



AGENDA

October 16, 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 September 13, 2023 Council Meeting
- 4. Delegations**
- 5. Council Priorities**
- 6. Requests for Decision**
 - 6.1 ACP Grant: ACE Water Supply Project
 - 6.2 Development Permit #2023-32
 - 6.3 Energy Resource & Utility Activity Approaches to County Roads Policy PDS 7003-02
 - 6.4 Utilities within County Road Allowances Policy PDS 7004-02
 - 6.5 Subdivision File 06-2023, SW 6-52-12-W4M
 - 6.6 Stubble Burning Policy PS 8005-02
 - 6.7 North Saskatchewan Watershed Alliance Funding Request
 - 6.8 Battle River Watershed Alliance Funding Request
 - 6.9 Northern Lights Library System (NLLS) 2024 Levy Proposed Funding Increase
 - 6.10 Borrowing Bylaw 1344-23 – Interim Borrowing
 - 6.11 Minburn Christmas Market and Family Christmas Party
 - 6.12 2023 Tax Sale - Reserve Prices and Conditions of Sale
- 7. Reports**
 - 7.1 Reeve
 - 7.2 Council
 - 7.3 Operations
 - 7.4 Agriculture and Utilities
 - 7.5 Planning and Development
 - 7.6 Protective Services
 - 7.7 Corporate Services
- 8. Correspondence and Information Items**
 - 8.1 Vegreville Transportation Services Society Thank You
- 9. Councillor Requests (Information Requests and Notices of Motion)**
 - 9.1 Action Item List
- 10. Closed Session**
- 11. Open Session**
- 12. Motions arising out of the Closed Session**
- 13. Adjournment**



Council Meeting Minutes

September 13, 2023

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

Administration Present: Pat Podoborozny, Chief Administrative Officer
Norm De Wet, Director of Operations
Mike Fundytus, Director of Protective Services
Davin Gegolick, Director of Planning and Development
Kari Janzen, Senior Accountant
Trudy Shukalak, Legislative Services Coordinator

1 CALL TO ORDER

Reeve Konieczny called the meeting to order at 9:16 a.m.

2 ADOPTION OF AGENDA

2023-189

Moved by: Deputy Reeve Kuzio

THAT the September 13, 2023, regular Council meeting Agenda be adopted as presented.

Carried

3 CONFIRMATION OF MINUTES

3.1 August 21, 2023, Regular Council Meeting

2023-190

Moved by: Councillor Anderson

THAT the August 21, 2023, regular Council meeting minutes be adopted as presented.

Carried

4 DELEGATIONS

5 COUNCIL PRIORITIES

2023-191

Moved by: Councillor Ogrodnick

THAT the Council Priorities be accepted as presented.

Carried

6 REQUESTS FOR DECISION

6.1 Partner with Town of Vegreville in Alberta Community Partnership (ACP) Program for Regional Recreation Feasibility Study

2023-192

Moved by: Councillor Ogrodnick

THAT the County of Minburn participate in an application for grant funding under the Alberta Community Partnership (ACP) Program for a Regional Recreation Feasibility Study with the Town of Vegreville, Town of Mundare, Town of Two Hills, County of Two Hills and Lamont County, with the Town of Vegreville acting as the managing partner.

Carried

6.2 Subdivision Application File No. 07-2023

2023-193

Moved by: Member Nafziger

THAT the Subdivision Authority approve Subdivision Application File No. 07-2023 regarding NW 10-50-9-W4M subject to the conditions of the report presented.

Carried

6.3 Subdivision Application File No. 08-2023

2023-194

Moved by: Member Wowdzia

THAT the Subdivision Authority approve Subdivision Application File No. 08-2023 regarding NE 36-52-11-W4M subject to the conditions of the report presented.

Carried

6.4 Subdivision Application File No. 09-2023

2023-195

Moved by: Member Anderson

THAT the Subdivision Authority approve Subdivision Application File No. 09-2023 regarding SE 26-51-9-W4M subject to the conditions of the report presented.

Carried

6.5 Joint Purchase of Fire Apparatus with the Town of Vegreville

2023-196

Moved by: Councillor Anderson

THAT Council approve the joint purchase of a new fire apparatus from Fort Garry Fire Trucks in partnership with the Town of Vegreville for a total estimated cost of \$819,500 with the County's fifty percent contribution being funded from fire reserves.

Carried

6.6 Electronic Signatures and Approvals Policy

2023-197

Moved by: Councillor Bentley

THAT Council approve Electronic Signatures and Approvals Policy No. AD 1023-01 that establishes standards for the use of electronic signatures and electronic approvals by the County.

Carried

6.7 Proclamation and Recognition Policy

2023-198

Moved by: Councillor Ogrodnick

THAT Council approve Proclamations and Recognition Policy CC 3012-01 that outlines significant events and celebrations the County will recognize through Proclamations or Recognition messages to enhance community awareness of public campaigns, events or celebrations.

Carried

7 REPORTS

- 7.1 Reeve**
- 7.2 Council**
- 7.3 Operations Report**
- 7.4 Agriculture and Utilities Report**
- 7.5 Planning and Development Report**
- 7.6 Protective Services Report**
- 7.7 Corporate Services Report**

2023-199
Moved by: Deputy Reeve Kuzio
THAT Council accept the reports as information.

Carried

Reeve Konieczny recessed the meeting at 10:11 a.m.

Reeve Konieczny reconvened the meeting at 10:20 a.m.

Councillor Ogrodnick left the meeting at 10:36 a.m.

Councillor Ogrodnick returned to the meeting at 10:37 a.m.

8 CORRESPONDENCE AND INFORMATION ITEMS

8.1 CIBC Run for the Cure Donation Request

Letter received from CIBC Vegreville requesting the donation of County swag items for their annual CIBC Run for the Cure silent auction to help raise funds to fight breast cancer.

2023-200
Moved by: Councillor Ogrodnick
THAT Council donate swag items to the CIBC Run for the Cure.

Carried

2023-201
Moved by: Councillor Nafziger
THAT Council accept the correspondence as information.

Carried

9 COUNCILLOR REQUEST (Information Request and Notices of Motion)

2023-202
Moved by: Councillor Wowdzia
THAT Council accept the Councillor request reports as information.

Carried

10 CLOSED SESSION

10.1 2023-203
Moved by: Councillor Ogrodnick
THAT Council meet in private to discuss matters protected from disclosure under the *Freedom of Information and Protection of Privacy (FOIP) Act*, specifically Section 16, third party business interests at 10:40 a.m.

Carried

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

11 OPEN SESSION

2023-204

Moved by: Councillor Anderson
THAT Council revert to open session at 10:52 a.m.

Carried

12 MOTIONS ARISING OUT OF THE CLOSED SESSION

2023-205

Moved by: Councillor Nafziger
THAT Council authorize Administration to enter into a three-year standing agreement with MPA Engineering for bridge engineering services, with the option of two one-year renewals commencing January 1, 2024.

Carried

13 ADJOURNMENT

Reeve Konieczny declared the meeting adjourned at 10:58 p.m.

Reeve

Chief Administrative Officer

STRATEGIC PRIORITIES CHART (October 2023)

COUNCIL PRIORITIES

NOW

1. **RECREATION AGREEMENT VEGREVILLE:** Intermunicipal
2. **LAND USE BYLAW REVIEW:** Planning and Development
3. **REGIONAL ECONOMIC DEVELOPMENT FRAMEWORK:** Consultant

TIMELINE

November 2023
March 2024
December 2024

NEXT

- LONG TERM CAPITAL EQUIPMENT REPLACEMENT PLAN (November 2023)
- BYLAW OFFICER CONTRACTED SERVICES (November 2023)
- POLICY AND BYLAW REVIEW- (December 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 – November 2023**
3. Staff Job Descriptions and Salary Grid – October 2023
4. *AlphaBow Energy tax recovery initiative with ARMAA – Ongoing*

CORPORATE SERVICES

1. Financial System Investigation – November 2023
2. Budget 2024 – October/November 2023
3. Employee Handbook – October 2023
4. Donations Policy – November 2023
5. Procurement Policy – January 2024
6. Asset Retirement Obligation – PS 3280 – December 2023

PLANNING AND DEVELOPMENT

1. **REGIONAL ECONOMIC DEVELOPMENT FRAMEWORK: MEETING WITH COMMITTEE – OCTOBER 2023**
2. Orthophoto update: processing data - November 2023
3. **LAND USE BYLAW REVIEW - March 2024**

PROTECTIVE SERVICES

1. Updated Health & Safety Manual – December 2023
2. Emergency Management Operations Centre (Admin building basement) – November 2023
3. Protective Services Policy Review – November 2023
4. BYLAW OFFICER CONTRACTED SERVICES – November 2023

OPERATIONS

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

AGRICULTURE & UTILITIES

1. Complete Wheat and Canola Surveys for Alberta Agriculture and Irrigation – Fall 2023
2. Budget 2024 – October 2023
3. Policy review – Winter 2023

CODES:

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

2 – 3 Year OUTLOOK

1. Service Level Review – **Dec. 2024**
2. Strategic Plan Workshops – **Dec. 2024**



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



RFD Appendix

Alberta Central East (ACE) Water Corporation – Water Supply Project

Alberta Community Partnership (ACP)

The Intermunicipal Collaboration (IC) component of the ACP supports the development of regional plans, service delivery frameworks and regional service delivery efficiencies.

- This includes regional water services and supply studies and regional water feasibility studies that provide critical water storage, pumping, and distribution system model information and recommendations that will inform proactive water management strategies for the corporation.
- Studies generated under the ACP are often used to inform and strengthen Water for Life (W4L) and Alberta Municipal Water/Wastewater Partnership (AMWWP) applications.
- 2023 IC component overview:
 - Application deadline is October 2, 2023.
 - Maximum grant available is \$200,000 per project application; no cost-share requirement.
 - Upon approval, project costs incurred retroactive to April 1, 2023 can be attributed to the grant.
 - Two or more municipal members of ACE with contiguous boundaries would have to submit the application on behalf of the partnership as ACE is an ineligible applicant.
 - Municipal members of ACE have an opportunity to leverage multiple ACP applications in support of their regional water project, provided the projects are stand-alone with distinct outcomes.
 - Capital expenditures are ineligible under ACP.
- Eligible IC projects in support of preliminary planning and pre-engineering for a water supply or water feasibility study includes:
 - Engineering analysis to determine feasibility of a regional water supply system expansion, water allocation and licensing capacity, cost effectiveness, and scaling.
 - Comparative analysis of regional water supply alternatives, develop an evaluation matrix, and review regulatory approval requirements.
 - Development of a regional water system expansion conceptual plan including an infrastructure assessment and options.
 - Development of regional water supply treatment facility conceptual design options and recommendations to facilitate a sustainable water supply.
 - Condition assessment of existing water systems to evaluate condition and design capacity and determine required upgrades.
 - Regional water recommendations to update multi-year capital and fiscal plans.

MPE Grant Services

MPE is able to support the partnership with application preparation and sample council resolutions. There is no charge for this service for our clients.

- For ACP, the managing partner submits the application through ACP Online (ACPO).
 - MPE will prepare the application responses on a word.doc that can be cut and pasted into ACPO once the partnership is comfortable with the drafted content.
 - With just 6 weeks until the ACP application deadline, we would need to have project specifics by early September.

- For W4L or AMWWP, an application package is submitted to Alberta Transportation and Economic Corridors.
 - MPE will prepare the package that includes a project plan, implementation schedule and detailed cost estimates.
 - With a November 30, 2023 deadline, we would need to have project specifics by early November.



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. Paduchowicz

Development Permit #2023-32 Report

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

FILE #	2023-32
LAND LOCATION:	Pt. NE 15-51-12-W4M (Ranfurly)
ADDRESS:	5020 52 Street
OWNER/APPLICANT:	William Mears
LAND USE DISTRICT:	DC: Direct Control
PROPOSED USE:	Accessory Building – Horse Barn

SUMMARY OF PROPOSED DEVELOPMENT

The applicant has submitted a development permit application to construct a 36' x 48' horse barn on the subject lot which is located on the western boundary of Ranfurly. This property is currently used as a rural residential hobby farm encompassing a dwelling, corrals, livestock, chickens, and associated outbuildings.

NOTIFICATION

A Notice of Application was posted both on the subject lot and onto the County's website on September 27, 2023. As of the date of this report, no responses have been received.

GENERAL PURPOSE OF DISTRICT

The DC land use district is applied to areas which have been determined to be unique or of special character. In the past, development applications within Ranfurly were considered on a case-by-case basis having minimal direction from the MDP or other statutory plans. However, the recently adopted MDP now includes policies which support hobby farms within the hamlet to promote alternative lifestyles. Further, the MDP supports the development of a Ranfurly-specific Land Use District to provide direction on the County's specific expectations for future development in the hamlet.

Although our current LUB does not support livestock (ie. horses) within any residential property in any hamlet, we are currently undergoing a full review of the LUB which, although in draft form, would redistrict this subject parcel and other larger parcels currently within the hamlet to A: Agricultural. This proposed amendment would consider livestock and associated farm buildings on this subject lot as a permitted use. Although the revised LUB is in draft form, the policies within the existing MDP support this amendment and, therefore, administration supports the approval of this development application.

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 development of the proposed horse barn will support the existing hobby farm which has been operating for over 5 years. This parcel is over 15 acres and located on the west side of Ranfurly with the closest neighbours being located across 52 Street to the east. No complaints from neighbours have been reported and therefore it can be assumed that the hobby farm use has not interfered with the amenities or materially interfered with or affected the use, enjoyment, or value of adjacent properties.

RECOMMENDATION:

It is recommended that County Council **approve** development permit #2023-23 subject to the following conditions:

1. That the applicant/owner shall ensure that the development of the proposed Accessory Building (36' x 48' horse barn) is undertaken in conformance with the approved plans, information and the applicable provisions of Land Use Bylaw #1254-16.
2. That the proposed Accessory Building shall not be used as a dwelling or for commercial purposes.
3. That prior to construction the applicant/owner is responsible for identifying any soil related issues that may affect the proposed building, and if any soil related issues are identified the applicant/owner shall provide to the County in writing the mitigation measures proposed to be used to ensure a safe and structurally sound building site. In this regard, the municipality is not responsible for any flooding and/or erosion on the subject lot.
4. That failing to conform to the aforementioned conditions would render this permit null and void.

Furthermore, the applicant is advised:

1. 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 and/or standards or codes of practice.
2. **That Development Permit approval from the County of Minburn does not constitute approval for the construction/placement of the proposed development on the subject lot under the Alberta Safety Codes Act and associated Regulations. In this regard, the applicable Safety Code Permit approvals (which may include an Electrical Permit, Gas Permit, and Plumbing Permit) are required for the construction/placement of the subject development. Please contact the Inspections Group at 1-866-554-5048 for all Safety Code Permit application and inspection inquiries.**
3. That this development permit is not valid if it is suspended or cancelled, or if an appeal of the approval is made to the Subdivision and Development Appeal Board (SDAB) in accordance with the *Municipal Government Act*, RSA 2000, Chapter M-26 as amended, or if the development that is the subject of the development permit is not commenced within twelve (12) months from the date of the issuance of the development permit or after that time if in the opinion of the Development Authority the development is not carried out with reasonable diligence.

4. The proposed development 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 within or near the wetland.
5. That a separate development permit approval and the necessary safety code permit approvals are required for any proposed future development (i.e. dwelling, change of use, shipping container, etc.). Please contact the County of Minburn Development Officer at 780-632-2082 for further information.

ATTACHMENTS:

- Development application
- Site Inspection

Prepared by Davin Gegolick on October 11, 2023



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 September 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. 772200 Application Date SEPT 25, 2023 Fee 100.00 DP# 2023-32

Pt. NE 15 51 12	LAND/PARCEL INFORMATION				Hamlet/Subdivision Name	Lot	Block	Plan
Quarter	Section	Township	Range					
4	12	51	15	W4	RANFURLY			

Rural Address: 5020 52 sST

Applicant Information:

Name William Mears

Property Owner (if different from Applicant):

Name

Mailing Address

Town/City

Postal Code T0B 3T0

Daytime Ph

Fax

Email

Interest of Applicant in land if not owner

Existing Use of Land/Building NA



Lot/Parcel Size 15.83 acres

Describe the Proposed Development (What do you propose to develop on the land or in the building?)

BUILD A PRFABRICATED BARN 36' x 48'

New Development - Yes ☒ No ☒

Replacement or Alteration of Existing - Yes ☐ No ☒

Land Use District DC

Specific Use HORSE BARN Accessory Building

Setback Distance from Proposed Development to Property Lines:

Front Yard 96.6 m Rear Yard 523 m

Side Yard (1) 67.3 m Side yard (2) 152 m

Method of sewage disposal: NA

Method of providing water: NA

Estimated Commencement Date: JUNE 2024

Estimated Completion Date: JUNE 2024

Estimated Value of Development: \$ 60000

(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)

SIGNATURE OF OWNER(S)

*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.

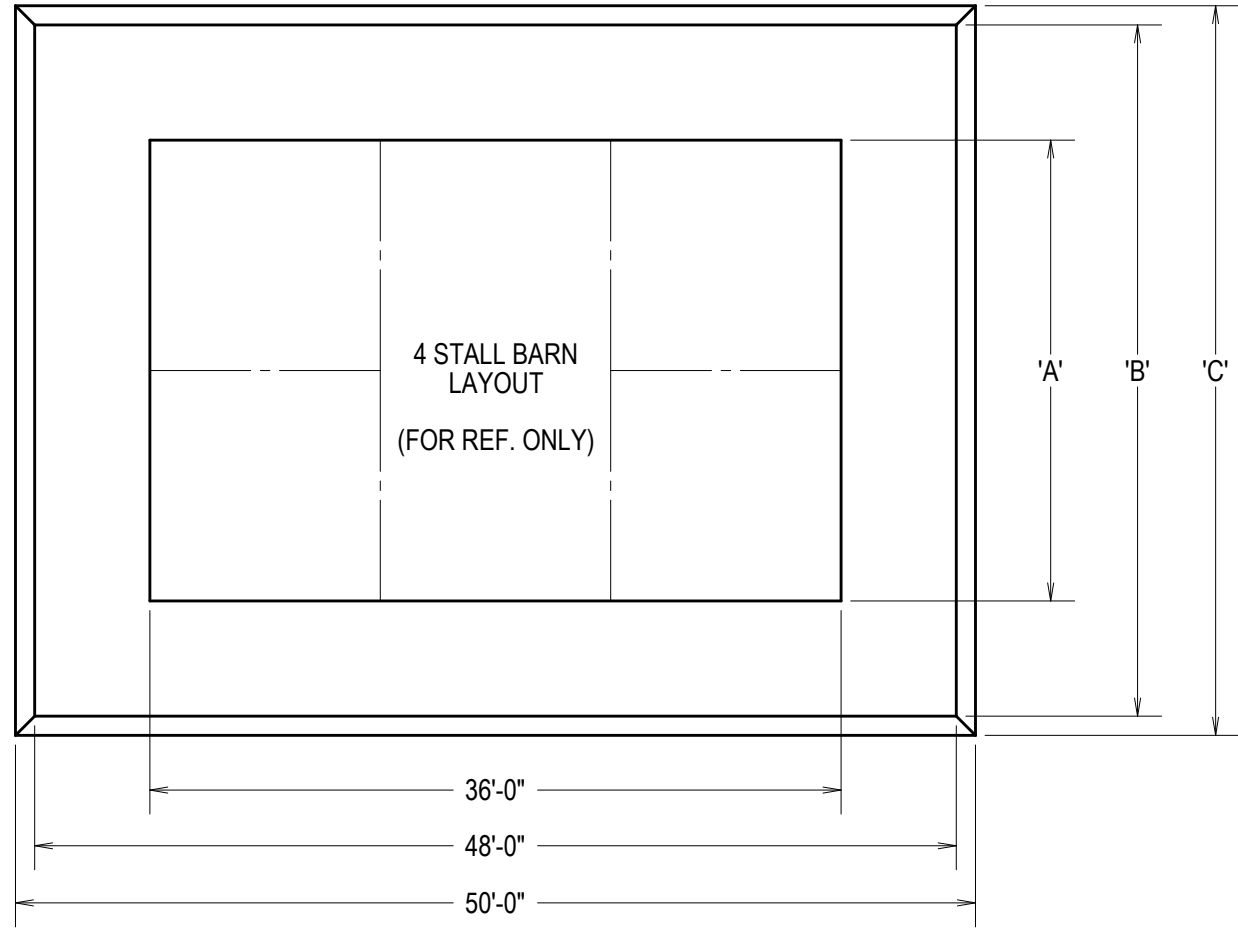
*This information is being collected under the authority of Part 17 of the Municipal Government Act, RSA 2000, Chapter M-26 and Land Use Bylaw #1254-16 and will be used for development permit purposes. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. 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.

Mears - Proposed Barn site map

Legend

- Asset Problem
- County Boundary
 - Roads
 - Pavement Road
 - Unimproved Road
 - Gravel Road
 - Plan Registered
 - Parcel
 - 2018



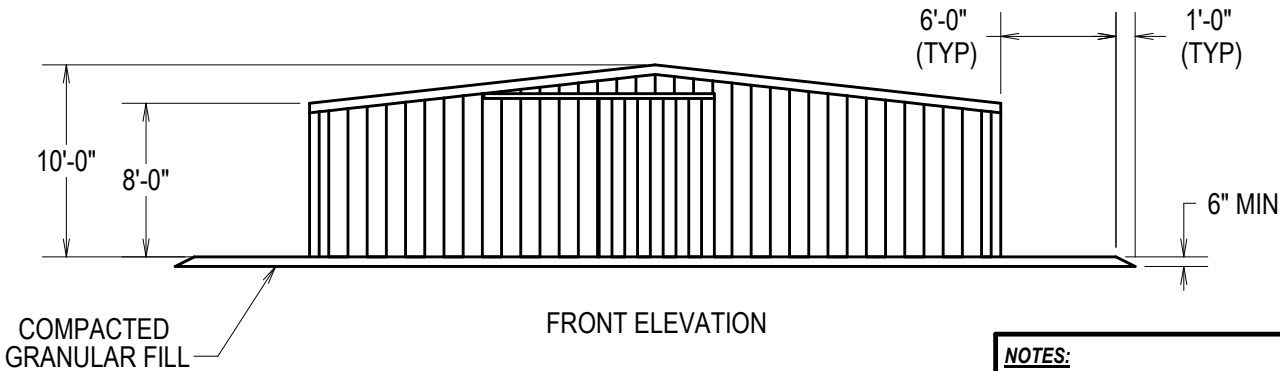


TOP VIEW

SITE PREPARATION PROCEDURE

- 1) REMOVE ALL ORGANIC MATERIAL FROM THE BUILDING SITE.
- 2) SITE MUST BE BUILT UP 6-8 INCHES ABOVE GROUND LEVEL DEPENDING ON GROUND CONDITIONS. BARN MUST BE ABOVE ANY GROUND WATER RUNOFF.
- 3) USE 3/4" CRUSHED FILL GRAVEL.
- 4) TOP-LEVEL PORTION OF SITE MUST BE 48 FT WIDE X 'B' LENGTH DESIGNATED IN TABLE BELOW.
- 5) COMPACTED WITH VIBRATING GAS POWERED PLATE COMPACTOR.
- 6) COMPACTED IN 2" LAYERS AS IT IS BUILT UP TO SITE LEVEL.
- 7) COMPACTED TO 98% COMPACTION.
- 8) SITE MUST BE FINISHED TO SMOOTH AND LEVEL, CHECKED WITH A PROFESSIONAL LEVELING INSTRUMENT (LASER OR TRANSIT).

SELECT ONE	DESCRIPTION	OVERALL BARN SIZE (FT x FT)	'A' (FT)	'B' (FT)	'C' (FT)
	4 STALL BARN	36 x 24	24	36	38
	6 STALL BARN	36 x 36	36	48	50
	8 STALL BARN	36 x 48	48	60	62
	10 STALL BARN	36 x 60	60	72	74
	12 STALL BARN	36 x 72	72	84	86



FRONT ELEVATION

NOTES:

1. DO NOT SCALE DRGS.

2. ALL DIMENSIONS AND DATUM ARE TO BE CHECKED BY THE CONTRACTOR. REPORT ANY DISCREPANCIES TO THE CONSULTANT BEFORE PROCEEDING.

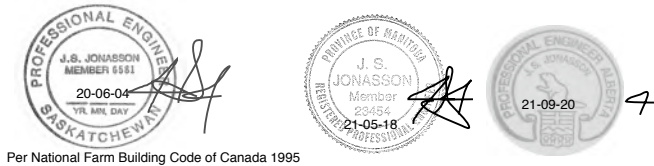
REV	DATE	REVISION	MD BY
R01	22-Jun-11	CHGD TO FOUR STALL LAYOUT	KAG
R00	18-Feb-08	COMPLETED DRAWING	KAG

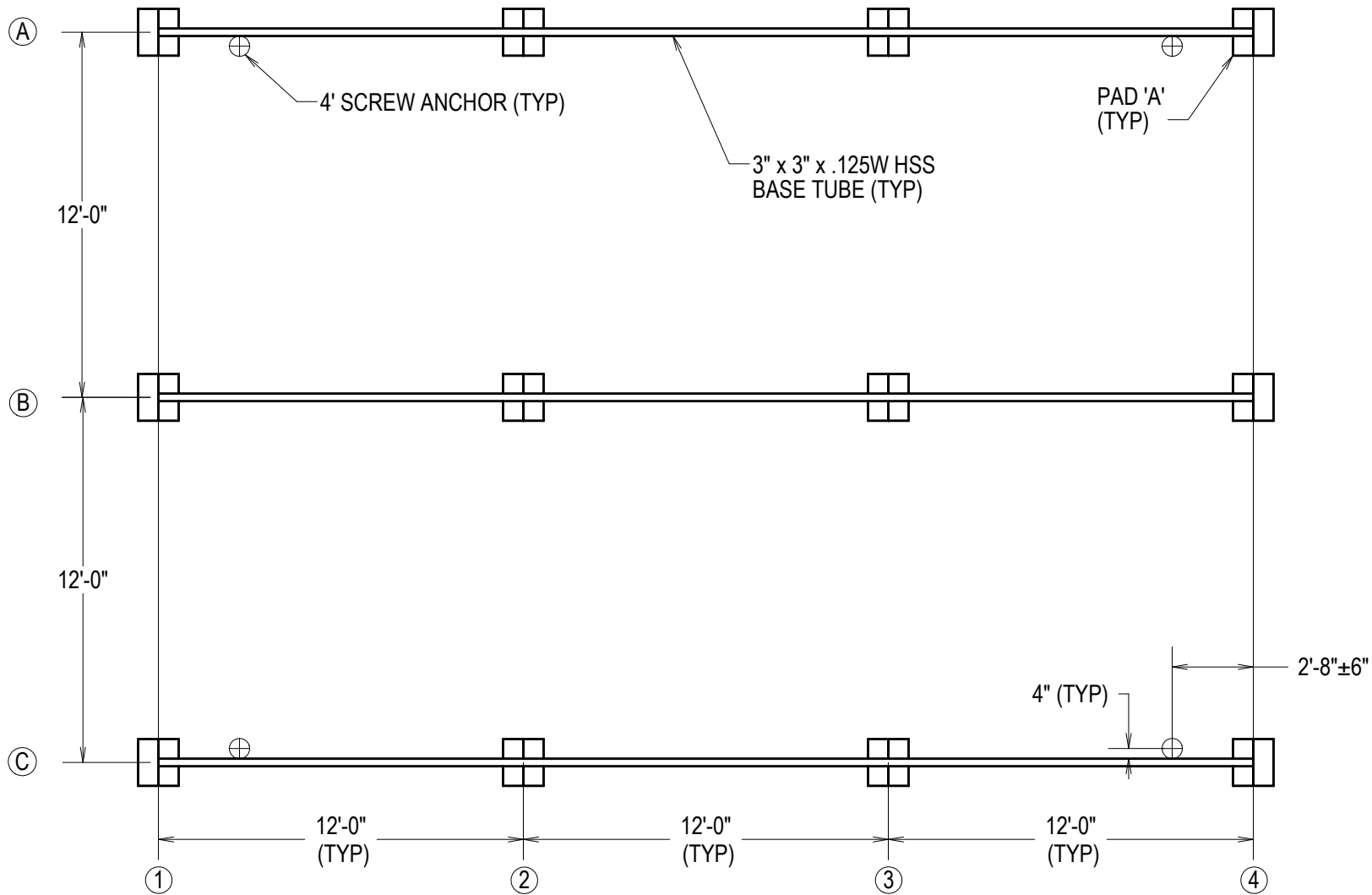
AFFORDABLE BARNs

BOX 997, MELFORT, SASKATCHEWAN, CANADA, S0E 1A0
TEL. (306) 752-2004 FAX (306) 752-6367

SITE PREPARATION INSTRUCTIONS

DATE	18-FEB-08	DRN BY	KAG	SCALE	1:120	DWG SIZE	B
DOCUMENT NO.	S-00	REV.	00	SHEET	1 OF 1		





FOUNDATION REACTIONS (SPECIFIED)

LOCATION	HORIZONTAL (kN)	VERTICAL (kN)	PAD TYPE
A1, A4, C1, C4	1.4	11.8	'A'
A2, A3, C2, C3	2.8	23.5	'A'
B1, B4	2.8	23.5	'A'
B2, B3	2.8	47.0	'A'

NOTES:

- 1) SEE SITE PREPARATION INSTRUCTIONS (DRAWING S-00)
- 2) BASE PAD 'A' TO BE 18" x 16 x 3" THICK.
- 3) BASE PADS TO BE CONSTRUCTED OF PWF MATERIAL.
- 4) ONCE BUILDING IS COMPLETE, FILL BUILDING AREA TO TOP OF BASE TUBES WITH COMPACTED GRANULAR OR EQUIVALENT.
- 5) ENSURE LOCAL CONDITIONS DO NOT EXCEED LISTED CLIMATIC CONDITIONS.

DESIGN CRITERIA:

CLIMATIC CONDITIONS:

$S_s = 2.7 \text{ kPa (55 PSF)}$
 $S_r = 0.1 \text{ kPa (2.0 PSF)}$
 $Q_{30} = 0.5 \text{ kPa (10.5 PSF)}$
 $Z_a = 1$
 $Z_v = 1$
 $v = 0.05$

$D.L. = 0.34 \text{ kPa (7.1 PSF)}$

IMPORTANCE FACTOR = 0.9

$C_b = 0.8$
 $C_w = 1.0$
 $C_a = 0.9$

DESIGN CODES:

NBC 1995
CAN/CSA S-16.01
CAN/CSA S-136
CAN/CSA 086.1-M89

NOTES:

1. DO NOT SCALE DRGS.
2. ALL DIMENSIONS AND DATUM ARE TO BE CHECKED BY THE CONTRACTOR. REPORT ANY DISCREPANCIES TO THE CONSULTANT BEFORE PROCEEDING.

R01	22-Jun-11	CHGD TO FOUR STALL LAYOUT	
R00	18-Feb-08	COMPLETED DRAWING	KAG
REV	DATE	REVISION	MD BY

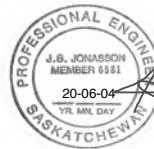
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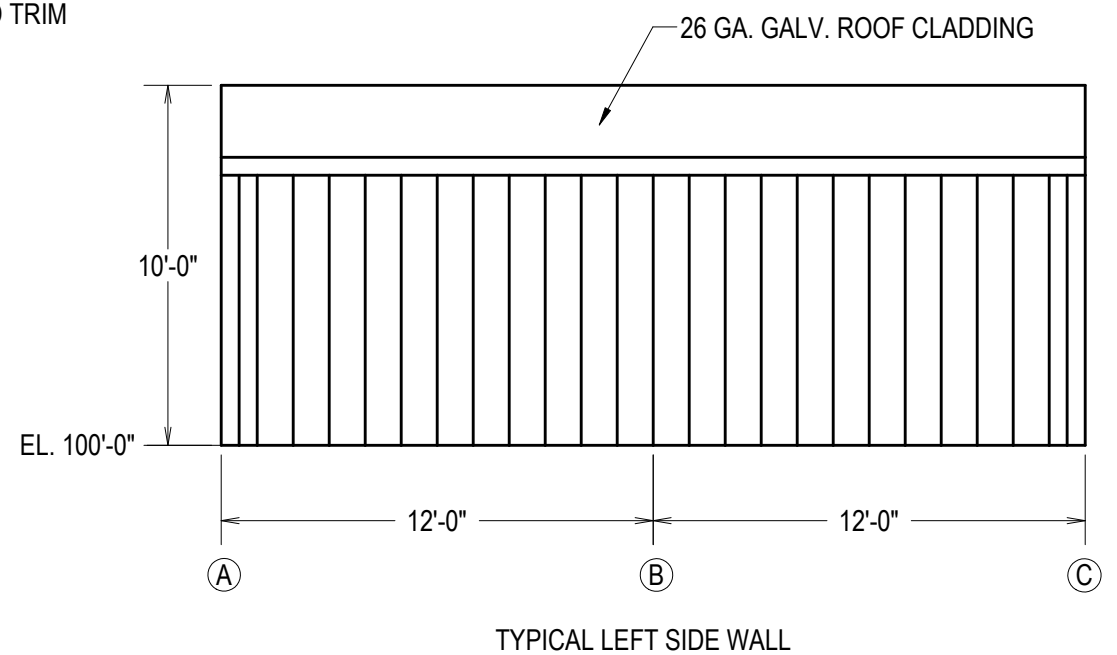
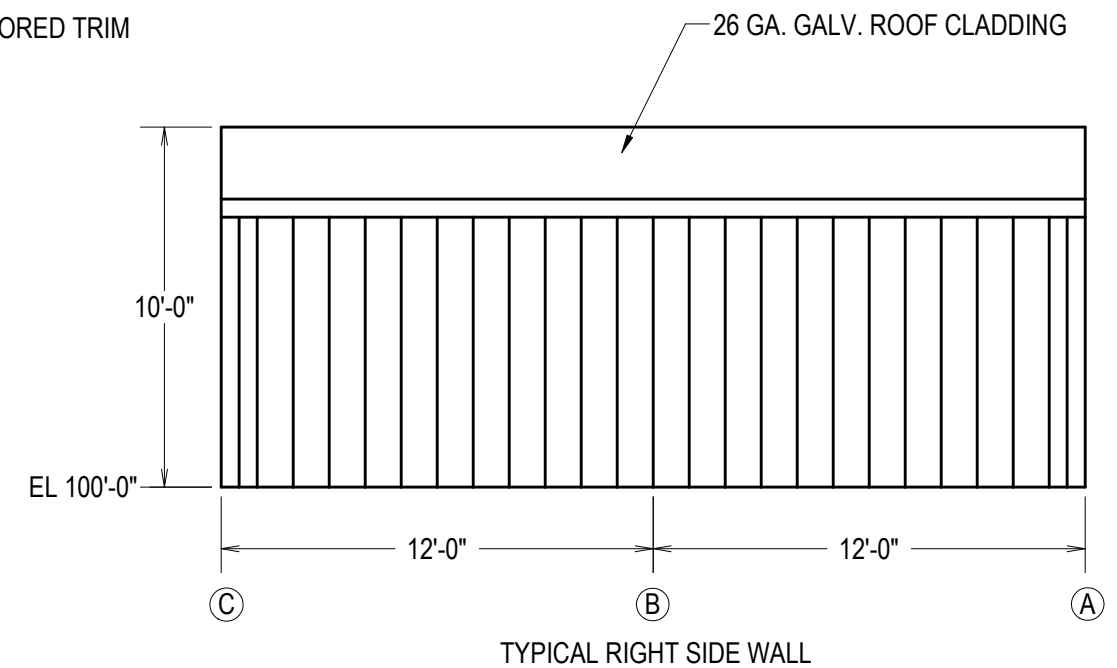
AFFORDABLE BARNs

BOX 997, MELFORT, SASKATCHEWAN, CANADA, S0E 1A0
TEL. (306) 752-2004 FAX (306) 752-6367

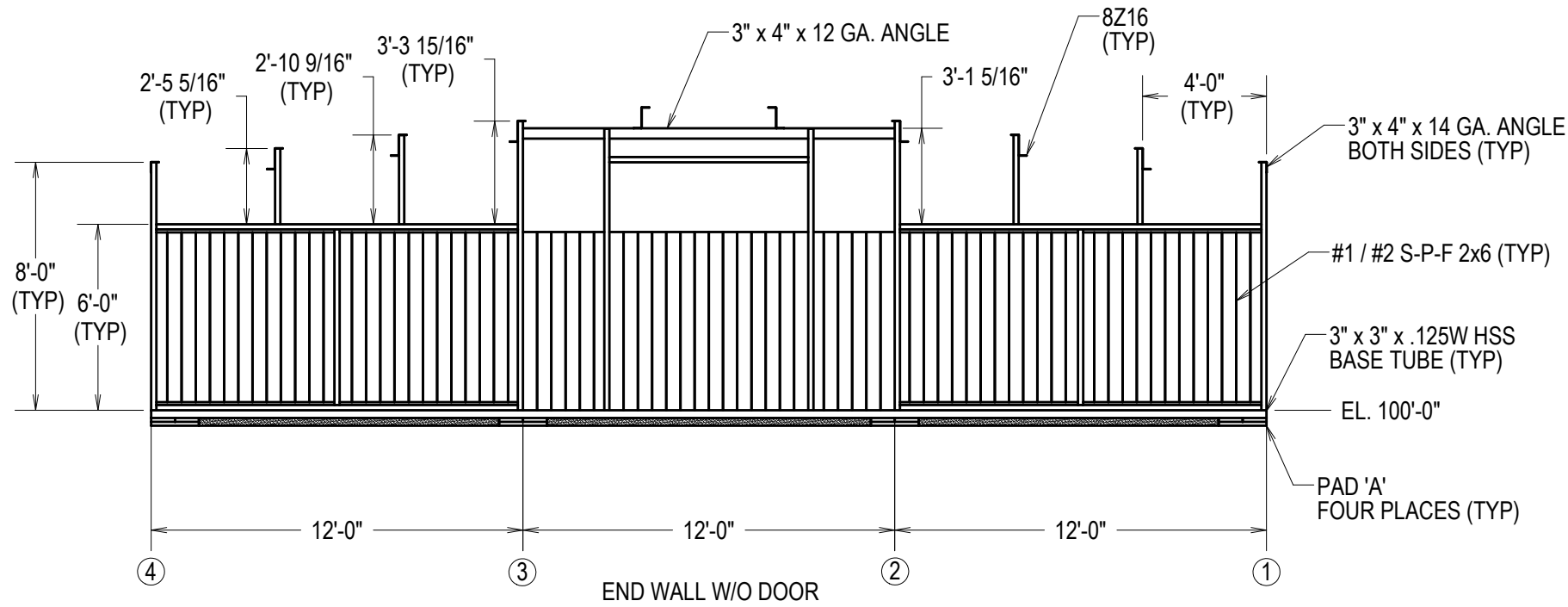
FOUNDATION LAYOUT

DATE	18-FEB-08	DRN BY	KAG	SCALE	1:64	DWG SIZE	B
DOCUMENT NO.	S-02	REV.	00	SHEET	2 OF 4		

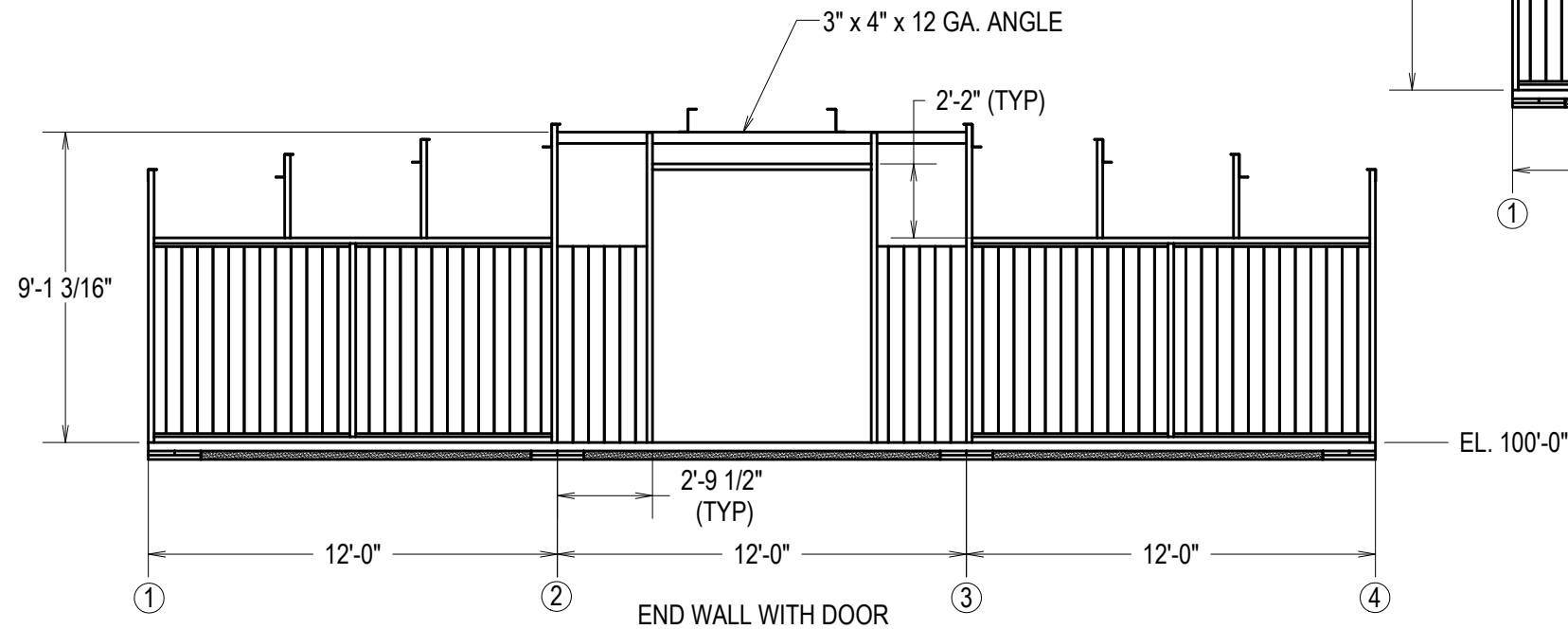
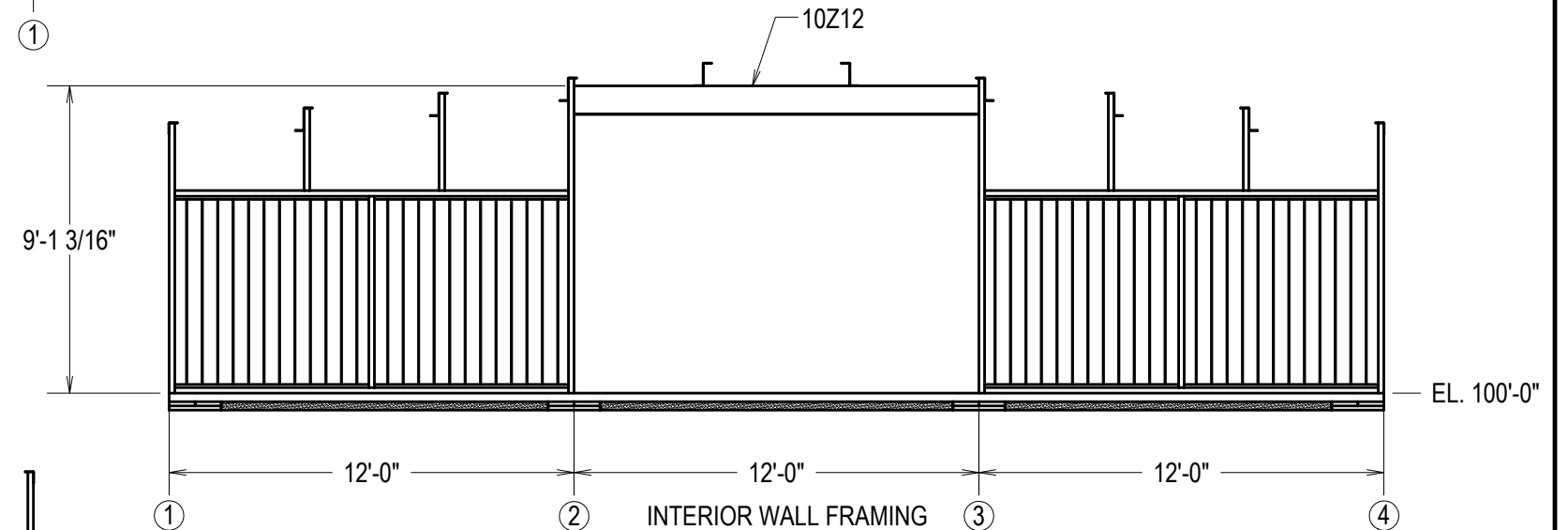




NOTES: 1. DO NOT SCALE DRGS. 2. ALL DIMENSIONS AND DATUM ARE TO BE CHECKED BY THE CONTRACTOR. REPORT ANY DISCREPANCIES TO THE CONSULTANT BEFORE PROCEEDING.					AFFORDABLE BARNs BOX 997, MELFORT, SASKATCHEWAN, CANADA, S0E 1A0 TEL. (306) 752-2004 FAX (306) 752-6367
	R01	22-Jun-11	CHGD TO FOUR STALL LAYOUT	KAG	ELEVATIONS
	R00	18-Feb-08	COMPLETED DRAWING	KAG	
	REV	DATE	REVISION <u>Update</u>	MD BY	
THE INFORMATION CONTAINED IN THIS DOCUMENT IS THE SOLE PROPERTY OF TAYLOR FARMS INC. USE SHALL BE LIMITED TO THE PURPOSES FOR WHICH THE INFORMATION HAS BEEN PROVIDED. ANY REPRODUCTION OR DISCLOSURE TO THIRD PARTIES, IN WHOLE OR PART, WITHOUT THE WRITTEN PERMISSION OF TAYLOR FARMS INC. IS PROHIBITED.					DATE 18-FEB-08 DRN BY KAG SCALE 1:64 DWG SIZE B
					DOCUMENT NO. S-01 REV. 00 SHEET 1 OF 4



- NOTES:
- 1) ALL FRAMING TO BE 2"x2"x.109W HSS UNLESS OTHERWISE SPECIFIED.
 - 2) VERTICAL COLUMNS AT GRIDS '1', '2', '3', & '4' ARE TO BE TWO PLY 2"x2"x.109W HSS FOR INTERIOR WALL ONLY.
 - 3) AREA BELOW HORIZONTAL GIRT @ 6' LEVEL TO BE FILLED WITH #1/#2 S-P-F 2x6, STANDING VERTICAL AND HELD IN PLACE WITH A CONTINEOUS 1/8" x 1" x 1-1/2" CHANNEL WELDED TO THE BOTTOM CORNERS OF THE GIRT AND THE TOP CORNER'S OF THE GIRT AT THE FLOOR LEVEL. THE 2x6'S ARE TO FIT TIGHT.
 - 4) THE AREA BETWEEN GRIDS '2' & '3' OF THE INTERIOR WALL FRAME NOT TO BE FILLED.
 - 5) THE DOOR AREA TO BE LEFT OPEN FOR END WALL WITH DOOR. FOR END WALL WITHOUT DOOR, FILL DOOR AREA WITH 2X6'S.



NOTES:

1. DO NOT SCALE DRGS.
2. ALL DIMENSIONS AND DATUM ARE TO BE CHECKED BY THE CONTRACTOR. REPORT ANY DISCREPANCIES TO THE CONSULTANT BEFORE PROCEEDING.

R01	21-Mar-08	ADDED 2X6 WOOD DETAIL	KAG
R00	18-Feb-08	COMPLETED DRAWING	KAG
REV	DATE	REVISION	MD BY

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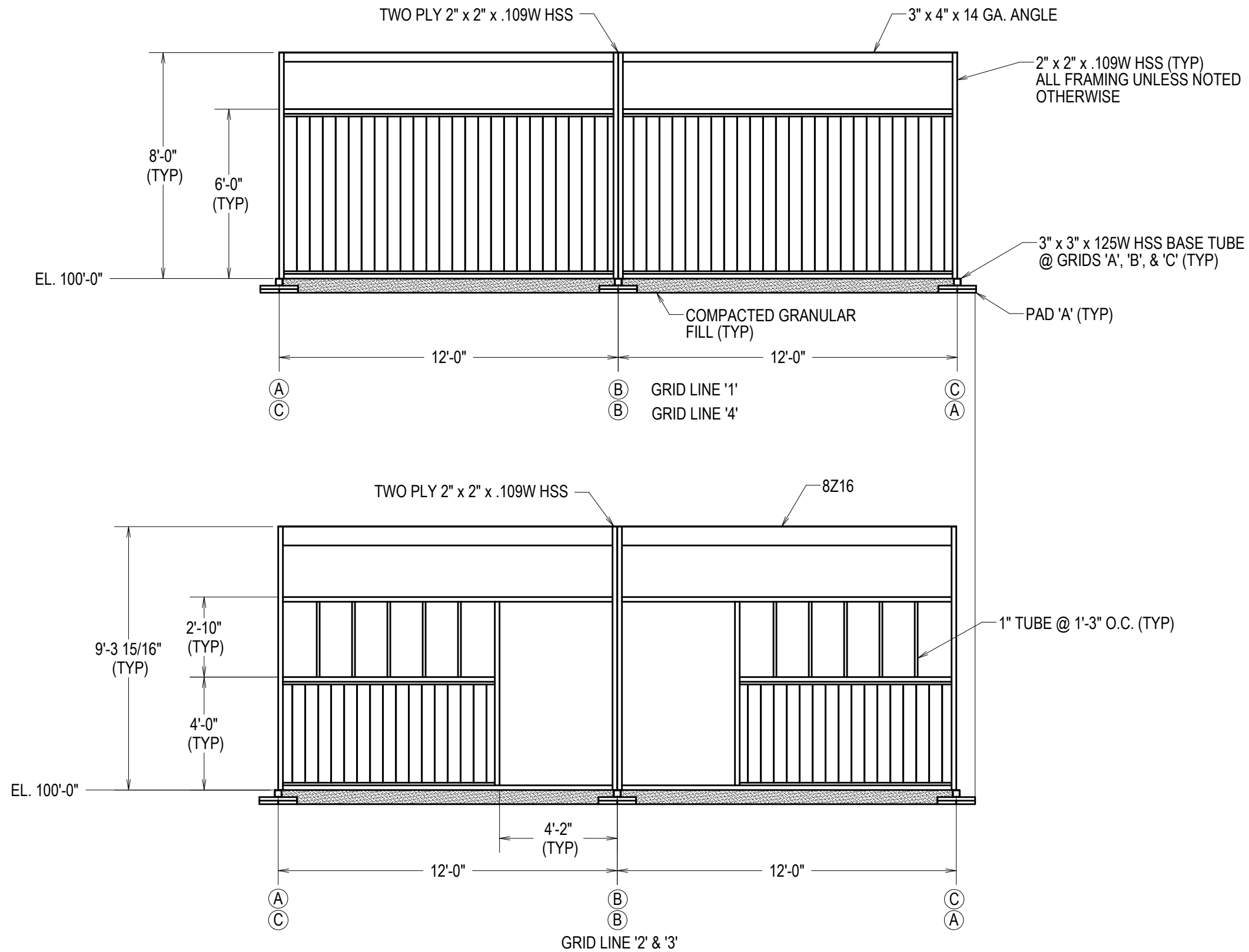
AFFORDABLE BARNs

BOX 997, MELFORT, SASKATCHEWAN, CANADA, S0E 1A0
TEL. (306) 752-2004 FAX (306) 752-6367

FRAMING @ GRIDS 'A', 'B', & 'C'

DATE	18-Feb-08	DRN BY	KAG	SCALE	1:64	DWG SIZE	B
DOCUMENT NO.	S-03	REV.	00	SHEET	3 OF 4		

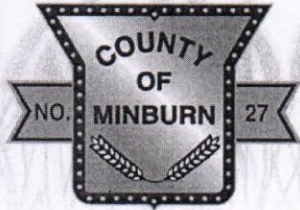




NOTES:			
1. DO NOT SCALE DRGS.			
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R01	21-Mar-08	ADDED 2X6 WOOD DETAIL	KAG
R00	18-Feb-08	COMPLETED DRAWING	KAG
REV	DATE	REVISION	MD BY
THE INFORMATION CONTAINED IN THIS DOCUMENT IS THE SOLE PROPERTY OF TAYLOR FARMS INC. USE SHALL BE LIMITED TO THE PURPOSES FOR WHICH THE INFORMATION HAS BEEN PROVIDED. ANY REPRODUCTION OR DISCLOSURE TO THIRD PARTIES, IN WHOLE OR PART, WITHOUT THE WRITTEN PERMISSION OF TAYLOR FARMS INC. IS PROHIBITED.			

AFFORDABLE BARN			
BOX 997, MELFORT, SASKATCHEWAN, CANADA, S0E 1A0 TEL. (306) 752-2004 FAX (306) 752-6367			
FRAMING @ GRIDS '1', '2', '3', & '4'			
DATE	18-Feb-08	DRN BY	KAG
SCALE	1:48	DWG SIZE	B
DOCUMENT NO.	S-04	REV.	00
		SHEET	4 OF 4





COUNTY OF MINBURN NO. 27

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

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

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

I/We William Mears, being the landowner(s) of:

4 1/4 SEC 15 TWP 51 RGE 12 W4; in the County of
Minburn in the Province of Alberta, do hereby acknowledge and agree that the structure
described as:

Prefabricated horse barn

shall be used solely as a "farm building".

A "farm building" is a building that:

- does not contain a residential occupancy,
- is located on land used as a farm, or is zoned for agricultural use and directly supports the primary farm operation,
- has a low occupant load, and
- is not used or occupied by, or expected to be used or occupied by, the public or persons, **other than** the farmer or farmers that own the building, their immediate family, and/or their farm employees, that may be in the building from time to time,

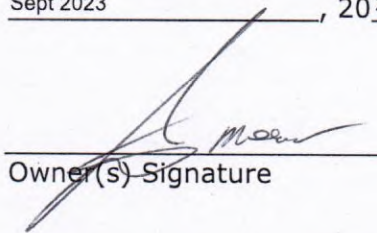
and the building is used exclusively, or in a combination of the following, for:

- housing livestock,
- storing, sorting, grading or bulk packaging primary agricultural products, or
- housing, storing, or maintaining machinery associated with the operation of the farm on which it is located.

Please note that most "farm buildings" in the County require that a development permit be approved prior to construction or relocation.

Further, I/we also understand and agree that if the use of the structure changes to be used for a purpose other than a "farm building", the landowner(s) will be required to take out a Development Permit and Building Permit, and will be required to bring the building standards of the structure up to the current Alberta Building Code requirements at that time for the new use being proposed.

Signed at Vegreville in the Province of Alberta, this 26 day of
Sept 2023, 2023.


Owner(s) Signature

(UJ Mears)

Witness

From approach to lot off 52 Street: Notice of Application posted.



Further north along 52 Street facing west: property appears to be used as a hobby farm with corrals and accessory buildings. Note chickens in the pen.



From Rge Rd 153 facing south: there is a sufficient amount of pasture land available for horses, livestock, and agricultural buildings. Property is on the west boundary of Ranfurly.





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



Policy

Energy Resource and Utility Activity Approaches to County Roads

Policy Number: PDS 7003-02

Supersedes Policy Number: 7003-01

Approved by Council: October 16, 2023 **Next Review Date:** October 16, 2027

Resolution No: TBD

Last Review Date: October 16, 2023

POLICY STATEMENT

The County has standards and requirements as indicated in this policy for approaches to County roads which are developed and/or utilized by energy resource and utility activity.

GENERAL PRINCIPLES

1. Written requests for approval along with plans for all proposed approaches to County roads shall be submitted by the Company to the County of Minburn No. 27 office (Box 550, Vegreville, Alberta, T9C 1R6 or email to info@minburncounty.ab.ca) at least thirty (30) days prior to proposed construction date. The written notification shall at a minimum describe and give the location of the project and include a statement as per Schedule 'B'.
2. The plans shall clearly indicate the location of the proposed approach relative to the County's road allowance, and shall include an indication of the sight line distance at both directions at the location where the approach meets the County road.
3. No construction shall commence until County approval has been given in writing.
4. The Company and/or contractor shall notify the County Office at least three (3) days prior to construction commencement to indicate the date upon which construction will commence and be completed.
5. Failure to advise the County of the location of the approach may result in the County not authorizing the subject Company to access the County road.
6. If deemed necessary, authorized County personnel may undertake pre and post inspections of the approach location with representative(s) of the Company and/or contractor concerned.
7. Where possible, new approaches shall be located directly across from an existing approach to provide for an "all directional" intersection.

8. Where possible, the new approach should be developed as a joint approach so the one approach provides access to more than one parcel of land. The approach will have to be wide enough to ensure each parcel/lease site has an equal and adequate portion of the approach accessing it.

APPLICATION PROCESSING:

The Company shall submit a processing fee for each application as set out in Master Rates Bylaw No. 1281-19.

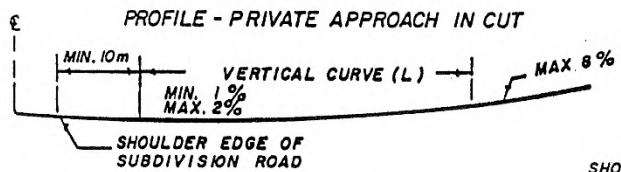
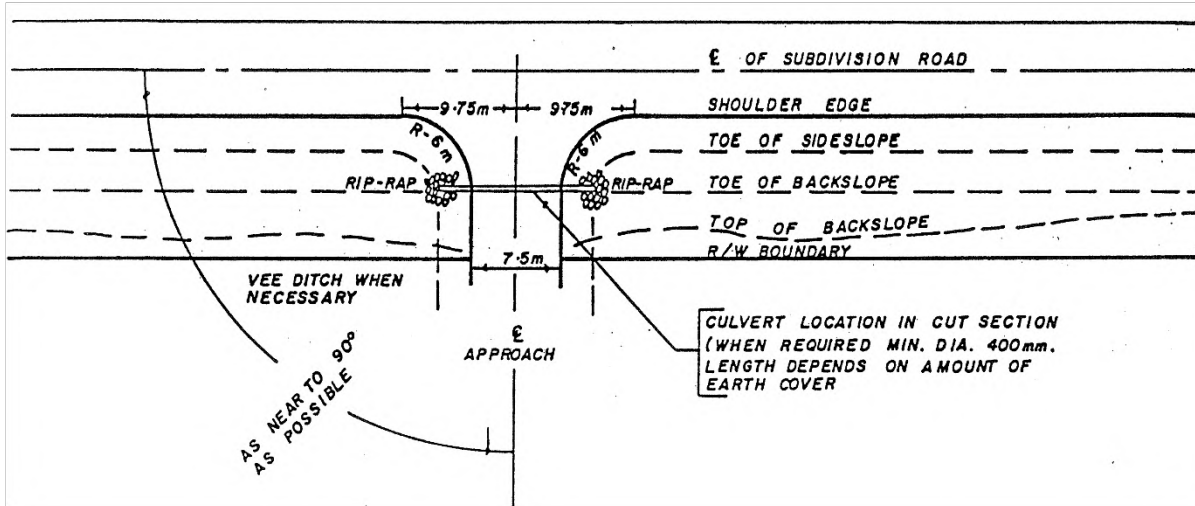
DESIGN CONSTRUCTION REQUIREMENTS:

1. Minimum requirements for approaches shall be as per Schedule 'A'.
2. Loam stripped from road allowances during construction shall be stockpiled and then spread on ditches and back slopes to a depth at least equal to that of the natural loam in the immediate vicinity. Disturbed areas shall be re-graded to match the original contours.
3. Ditch and back slope shoulders shall be left in a smooth condition using either construction equipment, cultivation equipment, or a combination of both.
4. All rocks 7.5 cm (3 in.) in diameter shall be removed from road shoulders, ditches and back slopes.
5. Gravel shall be applied to all approaches at the rate of 8.0 cubic meters (10.5 cubic yards) per approach.
6. Approaches shall be constructed at 90 degrees to the County road.
7. Unless the approach is at a high point, culverts are required and shall be minimum 400 mm (16 inches) in diameter, corrugated metal or an approved equal.
8. Texas gates are not allowed within the County road allowance or road plan, and shall be set back 5.18 m (17.0 ft.) from the edge of the road allowance.

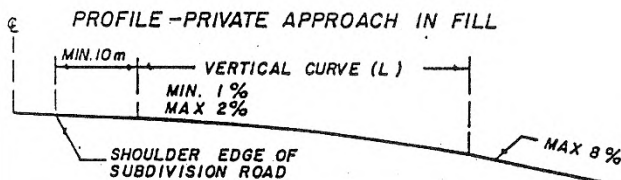
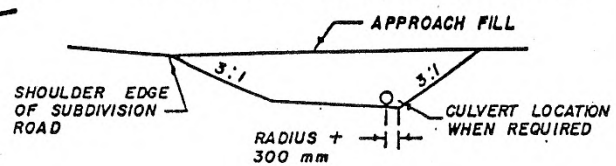
SAFETY REQUIREMENTS:

1. The minimum sightline distance for an approach onto a developed road allowance or road plan is 150.0 m (492.1 ft.) for each direction.
2. Time shall be of the essence with regards to the disruption caused to the public roads. Where operations might affect traffic, barricades and/or "road closed"/warning signs shall be erected and maintained at the approach location and at the entrances to the portion of the affected road during construction. All work shall be undertaken in an expeditious and professional manner.
3. The company and/or contractor shall assume all legal liability (both personal and property) when approach construction and related works are undertaken within the County. (See Schedule 'B').
4. Construction shall only be carried out during daylight hours.
5. Existing drainage patterns are to be accommodated and not altered.

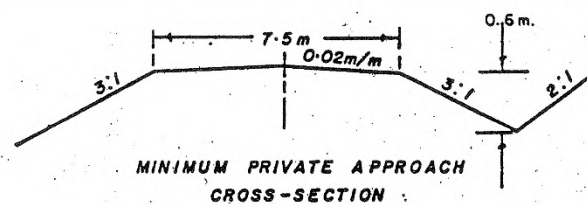
Schedule 'A'



DETAIL OF DITCH & CULVERT LOCATION



ALGEBRAIC DIFFERENCE IN GRADIENT (%)	MINIMUM LENGTH OF VERTICAL CURVE	
	LENGTH L (METRES)	
	CREST	SAG
1	6	7.5
2	12	15
3	18	23
4	25	30
5	30	38
6	37	46
7		46
8		46
9		46



Schedule 'B'

Indemnification:

Subject to any applicable statutory requirements, the Company, its successors and assigns shall indemnify and save harmless the County of and from any and all losses, costs, charges, liabilities, damages and expenses (including without limiting the generality of the foregoing any and all liabilities to third parties, whether in contract, tort, or otherwise) which the Company at any time or times hereafter shall or may bear, suffer, sustain or incur for or by reason of the Company, its successors or assigns use of the road allowance area or by reason of the negligence of the Company, its successors and assigns servants, agents, employees or contractors.

DRAFT



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Podchorzny



RFD Appendix



Policy

Utilities within County Road Allowance

Policy Number: PDS 7004-02

Supersedes Policy Number: PDS 7004-01-A

Approved by Council: October 16, 2023 **Next Review Date:** October 16, 2027

Resolution No: TBD

Last Review Date: October 16, 2023

POLICY STATEMENT

The County of Minburn is committed to ensure all Utilities installed within any of the County's road rights-of-way do not cause damage to any of the County's infrastructure nor impede the safe operation of the road right-of-way.

PURPOSE

To define the minimum requirements for the installation of Utilities within the road right-of-way boundary of any public road under the direction, control, and management of the County of Minburn.

SCOPE

This policy applies to all utility companies.

POLICY PRINCIPLES

1. Utilities must be installed within utility rights-of-way adjacent to municipal road allowances wherever possible. Pipelines running parallel to the road cannot be installed within the County's road rights-of-way.
2. Utilities that are proposed to be installed within or adjacent to municipal road allowances require the approval of the County prior to installation.
3. Where Utility rights-of-way adjacent to a municipal road allowance is unattainable, the County may grant approval for the placement of such Utilities within the municipal road allowance.
4. Electrical utilities shall be located no further than 0.6 m (2.0 ft.) from the boundary of the road allowance and shall be located no closer than 9.0 m (29.5 ft.) from the center of the road.

5. Written requests for approval along with plans for all proposed Utilities within the municipal road allowance shall be submitted by the Company to the County of Minburn No. 27 at least thirty (30) days prior to the proposed construction/installation date.
6. In addition to the construction plans and 3D drawings identifying the location of the proposed Utilities in relation to the municipal road (including setbacks), if available, the Company shall provide the County with shape files of the proposed Utilities for use in the County's GIS system.
7. The Company must restore all ground disturbances or damage that occurs as the result of the installation and placement of the Utility in municipal road allowances to pre-existing or better conditions to the satisfaction of the County.
8. The placement of any Utility in municipal road allowances must not result in the disturbance of any driving surface or road infrastructure without the prior approval of the County.
9. The Company shall be liable to the County for all losses, costs, damages and expenses whatsoever which the County may suffer, sustain, pay or incur.
10. Subject to any applicable requirements, the Company, its successors and assigns shall indemnify and save harmless the County of and from any and all losses, costs, charges, liabilities, damages and expenses (including without limiting the generality of the foregoing any and all liabilities to third parties, whether in contract, tort, or otherwise) which the Company at any time or times hereafter shall or may bear, suffer, sustain or incur for or by reason of the Company, its successors or assigns use of the road allowance area or by reason of the negligence of the Company, its successors and assigns servants, agents, employees or contractors.
11. Neither party shall be held responsible for damages or other losses caused by delay or failure to perform the provisions of this Policy where such delay or failure is directly or indirectly caused by or results from events beyond the control of either party. These events shall include fire, flood, earthquake, accident, civil disturbances, war, rationing, embargoes, strikes or labour stoppages, acts of God, or acts of government.
12. Should relocation, locating or protection of the Utility be required by the County in the future, with no other alternative being identified, the Company, its successors or assigns agree to relocate, locate, or protect the Utility within the existing right of way with all reasonable costs relative thereto being borne by the Company, its successors or assigns. The County shall provide written notice to the Company, its successors or assigns at least sixty (60) days prior to the relocation, locating, or protecting being required.

EXEMPTIONS:

1. Council may exempt a road from this policy by a resolution of Council.

DEFINITIONS

1. '*Company*' means the utility company

2. '*Council*' means the duly elected Council of the County of Minburn No. 27
3. '*County*' means the County of Minburn No. 27
4. '*Utility*' means public or private infrastructure to provide transmission service for (but not limited to) telecommunications, power, gas, water, storm sewer or sanitary sewer.

Responsibilities

1. Council: to amend this policy from time to time, ensure it is meeting the overall objectives of the municipality, and consider special permission requests as presented by the Planning and Development Officer.
2. CAO: to ensure compliance to this policy.
3. Director of Operations: to provide guidance to the Planning and Development Officer and Municipal Clerk on adherence to this policy and on discretionary decisions that need to be made.
4. Director of Planning and Community Services: to ensure the Municipal Clerk is provided with clear direction on the principles of this policy and that they are being applied in a consistent manner across the entire County. Presenting special permission requests to Council for consideration.
5. Municipal Clerk: to process applications for utilities within County road allowances while adhering to and carrying out the principles of this policy.



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Podchorzny



COUNTY OF MINBURN NO. 27

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: 06-2023

Legal: SW 6-52-12-W4M

Owner/Applicant: Allen and Cody McCutcheon

Date Accepted: August 23, 2023

Decision Due Date: October 22, 2023

Existing Use: Agricultural

Proposed Use: Rural Residential

¼ Section Designation: Dryland Pasture Quarter

Gross Area: 55.17 Ha (136.35 ac)

Proposed Area: Lot 1, Block 1 – 4.04 Ha (10.0 ac)

Zoning: A: Agricultural District

Division: 5

B. DESCRIPTION OF PROPOSAL:

The subject property is located on SW 6-52-12-W4M in Division 5, approximately 6 km east of Lavoy on Twp Rd 520 and Rge Rd 130. The applicant is proposing to subdivide 10 acres of undeveloped land with the intent to develop a rural residential yard site on the NW portion of the quarter. Proposed Lot 1 is primarily flat cultivated farmland on higher elevation than the remainder of the quarter, with a small bunch of trees on the SW corner of the proposed lot. The proposed remnant parcel consists of a mix of rolling farmland that slopes south-east towards the seasonal creek that runs from the SW, draining into the lake on the NE corner of the quarter. The SW corner of the quarter also contains a rural residential yard site consisting of a dwelling and outbuildings. Road widening has not yet been dedicated towards Twp Rd 520 or Rge Rd 130. There is no existing access to proposed Lot 1, but multiple existing accesses to the proposed remnant parcel.

C. NOTIFICATION:

Adjacent property owners and agencies were notified on August 24, 2023 – no objections.

D. COMPLIANCE:

The proposed subdivision complies with municipal statutory plans and the Matters Relating to Subdivision and Development Regulation. A private contractor provided soil sampling and confirmed suitability for a future surface discharge (pump out) private sewage treatment system.

E. RESERVES:

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

F. RECOMMENDATION

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

1. That prior to endorsement, a registerable instrument be prepared by an Alberta Land Surveyor and submitted to the County, and the registerable instrument shall be in conformance with the approved tentative plan of subdivision.
2. That the registered owner/applicant enter into a development agreement by way of Caveat with the County of Minburn pursuant to Sections 661 and 662 of the Municipal Government Act, 2000 as amended, pertaining to the provision of land for future road widening as required.
3. That 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 a future approach as required.
4. Alternative to condition #3, above, that the registered owner/applicant constructs an approach to proposed Lot 1, Block 1, in accordance with County of Minburn standards.
5. That all outstanding property taxes are to be paid pursuant to Section 654 of the Municipal Government Act, 2000 as amended.

Information Items (these are not conditions of approval):

1. That a development permit application is required for any proposed future development of the subject lot (i.e. addition, change in use, Accessory Building, etc.). Please contact County of Minburn Planning and Development at 780-632-2082 for further information.
2. That the necessary Safety Code Permits, which include building, plumbing, electrical, gas and private sewage permits would be required prior to any and all new construction, alteration, or change in use or occupancy of a building on-site. Please contact the Inspections Group at 1-866-554-5048 for further information on Safety Code Permit requirements.
3. That 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. That approval of this application does not excuse the applicant from ascertaining and complying with the requirements of other municipal bylaws, easements, environmental reserve easements, covenants, conservation agreements, development agreements, or Provincial or Federal statutes, regulations, licenses or codes or standards of practice.

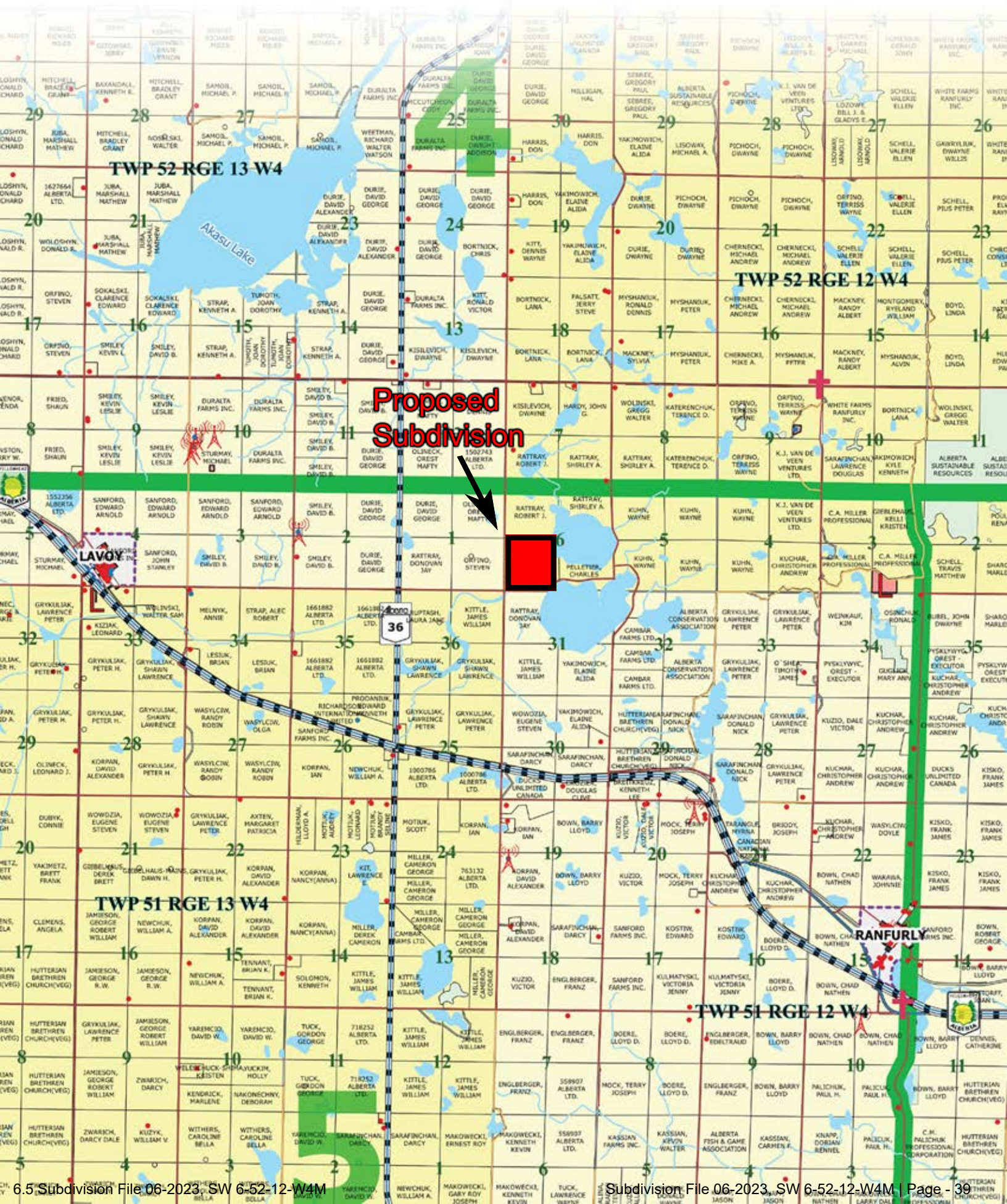
G. ATTACHMENTS:

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

Prepared by Davin Gegolick on September 25, 2023

Page **2** of **2**

Subdivision Location Plan





SUBDIVISION APPLICATION

For Office Use Only

Date Received: July 14/234 File # 06-2023

Date Complete:
Aug 23/23

Roll # 477600

1. NAME AND MAILING ADDRESS OF THE APPLICANT

Email:

Phone:

Cell:

☐ By checking this box I accept correspondence by email only

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

☐ Check if owner is the same as the applicant

	P/C	

Email:

Phone:

Cell:

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

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

Being all parts of Lot Block Plan

Certificate of Title No.

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

Municipal address (if applicable)

4. LOCATION OF LAND TO BE SUBDIVIDED

a. Is the land in the County of Minburn?

☐ Yes ☐ No

b. Is the land adjacent to a municipal boundary?

☐ Yes ☐ No

If "yes", the adjacent municipality is

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

☐ Yes ☐ No

If "yes", the highway is No.

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

☐ Yes ☐ 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?

☐ Yes ☐ No

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

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

☐ Yes ☐ 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?

☐ Yes ☐ No

If "yes" please describe:

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

under s.16 of the Government Organization Act?

☐ Yes ☐ No

If yes, please describe:

**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.):

Proposed use of the land:

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

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

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

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

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

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:

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:

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

Date

10. RIGHT OF ENTRY

I/We, 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 of Registered Owner

Signature of Registered Owner

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

11. REGISTERED OWNER'S CONSENT

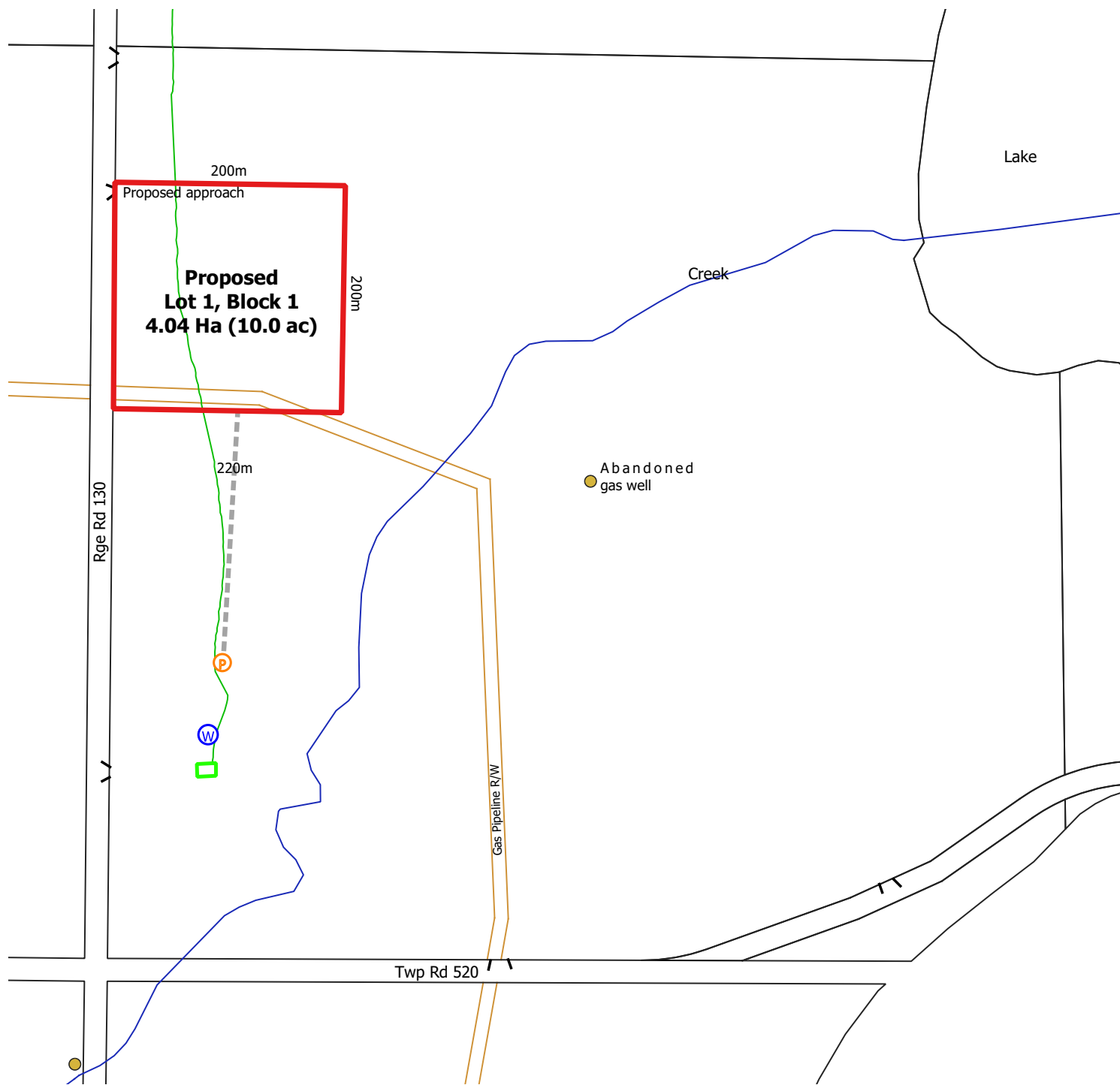
I/We, the above named registered owner(s) of (legal description) do hereby authorize the applicant named above to make application for subdivision.

Signature of Registered Owner

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

Tentative Plan of Subdivision



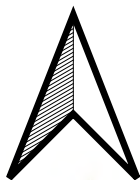
File No.: 06-2023
Applicants: Allen and Cody McCutcheon
Legal Description: SW 6-52-12-W4M

0 75 150 225 m

Scale: 1:5,000



© 2023 County of Minburn. All Rights Reserved. Drawn by Davin Gegolick on July 18, 2023. Note: Distances & area calculations are approximate. Improvement(s) located as data supplied by applicant & 2018 aerial photo.



Legend

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

Applicant Signature: Confirmed via July 25/23 email

Tentative Plan of Subdivision



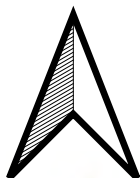
File No.: 06-2023
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0 75 150 225 m

Scale: 1:5,000



© 2023 County of Minburn. All Rights Reserved. Drawn by Davin Gegolick on July 18, 2023. Note: Distances & area calculations are approximate. Improvement(s) located as data supplied by applicant & 2018 aerial photo.



Legend

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

Applicant Signature: Confirmed via July 25/23 email

From above Rge Rd 130 facing south: drone image of proposed Lot 1. Existing yard site on proposed remnant parcel can be seen in the distance. Applicant proposes to construct an approach to proposed Lot 1 on NW corner of proposed lot.



Another angle of proposed Lot 1, facing NW



Existing yard site within proposed remnant parcel: access is off Rge 130 (there are 3 other approaches to the proposed remnant parcel)



Inspection Summary:

- Topography – proposed Lot 1 is on high ground which is generally flat, slightly sloping towards the creek to the SE.
- Nature of vegetation and water – proposed Lot 1 contains cultivated land with a small portion of brush on the SW corner. The remnant parcel contains a mixture of cultivated land (mostly on the north side of the creek), pasture consisting of grass/brush surrounding the creek, and a lake on the NE corner of the quarter which the creek drains into.
- No existing water well on proposed Lot 1
- No existing private sewage treatment system on proposed Lot 1
- Use of land in the vicinity – Agricultural, rural residential – no compatibility uses.



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. Padohony



Policy

Stubble Burning within the County

Policy Number: PS 8005-02

Supersedes Policy Number: PS 8005-01

Approved by Council:

Next Review Date: October 2027

Resolution No:

Last Review Date: October 2023

POLICY STATEMENT

Conditions as part of the County of Minburn Fire Permit.

1. The permittee is totally responsible for the safe control of the burning herein authorized.
2. A minimum 50 foot cultivated fire guard is to be prepared (fire guard means an area around the proposed burn area where appropriate action has been taken to stop the spread of the fire to areas not meant to be burned).
3. A minimum of two adults must be in attendance at all times during the burn period.
4. A maximum of 40 acres is allowed to be burned in any one occurrence.
5. Burning cannot occur unless winds are under 12km/hr in order not to endanger any adjacent property, and wind conditions must be such that any smoke emanating from the burn will not create a road or public hazard.
6. Tractors and field implements capable of guarding the fire are to be in place at all times during the burn.
7. If burning is authorized within a ½ mile of a provincial highway, the permittee must post smoke hazard signs available from Alberta Transportation.
8. Burning permits should not be issued in the fall if it would leave the soil vulnerable to erosion.
9. The permittee must abide by any regulations or conditions for stubble burning stated on the fire permit issued by The County of Minburn.

NOTE: "Stubble" means any harvested or unharvested herbaceous plants or plant parts, standing, spread or in swathed windrows grown on land.



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. Podobinskiy



Invoice

202 - 9440 49
Street NW
Edmonton, Alberta
T6B 2M9

Date	Invoice #
9/05/2023	2024.018

Phone #	587.525.6821
E-mail	ellen.cust@nswa.ab.ca
Web Site	www.nswa.ab.ca

Invoice To
County of Minburn No. 27 PO Box 550, 4909 - 50 Street Vegreville AB T9C 1R6

Description	Amount
Municipal Contribution January 1 to December 31, 2024 - Per Capita Funding Request	1,848.00
Thank you for your support	Total \$1,848.00

GST/HST No. 890443419



202, 9440 49 Street, Edmonton, AB T6B 2M9 | NSWA.AB.CA



September 5, 2023

Reeve Roger Konieczny
Reeve, County of Minburn No. 27
PO Box 550, 4909 - 50 Street
Vegreville, AB T9C 1R6

Dear Reeve and Council,

RE: Supporting Watershed Management for a Thriving County of Minburn No. 27

I hope this letter finds you in good health and spirits. I am writing to you on behalf of the North Saskatchewan Watershed Alliance (NSWA) to express our sincere gratitude for your past support and to kindly request your continued partnership in 2024. Last year, the County of Minburn **was among the more than 40 municipalities who supported the NSWA**. This year, as we embark on another year of collaborative efforts, we are again asking for positive consideration by you and your Council in 2024 for a **contribution of \$1,848.00**.

As you are aware, water and environmental management stands as a pillar of the County of Minburn's growth and prosperity. The well-being of our citizens and our economy depends on secure access to clean drinking water, the sustained health of our watershed, protection against flooding and drought, and effective stormwater management.

The County of Minburn is important to our watershed because the county encompasses lakes, streams, and rivers that are interconnected with other parts of the watershed. This means that improving sustainability is best achieved at a watershed scale and in collaboration with other water managers.

At the NSWA, we believe the complex, multi-faceted nature of water and environmental management is best tackled by bringing people and communities together to collaborate. For more than 23 years, the NSWA has worked tirelessly to bring partners together to improve how we collectively manage our rivers, wetlands, and lakes using the best and most applicable science. This important work is accomplished because of the generous support of municipalities like the County of Minburn, the provincial government, and water utilities.

Your support means that the NSWA can continue to bring municipalities and partners together to address water quality and quantity challenges, build new tools for decision-makers, and improve our understanding of the watershed. One such project is the NSWA's update to the State of the Watershed assessment, last completed in 2005. NSWA is using an internationally recognized method called the Freshwater Health Index developed by Conservation International to calculate a numeric rating for the watershed's vitality, ecosystem services, and governance. The State of the Watershed enables the County of Minburn to make decisions and set priorities armed with the best information on the health



of the watershed. The assessment is also a valuable tool for the county to communicate basin health with its citizens.

We believe that through collective efforts, we can build a future where water resources are managed sustainably, benefiting not only the County of Minburn but our entire watershed. Your continued support is invaluable in shaping this vision into reality. We invite you to explore our 2022-2023 Annual Report and the NSWA website for more information (www.nswa.ab.ca). Enclosed is an invoice to facilitate the administration of your suggested contribution.

I would be happy to connect with you and your Council to provide more information. The NSWA Executive Director, Scott Millar (scott.millar@nswa.ab.ca) is also available to present to the County of Minburn and to answer any questions you may have about the NSWA.

Sincerely,

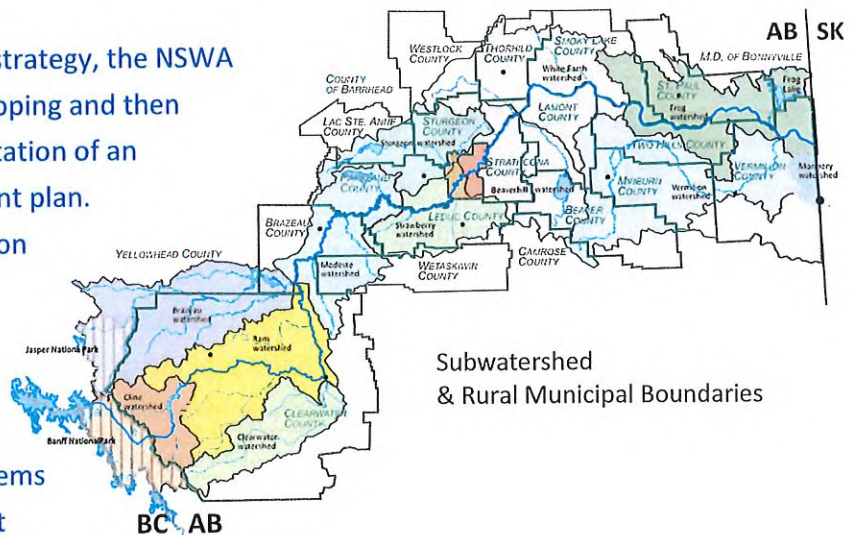
Stephanie Neufeld
Chair, North Saskatchewan Watershed Alliance

Cc: Chief Administrative Officer

HIGHLIGHTS FROM 2022-2023

The North Saskatchewan Watershed Alliance (NSWA) is a non-profit, multi-stakeholder organization dedicated to **improving the health and sustainability of the North Saskatchewan River and its watershed.**

Under the *Alberta Water for Life* strategy, the NSWA carries the responsibility of developing and then encouraging voluntary implementation of an integrated watershed management plan. Implemented through collaboration and community engagement, the plan sets out the actions needed to protect and enhance the quantity and quality of water and the health of aquatic ecosystems within the watershed and support the social and economic well-being of the region.



STATE OF THE WATERSHED ASSESSMENT

The State of the Watershed assessment examines numerous aspects of watershed health so that we have a baseline from which to determine if actions are needed to improve watershed health.



Building upon the NSWA's 2005 assessment, the **State of the Watershed** will make use of an internationally recognized methodology called the **Freshwater Health Index (FHI)**, developed by Conservation International. This will be the first use of FHI in a North America. The index scores watershed vitality, services, and governance to create scientifically supported, scalable, consistent results that integrate available data and the expertise of local stakeholders, subwatershed alliances, and the NSWA.

WETLAND STRATEGY

The NSWA is developing the **Strategy to Improve Wetland Management for the North Saskatchewan River in Alberta**. This collaborative strategy is intended to coordinate and align the work of partners across the watershed to advance wetland management and implementation of the Alberta Wetland Policy. The NSWA is offering a **Wetland Education Sponsorship** to support municipal partners as they elevate their knowledge and technical capacity to conserve wetlands and implement wetland restoration initiatives in the watershed.



RIPARIAN HEALTH ACTION PLAN

The NSWA continues to promote practices and policies that support riparian health. We initiated a **review of riparian regulations for 24 municipalities** as a foundation for building a **Riparian Regulations Best Management Practices Guide**. As well, we are working to add new dimensions to the provincial riparian setback calculator to support municipal planning processes. The **Riparian Web Portal** (riparian.info) continues showcase restoration projects from across the watershed.

EDUCATION AND OUTREACH

A key role for the NSWA is sharing knowledge and information on the North Saskatchewan River watershed. Staff attend community events throughout the summer, publish a monthly newsletter, hosts workshops and webinars, and is actively growing our social media network. We are proud to say we have engaged with more than **1,900 community members** and reach over **5,700 people** through our social media channels in 2023.



STAY CONNECTED TO NSWA

Email us at water@nswa.ab.ca to join our newsletter and event mailing list.

Visit us at www.nswa.ab.ca to see more on our partners, our work, and our results.

Connect with us on the social media platform of your choice.



NorthSaskRiver



north_sask_river



@NorthSaskRiver



northsaskriver

Municipal Contribution Rate for 2024

PURPOSE

Change to the municipal contribution rate for 2024.

TIMELINE

- Municipal contribution requests with invoices are typically sent in early September.

DECISION

- Increase the suggested municipal contribution by \$0.10 to \$0.60 per capita for 2024.

ANALYSIS

- The current population of the watershed, excluding the City of Edmonton, 558,938 people.
 - o The population of the City of Edmonton is 1.1 million.
- For last year's municipal contribution (2023), 43 of 78 municipalities contributed to NSWA.

RATIONALE

Municipal contributions:

- Since 2006, NSWA has suggested a municipal contribution of \$0.50 per capita using the current population of each municipality in the watershed (county, city, town, village, summer village).
 - o **This municipal rate has never increased.**

Increasing costs

- Since municipal contributions was initiated in 2006, inflation has increased costs by approximately 48.7% (Figure 1).
 - o The purchasing power of \$100 in 2006 is equivalent to approximately \$66 today.

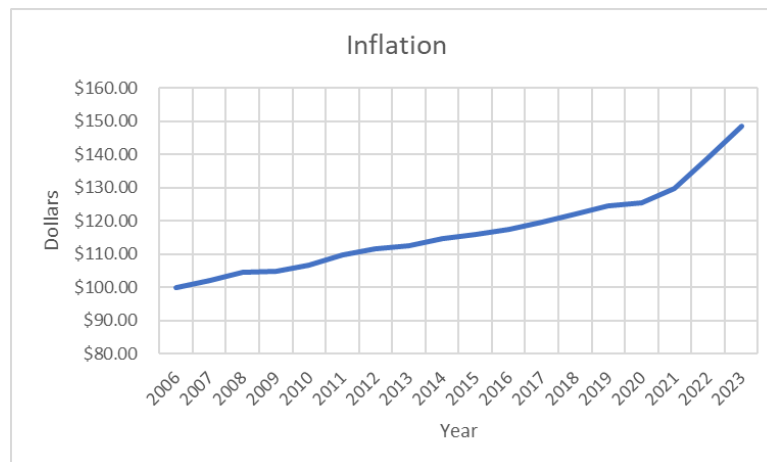


Figure 1 Inflation since 2006

Alberta Environment and Protected Areas Operating Grant

- From 2006 and 2023, the operating grant has varied by as much as \$250,000 between years, ranging between \$200,000 and \$450,000.
- The current operating grant is \$330,000 and will be reduced to \$320,000 for the 2024 to 2027.

Value Provided by NSWA

- While there are many ways of describing the value generated by NSWA, one more quantitative approach is the reporting of in-kind support (support volunteered by watershed partners).
- In-kind contributions have risen steadily since 2006 (Figure 2).
 - In 2006, in-kind contributions were \$34,500.
 - Contributions peaked prior to the pandemic at \$712,927 in 2019.
 - In-kind contributions have exceeded \$500,000 for the past 8 years.

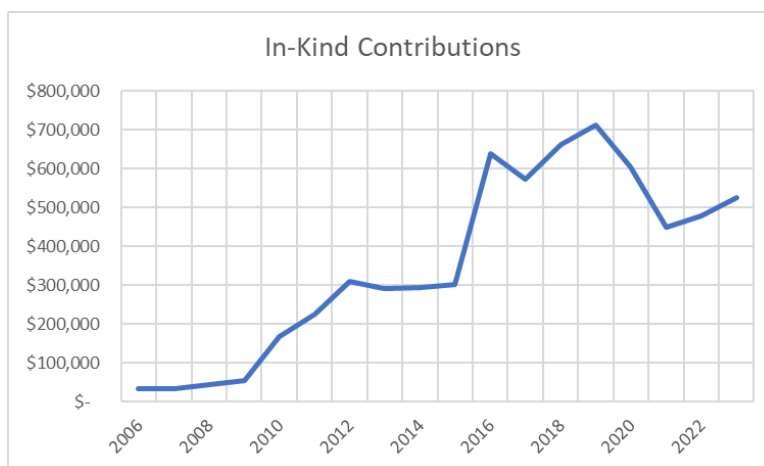


Figure 2 In-kind contributions to NSWA

- Value can also be reflected in the number and breadth of projects that have supported watershed partners. For example:
 - The State of the Watershed Assessment (2005) and ongoing update.
 - Integrated Watershed Management Plan (2012)
 - Riparian Health Action Plan and the Riparian Web Portal
 - WaterSHED Water Quality Monitoring Program
 - Industrial Heartland – Designated Industrial Zone Pilot Water Working Group
 - Canadian Heritage River Designation
 - Strategy to Improve Wetland Management in the NSR Watershed

BACKGROUND

- Requests for municipal contributions was initiated by NSWA in 2006.
 - The suggested contribution rate was \$0.50 per capita, based on the current population of each municipality in the watershed (county, city, town, village, summer village).
 - NSWA provides an invoice to municipalities using the per capita rate.
- The approach to municipal contribution varies widely across other Watershed Planning and Advisory Councils (WPACs).
 - Two WPACs use a \$0.50/capita suggested contributions.
 - Most use some form of variable rate depending on the perceived financial standing of the community, with rates varying from \$0.25/capita to \$1.00/capita.



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. Paduchowicz

County of Minburn
Box 550
Vegreville AB T9C 1R6

RECEIVED

SEP 29 2023



DATE: September 27, 2023

Dear Reeve and Councillors,

COUNTY OF MINBURN NO. 27

Municipal Funding Request from the Battle River Watershed Alliance

The Battle River Watershed Alliance (BRWA) is pleased to provide Council with highlights of our successes over the last year. These achievements represent important services in our watershed and would not be possible without the collaboration and financial support from municipalities and stakeholders. The Board of Directors is grateful for The County of Minburn's ongoing support and asks you to *Invest 50* in the watershed with a contribution to the Battle River Watershed Alliance of fifty cents per capita.

By way of an update, we are pleased to share the release of our new state of the watershed report [*Taking Notice to Take Action: Integrating Environment, Community, and Health \(A Health in the Watershed Atlas of the Battle River and Sounding Creek Watersheds\)*](#). Our first state of the watershed was released in 2011, which has shaped our watershed management plans. The new *Health in the Watershed Atlas* offers ecosystems, biodiversity, climate, land management, economic and community health indicators. Starting this fall, BRWA is taking the report to communities across the watershed. We will be presenting to Council as well as conducting surveys, interviews, and hosting workshops with stakeholders.

In other news, BRWA:

- Released a BRWA Strategic Plan 2022 to 2026
- Secured a 4-year grant from the Government of Alberta to contribute to our operations as a Watershed Planning and Advisory Council
- Launched a new Land & Water Committee with representation from stakeholders across the watershed to support the implementation of watershed management plans
- Presented four Otis Awards to recognize stewardship in the Watershed
- Continued our RiparianCare project to offer landowners funding to restore and conserve land to protect waterways
- Engaged more than 700 youth through our science-based education programs, which are offered free of charge to schools and BRWA pays for fieldtrip busing

For your convenience, we have enclosed an invoice for \$158.62. The invoice of fifty cents per capita is based on the recent census showing the County of Minburn's population as 3,080 and the portion of the County of Minburn (10.3%) located in the watershed. All funds remain in the watershed to support local programs. Funding is very important to preserve our watershed for future generations. Thank you for considering our request.

Sincerely,

Two handwritten signatures in blue ink, one for Alan Corbett and one for Ryley Andersen.

Alan Corbett and Ryley Andersen, BRWA Co-Chairs

Suite 3, Mirror Lake Centre, 5415 49 Ave,
Camrose, Alberta T4V 0N6

INVOICE



Invoice # 2023-123

FROM:

Battle River Watershed Alliance (BRWA)
Suite 3, Mirror Lake Centre
5415 49 Avenue
Camrose, Alberta

To:

County of Minburn
Box 550
Vegreville AB T9C 1R6

SEPTEMBER 27, 2023		POPULATION	\$.50 PER CAPITA
	County of Minburn	3,080	
	DESCRIPTION		
	% of the County of Minburn in the Battle River Watershed	10.3%	
	2023-2024 Battle River Watershed Alliance support request		\$158.62
			\$158.62
<p><u>Please make your cheque payable to:</u> Battle River Watershed Alliance Suite 3, 5415-49 Ave Mirror Lake Centre Camrose, Alberta, T4V 0N6 <i>Thank you for your support!</i></p>			

ABOUT THE BATTLE RIVER WATERSHED ALLIANCE

The Battle River Watershed Alliance (BRWA) was created in November 2006 as a non-profit society. Shortly after its formation, BRWA was designated by Alberta Environment, under Water for Life: Alberta's Strategy for Sustainability, as a Watershed Planning and Advisory Council for the Battle River and Sounding Creek Watersheds. We are a non-governmental organization dedicated to preserving and enhancing the land and water in these basins. Our vision is to have a watershed that sustains all life by using sound knowledge, wisdom and wise actions to preserve our watershed for future generations. We achieve our vision by providing relevant science, social science, policies and education for a diverse community of people to create solutions to our watershed's challenges. The BRWA has grown into a well-respected community organization. Our work takes a balanced approach for healthy natural areas, resilient communities, and a stable economy.

MEET THE BOARD OF DIRECTORS

Agriculture

Khalil Ahmed, Battle River Research Group

Terry Vockeroth, Councillor, Division 4, in the County of Paintearth No. 18.

Business/Industry

Ryley Andersen, BRWA Co-Chairperson

Dustin Owens, Heartland Generation

Health

Marilyn Weber, Healthcare Professional, Castor Alberta

Individual

Al Corbett, BRWA Co-Chairperson

Peter Pullishy

Greg Smith, BRWA Treasurer

Municipal Government

Bill Lawson, MD of Wainwright

Preston Weran, Town of Blackfalds

Dale Pederson, Beaver County

Ex-Officio

Jamie Bruha, Alberta Environment and Protected Areas

Melissa Orr-Langner, Alberta Agriculture and Irrigation

Lorne Ferguson, Past BRWA Board Treasurer

Catherine Peirce, Battle River Watershed Alliance Executive Director

BOARD OPENINGS

There are Director positions open for a 2-year term in the follow sectors: Academia, Health/Wellness, Indigenous, and Environment. According to BRWA bylaws, there can be a maximim of two people allowed for each of these categories up to a total of 15 Directors. If the municipality is able to provide expertise in one of the open categories, please contact sheila@battleriverwatershed.ca.



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



5616 – 48 St, Postal Bag 8, Elk Point, AB, T0A 1A0
Tel 780-724-2596 Fax 780-724-2597

August 29, 2023

Pat Podoborozny
County of Minburn No. 27
PO Box 550
Vegreville, AB
T9C 1R6
cao@minburncounty.ab.ca

Dear Ms Podoborozny,

Further to the letter sent in April, on Aug 25, 2023, the Northern Lights Library System Board unanimously approved, in principle, the upcoming 2024 budget. The budget includes a 1.5% levy increase for Municipalities and/or their Library Boards. The budget is anticipated to be ratified at the Nov 24, 2023, General Board meeting.

Northern Lights Library System's agreement stipulates that we use the same population list to assess the membership levy that the provincial government uses to calculate library operating grants. Therefore, your population for purposes of the 2024 library system levy is **3188**.

Please send a copy of your council motion accepting or rejecting the presented Northern Lights Library System Board 2024 Budget, with its 1.5% levy increase.

2024 Levies:

\$5.39 per capita	Municipality
\$10.78 per capita	Municipality without Library Board

The total levy for 2024 equals **\$34,366.64** from the County of Minburn. (3188 x \$10.78) Do NOT remit payment, the invoice will follow in December.

You may contact your Northern Lights Library Board member representative if you have any questions. A copy of the budget is available from your Northern Lights Library Board member representative.

Regards,

Jennifer Anheliger
Chairman
Northern Lights Library System Board

James MacDonald
Executive Director
Northern Lights Library System



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. Padohony

COUNTY OF MINBURN NO. 27

BYLAW NO. 1344-23

A BYLAW OF THE COUNTY OF MINBURN NO. 27, VEGREVILLE, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE BORROWING OF \$4,500,000.00 FROM ATB FINANCIAL, VEGREVILLE, ALBERTA.

WHEREAS, the Council of the County of Minburn No. 27 of Vegreville (hereafter called the "Corporation") in the Province of Alberta considers it necessary to borrow certain sums of money from time to time to meet current expenditures of the Corporation for its financial year commencing January 1, 2024;

WHEREAS, Section 251 of the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26, allows a municipality to make a borrowing if the borrowing is authorized by a borrowing bylaw.

NOW THEREFORE, the Council of the County of Minburn No. 27 in the Province of Alberta, duly assembled, pursuant to the terms of the *Municipal Government Act*, hereby enacts as follows:

1. TITLE

1.1 This Bylaw may be cited as “**Borrowing Bylaw No. 1344-23**” of the County of Minburn No. 27.

2. The Corporation do borrow from ATB Financial sums of money from time to time in the said financial year as required to meet current expenditures of the Corporation in the said financial year, provided the total principal amount owed to ATB Financial at any one time hereunder shall not exceed the sum of four million five hundred thousand dollars (\$4,500,000).

3. The Reeve and Chief Administrative Officer are hereby authorized for, and on behalf of the Corporation:

3.1 To apply to ATB Financial for the aforesaid loan to the Corporation; and

3.2 To obtain advance of monies from ATB Financial in the said financial year by way of an overdraft on the Corporation's account at ATB Financial or pursuant to promissory notes or other evidence of indebtedness, as may be permitted or required by ATB Financial; and

3.3 To execute on behalf of the Corporation such bills, debentures, promissory notes or similar forms of obligation as ATB Financial may require evidence of and security for all sums borrowed hereunder;

and each document executed as aforesaid shall be valid and binding upon the Corporation according to its tenor, and ATB Financial shall never be bound to inquire whether such officers are observing the limitations on their authority as set forth in this Bylaw.

4. Notwithstanding the foregoing, the Reeve and Chief Administrative Officer shall apply such part of the foregoing sum authorized to be borrowed in repayment of previous borrowings of the Corporation such that all amounts borrowed and outstanding by the Corporation at any one time to ATB Financial and to all other persons, firms and corporations shall not exceed the amount of the taxes levied or estimated to be levied by the Corporation for the said financial year.

- 5. All sums borrowed as aforesaid or so much thereof as from time to time remains unpaid shall bear interest at a rate per annum equal to one quarter (¼) percent below the prime lending rate established from time to time by ATB Financial, and such interest shall be calculated and due and payable monthly.
- 6. All sums authorized to be borrowed hereunder, including interest, shall be due and payable in full no later than December 31st of the said financial year, unless hereafter extended by authority of the Council of the Corporation.
- 7. As security for payment of money borrowed hereunder, the Corporation hereby charges to and in favour of ATB Financial the whole of the taxes levied or to be levied by the Corporation, requisitions made or to be made by the Corporation and other money due or accruing due to the Corporation, and the Reeve and Chief Administrative Officer of the Corporation are hereby authorized on behalf and in the name of the Corporation to execute and deliver to ATB Financial such security documents as ATB Financial may require in collateral to the obligation of the Corporation to repay with interest all sums borrowed from ATB Financial, and ATB Financial shall not be bound to recover any such taxes requisitions or other monies before being entitled to payment from the Corporation.
- 8. In the event the Council of the Corporation decides to extend the said loan and ATB Financial is prepared to extend the said loan, any renewal or extension bill, debenture, promissory note or other obligation executed by the officers designated in paragraph two(2) hereof and delivered to ATB Financial shall be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal of extension bill, debenture, promissory note or other obligation, and ATB Financial shall not be bound to inquire into the authority of such officers to execute and deliver any such renewal or extension document.
- 9. This Bylaw comes into force on the date of the third and final reading passed in Council with unanimous consent of the members present on the 16th day of October 2023.

FIRST READING..... October 16, 2023

SECOND READING..... October 16, 2023

THIRD READING October 16, 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. Podoborsky

Audra Kropielnicki

Subject: FW: Christmas Market and Family Christmas Party - Minburn November 25, 2023

From: Mannville Classic Cruisers <classiccruisers@mcsnet.ca>

Sent: Monday, October 2, 2023 11:40 AM

To: Joey Nafziger <jnafziger@minburncounty.ab.ca>; Eric Anderson <eanderson@minburncounty.ab.ca>; Roger Konieczny <rkonieczny@minburncounty.ab.ca>

Cc: CAO <cao@minburncounty.ab.ca>

Subject: Christmas Market and Family Christmas Party - Minburn November 25, 2023

Importance: High

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

Dear All:

I am happy to forward to you information regarding our upcoming Christmas Market and Family Party. (attached)

I am seeking your contribution through the “ask letter”. Can you support our initiative? The rent that we need to pay

to the Minburn Ag Society is one of the big expense items for our day – \$200.00. Can the County of Minburn look after that cost??

I know you all agree keeping our communities viable and growing the sense of neighborhood is so important for sustainability.

We had a very successful “White Elephant” market on the August Minburn Ag Society Fair Weekend.

It was heart warming

people were commenting: nice to be back in Minburn..... they are finally doing something.....

people admiring the pictures on the walls of the Seniors Hall, spotting themselves in the School Classes of 1956!!!!

Our November event is focusing on the Children and the Families in the Community.

I’m looking forward to hearing from you.

Thank you in advance,

Yours sincerely,

October, 2023

Dear Corporate Neighbor:

We are hosting a **Christmas Market and Family Christmas Party** at the Minburn Seniors Hall on Saturday, November 25, 2023.

This is a "grass roots" initiative by a few Minburn residents to build their community up and develop the sense of neighborhood again. You can visit **whatz-up minburn** on facebook to see their other efforts. We believe when the sense of community grows - the vandalism and crime diminishes!!

We are needing your help to make the afternoon a warm welcoming fun time. Mrs. Santa and Santa himself will be arriving in the afternoon to visit the children.

The market will run from 10-6, however the Family party will commence around 4 and continue to 6P.M. If our fund raising efforts allow, we would like to offer the children a light supper, a sleigh ride and a to-go candy bag. Do you remember those lovely bags with the Christmas oranges, and nuts and candies we were so fortunate to receive? We would like to give these children the same memory.

Now how would you like to be a part of this **Family Christmas Party?**

Could you donate a door prize? or a gift certificate? a cash contribution?

You will receive our gratitude. As well - advertising thru facebook, and at the event itself!

We know the Generosity of our corporate neighbors is the heartbeat that keeps our local events alive. Thank you for Considering our request.

Please let us know, how you want to be involved:

Text 780-581-5384

Etransfer to classiccruisers@mcsnet.ca

Sincerely,

Minburn Christmas Market and Family Party

Lorna, Carol and Shirley

CHRISTMAS MARKET and FAMILY PARTY

Sponsored by Whatz-up Minburn at Minburn Seniors Hall.

On SATURDAY, NOVEMBER 25, 2023

MARKET — 10-6 FAMILY PARTY 4-6p.m

TABLES FOR MARKET \$20.00 EACH TEXT 780-581-5384

CHILDREN CAN GIVE THEIR WISH LIST TO
SANTA!!

Mrs. Santa will have Story Telling time

And their will be to-go gift bags for each Child!!

Join facebook: **whatzup-minburn** for MORE INFO, Ho, Ho, Ho

Hope to see YOU!



WHATZ-UP MINBURN

SHIRLEY J. WONSIK

enclosures



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: J. Warawa

Reviewed By: P. Padoborsky



RFD Appendix



Municipal Assessment Services Group Inc.

September 26, 2023

Re: 2023 Tax Recovery Reserve Bids

The following are the estimated market values for reserve bids in the County of Minburn for 2023 tax recovery sales. These values are as accurate as the data we have collected, historical records and information available to us by owners (when possible) as all inspections are external only. Values are generally different from the assessment roll due to regulated assessment policy, and mass appraisal methods. The values represent a reasonable value determined to stop liability to the County if a sale occurs which is not reasonable due to changing market conditions and information which we are not privy to due to extraordinary circumstances. Below is a brief description of each reserve bid property and their estimated values.

Roll #412600

Legal: SW – 1 – 51 – 11 – 4

Parcel Size: 99.50 Acres

Description: Improved Residential/Agricultural Land



This property is located just east of Innisfree with a total of 99.50 acres. The topography on this parcel of land is diverse in nature with high and low areas, rolling hills, embankments and water. Overall this parcel isn't great arable land and would be better suited for grazing animals, hobby farm or a typical acreage as the overall soil rating is only at 12.9% (CLI Pasture Rating Class 6 & 7).

The main improvement is an 1859 sqft (SFD) Single Family Dwelling, built in 2002. The property also has two outbuildings, the first is a 1,080 sqft detached heated garage built in 2002 & the second is a 1,904 sqft pole frame machine shed with a gravel floor built in 1992. The overall conditions on the improvements are in average for their ages.

Larger parcel sales with improvements to compare to are limited in the last few years but indicate a price per square foot ranging from \$200 to \$497. With that the cost approach was used to determine the estimate of value. Based on this information and current market factors, I estimate this property is worth:

Estimate of Value: **\$470,000**

Darwin's Comments: Cereal stubble, mixed bush and cultivation, no apparent environmental issues.

Roll #412601

Legal: SW – 1 – 51 – 11 – 4

Parcel Size: 54.13 Acres

Description: Agricultural Land



This property is 54.13 acres of agricultural land located east of Innisfree with an overall soil rating of 31.1% (CLI Class No.5). Besides typical market conditions and location, the main consideration into valuing agricultural land is the quality of soil and its land producing

capabilities. Roughly 15 acres of this parcel is bush or swampy low land and has been considered in the estimate of value. Sales between June 10, 2022 to April 25, 2023 with similar soil ratings and parcel size were compared to the subject property and suggest an average price per acre of \$2,030. Based on this information and current market factors, I estimate this property is worth:

Estimate of Value: \$100,000

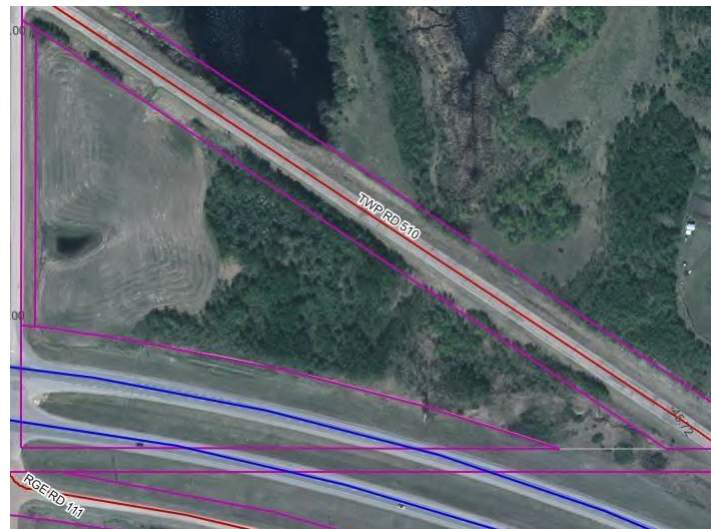
Darwin's Comments: Cereal stubble, mixed bush and cultivation, no apparent environmental issues.

Roll #412602

Legal: SW – 1 – 51 – 11 – 4

Parcel Size: 11.94 Acres

Description: Vacant Residential/Agricultural Land



This property is 11.94 acres located off HWY 16 and just east of Innisfree. The parcel is unique in shape with roughly 4-4.5 acres of arable land with the remaining portion consisting of thick brush and diverse topography. With that, roughly 7-7.94 acres could be considered unusable and would not hold much value with consideration to Alberta highway development setbacks and guidelines. Although currently being treated entirely as agricultural land, if sold separately could be considered and used for residential or recreational use. Based on this information and current market factors, I estimate this property is worth:

Estimate of Value: \$20,000

Darwin's Comments: Cereal stubble, mixed bush and cultivation, no apparent environmental issues

Roll #546700

Legal: NE – 20 – 50 – 14 – 4

Parcel Size: 160 Acres

Description: Vacant Agricultural Land



This property is 160 acres of agricultural land located roughly south-east of the Town of Vegreville with an overall soil rating of 43.1 % (CLI Class No. 4). Besides typical market conditions and location, the main consideration into valuing agricultural land is the quality of soil and its land producing capabilities. Sales between February 14, 2022 to June 23, 2023 with similar soil ratings and parcel size were compared to the subject property and suggest an average price per acre of \$2790. Based on this information and current market factors, I estimate this property is worth:

Estimate of Value: **\$446,000**

Darwin's Comments: Canola stubble, some bush mostly cultivated, no apparent environmental issues.

Roll #589639

Legal: NW – 17 – 53 – 14 – 4 (Brookwood Estates)

Parcel Size: 3.04 Acres

Description: Improved Residential/Acreage



This property is located just north of Vegreville in Brookwood Estates. On the parcel is an older garage in poor condition, holding little to no value. The main improvement is a 1972 built mobile home with 1,368 sq ft of living area. From exterior inspections the mobile appears to be in fair - average condition for its age with no apparent renovations. I used 7 comparable sales while adjusting for their differences along with the consideration of the cost approach to determine an estimate of value. Based on this information and current market factors, I estimate this property is worth:

Estimate of Value:

\$125,000

Darwin's Comments: Property vacant, house and garage not in good condition property has been mowed and upkeep better this year, no apparent environmental issues.

Description: Manufactured Home



Estimate of Value: **\$36,000**

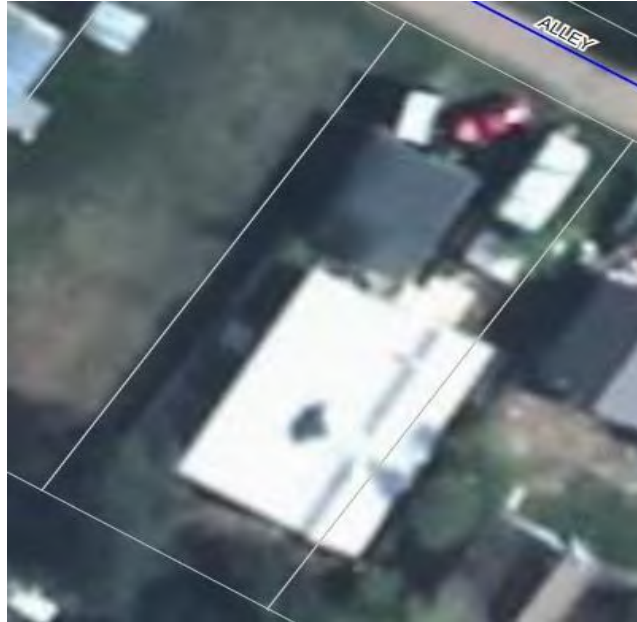
Darwin's Comments: Older single wide mobile home with no apparent environmental issues.

Roll #710120

Address: 4912, 50 Avenue (Hamlet of Minburn)

Parcel Size: 6,250 Square Feet

Description: Single Family Residence with Detached Garage



This property is located in the Hamlet of Minburn and consists of a 1,800 sqft single family dwelling. Originally built in 1946, the dwelling has had with multiple additions throughout the years and is in average condition. Also on the property is an older detached garage in need of immediate repairs and is in fair to poor condition.

Comparable properties like this have sold in the range of \$40,000 to \$112,000 or \$26 to \$122 price per square foot. Using comparison and adjusting for variations it indicates a price per square foot of \$43 or \$80,000. Based on this information and current market factors, I estimate this property is worth:

Estimate of Value: \$80,000

Darwin's Comments: Stick built home, rough shape, appears vacant, car, trailer and kids swing set in yard, no apparent environmental issues.

Roll #712030

Address: 4703, 49 Street (Hamlet of Minburn)

Parcel Size: 10,386 Square Feet

Description: Manufactured Home



This property is located in the Hamlet of Minburn and consists of a 2,386 sqft mobile built in 1977. Also on the property is a smaller shed on skids. Previous records indicate that the siding and flashing around the roof have not been completed or fixed in years. Overall the mobile is in fair condition at best. Comparable mobiles like this have sold in the range of \$17,000 to \$115,000 or \$20 to \$103 price per square foot. Due to the size and condition of this mobile it should be on the lower end of the price per square foot range. Based on this information and current market factors, I estimate this property is worth:

Estimate of Value: \$50,000

Darwin's Comments: Older partially renovated mobile home, appears vacant, no apparent environmental issues.

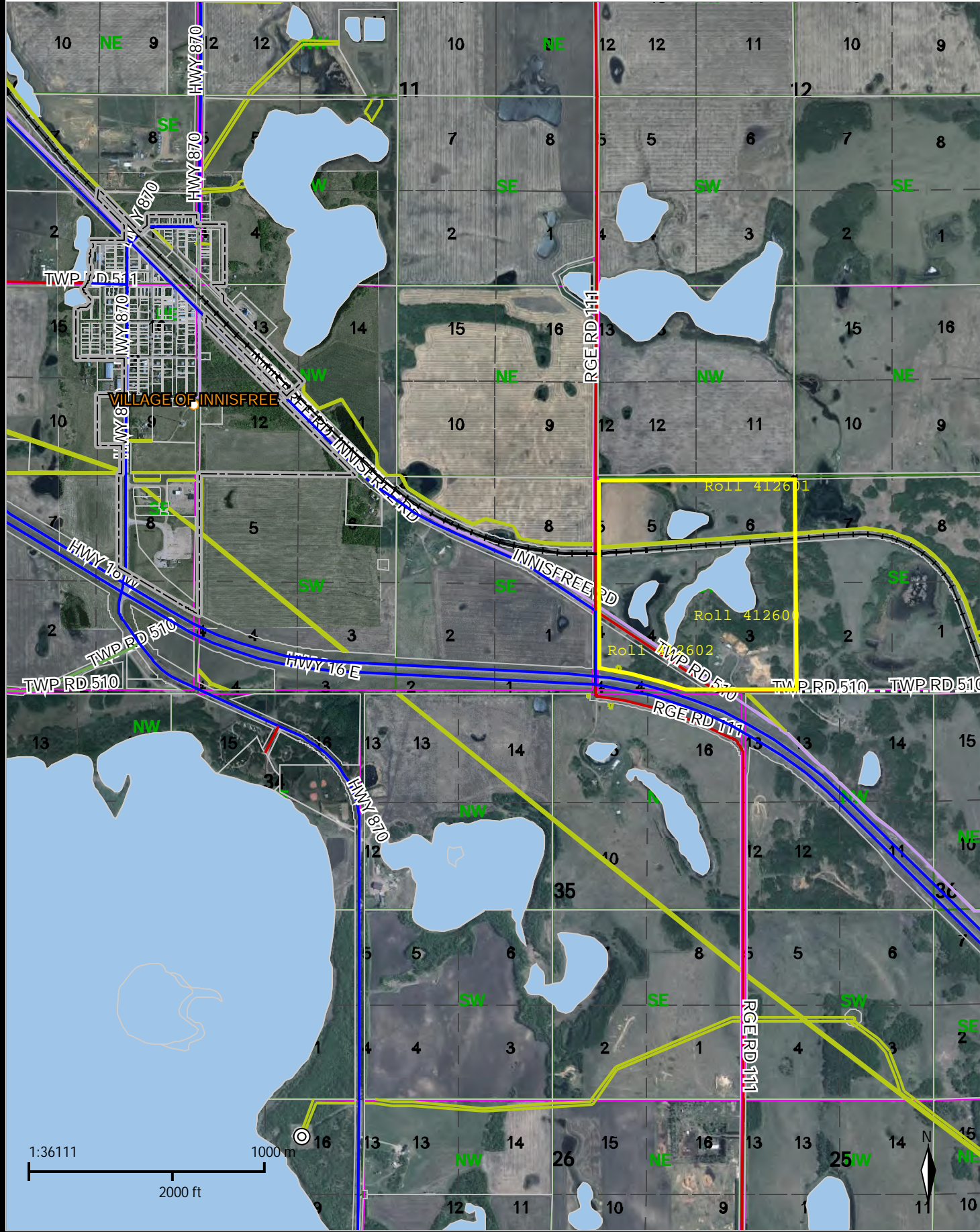
Justin Goudreau AMAA | Assessor

| Box 3369, 10404-100 Avenue Morinville, Alberta T8R 1S2 |

| P: 780-939-3310 | F: 780-939-3350 |

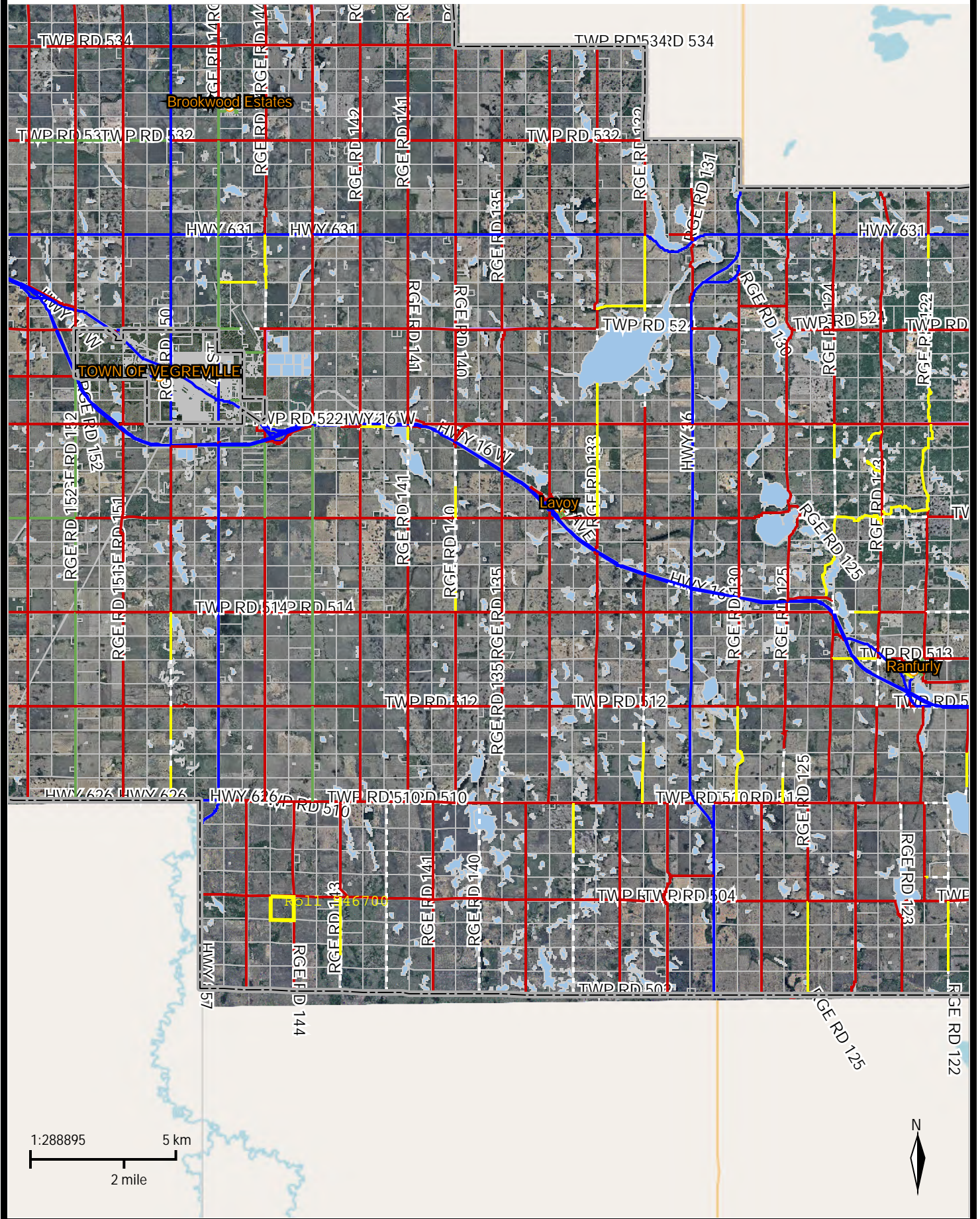
Municipal Assessment Services Group Inc.

Roll 412600, 412601, 412602 - Subtitle

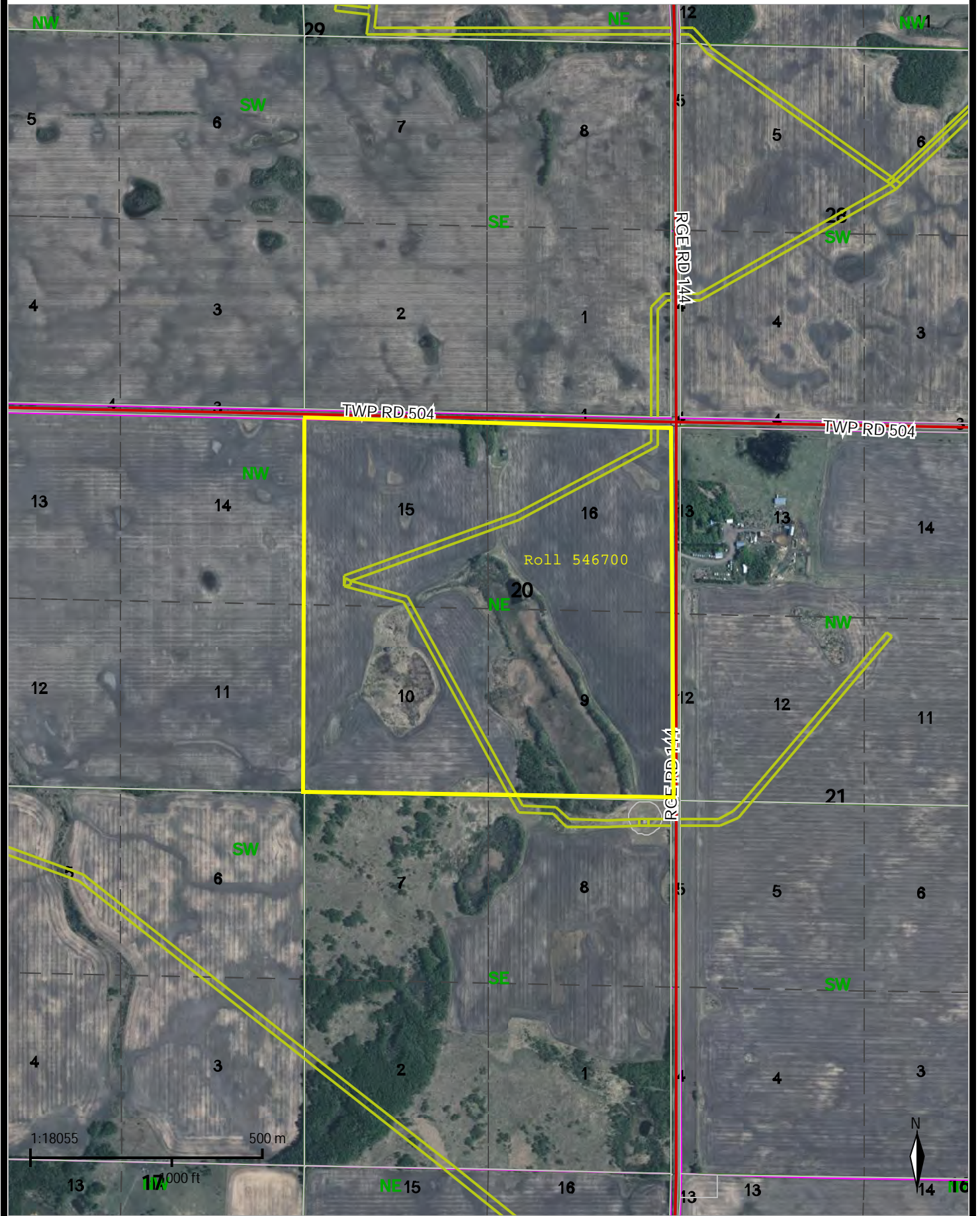




Roll 546700 - Subtitle



Roll 546700





Roll 589639

9

13

12

RGE RD 145

WILLOWBEND RD S

DRAINAGE RW

NW

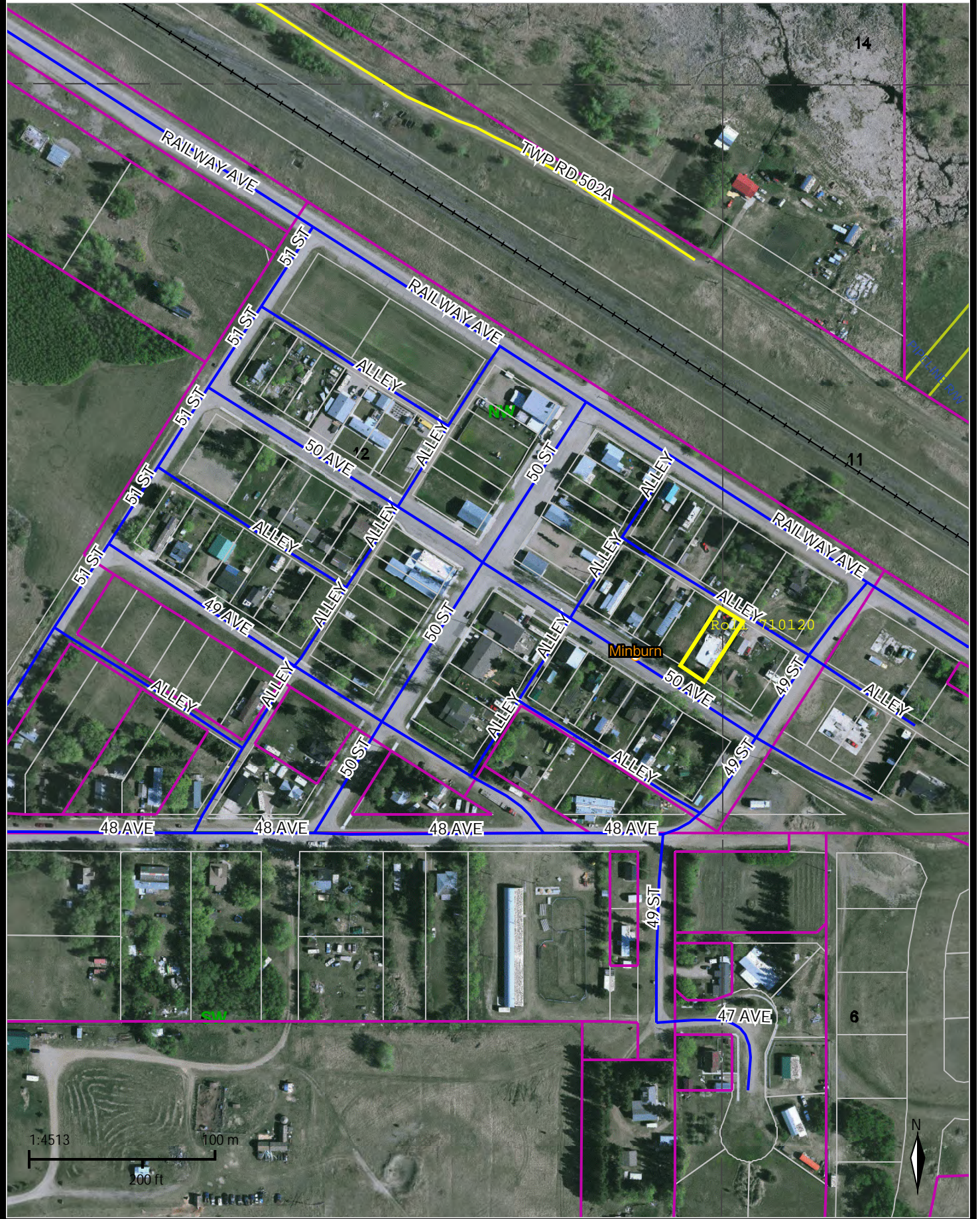
NE

1:2256

100 ft

50 m

N



Roll 710120



Roll 710730



Roll 710730

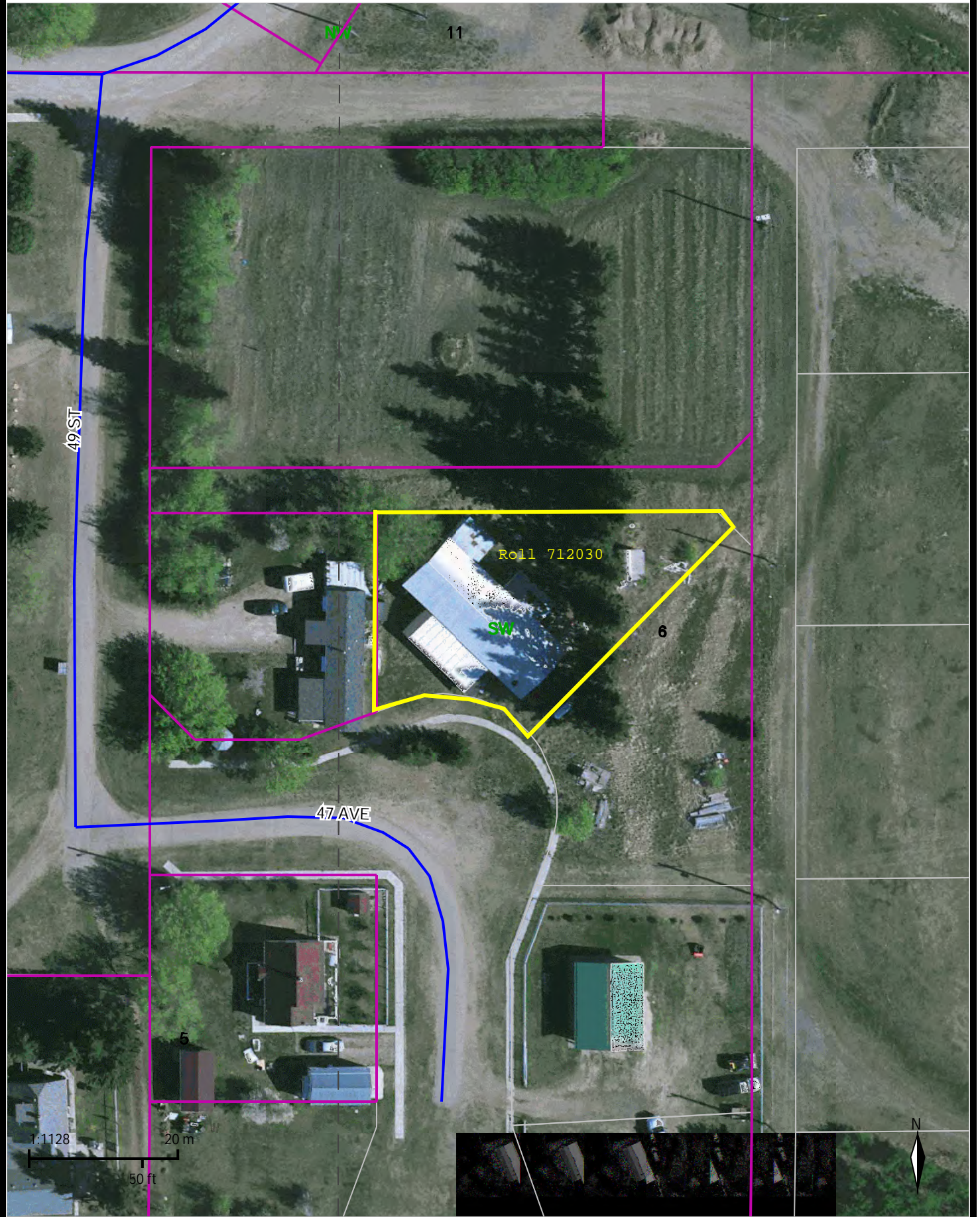


1:564
10 m
30 ft





Roll 712030





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:** _____

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County Meetings (include date):

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REEVE AND COUNCIL REPORTS

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For Presentation at _____ **Council Meeting**

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

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



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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):



ADMINISTRATION REPORTS

Name: Norm De Wet

Department: Operations

Reviewed by: *P. Redehanz*

For Presentation at: October 16th, 2023, Council Meeting

From Date: September 13th, 2023

To Date: October 13th, 2023

Fleet/Shop Update:

- Fleet maintenance is ongoing.
- The Mannville Sand/Salt Shed has been completed.

Construction Update:

- Construction crews are working on Twp 534 and Rge. Rd 143 in Div. 4.
- The Lavoy Road shoulder pull project on Rge. Rd 134 in Div. 5 has been completed.

Transportation Update:

- The gravel haul program has been completed. As reported in Closed Session at the Committee of the Whole, 11,000 tonnes of gravel has been hauled from the Bykowski pit off Hwy 631 to Innisfree.
- The Lavoy sidewalk project has been completed.
- Contract crews from Centurion Canada Infrastructure have completed pickling the sand with calcium in Mannville.
- Bob Folk has accepted the position of temporary full-time Operator and is working in Div. 6.
- All wings have been installed on graders by Friday, October 13.

Operations Update:

- The Government of Alberta has approved the Road Side Development Permit application for the Golonowski pit. The County of Two Hills will review the application at their October 25, 2023, MPC meeting.
- The 2023/2024 Snow Plowing Priority guide has been completed with consultations with the school divisions. The map is available on the County website.
- The Wapasu Lake picnic table and cookhouse roofing project has been completed.
- Operations staff are working on budget decision papers for budget and finance discussions later in 2023.
- Deputy Reeve Kuzio brought greetings on behalf of Council and the County of Minburn to the Alberta Municipal Supervisors Association Zone meeting held on September 21, 2023.



ADMINISTRATION REPORTS

Name: Darwin Ullery

Department: Agriculture and Utilities

Reviewed by: *P. Padabonjary*

For Presentation at: October 16, 2023 Council Meeting

From Date: September 13, 2023

To Date: October 11, 2023

Agricultural Service Board Update:

- Roadside Mowing was completed on September 30, with few complaints, missed roads or damages.
- Fall cleanup of beaver-plugged culverts and bridges has commenced and will continue through the end of the month.
- The Northeast Regional ASB Conference will be hosted by Smoky Lake County at Metis Crossing on October 20.
- The Provincial ASB Conference and Tradeshow will be hosted by the South Region January 22 through 25th, 2024 at the new Agri Hub and Trade Center in Lethbridge, Alberta. Further details will be shared when available.
- All Parks and Rec Mowing in the Hamlets and Wapasu has been completed for the season.

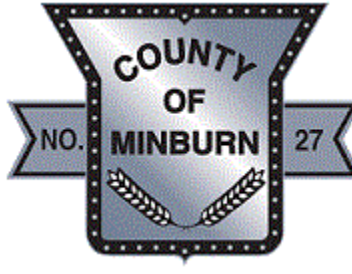
Water and Sewer Utility Update:

- Flushing of all sewer lines in Lavoy and Minburn was completed in the last week of September.

Waste Management:

- Scrap metal has been removed from both East Regional and Ranfurly Waste Transfer stations.

Attachments: N/A



ADMINISTRATION REPORTS

Name: Davin Gegolick

Department: Planning & Community Services

Reviewed by: *P. Podobinskiy*

For Presentation at: October 16, 2023 Council Meeting

From Date: September 5, 2023

To Date: October 11, 2023

Planning Update:

- Issued development permits: dwelling (Pt. N ½ NW 13-52-15-4), attached garage (SE 32-50-10-4), dwelling (Pt. NE 7-51-8-4), dwelling (Ranfurly), detached garage (Pt. SW 19-52-15-4)
- Meeting with ATCO Electric RE: guard rail construction on corner of Rge Rd 82. ATCO to redesign in order to meet 4m setback off shoulder of road requirement. Work likely won't be done until Spring, so ATCO will be installing temporary speed reduction signs for safety.
- Received Notice of Intent for a seismic program (Mannville 2023 2D) NE of Mannville on private lands via dynamite (October 10 – November 1, 2023)
- Reviewing the draft land use bylaw. Next steps will be to review with Council, fall public engagement events on east/west sides of the County.
- ADOA conference in Leduc – September 19-22
- Attended Regional Food Initiative meeting in Elk Point – September 28
- Orthophoto processing for rural areas is underway
- Received multiple compliments for new development on main street in Ranfurly which was a direct result of our updated MDP

Subdivision Update:

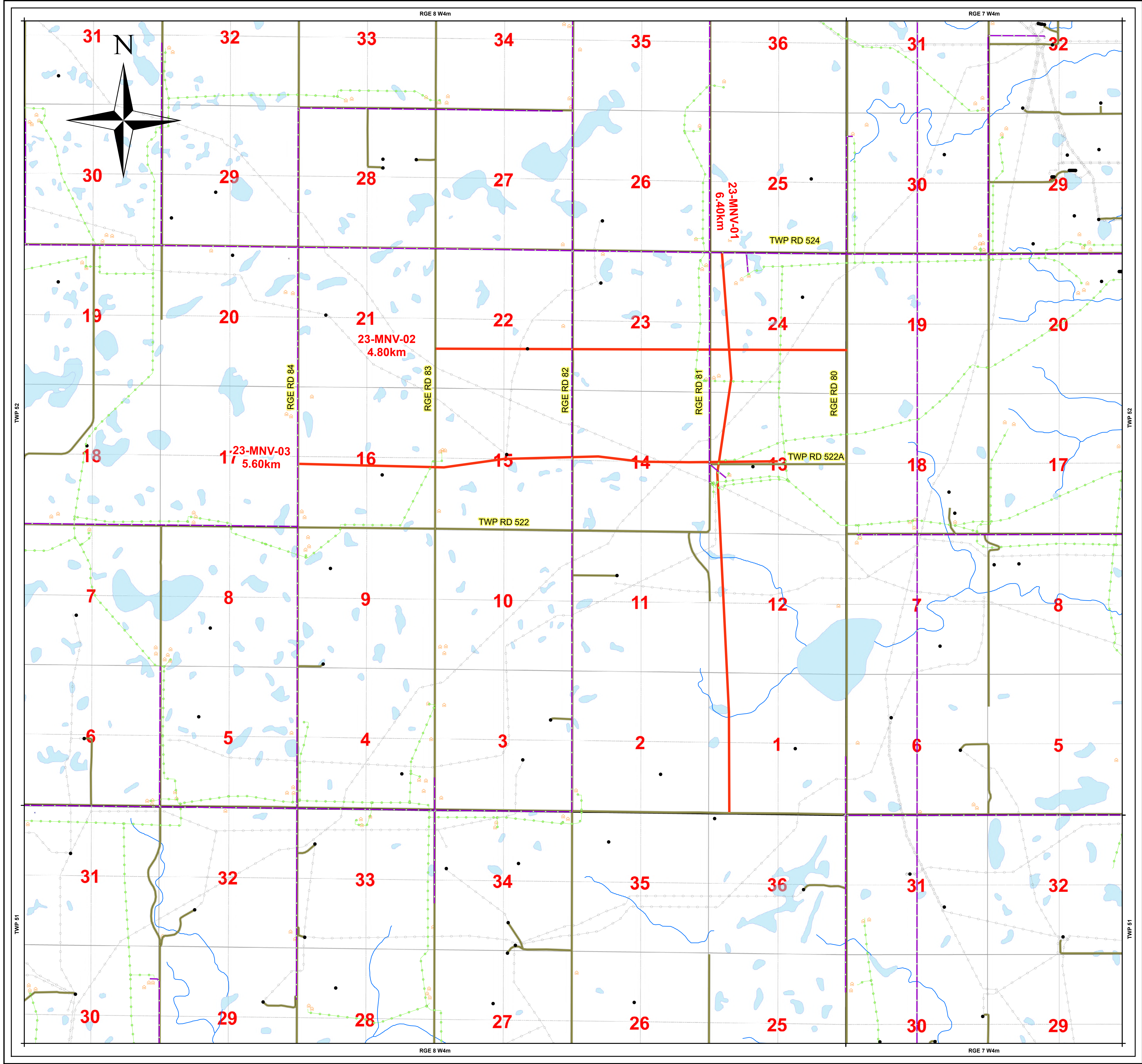
- Received subdivision file #11-2023
- Prepared subdivision endorsement file #08-2023

Economic Development Update:

- Unsuccessful in the RMA Rural Economic Development Micro Grant application for the Developer's Package project.

Attachments:

- Mannville 2023 2D Seismic program map
- RFD – Development Permit#2023-32
- RFD – Policy PDS 7003-02
- RFD – Policy PDS 7004-02
- RFD – Subdivision file #06-2023



Box 466 Erskin, AB T0C 1G0 403-923-7703		
Program:	Mannville 2023 2D	UTM ZONE: 12 PROV: AB
TWP 52, RGE 8 W4M		
Licensee: Peer Solutions Inc. License # 6371		Permittee: Eagle Canada Seismic Services ULC Permit #: 720
Client: Spec	Submission Map September 20, 2023	Ver #: 2.0.0
Energy Source: Dynamite	Equipment: Wheeled	Peer Job #: A23-036

Receiver Station Interval: 20m	Total # Receiver Stations: 1394
Source Station Interval: 40m	Total # Source Stations: 698

Combination Line Total KM: 16.80 km	Number of Lines: 3
-------------------------------------	--------------------

23-MNV-01	6.40 km	23-MNV-02	4.80 km
Private Land	6.40km	Private Land	4.80km
Crown Land	0.00km	Crown Land	0.00km

23-MNV-02	5.60 km
Private Land	5.60km
Crown Land	0.00km

- Legend**
- Telus_Trench_Lines
 - LPPL - Minco Gas
 - Wells
 - Program_Lines
 - Roads
 - Buildings
 - Pipelines
 - Hydro_Line
 - Hydro_Poly

1:20,000

0 ¼ ½ 1 Kilometers



ADMINISTRATION REPORTS

Name: Mike Fundytus

Department: Protective Services

Reviewed by: *P. Redshanzky*

For Presentation at: October 18th, 2023, Council Meeting

From Date: Sept 6, 2023

To Date: Oct 11, 2023

Fire Department Update:

Call Type	Date	Details	Station Dispatched
Fire	Sept 9	Bale Fire	Mannville/Innisfree
Fire	Sept 10	Vehicle/Field Fire	Mannville
Medical	Sept 12	Village Medical	Mannville
MVC	Sept 13	MVC Hwy 36 Hwy 16	Vegreville/Innisfree
MVC	Sept 19	Semi Vs Moose	Mannville/Innisfree
Fire	Sept 20	Combine Fire	Mannville
MVC	Sept 23	Vehicle Vs Deer	Innisfree
Medical	Sept 26	County medical. Not enough staff to respond to call.	Mannville
Fire	Sept 27	CN Rail Tracks from Minburn to Mannville	Mannville
False Alarm	Sept 28	51216A RR 122A	Innisfree
Fire	Sept 28	Hwy 870 Twp 524 Combine Fire	Innisfree
Medical	Sept 28	County Medical	Vegreville
Medical	Sept 29	Village Medical.	Mannville
MVC	Sept 30	Hwy 16 RR 82 Vehicle vs Deer	Mannville
Medical	Oct 4	Village Medical. Not enough staff to respond to call	Mannville
Gas Leak	Oct 5	Village Call	Innisfree
Fire	Oct 5	Hwy 881 near Twp 524 Tractor Fire	Mannville
Fire	Oct 6	Hwy 16 near RR 83 Semi Trailer on fire	Mannville
Medical	Oct 8	County Medical	Innisfree

- Total Fire Responses:
 - Mannville - 12
 - Innisfree – 8
 - Vegreville - 2
- Currently issuing fire permits till Oct 30.
- Minburn County Fire Department deployed Unit 912 Water Tender to Chateh/ High Level truck returned after 4 days.
- Vegreville Fire Department deployed County Wildland Engine to Chateh/High Level truck returned after 6 days.
- Staffing update: 2 members have left the department (1 Innisfree 1 Mannville) Recruited 3 members (1 Mannville 2 Innisfree) to join after harvest.
- Mannville station is critically low during working hours. 2 medical calls (1 village 1 county) Mannville station did not have enough staffing available to attend. I have begun working out of Mannville station more frequently to ensure response capability is maintained.
- Firefighter appreciation BBQ and presentation of retirement plaque to long serving member on the fire department on Sept 21.
- Working on budget 2024

Emergency Management Update:

- ICP Activation is scheduled for Nov 23rd. Do any council members wish to participate?

OH&S Update:

- Ongoing health and safety inspections throughout the County.
- Setting up and ordering necessary items for training room/ICP in admin basement.

RCMP Liaison:

- RCMP Town Hall at Minburn Hall November 14th @ 6pm



ADMINISTRATION REPORTS

Name: _____ **Department:** _____

Reviewed by: _____

For Presentation at: _____ **Council Meeting**

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

Department Updates:

Department Updates Cont'd.:

Attachments:



County of Minburn No. 27

2023 Statement of Financial Position

As At September 30, 2023

FINANCIAL ASSETS	Sep/2023	Aug/2023	Dec/2022
Cash & Temporary Investments	15,972,993	16,622,596	26,813,364
Receivables			
Taxes & Grants in Place of Taxes Receivable	14,430,646	15,565,408	341,330
Due From Governments	137,476	90,293	216,178
Trade & Other Receivables	128,901	182,596	393,821
Long Term Receivables	601,484	615,998	785,606
Land Held for Resale	169,407	169,407	169,407
Total Financial Assets:	\$ 31,440,906	\$ 33,246,298	\$ 28,719,706
LIABILITIES	Sep/2023	Aug/2023	Dec/2022
Accounts Payable & Accrued Liabilities	396,212	433,413	1,236,781
Asset Retirement Obligation	398,008	398,008	398,008
Deposit Liabilities	-	-	-
Deferred Revenue	1,792,231	1,548,231	37,722
Employee Benefit Obligations	- 39,177	- 36,791	224,462
Total Liabilities:	\$ 2,547,273	\$ 2,342,862	\$ 1,896,973
Net Financial Assets:	\$ 28,893,633	\$ 30,903,437	\$ 26,822,733
NON-FINANCIAL ASSETS	Sep/2023	Aug/2023	Dec/2022
Tangible Capital Assets	27,170,734	27,170,734	27,170,734
Inventory for Consumption	6,006,585	6,283,936	7,095,377
Prepaid Expenses	20,950	18,262	229,459
Total Non-Financial Assets:	\$ 33,198,268	\$ 33,472,931	\$ 34,495,570
ACCUMULATED SURPLUS:	\$ 62,091,901	\$ 64,376,367	\$ 61,318,303
Difference:	\$ 773,598	\$ 3,058,065	



County of Minburn No. 27

2023 Revenue & Expenditure Report

For Month Ending September 30, 2023

REVENUE	2023 Current Month	2023 Year-To-Date	2023 Budget	% of Budget Used	Same Period Last Year
Net Municipal Taxes	- 616,899	14,037,176	13,498,190	104.0%	110.0%
User Fees & Sale of Goods	10,232	252,530	342,950	73.6%	83.3%
Government Transfers	200	125,501	3,145,411	4.0%	12.4%
Investment Income	17,384	289,259	532,500	54.3%	103.8%
Penalties & Costs on Taxes	244	51,646	112,900	45.7%	32.6%
Gain on Disposal of Tangible Assets	-	92,400	139,300	66.3%	0.0%
Other	10,542	489,048	189,723	257.8%	115.7%
Totals:	-\$ 578,297	\$ 15,337,560	\$ 17,960,974	85.4%	91.5%

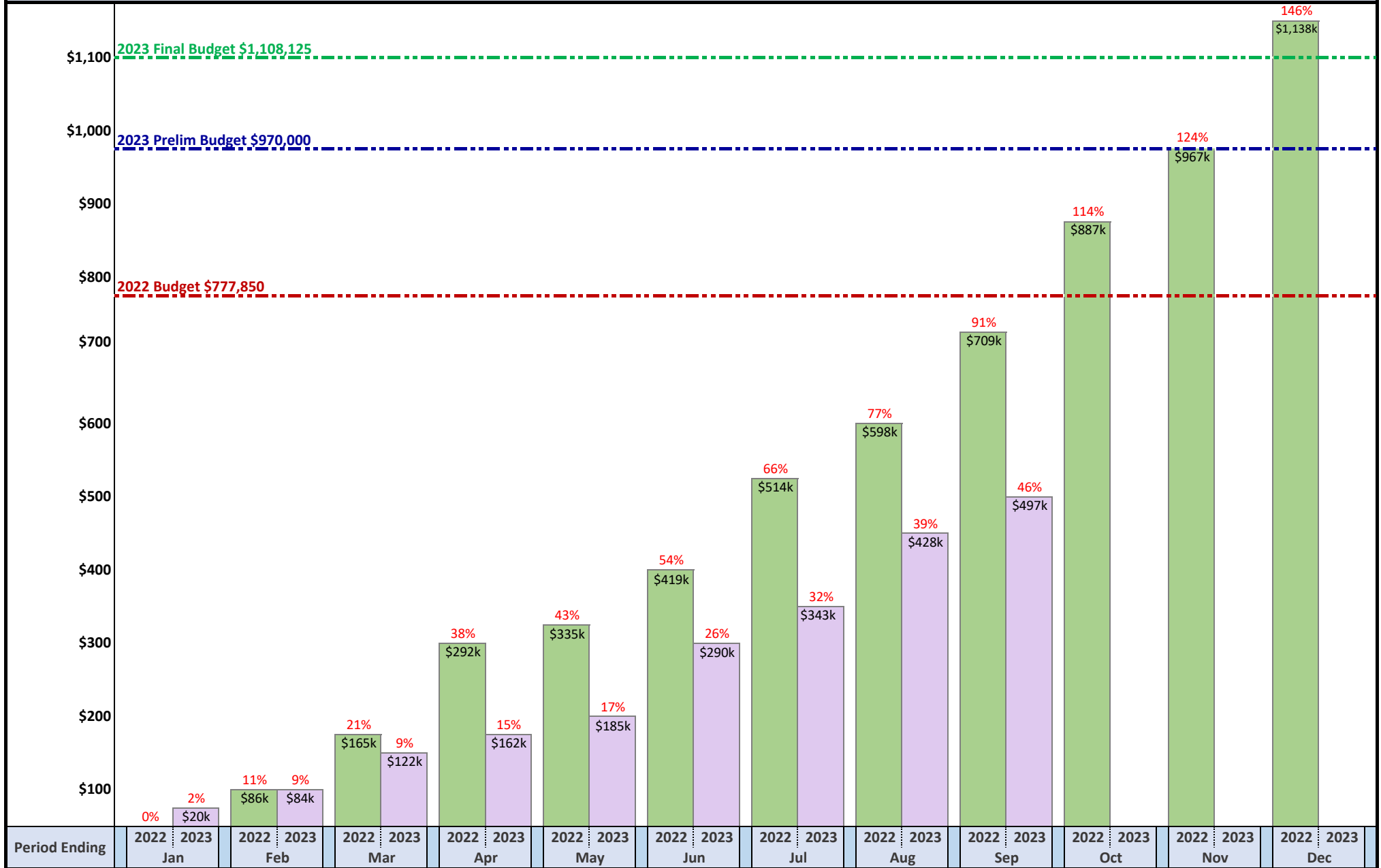
EXPENDITURES	2023 Current Month	2023 Year-To-Date	2023 Budget	% of Budget Used	Same Period Last Year
Administrative & Legislative	141,826	1,677,842	2,962,002	56.6%	57.0%
Fire Protection & Safety Services	33,734	652,635	974,507	67.0%	65.4%
Emergency Dispatch Services	-	9,060	11,000	82.4%	116.4%
Policing Services	-	158,483	230,000	68.9%	19.6%
Bylaw Enforcement, Health & Safety	1,661	16,163	77,650	20.8%	46.0%
Roads, Streets, Walks, Lights	1,280,083	10,025,802	19,931,007	50.3%	52.6%
Water Supply & Distribution	14,887	128,427	253,194	50.7%	76.8%
Wastewater Treatment & Disposal	2,600	30,795	86,596	35.6%	42.9%
Waste Management	27,022	595,815	789,339	75.5%	65.9%
Family & Community Support Services	-	122,442	163,756	74.8%	74.8%
Cemeteries	-	4,000	4,231	94.5%	75.6%
Planning & Economic Services	53,422	269,463	565,428	47.7%	38.9%
Agricultural Services Board	43,537	288,556	608,742	47.4%	55.2%
Recreation & Library Services	7,993	584,479	853,967	68.4%	76.8%
Totals:	\$ 1,606,765	\$ 14,563,962	\$ 27,511,419	52.9%	54.7%

Difference: \$ 773,598

County of Minburn No. 27

County-Wide Fuel 2022 - 2023 Comparison

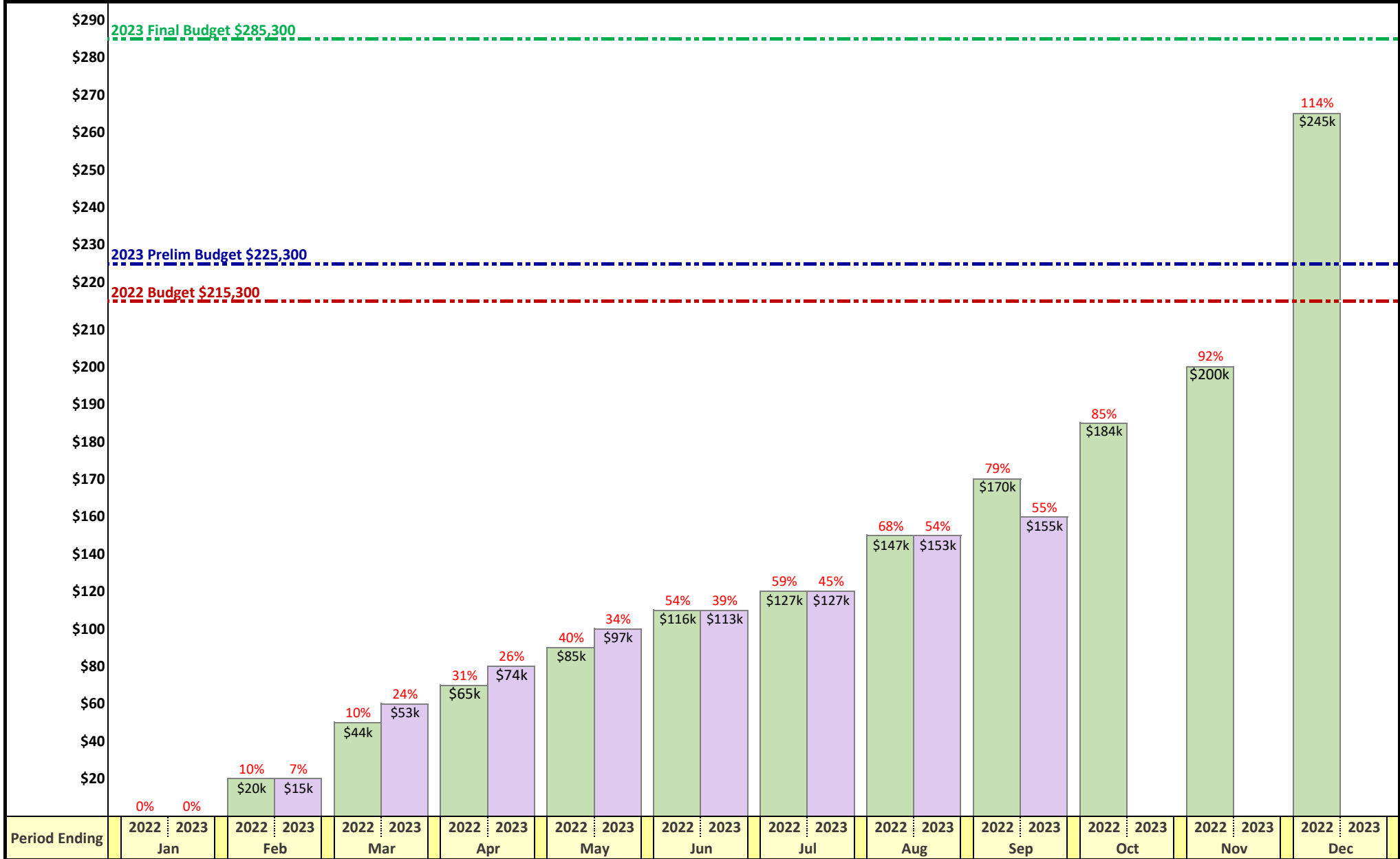
In Thousands



County of Minburn No. 27

County-Wide Utilities 2022 -2023 Comparison

In Thousands



COUNTY OF MINBURN NO. 27
2023 Monthly Progress Report - At September 30, 2023

Decision Papers - Operating						
Project Name	20%	40%	60%	80%	100%	
Staff Remuneration / Compensation	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 153,000 \$ N/A Implemented January 1/2023 - Ongoing costs
Peace Park Funding Increase	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 4,825 \$ - Funded from Reserve if required at end of year
Wapasu Park Improvements	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 35,400 \$ - 12 new tables/concrete foundations installed on September 19/2023; awaiting invoicing
Firefighter Training Wage Increase	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 8,000 N/A Implemented January 1/2023 - Ongoing costs
Land Use Bylaw Review	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 50,000 \$ 33,411 Land Use Bylaw is being drafted; will extend into early 2024
Reg. Economic Development Framework	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 112,000 \$ 25,000 Committee formed; work will be done throughout 2023 and 2024
Orthophoto Update	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 75,000 \$ 28,000 Flights completed; compiling data
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 \$ 5,100 Lego Blocks installed and in use
Mannville Landfill Reclamation	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 444,800 \$ 315,545 Work has been completed; invoices still coming in
Beaver Harvest Incentive Program	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 6,000 \$ 2,380 Implemented January 1/2023 - approximately \$6,800 has been spent in 2023
Municipal Development Plan Review	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 39,671 \$ 27,019 MDP adopted on June 19/2023
Protective Services Assistant	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 87,100 \$ - No Grant funding rec'd; Admin Summer Student tasked with some PS duties
Decision Papers - Capital						
Project Name	20%	40%	60%	80%	100%	
Fleet Truck Replac. - 1 One Ton Truck	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 79,000 \$ 72,849 Truck delivered and is in use
Two CAT 160 Motor Graders	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 1,298,000 \$ - On order; to be delivered in October
D6/D7 Loader Undercarriage Refurbish	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 131,013 \$ 131,013 Equipment repairs complete
Mannville Salt Shed	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 155,750 \$ 51,000 Construction complete; waiting on final invoices
Hwy 16A Upgrades - East	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 555,200 \$ 556,452 Work has been completed
Lavoy Drainage Improvements	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 1,835,045 \$ - Letter of Intent sent to AEPA to determine if this project can be funded
Lavoy Sidewalk Improvements	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 33,400 \$ - Completed; waiting on invoice
2020 Construction Program Addn'l Costs	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 20,000 \$ 20,000 Additional costs complete; Gravelock used on Lavoy project
BF7640 Repairs	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 322,000 \$ 255,820 Repairs complete; waiting on invoices
Ranfurly WTS Skid Shack Office	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 54,200 \$ 33,233 Office has been delivered and is in use
Mannville & Innisfree Fire Hall Repairs	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 20,000 \$ - Project has been awarded; may carry over into 2024
SCBA Purchase	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 212,593 \$ 211,133 Equipment purchased and in use
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 \$ 8,245 Equipment purchased and in use
Road Maintenance Activities						
Road Projects	20%	40%	60%	80%	100%	Comments
Road Construction	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Road Construction 80% complete
Gravel Haul Program	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Gravel Haul Program Completed
Oiling Projects	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Oiling Projects completed
Dust Controls	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Dust Controls Completed
Roadside Mowing	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Roadside Mowing Completed
Roadside Brushing	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Brush mulching to commence in November 23 and continue through April 24



County of Minburn No. 27

Quarterly Report - Investment Income

As At September 30, 2023

Financial Institution	Investment Fund	Term	Investment Date	Maturity Date	Current Month Investment Amount	Int Rate/Annum	2023 Interest Accrued	2023 Interest Received
ATB	Operating Acct	Monthly	Monthly	Monthly	\$ 1,420,500.55	5.15%	\$ -	\$ 52,222.59
ATB	Equip Combined	90 day	Monthly	Monthly	\$ 1,160.40	5.45%	\$ -	\$ 16,834.34
ATB	Gen Op 31 days	31 day	Monthly	Monthly	\$ 2,228.13	5.35%	\$ -	\$ 3,192.67
ATB	MSI Cap	31 day	Monthly	Monthly	\$ -	5.35%	\$ -	\$ 5,843.21
ATB	Village	31 day	Monthly	Monthly	\$ -	5.35%	\$ -	\$ 5,622.70
ATB	SIP Combined	31 day	Monthly	Monthly	\$ -	5.35%	\$ -	\$ 2,304.05
ATB	Tax Recovery Y	90 day	Monthly	Monthly	\$ 2,952.45	5.45%	\$ -	\$ 115.67
ATB	Sale Proceeds HofM	31 day	Monthly	Monthly	\$ 60,424.84	5.35%	\$ -	\$ 2,324.21
ATB	MUSH Savings	Monthly	Monthly	Monthly	\$ 1,017,470.99	5.32%	\$ -	\$ 109,012.07
Totals:					\$ 2,504,737.36		\$ -	\$ 197,471.51
ATB	GIC	6 month	Oct 13/22	Apr 13/23	\$ -	4.36%	\$ -	\$ 6,134.93
ATB	GIC	6 month	Oct 27/22	Apr 27/23	\$ -	4.78%	\$ -	\$ 30,560.43
ATB	GIC	9 month	Oct 31/22	Jul 31/23	\$ -	5.07%	\$ -	\$ 58,061.91
ATB	GIC	15 month	Oct 13/22	Jan 13/24	\$ 750,000.00	4.93%	\$ 27,655.27	\$ -
ATB	GIC	24 month	Sep 22/22	Sep 22/24	\$ 500,000.00	4.81%	\$ 17,988.08	\$ -
ATB	GIC	24 month	Oct 13/22	Oct 13/24	\$ 750,000.00	5.03%	\$ 28,216.23	\$ -
ATB	GIC	36 month	Sep 22/22	Sep 22/25	\$ 500,000.00	4.80%	\$ 17,950.68	\$ -
ATB	GIC	48 month	Sep 22/22	Sep 22/26	\$ 1,000,000.00	4.76%	\$ 35,602.19	\$ -
ATB	GIC	60 month	Sep 22/22	Sep 22/27	\$ 1,000,000.00	4.79%	\$ 35,826.58	\$ -
Totals:					\$ 4,500,000.00		\$ 163,239.04	\$ 94,757.27
CWB	GIC	15 month	May 4/22	Aug 4/23	\$ -	2.98%	\$ -	\$ 3,823.70
CWB	GIC	18 month	Feb 25/22	Aug 25/23	\$ -	1.85%	\$ -	\$ 7,007.77
CWB	GIC	21 month	Feb 25/22	Jun 25/24	\$ 1,791,125.00	2.35%	\$ 25,024.22	\$ 6,309.59
CWB	GIC	36 month	Mar 11/22	Mar 11/25	\$ 1,027,500.00	2.75%	\$ 15,715.12	\$ 5,273.97
CWB	GIC	30 month	Mar 31/22	Sep 30/24	\$ 1,029,500.00	2.95%	\$ 15,226.73	\$ 7,273.97
CWB	GIC	12 month	Jun 7/22	Jun 7/23	\$ -	3.30%	\$ -	\$ 7,142.47
CWB	GIC	36 month	Jun 7/22	Jun 7/25	\$ 520,750.00	4.15%	\$ 5,861.65	\$ 8,982.19
CWB	GIC	42 month	Mar 31/22	Sep 30/25	\$ 1,031,750.00	3.18%	\$ 16,423.91	\$ 7,828.77
CWB	GIC	48 month	May 4/22	May 4/26	\$ 519,250.00	3.85%	\$ 8,160.76	\$ 6,539.73
CWB	GIC	48 month	Aug 2/22	Aug 2/26	\$ 523,500.00	4.70%	\$ 3,977.17	\$ 13,778.08
CWB	GIC	60 month	May 4/22	May 4/27	\$ 519,500.00	3.90%	\$ 8,270.72	\$ 6,624.66
CWB	GIC	60 month	Aug 2/22	Aug 2/27	\$ 525,000.00	5.00%	\$ 4,243.15	\$ 14,657.53
CWB	GIC	12 month	Aug 30/23	Aug 30/24	\$ 770,882.00	5.95%	\$ 3,895.59	\$ -
CWB	GIC	18 month	Sep 29/23	Mar 29/24	\$ 1,000,000.00	6.12%	\$ 167.67	\$ -
Totals:					\$ 9,258,757.00		\$ 106,966.69	\$ 95,242.43
Totals to September 30/2023:					\$ 16,263,494.36		\$ 270,205.73	\$ 387,471.21

~ 2023 INTEREST SUMMARY ~	
Total Interest Accrued at September 30/2023	\$ 270,205.73
Total Interest Received at September 30/2023	\$ 387,471.21
Grand Total Interest	\$ 657,676.94
2023 Budgeted Total Interest	\$ 532,500.00
% of Budget Received	72.76%
Interest Received - Same Period Last Year	\$ 212,726.37

VEGREVILLE TRANSPORTATION SERVICES SOCIETY

BOX 1113

VEGREVILLE, AB

T9C 1S3

Phone (780)632-7363/Fax (780)632-7414

October 4, 2023

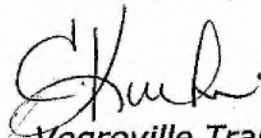
County of Minburn,
Box 550
Vegreville, AB
T9C 1R6

Dear Reeve and County Council:

On behalf of Vegreville Transportation Services Society (VTSS), we would like to thank you for your decision to once again provide funding to our organization for the upcoming year. The generous donation of \$5000.00 which VTSS has received is much appreciated. This funding will help to solidify the fiscal footing of VTSS as we navigate into 2024 and support consistent service levels in the future.

There is no way that this letter can adequately convey how much VTSS appreciates your generosity. Our clients are greatly enriched by this service.

With thanks,



Vegreville Transportation Services Society Executive

VTSS

*Striving to provide affordable and accessible transportation for
residents of Vegreville and area*

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

Action List Item No.	Motion No.	Meeting Date	Description	Percentage Completed	Person Responsible	Date Completed	Notes
2324	2023-13	16-Jan-23	Table In-kind Donation Policy until February Committee of the Whole meeting for further discussion.	50%	Jay		Draft policy was presented to Council at the October COW meeting and endorsed by Council. Will be formally ratified at the November Council meeting.
2265	2023-149	19-Jun-23	Review Code of Conduct Bylaw No. 1280-19.	50%	Pat		Draft of new bylaw will be presented at November Committee of the Whole meeting.
2280	2023-177	21-Aug-23	Transport remaining gravel from the Armitage Pit to the Innisfree Stockpile.	100%	Norm	11-Oct-23	The remaining gravel is to be abandoned, as supported by Council at the October 11, 2023, COW meeting.
2286	2023-192	13-Sep-23	Submit signed Council resolution to Town of Vegreville regarding approval to participate in grant application under ACP Program for a Regional Recreation Feasibility Study with Town of Mundare, Town of Two Hills, County of Two Hills and Lamont County, with Town of Vegreville as managing partner.	100%	Davin	13-Sep-23	E-mailed signed resolution to Town of Vegreville.
2287	2023-197	13-Sep-23	Add Electronic Signatures and Approvals Policy No. AD 1023-01 to policy listing.	100%	Audra	13-Sep-23	
2288	2023-198	13-Sep-23	Add Proclamation and Recognition Policy No. CC 3012-01 to policy listing.	100%	Audra	13-Sep-23	
2289	2023-199	13-Sep-23	Prepare swag items and e-mail ashley.browning@cibc.com for pick-up or deliver to CIBC by September 15 for their CIBC Run for the Cure silent auction.	100%	Shirley	15-Sep-23	Prepared swag bag and delivered to CIBC.
2290	2023-204	13-Sep-23	Enter into three-year agreement with MPA Engineering for bridge engineering services with option of two, one-year renewals commencing January 1, 2024.	80%	Norm		Contract being worked on. Will be completed by the end of October, 2023.