



## **AGENDA**

March 27, 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 February 21, 2023 Council Meeting
- 4. Emerging Items**
- 5. Delegations**
  - 5.1 10:15 a.m. – Wilde & Company  
Presentation of 2022 Audited Financial Statement
  - 5.2 11:00 a.m. – Heidi Jones
- 6. Council Priorities**
- 7. Requests for Decision**
  - 7.1 Mannville Sand/Salt Shed
  - 7.2 Mannville Landfill Closure
  - 7.3 Class 1 Gravel Pit Registration
  - 7.4 Roadside Mowing Request for Proposals (RFP)
  - 7.5 Development Permit #2023-04
  - 7.6 Subdivision File #01-2023
  - 7.7 Lavoy Campground
  - 7.8 Municipal Development Plan 1<sup>st</sup> Reading
  - 7.9 Self Contained Breathing Apparatus (SCBA) Replacement
  - 7.10 Director of Emergency Management (DEM) Appointment
  - 7.11 Borrowing Bylaw 1338-23 – Purchase of Land and Aggregate
  - 7.12 Appointment of Assessor as Designated Officer
  - 7.13 Funding Request for Northeast Alberta Alliance for Growth & Opportunities
- 8. Reports**
  - 8.1 Reeve
  - 8.2 Council
  - 8.3 Office of the CAO
  - 8.4 Operations Report
  - 8.5 Agriculture and Utilities Report
  - 8.6 Planning and Development Report
  - 8.7 Protective Services Report
  - 8.8 Financial Report
- 9. Correspondence and Information Items**
- 10. Closed Session**
  - 10.1 Waiver of Conditions for Wowdzia Offer to Purchase  
  
FOIP Section 16, disclosure harmful to business interests of a third party  
FOIP Section 25, economic interests of the municipality
  - 10.2 Letter of Intent for Contracted Bylaw Enforcement Services  
  
FOIP Section 25, economic interests of the municipality

- 11. Open Session**
- 12. Motions arising out of the Closed Session**
- 13. Councillor Requests (Information Requests and Notices of Motion)**
  - 13.1 Councillor Request Report
- 14. Adjournment**



Council Meeting Minutes

February 21, 2023

- 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 10:00 a.m.
- 2

**ADOPTION OF AGENDA**  
  
**2023-14**  
**Moved by:** Councillor Anderson  
THAT the February 21, 2023 regular Council meeting Agenda be adopted as presented.  

Carried
- 3

**CONFIRMATION OF MINUTES**  
  
**2023-15**  
**Moved by:** Deputy Reeve Kuzio  
THAT the January 16, 2023 regular Council minutes be adopted as presented.  

Carried
- 4

**BUSINESS ARISING FROM MINUTES**  
  
**2023-16**  
**Moved by:** Councillor Bentley  
THAT the Action Items and Council Priorities be accepted for information.  

Carried
- 5

**DELEGATIONS**
- 6

**DEPARTMENTAL REPORTS**  
  

6.1

**Operations Report**  
Norm De Wet presented the monthly Operations report.  
  
**2023-17**  
**Moved by:** Deputy Reeve Kuzio  
THAT the Operations report be accepted as presented.  

Carried

6.2

**Agriculture and Utilities Report**  
Darwin Ullery presented the monthly Agriculture and Utilities report.  
  
**2023-18**  
**Moved by:** Councillor Ogrodnick  
THAT the Agriculture and Utilities report be accepted as presented.  

Carried

**6.3 Planning and Development Report**  
Davin Gegolick presented the monthly Planning and Development report.

**2023-19**  
**Moved by:** Councillor Bentley  
THAT the Planning and Development report be accepted as presented.

**Carried**

**6.4 Emergency Services Report**  
Lieutenant Sven Hebbard from the Mannville Fire Department presented the monthly Emergency Services report on behalf of Mike Fundytus.

**2023-20**  
**Moved by:** Councillor Nafziger  
THAT the Emergency Services report be accepted as presented.

**Carried**

**6.5 Financial Report**  
Jason Warawa presented the monthly Financial report.

**2023-21**  
**Moved by:** Councillor Bentley  
THAT the Financial report be accepted as presented

**Carried**

*Reeve Konieczny recessed the meeting at 11:35 a.m.*

*Reeve Konieczny reconvened the meeting at 11:42 a.m.*

**7 CLOSED SESSION**

**2023-22**  
**Moved by:** Councillor Anderson  
THAT Council meet in private to discuss matters protected from disclosure under the *Freedom of Information and Protection of Privacy Act (FOIP) Act*, Sections 16 and 25 at 11:42 a.m.

**Carried**

*Councillor Wowdzia declared pecuniary interests and left the meeting at 11:42 a.m.*

Name	Reason/Purpose
Pat Podoborozny	Strategic Leader of the Organization
Norm De Wet	Strategic Leader of the Organization
Jason Warawa	Strategic Leader of the Organization
Trudy Shukalak	Legislative Clerk

**2023-23**  
**Moved by:** Councillor Anderson  
THAT Council revert to open session at 11:58 a.m.

**Carried**

**Offer to Purchase Agreement**

**2023-24**  
**Moved by:** Councillor Nafziger  
THAT Council approve the Offer to Purchase Agreement to acquire lands and aggregate for approximately \$18.3 million.

**Carried**

*Councillor Wowdzia rejoined the meeting at 11:59 a.m.*

**8 NEW BUSINESS**

**8.1 Borrowing Bylaw 1338-23 – Purchase of Land and Aggregate**

**2023-25**  
**MOVED BY:** Deputy Reeve Kuzio  
THAT Bylaw No. 1338-23, a bylaw to authorize the financing, undertaking and completion of the acquisition of lands and aggregate for future local road construction and maintenance, be given first reading.

**Carried**



*Councillor Wowdzia declared pecuniary interests and left the meeting at 12:01 p.m.*

**8.2 Award Gravel Haul Tender**

**2023-26**

**MOVED BY:** Councillor Anderson

THAT the County of Minburn enter into an agreement with Ken-X-Energy Ltd. for the 2023 Gravel Haul Program for a total price of \$793,932.18 plus G.S.T.

**Carried**

*Councillor Wowdzia rejoined the meeting. Time 12:02 p.m.*

**8.3 Innisfree Road Chip Seal**

**2023-27**

**MOVED BY:** Councillor Nafziger

THAT the tender received from ACP Applied Products for the Innisfree Road East Aggregate Seal Coat Project for a total cost of \$573,810.26 plus G.S.T., be approved, and further that the additional cost overrun of \$18,626 be funded from future expenditure reserves.

**Carried**

**8.4 Waste Haul Agreement**

**2023-28**

**MOVED BY:** Councillor Anderson

THAT the County of Minburn enter into a contract with Two Hills Regional Waste Management Commission for the 2023 to 2028 Waste Haul Agreement.

**Carried**

**8.5 Waste Management MOU**

**2023-29**

**MOVED BY :** Deputy Reeve Kuzio

THAT the Memorandum of Understanding (MOU) for Waste Management Services with the Villages of Innisfree and Mannville be approved as presented.

**Carried**

**8.6 Application to Cancel Undeveloped Road Allowance**

**2023-30**

**MOVED BY:** Councillor Wowdzia

THAT the application request to close the undeveloped road allowance for that portion of Range Road 123 between Highway 16 and Township Road 512 be denied.

**Carried**

**8.7 Sale of Unit 904**

**2023-31**

**MOVED BY:** Councillor Anderson

THAT the disposal of Unit 904, 2002 Ford F550 Wildland Unit as per Asset Disposal Policy AD 1014-01 be approved.

**Carried**

**8.8 Broadband Internet Partnership**

**2023-32**

**MOVED BY:** Councillor Ogrodnick

THAT entering into a contribution agreement with MCSNet for the provision of funding for an extension of fibre internet from MCSNet's fibre line throughout the Hamlets of Lavoy, Ranfurly and Minburn be declined.

**Carried**

**8.9 County of Two Hills Land Purchase Consent Request**

**2023-33**

**MOVED BY:** Councillor Ogrodnick

THAT consent be requested from the County of Two Hills to acquire lands in their County as described in the Appendix as presented.

**Carried**

#### 8.10 Tender Award – Leasing of County Owned Land

**2023-34**

**MOVED BY:** Councillor Anderson

THAT the following land leases be awarded for a three-year period commencing April 1, 2023:

- 21.17 acres in NE/NW 31-53-14-W4M at a cost of \$1,000 per year plus property taxes
- 58.00 acres in NW 27-52-15-W4M at a cost of \$7,500 per year plus property taxes.

**Carried**

#### 8.11 APEX Supplementary Plan Participation

**2023-35**

**MOVED BY:** Councillor Nafziger

THAT the County of Minburn's participation in the APEX Supplementary Pension Plan as offered by Alberta Municipalities be approved.

**Carried**

#### 8.12 Allocation of Unrestricted Reserves

**2023-36**

**MOVED BY:** Deputy Reeve Kuzio

THAT the allocation of \$550,000 from unrestricted reserves to Future Expenditures Reserve for the 2022 fiscal year be approved.

**Carried**

#### 8.13 Change Regular Meeting Council Meeting Date

**2023-37**

**MOVED BY:** Councillor Anderson

THAT the March 20, 2023 regular Council meeting be rescheduled to March 27, 2023.

**Carried**

#### 8.14 Go East Regional Tourism Organization – Letter of Support

**2023-38**

**MOVED BY:** Councillor Ogrodnick

THAT a letter of support be provided to Go East of Edmonton Regional Tourism Organization for their application to the Travel Alberta Cooperative Investment Fund.

**Carried**

### 9 COUNCILLOR REPORTS

#### Councillor Nafziger - Division 1

- 2023 ASB Provincial ASB Conference, Grande Prairie, January 17, 18 and 19, 2023
- RMA District 5 Organizational and Regular meeting hosted by Beaver County in Kinsella, January 27, 2023
- Mannville-Minburn-Innisfree FCSS meeting, February 7, 2023
- Another single motor vehicle accident occurred at the intersection of Highway 619 and 887, February 10, 2023
- Committee of the Whole meeting, February 15, 2023
- Town of Vegreville Family Day Breakfast, February 20, 2023
- Committee of the Whole meeting, February 15, 2023
- Received call regarding icy road conditions on Township 500 and Range Road 62
- Concerns from ratepayers regarding wind farm development traffic and the effect it may have on the upcoming spring road conditions

#### Councillor Anderson - Division 2

- Meeting with County of Two Hills Council, January 23, 2023
- RMA District 5 Organizational and Regular meeting hosted by Beaver County in Kinsella, January 27, 2023
- Committee of the Whole meeting, February 15, 2023

*Deputy Reeve Kuzio assumed the gavel.*

Reeve Konieczny - Division 3

- Meeting with County of Two Hills Council, January 23, 2023
- RMA District 5 Organizational and Regular meeting hosted by Beaver County in Kinsella, January 27, 2023
- Committee of the Whole meeting, February 15, 2023
- Received call from Innisfree Delnorte School thanking the County for their financial support to assist in the resurfacing of the tennis courts at the school

*Reeve Konieczny assumed the gavel.*

Councillor Wowdzia - Division 4

- 2023 ASB Conference, Grande Prairie, January 17 to 20, 2023
- Meeting with County of Two Hills Council, January 23, 2023
- Vegreville FCSS meeting, January 23, 2023
- RMA District 5 Organizational and Regular meeting hosted by Beaver County and Kinsella, January 27, 2023
- Vegreville Seed Cleaning Plant meeting, February 2, 2023
- Committee of the Whole meeting, February 15, 2023
- Town of Vegreville Family Day Breakfast, February 20, 2023

Deputy Reeve Kuzio - Division 5

- 2023 ASB Conference, Grande Prairie, January 17 to 19, 2023
- St. Joseph's General Hospital Community Board meeting, January 18, 2023
- Vegreville Community Health Services Awareness meeting, January 23, 2023
- Meeting with County of Two Hills Council, January 23, 2023
- M.D. of Minburn Foundation meeting, January 24, 2023
- Vegreville Region Physician Attraction and Retention (VRPAR) sub-committee meeting, January 26, 2023
- RMA District 5 Organizational and Regular meeting hosted by Beaver County in Kinsella, January 27, 2023
- Meeting with St. Joseph's General Hospital Administrator, February 2, 2023
- VRPAR Committee tour with potential new doctor, February 3, 2023
- Meeting with Reeve Konieczny and CAO Pat Podoborzny, February 6, 2023
- Committee of the Whole meeting, February 15, 2023

Councillor Ogrodnick - Division 6

- 2023 ASB Conference, Grande Prairie, January 17 to 20, 2023
- Meeting with County of Two Hills Council, January 23, 2023
- M.D. of Minburn Foundation meeting, January 24, 2023
- Vegreville and District Chamber of Commerce meeting, February 1, 2023
- Committee of the Whole meeting, February 15, 2023
- Town of Vegreville Family Day Breakfast, February 20, 2023

Councillor Bentley - Division 7

- North Saskatchewan Watershed Alliance Road Salt Management Workshop, Morinville, January 23, 2023
- RMA District 5 Organizational and Regular meeting hosted by Beaver County in Kinsella, January 27, 2023
- Vegreville Seed Cleaning Plant meeting, February 2, 2023
- Issued a fire permit, February 9, 2023
- Division 7 road tour with CAO, February 10, 2023
- Committee of the Whole meeting, February 15, 2023
- Town of Vegreville Family Day Breakfast, February 20, 2023

**2023-39**

**MOVED BY:** Councillor Anderson

THAT the Council reports be accepted as presented.

**Carried**

*Deputy Reeve Kuzio assumed the gavel.*

**10**

**REEVE'S REPORT**

- Met with Deputy Reeve Kuzio and CAO Pat Podoborzny, February 6, 2023
- Received call from the Vegreville News Advertiser regarding the proposed changes to emergency medical services by the provincial government
- Received letter from Wilde Advisory Group regarding the County's interim audit

**2023-40**

**MOVED BY:** Councillor Bentley

THAT the Reeve's report be accepted as presented.

**Carried**

Reeve Konieczny assumed the gavel.

- 11

**CAO’S Report**  
Pat Podoborozny presented the CAO’s report for the month of January 2023.

**2023-41**  
**MOVED BY:** Councillor Anderson  
THAT the CAO’s report be accepted as presented.

Carried
- 12

**CORRESPONDENCE**

12.1

**County of Vermilion River – Property Tax Exemption for New Wells**  
Copy of letter sent to the Minister of Municipal Affairs dated January 10, 2023 from the County of Vermilion River stating their desire to see an end to the Property Tax Exemption for new wells and pipelines, and encouraging other municipalities to write to the Minister in regard to this matter.

**Letter to Minister of Municipal Affairs – Property Tax Exemption for New Wells and Pipelines**

**2023-42**  
**MOVED BY:** Councillor Wowdzia  
THAT Administration prepare a letter for the Reeve to send, on behalf of Council, to the Minister of Municipal Affairs stating Council’s desire to see an end to the Property Tax Exemption for new wells and pipelines.

Carried

12.2

**Vermilion RCMP – Third Quarter Reporting**  
Letter received from Vermilion RCMP Detachment Commander containing the quarterly Community Policing Report for the period October 1 to December 31, 2022.

**2023-43**  
**MOVED BY:** Councillor Bentley  
THAT the Correspondence be accepted for information.

Carried
- 13

**ADJOURNMENT**  
Reeve Konieczny declared the meeting adjourned at 12:29 p.m.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer



County of Minburn No. 27  
COUNCIL MEETING DELEGATION FORM

RECEIVED

MAR 14 2023

Delegate Information

Council Meeting Date: 03/27/2023

COUNTY OF MINBURN NO. 27

Name of Organization/Person: Heidi Jones

Name of Presenter(s): Heidi Jones

Address: 4928 52 ave Box 25 Lavoy AB

Phone Number: 780 996 0825

Email: donotworry625@hotmail.com

Delegation Information

Topic/Issue/Concern/Etc.: Group home proposal

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

a plea to council re group home in lavoy

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

To turn down request for group home

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: Heidi Jones  
Date: March 14, 2023  
Signature: Jones.

**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 (March 2023)

## COUNCIL PRIORITIES

### **NOW**

1. **REGIONAL ECONOMIC DEVELOPMENT FRAMEWORK:** Consultant
2. **RECREATION AGREEMENT VEGREVILLE:** Intermunicipal
3. **ELECTORAL BOUNDARY REVIEW:** Legislative
4. **MDP REVIEW:** Legislative

### **TIMELINE**

September 2023  
May 2023  
May 2023  
April 2023

### **NEXT**

- REGIONAL FIRE CAPITAL PLAN: VEGREVILLE (March 2023)
- BYLAW OFFICER CONTRACTED SERVICES (May 2023)
- LONG TERM CAPITAL EQUIPMENT REPLACEMENT PLAN (May 2023)

### **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. **ELECTORAL BOUNDARY REVIEW – APRIL 2023**
4. Staff Job Descriptions and Salary Grid – May 2023
5. BYLAW OFFICER CONTRACTED SERVICES – MAY 2023

### **FINANCE and ADMIN**

1. Financial Year End & Audit
2. Reserve Policy – March 2023
3. Tax Rate Bylaw & Budget Amendments – March 2023
4. 2022 Grant Reporting – April 2023
5. Financial System Investigation – June 2023

### **PLANNING AND DEVELOPMENT**

1. **REGIONAL ECONOMIC DEVELOPMENT FRAMEWORK: ACP Grant – Sept 2023**
2. Orthophoto update: ACP Grant decision - March 2023
3. **MDP REVIEW – April 2023**
4. East Industrial Park ASP - June 2023
5. LUB Review - December 2023

### **PROTECTIVE SERVICES**

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

### **OPERATIONS**

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

### **AGRICULTURE & UTILITIES**

1. Solid Waste MOU – Innis/Mann/Min – March 2023
2. Waste Collection and Disposal RFP – March 2023
3. Roadside Mowing Contract RFQ - March 2023
4. Parks and Recreation Mowing Contract RFQ– March 2023

### **CODES:**

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

### **2 – 3 Year OUTLOOK**

1. *Solid Waste Agreement – Mar. 2023*
2. *Service Level Review – 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. Bodorovny





# Tender/Request for Quotation

## *Unofficial Results*

**Project: 2023 Mannville Salt Shed**

**Closing Date/Time: 2023-02-28 14:00**

**Opening Date/Time: 2023-03-03 14:26**

**Public Opening: Yes**

**No**

#	Contractor	Tender/RFQ Price (\$) & Comments
1	<b>Blackcard Construction</b>	<b>\$ 467,475.40</b>
2	<b>Sparkes Builders</b>	<b>\$ 86,523.00</b>
3	<b>Vantage Builders Ltd.</b>	<b>\$ 114,650.00</b>
4		\$
5		\$

**County representatives present at opening:**

Name: Norm De Wet

Name: Graham Hopper



## 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

March 3, 2023

File:

Norm De Wet  
Director of Operations  
County of Minburn

**Re: COUNTY OF MINBURN- MANNVILLE LANDFILL CLOSURE  
RECOMMENDATION FOR AWARD OF CONTRACT**

Dear Norm:

Bids were received for the above project and opened at 3:00pm on February 28, 2023 in our office. A summary of bids received is as follows. All tenders have been checked and the amounts shown in the summary have been found to be correct or have been arithmetically corrected as indicated.

Bidder	Total Bid Price (excluding GST)
PME Inc	\$ 319,895.00
Pipe Quest Projects LTD.	\$ 347,795.00
DD Contracting & Construction LTD	\$ 419,210.00
Kichton Contracting Ltd	\$ 544,448.50
Abalone Construction Services Inc.	\$ 550,412.70
SECURE Energy	\$ 577,994.00
Avid Energy Services inc.	\$ 581,704.00
Unsurpassable Construction Ltd.	\$ 594,710.00
Boom Construction Ltd	\$ 649,474.20
Central Civil Solutions Inc.	\$ 671,931.58

The lowest compliant bid was submitted by PME Inc.

The following is a summary of the items noted regarding the bids received:

1. Boom Construction Ltd. had one mathematical error. The Unit Price was used in the tender evaluation, and the Extension was corrected. The Total Bid Price above reflects the corrected total.
2. Certificate of Insurance was not a requirement of the submittals; however, PME Inc. and Pipe Quest Projects Ltd. submitted a Certificate of Insurance with their bid.



PME Inc. is located in Fort Saskatchewan, AB. They have experience in landfill and lagoon expansion, road, sediment pond, and other earthwork construction. Associated Engineering spoke with three (3) of their municipal references they had provided, and the feedback overall was positive.

Having recognized the above, we recommend award of this contract to PME Inc. A schedule will be requested upon award of the contract.

The following tables have been enclosed as part of the tender evaluation:

Table 1: Tender Evaluation

Table 2: Bid Breakdown and Checklist

Table 3: Subcontractors

If you are in agreement with our recommendation, in accordance with Article no. 1.10 of the Instructions to Bidders, it would be in order for you to issue a Notice of Award to the successful Bidder. For your convenience, we have enclosed a draft Notice of Award to be retyped on your letterhead. Please provide a copy of that letter to us for our records.

Yours truly,

Julie Van Doesburg, P.Eng.  
Project Engineer

Initials

Enclosure(s)

CC. Diego Mejia – Associated Engineering



## 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. Podobny



## 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: *Dan Ullberg*

Reviewed By: *P. Podoborsky*



## 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. Podchorny

## Development Permit #2023-04 Report

The applicant submitted a development permit application (deemed complete on February 27, 2023) for the proposed development.

<b>FILE #</b>	<b>2023-04</b>
<b>LAND LOCATION:</b>	<b>Lots 1-3, Block 2, Plan 949Q (Lavoy)</b>
<b>ADDRESS:</b>	<b>5001 50 Street</b>
<b>OWNER:</b>	<b>2290718 Alberta Ltd.</b>
<b>APPLICANT:</b>	<b>Nicole Greenough</b>
<b>LAND USE DISTRICT:</b>	<b>HDCT: Hamlet Direct Control Transitional</b>
<b>EXISTING USE:</b>	<b>Commercial/residential – former antique shop/residence</b>
<b>PROPOSED USE:</b>	<b>Group Home – Remsheg Group Homes Corp.</b>

### SUMMARY OF PROPOSED DEVELOPMENT

The applicant has submitted a development permit application to change the use of the building on the subject lot in Lavoy. The existing use is a former antique shop/residence, and the intent is to bring the building up to Safety Codes standard to operate a group home facility to provide resident care for up to a maximum of 6 children.

The intent is to operate on a 24/7 basis as a home dwelling for young children that have been apprehended from their parents by child and family services. At full capacity (6 children), the group home would require 2-3 qualified staff on site during the day, and 1-2 qualified staff on site overnight. Depending on the age of the children, those eligible for school would leave and return, to attend school during the day. Children would also be transported to home communities for familial visits when requested or required by their case worker. There would be no parental or familial visits allowed on or within the subject lot. If approved, the children would reside at the building on the subject lot while staff would provide care and supervision in a shift work schedule.

### NOTIFICATION

All residents of Lavoy have been notified of the proposed development via letter mail and 4 responses were received (see attached). Three responses were opposed and one response was in support of the proposed use.

### GENERAL PURPOSE OF DISTRICT

The HDCT land use district is intended to include a mix of residential, commercial and community service uses that are compatible and complementary, including



live-work developments, other forms of mixed-use commercial/residential developments, and public and/or privately-owned community services.

Although the proposed Group Home use may be suitable for this subject lot, the type and intensity of this proposed development may not be suitable for this community while taking into consideration the size of the Hamlet of Lavoy and surrounding uses.

## **GENERAL PROVISIONS**

No use may be undertaken that would, in the opinion of the Development Authority, Subdivision Authority or Council, unduly interfere with the amenities or materially interfere with or affect the use, enjoyment or value of adjacent properties by reason of excessive noise, smoke, steam, odour, glare, dust, vibration, refuse matter or other noxious emissions or containment of hazardous materials.

The proposed use may unduly interfere with the amenities of the neighbourhood and may materially interfere with and affect the use and enjoyment of adjacent lots.

## **RECOMMENDATION:**

It is recommended that County Council **refuse** development permit #2023-04 for the following reasons:

- The proposed use being proposed under development permit application #2023-04 may unduly interfere with the amenities of the neighborhood and may materially interfere with and affect the use and enjoyment of adjacent lots.
- As the surrounding area consists primarily of residential uses, it is the opinion of County Council that the proposed use is not suitable and not compatible with the surrounding uses.

## **ATTACHMENTS:**

- Application
- Responses
- Site Inspection

Prepared by Davin Gegolick on March 16, 2023

Page 2 of 2



# COUNTY OF MINBURN NO. 27

P.O. Box 550, 4909-50th Street, Vegreville, AB T9C1R6  
Phone: (780) 632-2082 Fax: (780) 632-6296  
Website: www.minburncounty.ab.ca E-Mail: info@minburncounty.ab.ca

## APPLICATION FOR A DEVELOPMENT PERMIT - LAND USE BYLAW #1254-16

Complete Feb 27, 2023

I/We hereby make application under the provisions of Land Use Bylaw #1254-16 for a Development Permit in accordance with the plans and supporting information submitted herewith and which form part of this application.

Tax Roll No. 700201 Application Date Feb 17, 2023 Fee \$250 DP# 2023-04

### LAND/PARCEL INFORMATION

Quarter	Section	Township	Range		Hamlet/Subdivision Name	Lot	Block	Plan
Pt. SW	4	52	13	W4	Lavoy	1,2,3	2	949Q

Rural Address: 5001 50 St

#### Applicant Information:

Name Nicole Greenough

Mailing Address #25, 51205 RR 195

Town/City Beaver County, AB Postal Code V2R 3N7

Daytime Ph 780-668-4880

Email remshegcare@outlook.com

#### Property Owner (if different from Applicant):

Name 2290718 Alberta Ltd.

Mailing Address PO Box 1008 Vedder Crossing

Town/City Chilliwack, BC Postal Code V2R 3N7

Daytime Ph 604 302 6125

Email lavoy63@hotmail.com

Interest of Applicant in land if not owner Operation of a group home for young children.

Existing Use of Land/Building Currently zoned as commercial/residential for former antique shop/residence Lot/Parcel Size 0.27 acres

Describe the Proposed Development (What do you propose to develop on the land or in the building?) change in use from antique shop/residence to group home  
I would like to use the current structure as a group home for young children. My name is Nicole Greenough and I currently own and operate a group home that is licensed in the city of Edmonton

New Development - Yes ☒ No ☐

Replacement or Alteration of Existing - Yes ☒ No ☐

Land Use District Direct Control Transitional

Specific Use Group Home

#### Setback Distance from Proposed Development to Property Lines:

Front Yard \_\_\_\_\_ m Rear Yard \_\_\_\_\_ m Side Yard (1) \_\_\_\_\_ m Side yard (2) \_\_\_\_\_ m

Method of sewage disposal: existing municipal Method of providing water: existing municipal

Estimated Commencement Date: Renos commence in May/June 2023 Estimated Completion Date: \_\_\_\_\_

Estimated Value of Development: \$ 40,000 (material plus labour)

#### Is the subject property:

Near a steep slope (exceeding 15%)? ☐ Yes ☐ No

Near/bounded by a river/body of water? ☐ Yes ☒ No

Within 800m of a provincial highway? ☒ Yes ☐ No

Near a Confined Feeding Operation? ☐ Yes ☒ No

Within 1.5km of a sour gas facility? ☐ Yes ☒ No

Within 1.5km of a sewage lagoon? ☐ Yes ☒ No

Within 450m of an operating landfill? ☐ Yes ☒ No

Immediately adjacent to a municipal boundary? ☐ Yes ☒ No

I/We hereby declare that the above information is, to the best of my/our knowledge, factual and correct and hereby give my/our consent to allow all authorized persons the right to enter the above land and/or buildings with respect to this proposed development only.

SIGNATURE OF APPLICANT(S) Nicole Greenough / Nicole Greenough

SIGNATURE OF OWNER(S) 2290718 Alberta Ltd. / 2290718 Alberta Ltd.

\*An application will only be processed if submitted in complete form and accompanied by the applicable fee. Failure to provide a complete application and supply all the required plans, information and pay the prescribed fee will cause a delay in the acceptance of an application until all application requirements have been met to the satisfaction of the Development Authority.

\*This information is being collected under the authority of Part 17 of the Municipal Government Act, RSA 2000, Chapter M-26 and Land Use Bylaw #1254-16 and will be used for development permit purposes. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of this information, contact the CAO at 4909-50 Street, Box 550, Vegreville, Alberta, T9C 1R6 or by phone at (780) 632-2082.







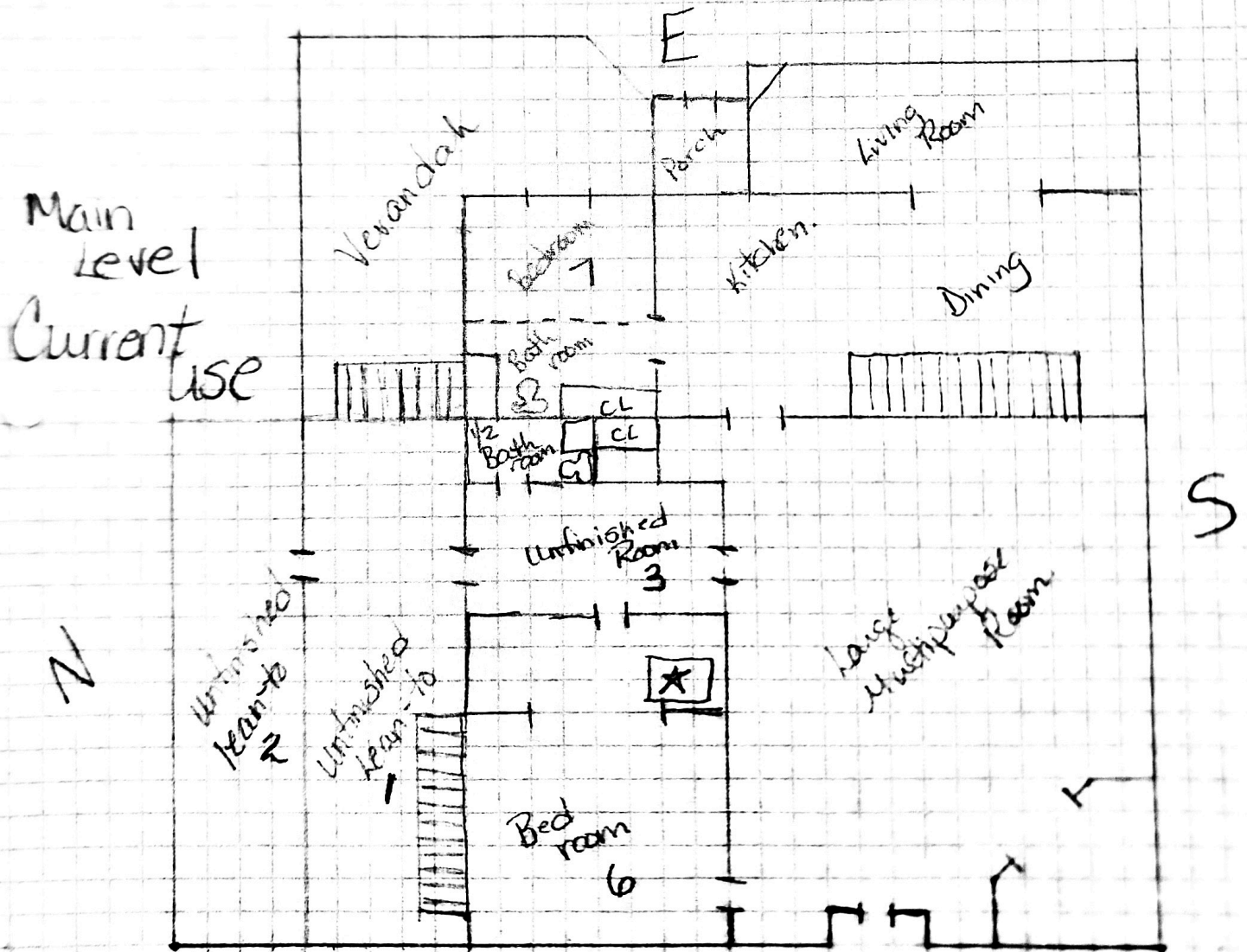


## Proposed Changes :

Bedroom 7 to be used as staff room  
 Bedroom 6 to be used as craft room  
 Unfinished room 3 to be finished & house extra  
 fridge & freezer

★ - Room currently has a furnace & will be  
 changed to be fire rated.

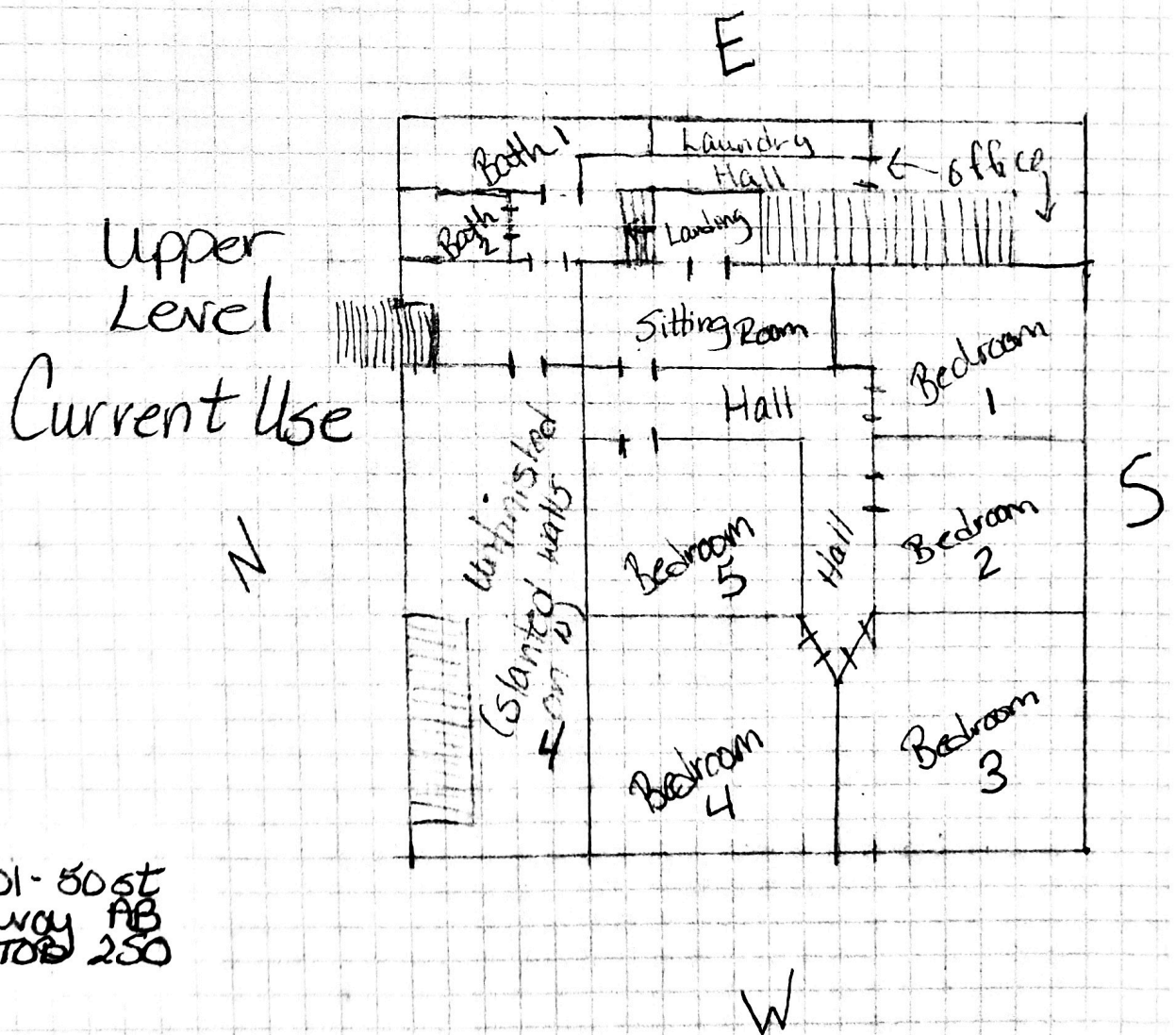
Unfinished lean-to's will only be used as storage

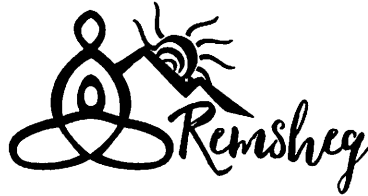


5001-5061  
 Levy AB  
 TOB 250

## Proposed Changes:

Bedroom 5 currently has no window as all walls are interior.  
- 2nd entrance will be created into unfinished area #4 and used only in case of emergency.





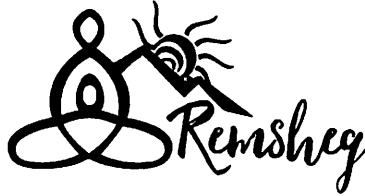
Remsheg Care Group Homes Corp.  
T: 780-668-4880 E: remshegcare@outlook.com

Information in response to website request for business application:

“If your **development application** is for a business, attach a separate document including details of the business for your development application:

- business name and contact information
- description of the business and what it entails
- number of employees
- number of employees (not owners of the property) residing on the property
- estimated number of client/customer trips expected on a daily basis
- proposed truck route
- whether or not clients/customers will be entering the building
- hours of operations/days of the week open to the public
- any lights, noise, dust, etc. detectable past the property boundaries?
- details about any signage associated with the business
- any other additional information as requested by the Development Authority”

- 
1. Remsheg Care Group Home Corp.  
Nicole Greenough 780-668-4880
  2. Operation of a group home facility. This home would operate 24/7 as a home dwelling for young children that have been apprehended from their parents by child and family services.
  3. The home is large enough to accommodate 6 children easily, but the total number would be dependant on licensing approval and what they deem appropriate. At full capacity, this operation would require minimum of two staff on site per day to a maximum of 3, and minimum one staff on site over night to a maximum of 2. Staff would consist of qualified Child and Youth Workers, Social Workers, or those applicants that present with the experience required by accreditation standards.
  4. No employees would reside on the property.
  5. Depending on the age of the children, those eligible for school would leave and return, to attend school during the day. Children would also be transported to home communities for familial visits when requested or required by their case worker. There are no parental or familial visits allowed on or within the property.
  6. There is no proposed truck route.
  7. Clients will reside at the building while staff would provide care and supervision in a shift work environment/schedule.



Remsheg Care Group Homes Corp.  
T: 780-668-4880 E: remshegcare@outlook.com

8. No public would be able to enter the building without approval by the director, and no access to the kids is available unless there has been approval and the presentation of a criminal records check and vulnerable sector check.
9. There would be no additional lights, noise or dust detectable outside of reasonable children activities in the yard.
10. There would not be signage associated with the business.
11. The property is currently zoned as commercial/residential. The property would require the change to a business development permit, and I would obtain and maintain a business licence for operation. I have had all disciplines out to inspect the property as recommended by the County of Minburn Director of Planning and Development officer. I am aware of the strict requirements and standards needed to be obtained and upheld to operate as a group home facility. I am asking the County to work with me to obtain the required changes needed to pull the building up to code standard.

I am excited at the possibility of a group home that can provide children who have had traumatic experiences to heal in the vicinity of a country setting where a slower pace can allow everyone to heal in peace and quiet, and not the hustle and bustle of a city block.

I look forward to your decision after reviewing my application.

Sincerely,

Nicole Greenough  
Owner/Operator  
Remsheg Care Group Homes Corp.



## Davin Gegolick

---

**From:** Shirley Kercher  
**Sent:** March 13, 2023 11:28 AM  
**To:** Davin Gegolick  
**Subject:** Comment

Davin,  
Donna Watson was just in and she commented on the new use of the Antique store in Lavoy. She fully supports the idea and thinks it is great.

**Shirley Kercher**  
MUNICIPAL CLERK



Ph. 780-632-2082 ext. 1102  
Fx. 780-632-6296  
[www.minburncounty.ab.ca](http://www.minburncounty.ab.ca)

Received 2023-03-07

County of Minburn No. 27  
Box 550  
4909-50 Street  
Vegreville, Alberta T9C 1R6

March 7, 2023


Dennis and Anita Hawthorne  
4908-52 Avenue  
Lavoie, Alberta

To whom it may concern,

I am writing this letter in regards to the notice of application we received concerning the proposed group home in Lavoy.

As a home owner in the hamlet of Lavoy, I have concerns regarding this proposal. Lavoy being a small and quiet place to live, I am worried that a group home situated there will cause disturbances and unrest. Perhaps the group home would do better in a larger town where more amenities are available. Being closer to a hospital, an RCMP detachment and businesses which provide extra curricular activities for the children would be beneficial.

Thank-you,

  
Dennis Hawthorne

**From:** [McNeil, Nancy](#)  
**Sent:** March 7, 2023 2:50 PM  
**To:** [Davin Gegolick](#)  
**Subject:** Letter regarding the Group Home proposal for Lavoy, AB  
**Attachments:** Group Home Proposal.pdf

---

You don't often get email from [nancy.mcneil@rcmp-grc.gc.ca](mailto:nancy.mcneil@rcmp-grc.gc.ca). [Learn why this is important](#)

Good afternoon,

I am sending this letter to you on behalf of my parents who own a home in Lavoy.

Letter is attached.

Thank-you,  
Nancy McNeil

## Davin Gegolick

---

**From:** Melissa Petlock <dutchieprincess@yahoo.ca>  
**Sent:** March 14, 2023 5:50 PM  
**To:** Davin Gegolick  
**Subject:** Group Home-Lavoy

You don't often get email from dutchieprincess@yahoo.ca. [Learn why this is important](#)

To Whom it May Concern:  
My name is Melissa Bryson  
my address is 4928 50 ave  
Lavoy

I live beside the Former Antique Store.  
The following are my concerns about this Group Home:  
I feel this would be a detriment to our village/community  
-more crime in small community  
-won't feel safe  
-my children won't feel safe to play outside or be home alone  
-trespassing on my property  
-vandalism  
-no RCMP in the community to help with any trouble  
In my opinion I feel this is not a good idea or place for this  
Melissa

County of Minburn  
Davin Gegolick  
Box 550  
Vegreville, Alberta  
T9C 1R6

**RECEIVED**

MAR 14 2023

COUNTY OF MINBURN NO. 27

Re: Proposed Group Home at previous Antique Store

Hello Davin

In regards to the letter sent out about the development permit application I am writing to say I am against it. 3 years ago the citizens of Lavoy came to council with the same concerns regards the permit on the Hotel in town.

We expressed to the council that we do not have services or entertainment in town to offer those in a group home. This permit expresses that it will only be 6 children. The age of children is from 4-18 years of age. These children will be in this group home due to issues in their home environment. That means that they might have behavioral or other issues.

Many seniors and single people live alone in Lavoy. We are not the place for a group home. We have nothing to offer them, especially in the summertime. We are 16km from Vegreville. They will have no means to get there.

As for the staff numbers, these are exactly the same as the Hotel project was proposing. It was a citizen of Lavoy that mentioned that he had worked in homes in the past and the staff numbers were not

enough when you take into account weekends and holidays, when staff have time off.

Please keep our hamlet safe and turn down this proposal.

Thank you

Heidi Jones



Sent from my iPad



From 50 Ave/50 Street intersection facing NE: front/side of building. Note NOTICE posted on front sidewalk.



Further north down 50 Street facing SE: neighbouring house to the north appears to be vacant. Large trees create buffer between the two properties.





From alley facing west: rear of property







## 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. Boduchowicz



# 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:** 01-2023

**Legal:** NE 33-50-10-W4M

**Owner/Applicant:** Robert and Dorothy Rustad

**Date Accepted:** February 2, 2023

**Decision Due Date:** April 3, 2023

**Existing Use:** Agricultural

**Proposed Use:** Rural Residential

**¼ Section Designation:** Arable Quarter

**Gross Area:** 73.6 Ha (182 ac)

**Proposed Area:** Lot 1, Block 1 – 2.94 Ha (7.27 ac)

**Zoning:** A: Agricultural District

**Division:** 2

### **B. DESCRIPTION OF PROPOSAL:**

The subject property is located on the NE 33-50-10-W4M in Division 2, approximately 7 km north of Minburn on Twp Rd 510 and Rge Rd 103. The applicant is proposing to separate the existing farmstead from the quarter. Proposed Lot 1, Block 1 is 2.94 Ha (7.27 ac) and encompasses the dwelling, multiple outbuildings, and a treed area. The proposed remnant parcel contains the corrals, outbuilding, productive farmland and trees. Road widening has not yet been dedicated towards Twp Rd 510 or Rge Rd 103. There is existing access to both proposed Lot 1 and to the proposed remnant parcel via existing approaches.

### **C. NOTIFICATION:**

Adjacent property owners and agencies were notified on February 3 – no objections.

### **COMPLIANCE:**

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

### **D. RESERVES:**

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

## **E. 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 the County of Minburn Development Officer 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 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.
4. The proposed subdivision may be affected by a permanent, naturally occurring body of water or watercourse. The Province has an interest in the Crown ownership of Provincial waterbodies/or Public Land boundaries in Alberta. **Development or water diversion may not occur in waterbodies including wetlands, watercourses, or Public Lands without prior consultation and approval from Alberta Environment and Protected Areas.** If you have any questions about development on or near water bodies, watercourses, or public land please contact Alberta Environment and Protected Areas prior to undertaking any activity (including construction of a private driveway) within or near the wetland.
5. That approval of this application does not excuse the applicant from ascertaining and complying with the requirements of other municipal bylaws, easements, environmental reserve easements, covenants, conservation agreements, development agreements, or Provincial or Federal statutes, regulations, licenses or codes or standards of practice.

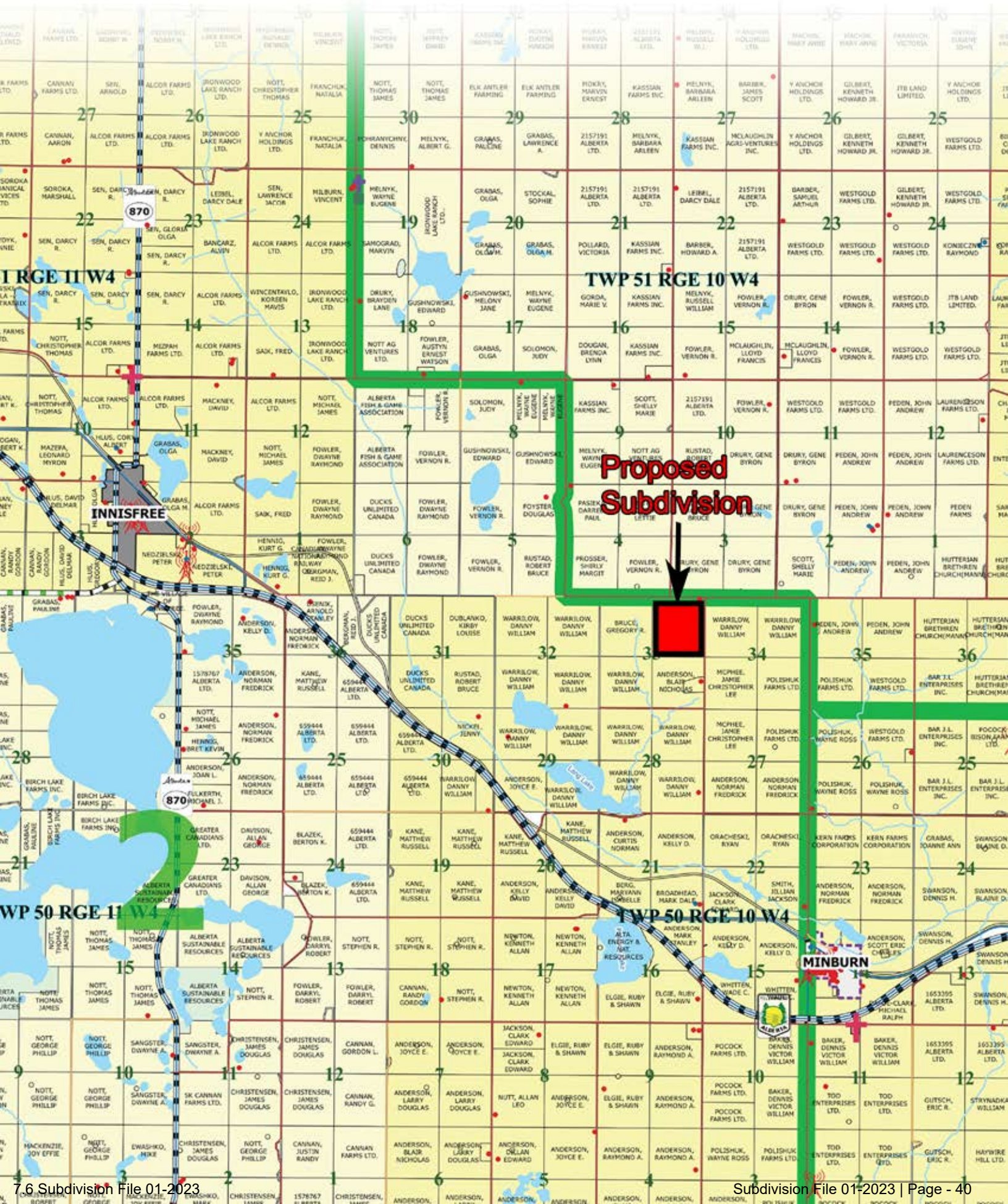
## **F. ATTACHMENTS:**

- ◆ Location plan
- ◆ Application form
- ◆ Tentative Plan/Air Photo
- ◆ Inspection Summary

Prepared by Davin Gegolick on March 7, 2023



# Subdivision Location Plan







# SUBDIVISION APPLICATION

For Office Use Only

Date Received: Jan 13/22 File # 01-2023

Date Complete: Feb 2, 2023 Roll # 354100

## 1. NAME AND MAILING ADDRESS OF THE APPLICANT

	P/C	

Email:	<b>RECEIVED</b>
Phone:	
Cell:	JAN 13 2023

☐ By checking this box I accept correspondence by email only

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

COUNTY OF MINBURN NO. 27

☒ Check if owner is the same as the applicant

Robert B. Rustad and Dorothy Rustad		
Box 130 Minburn AB.		
T0B3B0	P/C	

Email:	robertrustad@hotmail.com
Phone:	780-593-2116
Cell:	780-853-7939

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

All part of the NE ¼ sec. 33 twp. 50 range 10 west of the 4<sup>th</sup> meridian

Being all parts of Lot Block Plan

Certificate of Title No. 142 144 921 +3

Area of the above parcel of land to be subdivided 73.6 hectares (ie: existing titled area)

Municipal address (if applicable) 50532 Rge Rd 103

## 4. LOCATION OF LAND TO BE SUBDIVIDED

a. Is the land in the County of Minburn?

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

b. Is the land adjacent to a municipal boundary?

If "yes", the adjacent municipality is

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

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

If "yes", the highway is No.

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

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

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

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

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

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

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

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?

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

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

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

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

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

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?

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

If "yes" please describe: Pipelines

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

under s.16 of the Government Organization Act?

☒ Yes ☐ No

If yes, please describe: Registered Water Wells

*\*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.):

rural residential, agriculture

Proposed use of the land:

rural residential

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

Agriculture

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

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

Mixed

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

Brush, Shrubs

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

loam / clay

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, Garages, Storage sheds

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 + Septic Tank with pumpout

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

Ann Rustad  
Signature

Jan 11 2023  
Date

10. RIGHT OF ENTRY

I/We, Robert B. Rustad 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

Ann Rustad  
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.)?

locked gate, tenants on weekends

11. REGISTERED OWNER'S CONSENT

I/We, the above named registered owner(s) of Robert B. Rustad (legal description) do hereby authorize the applicant named above to make application for subdivision.

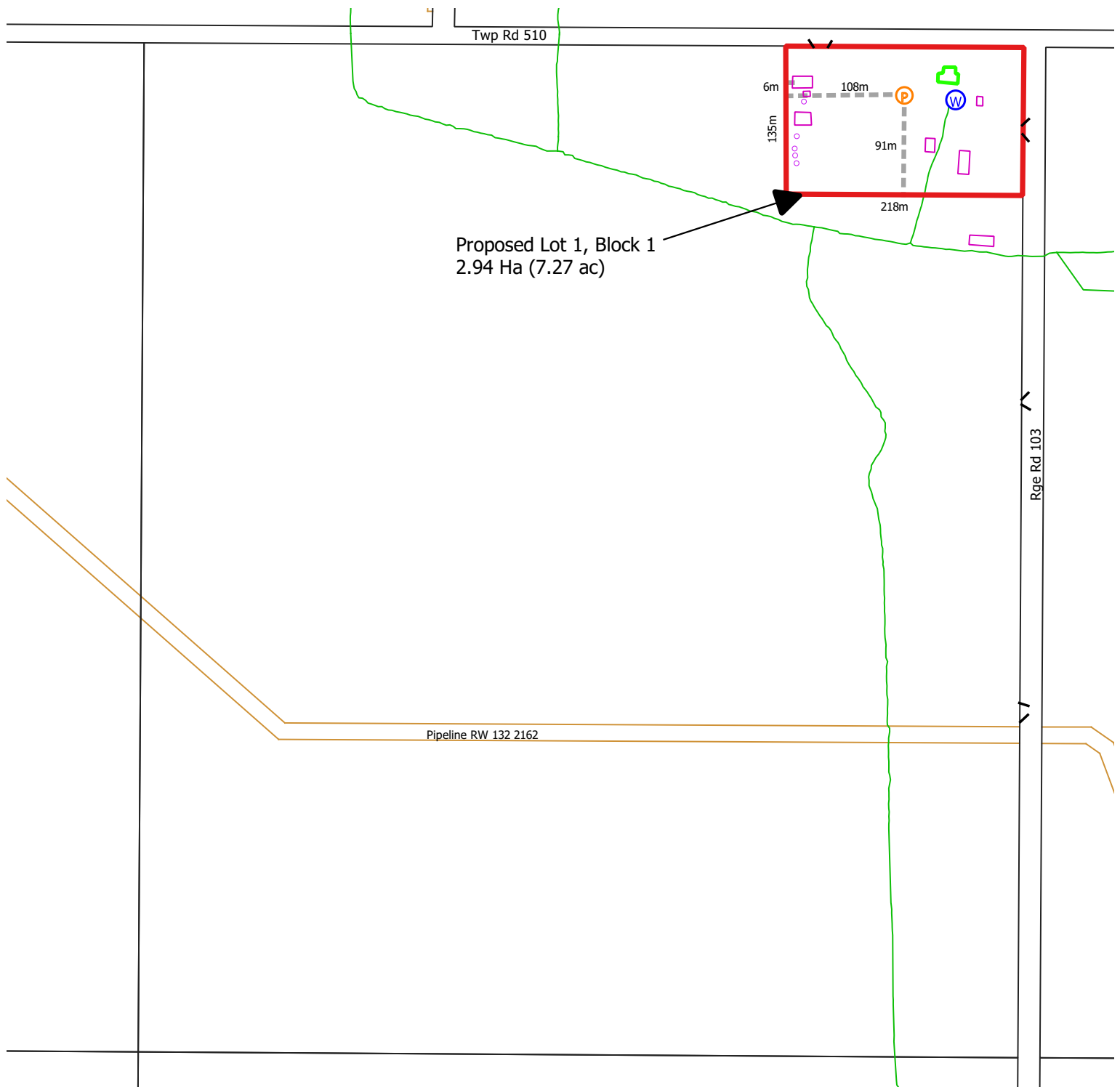
[Signature]  
Signature of Registered Owner

Ann Rustad  
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 [dgegolick@minburncounty.ab.ca](mailto:dgegolick@minburncounty.ab.ca)



# Tentative Plan of Subdivision



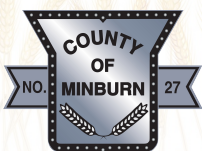
File No.: 01-2023

Applicants: Robert and Dorothy Rustad

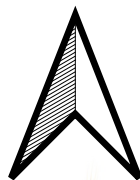
Legal Description: NE 33-50-10-W4M

0 100 200 300 m

Scale: 1:5,000



© 2023 County of Minburn. All Rights Reserved.  
 Drawn by Davin Gegolick on January 10, 2023.  
 Note: Distances & area calculations are  
 approximate. Improvement(s) located as data  
 supplied by applicant & 2018 aerial photo.



## Legend

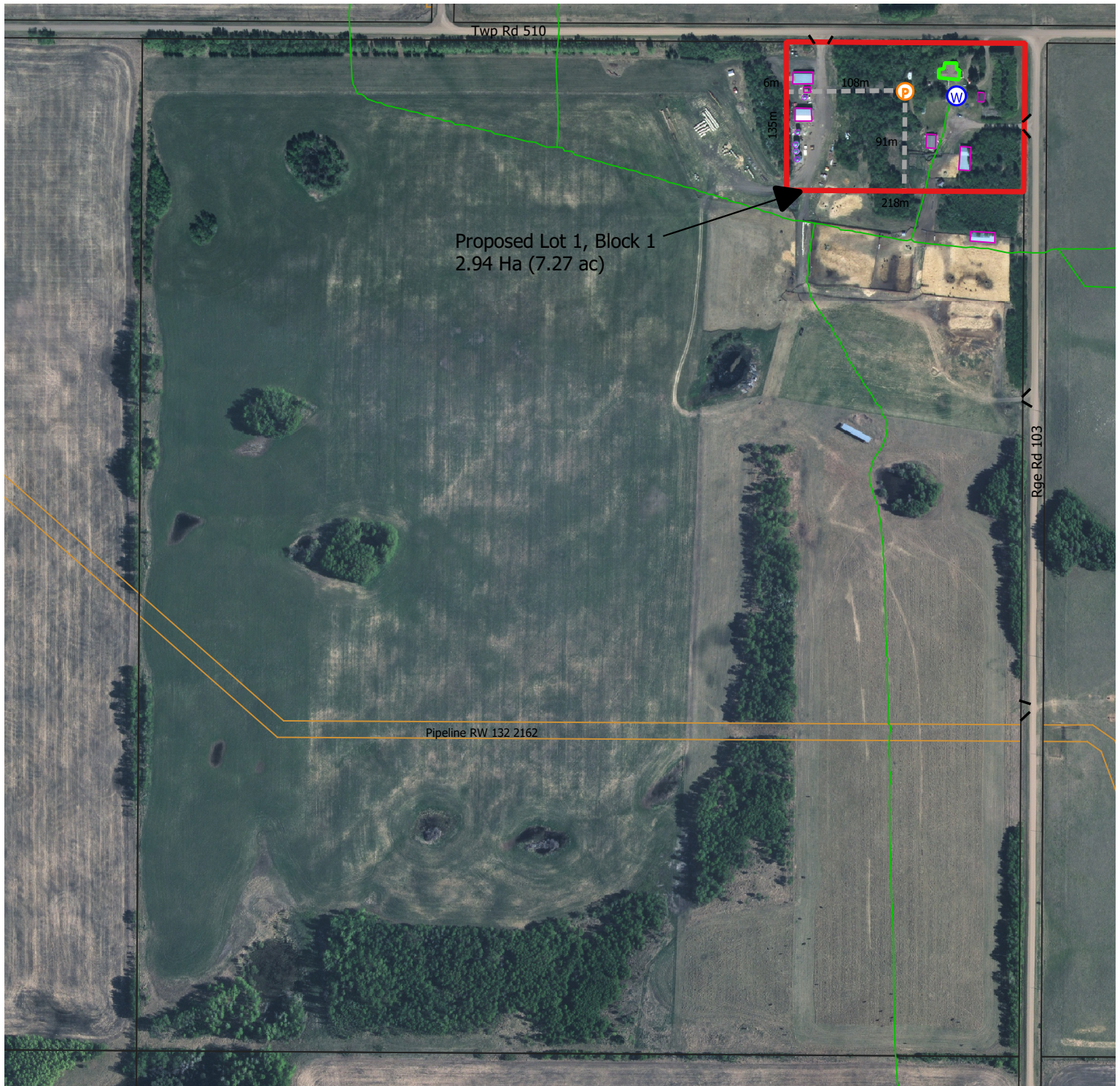
- |                      |                       |
|----------------------|-----------------------|
| Proposed Subdivision | Sewage Pump Out       |
| Dwelling             | Minco Gas Co-op       |
| Granary              | Pipeline Right of Way |
| Accessory Building   | Approach              |
| Water Well           | Distance              |

Applicant Signature: \_\_\_\_\_

*[Handwritten Signature]*



# Tentative Plan of Subdivision



File No.: 01-2023

Applicants: Robert and Dorothy Rustad

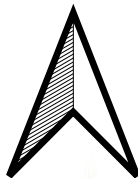
Legal Description: NE 33-50-10-W4M

0 100 200 300 m

Scale: 1:5,000



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 Drawn by Davin Gegolick on January 10, 2023.  
 Note: Distances & area calculations are approximate. Improvement(s) located as data supplied by applicant & 2018 aerial photo.



## Legend

- |   |  |
|---|--|
| <span style="border: 2px solid red; padding: 2px;"> </span> Proposed Subdivision            | <span style="border: 1px solid orange; border-radius: 50%; padding: 2px;">P</span> Sewage Pump Out |
| <span style="border: 2px solid green; padding: 2px;"> </span> Dwelling                      | <span style="color: green;">—</span> Minco Gas Co-op   |
| <span style="color: purple;">•</span> Granary   | <span style="color: orange;">—</span> Pipeline Right of Way  |
| <span style="border: 1px solid magenta; padding: 2px;"> </span> Accessory Building          | <span style="color: black;">—</span> Approach  |
| <span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">W</span> Water Well | <span style="color: gray;">---</span> Distance   |

Applicant Signature: *Robert Rustad*



Drone photo of proposed Lot 1 from Rge Rd 103/Twp Rd 510 intersection facing SW: 3 existing approaches to proposed Lot 1. Contains the dwelling and multiple outbuildings.



Another angle of proposed Lot 1, facing south.





South of proposed Lot 1 on Rge Rd 103: 2 existing approaches providing access to the proposed remnant parcel.



Rear of dwelling





Septic pump out



Secondary dwelling (not identified on the Tentative Plan of Subdivision) doesn't appear to be lived in.



#### Inspection Summary:

- Topography – mostly flat around the yard site with some rolling hills.
- Nature of vegetation and water – brush/shrubs throughout proposed Lot 1
- Confirmed existing water well (in shed as identified on Tentative Plan of Subdivision) and existing septic pump out
- Use of land in the vicinity – Agricultural, rural residential – no compatibility issues.



## Council Request for Decision (RFD)

Title: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Department: \_\_\_\_\_

**Recommendation:**

**Background:**

☐ See Appendix

**Legislative Guidance:**

☐ Provincial ☐ Municipal ☐ None

*Details:*

**Council Priorities Chart:**

☐ Yes ☐ No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

☐ Capital ☐ Operations ☐ Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

Prepared By: \_\_\_\_\_

Reviewed By: P. Podchorzny



## RFD Appendix



South/east side of covered picnic shelter. Picnic tables, wooden garbage bin holders, wooden stakes, and fire pits can be seen throughout the campground.



Front (north) side of covered picnic shelter. Recently constructed wooden garbage bin holder and wooden stakes can be clearly seen in the image.





South/east side of washroom building



North/west side of washroom building. Billboard can also be seen on the side of the building







## 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. Podobny





## 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. Podchorny



## Council Request for Decision (RFD)

Title: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Department: \_\_\_\_\_

**Recommendation:**

**Background:**

☐ See Appendix

**Legislative Guidance:**

☐ Provincial ☐ Municipal ☐ None

*Details:*

**Council Priorities Chart:**

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**Financial Implications:**

☐ Capital ☐ Operations ☐ Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

Prepared By: \_\_\_\_\_

Reviewed By: P. Podchorny



## 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. Podchorozny

**COUNTY OF MINBURN NO. 27**

**BYLAW NO. 1338-23**

THIS BYLAW AUTHORIZES THE COUNTY OF MINBURN NO. 27 TO INCUR INDEBTEDNESS BY THE ISSUANCE OF DEBENTURE(S) IN THE AMOUNT OF \$5,000,000 FOR THE PURPOSE OF ACQUIRING LAND AND AGGREGATE FOR FUTURE LOCAL ROAD CONSTRUCTION AND MAINTENANCE.

WHEREAS, the Council of the County of Minburn No. 27 (hereinafter referred to as the Municipality) has decided to issue a bylaw pursuant to Section 258 of the *Municipal Government Act* to authorize the financing, undertaking and completion of the acquisition of lands and aggregate for future local road construction and maintenance.

AND WHEREAS, plans and specifications have been prepared and the total cost of the project is estimated to be \$18,500,000 and the Municipality estimates the following grants and contributions will be applied to the project:

Capital Reserves	\$ 10,500,000
Provincial Grants	\$ 3,000,000
Debentures	<u>\$ 5,000,000</u>
Total Costs	\$ 18,500,000

AND WHEREAS, in order to complete the project it will be necessary for the Municipality to borrow the sum of \$5,000,000 for a period not to exceed ten (10) years from the Province of Alberta or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

AND WHEREAS, the estimated lifetime of the project financed under this bylaw is equal to, or in excess of fifteen (15) years.

AND WHEREAS, the principal amount of the outstanding debt of the Municipality at December 31, 2022 is \$0.

AND WHEREAS, all required approvals for this project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

NOW THEREFORE, the Council of the Municipality duly assembled, enacts as follows:

1. That for the purpose of acquiring land and aggregate for future local road construction and road maintenance the sum of FIVE MILLION DOLLARS (\$5,000,000) be borrowed from the Province of Alberta or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of \$5,000,000 is to be paid by the Municipality at large.
2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely the acquiring of land and aggregate for future local road construction and road maintenance.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest instalment not to exceed ten (10) years calculated at a rate not exceeding the interest rate fixed by the Province of Alberta, or another authorized financial institution on the date of the borrowing, and not to exceed eight (8) percent.

- 4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
- 5. The indebtedness shall be contracted on the credit and security of the Municipality.
- 6. The net borrowed under the bylaw shall be applied only to the project specified by this bylaw.
- 7. This bylaw comes into force on the date of the third and final reading passed in Council with unanimous consent of the members present the 27<sup>th</sup> day of March 2023.

FIRST READING..... February 21, 2023

SECOND READING..... March 27, 2023

THIRD READING ..... March 27, 2023

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
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. Podchorny

## Trudy Shukalak

---

**From:** Dwight Hopper  
**Sent:** March 6, 2023 9:26 AM  
**To:** Trudy Shukalak  
**Subject:** FW: Introduction/Request

---

**From:** Justin Goudreau <justingoudreau@shaw.ca>  
**Sent:** January 31, 2023 11:02 AM  
**To:** Dwight Hopper <dhopper@minburncounty.ab.ca>  
**Subject:** Introduction/Request

You don't often get email from [justingoudreau@shaw.ca](mailto:justingoudreau@shaw.ca). [Learn why this is important](#)

Good morning Dwight,

I hope this email finds you well. I want to introduce myself as I'm currently looking after all of Ray Crews municipalities as he continues to recover from a lengthy illness. My name is Justin Goudreau and I have been employed with Municipal Assessment Services Group (MASG) since 2013. In that time, I have had the privilege to learn from and work alongside Ray Crews AMAA, Dan Kanuka AMAA & Ian Ferguson AMAA (retired). This has allowed me to gain valuable experience and understanding of the market within the municipality. I look forward to working closely with you and the municipality.

In order to 'declare' assessments for the municipality, I will need you to assign me as the 'Appointed Assessor' in Milenet. Although I'm not 'appointed' I need to have the ability to 'declare' the assessments for the 2022 assessment year. I've attached a document that will assist you in this request.

Should you have any questions please don't hesitate to contact myself or Dan Kanuka.

Thank you for your time,

**Justin Goudreau AMAA | Assessor**  
| Box 3369, 10404-100 Avenue Morinville, Alberta T8R 1S2 |  
| P: 780-939-3310 | F: 780-939-3350 |  
**Municipal Assessment Services Group Inc.**

Sent from [Mail](#) for Windows



## Council Request for Decision (RFD)

Title: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Department: \_\_\_\_\_

**Recommendation:**

**Background:**

☐ See Appendix

**Legislative Guidance:**

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*Details:*

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**Financial Implications:**

☐ Capital ☐ Operations ☐ Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

Prepared By: \_\_\_\_\_

Reviewed By: P. Podchorny





## REEVE AND COUNCIL REPORTS

**Name:** \_\_\_\_\_ **Division:** \_\_\_\_\_

**For Presentation at** \_\_\_\_\_ **Council Meeting**

---

**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**

---

**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

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## REEVE AND COUNCIL REPORTS

**Name:** \_\_\_\_\_ **Division:** \_\_\_\_\_

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---

**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 February 2023**

---

Prepared by: Pat Podoborozny

Date: March 23, 2023

---

#### **Council**

- preparation of the March Committee of the Whole meeting agenda package
- preparation of the March regular meeting of Council agenda package
- prepared public statements for the Land Aggregate Acquisition and MDP process
- researched options for Council meeting agenda packages
- created a Council calendar for entering council meetings and events
- regular communication with Council through weekly digital correspondence
- one meeting with Reeve and Deputy Reeve
- division seven tour with Councillor Bentley
- condolence messages on behalf of Reeve and Council

#### **Staff**

- met with direct reports to orientate myself on their roles and responsibilities.
- toured fire stations within the County
- toured operation shops within the County
- met with operations staff
- attended operations leadership meeting
- reviewing employment agreements, job descriptions and staff grids
- reviewing staff accreditation and working on succession plan strategies
- working through roles and responsibilities to determine efficiencies

#### **Intermunicipal relations**

- continued regular contact with CAOs from Town of Vegreville, Village of Innisfree and Village of Minburn
- met with Town of Vegreville Manager of Protective Services to discuss Emergency Services contract and possible Bylaw Enforcement services

#### **External relations**

- attended the support for Ukraine announcement at Town of Vegreville Council Chambers
- attended Rotary Peace Park AGM

#### **Training and Development**

- attended virtual online seminar on effective grant writing, CAO



## Operations Report

**Prepared by:** Norm De Wet

**Reviewed by:** *P. Padohony*

**Date:** March 27, 2023

### ***Fleet/Shop Update***

- The general maintenance of our equipment and fleet is ongoing.
- As required by Policy AD 1008-01 the CAO has approved the purchase of one 1-ton fleet truck from Vegreville Ford as approved by the 2023 budget. The vehicle cost is \$72,849.00 excl. G.S.T.
- Fleet Truck Tender is currently open for the sale of three County vehicles by tender and closes March 31, 2023, at 2:00 pm

### ***Construction***

- The preliminary construction schedule has been compiled and will be communicated to Council closer to construction season.

### ***Transportation Update***

- The BF 7640 repair tender on Range Road 144 in Div. 6 has been posted. The tender closes on April 5, 2023.
- Dust control advertising is currently underway to meet the April 15 deadline. Pricing has increased to a cost of \$1.63 per foot for the 50/50 cost share of calcium, which is up from \$1.41 per foot in 2022. The oiling price is based on the cost of materials and is \$24.77 per foot in 2023 and was \$25.35 in 2022. Information from 2018-2022 was used to estimate materials.
  - 900' Rate Payer Oil Cost: \$22,296.38 excluding G.S.T.
  - 900' Rate Payer Calcium Cost: \$1,470.13 excluding G.S.T.

### ***Operations Update***

- Administration is currently working to determine an accurate inventory of all signs on County roadways; it's anticipated that the project will take several months complete and will involve all operators. The County currently has 3047 signs posted on roadways.
- The final review by the Provincial Government of the three landfill sites groundwater monitoring frequency has been completed with a favourable result to allow biennial testing for all three sites.
- After consulting with the Provincial Government wetland team, it was recommended that a letter of intent be submitted to the province to determine if they would fund the Lavoy wetland project prior to signing a memorandum of understanding.



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**Attachments:**

- *RFD Class I Gravel Pit Registration*
- *RFD Mannville Landfill Closure*
- *RFD Mannville Sand Salt Shed*



## **Agricultural & Utility Services Report**

---

**Prepared by:** Darwin Ullery  
**Date:** March 27, 2023

**Reviewed by:** *P. Paduchowicz*

---

### **Agriculture Services Board Update**

- The Container office for the Ranfurly Waste Transfer Station was awarded to West Coast Containers for \$ \$33,442.50 incl. GST and not including a remote start generator which we will purchase separately.
- Our Parks and Rec Mowing RFQ was awarded to Christopher Noster's Precision Services out of Vermilion for a cost of \$28,684.61 plus GST. This represents a savings of approx. \$4,600.00 over our previous years contractor.
- Once all hiring of summer staff and execution of RFQ's and RFP's is completed, we will be focusing on grading samples at the Seed Cleaning Plants.
- Road Mulching RR 114 south of 522 A is complete, RR 120 north of 524 is complete, RR132 south of 532 is complete, RR 134 south of 524 is complete. The mulcher will finish off the west end of Division 4, then proceed to Division 7 and will continue work until the road conditions are not suitable for the track hoe.

### **Water and Sewer Utility Update**

- We have entered into a preventative maintenance agreement with Summit Valve at a cost of \$3,721.99. Included in this agreement will be cleaning and part replacement on one third of our truck fill valves each year. This should help prevent less valves issues than we have previously experienced in past years.

### **Regional Waste Transfer Station**

- The new waste haul agreement has been forwarded to the Two Hills Regional Waste Management Commission for signature.

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### **Attachments:**

- *RFD Roadside Mowing Contract*



## Director of Planning and Development Report

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**Prepared by:** Davin Gegolick  
**Date:** March 27, 2023

**Reviewed by:** *P. Pedotowiczny*

---

### Planning Update

- Issued development permits: dwelling (Lavoy), farm shop (Pt. W ½ NE 32-53-15-4)
- Completed Annual Internal Review for Safety Codes Council
- Complaint of truck parked on road allowance in relation to business located at Pt. SW 26-52-15-W4M
- Shell Canada Atlas 3D seismic program field operations completed on February 25
- Removal of waste bin at Wapasu park entrance by the end of March
- Mailed safety code permit deficiency letters

### Subdivision Update

- Responded to subdivision inquiries
- Accepted application file #02-2023
- Provided endorsement extension for file #02-2022

### Economic Development Update

- New website launch – March 22
- Business and Community Digital Marketing Conference – March 28 at Vegreville Social Center

### **Attachments:**

- RFD – Development Permit#2023-04
- RFD – Lavoy Campground
- RFD – MDP 1<sup>st</sup> Reading
- RFD – Subdivision File #01-2023



## Protective Services Monthly Report

**Prepared by:** Mike Fundytus  
**Date:** March 20, 2023

**Reviewed by:** *P. Pedoharofny*

### Fire Update

#### Call Summary

Call Type	Date	Details
MVC	Feb 12	Hwy 881 Hwy 619 Mannville attended
Medical	Feb 14	Village Medical Mannville attended
Medical	Feb 15	County Medical Mannville attended.
Medical	Feb 20	County Medical Innisfree attended
Medical	Feb 21	Village Medical Mannville attended
Medical	Feb 22	County Medical Innisfree attended
MVC	Feb 27	Hwy 857 Near TWP 525 Vegreville attended.
Medical	March 1	Village Medical Innisfree attended
Medical	March 1	Village Medical Innisfree attended
Medical	March 3	Village Medical Mannville attended.
MVC	March 5	Hwy 881 Just south of Hwy 16 Single vehicle rollover Mannville attended.
MVC	March 7	Hwy 16 RR 81 Mannville attended.
Medical	March 8	Village Medical Mannville attended
False Alarm	March 10	4724 53 Innisfree BTPS School Innisfree attended.
Medical	March 10	Village Medical Innisfree attended.
False Alarm	March 13	51328 RR 124 False Alarm Innisfree attended.
Fire	March 16	Twp 510 Just west of Hwy 881 Enclosed trailer fire. Mannville attended.

Mannville 9  
Innisfree 7  
Vegreville 1

- Currently issuing fire permits till April 30th
- Purchased DJI M30T Drone and placed into service.
- Tender on APC and AFCA for sale of Unit 904.
- Entered into to a 3 year mutual aid agreement with Alberta Forestry.
- Joint capital plan with Town of Vegreville and level of service has had no progress in being completed.

Health and Safety Update

- Nothing to report.

Emergency Management Update

- RFD DEM Appointment

**Attachments**

RFD DEM Appointment

RFD SCBA Purchase

Mutual Aid Agreement with Alberta Forestry.



## Finance and Administration Report

---

**Prepared by:** Jason Warawa  
**Date:** March 27, 2023

**Reviewed by:** *P. Redchinsky*

---

### Taxation & Assessment Update

- There are currently 21 properties subject to the tax notification process for being in arrears. Several properties have insignificant amounts so it is expected that this number will drop once the letter is issued.
- We have finalized the scheduling for the 2023 tax sale and have tentatively booked December 7, 2023 at 2:00pm as the sale date and time

### Finance & Administration Update

- The 2022 audit is in the final stages and the auditors will be presenting their findings and the draft financial statements at this Council meeting.
- Still awaiting a final review/approval on our 2020 DRP application & submission (approaching 1 year) so that we can be reimbursed for most/all of the expenses incurred.
- Administration has started submitting their SFE's to meet the reporting requirements of several Provincial grant programs. It is expected that 2023 submissions will also be completed in April so as to ensure there is no delays in receiving this fiscal year's allocations.
- Compilation of the budgetary amendments since passing the preliminary budget is ongoing with the intent of discussing these changes with Council in early April. From a high level look it appears that the increase in tax revenue from a higher than expected assessment base should cover the additional costs that have been discussed or are being contemplated.
- HR is applying for additional summer ASB funding thru the Federal Department of Agriculture Youth and Employment Skills Program. This program can be used to top up funding thru the Canada Summer Jobs Grant which the County has also applied for but is awaiting notification.
- The MOU between the County and the Villages of Innisfree and Mannville has now been executed by all parties. We have forwarded the contract for waste hauling to the Two Hill Waste Commission who is reviewing it with their legal department. It is expected



that minor adjustments may be required but that it will be executed by the end of the month.

- There were very little changes to the Statement of Financial Position in February compared to the previous month with the most notable being an \$835k decrease in financial assets (cash) which basically accounts for the use of cash to offset the \$842k of expenses that were incurred in the month.
- Significant revenue & expenses for February include:
  - February tax penalty applied resulting in \$49k of additional revenue (44% of budget)
  - \$100k deposit made in conjunction with the Offer to Purchase for land and aggregate
  - \$83k expense for D6 & D7 refurbishment as per Capital Decision Paper CDP23-013
- The fuel and utilities budgets appear to be trending slightly lower compared to 2022 which is a positive budget variance.
- The Decision Paper reporting chart is now updated to reflect the projects, purchases and initiatives that were approved as part of the 2023 preliminary budget. The only major change is the cancellation (in red) of the Broadband program based on Council's decision to not proceed with pursuing a contribution agreement with MCSnet.

### **Attachments**

- Statement of Financial Position as at February 28, 2023
- Statement of Operations for month ending February 28, 2023
- February 2023 Fuel and Utilities Analysis
- Decision Paper Update – February 2023
- Cheque Registers
- RFD 2<sup>nd</sup> & 3<sup>rd</sup> Reading of Borrowing Bylaw 1338-23
- RFD Closed Session – Purchase of Land and Aggregate
- RFD Appointed Assessor
- RFD Approval of 2022 Audited Financial Statements
- RFD Funding for NAAGO Advocacy Group



**County of Minburn No. 27**  
**2023 Statement of Financial Position**  
*As At February 28, 2023*

<b>FINANCIAL ASSETS</b>	<b>Feb/2023</b>	<b>Jan/2023</b>	<b>Dec/2022</b>
Cash & Temporary Investments	24,749,339	25,420,666	26,813,364
Receivables			
Taxes & Grants in Place of Taxes Receivable	298,815	278,864	341,330
Due From Governments	30,564	167,423	216,178
Trade & Other Receivables	29,982	61,378	393,821
Long Term Receivables	771,092	778,349	785,606
Land Held for Resale	169,407	169,407	169,407
<b>Total Financial Assets:</b>	<b>\$ 26,049,199</b>	<b>\$ 26,876,087</b>	<b>\$ 28,719,706</b>
<b>LIABILITIES</b>	<b>Feb/2023</b>	<b>Jan/2023</b>	<b>Dec/2022</b>
Accounts Payable & Accrued Liabilities	295,353	351,127	1,236,781
Asset Retirement Obligation	398,008	398,008	398,008
Deposit Liabilities	-	-	-
Deferred Revenue	37,722	37,722	37,722
Employee Benefit Obligations	- 12,575	- 6,160	224,462
<b>Total Liabilities:</b>	<b>\$ 718,509</b>	<b>\$ 780,697</b>	<b>\$ 1,896,973</b>
<b>Net Financial Assets:</b>	<b>\$ 25,330,690</b>	<b>\$ 26,095,390</b>	<b>\$ 26,822,733</b>
<b>NON-FINANCIAL ASSETS</b>	<b>Feb/2023</b>	<b>Jan/2023</b>	<b>Dec/2022</b>
Tangible Capital Assets	27,170,734	27,170,734	27,170,734
Inventory for Consumption	7,177,252	7,137,565	7,095,377
Prepaid Expenses	249	-	229,459
<b>Total Non-Financial Assets:</b>	<b>\$ 34,348,235</b>	<b>\$ 34,308,298</b>	<b>\$ 34,495,570</b>
<b>ACCUMULATED SURPLUS:</b>	<b>\$ 59,678,925</b>	<b>\$ 60,403,689</b>	<b>\$ 61,318,303</b>
<b>Difference:</b>	<b>-\$ 1,639,378</b>	<b>-\$ 914,614</b>	

*Compiled March 7, 2023*



# County of Minburn No. 27

## 2023 Revenue & Expenditure Report

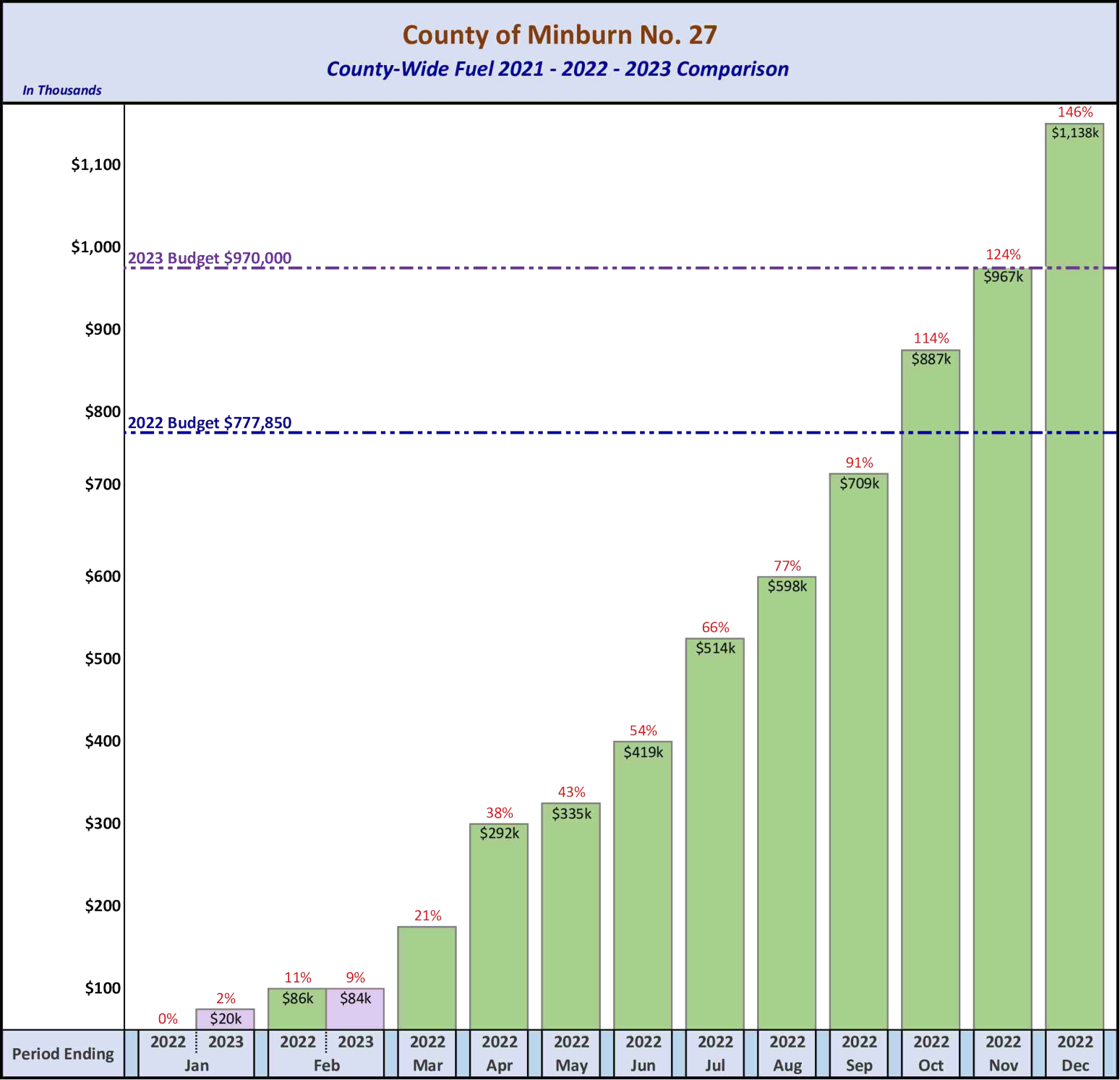
For Month Ending February 28, 2023

REVENUE	2023 Current Month	2023 Year-To-Date	2023 Budget	% of Budget Used	Same Period Last Year
Net Municipal Taxes	-	38,327	13,237,614	-0.3%	0.3%
User Fees & Sale of Goods	18,409	23,062	342,950	6.7%	6.5%
Government Transfers	6,653	36,974	3,251,742	1.1%	-2.8%
Investment Income	26,190	235,864	532,500	-44.3%	16.8%
Penalties & Costs on Taxes	49,614	49,728	112,900	44.0%	31.1%
Gain on Disposal of Tangible Assets	-	37,800	139,300	27.1%	0.0%
Other	16,235	22,696	189,723	12.0%	21.0%
<b>Totals:</b>	<b>\$ 117,102</b>	<b>-\$ 103,931</b>	<b>\$ 17,806,729</b>	<b>-0.6%</b>	<b>0.6%</b>

EXPENDITURES	2023 Current Month	2023 Year-To-Date	2023 Budget	% of Budget Used	Same Period Last Year
Administrative & Legislative	175,250	434,095	2,783,260	15.6%	14.4%
Fire Protection & Safety Services	21,381	108,858	798,143	13.6%	21.2%
Ambulance Services	-	9,060	11,000	82.4%	79.1%
Policing Services	-	-	230,000	0.0%	-56.2%
Bylaw Enforcement, Health & Safety	1,520	3,058	77,650	3.9%	9.0%
Roads, Streets, Walks, Lights	526,845	713,145	13,663,007	5.2%	4.3%
Water Supply & Distribution	9,717	13,486	216,325	6.2%	4.3%
Wastewater Treatment & Disposal	2,925	2,151	62,500	3.4%	11.5%
Waste Management	21,027	100,916	854,596	11.8%	22.6%
Family & Community Support Services	-	40,814	163,756	24.9%	24.9%
Cemeteries	-	-	3,200	0.0%	0.0%
Planning & Economic Services	31,109	41,032	836,946	4.9%	6.8%
Agricultural Services Board	16,083	28,709	588,650	4.9%	4.9%
Recreation & Library Services	36,008	40,122	826,191	4.9%	0.5%
<b>Totals:</b>	<b>\$ 841,865</b>	<b>\$ 1,535,447</b>	<b>\$ 21,115,224</b>	<b>7.3%</b>	<b>6.2%</b>

Difference:

**-\$ 1,639,378**

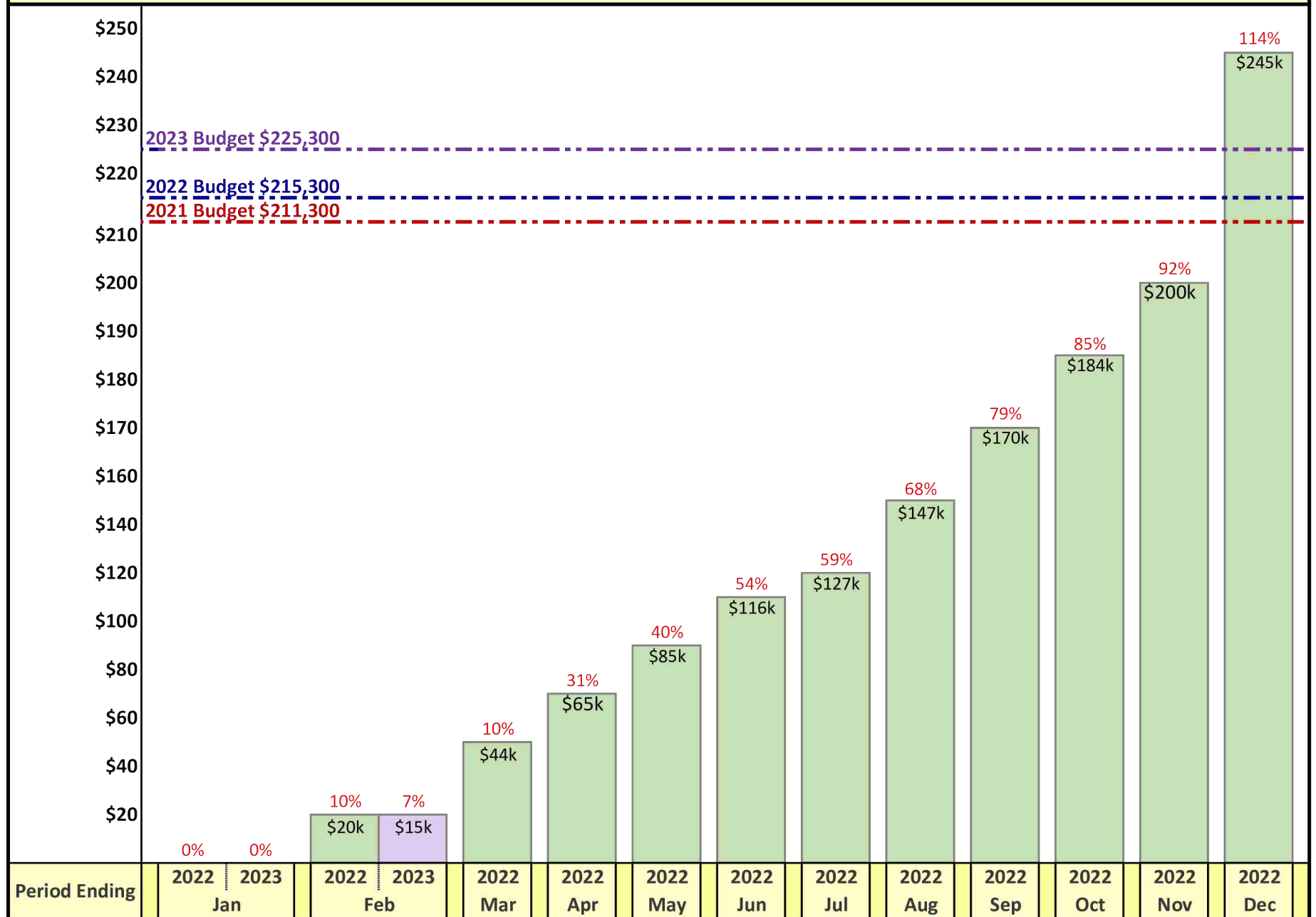




# County of Minburn No. 27

## County-Wide Utilities 2021 - 2022 -2023 Comparison

In Thousands



Updated March 8, 2023

**COUNTY OF MINBURN NO. 27**  
**2023 Monthly Progress Report - At February 28, 2023**

Compiled March 8, 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	\$ -	
Wapasu Park Improvements	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 35,400	\$ -	Wapasu Committee to meet and discuss
Paid On Call 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>	\$ 60,000	\$ -	Tender awarded; project commencing in March
Regional Economic Development Framework	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 112,000	\$ -	
Orthophoto Update	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 75,000	\$ -	
Broadband Internet (Cancelled)	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 266,271	N/A	Council decided not to proceed at Feb Council meeting; awaiting final invoices from Tango Networks
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 closed; results going to March 27th Council Meeting
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
Roadside Mowing Program	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 130,000	\$ -	Tender closed; results going to March 27th Council Meeting
Protective Services Assistant	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 87,100	\$ -	
Decision Papers - Capital								
Project Name	20%	40%	60%	80%	100%	Budget	Spent	Comments
Fleet Truck Replacement - 1 One Ton Truck	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 79,000	\$ -	Truck tender is closed; recommendation & order to be placed in the next month
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 Refurbishment	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 121,650	\$ 3,778	Equipment repairs complete; awaiting final invoices
Mannville Salt Shed	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 155,750	\$ -	Tender closed; results going to March 27th Council Meeting
Hwy 16A Upgrades - East	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 555,200	\$ -	Tender awarded
Lavoy Drainage Improvements	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 1,835,045	\$ -	Associated Engineering engaging AEPA to determine if they support project
Lavoy Sidewalk Improvements	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 33,400	\$ -	
2020 Construction Program Additional Costs	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 20,000	N/A	Implemented January 1/20223 - Ongoing costs
BF7640 Repairs	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 322,000	\$ -	Tender to be posted early March
Ranfurly WTS Skid Shack Office	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 54,200	\$ -	Tender awarded
Mannville & Innisfree Fire Hall Repairs	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 20,000	\$ -	
SCBA Purchase	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 212,593	\$ -	Tender closed; results going to March 27th Council Meeting
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>			
Gravel Crush Program	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>			
Oiling Projects	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>			
Dust Controls	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>			
Roadside Mowing	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>			
Roadside Brushing	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>			

### Councillor Request Report

Action List Item No.	Motion No.	Meeting Date	Description	Percentage Completed	Person Responsible	Date Completed	Notes
2330	Discussion	15-Feb-23	Prepare amendments to draft 100 Year Agricultural Award County Council Policy CC3011-01 and present at March Committee of the Whole meeting.	50%	Darwin		Final amendments will be presented at the April Committee of the Whole meeting.
2231	Discussion	15-Feb-23	Obtain additional and updated information on County's population for townships including Village of Innisfree and present at March Committee of the Whole meeting.	90%	Jay/Audra		Waiting for final updates from Statistics Canada.
2232	Discussion	15-Feb-23	Obtain additional information from Lavoy Action Society regarding maintenance of Lavoy Campground and present at future Committee of the Whole meeting.	100%	Davin	15-Feb-23	Lavoy Action Society advised that they do not want to be responsible for the maintenance of the Lavoy campground and would like the campground to be developed into an open space as well as have some of the structures moved to the Lavoy playground.
2233	2023-16	21-Feb-23	Proceed with Offer to Purchase Agreement to acquire lands and aggregate.		Jay		Ongoing
2234	2023-18	21-Feb-23	Enter into an agreement with Ken-X-Energy Ltd. for the 2023 Gravel Haul Program.	100%	Norm	03-Mar-23	Fully executed agreement sent to contractor March 15
2235	2023-20	21-Feb-23	Enter into a contract agreement with Two Hills Regional Waste Management Commission for 2023 to 2028 waste haul services.	90%	Norm/Darwin		Waiting for County of Two Hills to execute the agreement.
2236	2023-21	21-Feb-23	Finalize Waste Management Services MOU	100%	Jay	06-Mar-23	Joint Landfill/Transfer Station meeting held on February 27 where Innisfree and Mannville endorsed the MOU.
2237	2023-22	21-Feb-23	Proceed with the sale of Unit 904, 2002 Ford 550 wildland unit.		Mike		Jay and Mike will be posting the sale on Alberta Purchasing Connection (APC).
2238	2023-26	21-Feb-23	Request consent from County of Two Hills to acquire land located in the County of Two Hills.	100%	Jay	24-Feb-23	Letter sent to County of Two Hills on February 24.
2239	2023-27	21-Feb-23	Prepare 3-year land lease agreements for Durlowe Farms and Charlene Melenka. Notify Mark and Susan Weiss of land lease tender results.	100%	Jay/Trudy	23-Feb-23	Agreements and letters have been drafted and sent to ratepayers.
2240	2023-31	21-Feb-23	Write letter of support to Go East of Edmonton Regional Tourism Organization for their application to the Travel Alberta Cooperative Investment Fund.	100%	Davin	21-Feb-23	Letter has been written and sent.
2241	2023-32	21-Feb-23	Write letter to the Minister of Municipal Affairs stating Council's desire to see an end to the Property Tax Exemption of new wells and pipelines and request that the Government of Alberta re-evaluate this exemption moving forward in 2023.	50%	Pat		Research is completed.