riverview Golf Course and Vegreville Golf Course.	100%	Dwight	29-May-23	
2253	2023-105	15-May-23	Notify seasonal staff that CAO has the discretion to decide on the mid-month payroll advance of up to a maximum of \$1,000 per month for seasonal staff.	100%	Pat/Lorna	16-May-23	
2254	2023-106	15-May-23	Finalize new Corporate Credit Card Policy AD 1022-01 which establishes credit card authorization procedures, cardholder responsibilities, and guidelines. Credit Card Authorization Policy AD 1007-01 is rescinded.	100%	Jay	23-May-23	
2255	Discussion	15-May-23	Post Alberta Rural Health Week from May 29 to June 2 thanking and honouring the contributions of the rural Alberta health-care providers in our community on social media.	100%	Audra	29/May/23	
2256	2023-110	15-May-23	Notify Warwick Hall that Council approved to partner with them in their application for the Farm Credit Canada (FCC) AgriSpirit Fund to upgrade the exterior of the Warwick Hall.	100%	Pat	16/May/23	
2257	2023-111	15-May-23	Notify Innisfree Agricultural Society that Council approved to contribute \$500 to assist them in their 2023 Farmers' Day celebration event on June 9, 2023.	100%	Dwight/Trudy	31-May-23	