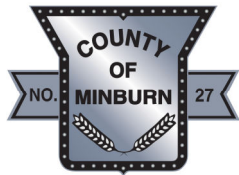


## **AGENDA**

**January 23, 2025 – County Council Meeting – 10:00 a.m.**

- 1. Call to Order**
- 2. Changes to Agenda and Adoption of Agenda**
- 3. Confirmation of Minutes**
  - 3.1 December 16, 2024 Council Meeting
- 4. Delegations**
- 5. Public Hearing –10:15 a.m.  
Bylaw Enforcement Officer Bylaw 1359-24**
- 6. Council Priorities**
- 7. Requests for Decision**
  - 7.1 Road Encroachments on Canadian National Railway Property
  - 7.2 Road Closure Bylaw No. 1353-24
  - 7.3 Bylaw Enforcement Officer Bylaw No. 1359-24
  - 7.4 Subdivision File No. 09-2024
  - 7.5 Subdivision File No. 10-2024
  - 7.6 Bridge File 01865 Repair Tender
  - 7.7 Fleet Truck Tender 2025
  - 7.8 Bylaw 1354-24 Weed Control on Provincial Highways
  - 7.9 Bylaw 1355-24 Warble Control Area
  - 7.10 Bylaw 1356-24 Rescinding Warble Control Area Amending Bylaw 679-1972
  - 7.11 Bylaw 1357-24 Agricultural Appeal Committee
  - 7.12 Agricultural Service Board Terms of Reference
  - 7.13 Education Requisition Deferral and Repayment Terms
  - 7.14 County of Minburn and County of Vermilion River Intermunicipal Collaboration Framework (ICF) Extension
  - 7.15 Candidate Nominations to be Accompanied by Deposit Bylaw 1360-25
  - 7.16 Elections Bylaw 1361-25
- 8. Reports**
  - 8.1 Reeve
  - 8.2 Council
  - 8.3 CAO
  - 8.4 Operations
  - 8.5 Planning and Community Services
  - 8.6 Protective Services
  - 8.7 Corporate Services
- 9. Correspondence and Information Items**
  - 9.1 Town of Vegreville Annual Family Day Breakfast
  - 9.2 Vegreville Jr. B Rangers Thank You
  - 9.3 Elk Island Public Schools re Annual Education Results Report
  - 9.4 Elk Island Public Schools re Alberta Rural Education Symposium
- 10. Councillor Requests (Information Requests and Notices of Motion)**
  - 10.1 Action Item List
- 11. Closed Session**
- 12. Open Session**
- 13. Motions Arising out of the Closed Session**
- 14. Adjournment**





**COUNCIL MEETING MINUTES**  
**December 16, 2024**

Council Members Present: Reeve Roger Konieczny, Division 3  
Deputy Reeve Kevin Bentley, Division 7  
Councillor Joey Nafziger, Division 1  
Councillor Eric Anderson, Division 2  
Councillor Cliff Wowdzia, Division 4 (arrived 10:19 am)  
Councillor Tara Kuzio, Division 5  
Councillor Carl Ogrodnick, Division 6

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

- 1 CALL TO ORDER**  
Reeve Konieczny called the meeting to order at 10:00 a.m.
- 2 ADOPTION OF AGENDA**
- 2024-246**  
**Moved by:** Councillor Anderson  
THAT the December 16, 2024 regular Council meeting agenda be adopted as presented.  
**Carried**
- 3 CONFIRMATION OF MINUTES**
- 3.1 November 18, 2024 County Council Meeting
- 2024-247**  
**Moved by:** Councillor Kuzio  
THAT the November 18, 2024, regular Council meeting minutes be adopted as presented.  
**Carried**
- 3.2 November 21, 2024 Special Council Meeting
- 2024-248**  
**Moved by:** Deputy Reeve Bentley  
THAT the November 21, 2024, Special Council meeting minutes be adopted as presented.  
**Carried**
- 4 DELEGATIONS**
- 5 COUNCIL PRIORITIES**
- 2024-249**  
**Moved by:** Councillor Kuzio  
THAT the Council Priorities be accepted as information.  
**Carried**



## **6 REQUESTS FOR DECISION**

### **6.1 Intermunicipal Collaboration Framework (ICF) Review**

#### **2024-250**

**Moved by:** Deputy Reeve Bentley

THAT Council approve Administration proceed with negotiations to extend our Intermunicipal Collaboration Framework agreements with our municipal neighbours.

**Carried**

### **6.2 Range Road 82 Guardrail Design**

#### **2024-251**

**Moved by:** Councillor Nafziger

THAT Council approve ATCO Electric's Design Option 1 for Range Road 82 guardrail design as presented.

**Carried**

### **6.3 Bylaw Enforcement Officer Bylaw No. 1359-24**

#### **2024-252**

**Moved by:** Councillor Nafziger

THAT Council approve first reading of Bylaw Enforcement Officer Bylaw No. 1359-24.

**Carried**

### **6.4 Provincial Wildland Urban Interface (WUI) Team Application**

#### **2024-253**

**Moved by:** Councillor Kuzio

THAT Council approve Administration submit an application to become a provincial Wildland Interface (WUI) team.

**Carried**

#### **2024-254**

**Moved by:** Councillor Nafziger

THAT Council approve the purchase of a Sprinkler Protection Unit if successful in application to host a WUI team.

**Carried**

### **6.5 Unit 910 Replacement**

#### **2024-255**

**Moved by:** Councillor Anderson

THAT Council award Unit 910 Replacement project to Fort Garry Fire Trucks for \$998,480.

**Carried**

### **6.6 Disposal of Asset – Antique Fire Truck**

#### **2024-256**

**Moved by:** Deputy Reeve Bentley

THAT Council approve the sale of 1954 International Fire Truck to the Village of Innisfree for one dollar.

**Carried**

### **6.7 PERC and DIRC Application**

#### **2024-257**

**Moved by:** Councillor Kuzio

THAT Council approve Administration to apply under the Provincial Education Requisition Credit (PERC) in the amount of \$21,164.24 and Designated Industrial Requisition Credit (DIRC) Program in the amount of \$942.34 to recover previously remitted education and designated industrial property taxes for these properties.

**Carried**



6.8 Master Rates Bylaw Amendment No. 1358-24

THAT Council approve to give Bylaw No. 1358-24 three readings to amend Master Rates Bylaw No. 1281-19 which establishes fees, rates and charges for various services.

**2024-258**

**Moved by:** Councillor Anderson

THAT Bylaw 1358-24 be given first reading.

**Carried**

**2024-259**

**Moved by:** Deputy Reeve Bentley

THAT Bylaw 1358-24 be given second reading.

**Carried**

**2024-260**

**Moved by:** Councillor Ogradnick

THAT Council unanimously and in full agreement give Bylaw 1358-24 third reading.

**Carried**

**2024-261**

**Moved by:** Councillor Nafziger

THAT Bylaw 1358-24 be given third reading.

**Carried**

6.9 2025 Preliminary Budget

**2024-262**

**Moved by:** Councillor Kuzio

THAT Council approve the 2025 Preliminary Operating and Capital Budget as presented.

**Carried**

*Councillor Wowdzia entered the meeting at 10:19 a.m.*

6.10 MD of Minburn Foundation

**2024-263**

**Moved by:** Councillor Kuzio

THAT the County of Minburn commits \$1,883,160 to the MD of Minburn Foundation which represents 58.8% of the total municipal share required to fully fund the Lodge project once the remainder of the funding is in place from the Affordable Housing Partnership Program and CMHC loan.

**Carried**

**2024-264**

**Moved by:** Councillor Ogradnick

THAT the County of Minburn commits to collect 58.8% of the \$100,000 above current MD of Minburn Foundation requisition levels, for as long as required, to support the repayment of the \$15,591,500 CMHC loan at the time operations of the Lodge project comes into effect.

**Carried**

**2024-265**

**Moved by:** Councillor Ogradnick

THAT Council direct Administration to research funding and/or borrowing options for the MD of Minburn Foundation Lodge Expansion project.

**Carried**



6.11 2025 Joint Election Agreements with School Divisions

**2024-266**

**Moved by:** Councillor Anderson  
THAT Council approve entering into joint agreements with the school jurisdiction with the County agreeing to conduct the school elections in the 2025 municipal election if required.

**Carried**

*Councillor Wowdzia left meeting at 10:25 a.m.*

6.12 Council Remuneration 2025

**2024-267**

**Moved by:** Deputy Reeve Bentley  
THAT Council decline a Cost of Living Adjustment increase for 2025.

**Carried**

*Councillor Wowdzia entered the meeting at 10:26 a.m.*

6.13 2025 CAO Salary

**2024-268**

**Moved by:** Councillor Nafziger  
THAT Council approve the salary adjustment for the Chief Administrative Officer as agreed upon at the COW Closed Session on December 11, 2024.

**Carried**

**7               REPORTS**

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

*Reeve Konieczny adjourned meeting at 10:58 a.m.*

*Meeting reconvened at 11:05 a.m.*

7.7 Corporate Services

**2024-269**

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

**Carried**

**8               CORRESPONDENCE AND INFORMATION ITEMS**

8.1 **Federation of Canadian Municipalities (FCM) Response Letter to Wheatland County re Advocacy Efforts**

Copy of letter to Wheatland County was received from FCM on their advocacy efforts on rural and regional issues and their ongoing commitment to represent all municipalities.

8.2 **Minister of Public Safety Letter to Town of Vegreville re Police Governance**

Town of Vegreville Letter provided a letter they received from the Minister of Alberta Public Safety and Emergency Services on legislative changes to police governance that may affect our community.



8.3     **Innisfree School Council Thank You**

Thank you card from Innisfree School Council for financial support received from the County for a crosswalk.

**2024-270**

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

**Carried**

**9                COUNCILLOR REQUESTS** (Information Requests and Notices of Motion)

9.1     Action Item List

**2024-271**

**Moved by:** Councillor Kuzio  
THAT Council accept the Action Item List as information.

**Carried**

**2024-272**

**Moved by:** Councillor Ogrodnick  
THAT Council directs Administration to provide RMA Regional District 5 with an agenda item for the January 2025 meeting on continuing funding to FCM membership.

**Carried**

**10              CLOSED SESSION**

**11              OPEN SESSION**

**12              MOTIONS ARISING OUT OF THE CLOSED SESSION**

**13              ADJOURNMENT**

Reeve Konieczny declared the meeting adjourned at 11:25 a.m.

\_\_\_\_\_  
Reeve

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



# STRATEGIC PRIORITIES CHART (January 2025)

## COUNCIL PRIORITIES

### NOW

- 1. RECREATION AGREEMENT VEGREVILLE:** Intermunicipal
- 2. ASB STRATEGIC PLAN:** Consultant
- 3. WASTE AGREEMENT VEGREVILLE:** Intermunicipal

### TIMELINE

February 2025  
February 2025  
February 2025

### NEXT

- ASB POLICY REVIEW
- REVIEW WINTER MAINTENANCE POLICY
- CROSSROADS ECONOMIC DEVELOPMENT FRAMEWORK
- REGIONAL ARB INVESTIGATION

### 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)*

## ADMINISTRATIVE INITIATIVES

### OFFICE OF THE CAO

1. *WIND ENERGY PROJECTS – Soil Segregation/End of Life Advocacy – Awaiting action from the province*
- 2. RECREATION AGREEMENT: VEGREVILLE – February 2025**
- 3. WASTE AGREEMENT VEGREVILLE**
4. 2025 Municipal Election Review – January 2025
5. Legislative Services responsibilities transfer to the Office of the CAO – January 2025
6. ICF Extensions with municipal neighbours – March 2025

### CORPORATE SERVICES

1. ERP Conversion Project – May 2025
2. Year end & Draft Financial Statements – February 2025
3. Cashflow forecast/investment portfolio update – February 2025
4. Multi-factor Authentication Implementation – February 2025
5. REGIONAL ARB INVESTIGATION – March 2025
6. Update Procurement Policy – April 2025
7. Update IT Policies/Procedures – March 2025

### Planning and Community Services

1. CROSSROADS ECONOMIC DEVELOPMENT FRAMEWORK – Final BRE Report - January 2025
2. Onboarding Administrative Support Assistant – January 2025
3. Cemetery Survey and Software - GIS Development – February 2025
4. Website Update – April 2025
5. 360-Degree Video Solution – MRF driving roads – July 2025
6. Crossroads Communications Project - December 2025

### Protective Services

1. Updated Health & Safety Manual – Ongoing
2. Bylaw Enforcement Role – Ongoing
3. FD Training Plan – January 2025
4. Exploring WUI opportunity – January 2025

### OPERATIONS

1. Operations Shop Concept Investigation –needs strategic plan from Council
2. Projects – Planning underway for 2025
3. Bridges – Planning and land acquisitions underway for the 2025 bridge projects
4. REVIEW WINTER MAINTENANCE POLICY – April 2025

### AGRICULTURE & UTILITIES

1. ASB Grant Legislative Stream funding application – January 31, 2025
2. ASB POLICY REVIEW – Winter 2024-2025
3. **WASTE AGREEMENT VEGREVILLE – February 2025**
- 4. ASB STRATEGIC PLAN AND MEETING – January 23, 2025**

### CODES:

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

## 2 – 3 Year OUTLOOK

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





## Council Request for Decision (RFD)

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

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

**Recommendation:**

**Background:**

☐ See Appendix

**Legislative Guidance:**

☐ Provincial ☐ Municipal ☐ None

*Details:*

**Council Priorities Chart:**

☐ Yes ☐ No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

☐ Capital ☐ Operations ☐ Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

Reviewed By: Pat Podoborozny

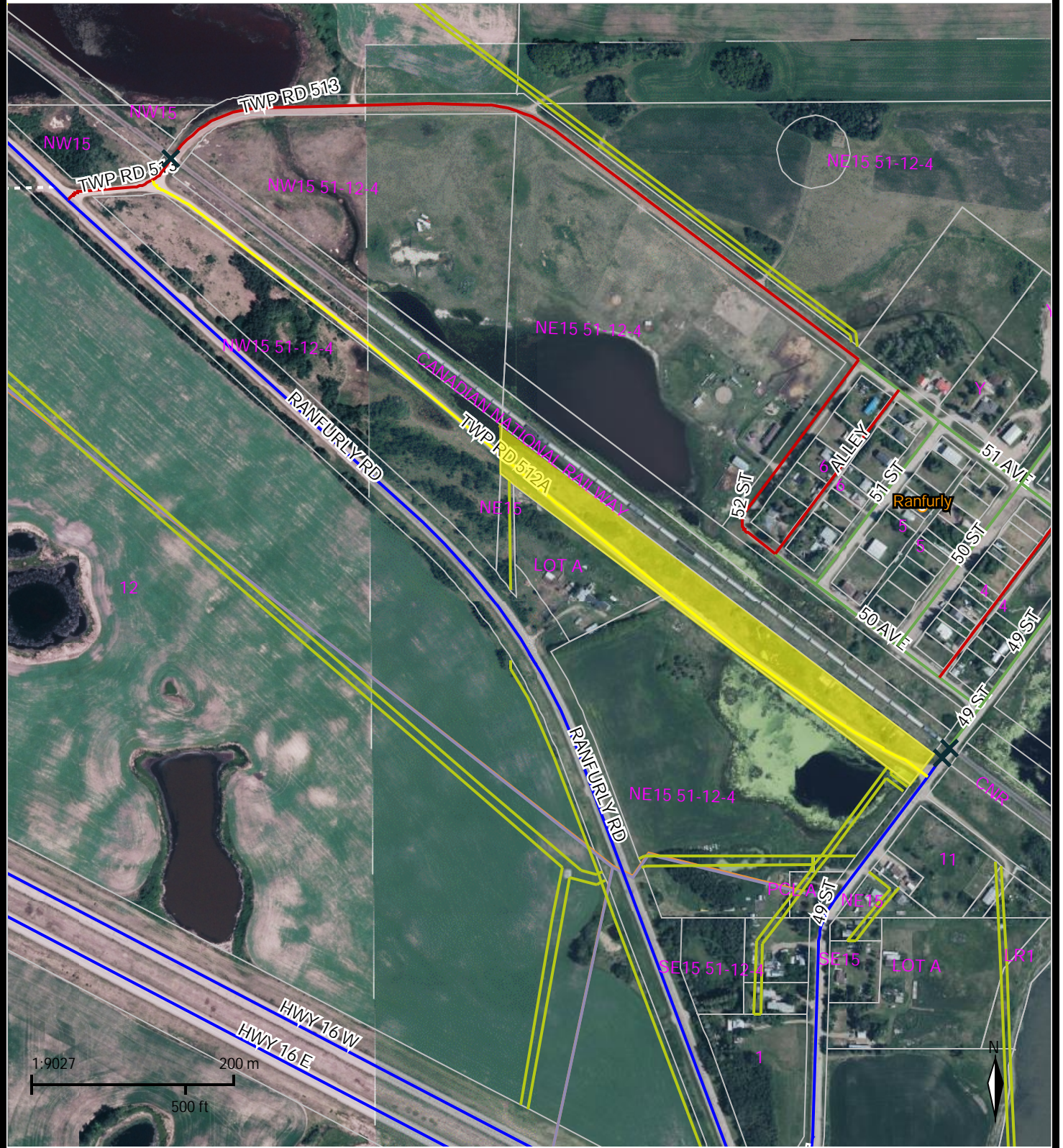




## RFD Appendix



## Lease Agreement with CN - Twp Rd 512A

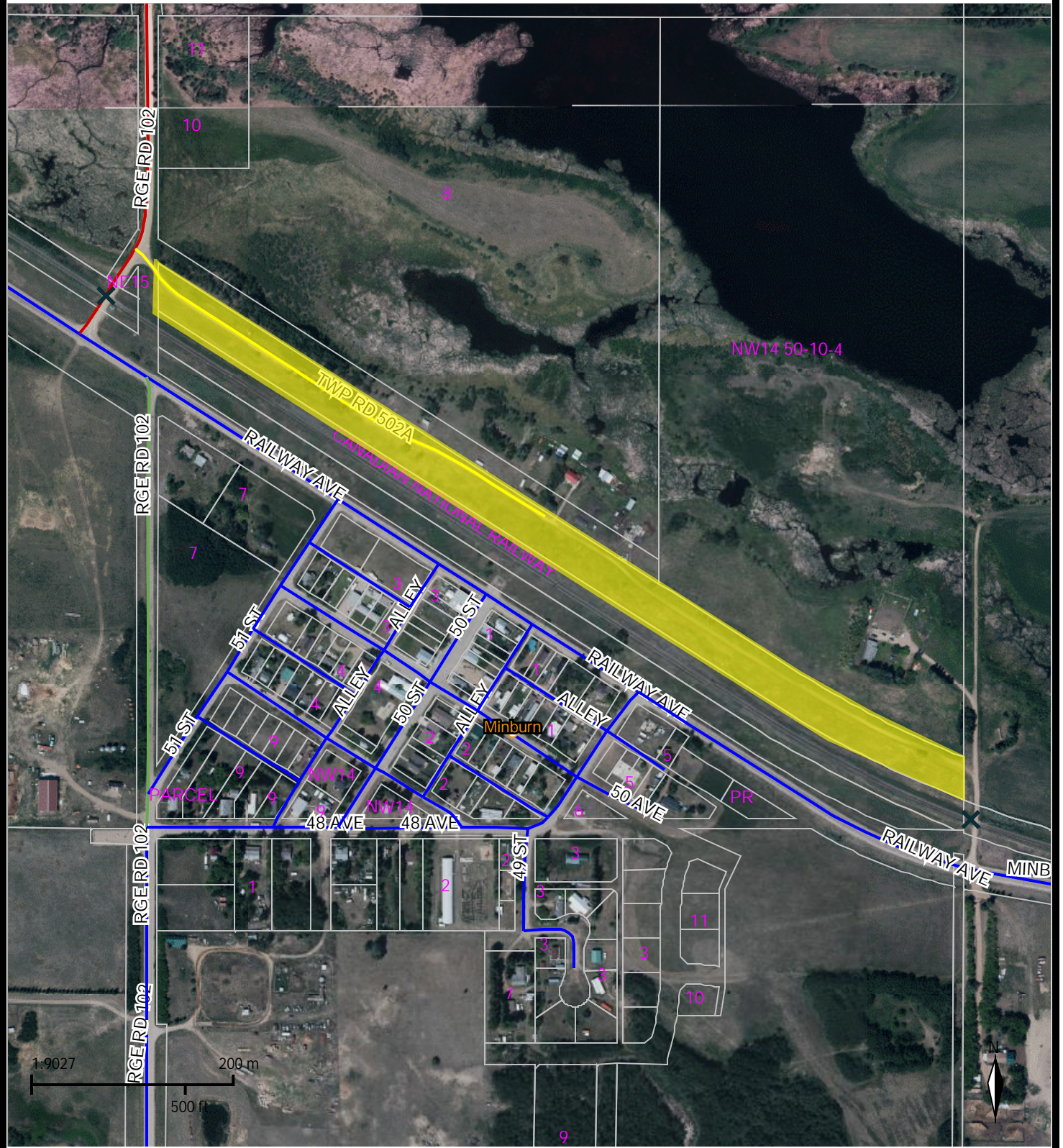


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## Lease Agreement with CN - Twp Rd 502A



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## 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: Pat Podoborozny





## RFD Appendix



COUNTY OF MINBURN NO. 27

BYLAW NO. 1353-24

A BYLAW OF THE COUNCIL OF THE COUNTY OF MINBURN NO. 27, IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF CLOSING TO PUBLIC TRAVEL AND DISPOSING PORTIONS OF A PUBLIC ROADWAY IN ACCORDANCE WITH SECTION 22 OF THE *MUNICIPAL GOVERNMENT ACT*, REVISED STATUTES OF ALBERTA, 2000, CHAPTER M-26.

**WHEREAS**, the lands hereafter described are no longer required for public travel, and

**WHEREAS**, application has been made to Council to have the highway closed, and

**WHEREAS**, notice of the intention of Council to pass a bylaw has been given in accordance with Section 606 of the *Municipal Government Act*, and

**WHEREAS** Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw.

**NOW THEREFORE BE IT RESOLVED** that the Council of the County of Minburn No. 27 in the Province of Alberta does hereby close to public travel for the purpose of disposing of the following described roadway, subject to rights of access granted by other legislation:


ALL THAT PORTION OF GOVERNMENT ROAD ALLOWANCE BETWEEN NORTHEAST QUARTER OF SECTION TWENTY THREE (23), TOWNSHIP FIFTY (50), RANGE NINE (9) WEST OF THE FOURTH MERIDIAN AND SOUTHEAST QUARTER SECTION OF TWENTY SIX (26), TOWNSHIP FIFTY (50), RANGE NINE (9) WEST OF THE FOURTH MERIDIAN

CONTAINING 1.34 HECTARES (3.32) ACRES MORE OR LESS EXCEPTING THEREOUT ALL MINES AND MINERALS

Received first reading this 21<sup>st</sup> day of October 2024.

  
  
Reeve  
Chief Administrative Officer

APPROVED this 13 day of January, 2024

  
Minister of Transportation and Economic Corridors

Received second reading this \_\_\_\_\_ day of \_\_\_\_\_, 2024

Received third reading and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
Reeve  
Seal  
\_\_\_\_\_  
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: Pat Podoborzny



**COUNTY OF MINBURN NO. 27**

**BYLAW NO. 1359-24**

A BYLAW OF THE COUNCIL OF THE COUNTY OF MINBURN NO. 27, IN THE PROVINCE OF ALBERTA TO APPOINT BYLAW ENFORCEMENT OFFICERS AND SPECIFY THE DUTIES OF THE COUNTY OF MINBURN NO. 27 BYLAW ENFORCEMENT OFFICERS.

**WHEREAS**, under the authority and pursuant to the Municipal Government Act, chapter M 26, R.S.A. 2000, and amendments thereto, Council may by bylaw, appoint Bylaw Enforcement Officers and specify the powers and duties of Bylaw Enforcement Officers and must establish disciplinary procedures for misuse of power, including penalties and an appeal process applicable to misuse of power by Bylaw Enforcement Officers;

**NOW THEREFORE** under the authority and pursuant to the provisions of the said Municipal Act, and by virtue of all other enabling powers, the Council of County of Minburn No. 27, duly assembled, enacts as follows:

**1. TITLE**

- 1.1 This Bylaw shall be known as the “Bylaw Enforcement Officer Bylaw.”

**2. DEFINITIONS**

- 2.1 In this bylaw unless the context otherwise requires:

- a) **MGA** means the Municipal Government Act, Revised Statutes of the Province of Alberta, 2000, and amendments thereto;
- b) **Bylaw** means all bylaws of the County of Minburn No. 27 duly enacted under the MGA and/or any other statutes of the Province of Alberta;
- c) **Bylaw Enforcement Officer** means an employee of the County of Minburn No. 27 appointed as such and who, in the execution of their duties, is responsible for the enforcement of municipal bylaws and for the preservation and maintenance of the public peace;
- d) **CAO** means the Chief Administrative Officer of the County of Minburn No. 27, a person duly appointed pursuant to the MGA;
- e) **Council** means the Council of the County of Minburn No. 27, elected pursuant to the Local Authorities Election Act, Revised Statutes of Alberta;
- f) **County** means the County of Minburn No. 27;
- g) **Proper Authorization** means obtaining written authorization from the CAO;

**3. APPOINTMENT**

- 3.1 The CAO and/or their designate may establish Bylaw Enforcement Officer positions within the County.
- 3.2 The CAO and/or their designate may appoint, promote or dismiss individuals, to the position of Bylaw Enforcement Officer for the purpose of enforcing the County’s bylaws. A Bylaw Enforcement Officer Appointment is Schedule “A” attached to and forming part of this Bylaw.
- 3.3 If the Bylaw Enforcement Officer is absent from their position, is off duty, or is out of office, the CAO and/or their designate may take on any duties and powers of a Bylaw Enforcement Officer or appoint an Interim Bylaw Enforcement Officer for the purpose of enforcing the County’s bylaws.



- 3.4 A Bylaw Enforcement Officer shall take the official oath prescribed by the Oaths of Office Act before starting their duties.
- 3.5 The power and duties of a Bylaw Enforcement Officer for the County of Minburn No. 27 shall be as follows:
- a) Ensure that all bylaws of the County are enforced.
  - b) Respond to and investigate complaints.
  - c) Conduct routine patrols.
  - d) Issue notices, tickets or tags.
  - e) Prosecution of any bylaw contravention including appearances in court to provide evidence.
  - f) Service of Summonses.
  - g) Ensure proper filing of information and documentation of circumstances.
  - h) Act as an agent for collecting of delinquent account.
  - i) Perform all other duties as may be assigned by the CAO and/or designate.

#### **4. RULES, COMPLAINTS AND APPEALS**

- 4.1 The Council may, by resolution, make rules governing the operation of the Bylaw Enforcement Officers, including but not limited to:
- a) Operational/Procedural Policy.
  - b) Selection of Provincial Statutes to be enforced.
  - c) Municipal Bylaw approval.
- 4.2 A Bylaw Enforcement Officer, respecting the conduct or performance of duty, may be liable to disciplinary action if the offences include:
- 4.2.1 DISCREDITABLE CONDUCT, an Officer who
- a) Act in a disorderly or inappropriate manner, or in a manner prejudicial to discipline or likely to bring discredit upon the reputation of the County.
  - b) Willfully or negligently makes a false complaint or lays a false complaint or statement against any person or another Bylaw Enforcement Officer, or
  - c) Withholds or suppresses a complaint or report against any person or another Bylaw Enforcement Officer, or
  - d) Is guilty of an indictable offence under a federal statute or an offence punishable upon summary conviction under the Criminal Code of Canada, or
  - e) Abets, conspires or is knowingly an accessory to a general default described in this Bylaw.
- 4.2.2 INSUBORDINATION, an Officer who
- a) By work or action, and without lawful excuses, disobeys, omits, or neglects to carry out a lawful order, or
  - b) By word or action is unwilling to submit to the authority of the Director of Community Services and/or their designate.



4.2.3 NEGLECT OF DUTY, an Officer who

- a) Without lawful excuse, neglects or omits promptly and diligently to perform a duty as a Bylaw Enforcement Officer, or
- b) Fails to work in accordance with orders, or leave an area, detail or other place of duty without due permission or sufficient cause, or
- c) Fails to report a matter that is their duty to report.

4.2.4 DECEIT, an Officer who

- a) Knowingly makes or signs a false statement in an official document or book, or
- b) Willingly or negligently makes a false, misleading or inaccurate statement pertaining to official duties, or
- c) Fails to report a matter that is their duty to report.

4.2.5 BREACH OF CONFIDENCE, an Officer who

- a) Divulges any matter which it is their duty to keep secret, or
- b) Without proper authorization or in contravention of any rules of the department communicates to the news media or to any authorized person any law enforcement matter which could be injurious to any person or investigation, or
- c) Without proper authorization shows to any person not a Bylaw Enforcement Officer or any unauthorized member of the Protective Services Department, any book or written or printed paper, document or report relating to any law enforcement matter that is the property of or is in the custody of the County.

4.2.6 CORRUPT PRACTICE, an Officer who

- a) Fails to account for or make a prompt, true return of money or property received in an official capacity, or
- b) Directly or indirectly solicits or receives a gratuity, present, pass, subscription or testimonial without the consent of the Director of Community Services and/or their designates, or
- c) Places himself under a pecuniary or obligation to a person of respect, whose conduct or business operation or employment the Officer may likely have to report or give evidence, or
- d) Improperly uses their position as a Bylaw Enforcement Officer for private advantage.

4.2.7 UNLAWFUL OR UNNECESSARY EXERCISE OF AUTHORITY, an Officer who

- a) Is unnecessarily discourteous or uncivil to a member of the public, or
- b) Uses excessive force in the execution of their duties without just cause as a Bylaw Enforcement Officer, or
- c) Uses excessive authority of their position with their co-workers.

4.2.8 USE OF INTOXICATING LIQUOR OR DRUGS IN A MANNER DETRIMENTAL TO DUTY, an Officer who

- a) While on shift is unfit for duty due to the personal use of liquor, drugs and/or intoxicants, or



- b) Reports for a shift and is unfit for duty due to personal use of liquor, drugs and/or intoxicants prior to reporting for work, or
  - c) Personally uses, consumes and/or receives from other persons liquor drugs and/or intoxicants while on duty.
- 4.3 Any Bylaw Enforcement Officer who contravenes or disobeys, or refuses, or neglects to obey any provisions of this Bylaw by:
  - a) Doing any act or thing which they are prohibited from doing herein;
  - b) Failing to do any act that they are required to do herein;Shall be subject to an inquiry by the Director of Community Service and/or their designate, and upon conclusion of the inquiry, the Director of Community Services and/or their designate shall, in writing with reason, do the following:
  - a) Reprimand the Officer, or
  - b) Dismiss the claim, or
  - c) Suspend the Officer from acting as a Bylaw Enforcement Officer, but such period of suspension shall not exceed (1) month, or
  - d) Terminate the appointment/employment of the Officer.

5. EFFECTIVE DATE

- 5.1 This Bylaw shall come into force and effect upon third and final reading.

FIRST READING..... December 16, 2024  
SECOND READING..... January 23, 2025  
THIRD AND FINAL READING..... February 18, 2025

\_\_\_\_\_  
Reeve

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



**Schedule “A”**  
**Bylaw Enforcement Officer Bylaw No. 1359-24**

**BYLAW ENFORCEMENT OFFICER**  
**APPOINTMENT**

*Pursuant to the Municipal Government Act of Alberta and Section 3 of  
County of Minburn No. 27 Bylaw No. 1359-24*

I, \_\_\_\_\_, the Chief Administrative Officer of  
County of Minburn No. 27, hereby appoint

\_\_\_\_\_

A **BYLAW ENFORCEMENT OFFICER** as detailed below:

The person appointed under this document has the authority, while employed by County of Minburn No. 27, and while acting within the scope of his/her employment, to enforce all bylaws of County of Minburn No. 27.

This appointment expires upon termination of employment with County of Minburn No. 27.

The Bylaw Enforcement Officer must abide by all of the Policies, Procedures and this Bylaw, as amended from time to time, issued by County of Minburn No. 27.

DATED at County of Minburn No. 27, in the Province of Alberta, this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
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: \_\_\_\_\_ Pat Podoborzny





## 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:** 09-2024

**Legal:** NW 30-50-10-W4M

**Owner/Applicant:** 659444 Alberta Ltd. (Daryl Blonjeaux)

**Date Accepted:** December 6, 2024

**Decision Due Date:** February 4, 2025

**Existing Use:** Agricultural

**Proposed Use:** Agricultural

**Gross Area:** 50.30 Ha (124.42 ac)

**Proposed Area:** Lot 1, Block 1 – 14.2 Ha (35.09 ac)

**Zoning:** A: Agricultural District

**Division:** 2

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

The subject property is located on NW 30-50-10-W4M in Division 2, 5 km east of Innisfree at Rge Rd 110 and Hwy 16. The applicant is proposing to split the parcel on both sides of the highway, continuing to use the land for agricultural purposes.

Proposed Lot 1 (land north of the Hwy) is 14.2 Ha (35.09 ac) containing grazing land and trees on the bank of Birch Creek. The proposed remnant parcel consists of grazing land, trees, and a dugout. There is existing access to both proposed Lot 1 and the remnant directly off Hwy 16. The existing access to proposed Lot 1 (north parcel) crosses Canadian National Railway. Although there is current legal access, it is acknowledged that all direct private accesses to Hwy 16 will be removed in the future. At such time, new accesses and service roads will need to be constructed to provide legal access (see attached plan). Road widening dedication hasn't yet been dedicated towards undeveloped Rge Rd 110.

#### **C. NOTIFICATION:**

Adjacent property owners and agencies were notified on December 13, 2024. There were no adjacent landowner responses and the standard responses from agencies



were received with no objections. ATEC provided their standard approval regarding the future access off Hwy 16.

**D. COMPLIANCE:**

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

**E. RESERVES:**

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

**F. RECOMMENDATION**

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

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

Information Items (these are not conditions of approval):

1. That a development permit application is required for any proposed future development of the subject lot (i.e. addition, change in use, Accessory Building, etc.). Please contact County of Minburn Planning and Development at 780-632-2082 for further information.
2. That the necessary Safety Code Permits, which include building, plumbing, electrical, gas and private sewage permits would be required prior to any and all new construction, alteration, or change in use or occupancy of a building on-site. Please contact the Inspections Group for further information on Safety Code Permit requirements.
3. That registration of the proposed subdivision at the Land Titles office may result in a change in the assessment of proposed Lot 1, Block 1. Please contact Municipal Assessment Services at 780-939-3310 with regards to any questions about assessment.

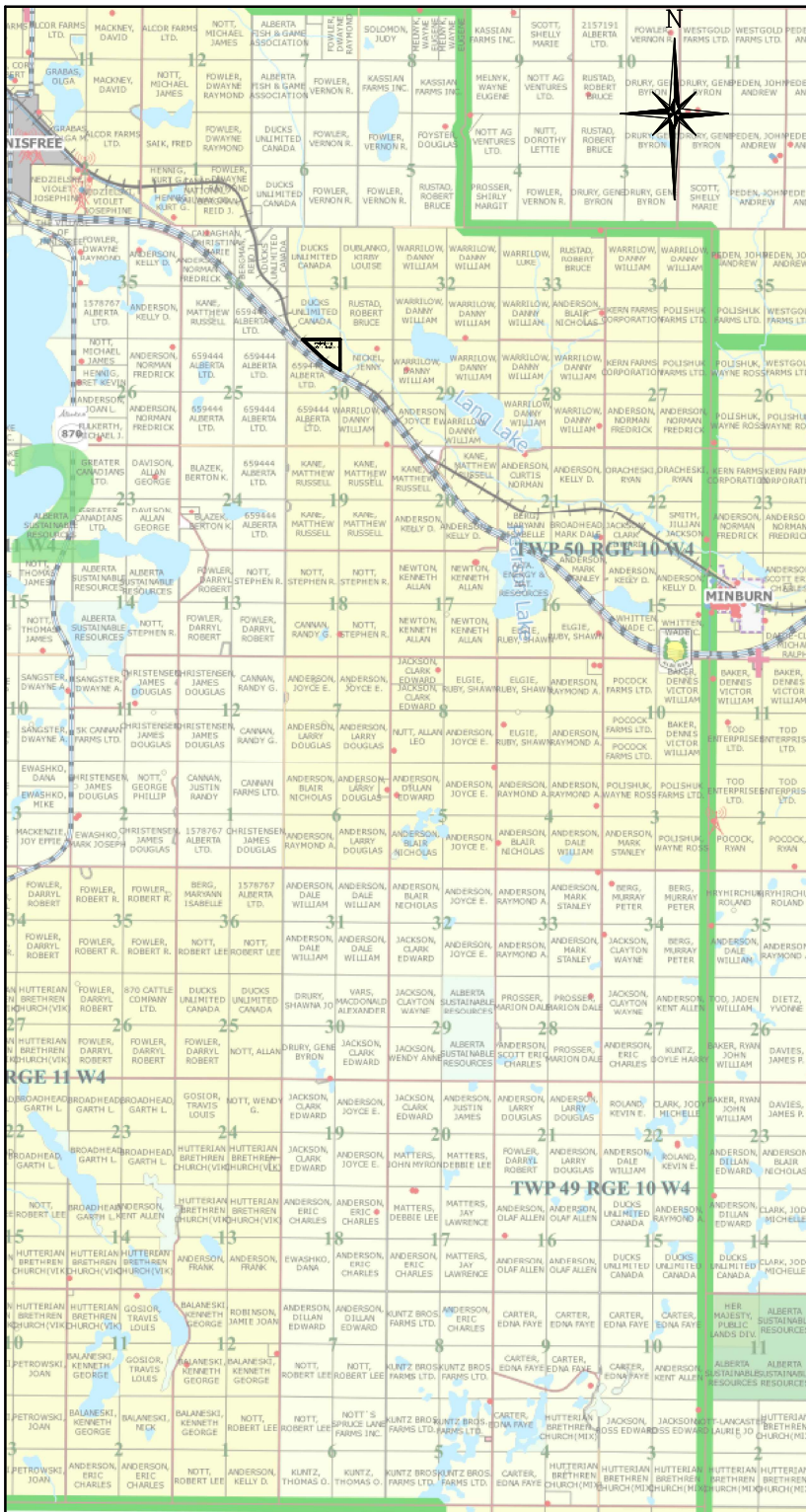


4. The proposed subdivision may be affected by a permanent, naturally occurring body of water or watercourse. The province has an interest in the Crown ownership of Provincial waterbodies/or Public Land boundaries in Alberta. **Development or water diversion may not occur in waterbodies including wetlands, watercourses, or Public Lands without prior consultation and approval from Alberta Environment and Protected Areas.** If you have any questions about development on or near water bodies, watercourses, or public land please contact Alberta Environment and Protected Areas prior to undertaking any activity (including construction of a private driveway) within or near the lake/wetland.
5. That at some point in the future, all direct private access to Hwy 16 will be removed and new accesses will need to be constructed with local road access directing traffic to select interchange locations along Hwy 16.
6. That approval of this application does not excuse the applicant from ascertaining and complying with the requirements of other municipal bylaws, easements, environmental reserve easements, covenants, conservation agreements, development agreements, or Provincial or Federal statutes, regulations, licenses or codes or standards of practice.

**G. ATTACHMENTS:**

- ◆ Location plan
- ◆ Tentative Plan of Subdivision
- ◆ Hwy 16 Access Management Study – sheet 8 of 39
- ◆ Inspection Summary





PLAN SHOWING LOCATION OF SUBDIVISION

WITHIN THE

N.W. 1/4 Sec. 30, Twp. 50, Rge. 10, W. of the 4 M.

County of MINBURN No. 27

2024



SURVEYOR:

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

Copied from County of Minburn Ownership Map

Abbreviations:

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

Legend:

Lands dealt with by this plan bounded thus: .....  
and contains within:  
Proposed Lot 1, Block 1: 14.20 hectares  
Distances are in metres and decimals thereof.

Registered Owners:

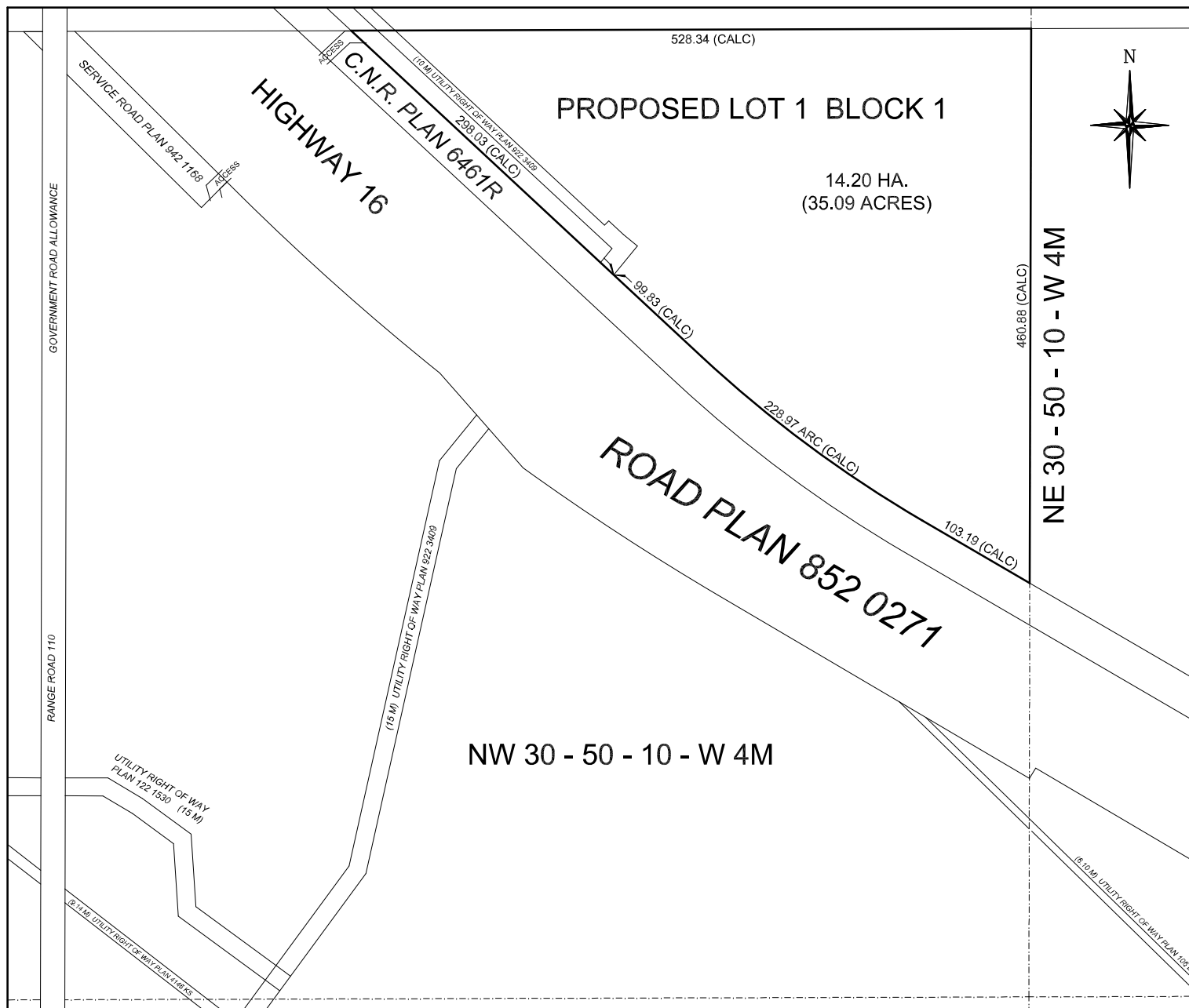
659444 ALBERTA LTD.

Subdivision Authority:

County of Minburn No. 27

Client: 659444 ALBERTA LTD. Surveyor: R.B. MacDormand A.L.S. (Registration number: 688)  
File number: LM027 5112 - 29 Street, Lloydminster, Alberta, T0V 1L5  
Phone: 780-872-4693; email: rmacdor@gmail.com





LAND TITLES OFFICE

PLAN NO.

ENTERED AND REGISTERED ON

INSTRUMENT NO.

A.D. REGISTRAR (N.A.I. R.D.)

PLAN SHOWING PROPOSED  
SUBDIVISION

OF THE

N.W. 1/4 Sec. 30, Twp. 50, Rge. 10, W. of the 4 M.

County of MINBURN No. 27

2024



SCALE 1:2000

SURVEYOR:

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

Abbreviations:

ALS	Alberta Litter Survey	NAD83	North American Datum 1983
ASCN	Alberta Survey Control Marker	NALRD	Northern Alberta Land
CALC	calculated		Registration District
C.M.	Check Measured	No Mk	No Mark
cm	centimeters	Pi	Placed
CNR	Canadian National Railway	Re-set	Re-established
c.s.	countersunk	Range	Range
E	East	Rpt	Geo-reference point
Fd	Found	R/W	Right of Way
I	Iron Post	S	South
M	Meridian	Sec	Section
MP	Marker Post	Twp	Township
N	North	UTM	Universal Transverse Mercator
		W	West

Legend:

Lands dealt with by this plan bounded thus: .....  
and contains within:  
Proposed Lot 1, Block 1: 14.25 hectares  
Distances are in metres and decimals thereof.

Registered Owners:

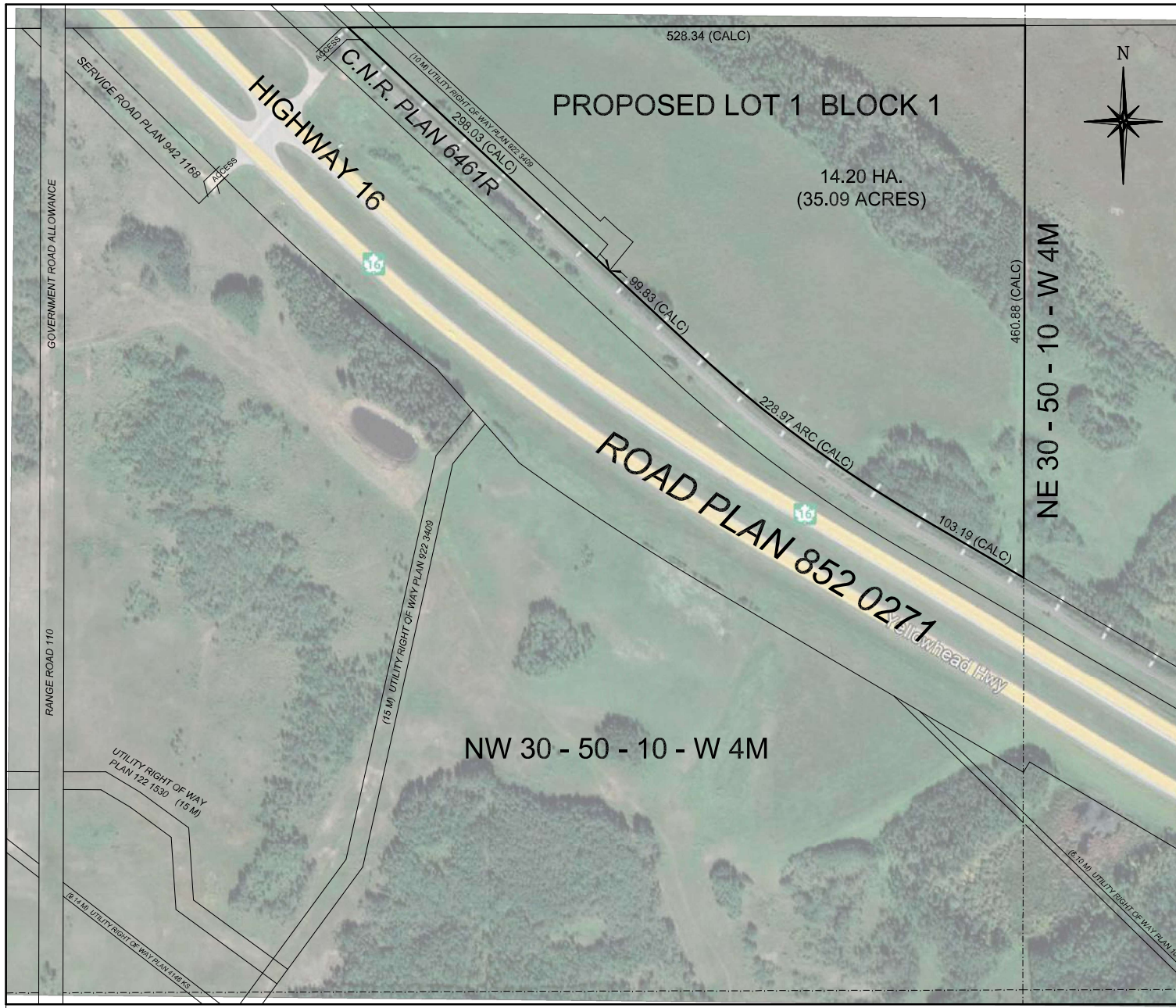
659444 ALBERTA LTD.

Subdivision Authority:

County of Minburn No. 27

Client: 659444 ALBERTA LTD.	Surveyor: R.B. MacDormand A.L.S. (Registration number: 688)
File number: LM027	5112 - 29 Street, Lloydminster, Alberta, T9V 1L5 Phone: 780-872-4693; email: rmacdor@gmail.com





LAND TITLES OFFICE

PLAN NO. \_\_\_\_\_

ENTERED AND REGISTERED ON \_\_\_\_\_

INSTRUMENT NO. \_\_\_\_\_

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

PLAN SHOWING PROPOSED  
**SUBDIVISION**

OF THE

N.W. 1/4 Sec. 30, Twp. 50, Rge. 10, W. of the 4 M.

County of MINBURN No. 27

2024

50 0 50 100 150 200  
SCALE 1:2000

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

Abbreviations:

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

Legend:

Lands dealt with by this plan bounded thus: \_\_\_\_\_

and contains within:

Proposed Lot 1, Block 1: 14.25 hectares

Distances are in metres and decimals thereof.

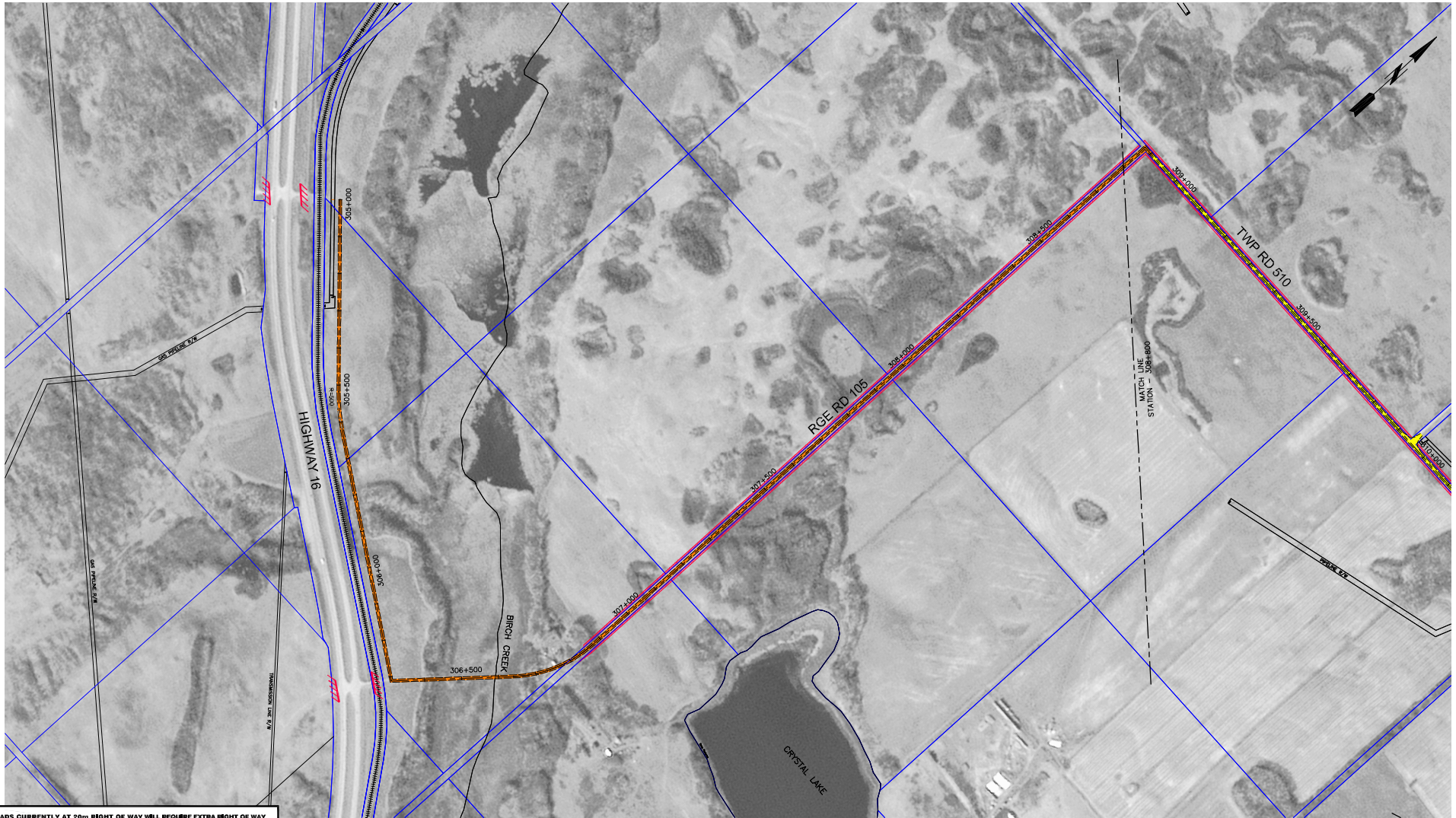
Registered Owners:  
659444 ALBERTA LTD.

Subdivision Authority:  
County of Minburn No. 27

Client: 659444 ALBERTA LTD.,  
File number: LM027

Surveyor: R.B. MacDormand A.L.S. (Registration number: 688)  
5112 - 29 Street, Lloydminster, Alberta, T9V 1L5  
Phone: 780-872-4693; email: rmacdor@gmail.com





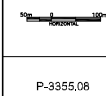
\* ROADS CURRENTLY AT 20m RIGHT OF WAY WILL REQUIRE EXTRA RIGHT OF WAY TO MEET ALBERTA TRANSPORTATION STANDARDS. ANY LAND PURCHASE WILL BE LOOKED AT IN THE FUTURE AFTER DISCUSSIONS WITH MUNICIPALITIES.

Government of Alberta ■ Transportation

LEGEND:

- NEW CONSTRUCTION
- POTENTIAL ROAD UPGRADES
- UTILITY CORRIDOR
- CANADIAN NATIONAL RAILWAY
- PROPERTY LINE
- RIGHT-OF-WAY REQUIRED
- ROAD CLOSURES

KEYPLAN



HIGHWAY 16  
ACCESS MANAGEMENT STUDY  
RECOMMENDED PLAN  
HIGHWAY 36 TO HIGHWAY 897  
NORTH SIDE  
SHEET 8 OF 39

DATE: 15/12/2009 REGION: CENTRAL PROJECT No: 3355113 C-201



**December 9, 2024**

**NW 30-50-10-W4M**

**Photos by Davin Gegolick**

Drone image from NW corner of quarter facing east: proposed Lot 1 contains lands north of Hwy 16 and the proposed remnant contains land south of the Hwy. Land is comprised of small sections of grazing land, trees, and proposed remnant contains a dugout.



From SE corner of quarter facing NW: eastern quarter boundary is fenced. Birch Creek is north of Lot 1.

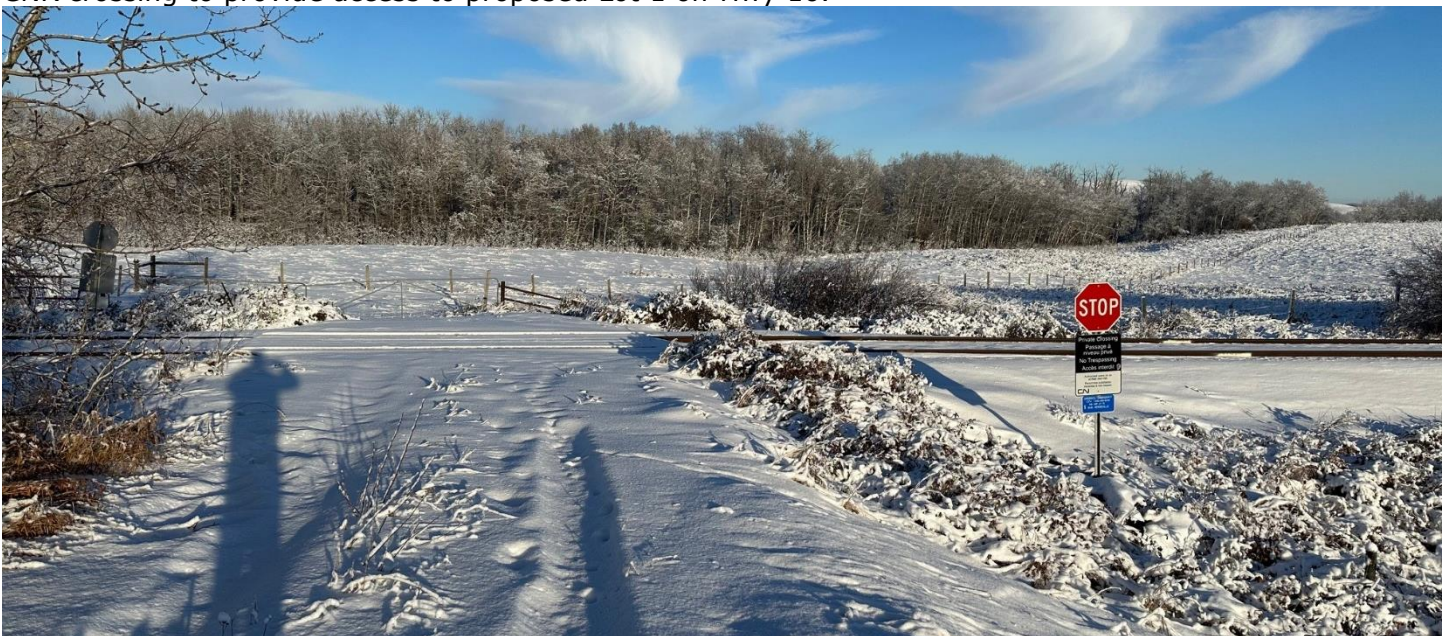




From NW corner of quarter facing NE: existing approaches off Hwy 16 to both proposed Lot 1 and the remnant. There is a CNR crossing at proposed Lot 1. The northern edge of proposed Lot 1 contains Birch Creek



CNR crossing to provide access to proposed Lot 1 off Hwy 16.





From NW corner of quarter facing SE: land north of the Hwy (proposed Lot 1) is fenced, generally flat, and a mix of grazing land and trees.



### **Inspection Summary:**

- Topography – flat
- Soil characteristics – loam
- Nature of vegetation and water – majority of the land is a grazing field, with some brush and trees. The land south of the Hwy contains a dugout.
- Private Sewage/water well – no existing systems. Land is used for agricultural purposes only.
- Use of land in the vicinity – Agricultural, rural residential, Canadian National Railway, Highway 16 – no compatibility issues.





## Council Request for Decision (RFD)

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

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

**Recommendation:**

**Background:**

☐ See Appendix

**Legislative Guidance:**

☐ Provincial ☐ Municipal ☐ None

*Details:*

**Council Priorities Chart:**

☐ Yes ☐ No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

☐ Capital ☐ Operations ☐ Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

Reviewed By: \_\_\_\_\_ Pat Podoborzny





## COUNTY OF MINBURN NO. 27

P.O. Box 550  
4909 - 50th Street  
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E-Mail: info@minburncounty.ab.ca

### **COUNTY OF MINBURN NO. 27 SUBDIVISION AUTHORITY OFFICER REPORT**

#### **A. BACKGROUND:**

**File Number:** 10-2024

**Legal:** NE 7-52-14-W4M/Lot A, Plan 8420563

**Owner:** Clarence and Solange Bohaychuk

**Applicant:** Krawchuk Land Surveys Ltd.

**Date Accepted:** December 13, 2024

**Decision Due Date:** February 11, 2025

**Existing Use:** Rural Residential/Agricultural

**Proposed Use:** Rural Residential

**Gross Area (remnant):** 47.17 Ha (116.68 ac)

**Gross Area (acreage):** 3.3 Ha (8.15 ac)

**Proposed Area:** Lot 1, Block 1 – 10.3 Ha (25.35 ac)

**Zoning:** DC: Direct Control

**Division:** 6

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

The subject property is located on NE 7-52-14-W4M in Division 6, bordering the south boundary of Vegreville on Twp Rd 522/41 Ave. The applicant is proposing adjust the existing acreage (8.15 ac) boundary, resulting in proposed Lot 1, Block 1 of 25.35 ac. The existing acreage includes a dwelling, water well, septic pump out, several outbuildings, and treed area. Proposed Lot 1 would additionally include the remaining treed area on the quarter which has been fenced. The proposed remnant parcel consists of productive farmland, the Vermilion River, and 2 existing acreages. The quarter is bounded by Hwy 16 on the south, Hwy 857 on the east, and a right of way plan on the west which used to provide access to the reservoir (Rainbow Park) from Vegreville. There is existing access to proposed Lot 1 via Twp Rd 522/41 Avenue and existing accesses to the remnant parcel via Hwy 857 and Hwy 16.

#### **C. NOTIFICATION:**

Adjacent property owners and agencies were notified on December 17, 2024. There were no adjacent landowner responses. ATCO Gas and Pipelines provided a response



regarding an existing pipeline in the area and Telus Communications provided a response that they will require a utility right-of-way for the existing facilities located on Plan 8420563, Lots A and B – responses will be forwarded to the applicant as information.

**D. COMPLIANCE:**

The proposed subdivision complies with the Subdivision and Development Regulation, County-Town IDP, and other municipal statutory plans.

**E. RESERVES:**

A deferred reserve caveat was registered against Lot A and NE 7-52-14-W4M when the acreage was subdivided in 1984.

**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 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 there is an existing ATCO Gas service in the area. If it should be necessary to lower, relocate, or make any alterations to this service please contact ATCO Gas Service Admin Coordinator at 780-420-7514 to discuss a service alteration. Note all alteration costs will be borne by the developer/owner. **Please see enclosed response from ATCO Gas regarding clearance requirements and additional information.**
3. That TELUS Communications will require a utility right-of-way for the existing facilities on Plan 8420563, Lots A and B. **Please contact [rightofwayAB@telus.com](mailto:rightofwayAB@telus.com) to initiate this agreement, referencing file: ABROW-616. Please see enclosed response from TELUS Communications.**
4. That the necessary Safety Code Permits, which include building, plumbing, electrical, gas and private sewage permits would be required prior to any and all new



construction, alteration, or change in use or occupancy of a building on-site. Please contact the Inspections Group for further information on Safety Code Permit requirements.

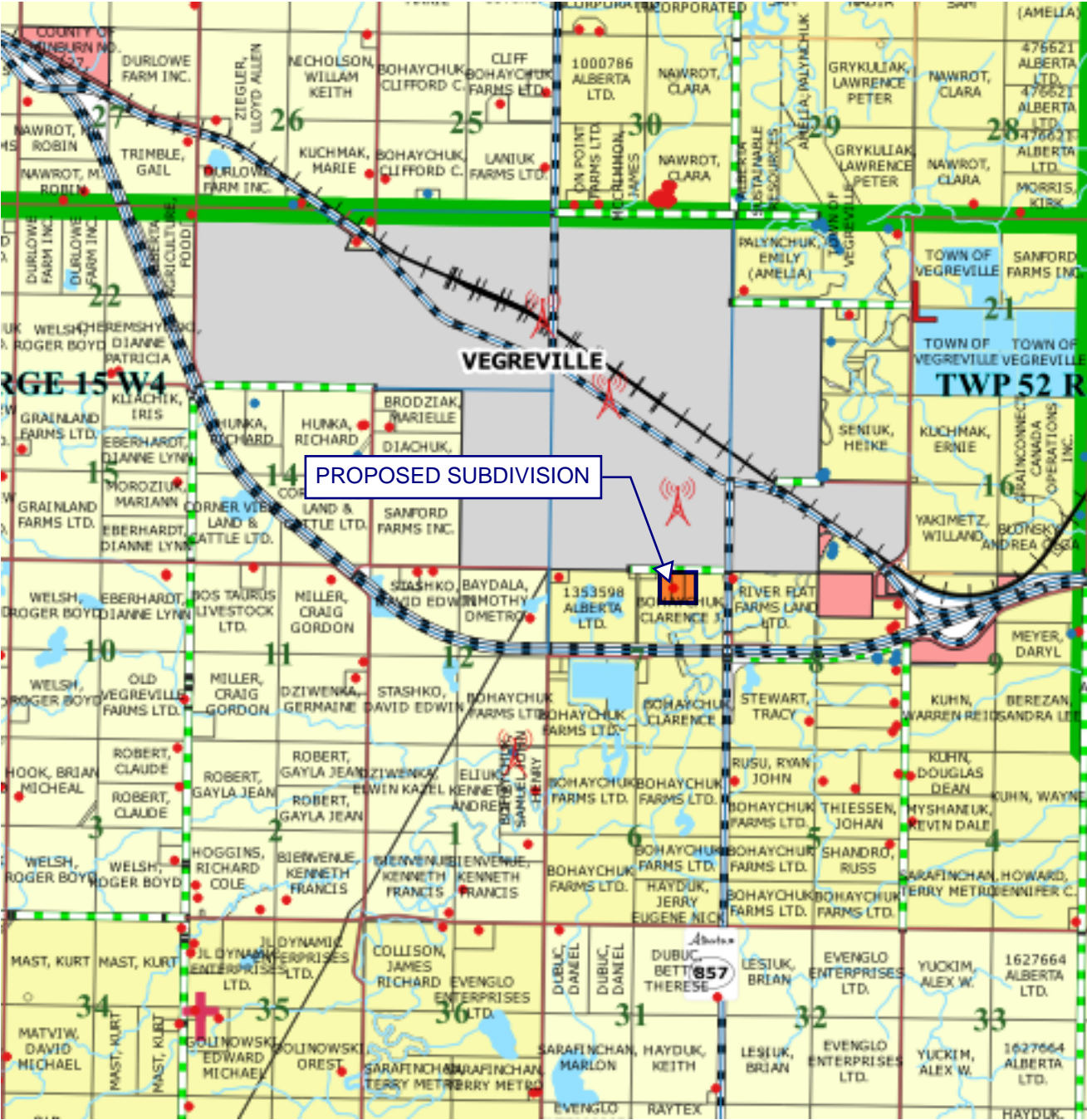
5. That registration of the proposed subdivision at the Land Titles office may result in a change in the assessment of proposed Lot 1, Block 1. Please contact Municipal Assessment Services at 780-939-3310 with regards to any questions about assessment.
6. The proposed subdivision may be affected by a permanent, naturally occurring body of water or watercourse. The province has an interest in the Crown ownership of Provincial waterbodies/or Public Land boundaries in Alberta. **Development or water diversion may not occur in waterbodies including wetlands, watercourses, or Public Lands without prior consultation and approval from Alberta Environment and Protected Areas.** If you have any questions about development on or near water bodies, watercourses, or public land please contact Alberta Environment and Protected Areas prior to undertaking any activity (including construction of a private driveway) within or near the lake/wetland.
7. That approval of this application does not excuse the applicant from ascertaining and complying with the requirements of other municipal bylaws, easements, environmental reserve easements, covenants, conservation agreements, development agreements, or Provincial or Federal statutes, regulations, licenses or codes or standards of practice.

**G. ATTACHMENTS:**

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

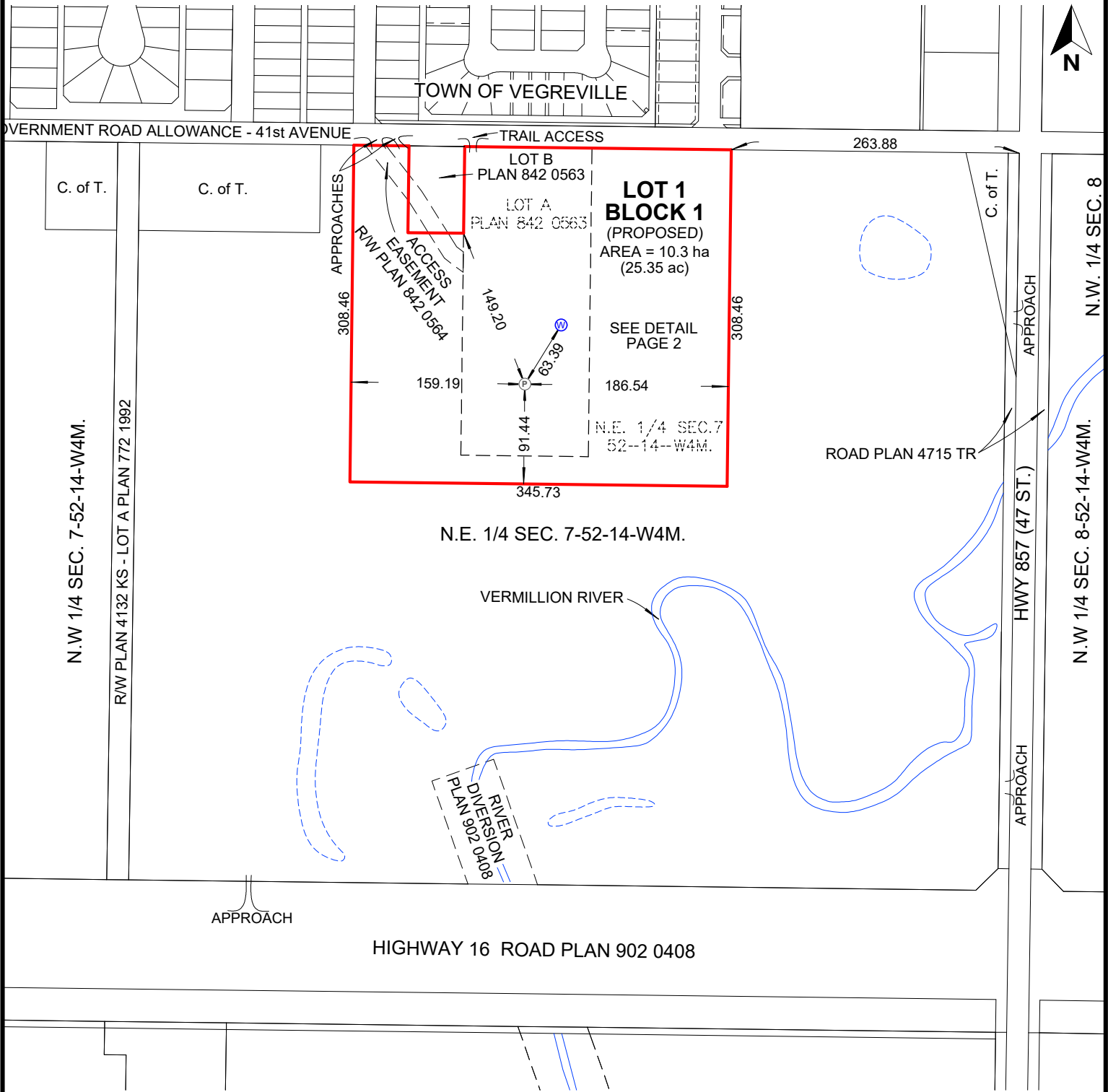


# Location Plan





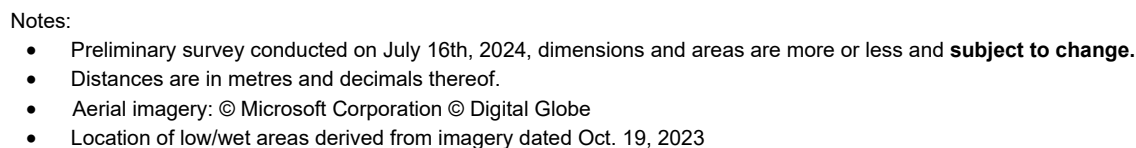
TENTATIVE PLAN  
SHOWING PROPOSED SUBDIVISION AFFECTING  
LOT A, PLAN 842 0563  
AND  
N.E. 1/4 SEC.7 TWP.52 RGE.4 W.4 M.  
COUNTY OF MINBURN No. 27








- Notes:
- Preliminary survey conducted on July 16th, 2024, dimensions and areas are more or less and **subject to change**.
  - Distances are in metres and decimals thereof.
  - Aerial imagery: © Microsoft Corporation © Digital Globe
  - Location of low/wet areas derived from imagery dated Oct. 19, 2023

Table of Offsets:	
Pumpout to Boundaries:	
E -	186.54
S -	91.44
W -	159.19
Pumpout to:	
Water well -	63.39
House -	62.45





Box 945, St. Paul, AB, T0A 3A0  
info@krawchuklandsurveys.ca  
Ph. 780-614-5653  
Fax. 833-859-4204

-  Building
-  Low/Wet area
-  Subject parcel boundaries
-  Pumpout
-  Water Well

ac.	acre
E.	East
ha.	hectare
M.	meridian
N.	North

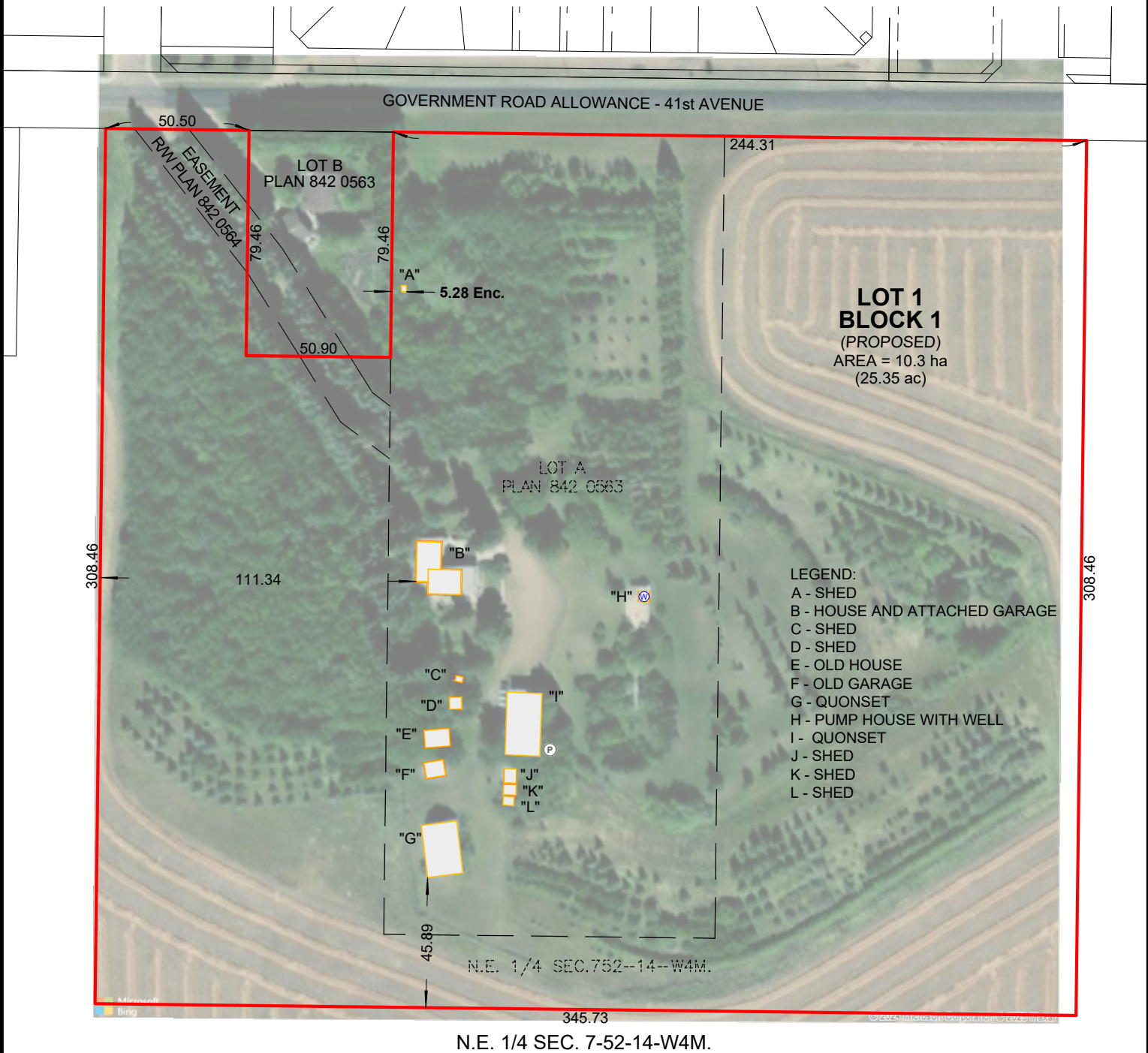
R/W right of way  
S. South  
W. West

Scale 1:5000

Date issued: Dec. 13, 2024  
File: 24-01-0111 Rev 0



TENTATIVE PLAN  
SHOWING PROPOSED SUBDIVISION AFFECTING  
LOT A, PLAN 842 0563  
AND  
N.E. 1/4 SEC.7 TWP.52 RGE.4 W.4 M.  
COUNTY OF MINBURN No. 27



- Notes:
- Preliminary survey conducted on July 16th, 2024, dimensions and areas are more or less and **subject to change**.
  - Distances are in metres and decimals thereof.
  - Aerial imagery: © Microsoft Corporation © Digital Globe
  - Location of low/wet areas derived from imagery dated Oct. 19, 2023

**KRAWCHUK**  
LAND SURVEYS LTD  
Box 945, St. Paul, AB, T0A 3A0  
info@krawchuklandsurveys.ca  
Ph. 780-614-5653  
Fax. 833-859-4204

Legend:

- Building
- Subject parcel boundaries
- Pumpout
- Water Well

Abbreviations:

ac.	acre	N.	North
E.	East	R/W	right of way
Enc	encroachment	S.	South
ha.	hectare	W.	West
M.	meridian		

Scale 1:2000

Date issued: Oct. 04, 2024  
File: 24-01-0111 Rev 0



**January 9, 2025**

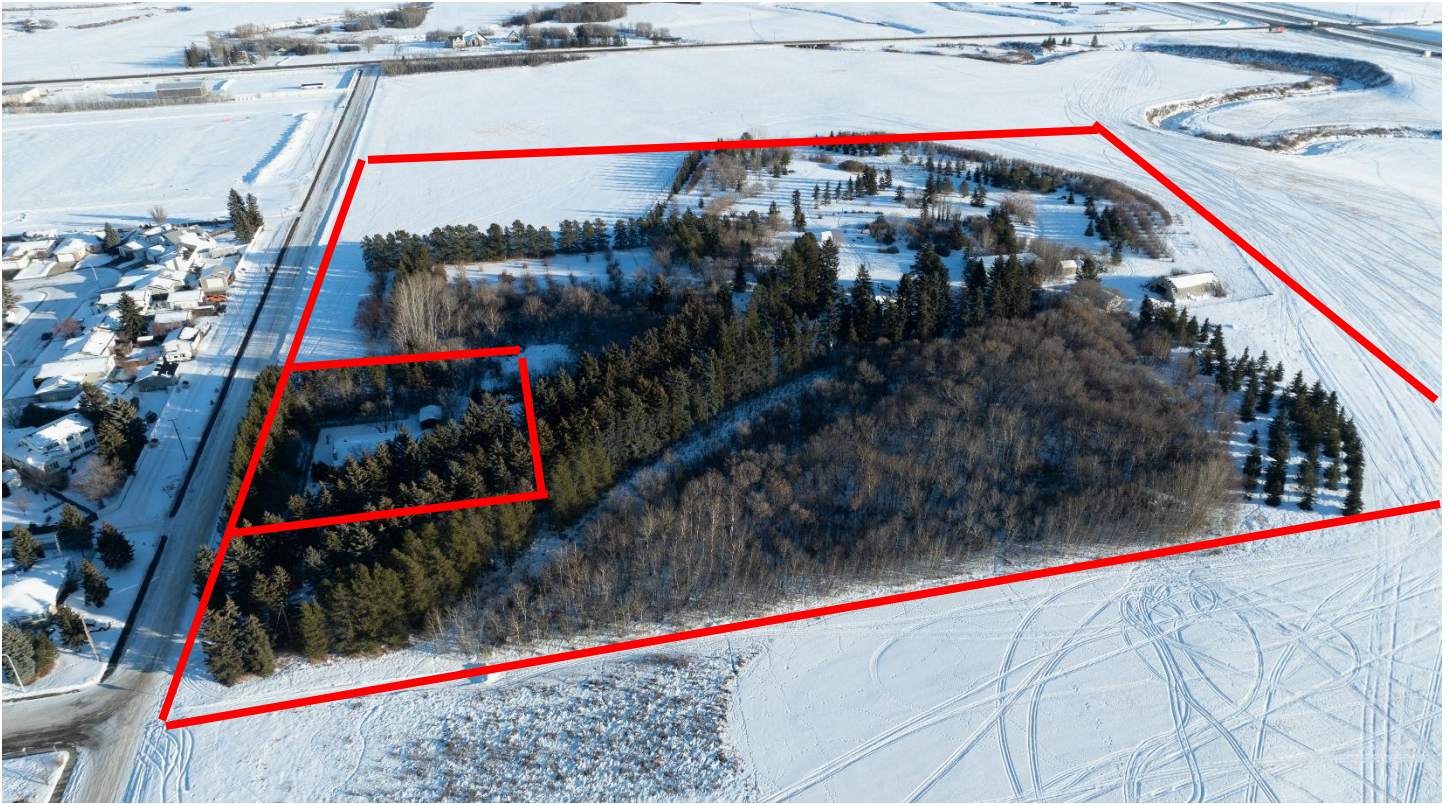
**NW 30-50-10-W4M**

**Photos by Davin Gegolick**

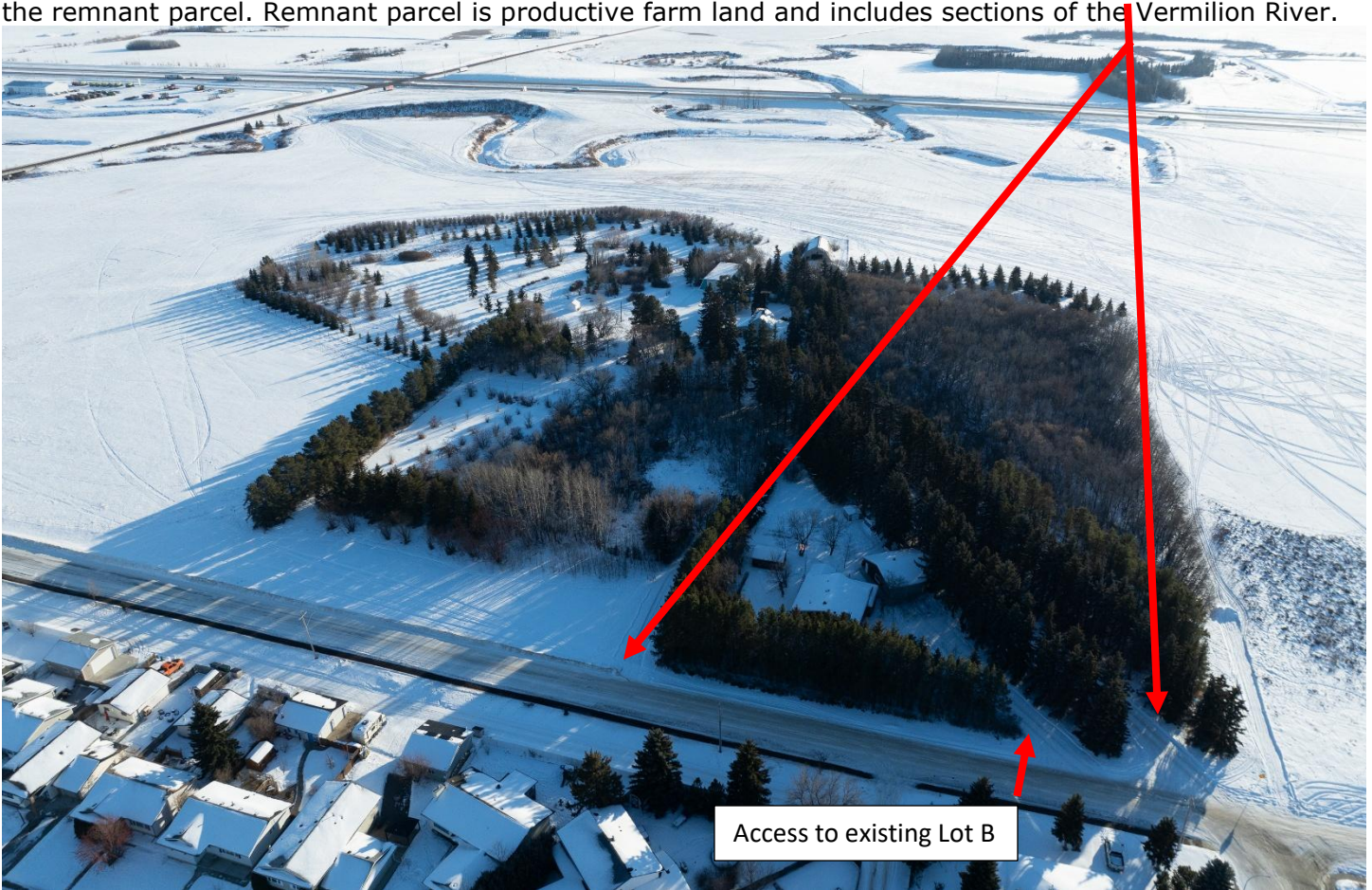
Drone images of proposed Lot 1. Proposed lot clearly includes the existing yard site and treed fenced area. Vegreville can be seen in the distance (north side of 41 Ave/Twp Rd 522).







There are several existing approaches off 41 Ave/Twp Rd 522 providing access to both proposed Lot 1 and the remnant parcel. Remnant parcel is productive farm land and includes sections of the Vermilion River.





Approach to remnant near Hwy 857/Hwy 16 intersection



Another approach to remnant parcel off Hwy 16





2 approaches off 41 Ave/Twp Rd 522 – left approach provides access to Lot B and right approach provides access to proposed Lot 1.



Dwelling within proposed Lot 1.



Water well is located within the pump house within proposed Lot 1.





Septic pumpout located on the SE corner of the shop within proposed Lot 1.



### **Inspection Summary:**

- Topography – flat
- Soil characteristics – loam/clay
- Nature of vegetation and water – proposed Lot 1 contains tree stands, proposed remnant contains sections of the Vermilion River and productive farm land.
- Private Sewage/water well – confirmed by the existing water well and septic pump out
- Use of land in the vicinity – Direct control within the County, General Commercial (east of Hwy 857), Agricultural (south of Hwy 16), residential to the north within the Town of Vegreville – no compatibility issues.





## Council Request for Decision (RFD)

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

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

**Recommendation:**

**Background:**

☐ See Appendix

**Legislative Guidance:**

☐ Provincial ☐ Municipal ☐ None

*Details:*

**Council Priorities Chart:**

☐ Yes ☐ No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

☐ Capital ☐ Operations ☐ Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

Reviewed By: Pat Podoborzny





## RFD Appendix



# **Level 2 Timber Coring and Girder Inspection**

**Bridge File 01865  
Vermilion River  
Township Road 532 near Vegreville  
SE 15-53-14-W4M**



**December 2024**



**LEVEL 2 INSPECTION REPORT**





December 10, 2024

File: 01865

**County of Minburn No. 27**  
4909 – 50 Street  
Vegreville, Alberta T9C 1R6

**Attention: Norm De Wet, Director of Operations**

Dear Norm,

**RE: Level 2 Timber Coring and Girder Inspection – Bridge File 01865**

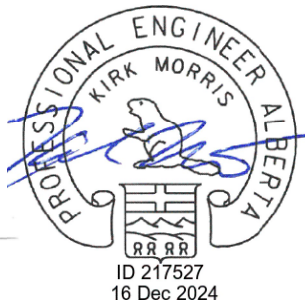
As requested, we have completed the Level 2 timber coring and girder inspection of Bridge File 01865, located on Township Road 532 at SE 15-53-14-W4M. The attached report summarizes the findings of our level 2 inspections and includes recommendations and budget estimates for programming purposes.

Please call if you have any further questions in this regard.

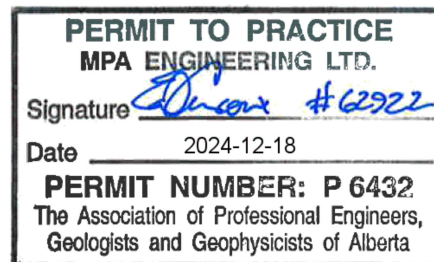
Sincerely,  
MPA Engineering Ltd.

Per:

Tyler Yaworski, C.E.T.



Kirk Morris, P.Eng.





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**Appendix**

‘A’ Cost Estimate

Level 2 Coring Diagram

Level 2 Girder Inspection

BIM Report

Photos

**MPA Engineering Ltd. – Third Party Disclaimer**

*MPA Engineering Ltd. (“MPA”) has prepared this report for the benefit of the client to whom it is addressed. This report and its contents represent MPA’s best professional judgment in light of the knowledge and information available to MPA at the time of preparation. MPA makes no representation or warranty, and expressly disclaims any liability with respect to the content of this report to any Third Party, including but not limited to errors or omissions contained therein.*



## **1.0 INTRODUCTION AND BRIDGE DESCRIPTION**

MPA Engineering Ltd. was retained by the County of Minburn No. 27 to complete a Level 2 Timber Coring and Girder Inspection for Bridge File 01865, which carries Township Road 532 over Vermilion River near Vegreville (SE 15-53-14 W4M). The existing structure is a three span 8.5 – 8.5 – 8.5 m 'HC' girder bridge on a treated timber substructure that was initially constructed in 1966 according to the BIM.

## **2.0 INSPECTION METHODS**

All of the timber caps were accessible and were cored near each end and at about 1 m intervals along their lengths. All timber piles were accessible, a minimum of one core was taken per bearing pile in each abutment and a minimum of 4 cores were taken per bearing pile in each pier. All core holes were plugged with a Cobra Rod preservative/fungal treatment and sealed with a removable plastic cap. The condition of piles and caps was recorded and rated according to the BIM guidelines. The BIM rating criteria is included in the Appendix.

All the girders were accessible and inspected from the underside. The top surface of each girder was not visible due to snow covering the girder tops. The condition of each girder was recorded and rated according to the BIM guidelines.

The results of the coring inspection are summarized in the diagrams in the Appendix of this report. The BIM report was updated to include the Level 2 inspection information and is also included in the Appendix.

## **3.0 RESULTS OF LEVEL 2 CORING**

The timber caps at both abutments were cored and are in generally adequate condition. The Abutment 1 cap has minor fire damage but has been reinforced with an additional treated timber plank. No other notable defects or rot were found. The timber caps were rated '5'.



The abutment piles were cored, and a few notable defects were found. All of the Abutment 1 piles have fire damage with some section loss near the tops of the piles. Abutment 2 Pile 6 had rot with void less than 0.25 of the pile diameter. No other notable defects or rot were noted. The abutment piles were rated '3' due to the rot found in Abutment 2 Pile 6.

The timber caps were cored at both piers and a few notable defects were found. There is a vertical crack at the SW end of the Pier 1 cap. Pier 1 cap is split on the underside from Pile 5 – 7. The Pier 2 cap is split on the underside from Pile 2 – 8. The Pier 1 and Pier 2 caps were noted to bulging up to 10 mm near mid span. The Pier 2 cap is showing signs of crushing near mid span. Pier 1 Piles 5, 7 and Pier 2 Piles 3, 5, and 6 are pushing into the cap. Beginning of rot was found in one core only between Piles 5 and 6 of Pier 2. No other notable defects or rot was noted. The Pier caps were rated '2' due to the signs of crushing.

The pier piles were cored, and a few notable defects were found. Beginning of rot was found in Pier 1 Piles 3, 5 and Pier 2 Piles 1, 5 in one core only. Pier 1 Pile 1 has a 20 mm crack, Pier 1 Piles 2, and 5 have 10 mm crack, and Pier 1 Pile 8 has a 10 mm wide check, all cracks/checks were near the ice line. Pile 1 of Pier 1 and 2 have drift/ice damage to the outer fibers. No other notable defects or rot were noted. The pier piles were rated '4' due to the rot found.

The visible sections of the backwalls and wingwalls were inspected and rated accordingly. The Abutment 1 backwall is not low enough between Piles 5 and 6 with minor loss of fill noted. Some loose planks were noted on the wingwalls with some having fire damage but all wingwalls were noted to still be functional. No other visible concerns were noted this inspection and the backwalls were rated '4' and the wingwalls were rated '5'.

#### **4.0 RESULTS OF GIRDER INSPECTION**

The undersides of the girders were accessible and inspected. The following summarizes the defects noted in the level 2 girder inspection report:



- Span 1 Girders 5, 6, Span 3 Girder 6 – Punchouts forming near the girder lifting hooks and near mid span – rated ‘3’.
- Span 2 Girders 3, 6, 7 – Spall in the anchorage zone with >50% of main reinforcement embedded in sound concrete, with a defect in the other leg – rated ‘3’.
- Span 2 Girder 4 – Wide longitudinal crack in anchorage zone with unsound concrete above, with a defect in the other leg – rated ‘3’.
- Span 3 Girder 3, 5 - Spall in the anchorage zone with >50% of main reinforcement embedded in sound concrete, no defect in the other leg – rated ‘4’.
- Span 1 Girders 3, 7, 8, Span 2 Girders 5, 8, and Span 3 Girder 7 – Wide longitudinal cracks in the anchorage zone with sound concrete above, with a defect in the other leg – rated ‘4’.
- All remaining girders were rated ‘5’.

## **5.0 RECOMMENDATIONS AND ESTIMATED COSTS**

The existing structure is 58 years old according to the BIM which exceeds the normal service life for this type of structure. Some urgent repairs are required to the superstructure and substructure; however, the other elements in this structure only require preventative maintenance to extend its service life.

The following work is recommended to extend the structure's life by 10 - 15 years.

- Replace Timber Caps – Replace All Caps.
- Reset Girders – Move Span 1 Girder 4, Span 2 Girder 7, and Span 3 Girder outside of the wheel paths.
- Supply, Set-up, and Drive New Piles – Abutment 2 Pile 6, Pier 1 Pile 3, 5 and Pier 2 Pile 1, 5 (5 Total).
- Pile Repairs – Treat and Band Pier 1 Pile 1, 2, and 8.
- Full Depth Concrete Repairs (Girder Punchouts) – Repair Span 1 Girders 5, 6, and Span 3 Girders 6 - approx. 0.3 m<sup>3</sup>.
- Partial Depth Concrete Repairs (Girder Legs) – Repair Span 1 Girder 5, and Span 2 Girders 3, 4, 6, 7 and Span 3 Girders 3, 5 – approx. 2.7 m<sup>2</sup> total.



- Partial Depth Concrete Repairs (Curbs) – Repair Span 1 Girder 1, Span 3 Girder 1, and Span 1 Girder 9 – 4 m<sup>2</sup> total.
- Partial Depth Concrete Repairs (Deck Top) (Deletable) – Approx. 1 m<sup>2</sup> to repair girder scaling/rounding of girder edges.
- Bridgerail Repairs – Replace 3 broken spacer blocks and replace 1 w-beam section
- Guardrail Repairs – Replace 5 w-beam sections and 2 posts, and install 8 m of curved guardrail at the SE corner.
- Backwall Repairs – Lower Abutment 1 backwall by 3 planks between piles 5 and 6.
- Headslope Repairs - Install 27 m<sup>3</sup> of clay fill to re-build Abutment 2 headslope.
- Heavy Rock Riprap – Install 20 m<sup>3</sup> of Class 1 riprap at Abutment 2 headslope.
- Miscellaneous Repairs –
  - Remove windrows and vegetation under guardrail.
  - Remove spray foam from Sp.3 G9 drain.

The estimated repair cost, including 30% contingencies and engineering, is \$383,000. A level 'A' cost estimate is included in the Appendix. The structural issues should be repaired within the next year to improve the safety of this structure. It is recommended to post the bridge to 15 tonnes until repairs are completed. It is assumed that the road would be closed during construction. It should be noted the remaining timber piles and pre-cast girders will be a limiting factor for the service life of the bridge, and it's likely that in about 10 – 15 years or so, more repairs to the bearing piles and girders will be required. It could be considered to replace all girders rated '3' and '4' at an additional cost of approximately \$290,000 to help further increase the service life of this structure in lieu of attempting to repair the girders.

To avoid girder replacement the existing girders would be repaired and the ones considered to be in the worst condition would be moved out of the wheel paths to help extend their service life. It should be noted that some of the girders may still have a '4' rating once repaired which is considered below adequate, however, they should still function until additional girder repairs are required.



A QAES report will likely be required before undertaking the structure's maintenance as instream work is required. This is accounted for in the estimated engineering fees. Additionally, when working in the watercourse, TSS testing has also been included.

These repairs are intended to increase the existing structure's lifespan and not bring the bridge to current standards. As such, no upgrades to the current bridgerail and a slight upgrade to the guardrail has been included in the repairs, completing the repairs listed above will only improve the existing bridgerail and guardrail that is currently in place, and after the repairs are completed, they still will not meet the current standards.



## APPENDIX

'A' Cost Estimate  
Level 2 Coring Diagram  
Level 2 Girder Inspection  
BIM Report  
Photos





COST ESTIMATE TYPE: **A**

FILE: **01865**

PROJECT: **Maintenance**

SPANS & TYPE: **8.5-8.5-8.5 m HC on TT**

DATE: **11/29/2024**

LENGTH: **25.5**

WIDTH: **7.3**

AREA: **186.2**

CONTRACT NO.:

Bid Item No.	CONTRACT ITEM	UNIT	QUANTITY	UNIT PRICE	PROJECTED EXPENDITURES		
					TOTAL	2024	2025
1	Mobilization	I.sum	1	\$30,000	\$30,000		30,000
2	Site Occupancy	I.sum		\$1,500			
3	Traffic Accommodation	I.sum	1	\$7,500	\$7,500		7,500
4	TSS Testing	per day	5	\$1,500	\$7,500		7,500
5	Replace Timber Caps	I.sum	1	\$75,000	\$75,000		75,000
6	Setup, Supply and Drive Piling	each	5	\$9,000	\$45,000		45,000
7	Pile Repairs - Treat and Band	per pile	3	\$750	\$2,250		2,250
8	Full Depth Concrete Repairs	I.sum	1	\$10,000	\$10,000		10,000
9	Partial Depth Concrete Repairs (Girder Legs)	I.sum	1	\$16,000	\$16,000		16,000
10	Partial Depth Concrete Repairs (Curbs)	I.sum	1	\$12,000	\$12,000		12,000
11	Partial Depth Concrete Repairs (Deck Top) (Deleteable)	I.sum	1	\$7,500	\$7,500		7,500
12	Bridgerail Repairs	I.sum	1	\$2,500	\$2,500		2,500
13	Guardrail Repairs	I.sum	1	\$18,000	\$18,000		18,000
14	Backwall Repairs	I.sum	1	\$4,500	\$4,500		4,500
15	Headslope Repairs	I.sum	1	\$12,000	\$12,000		12,000
16	Heavy Rock Rprap (Class 1)	m³	20	\$400	\$8,000		8,000
17	Miscellaneous Repairs	I.sum	1	\$1,500	\$1,500		1,500
Total "Contract" :					\$259,250		\$259,250

Dates: - Tender:  
- Traffic:  
- Final compl :

Cost-Contract & Materials	<b>\$259,250</b>
Deletable	<b>\$7,500</b>
*Engineering	<b>\$45,000</b>
Total Cost	<b>\$304,250</b>
Cost per metre	<b>\$11,931</b>

#### PROJECTED EXPENDITURE SUMMARY

Contract  
+30% Contingency  
Other:  
Engineering: Consultant (Contract & Inspection)  
TOTAL

PAST	TOTAL	2024	2025	TOTAL
	\$259,250		259,250	\$259,250
	\$77,775		\$77,775	\$77,775
			45,000	\$45,000
	<b>\$337,025</b>		<b>\$382,025</b>	<b>\$382,025</b>
Rounded	\$338,000		\$383,000	\$383,000



Estimate Prepared by: Tyler Yaw orski, C.E.T.

Date: 29-Nov-24

\*Engineering cost estimate may be reduced if work is combined with other sites

## Type "A" Estimate





COST ESTIMATE TYPE: A

FILE: 01865

PROJECT: Maintenance

SPANS & TYPE: 8.5-8.5-8.5 m HC on TT

DATE: 2025-01-16

LENGTH: 25.5

WIDTH :

7.3

AREA: 186.2

CONTRACT NO.:

Bid Item No.	CONTRACT ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL	PROJECTED EXPENDITURES		TOTAL
						2024	2025	
1	Mobilization	I.sum	1	\$30,000	\$30,000		30,000	\$30,000
2	Site Occupancy	I.sum		\$1,500				
3	Traffic Accommodation	I.sum	1	\$7,500	\$7,500		7,500	\$7,500
4	TSS Testing	per day	5	\$1,500	\$7,500		7,500	\$7,500
5	Replace Timber Caps with Steel (Plain)	I.sum	1	\$95,000	\$95,000		95,000	\$95,000
6	Setup, Supply, and Drive Piling	each	28	\$8,500	\$238,000		238,000	\$238,000
7	Pier Construction - Nose Plates and Pier Bracing (Plain)	I.sum	1	\$25,000	\$25,000		25,000	\$25,000
8	Full Depth Concrete Repairs	I.sum	1	\$10,000	\$10,000		10,000	\$10,000
9	Partial Depth Concrete Repairs (Girder Legs)	I.sum	1	\$16,000	\$16,000		16,000	\$16,000
10	Partial Depth Concrete Repairs (Curbs)	I.sum	1	\$12,000	\$12,000		12,000	\$12,000
11	Partial Depth Concrete Repairs (Deck Top) (Deleteable)	I.sum	1	\$7,500	\$7,500		7,500	\$7,500
12	Bridgerail Repairs	I.sum	1	\$2,500	\$2,500		2,500	\$2,500
13	Guardrail Repairs	I.sum	1	\$18,000	\$18,000		18,000	\$18,000
14	Backwall Repairs	I.sum	1	\$4,500	\$4,500		4,500	\$4,500
15	Headslope Repairs	I.sum	1	\$12,000	\$12,000		12,000	\$12,000
16	Heavy Rock Riprap (Class 1)	m <sup>3</sup>	20	\$400	\$8,000		8,000	\$8,000
17	Miscellaneous Repairs	I.sum	1	\$1,500	\$1,500		1,500	\$1,500
Total "Contract" :					\$495,000		\$495,000	\$495,000

Dates: - Tender:

- Traffic:

- Final compl :

Cost-Contract & Materials **\$495,000**

Deleteable **\$7,500**

\*Engineering **\$65,000**

Total Cost **\$560,000**

Cost per metre **\$21,961**

#### PROJECTED EXPENDITURE SUMMARY

Contract

+30% Contingency

Other:

Engineering: Consultant (Contract & Inspection)

TOTAL

PAST	TOTAL	2024	2025	TOTAL
	\$495,000		495,000	\$495,000
	\$148,500		\$148,500	\$148,500
			65,000	\$65,000
	<b>\$643,500</b>		<b>708,500</b>	<b>\$708,500</b>
<i>Rounded</i>	\$644,000		\$709,000	\$709,000

Estimate Prepared by:

Tyler Yaworski, C.E.T.

Date:

16-Jan-25



\*Engineering cost estimate may be reduced if work is combined with other sites





## 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: \_\_\_\_\_





# Tender/Request for Quotation

## *Unofficial Results*

**Project:** ½ ton 4x4 Crew Cab Pickup

**Closing Date/Time:** January 10, 2025 2:00pm

**Opening Date/Time:** January 10, 2025 2:00pm

**Public Opening:** Yes

☒ No

#	Contractor	Tender/RFQ Price (\$) & Comments
1	Maddigan	\$64,034.00
2	Ford	\$53,275.00
3	Grant Miller Motors Ltd.	\$62,810.00
4		
5		
6		
7		
8		
9		
10		\$

**County representatives present at opening:**

Name: Graham Hopper

Name: Brianna Burke





# Tender/Request for Quotation

## *Unofficial Results*

**Project:** ¾ ton 4x4 Crew Cab Pickup

**Closing Date/Time:** January 10, 2025 2:00pm

**Opening Date/Time:** January 10, 2025 2:00pm

**Public Opening:** Yes

**No**

#	Contractor	Tender/RFQ Price (\$) & Comments
1	Maddigan	\$67,129.00
2	Ford	\$62,046.00
3	Grant Miller Motors Ltd.	\$74,665.00
4		
5		
6		
7		
8		
9		
10		\$

**County representatives present at opening:**

Name: Graham Hopper

Name: Brianna Burke





## 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: Pat Podoborzny





## RFD Appendix



**COUNTY OF MINBURN NO. 27**

**BYLAW NO. 1354-24**

A BYLAW OF THE COUNCIL OF THE COUNTY OF MINBURN NO. 27, VEGREVILLE, IN THE PROVINCE OF ALBERTA TO RESCIND BYLAW NO. 714-1973.

**WHEREAS** Section 63 of the *Municipal Government Act*, Revised Statutes of Alberta (RSA), 2000, Chapter M-26 provides for the revision of bylaws, including the repeal of bylaws.

**WHEREAS** Bylaw No. 714-1973 was passed on May 29, 1973, for the purpose of weed control on highways in the County of Minburn No. 27.

**WHEREAS** Bylaw No. 714-1973 is no longer required as weed control on highways is conducted by the Government of Alberta, under the Weed Control Act RSA 2008, Chapter W-5.1.

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

1. THAT Bylaw No. 714-1973 be rescinded on the date this bylaw comes into force.
2. THAT Bylaw No. 1354-24 comes into force on the date of the third and final reading and passed in open Council with unanimous consent of the members present the 23rd day of January, 2025.

FIRST READING .....January 23, 2025

SECOND READING .....January 23, 2025

THIRD READING .....January 23, 2025

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



COUNTY OF MINBURN NO. 27

By-Law No. 714 - 1973

A By-Law of the County of Minburn No. 27 to provide for weed control on highways within the County:

Pursuant to Section 9 of The Weed Control Act, the Council of the County of Minburn No. 27 hereby enacts as follows:

That the occupant or owner of land shall for the purposes of The Weed Control Act be deemed to be the occupant of that portion of any highway within the County, and subject to the direction, management and control of County Council, and which adjoins his land and lies between the boundary of his land and the middle line of the highway.

READ A FIRST TIME this 29th day of May, 1973, on motion of Councillor Ursulak.

READ A SECOND TIME this 29th day of May, 1973 on motion of Councillor Tymchyshyn.

READ A THIRD TIME by unanimous consent of all Councillors present this 29th day of May, 1973, on motion of Councillor Huculak and FINALLY PASSED.

A.W. Roland  
REEVE

James J. Jurek  
SECRETARY-TREASURER





## 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: Pat Podoborozny





## RFD Appendix



**COUNTY OF MINBURN NO. 27**

**BYLAW NO. 1355-24**

A BYLAW OF THE COUNCIL OF THE COUNTY OF MINBURN NO. 27, VEGREVILLE, IN THE PROVINCE OF ALBERTA TO RESCIND BYLAW NO. 668-1971.

**WHEREAS** Section 63 of the *Municipal Government Act*, Revised Statutes of Alberta (RSA), 2000, Chapter M-26 provides for the revision of bylaws, including the repeal of bylaws.

**WHEREAS** Bylaw No. 668-1971 was passed on September 30, 1971, for the purpose of establishing a Warble Control Area in the County of Minburn No. 27.

**WHEREAS** Bylaw No. 668-1971 is no longer required as Warbles are listed under the Agricultural Pests Act RSA 2000 Chapter A-8. And therefore, does not require a control area.

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

1. THAT Bylaw No. 668-1971 be rescinded on the date this bylaw comes into force.
2. THAT Bylaw No. 1355-24 comes into force on the date of the third and final reading and passed in open Council with unanimous consent of the members present the 23rd day of January, 2025.

FIRST READING .....January 23, 2025

SECOND READING .....January 23, 2025

THIRD READING .....January 23, 2025

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



COUNTY OF MINBURN NO. 27

BY-LAW NO. 668-1971

A By-Law of the County of Minburn No. 27 authorizing the establishment of a Warble Control Area in the County of Minburn No. 27.

WHEREAS the cattle warble grub is declared a pest under the Agricultural Pest Act and causes great damage to the cattle industry in Alberta, and

WHEREAS a majority of 80% or more of the cattle owners in the County of Minburn No. 27 have signified by petition their willingness to have a Warble Control Area established in the County of Minburn No. 27, and

WHEREAS under authority of the Municipal Government Act, Chapter 246, Section 157 of the said Act, the Council of the County of Minburn No. 27 may provide a By-Law for the purpose of eliminating or mitigating insects likely to be destructive or dangerous to livestock, and

WHEREAS under authority of the Agricultural Pests Act 1960, the duties of any person who owns, occupies or controls land and the municipal authority above mentioned, are defined,

THEREFORE the Council of the County of Minburn No. 27 being duly assembled, enacts as follows:

1. The Council of the County of Minburn No. 27 is hereby authorized to establish a Warble Control Area in all of the County of Minburn No. 27.
2. All cattle in the County of Minburn No. 27 except those mentioned in part 3 and 4 shall be treated annually from August 31st to November 30th with a systemic insecticide registered for warble control under the Pest Control Products Act (Canada). Such systemic insecticides as Ruelene, Neguvon, Co-Ral and any other that may be named from time to time, to be administered according to instructions issued on container labels.
3. Milking (dairy) cows shall be treated from March 1st to May 31st with a Rotenone back wash pesticide as registered under the Pest Control Products Act (Canada). Dry cows shall be treated in the same manner unless systemic pesticides have been applied according to directions set out by the Manufacturer of the said pesticides.
4. Calves under 3 months or weighing less than 300 lbs. and/or animals under severe stress, such as malnutrition, pneumonia, shipping fever or calving etc. may be exempt from treatment but shall be properly treated upon reaching the required age, weight or recovery from stress.
5. All cattle shall be treated with a recommended insecticide before entering any designated community pasture or any other pasture, private or otherwise in the area.
6. All stocker and feeder cattle brought into the area as breeding, feeder or replacement stock shall be treated with a recommended warble control chemical as soon as weather and other conditions permit.
7. Any person who contravenes this By-Law is guilty of an offence and liable to summary conviction as set out in Section 25 of the Agricultural Pests Act and/or Chapter 246, Section 157 of the Municipal Government Act.



- 2 -

Read a FIRST TIME this 30th day of September, 1971, on motion of Councillor Ursulak.

Read a SECOND TIME this 30th day of September, 1971, on motion of Councillor Hinton.

Read a THIRD TIME by unanimous consent of all Councillors present this 30th day of September, 1971, on motion of Councillor Barlott and FINALLY PASSED.

A.W. Roland  
REEVE

Jack Ingerson  
SECRETARY-TREASURER





## 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: \_\_\_\_\_





## RFD Appendix



**COUNTY OF MINBURN NO. 27**

**BYLAW NO. 1356-24**

A BYLAW OF THE COUNCIL OF THE COUNTY OF MINBURN NO. 27, VEGREVILLE, IN THE PROVINCE OF ALBERTA TO RESCIND BYLAW NO. 679-1972.

**WHEREAS** Section 63 of the *Municipal Government Act*, Revised Statutes of Alberta (RSA), 2000, Chapter M-26 provides for the revision of bylaws, including the repeal of bylaws.

**WHEREAS** Bylaw No. 679-1972 was passed on April 17, 1972, for the purpose of amending Bylaw 668-1971 in the County of Minburn No. 27.

**WHEREAS** Bylaw No. 679-1972 is no longer required as Warbles are listed under the Agricultural Pests Act RSA 2000 Chapter A-8 and therefore does not require a control area.

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

- 1. THAT Bylaw No. 679-1972 be rescinded on the date this bylaw comes into force.
- 2. THAT Bylaw No. 1356-24 comes into force on the date of the third and final reading and passed in open Council with unanimous consent of the members present the 23rd day of January, 2025.

FIRST READING ..... January 23, 2025  
SECOND READING ..... January 23, 2025  
THIRD READING..... January 23, 2025

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



COUNTY OF MINBURN NO. 27

BY-LAW NO. 679-1972

A By-Law of the County of Minburn No. 27 to amend By-Law No. 668-1971, Warble Control By-Law.

The Council of the County of Minburn No. 27 hereby enacts as follows:

That By-Law No. 668-1971 be amended by renumbering Section 7 to read Section 10 and by adding new Sections 7, 8 and 9 to read as follows:

7. For the purposes of this By-Law the word "officer" shall be defined as set out in The Agricultural Pests Act.
8. An officer may, by notice in writing addressed to the person owning or occupying lands containing cattle, order the owner or occupier of the lands to confine all cattle subject to Warble Control for inspection in such a manner and at such reasonable time as directed by the officer as to allow the officer to examine the cattle for warble fly larva.
9. The notice referred to in paragraph 8 shall be deemed to have been duly given and served on the person to whom it is addressed
  - (a) on the notice being personally delivered to the person to whom it is addressed, or
  - (b) on leaving it with a person presumed to be over the age of sixteen years at the place of abode of the person to whom the notice is addressed, or
  - (c) on sending it by registered mail addressed to the last known postal address of the person to whom the notice is addressed, or
  - (d) on posting the notice in a conspicuous place on any building or erection situated on the land referred to in the notice, if the officer has reason to believe that the notice if delivered in any of the other ways mentioned in this subsection will not be received by the person to whom it is addressed within three days of the date of the notice.
10. Any person who contravenes this By-Law is guilty of an offence and liable to summary conviction as set out in Section 25 of the Agricultural Pests Act and/or Chapter 246, Section 157 of the Municipal Government Act.

READ A FIRST TIME this 17th day of April, 1972,  
on motion of Councillor Barlott.

READ A SECOND TIME this 17th day of April, 1972,  
on motion of Councillor Hinton.

READ A THIRD TIME by unanimous consent of all Councillors present  
this 17th day of April, 1972, on motion of  
Councillor Grabas and FINALLY PASSED.

A. W. Roland  
REEVE

Jack Ingarden  
SECRETARY-TREASURER





## 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: Pat Podoborzny





## RFD Appendix



**COUNTY OF MINBURN NO.27**

**BYLAW NO. 1357-25**

A BYLAW OF THE COUNCIL OF THE COUNTY OF MINBURN NO. 27, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING THE AGRICULTURAL APPEAL BOARD.

**WHEREAS**, section 14 of the *Agricultural Pests Act*, RSA 2000 c.A-8, requires the establishment of a committee to hear appeals respecting notices issued under section 12 of the Act;

**AND WHEREAS**, section 7 of the *Soil Conservation Act*, RSA 2000 c. S-15 requires the establishment of a committee to hear appeals respecting notices issued under section 4 of the Act;

**AND WHEREAS**, section 19 of the *Weed Control Act*, RSA 2000 c. W-5.1 requires the establishment of a panel to determine appeals of an inspector's notices, a local authority's notices, or debt recovery notices issued under the Act;

**AND WHEREAS**, the Council of County of Minburn No. 27 considers it expedient to establish an Agricultural Appeal Board to hear appeals under the *Agricultural Pests Act*, the *Soil Conservation Act*, and the *Weed Control Act*;

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

**1. TITLE**

- 1.1. This Bylaw may be referred to as the "Agricultural Appeal Board Bylaw".

**2. PURPOSE**

- 2.1. The purpose of this Bylaw is to establish the mandate and functions of the Agricultural Appeal Board.

**3. DEFINITIONS**

- 3.1. In this Bylaw:
- a) **Administration** means the Chief Administrative Officer and/or their designates.
  - b) **Appellant** means the person who has served written notice of an appeal to the Clerk of the Board.
  - c) **Board** means the Agricultural Appeal Board.
  - d) **Clerk** means the person appointed by the Chief Administrative Officer to act as Clerk of the Board.
  - e) **Council** means the Council of County of Minburn No. 27.
  - f) **County** means County of Minburn No. 27.
  - g) **Member** means a member of the Board.
  - h) **Presiding Officer** means the Member "in charge" of a hearing who acts as the spokesperson for the Board to open and close a hearing and give instructions to the parties.

**4. ESTABLISHMENT AND MANDATE**

- 4.1 The Agricultural Appeal Board is established.



4.2 The mandate of the Board is to:

- a) Hear and decide appeals of an inspector's notice issued under the *Agricultural Pests Act*;
- b) Hear and decide appeals of an officer's order under the *Soil Conservation Act*; and
- c) Hear and decide appeals of an inspector's notice, a local authority's notice, or a debt recovery notice under the *Weed Control Act*.

## **5. MEMBERSHIP**

- 5.1. Members appointed by Council to the Agricultural Service Board, are hereby appointed as members of the Agricultural Appeal Board.
- 5.2. Appointed members may participate in hearings respecting appeals filed under the *Agricultural Pests Act*, the *Soil Conservation Act*, and the *Weed Control Act*. Members who are not Councillors shall not participate in hearings regarding appeals filed under the *Soil Conservation Act*. Members who are Councillors shall not participate in hearings regarding appeals filed under the *Weed Control Act*.
- 5.3. A person who is an employee of the County may not be a member of the Board.
- 5.4. Members shall be residents of the County.

## **6. MEETING PROCEDURE**

- 6.1. Quorum shall be a majority of members of the Board.
- 6.2. Prior to each hearing, the Members shall elect a presiding Officer to chair the hearing.
- 6.3. A Member who is for any reason unable to attend the whole or part of an appeal hearing shall not participate in the deliberations or decision of the Board on that appeal.
- 6.4. The Board may deliberate and make its decisions in meetings closed to the public.

## **7. MEMBER CONDUCT**

- 7.1. Councillors who are members of the Board shall be subject the Council Code of Conduct Bylaw.

## **8. DECISIONS**

- 8.1. The Board shall issue its decision in writing together with reasons for the decision.
- 8.2. The decision of the majority of the Members is deemed to be the decision of the Board.
- 8.3. An order, approval, notice, or other items, made, given, or issued by the Board shall be signed on its behalf by the Presiding Officer or the Clerk.

## **9. CLERK**

- 9.1. The Chief Administrative Officer shall designate a member of Administration to serve as Clerk of the Board.



- 9.2. The Clerk shall receive notices of appeal, schedule hearings, send notices related to hearings, keep an accurate record of the proceedings of the Board, and communicate decisions to the affected parties.
- 9.3. The Board’s files, including signed decisions and agenda packages of the Board, shall be retained in accordance the County’s Corporate Records Structure and any other governing legislation.
- 9.4. The Clerk shall provide an orientation to the whole Board at the first hearing of each calendar year, which shall include a review of this Bylaw, and the Remuneration and Benefits for Councillor and Appointed Member Policy.

**10. APPEAL FEES**

- 10.1. Appellants must pay fees as established in the Master Rates Bylaw and payment must accompany a written notice of appeal in order to be accepted by the Clerk.
- 10.2. The appeal fee shall be refunded to the appellant if the Board decides in the Appellant’s favour.

**11. REMUNERATION**

- 11.1. Members of the Board shall be eligible for remuneration in accordance with the Remuneration and Benefits for Councillor and Appointed Members Policy.

**12. EFFECTIVE DATE**

- 12.1. This Bylaw shall come into force on the date of the third and final reading passed in Council with unanimous consent of the members present on the 23rd day of January 2025.

FIRST READING ..... January 23, 2025

SECOND READING ..... January 23, 2025

THIRD READING..... January 23, 2025

\_\_\_\_\_  
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: Pat Podoborozny





## RFD Appendix



## Agricultural Service Board – Terms of Reference (TOR)

### **Purpose:**

The purpose of the Agricultural Service Board (ASB) is to fulfill the mandate set out in the *Agricultural Service Board Act RSA 2000, c.A-10* (the Act) and to promote the importance of Agriculture to Minburn County (the County).

### **Scope:**

The duties of the Agricultural Service Board are set out in Section 2 of the Act:

1. To act as an advisory body and to assist the council and minister, in matters of mutual concern;
2. To advise on and to help organize and direct weed and pest control and soil and water conservation programs;
3. To assist in the control of Animal Disease under the Animal Health Act;
4. To promote, enhance and protect viable and sustainable agriculture with a view to improving the economic viability of the agricultural producer;
5. To promote and develop agricultural policies to meet the needs of the municipality.

In addition to the duties set out in the Act, the ASB is responsible for the following:

- a) Ensuring that all Provincial Statutes (*Agricultural Pests Act, Agricultural Service Board Act, Soil Conservation Act, and the Weed Act*) are administered to the benefit of all municipal residents.
- b) Communicating the successes of the County's Agricultural Services.
- c) Educating the public on the importance of agriculture to the County.

### **Membership:**

The ASB consists of all seven members of Council.

### **Terms of Member Appointments:**

Council appointments are made annually at the organizational meeting.

### **Chair and Vice-Chair:**

The Board shall elect a Chair and a Vice-Chair on an annual basis from among its members.

The Chair presides over ASB meetings. The Vice-Chair will take over the duties of the Chair whenever the Chair is unavailable.



**Administrative Support:**

Administration supports the ASB, in a non-voting capacity, by coordinating meetings and providing information and expertise as required.

Administration further supports the ASB by promoting the Agricultural industry as follows:

- 1) Communicating the successes of the County's agricultural services.
- 2) Assisting with the marketing of the County's agricultural producers.
- 3) Educating the public on the importance of agriculture to the County.

Section 6 of the *Agriculture Service Boards Act RSA 2000, c. A-10* sets out that Alberta Agriculture and Irrigation may provide a representative to attend ASB meetings in a non-voting capacity to advise the board on government programs, agricultural problems and the needs of the municipality.

**Quorum**

Quorum shall consist of a simple majority of members.

**Authority:**

The ASB is a committee of Council and only has the authority to recommend action for Council consideration.

**Meeting Schedule:**

Meetings shall be held a minimum of two times per year at a date and time as determined by the Agricultural Service Board.

**Minutes:**

Minutes of the ASB will be recorded by the Administrative support to the Board, and will be taken to a future Council meeting as information.

**Annual Report:**

The ASB will present an annual report to Council containing a summary of its activities from the previous year as per the Act.





## 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: \_\_\_\_\_ Pat Podoborzny





## RFD Appendix





ALBERTA  
EDUCATION

*Office of the Minister  
MLA, Calgary - Bow*

AR 127154

December 3, 2024

Roger Konieczny  
Reeve  
County of Minburn No.27  
P.O. Box 550  
4909 -50<sup>th</sup> Street  
Vegreville AB T9C 1R6

Dear Reeve Konieczny:

Thank you for your letter requesting a property tax deferral for the County of Minburn.

I am pleased to inform you that I hereby approve a deferral of the education property tax payment for the County of Minburn in the amount of \$469,453 over a two-year period, starting in 2025. I have approved a two-year deferral, rather than the requested five-years, to reduce the impact on non-residential ratepayers and limit the potential tax shift to future non-residential property owners who did not own their properties in 2024. This change also aligns with previous approved deferral requests. Please note, the next step in the process is to issue a Ministerial Order to finalize the decision.

As the deferral request is for the 2025 tax year, we will wait until the new tax year before having our Legislative Services team draft the Ministerial Order. Once the Ministerial Order is drafted and approved, my office will formally send the Ministerial Order for your records. I hope this deferral will help alleviate your concerns and allow you to continue with your budget planning process for 2025.

If you require additional information, please contact Shanon Vergara, Finance Officer, Financial Reporting and Accountability, at [shanon.vergara@gov.ab.ca](mailto:shanon.vergara@gov.ab.ca) or 780-427-2172 (toll free by first dialing 310-0000).

Best,

Demetrios Nicolaidis ECA PhD  
Minister of Education

cc: Honourable Rick McIver, Minister of Municipal Affairs  
Honourable Jackie Armstrong-Homeniuk, ECA, MLA for Fort Saskatchewan-Vegreville





ALBERTA

EDUCATION  
*Office of the Minister*

**GOVERNMENT OF ALBERTA**  
**DEPARTMENT OF EDUCATION**  
**MINISTERIAL ORDER (#001/2025)**

I, Demetrios Nicolaides, Minister of Education, pursuant to section 167(11) of the *Education Act*, make an order in the attached Appendix, being an Order deferring the payment of sums to be paid by the County of Minburn into the Alberta School Foundation Fund (ASFF) pursuant to Section 167(4) of the *Education Act*.

DATED at \_\_\_\_\_, Alberta \_\_\_\_\_, 2025.

**MINISTER OF EDUCATION**



## APPENDIX

### EDUCATION ACT

#### MINISTERIAL ORDER (#001/2025)

**An Order deferring the payment of sums to be paid by  
the County of Minburn into the Alberta School Foundation Fund (ASFF) pursuant  
to section 167(4) of the *Education Act***

WHEREAS the County of Minburn is required pursuant to section 167 of the *Education Act*, to pay sums into the Alberta School Foundation Fund (ASFF) that results from applying property tax rates established in mills by the Lieutenant Governor in Council to the equalized assessment of the municipality as established each year by the *Municipal Government Act*;

AND WHEREAS the Minister of Municipal Affairs granted Ministerial Order MAG No. 016/21 exempts components of electric power systems intended for, or used in, the generation of electricity from taxation for the purpose of raising revenue needed to pay the school requisitions referred to in Section 326(1)(a)(ii) and (iii) of the *Municipal Government Act* for the 2022, 2023, 2024, 2025 and 2026 tax years;

AND WHEREAS the County of Minburn incorrectly applied the exemption granted in Ministerial Order MAG No. 016/21, which impacts the County of Minburn's payment of the required amount into the ASFF:

1 Pursuant to section 167(11) of the *Education Act*, I order the deferral of the following amount that is required to be paid into the ASFF:

- a) \$469,453.00 required to be paid under section 167(4) of the *Education Act* for 2024, by applying the non-residential tax rate expressed in mills, as set out in Order in Council 208/2024 dated June 20, 2024 to a portion of the County of Minburn's non-residential equalized assessment until December 31, 2026.





## 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: \_\_\_\_\_



**AMENDING AGREEMENT** entered into this \_\_\_\_ day of January, 2025.

BETWEEN:

**COUNTY OF MINBURN NO. 27**  
(hereinafter referred to as the "County of Minburn")

**- and -**

**COUNTY OF VERMILION RIVER**

**ICF AMENDING AGREEMENT**

WHEREAS the County of Minburn and County of Vermilion River have entered into an Intermunicipal Collaboration Framework dated December 12, 2019 (the "ICF"); and

AND WHEREAS Ministerial Order No. MSD: 024/23 provides that the date by which a municipality must review an intermunicipal collaboration framework is amended from at least every five years to at least every seven years (the "Ministerial Order");

AND WHEREAS the County of Minburn and County of Vermilion River wish to amend the ICF to reflect the extended timeline in the Ministerial Order to review the ICF.

NOW THEREFORE the County of Minburn and County of Vermilion River covenant and agree with each other as follows:

1. Section B(3) of the ICF is replaced with the following:

It is agreed by the Municipalities that the Councils shall review at least once every seven years, commencing no later than 2027, the terms and conditions of the agreement.

2. Except for the foregoing amendment, the ICF shall continue in full force and effect and binding in accordance with its terms.

*[Signature Page to Follow]*



**IN WITNESS WHEREOF** the County of Minburn and County of Vermilion River have affixed their corporate seals as attested by their duly authorized signing officers as of the first day above written.

**COUNTY OF MINBURN NO. 27**

**COUNTY OF VERMILION RIVER**

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Reeve

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

\_\_\_\_\_  
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: \_\_\_\_\_



**COUNTY OF MINBURN NO. 27**

**BYLAW NO. 1360-25**

A BYLAW OF THE COUNCIL OF THE COUNTY OF MINBURN NO. 27, VEGREVILLE, IN THE PROVINCE OF ALBERTA THAT REQUIRES ALL CANDIDATE NOMINATIONS TO BE ACCOMPANIED BY A DEPOSIT.

**WHEREAS** Section 29(1) of the *Local Authorities Election Act*, being Chapter L-21, Revised Statutes of Alberta, 2000 and amendments thereto, authorizes Council to pass a bylaw prior to December 31 of the year before a year in which a general election is to be held, requiring that every nomination be accompanied with a deposit in the amount fixed in the bylaw;

**WHEREAS** Section 29(2) of the *Local Authorities Election Act*, being Chapter L-21, Revised Statutes of Alberta, 2000 and amendments thereto, indicates that an amount fixed in a bylaw under subsection (1) may not exceed (a) \$1000, in the case of a local jurisdiction with a population of more than 10,000, or (b) \$100, in any other case;

**WHEREAS** Section 30(1) of the *Local Authorities Election Act*, being Chapter L-21, Revised Statutes of Alberta, 2000 and amendments thereto, when a bylaw has been passed to provide for a deposit, the returning officer shall require the deposit to be provided in cash, certified cheque, money order, debit card, credit card or e-transfer;

**WHEREAS** Section 30(2) of the *Local Authorities Election Act*, being Chapter L-21, Revised Statutes of Alberta, 2000 and amendments thereto, the candidate's deposit shall be returned to the candidate (a) if the candidate is declared elected (b) if the candidate obtains a number of votes at least equal to ½ of the total number of votes cast for the candidate elected to the office with the least number of votes or (c) if the candidate withdraws as a candidate in accordance with Section 32;

**WHEREAS** Section 30(3) of the *Local Authorities Election Act*, being Chapter L-21, Revised Statutes of Alberta, 2000 and amendments thereto, if a candidate dies before the closing of the voting stations on election day, the sum deposited by the candidate shall be returned to the candidate's estate;

**AND WHEREAS** Section 30(4) of the *Local Authorities Election Act*, being Chapter L-21, Revised Statutes of Alberta, 2000 and amendments thereto, if a candidate does not obtain the number of votes described in subsection (2)(b), the deposit shall be paid into general revenue of the local jurisdiction for which the deposit requirement has been established.

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

- 1. Every nomination will be accompanied with a \$100 deposit.
- 2. Bylaw No. 912-83 is hereby repealed.

This Bylaw comes into force on the date of the third and final reading done and passed in open Council with unanimous consent of the members present the 23rd day of January, 2025.

FIRST READING .....January 23, 2025  
SECOND READING .....January 23, 2025  
THIRD READING.....January 23, 2025

\_\_\_\_\_  
Reeve

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



COUNTY OF MINBURN NO. 27

BY-LAW NO. 912

A By-Law of the County of Minburn No. 27, Vegreville,  
in the Province of Alberta to provide that nominations  
be accompanied by a cash deposit.

Pursuant to the Local Authorities Election Act - Section 27,  
29 and 30, being Chapter L - 27.5 of the Statutes of  
Alberta 1980, the Council of the County of Minburn No. 27  
hereby enacts as follows:

That every nomination relative to elections in the  
County of Minburn No. 27 be accompanied by a deposit in  
the amount of One Hundred Dollars (\$100.00); and



That the said deposit shall be provided in cash, by  
certified cheque or money order; and

That a nomination paper shall not be accepted by the  
Returning Officer unless the correct deposit is accompanied  
with the nomination paper.

By-Law No. 669-1971 is hereby repealed.

Done and Passed in Open Council with the unanimous consent  
of the members present in Vegreville in the Province of  
Alberta this 15th day of August, 1983.

Passed in First Reading	August 15, 1983
Passed In Second Reading	August 15, 1983
Passed In Third and Final Reading	August 15, 1983

  
REEVE  
  
COUNTY MANAGER





## Council Request for Decision (RFD)

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

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

**Recommendation:**

**Background:**

☐ See Appendix

**Legislative Guidance:**

☐ Provincial ☐ Municipal ☐ None

*Details:*

**Council Priorities Chart:**

☐ Yes ☐ No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

☐ Capital ☐ Operations ☐ Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

Reviewed By: \_\_\_\_\_



**COUNTY OF MINBURN NO. 27**

**BYLAW NO. 1361-25**

A BYLAW OF THE COUNTY OF MINBURN NO. 27, VEGREVILLE, IN THE PROVINCE OF ALBERTA TO REGULATE THE ADMINISTRATION OF ELECTIONS IN THE MUNICIPALITY.

WHEREAS, pursuant to the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26, Councillors are to be elected in accordance with the *Local Authorities Election Act*;

AND WHEREAS, the *Local Authorities Election Act* allows municipalities to pass bylaws respecting certain aspects of elections within the municipality held pursuant to the *Local Authorities Election Act*.

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 the “**Elections Bylaw**” of the County of Minburn No. 27.

2. **DEFINITIONS**

For the purpose of this Bylaw, all terms shall have the same meaning as those defined in the *Local Authorities Election Act (LAEA)*, unless otherwise stated in this Bylaw. Terms not defined in the *LAEA* or within this Bylaw shall be interpreted in accordance with their ordinary meaning.

- 2.1 **Ballot** means the printed document that lists the office to be voted on and the names of the Candidates, the bylaw name and number, or the question to be voted on, and provides spaces for the elector to mark their vote.
- 2.2 **By-Election** means an Election to fill a vacancy on Council other than at a general election, first election, or a vote on a bylaw or question.
- 2.3 **County** means the municipal corporation of the County of Minburn No. 27, in the Province of Alberta.
- 2.4 **Council** means the municipal Council for the County of Minburn No. 27 or means all members of the elected officials of the County of Minburn No. 27 (as we have defined in other County bylaws).
- 2.5 **Institutional Voting** means voting which may be established for electors who reside at an institution, such as assisted or supportive living facilities, who are physically unable to attend a voting station on an advance vote day or election day.
- 2.6 **LAEA** means *Local Authorities Election Act*, Revised Statutes of Alberta 2000, Chapter L-21, and any of the associated regulations, as amended.
- 2.7 **Nomination Day** means the day which is four weeks prior to election day, or for a By-Election, the date established by Council, and the last opportunity for a candidate to submit their Nomination Package to the Returning Officer, pursuant to the *LAEA*.



2.8 **Nomination Package** means the complete nomination papers in the acceptable form specified in this bylaw, to be submitted by a candidate during the nomination period pursuant to the *LAEA*.

2.9 **Nomination Period** means the period in which the Nomination Packages may be filed with the Returning Officer pursuant to the *LAEA*, being:

- (a) for a general election, the period beginning January 1<sup>st</sup> of the year in which the election occurs until 12:00 p.m. on Nomination Day;
- (b) for a By-Election, within the period beginning on the day after the resolution or bylaw is passed to set election day for the By-Election and ending at 12:00 p.m. on Nomination Day.

### 3. **RETURNING OFFICER**

3.1 The Director of Corporate Services is hereby appointed the County's Returning Officer for the County for the purpose of conducting elections under the *LAEA*.

3.2 The County Chief Administrative Officer is hereby appointed as the County's Substitute Returning Officer, should the Returning Officer be unavailable or unable to fulfill their duties.

3.3 The Returning Officer is authorized to negotiate agreements on behalf of the County for the conduct of elections for school divisions or any other elected authorities.

### 4. **NOMINATIONS**

4.1 Candidates for the office of Councillor shall submit their Nomination Package to the Returning Officer at the County Administration Building, 4909–50 Street, Vegreville, Alberta, T9C 1R6:

- (a) in-person between the hours of 8:30 a.m. and 4:30 p.m. during the Nomination Period, or between 8:30 a.m. and 12:00 p.m. on Nomination Day; or
- (b) by mail or courier.

4.2 It is the sole responsibility of the candidate to ensure their Nomination Package is completed, received, and has been accepted by the Returning Officer prior to the close of Nomination Day.

4.3 Each Nomination Package must be signed by a minimum of five electors.

### 5. **VOTING STATIONS**

5.1 The Returning Officer is authorized to designate more than one voting station for each voting subdivision and the location of such voting stations.



5.2 The County's voting stations shall open promptly at 9:00 a.m. on election day and shall remain open until 8:00 p.m.

6. **ADVANCE VOTING**

6.1 The Returning Officer is authorized to hold an advance vote on any vote to be held in an election.

7. **INSTITUTIONAL VOTING**

7.1 The Returning Officer is authorized to designate appropriate dates, times, and locations for Institutional Voting for the purpose of conducting an election.

8. **BALLOTS**

8.1 The Returning Officer shall be responsible for ensuring that Ballots are produced in accordance with the *LAEA*.

8.2 Ballots shall:

- (a) set out the office to be voted on in the election and the candidates for that office;
- (b) any bylaws or questions that are to be put to a vote of the electors pursuant to the *Municipal Government Act*, or any other enactment;
- (c) contain clear and concise instructions for electors for how to correctly complete the Ballot, as well as what would cause a Ballot to be deemed a spoiled Ballot; and
- (d) provide a space for the elector to mark the elector's vote for each Ballot.

9. **COUNTING OF BALLOTS**

9.1 The Returning Officer is authorized to designate the location of a counting centre.

9.2 The Returning Officer is authorized to commence counting Ballots from the advance vote, and institutional voting ballot boxes at 7:30 p.m. on election day.

10. **GENERAL**

10.1 References to provisions of statute, rules or regulations shall be deemed to include references to such provisions as amended, modified, or re-enacted from time to time.

10.2 All references in this Bylaw shall be read with such changes in number and gender as may be appropriate, and references shall be read as a corporation or partnership, and pronouns shall be deemed not to be gender specific.

10.3 Nothing in this Bylaw relieves any person from



compliance with any other bylaw, enactment, or applicable federal or provincial legislation.

10.4 If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, the invalid portion shall be severed, and the remainder of the Bylaw is deemed valid.

11. **EFFECTIVE DATE**

11.1 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 23<sup>rd</sup> day of January 2025.

12. **REPEAL OF BYLAWS**

12.1 Upon third reading of this Bylaw, Bylaw No. 1315-21, Bylaw No. 1225-13 and Bylaw No. 959-86 shall be repealed.

FIRST READING ..... January 23, 2025  
SECOND READING..... January 23, 2025  
THIRD READING ..... January 23, 2025

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



COUNTY OF MINBURN NO. 27

BYLAW NO. 1315-21

A BYLAW OF THE COUNCIL OF THE COUNTY OF MINBURN NO. 27, VEGREVILLE, IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF AUTHORIZING THE DESIGNATION OF MORE THAN ONE VOTING STATION FOR EACH SUBDIVISION IN THE MUNICIPAL ELECTION.

**WHEREAS** pursuant to the *Local Authorities Election Act (LAEA)*, Revised Statutes of Alberta 2000, one ward (division) is considered to be one voting subdivision.

**AND WHEREAS** the elected authority may pass a bylaw by June 30<sup>th</sup> of a year in which an election is to be held allowing the returning officer of the elected authority to designate more than one voting station for each subdivision and the location of those voting stations for that election.

**AND WHEREAS** the Council of the County of Minburn No. 27 deems it desirable to allow the returning officer to designate more than one voting station for each subdivision and the location of those voting stations for that election.

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

1. That the returning officer has the authority to designate more than one voting station for each subdivision and the location of those voting stations for that election.
2. Bylaw No. 1225-13 is hereby repealed.
3. That Bylaw No. 1315-21 comes into force on the date of the third and final reading passed in Council with unanimous consent of the members present the 19<sup>th</sup> day of April 2021.

FIRST READING ..... April 19, 2021

SECOND READING ..... April 19, 2021

THIRD AND FINAL READING ..... April 19, 2021

  
\_\_\_\_\_  
REEVE

  
\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER





**COUNTY OF MINBURN NO. 27**

**BY-LAW NO. 1225-13**

A BYLAW OF THE COUNTY OF MINBURN NO. 27, VEGREVILLE, IN THE PROVINCE OF ALBERTA TO ADOPT A MODIFIED VOTING PROCEDURE.

**WHEREAS** pursuant to the provisions of the *Local Authorities Election Act*, Statutes of Alberta 2000, and amendments thereto, and under the authority of Ministerial Order No. L:145/13 the Council of the County of Minburn No. 27 enacts as follows:

1. The County of Minburn No. 27 hereby adopts the modified voting system of conducting an election as prescribed by *Alberta Regulation 5/2007* and amendments.
2. The modified voting procedure shall be used for the purpose of conducting elections pursuant to the provisions of the *Local Authorities Election Act*.
3. County of Minburn Bylaw No. 962-86 is hereby repealed.
4. This Bylaw shall come into force and effect upon the date of the passing of the third and final reading.

Alberta Order in Council No. L:145/13 is attached forming a part of this Bylaw.

PASSED IN FIRST READING .....August 19, 2013

PASSED IN SECOND READING .....August 19, 2013

PASSED IN THIRD AND FINAL READING .....August 19, 2013

  
REEVE

  
COUNTY MANAGER





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister*

MINISTERIAL ORDER NO. L:145/13

I, Doug Griffiths, Minister of Municipal Affairs, pursuant to section 160(2) of the *Local Authorities Election Act* and Section 2(b) of the Modified Voting Procedure Regulation, make the following order:

For the purpose of conducting the 2013 general election in the County of Minburn, the municipal council is hereby granted approval to pass a bylaw authorizing the designation of additional voting stations as may be required.

Dated at Edmonton, Alberta, this 10 day of July, 2013

Doug Griffiths,  
Minister of Municipal Affairs



COUNTY OF MINBURN NO. 27.

BY-LAW NO. 959-86

A By-Law of The County of Minburn No. 27, Vegreville For The Province of Alberta to Rescind By-Law No. 919.

WHEREAS By-Law No. 919 was passed by Council of The County of Minburn No. 27 on January 19, 1984, to provide that a list of electors be prepared pursuant to the Local Authorities Election Act.

WHEREAS Council of the County of Minburn No. 27 feel that it is no longer desirous to prepare a List of Electors who are entitled to vote in an election and/or on a by-law.

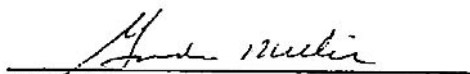
WHEREAS enacting this by-law the provisions of the Local Authorities Election Act, being Chapter L-27.5, Section 52 (1) of the Statutes of Alberta 1980 will take effect.

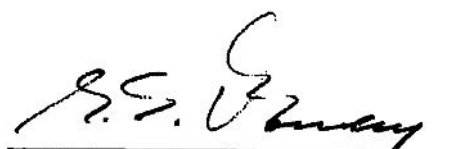
NOW THEREFORE be it enacted that By-Law No. 919 is hereby rescinded.

READ A FIRST TIME THE 22nd Day of April, 1986

READ A SECOND TIME THE 22nd Day of April, 1986

READ A THIRD AND FINAL TIME THIS 30th Day of May, 1986

  
REEVE

  
COUNTY MANAGER



COUNTY OF MINBURN NO. 27

BY-LAW NO. 912

A By-Law of the County of Minburn No. 27, Vegreville,  
in the Province of Alberta to provide that nominations  
be accompanied by a cash deposit.

Pursuant to the Local Authorities Election Act - Section 27,  
29 and 30, being Chapter L - 27.5 of the Statutes of  
Alberta 1980, the Council of the County of Minburn No. 27  
hereby enacts as follows:

That every nomination relative to elections in the  
County of Minburn No. 27 be accompanied by a deposit in  
the amount of One Hundred Dollars (\$100.00); and

That the said deposit shall be provided in cash, by  
certified cheque or money order; and

That a nomination paper shall not be accepted by the  
Returning Officer unless the correct deposit is accompanied  
with the nomination paper.

By-Law No. 669-1971 is hereby repealed.

Done and Passed in Open Council with the unanimous consent  
of the members present in Vegreville in the Province of  
Alberta this 15th day of August, 1983.

Passed in First Reading	August 15, 1983
Passed In Second Reading	August 15, 1983
Passed In Third and Final Reading	August 15, 1983

  
REEVE  
  
COUNTY MANAGER





## REEVE AND COUNCIL REPORTS

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

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

**From Date:** \_\_\_\_\_ **To Date:** \_\_\_\_\_

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**County Meetings (include date):**

**Boards and Committee Meetings (include date):**

**Education and Professional Development (include date):**

**County of Minburn Functions and Events (include date):**





## REEVE AND COUNCIL REPORTS

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

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

**From Date:** \_\_\_\_\_ **To Date:** \_\_\_\_\_

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**County Meetings (include date):**

**Boards and Committee Meetings (include date):**

**Education and Professional Development (include date):**

**County of Minburn Functions and Events (include date):**





## REEVE AND COUNCIL REPORTS

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

**From Date:** \_\_\_\_\_ **To Date:** \_\_\_\_\_

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**County Meetings (include date):**

**Boards and Committee Meetings (include date):**

**Education and Professional Development (include date):**

**County of Minburn Functions and Events (include date):**





## REEVE AND COUNCIL REPORTS

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**From Date:** \_\_\_\_\_ **To Date:** \_\_\_\_\_

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**County Meetings (include date):**

**Boards and Committee Meetings (include date):**

**Education and Professional Development (include date):**

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## REEVE AND COUNCIL REPORTS

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**Education and Professional Development (include date):**

**County of Minburn Functions and Events (include date):**





## REEVE AND COUNCIL REPORTS

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

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

**From Date:** \_\_\_\_\_ **To Date:** \_\_\_\_\_

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**County Meetings (include date):**

**Boards and Committee Meetings (include date):**

**Education and Professional Development (include date):**

**County of Minburn Functions and Events (include date):**





## REEVE AND COUNCIL REPORTS

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

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

**From Date:** \_\_\_\_\_ **To Date:** \_\_\_\_\_

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**County Meetings (include date):**

**Boards and Committee Meetings (include date):**

**Education and Professional Development (include date):**

**County of Minburn Functions and Events (include date):**





## **Office of the CAO Report**

**For Presentation at** January 23, 2025 **Council Meeting**

**From Date:** December 16, 2024

**To Date:** January 17, 2025

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### **Internal Meetings:**

- Council Meeting – December 16, 2024
- Committee of the Whole – January 15, 2025
- Staff Annual One on One - Ongoing

### **External Meetings:**

### **Education and Professional Development:**

- Changes to Police Legislation – December 12

### **Senior Leadership Team Support:**

- 2025 Municipal Election and Elected Official Training
- Boards and Committees Terms of Reference
- Social Media posts
- Council meeting packages
- Policy and Bylaw development
- ICF and IDF agreement discussions
- ASB Strategic Planning
- Coverage for Director of Corporate Services
- Administration Building Maintenance
- Council Policy and Bylaw Review





## **ADMINISTRATION REPORTS**

**Name: Norm De Wet**

**Department: Operations**

**Reviewed by: Pat Podoborzny**

**For Presentation at: January 23, 2025, County Council meeting.**

**From Date: December 17, 2024**

**To Date: January 22, 2025**

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

- Regular updates continue to be received for the refurbishment of Unit 518, and no significant challenges have been encountered so far. The refurbishment project is on track for completion by March 2025.
- The final cost for the Unit 327 (14M grader) repair was \$82,206.74, excluding GST.

### **Public Works Update:**

- Operations staff continue to work on plans for the 2025 season.
- Snow plowing operations have been ongoing.

### **Contracted Services:**

- Administration continues to work with MPA Engineering on land acquisitions and easements for the 2025 bridge projects.
- Maintenance work is underway on BF 08790 (Div. 3), BF 01306 (Div. 1) and BF 06729 (Div. 7) with the work expected to be completed by January 29<sup>th</sup>, 2025.

### **Agricultural Services Update:**

- Brushing has commenced and crews will move to finish the 2022 brushing projects in Div. 5, 6 and 7.
- Seed cleaning plants inspections were completed on December 2, 2024.

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

- The generator for Lavoy Water Plant has been commissioned and is operational.



## **2024 In-Review:**

### **Public Works:**

#### 2024 Gravel Program

- 98,089.18 tonnes on 445.51 miles of road

#### 2024 Dust Control Program

- 542,069L of material (Calcium and MG 30) on 107,940 feet of road

#### 2024 Oiling Program

- 115,709.44 L

#### Roads Construction:

- Division 7 – 2500M of Rge Rd 152, Hwy 631 to Twp Rd 524A
- Division 7 – 375M of Rge Rd 152, S of BF73952/historical road closure due to flooding
- Division 6 – 1600M of Twp Rd 512, Hwy 857 to Rge Rd 144
- Division 5 – 375M of Rge Rd 132, N of Twp Rd 504
- Division 4 – 800M along Rge Rd 140, N of Twp Rd 524/ historical ditch erosion repair
- 5,650M/3.5 miles at a Total Estimated Cost - \$490,917.24

#### Roads Re-Oiled

- Division 7 – 115M of Warwick Road, at Warwick Hall
- Division 7 – 115M of Brookwood Road, N of Brookwood N Entrance
- Division 7 – 200M of Brookwood Road, S of Twp Rd 532
- Division 6 – 400M of Holden Road, between Twp Rd 520 - 522
- Division 5 – 200M of Railway Ave, W of 50<sup>th</sup> Street in Lavoy
- Division 3 – 1250M of Twp Rd 510A, Mannville Golf Course Road

#### Roads Ripped and Relayed

- Division 7 – 250M of Warwick Road, W of Rge Rd 145
- Division 7 – 100M of Brookwood Road, N from Hwy 631
- Division 7 – 1275M – 4 sections of Warwick Road, Hwy 857 to Rge Rd 160
- Division 6 – 600M of Imperial Road
- Division 6 – 700M + 200M sections of Welsh Road, Rge Rd 154 - 160
- Division 2 – 300M of old oil Rge Rd 111, S of Hwy 16
- Division 5 - 550M of Dust Controls on Twp Rd 510

#### Aggregate Sealcoat (Twp Rd 524, Div. 7)

- 1.9 KM
- Intersection rebuild
- \$203,000.00
- 15% of the cost of an overlay with a 10-year life



## **Capital Equipment/Fleet 2024**

- 627G Scraper – Full Refurbishment \$725,000.00
- Two Fleet Trucks - \$130,000
- Two Cat 160 Graders approved and ordered for 2025

## **Agricultural Services**

### Roadside Mowing

- 1,414.55 Miles of County Right of Way.

### Roadside Spraying

- 328.07 Miles of Roadside Spraying.

### Beaver Bounty

- 120 Beavers (\$2,400.00)

### ASB Drainage

- 248 Plugged Culverts/Beaver Dams addressed.
- 3 Beaver house Removals.
- Flow Control Installs.
- 17 Bridge Cleanouts

### Utilities

- Lavoy Backup Generator installation.

### Waste Management

- 2024 Waste
  - 797.95 tonnes collected
- 2024 Recycling
  - Paint Cans 3,044 kg
  - Electronics 4,360 kg
  - Metal 101.3431 tonnes
  - Grain Bags 25.86 tonnes
  - Twine 660 kg



## Recreation

### Wapasu Lake

- Installed new pressure-treated fencing around parking area
- Repainted outhouses and re-tinned the roof to match existing buildings
- South trails were mulched and cleaned with landscape rake





## Infrastructure (Bridges)

118 Bridges in our inventory

- 70 Bridge Culverts
- 48 Bridges

Total Replacement Cost: \$124 Million

6 Bridges - Very Poor Condition (below 22% Structural Rating)

16 Bridges – Poor Condition (22% - 33% Structural Rating)

40 Bridges – Below Adequate (34% - 50% Structural Rating)

2024 Project approvals:

Bridge Maintenance Contract (Griffin Contracting):

- BF 01306 – Rge Rd 102 North of Minburn – Div. 1 - \$35,250
- BF 06729 – Rge Rd 160 South of Twp Rd 540 – Div. 7 – \$208,750 (Partially Funded by STIP \$99,000)
- BF 08793 – Twp Rd 520 East of Rge Rd 95 – Div. 3 - \$76,000.00
- Total Project Cost: \$438,000.00 (Includes Engineering and Contingency)
- To be completed at by January 29, 2025.

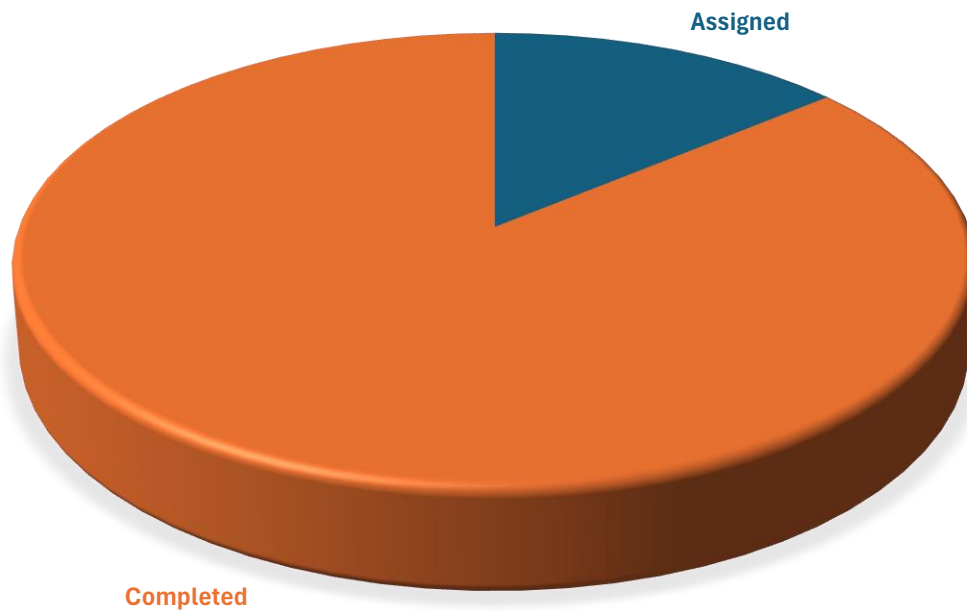
2024 STIP Approvals (To be completed in 2025)

- BF 01195 – Rge Rd 134 South of Lavoy, Div. 5: Bridge Culvert - \$414,000.00
- BF 01819 – Rge Rd 123 South of Twp Rd 512, Div. 5: Bridge Culvert - \$546,000.00
- BF 74718 – Twp Rd 502 East of Rge Rd 85, Div. 1: Bridge Maintenance - \$125,000.00
- BF 75589 – Twp Rd 532 West of Rge Rd 155, Div. 7: Bridge Culvert - \$646,000.00



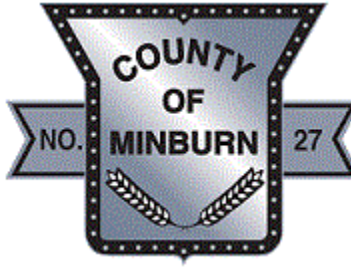
- BF 75604 – Rge Rd 145 South of Hwy631, Div. 7: Bridge Culvert - \$411,000.00
- BF 78718 – Twp Rd 512 West of Rge Rd 80, Div. 3: Bridge Culvert - \$621,000.00

### Work Orders – Overview



Total workorders for 2024: 449(399 completed)





## **ADMINISTRATION REPORTS**

**Name:** Davin Gegolick

**Department:** Planning and Community Services

**Reviewed by:** Pat Podoborzny

**For Presentation at:** January 23, 2025 Council Meeting

**From Date:** December 12, 2024

**To Date:** January 15, 2025

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### **Planning Update:**

- Issued development permits:
  - Dwelling (Pt. SE 4-52-8-4)
  - Detached garage (Pt. SE 4-52-8-4)
- Attended Spatial Physical Address Data webinar
  - Elections Alberta requires us to send them spatial information
- Hired Administrative Support Assistant – Planning and Community Services

### **Subdivision Update:**

- Ongoing subdivision inquiries
- Received application file #10-2024 and completed inspection

### **Economic Development Update:**

- Crossroads wrapping up final BRE report which will be shared with the public
- Submitted RFI to Invest Alberta for a sheathing manufacturing plant
- Purchaser paid deposit for purchase of lot in Lavoy (fronting CN railroad)

### **Community Services:**

- Attended Town of Vegreville Family Day planning meeting



**Attachments:**

- 2024 Year in Review
- RFD – Road Encroachments on CN Property
- RFD – Road Closure Bylaw No. 1353-24
- RFD – Bylaw Enforcement Officer Bylaw No. 1359-24
- RFD – Subdivision File #09-2024
- RFD – Subdivision File #10-2024

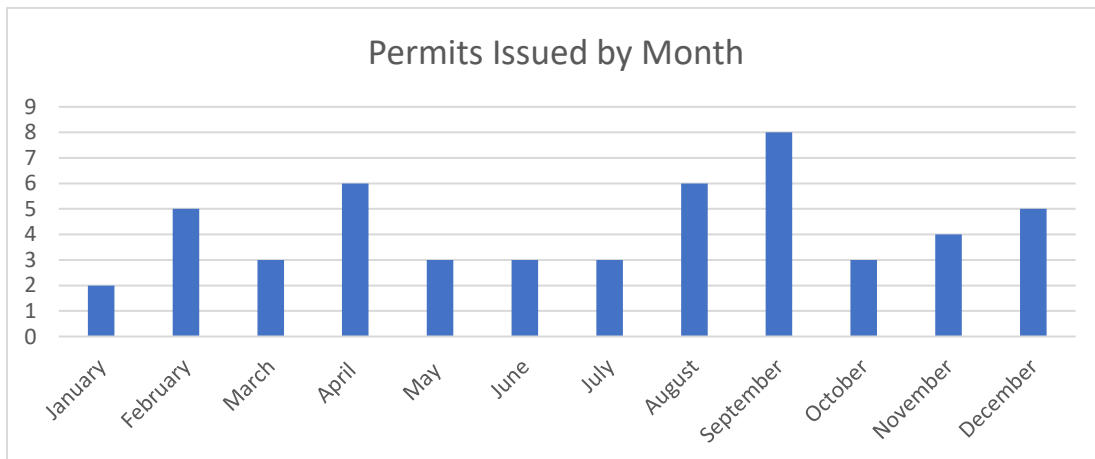
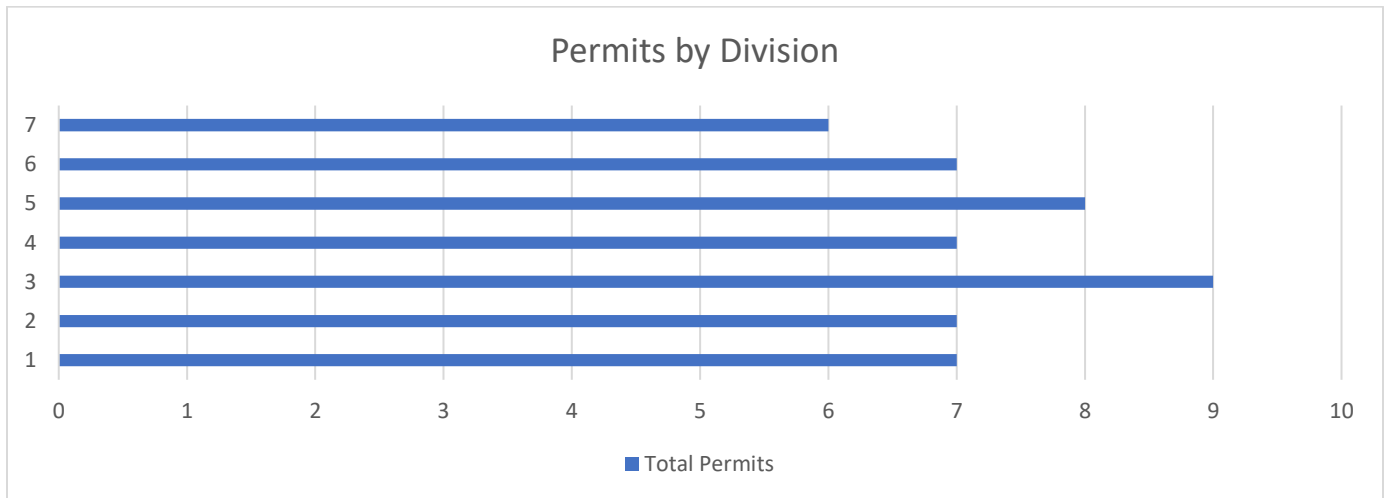


# 2024 Year in Review

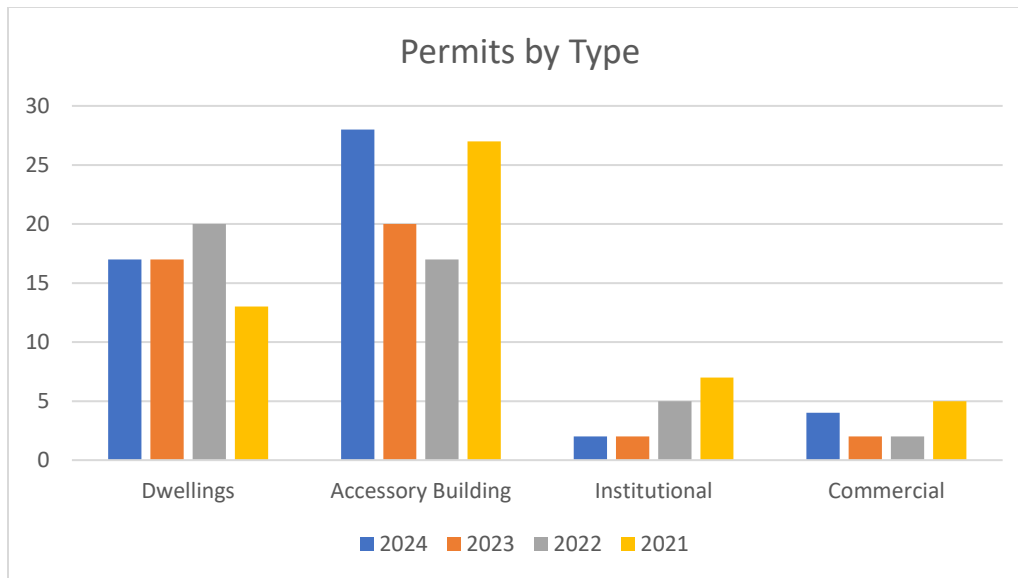
## Planning and Community Services

Permit Values				
	2024	2023	2022	2021
Residential	\$8,457,540.00	\$7,909,600.00	\$7,111,568.00	\$9,549,637.00
Commercial	\$89,500.00	\$389,000.00	\$307,000.00	\$0.00
Industrial	\$130,000.00	\$0.00	\$3,600,000.00	\$251,900,000.00
Institutional	\$900,000.00	\$465,000.00	\$30,000.00	\$3,734,520.00
<b>Total Permit Values</b>	<b>\$9,577,040.00</b>	<b>\$8,763,600.00</b>	<b>\$11,048,568.00</b>	<b>\$265,184,157.00</b>

Types of Permits - Years					
	Dwellings	Accessory Building	Institutional	Commercial	Total Permits
2024	17	28	2	4	51
2023	17	20	2	2	41
2022	20	17	5	2	44
2021	13	27	7	5	52







## Summary

In 2024, 51 development permits were issued with a total value of \$9.5 million which is an increase in about \$800,000 when compared to 2023. The average number of days to render a decision on a completed development application was 1 day, improving from 2023's average of 4.3 days. This is a demonstration of the County's commitment to efficiency in planning and development! Residential makes up 90% of development at about \$9.5 million with commercial, industrial, and institutional valued at approximately \$1 million. The number of permits issued has increased from last year, with the majority of development occurring in Division 3. Permit activity was steady throughout the year with the busiest times being during the spring and late summer. Accessory buildings (followed by dwellings) traditionally make up the bulk of the permits for the year.

The undeveloped road allowance closure policy was updated, providing administration with clarity on processing undeveloped road allowances and old road plan cancellations. 2 applications were received in 2024. 10 subdivision applications were received in 2024 which is consistent with previous years.

Notable projects include:

- Adoption of the revised Land Use Bylaw introducing important updates such as enhanced food security measures that permit beekeeping and urban hens, the allowance of tiny homes in hamlets, and streamlined processes to reduce red tape for permit approvals.
- Conceptual Scheme – Block C, Plan 4185R was approved to establish a land use framework and plan for the development of the vacant land adjacent to the Lavoy shop.



- Completion of the Regional Economic Development Framework and Business Retention and Expansion Project as funded by the Alberta Community Partnership (ACP) grant. Key initiatives included the creation of a dedicated website ([www.crossroadsdevelopment.ca](http://www.crossroadsdevelopment.ca)), the engagement of a contractual economic development consultant, the execution of various business and community interviews and surveys, and an updated business directory. The insights gained from these projects are set to inform future priorities and initiatives, shaping the operational strategies of Crossroads for years to come.
- Successful in an application to the Small Community Opportunity Program (SCOP) in the amount of \$90,000 which will help fund a Regional Economic Development Communications Project in 2025.
- The County sold one lot in Lavoy and all 10 available lots in Ranfurly. This achievement is largely attributed to the "Buy a Lot for a Loonie" program, the allowance of tiny homes within the hamlets, and the high demand for affordable housing options during the ongoing housing crisis.
- The County welcomed a new business to Ranfurly - Young Farts RV Parts/Shit Show RV.
- the County took over the management of the Lavoy Cemetery and initiated a Cemetery Survey/GIS project aimed at creating detailed survey plans for all four County-owned cemeteries: Lavoy, Ranfurly, Innisfree, and Minburn. The resulting data will enhance the County's ability to track cemetery plots effectively and improve the management of the cemetery database.
- Website improvements to facilitate information sharing and offering support to businesses and non-profit organizations.
- a regional GIS site was launched to incorporate the Villages of Innisfree and Mannville, addressing their spatial data needs while promoting collaborative cost-sharing benefits among all parties involved.







## ADMINISTRATION REPORTS

**Name: Mike Fundytus**

**Department: Protective Services**

**Reviewed by: Pat Podoborzny**

**For Presentation at: December 16<sup>th</sup> Council Meeting**

**From Date: Dec 12, 2024**

**To Date: Jan 16, 2024**

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### Fire Department Update:

Call Type	Date	Details	Station Dispatched
Medical	Dec 19 <sup>th</sup>	County Medical 11:52 pm Fire arrived 5 minute 19 seconds before EMS	Mannville
MVC	Dec 20 <sup>th</sup>	Hwy 16 RR 81 7:27 am	Mannville
Medical	Dec 21 <sup>st</sup>	Village medical 7:45 am fire arrived 11 minutes 27 seconds before EMS	Innisfree
Medical	Dec 22 <sup>nd</sup>	County medical 6:39 am. Ambulance was stuck on the road fire had to pull the ambulance into the yard.	Mannville
MVC	Dec 22 <sup>nd</sup>	Hwy 16 Hwy 857	Vegreville
MVC	Dec 22 <sup>nd</sup>	Hwy 16 RR 130 11:37 am	Innisfree
Medical	Dec 23 <sup>rd</sup>	Village medical 10:30 pm fire arrived 9 minutes 31 seconds before EMS	Innisfree
MVC	Dec 24 <sup>th</sup>	Hwy 16 RR 133 12:35 pm	Vegreville
Medical	Dec 26 <sup>th</sup>	Village medical 10:14 am Fire arrived 7 minutes 1 second before fire.	Mannville/Innisfree
MVC	Dec 27 <sup>th</sup>	Hwy 16 RR 82 8:42 am	Mannville
MVC	Dec 27 <sup>th</sup>	Hwy 16 RR 83 12:06 pm multiple collisions	Mannville/Innisfree
Medical	Dec 29 <sup>th</sup>	Village medical 6:03 pm Lift assist EMS arrived before fire	Mannville



Structure Fire	Dec 31 <sup>st</sup>	5301 50 ave Innisfree. 4:08 pm shed fire which spread to house. Minor damage to cold storage area of the house.	Innisfree
Medical	Jan 1 <sup>st</sup>	Village medical 1:09 pm Safety holdback protocol Fire waited till RCMP cleared scene before entering. EMS arrived before fire.	Mannville
Structure Fire	Jan 4	49203 RR 84 Chimney Fire 5:04 pm.	Mannville/Innisfree
Structure Fire	Jan 6	50447 RR 80 Arrived at a fully engulfed building, determined it was in the County of Vermilion River. Extinguished fire.	Mannville/Innisfree
Medical	Jan 7	Village Medical 3:38 pm Fire arrived 9 minutes 3 seconds before EMS	Mannville
False Alarm	Jan 10	5020 50 <sup>th</sup> Ave Lavoy	Vegreville

- Total Fire Responses:
  - Mannville – 11
  - Innisfree – 8
  - Vegreville – 3
- Currently issuing fire permits till Jan 30<sup>th</sup>.
- Current staffing in protective services is 1 FT Director, 1 FT Emergency Responder (term), 30 paid on call firefighters (12 Innisfree Station 18 Mannville station). 1 paid on call firefighter is on medical leave, 3 members have not been attending regularly to calls or practices.
- Some communication issues with the new radio system, the problem was with East Central 911 it has been rectified.
- 2024 year in review.

### **Emergency Management Update:**

- Bryson attended All Hazards Incident Response Team training in Viking Jan 16, 17<sup>th</sup>.

### **OH&S Update:**

- Nothing to report.

### **RCMP Liaison :**

Attended a Provincial Policing Committee webinar





# 2024 Minburn County Fire Dept Annual Report



# 2024 Highlights

Communication System Upgrade

Innisfree Fire Hall Renovation

Provincial wildfire deployments to  
John D'or Prairie and Jasper

Industrial Tank Fire

5 new paid on call members recruited

1 Full Time personnel added to  
department







# 2024 By The Numbers

<b>Thursday</b> 29 callouts <b>Busiest Day of the Week</b>	<b>3:00pm -4:00pm</b> 17 Callouts <b>Busiest Hour of the Day</b>	<b>7 Minutes 4 Seconds</b>  <b>Avg Chute Time</b>
<b>9 Minute 3 Seconds</b> <b>Average Travel Time to Call</b>	<b>28 minutes Seconds</b> <b>Average Total Response Time</b>	<b>4.45</b> <b>Average # of members on scene</b>

Chute Time = Time from Dispatch to 1<sup>st</sup> truck leaving hall

Travel Time = Length of Time Driven to Arrive On Scene

Total Response Time = Chute Time + Travel Time

<b>Number of Members</b>	<b>32</b> 30 Paid on call 2 FT
Total Number of Calls	150
Total hours on Calls	812 Hours 10 Minutes
Revenue Generated	\$390,730.03
Operating Cost Per Call	\$2,273.71
Burning Permits Issued	411





# County Calls

**Sunday**  
17 callouts  
**Busiest Day**

**3:00 pm – 4:00pm**  
11 Callouts  
**Busiest Hour**

**6 Minutes 59 Seconds**  
**Average Chute Time**

**13 Minutes 6 Seconds**  
**Average Travel Time**

**20 Minutes 5 Seconds**  
**Average Response Time**

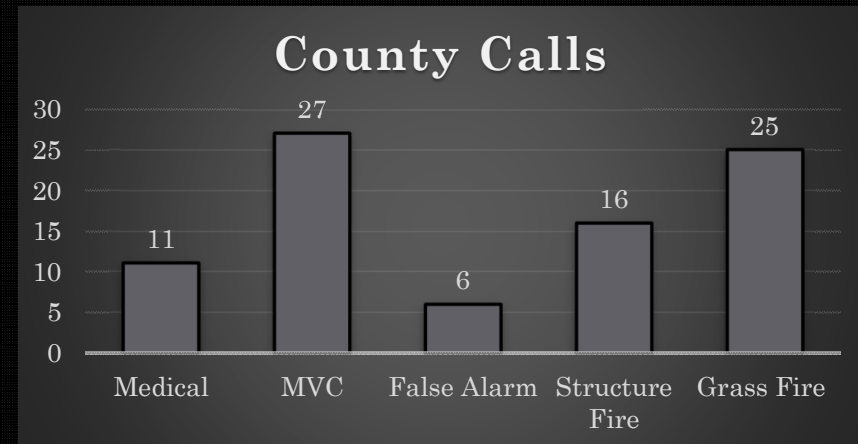
**4.2**  
**Average # Members on Scene**

Chute Time = Time from Dispatch to 1<sup>st</sup> truck leaving hall

Travel Time = Length of Time Driven to Arrive On Scene

Total Response Time = Chute Time + Travel Time

Total Number of Calls	85
Total hours on Calls	812 Hours 10 Minutes



Structure Fires = any fire which a vehicle or structure were involved





# Contract Services to Village Of Mannville

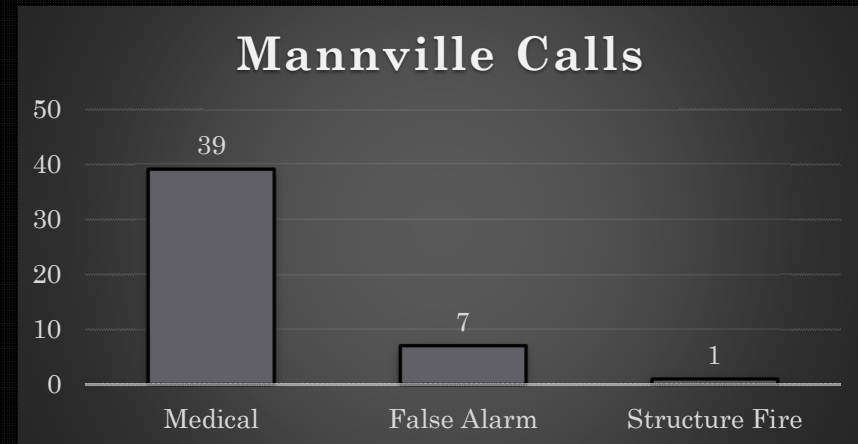
<b>Wed/Thur</b> 11 calls/day <b>Busiest Day</b>	<b>3:00 pm – 4:00pm</b> 6 calls <b>Busiest Hour</b>	<b>6 Minutes and 52 Seconds</b>  <b>Average Chute Time</b>
<b>4 Minutes and 53 Seconds</b>  <b>Average Travel Time</b>	<b>12 Minutes 40 Seconds</b>  <b>Average Response Time</b>	<b>2.8</b>  <b>Average # Members on Scene</b>

Chute Time = Time from Dispatch to 1<sup>st</sup> truck leaving hall

Travel Time = Length of Time Driven to Arrive On Scene

Total Response Time = Chute Time + Travel Time

<b>Total Number of Calls</b>	<b>47</b>
<b>Total hours on Calls</b>	<b>142 Hours 44 Minutes</b>
<b>Total Hours Training</b>	<b>543.50</b>
<b>Revenue from Village Contract</b>	<b>\$12,500</b>



Structure Fires = any fire which a vehicle or structure were involved





# Contract Services to Village Of Innisfree

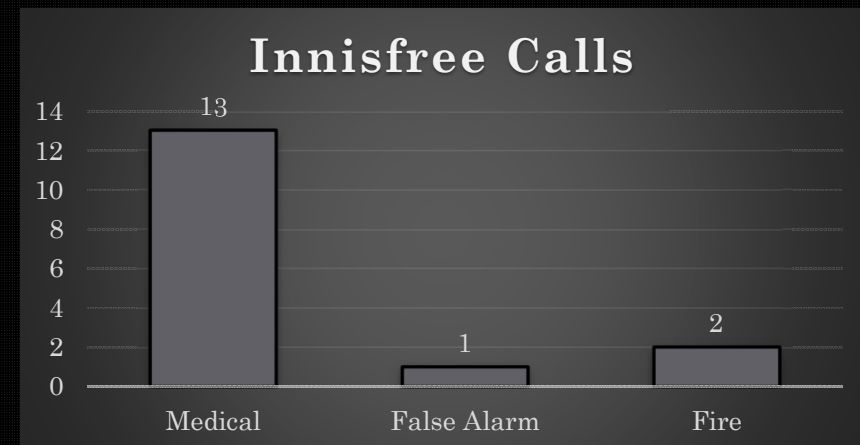
<b>Mon/Wed/Thurs</b> 3 calls/day <b>Busiest Day</b>	<b>7:00 pm – 8:00pm</b> 3 Calls <b>Busiest Hour</b>	<b>6 Minutes and 51 Seconds</b>  <b>Average Chute Time</b>
<b>2 Minutes and 30 Seconds</b>  <b>Average Travel Time</b>	<b>9 Minutes 14 Seconds</b>  <b>Average Response Time</b>	<b>3.3</b>  <b>Average # Members on Scene</b>

Chute Time = Time from Dispatch to 1<sup>st</sup> truck leaving hall

Travel Time = Length of Time Driven to Arrive On Scene

Total Response Time = Chute Time + Travel Time

<b>Total Number of Calls</b>	<b>16</b>
<b>Total hours on Calls</b>	<b>57 Hours 12 Minutes</b>
<b>Total Hours Training</b>	<b>546 Hours</b>
<b>Revenue from Village Contract</b>	<b>\$5,000</b>



Structure Fires = any fire which a vehicle or structure were involved





# Vegreville Fire Calls in County

**Saturday**

**6:00 pm – 7:00pm**

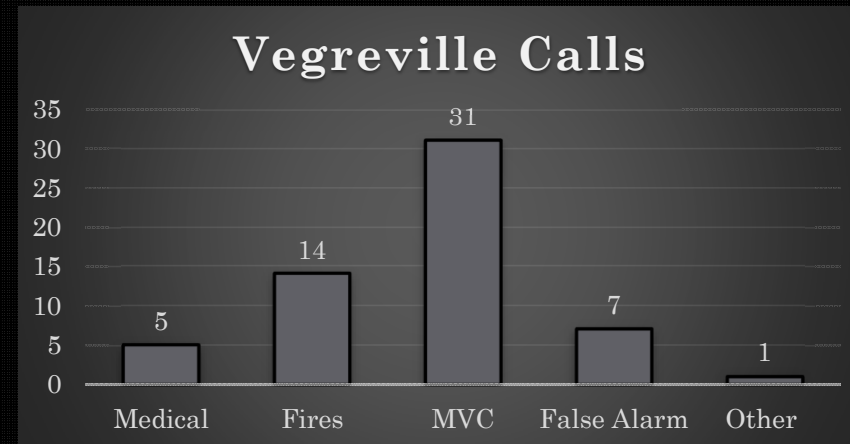
**10 Minutes 3 Seconds**

**Busiest Day**

**Busiest Hour**

**Average Chute Time**

Total Number of Calls	62
Total billable calls per agreement	20
Operating cost to County for Veg fire	\$80,524.95
Cost per call	\$4,026.25







## ADMINISTRATION REPORTS

**Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Reviewed by:**

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

**From Date:** \_\_\_\_\_ **To Date:** \_\_\_\_\_

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**Department Updates:**



**Department Updates Cont'd.:**

**Attachments:**





**County of Minburn No. 27**  
**2024 Statement of Financial Position**  
**As At December 31, 2024**  
**Interim Final**

<b>FINANCIAL ASSETS</b>	<b>Dec/2024</b>	<b>Nov/2024</b>	<b>Dec/2023</b>
Cash & Temporary Investments	28,509,890	29,885,328	22,912,309
Receivables			
Taxes & Grants in Place of Taxes Receivable	774,650	959,789	329,578
Due From Governments	90,276	61,582	336,862
Trade & Other Receivables	414,702	376,099	1,294,260
Long Term Receivables	289,260	296,517	514,159
Land Held for Resale	169,407	169,407	169,407
<b>Total Financial Assets:</b>	<b>\$ 30,248,185</b>	<b>\$ 31,748,721</b>	<b>\$ 25,556,576</b>
<b>LIABILITIES</b>	<b>Dec/2024</b>	<b>Nov/2024</b>	<b>Dec/2023</b>
Accounts Payable & Accrued Liabilities	10,499,049	10,475,431	13,645,998
Asset Retirement Obligation	3,211,917	3,211,917	3,211,917
Deposit Liabilities	-	-	-
Deferred Revenue	2,423,666	2,435,237	90,250
Employee Benefit Obligations	- 90,202	- 84,750	204,678
<b>Total Liabilities:</b>	<b>\$ 16,044,430</b>	<b>\$ 16,037,837</b>	<b>\$ 17,152,844</b>
<b>Net Financial Assets:</b>	<b>\$ 14,203,755</b>	<b>\$ 15,710,885</b>	<b>\$ 8,403,732</b>
<b>NON-FINANCIAL ASSETS</b>	<b>Dec/2024</b>	<b>Nov/2024</b>	<b>Dec/2023</b>
Tangible Capital Assets	34,398,308	34,398,308	34,398,308
Inventory for Consumption	21,469,917	21,335,905	22,405,825
Prepaid Expenses	285,059	77,870	277,705
<b>Total Non-Financial Assets:</b>	<b>\$ 56,153,284</b>	<b>\$ 55,812,084</b>	<b>\$ 57,081,838</b>
<b>ACCUMULATED SURPLUS:</b>	<b>\$ 70,357,039</b>	<b>\$ 71,522,968</b>	<b>\$ 65,485,570</b>
<b>Difference:</b>	<b>\$ 4,871,469</b>	<b>\$ 6,037,398</b>	





**County of Minburn No. 27**  
**2024 Revenue & Expenditure Report**  
**For Month Ending December 31, 2024**  
**Interim Final**

<b>REVENUE</b>	<b>2024</b>	<b>2024</b>	<b>2024</b>	<b>% of</b>	<b>Same</b>
	<b>Current Month</b>	<b>Year-To-Date</b>	<b>Budget</b>	<b>Budget</b>	<b>Period</b>
				<b>Used</b>	<b>Last</b>
					<b>Year</b>
Net Municipal Taxes	- 608,197	17,648,320	18,099,043	97.5%	100.2%
User Fees & Sale of Goods	30,096	375,886	283,300	132.7%	94.1%
Government Transfers	10,200	416,859	4,309,847	9.7%	19.6%
Investment Income	117,881	576,178	529,500	108.8%	88.0%
Penalties & Costs on Taxes	291	151,444	122,000	124.1%	107.6%
Gain on Disposal of Tangible Assets	-	549,560	29,400	1869.3%	102.4%
Other	53,862	515,804	869,625	59.3%	364.8%
<b>Totals:</b>	<b>-\$ 395,867</b>	<b>\$ 20,234,051</b>	<b>\$ 24,242,715</b>	<b>83.5%</b>	<b>90.4%</b>

<b>EXPENDITURES</b>	<b>2024</b>	<b>2024</b>	<b>2024</b>	<b>% of</b>	<b>Same</b>
	<b>Current Month</b>	<b>Year-To-Date</b>	<b>Budget</b>	<b>Budget</b>	<b>Period</b>
				<b>Used</b>	<b>Last</b>
					<b>Year</b>
Administrative & Legislative	232,093	2,356,052	5,535,539	42.6%	73.8%
Fire Protection & Safety Services	58,491	946,799	1,472,762	64.3%	80.9%
Emergency Dispatch Services	-	14,178	11,000	128.9%	82.4%
Policing Services	- 178,293	51,702	245,569	21.1%	93.1%
Bylaw Enforcement, Health & Safety	1,739	29,693	38,350	77.4%	32.7%
Roads, Streets, Walks, Lights	517,722	9,726,489	16,732,643	58.1%	62.8%
Water Supply & Distribution	21,201	305,703	329,316	92.8%	66.8%
Wastewater Treatment & Disposal	7,066	81,906	83,761	97.8%	50.7%
Waste Management	35,922	310,990	369,032	84.3%	89.4%
Family & Community Support Services	-	168,409	168,409	100.0%	102.1%
Cemeteries	26,513	47,826	144,034	33.2%	117.3%
Planning & Economic Services	21,399	312,411	476,636	65.5%	65.8%
Agricultural Services Board	23,687	513,959	619,148	83.0%	78.5%
Recreation & Library Services	1,818	496,466	836,575	59.3%	86.1%
<b>Totals:</b>	<b>\$ 769,356</b>	<b>\$ 15,362,582</b>	<b>\$ 27,062,774</b>	<b>56.8%</b>	<b>64.1%</b>

**Difference:** \$ 4,871,469



**COUNTY OF MINBURN NO. 27**  
**2024 Monthly Progress Report - At December 31, 2024**  
*~ Interim Final ~*

Decision Papers - Operating								
Project Name	20%	40%	60%	80%	100%	Budget	Spent	Comments
Staff Remuneration / Compensation						\$ 217,000	N/A	Implemented January 1/2024 - Ongoing costs
Admin Bldg. Mechanical & Electrical Study						\$ 52,500	\$ 1,980	Awarded to TWS; site visit completed in November; waiting on report & additional testing
Financial ERP System Replacement						\$ 200,000	\$ 93,750	Contract awarded; system process discovery in progress
Surfaced Road & Fac. Reserve Allocations						\$ 225,000	\$ 225,000	Budgeted transfer completed in August
Fire Reserve Transfer - Annual Increase						\$ 50,000	\$ 50,000	Budgeted transfer completed in August
ArcGIS Software						\$ 12,010	\$ 12,010	Purchased and in use
Communications Project/Dev. Package						\$ 10,000	\$ -	Received SCOP Program funding approval; project to commence in 2025
Wapasu Lake Campground Upgrades						\$ 23,000	\$ 11,245	Projects complete
Asphalt Maintenance - Crack Sealing						\$ 37,200	\$ 14,207	Crack-sealing project complete
Unit #528 Excavator - Undercarriage Rpr						\$ 24,814	\$ 26,942.26	Work complete
Land Use Bylaw Review (Carry Over)						\$ 16,175	\$ 22,506	Adopted at June Council meeting
Cemetery Survey / GIS Project						\$ 140,000	\$ 42,065	Survey plans delivered in December, GIS site to be developed in early 2025, monuments will be installed in spring 2025
Decision Papers - Capital								
Project Name	20%	40%	60%	80%	100%	Budget	Spent	Comments
Council Chambers Rehabilitation						\$ 30,000	\$ 7,638	Work has been completed
Admin Bldg. Front Entry Rehabilitation						\$ 78,000	\$ -	Quote finalized, work to begin Jan 2025
New Fire Truck - Unit #910 Replacement						\$ 275,000	\$ -	Tender awarded to Fort Gary
Innisfree Fire Station Cold Storage Upgrade						\$ 115,000	\$ 48,710	Tender awarded to Fullswing Construction; work is underway
AB First Responder Radio Comm. System						\$ 143,000	\$ 160,765	Equipment received and in use
2024 CAT 160M Motor Grader						\$ 655,000	\$ 649,000	Equipment received and in use
Unit #518 Motor Scraper - Refurbishment						\$ 183,000	\$ 33,120	Refurbishment begun; progress photos being sent from Finning
2024 Fleet Truck Replacements (2)						\$ 150,000	\$ 128,711	Both vehicles received and in use
2024 Excavator & Mulching Head						\$ 452,000	\$ 452,995	Equipment received and in use
Lavoy Water Reservoir Generator Unit						\$ 60,500	\$ 55,644	Generator has been installed and was commissioned on Jan 9/25
BF75589 Bridge Work / Engineering						\$ 646,000	\$ 62,921	Project to be completed in 2025 with all other STIP projects
TWP 524 Aggregate Seal Coat						\$ 276,000	\$ 193,573	All work completed; waiting on final invoicing
Road Maintenance Activities								
Road Projects	20%	40%	60%	80%	100%	Comments		
Road Construction						Road construction complete for 2024		
Gravel Haul Program						Gravel haul program complete for 2024		
Oiling Projects						Oiling projects complete for 2024		
Dust Controls						All residential dust controls complete for 2024		
Roadside Mowing						Program complete for 2024		
Roadside Brushing						Fall brushing ongoing & completion of 2024 projects		





# County of Minburn No. 27

## Quarterly Report - Investment Income

### As At December 31, 2024

Financial Institution	Investment Fund	Term	Maturity Date	Current Month Investment Amount	Int Rate/Annum	2024 Interest Accrued	2024 Interest Received
ATB	Operating Acct	Monthly	Monthly	\$ 515,433.48	3.65%	\$ -	\$ 93,361.65
<b>Total ATB Operating Cash:</b>				<b>\$ 515,433.48</b>		<b>\$ -</b>	<b>\$ 93,361.65</b>
ATB	MUSH Operating			\$ 17.64			\$ 16.05
ATB	Equip Combined	90 day	Monthly	\$ 1,160.40	3.95%	\$ -	\$ 61.05
ATB	Gen Op 31 days	31 day	Monthly	\$ 2,379.14	3.85%	\$ -	\$ 119.41
ATB	Tax Recovery Y	90 day	Monthly	\$ 3,156.47	3.95%	\$ -	\$ 161.40
ATB	Sale Proceeds HofM	31 day	Monthly	\$ 64,519.60	3.85%	\$ -	\$ 3,237.84
ATB	MUSH Savings	Monthly	Monthly	\$ 15,158,893.01	3.82%	\$ -	\$ 220,930.28
<b>Total ATB NDC Investments:</b>				<b>\$ 15,230,126.26</b>		<b>\$ -</b>	<b>\$ 224,526.03</b>
ATB	GIC	15 month	Jan 13/24	\$ -	4.93%	\$ -	\$ 46,294.73
ATB	GIC	24 month	Sep 22/24	\$ -	4.81%	\$ -	\$ 48,165.89
ATB	GIC	24 month	Oct 13/24	\$ -	5.03%	\$ -	\$ 75,553.36
ATB	GIC	36 month	Sep 22/25	\$ 500,000.00	4.80%	\$ 24,065.75	\$ -
ATB	GIC	48 month	Sep 22/26	\$ 1,000,000.00	4.76%	\$ 47,730.41	\$ -
ATB	GIC	60 month	Sep 22/27	\$ 1,000,000.00	4.79%	\$ 48,031.23	\$ -
<b>Total ATB GIC Investments:</b>				<b>\$ 2,500,000.00</b>		<b>\$ 119,827.40</b>	<b>\$ 170,013.98</b>
<b>Total ATB Cash &amp; Investments:</b>				<b>\$ 18,245,559.74</b>		<b>\$ 119,827.40</b>	<b>\$ 487,901.66</b>
CWB	GIC	18 month	Mar 29/24	\$ 0.91	6.12%	\$ -	\$ -
CWB	GIC	21 month	Jun 25/24	\$ -	2.35%	\$ -	\$ 56,372.95
CWB	GIC	30 month	Sep 30/24	\$ -	2.95%	\$ -	\$ 46,130.61
CWB	GIC	36 month	Mar 11/25	\$ 1,055,833.66	2.75%	\$ 23,466.99	\$ 28,333.66
CWB	GIC	18 month	Apr 3/25	\$ 1,061,367.67	6.12%	\$ 15,838.51	\$ 61,367.67
CWB	GIC	36 month	Jun 7/25	\$ 542,420.33	4.15%	\$ 12,766.20	\$ 21,670.33
CWB	GIC	42 month	Sep 30/25	\$ 1,064,597.81	3.175%	\$ 25,466.49	\$ 32,847.81
CWB	GIC	48 month	May 4/26	\$ 539,295.90	3.85%	\$ 13,709.20	\$ 20,045.90
CWB	GIC	48 month	Aug 2/26	\$ 548,171.91	4.70%	\$ 10,658.56	\$ 24,671.91
CWB	GIC	60 month	May 4/27	\$ 539,816.01	3.90%	\$ 13,900.63	\$ 20,316.01
CWB	GIC	60 month	Aug 2/27	\$ 551,321.92	5.00%	\$ 11,404.06	\$ 26,321.92
CWB	GIC	42 month	Feb 28/28	\$ 816,875.14	4.09%	\$ 11,258.78	\$ 45,993.14
CWB	GIC	18 month	Apr 4/26	\$ 1,075,630.61	4.01%	\$ 10,399.14	\$ -
CWB	GIC	42 month	Apr 21/28	\$ 1,000,000.00	3.77%	\$ 7,333.42	\$ -
CWB	GIC	54 month	Apr 21/29	\$ 750,000.00	3.78%	\$ 5,514.66	\$ -
CWB	GIC	60 month	Oct 21/29	\$ 750,000.00	3.81%	\$ 5,558.42	\$ -
<b>Total CWB Investments:</b>				<b>\$ 10,295,331.87</b>		<b>\$ 167,275.06</b>	<b>\$ 384,071.91</b>
<b>Total CWB Investments:</b>				<b>\$ 10,295,331.87</b>		<b>\$ 167,275.06</b>	<b>\$ 384,071.91</b>
<b>Grand Totals at December 31/2024:</b>				<b>\$28,540,891.61</b>		<b>\$287,102.46</b>	<b>\$871,973.57</b>

~ 2024 INTEREST SUMMARY ~	
Total Interest Accrued at December 31/2024	\$ 287,102.46
Total Interest Received at December 31/2024	\$ 871,973.57
Less: Portion of 2024 Interest Related to 2023	-\$ 299,787.89
<b>Investment Interest as of December 31/2024</b>	<b>\$ 859,288.14</b>
2024 Budgeted Total Interest	\$ 529,500.00
% of Budget Received	162.28%
<b>Investment Interest as of December 31/2023</b>	<b>\$ 937,067.14</b>



January 9, 2025

County of Minburn Reeve & Council  
4909-50 Street P.O. Box 550  
Vegreville, AB T9C 1R6

Dear Reeve Konieczny and Council,

**Re: Annual Family Day Breakfast**

I hope this letter finds you well. On behalf of the Vegreville Family Day Committee, I would like to extend our sincere gratitude for your generous support and commitment to our annual Family Day Event. Your contribution has enabled us to bring together our community and create a meaningful experience for families in Vegreville, County of Minburn and area.

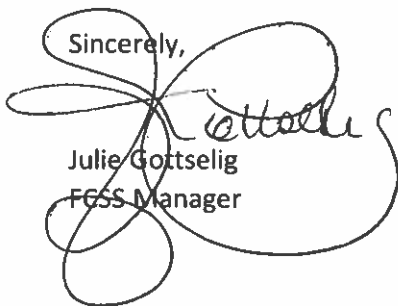
As we approach this year's event, we are excited about the opportunities it presents and the positive impact it will continue to have. However, in order to reach an even broader audience and maximize the event's visibility, we are seeking additional funding specifically to support our advertising efforts. This will allow us to amplify our marketing initiatives, increase attendance, and create greater awareness of the important work that the Town of Vegreville FCSS and partners are doing.

We would greatly appreciate your consideration of an additional contribution of \$250 to assist with these efforts for a total contribution of \$500. Your continued support would help us achieve our goals and ensure that this year's event is even more impactful than before.

Thank you once again for your support and partnership. We look forward to our Council's coming together to cook breakfast for the community and make the 2025 Family Day Event a success once again.

Please feel free to reach out if you have any questions or would like to discuss this opportunity further.

Sincerely,



Julie Gottselig  
FCSS Manager



# Thank you!!!!

**Thank you for your donation towards the Vegreville Junior B Rangers 50<sup>th</sup> Anniversary Celebration!! It was a huge success and it was because of generous donations from people like you.**



**The Vegreville Junior B Rangers 50<sup>th</sup> Anniversary committee...**  
**Zenith Komarniski, Jim Nichol, Shauna Micklich, Rachel Kofluk, Brandy Stefan, and Bob Kucheraway**





January 10, 2025

Mr. Roger Konieczny  
Reeve, County of Minburn  
4909 - 50 Street  
Vegreville, AB T9C 1R6

RECEIVED

JAN 14 2025

COUNTY OF MINBURN NO. 27

Dear Reeve Roger Konieczny:

Elk Island Public Schools trustees are committed to working closely with key stakeholders in the areas we represent to serve the best interests of our students and reflect the voices of our constituents. It is our goal to ensure students throughout the Division have access to the highest quality educational experience possible, and to prepare them to contribute meaningfully in building successful, sustainable communities throughout our province.

As a public school division, EIPS publishes its *Annual Education Results Report (AERR)* to account for the resources the Government of Alberta invests in public education and to demonstrate its achievements as it provides a world class education to the students we serve. The report addresses results achieved and progress made by the Division relative to each priority, goal and outcome throughout the 2023-24 school year. The Division then uses the data and results listed in the *AERR* to guide future decisions, focus areas and priority strategies. The goal: To support a cycle of continuous growth to improve outcomes across all schools systematically.

We have enclosed a copy of the report and overview for your reference. You can also find it online on our website at [Annual Education Results Report 2023-24](#). If you have any questions about the information contained therein or would like to meet to discuss how the EIPS Board of Trustees might be able to collaborate with you to help our communities grow and thrive, please feel free to reach out to me directly at (780) 417-8109 or at [cathy.allen@eips.ca](mailto:cathy.allen@eips.ca).

Sincerely,

Cathy Allen,  
Board Chair - Elk Island Public Schools

CA:do

BOARD OF TRUSTEES

780 464 3477

Board Chair  
Cathy Allen

Vice-Chair  
Susan Miller

Trina Boymook  
Randy Footz  
Colleen Holowaychuk  
Don Irwin  
Ralph Sorochan





January 14, 2025

Mr. Roger Konieczny, Reeve and Councillors  
County of Minburn  
[info@minburncounty.ab.ca](mailto:info@minburncounty.ab.ca)

**BOARD OF TRUSTEES**

780 464 3477

**Board Chair**

Cathy Allen

**Vice-Chair**

Susan Miller

Trina Boymook

Randy Footz

Colleen Holowaychuk

Don Irwin

Ralph Sorochan

**sent via Electronic Mail**

Dear Reeve Konieczny and Councillors:

I'm reaching out on behalf of the Elk Island Public Schools' (EIPS) Board of Trustees to share information about an important event coming up in March 2025.

As you know, EIPS is an rural-urban school division, and has a vested interest in seeing success for students in every community we serve.

The Alberta Rural Education Symposium (ARES) was initiated by the Minister of Education in 2012. Attendees traditionally include parents, teachers, school administrators, trustees, municipal leaders, health care professionals, county counsellors, business leaders and individuals from a rural context who take an interest in rural education and sustainability of rural communities. The symposium is an excellent opportunity for the elected representatives and government officials to connect with rural leaders from across the province.

As a leader in a rural community, we know you understand the importance of providing high quality educational opportunities for students who reside outside of large urban areas. We encourage you to register and join the EIPS Trustees at the upcoming Alberta Rural Education Symposium and participate in the discussions about strategies and potential solutions to challenge facing educators and locally elected officials in small towns and rural areas.

You can find more information about the symposium program and registration [here](#). I strongly believe that in coming together at these sorts of events, we can learn from one another, generate new ideas, and map a path to future success for rural communities and those families who reside within them.

I hope to see you there!

Sincerely,

Cathy Allen,  
Board Chair – Elk Island Public Schools

CA:lm



**COUNCIL MEETING ACTION ITEMS**

<b>Action List Item No.</b>	<b>Motion No.</b>	<b>Meeting Date</b>	<b>Description</b>	<b>Percentage Completed</b>	<b>Person Responsible</b>	<b>Date Completed</b>	<b>Notes</b>
2265	2023-149	19-Jun-23	Review Code of Conduct Bylaw No. 1280-19.	50%	Pat		Waiting on province to release new standards for Council Code of Conduct.
2362	2024-233 2024-250	18-Nov-24	Prepare RFD to extend ICF agreements with Lamont County, County of Vermilion River and Beaver County and repeal IDP with Lamont County	100%	Davin/Pat	10-Jan-25	Pat sent ICF amending agreements on January 10, 2025. Will sign when they are returned.
2363	2024-251	16-Dec-24	Notify ATCO Electric to proceed with Design Option 1 for Range Road 82 Guardrail Design	100%	Davin	16-Dec-25	Emailed decision to ATCO Electric.
2364		16-Dec-24	Advertise Public Hearing for Bylaw Enforcement Officer Bylaw in newspapers and website	18-Dec-24	Davin/Audra	100%	Submitted to newspapers to be posted for 2 weeks in January 6 & 13 issues of newspaper. Davin prepared for website.
2365	2024-53	16-Dec-24	Submit Expression of Interest to host provincial Wildland Interface Team	100%	Mike	16-Dec-25	Submitted application to the province along with a recommendation letter from the MLA.
2366	2024-255	16-Dec-24	Advise Fort Garry of successful tender for Unit 910 Replacement	100%	Mike	17-Dec-25	
2367	2024-256	16-Dec-24	Sell 1954 International Fire Truck to Village of Innisfree for one dollar	50%	Pat		Letter was sent advising Innisfree of the intent to return the truck to them.
2368	2024-257	16-Dec-24	Submit PERC and DIRC applications for the 2024 fiscal year to Municipal Affairs	100%	Dwight	07-Jan-25	
2369	2024-261	16-Dec-24	Post new fees, rates and charges from amended Master Rates Bylaw on website	100%	Audra	19-Dec-24	
2370	2024-263	16-Dec-24	Send letter of commitment to MD of Minburn Foundation for lodge expansion project	100%	Pat	16-Dec-25	Letter was sent committing the funding required to proceed with the grant application for the Lodge expansion project.