



AGENDA

March 20, 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 February 18, 2025 Council Meeting
- 4. Delegations**
- 5. Council Priorities**
- 6. Requests for Decision**
 - 6.1 Subdivision File #02-2025
 - 6.2 Bylaw Enforcement Officer Bylaw No. 1359-24
 - 6.3 Intermunicipal Subdivision and Development Appeal Board
 - 6.4 Policy Review - OP 9004-01-A Annual Safety Allowance
 - 6.5 Policy Review - OP 9010-01 – Contractor Heavy Duty Equipment Moving Costs
 - 6.6 Policy Review - OP 9012-01 Basic Tools Motor Grader
 - 6.7 Policy Review - OP 9013-01 Gravel Truck Owner Operators Liability Insurance and WCB
 - 6.8 Policy Review - OP 9017-01-A Application of Road Oil by Parties other than the County
 - 6.9 2025 STIP Program
 - 6.10 2025 Construction Program
 - 6.11 Unit 334 Repair - 2018 John Deer Grader
 - 6.12 Agricultural Service Board Strategic Plan 2025-2029
 - 6.13 Funding Request - Health Care Providers Attraction and Recruitment Committee
 - 6.14 Regional Assessment Review Board
 - 6.15 County of Minburn No.27 and the County of Two Hills Intermunicipal Collaboration Framework Extension
 - 6.16 County of Minburn No.27 and Beaver County Intermunicipal Collaboration Framework Extension
 - 6.17 County of Minburn No.27 and the Town of Vegreville Intermunicipal Collaboration Framework Extension
 - 6.18 County of Minburn No. 27 and the Village of Innisfree Intermunicipal Collaboration Framework Extension
- 7. Reports**
 - 7.1 Reeve
 - 7.2 Council
 - 7.3 CAO
 - 7.4 Operations
 - 7.5 Planning and Community Services
 - 7.6 Protective Services
 - 7.7 Corporate Services
- 8. Correspondence and Information Items**
 - 8.1 David & Kathy Osinchuk re RR 154 between Twp Rd 540 and 542
 - 8.2 Alberta Municipal Affairs re Provincial Priorities Act and Processing Federal Agreements
- 9. Councillor Requests (Information Requests and Notices of Motion)**
 - 9.1 Action Item List
- 10. Closed Session**
- 11. Open Session**
- 12. Motions Arising out of the Closed Session**
- 13. Adjournment**



COUNCIL MEETING MINUTES

February 18, 2025

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
Councillor Tara Kuzio, Division 5
Councillor Carl Ogrodnick, Division 6

Administration Present: Pat Podoborzny, Chief Administrative Officer
Jason Warawa, Director of Corporate Services
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 10:01 a.m.

2 ADOPTION OF AGENDA

2025-045

Moved by: Deputy Reeve Bentley

THAT the February 18, 2025 regular Council meeting agenda be adopted as presented.

Carried

3 CONFIRMATION OF MINUTES

3.1 January 23, 2025 County Council Meeting

2025-046

Moved by: Councillor Kuzio

THAT the January 23, 2025 regular Council meeting minutes be adopted as presented.

Carried

4 DELEGATIONS

5 COUNCIL PRIORITIES

2025-047

Moved by: Councillor Ogrodnick

THAT the Council Priorities be accepted as information.

Carried

6 REQUESTS FOR DECISION

6.1 Subdivision File #01-2025

2025-048

Moved by: Councillor Anderson

THAT Council moves to conditionally approve Subdivision File #01-2025 per the recommendations of the report.

Carried

6.2 Fire Services Bylaw No. 1362-25

2025-049

Moved by: Councillor Nafziger
THAT County Council give First Reading to Fire Services Bylaw No. 1362-25.

Carried

2025-050

Moved by: Councillor Wowdzia
THAT County Council give Second Reading to Fire Services Bylaw No. 1362-25.

Carried

2025-051

Moved by: Councillor Kuzio
THAT the County of Minburn Council consider giving unanimous and final consent to Third and Final Reading of Fire Services Bylaw No. 1362-25.

Carried

2025-052

Moved by: Councillor Ogrodnick
THAT Council give Third Reading to Fire Services Bylaw No. 1362-25 amending Fire Services Bylaw No. 1326-22.

Carried

6.3 Fire Department Utility Terrain Vehicle

2025-053

Moved by: Councillor Nafziger
THAT Council approve awarding the Request for Quote to provide a Utility Terrain Vehicle to Rech Tech Power Products in the amount of \$34,710.90.

Carried

6.4 RCMP Vermilion Detachment Priorities for 2025

2025-054

Moved by: Councillor Anderson
THAT Council directs Administration to notify Vermilion RCMP Detachment that our Councils current priorities are:

- Police/Community Relations-Crime Prevention and Community Safety
- Crime Reduction-Violence and Domestic Abuse
- Police/Community Relations-Police Visibility

Carried

6.5 Federation of Canadian Municipalities (FCM) Membership

2025-055

Moved by: Councillor Ogrodnick
THAT Council decline renewing the FCM membership for 2025.

Defeated

2025-056

Moved by: Councillor Anderson
THAT Council renew the FCM membership for 2025.

Carried

7 REPORTS

- 7.1 Reeve
- 7.2 Council
- 7.3 CAO

- 7.4 Planning and Community Services
- 7.5 Protective Services
- 7.6 Corporate Services

2025-057

Moved by: Councillor Nafziger

County Council moved that Operations research how much and what kind of fill is available in the County.

Carried

Councillor Wowdzia left the meeting at 10:40 a.m.

Councillor Wowdzia entered the meeting at 10:44 a.m.

2025-058

Moved by: Deputy Reeve Bentley

THAT Council accepts the reports as presented.

Carried

Reeve Konieczny adjourned the meeting at 11:00 a.m.

Reeve Konieczny reconvened the meeting at 11:09 a.m.

8 CORRESPONDENCE AND INFORMATION ITEMS

8.1 Vegreville Chamber of Commerce re Pysanka 50th Anniversary

Letter received seeking sponsorship for the Pysanka's 50th Anniversary celebration on July 26, 2025.

2025-059

Moved by: Councillor Anderson

THAT Council direct Administration to send a letter of commitment approving gold sponsorship in the amount of \$1,000 to Vegreville & District Chamber of Commerce for the Pysanka's 50th Anniversary.

Carried

8.2 RCMP Transparency and Trust Multi-Stakeholder Form

Letter received on RCMP's mandates for transparency. Independent company PlaceSpeak launched an online engagement platform that allows participants to be actively involved in decision-making, increase public trust, enhance transparency and accountability within the RCMP.

8.3 Canadian Union of Postal Workers (CUPW) re Canada Post Review

Letter received from CUPW advising the Canada Post structure is under review by the Industrial Inquiry Commission. The CUPW is requesting County Council provide a resolution by written submission to the Commission requesting they hear CUPW's views on maintaining Canada Post as a public service, and the importance of maintaining the moratorium on post office closures.

8.4 Lamont County re Intermunicipal Collaboration Framework (ICF) Extension Agreement

Received letter and signed ICF Amending agreement from Lamont County requesting extending the review of the ICF agreement from every five years to every seven years commencing no later than 2027.

2025-060

Moved by: Councillor Anderson

THAT Council approve the amending agreement to extend the ICF Agreement with Lamont County from 2024 to 2027.

Carried

8.5 **Village of Mannville re ICF Amending Agreement**

Received signed ICF Amending Agreement from the Village of Mannville extending a review of the ICF agreement from every five years to every seven years commencing no later than 2027.

2025-061

Moved by: Councillor Kuzio

THAT Council approve the amending agreement to extend the ICF Agreement with Village of Mannville from 2024 to 2027.

Carried

8.6 **Alberta Municipal Affairs re Joint Use and Planning Agreements**

Letter received advising a 2-year extension was granted to June 10, 2025 for municipalities and school boards operating within municipal boundaries to prepare joint use and planning agreements.

2025-062

Moved by: Deputy Reeve Bentley

THAT Council accept the correspondence as information.

Carried

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

9.1 Action Item List

2025-063

Moved by: Councillor Wowdzia

THAT Council accept the Action Item List as information.

Carried

10 **CLOSED SESSION**

2025-064

Moved by: Councillor Kuzio

THAT County Council meet in private to discuss matters protected from disclosure under the *Freedom of Information and Protection of Privacy (FOIP) Act*, specifically *Sections 24 and 16* at 11:30 a.m.

Carried

Davin Gegolick, Mike Fundytus and Audra Kropielnicki left the meeting at 11:30 a.m.

10.1 **Gravel Contract**

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

Name	Reason/Purpose
Pat Podoborozny	Strategic Leader of the Organization
Jason Warawa	Strategic Leader of the Organization

10.2 **2024 Year End Reserve Fund Transfer**

FOIP Section 24, Advice from Officials

Name	Reason/Purpose
Pat Podoborozny	Strategic Leader of the Organization
Jason Warawa	Strategic Leader of the Organization

10.3 **Leasing of County Owned Agricultural Lands**

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

Name	Reason/Purpose
Pat Podoborozny	Strategic Leader of the Organization
Jason Warawa	Strategic Leader of the Organization

11 OPEN SESSION

2025-065

Moved by: Councillor Nafziger
THAT Council revert to open session at 12:07 p.m.

Carried

12 MOTIONS ARISING OUT OF THE CLOSED SESSION

12.1 Gravel Contract

2025-066

Moved by: Deputy Reeve Bentley
THAT County Council approve a gravel supply and hauling contract with Keith Austin Construction for a 3-year term beginning in 2025 with an overall contract value not to exceed \$333,675.

Carried

12.2 2024 Year End Reserve Fund Transfer

2025-067

Moved by: Councillor Kuzio
THAT Council approve the re-allocation of \$2M from unrestricted reserves to the Facility Reserve.

Carried

2025-068

Moved by: Councillor Ogrodnick
THAT Council approve the re-allocation of the full balance of the Future Expenditures Reserve with \$600,000 being transferred to the Rate Stabilization Reserve and \$954,472 being transferred to the Hamlet Reserve.

Carried

12.3 Leasing of County Owned Agricultural Lands

2025-069

Moved by: Councillor Nafziger
THAT Council approve awarding the lease tender for PT. SW 6-54-10-W4M for a 3-year term in the amount of \$9,600.

Carried

2025-070

Moved by: Councillor Kuzio
THAT Council approve awarding the lease tender for SW 36-52-12-W4M for a 3-year term in the amount of \$9,100.

Carried

13 ADJOURNMENT

Reeve Konieczny declared the meeting adjourned at 12:11 p.m.

Reeve

Chief Administrative Officer

STRATEGIC PRIORITIES CHART (March 2025)

COUNCIL PRIORITIES

NOW

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

TIMELINE

May 2025
March 2025
May 2025

NEXT

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

ADVOCACY

- *Policing Services/Costs (RMA)*
- *Bridge Funding Continuity (RMA)*
- *Stabilized FCSS Funding*
- *Mental Health Supports in Rural Alberta*
- *SL3/SL4 Seniors Facility Support (AHS)*
- *Water Act Enforcement and Approvals (AEP)*
- *Rural Medical Services (RMA)*

ADMINISTRATIVE INITIATIVES

OFFICE OF THE CAO

- 1. RECREATION AGREEMENT: VEGREVILLE** – May 2025
- 2. WASTE AGREEMENT VEGREVILLE**
3. 2025 Municipal Election Legislation – April 2025
4. ICF Extensions with municipal neighbours – April 2025
5. Elected Officials Committees and Boards Terms of Reference – May 2025
6. Summer Staff Orientation

CORPORATE SERVICES

1. ERP Conversion Project – June 2025
2. Cashflow forecast/investment portfolio update – April 2025
3. Multi-factor Authentication Implementation – March 2025
4. Regional ARB Recommendation – March 2025
5. 2025 Final Budget and Tax Rate Bylaw – April 2025
6. Update Procurement Policy – April 2025
7. Update IT Policies/Procedures – May 2025
8. Update HR Policies/Documents – April 2025

Planning and Community Services

1. ONBOARDING NEW EMPLOYEE – March 2025
2. CROSSROADS ECONOMIC DEVELOPMENT ALLIANCE – awaiting grant decisions – March 2025
3. Cemetery Survey and Software – April 2025
4. REGIONAL SDAB INVESTIGATION – March 2025
5. COMMUNITY INVESTMENT PROGRAM PROPOSAL – March 2025
6. Website Update – May 2025
7. 360-Degree Video Solution – MRF driving roads – July 2025
8. Crossroads Communications Project - December 2025

Protective Services

1. Updated Health & Safety Manual – Ongoing
2. Bylaw Enforcement Role – Ongoing
3. Exploring WUI opportunity – March 2025

OPERATIONS

1. Operations Shop Concept Investigation –needs strategic plan from Council
2. Projects – Planning underway for 2025
3. Bridges – Capital replacement tenders being closed - March and April 2025
4. REVIEW WINTER MAINTENANCE POLICY – April 2025

AGRICULTURE & UTILITIES

1. **ASB STRATEGIC PLAN** – March 2025
2. ASB POLICY REVIEW – June 2025
3. **WASTE AGREEMENT VEGREVILLE** – May 2025
4. Utilities – Emergency response plan for water line breaks – March 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: _____



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: 02-2025

Legal: SW 23-52-14-W4M

Owner/Applicant: Deryk and Katrina Sanford

Date Accepted: February 12, 2025

Decision Due Date: April 13, 2025

Existing Use: Rural Residential

Proposed Use: Rural Residential

Gross Area: 64.27 Ha (158.94 ac)

Proposed Area: Lot 1, Block 1 – 1.02 Ha (2.5 ac)

Zoning: A: Agricultural District

Division: 4

B. DESCRIPTION OF PROPOSAL:

The subject property is located on SW 23-52-14-W4M in Division 4, 4 km east of Vegreville on Rge Rd 142, south of Twp Rd 524. The applicant is proposing to separate the existing yard site from the quarter section.

Proposed Lot 1 is 1.02 Ha (2.5 ac) containing a dwelling and several outbuildings, surrounded by shelter belts on the north and south. The proposed remnant parcel consists of cultivated farmland and a gas well. There is existing access to both proposed Lot 1 and the remnant parcel off Rge Rd 142. Road widening dedication has already been dedicated.

C. NOTIFICATION:

Adjacent property owners and agencies were notified on February 13, 2025. There were no adjacent landowner responses and received the standard responses from agencies with no objections.

D. COMPLIANCE:

An ATCO trailer appears to have been moved onto this property between 2008 and 2013 without development permit approval (owner plans to remove). The existing septic pump out is planned to be decommissioned and the current septic tank will be used as a holding tank.

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 prior to endorsement of the registerable instrument, a development permit be issued for the ATCO trailer on skids located on proposed Lot 1, Block 1.
3. Alternative to condition #2, above, that prior to endorsement of the registerable instrument, the owner/applicant removes the ATCO trailer on skids from the subject property to the satisfaction of the Development Authority.
4. That prior to endorsement of the registerable instrument, the registered owner/applicant must provide documentation to the County indicating that the existing on-site private sewage disposal system (septic pump out) has been decommissioned and replaced with an approved on-site private sewage treatment system in accordance with the Alberta Private Sewage Disposal System Regulation (AR 229/97).
5. That all outstanding property taxes are to be paid pursuant to Section 654 of the Municipal Government Act, 2000 as amended.

Information Items (these are not conditions of approval):

1. That a development permit application is required for any proposed future development of the subject lot (i.e. addition, change in use, Accessory Building, etc.). Please contact County of Minburn Planning and Development at 780-632-2082 for further information.
2. That the necessary Safety Code Permits, which include building, plumbing, electrical, gas and private sewage permits would be required prior to any and all new construction, alteration, or change in use or occupancy of a building on-site. Please

contact the Inspections Group for further information on Safety Code Permit requirements.

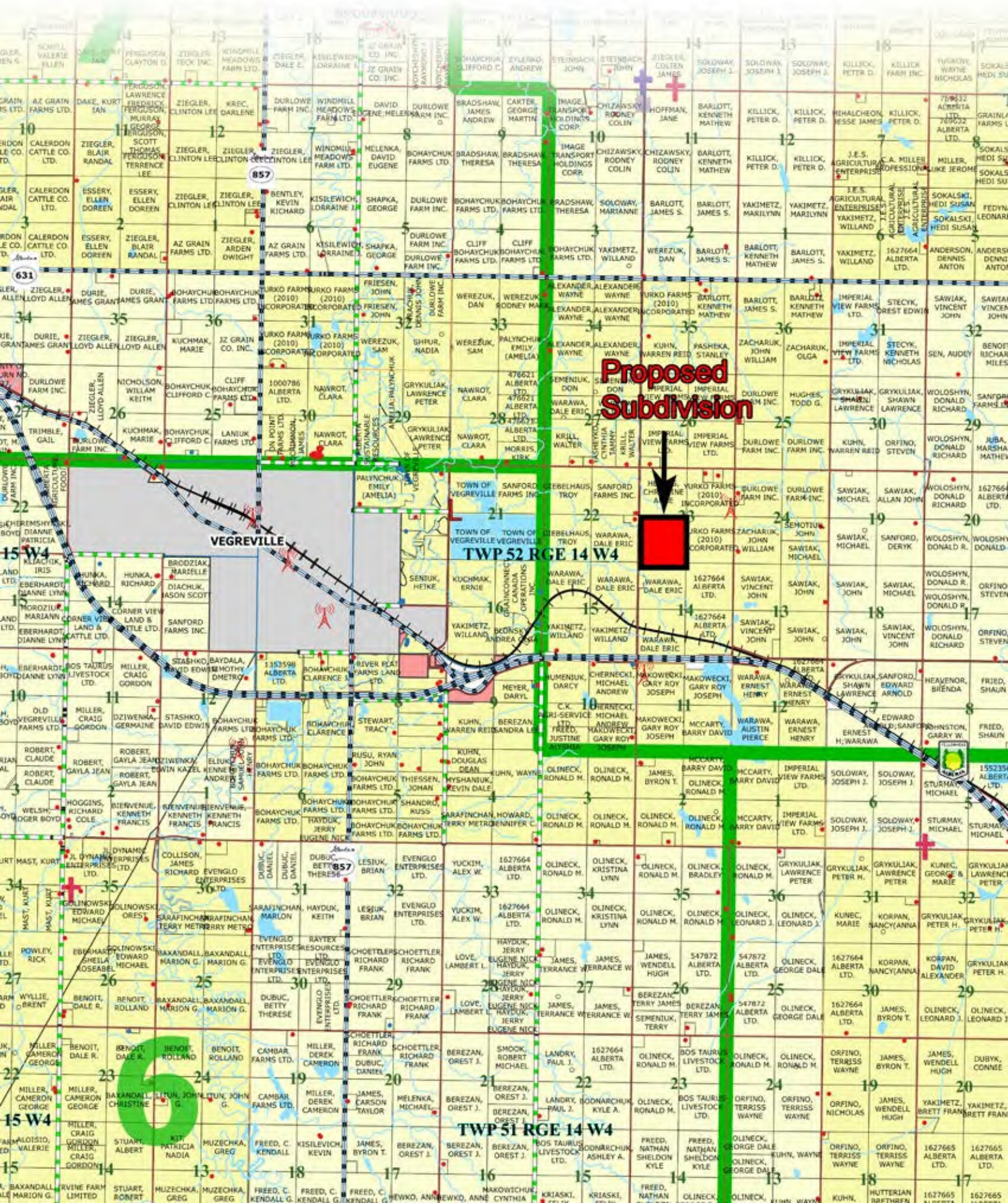
3. Pursuant to condition #4, above, please contact The Inspections Group at 1-866-554-5048 to discuss private sewage disposal system decommissioning/conversion requirements.
4. That registration of the proposed subdivision at the Land Titles office may result in a change in the assessment of proposed Lot 1, Block 1. Please contact Municipal Assessment Services at 780-939-3310 with regards to any questions about assessment.
5. 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.
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
- ◆ Inspection Summary

Prepared by Davin Gegolick on March 10, 2025

Subdivision Location Plan



TENTATIVE PLAN SHOWING
PROPOSED SUBDIVISON
WITHIN
S.W.1/4 Sec.23 Twp.52 Rge.14 W.4M.
COUNTY OF MINBURN No.27



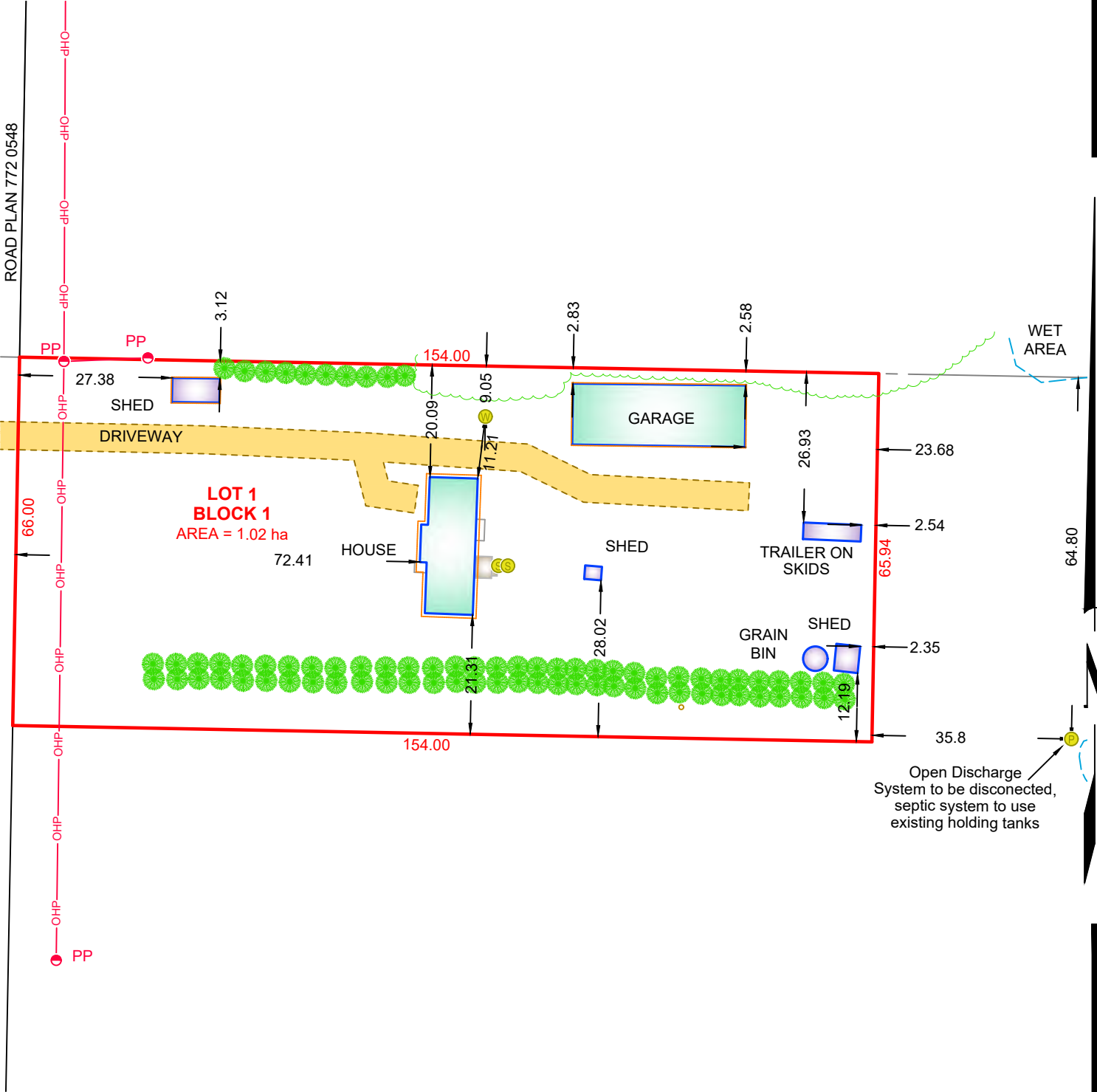
LEGEND

- Water Well Location shown as: (Symbol)
- Pumpout Location shown as: (Symbol)
- Septic Tank Location shown as: (Symbol)
- Powerpole shown as: (Symbol)
- Power Line shown as: — OHP — OHP —
- Trees shown as: (Symbol)

Cad File: X006925_TNT_2025-02-11_R0

	Plan Prepared by: Explore Geomatics Inc. Edmonton, Alberta Toll Free 1-866-936-1805 Fax No. 780-800-1927	Distances are in metres and decimals thereof.	No.	DATE	DESCRIPTION
			0	Feb. 11, 2025	Issued
Job: X006925	Rev. 0	SURVEYED BY: Y.V.	CHK'D BY: G.S.	DRAWN BY: M.S.	

TENTATIVE PLAN SHOWING
PROPOSED SUBDIVISION
WITHIN
S.W.1/4 Sec.23 Twp.52 Rge.14 W.4M.
COUNTY OF MINBURN No.27



LEGEND

- Water Well Location shown as:
- Pumpout Location shown as:
- Septic Tank Location shown as:
- Powerpole shown as:
- Power Line shown as: OHP OHP
- Trees shown as:

Cad File: X006925_TNT_2025-02-11_R0

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					Feb. 11, 2025	Issued
Job: X006925	Rev.	SURVEYED BY: Y.V.	CHK'D BY: G.S.	DRAWN BY: M.S.		

Drone images of proposed Lot 1 facing east: proposed Lot 1 is on the NW corner of the quarter and contains the treed area, dwelling, and several outbuildings. Access is off Rge Rd 142.



From opposite angle from photo above, facing west. Proposed Lot 1 is surrounded by an undeveloped yard site to the north (right), and 2 developed yard sites across the road.





Existing septic open discharge by dirt pile is planned to be disconnected and replaced with the existing

From NW corner of quarter facing SE: proposed remnant parcel is productive farmland which is generally flat without any trees.



From Rge Rd 142 south of proposed Lot 1 (treed area in distance): existing approach to remnant parcel



Further north down Rge Rd 142, facing north: a second approach to the remnant parcel (not shown on Tentative Plan of Subdivision)



Further north down Rge Rd 142: approach to proposed Lot 1. Front of dwelling can be seen in background



Existing water well within proposed Lot 1, north of the dwelling



ATCO trailer appears to have been moved onto the property between 2013-2018 (no development permit). Trailer is planned to be removed as per subdivision application.



Inspection Summary:

- Topography – flat
- Soil characteristics – loam
- Nature of vegetation and water – shelter belt on north and south side of proposed Lot 1
- Private Sewage/water well – confirmed the existing water well. Septic pump out is planned to be decommissioned and utilize the existing septic tanks.
- Use of land in the vicinity – Agricultural, rural residential – no compatibility issues



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____

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) 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 think 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.....March 20, 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 scop 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 Town of Vegreville, 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: _____



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: _____



OPERATIONS

Title: Annual Safety Allowance

Supersedes Policy Number: PW 2

Policy Number: OP 9004-01-A

Next Review Date: February 2024

Approved by Council: February 14, 2020

Last Review Date:

Resolution No: 27-20

POLICY STATEMENT

The County of Minburn shall provide financial assistance to employees for the purchase of safety related workwear items.

POLICY PRINCIPLES

1. All eligible employees shall be reimbursed \$100 per year for eligible safety related workwear items.
 - a. Eligible employees are those permanent Operations and ASB personnel
 - b. Ineligible employees are seasonal Operations and ASB personnel and employees of other departments
2. Safety related workwear items include:
 - a. CSA approved footwear
 - b. Work related coveralls, jackets, pants, and gloves
 - c. Other safety items as deemed appropriate by the CAO or Designate
3. Eligible employees may carry forward this annual allowance for one additional year to a maximum of \$200, after which time the balance will be reset to \$100.
4. Exceptions

The CAO may alter or amend this policy from time to time

A handwritten signature in black ink, consisting of a stylized 'S' followed by a horizontal line.

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: _____



OPERATIONS

Title: Contractor-Heavy Duty Equipment Moving Costs

Supersedes Policy Number: PW 11

Policy Number: OP 9010-01

Next Review Date: 2022

Approved by Council: October 5, 1987

Last Review Date: N/A

POLICY STATEMENT

This policy relates to heavy duty equipment moving costs of private contractors employed by the County for road construction/backslowing/brushing etc.

PURPOSE

- Contractors under a formal contract to construct a road/backslowing shall not be compensated aside from the contract for moving any of the heavy equipment. The moving costs shall be included in the contract price.
- Minor type hourly construction projects being done by a contractor who is already on a contract project for the County, the moving costs of the crawler tractor be paid by the County.
- Where a contractor is hired to do miscellaneous construction work with a crawler tractor within the system the County has the option to pay the moving costs or move the equipment.

A handwritten signature in black ink, appearing to be "R. S.", written over a horizontal line.

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: _____



OPERATIONS

Title: Basic Tools / Motor Grader

Supersedes Policy Number: PW 19

Policy Number: OP 9012-01

Next Review Date: 2022

Approved by Council: April 1, 1990

Last Review Date: March 17, 2003

Resolution No: 45-03

POLICY STATEMENT

This policy relates to basic tool requirements in the motor grader.

PURPOSE

Motor grader operators shall provide basic tools in the motor grader, i.e. hammer, vice grips, pliers, a set of wrenches to one and one quarter inch and miscellaneous screw drivers.

Any previous policy relative to basic tools on motor graders is hereby rescinded.

A handwritten signature in black ink, consisting of a stylized 'S' followed by a horizontal line.

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: _____



OPERATIONS

Title: Gravel Truck Owner/Operators-Liability Insurance/Workers Compensation Board Coverage

Policy Number: OP 9013-01

Supersedes Policy Number: PW 20

Approved by Council: November 22, 1983

Next Review Date: 2022

Resolution No: 45-03

Last Review Date: March 17, 2003

POLICY STATEMENT

This policy relates to gravel truck owners/operators while employed with the County of Minburn No. 27 having adequate liability insurance and Worker's Compensation coverage.

GENERAL PRINCIPLES

1. Gravel truck owners/operators shall have public liability and property damage insurance. The minimum coverage being \$2,000,000.00.
2. Gravel truck owners/operators shall be registered with the Worker's Compensation Board as having full coverage under the said statute.
3. Gravel truck owners/operators who are covered for public liability/property damage insurance and Worker's Compensation coverage shall only be hired.
4. Before commencing work for the County, the gravel truck owner/operator shall sign a declaration to the effect that liability insurance and Worker's Compensation coverage is in effect.

Any previous policy relative to gravel truck owners/operators as to liability insurance and Worker's Compensation coverage is hereby rescinded.

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: _____



OPERATIONS

Title: Application of Road Oil by Parties other than the County

Policy Number: OP 9017-01-A

Supersedes Policy Number: PW 27

Approved by Council: February 21, 1989

Next Review Date: 2022

Last Review Date: February 22, 2006

POLICY STATEMENT

The County of Minburn No. 27 may authorize the application of environmentally acceptable oil on County roads, subject to the following conditions:

1. That the applicant execute a hold harmless agreement to absolve the County from all liability.
2. That the applicant apply the oil under the supervision of the Director of Operations.
3. The oil and application must comply with *Alberta Environmental Protection and Enhancement Act* guidelines.



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



March 10th, 2025

File: **Various**

COUNTY OF MINBURN NO. 27

4909-50 Street
Vegreville, AB T9C 1R6

Attention: Norm De Wet, Director of Operations

Dear Norm,

Re: Tender 01819-25 – Culvert Replacements and Other Work
Tender Award Recommendation

Attached are the results of the bids received for Tender 01819-25 for Culvert Replacement and Other Work at Bridge Files 01819, 75589, and 78718. TerraPro Inc. (TerraPro) was the low bidder at a total cost of \$1,102,905.71, excluding GST, which is 10% lower than the “C” estimate dated Jan 13th, 2025. The overall project cost estimate, including engineering, contingencies, and fish salvage, would be \$1,555,332.00, excluding GST.

TerraPro is fully capable of completing this type of work and, when working with MPA, has always completed projects in a satisfactory manner. We recommend this contract be awarded to TerraPro Inc.

Once the County has approved the award of this tender, we will advise the Bidder and prepare the Contract documents for signing. If you require anything further or have any questions, please call.

Sincerely,
MPA Engineering Ltd.

per:

A handwritten signature in blue ink, appearing to read 'Kirk Morris', is written over a light blue horizontal line.

Kirk Morris, P.Eng.



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

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Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____



RFD Appendix



2025 Construction Plan

Contents

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Rge Rd 85, South of Twp Rd 512	5

Division 1

TwP Rd 490, Rge Rd 85 Intersection



Slough Crossing: < 1/2mile – Narrow grade, steep slopes, high traffic

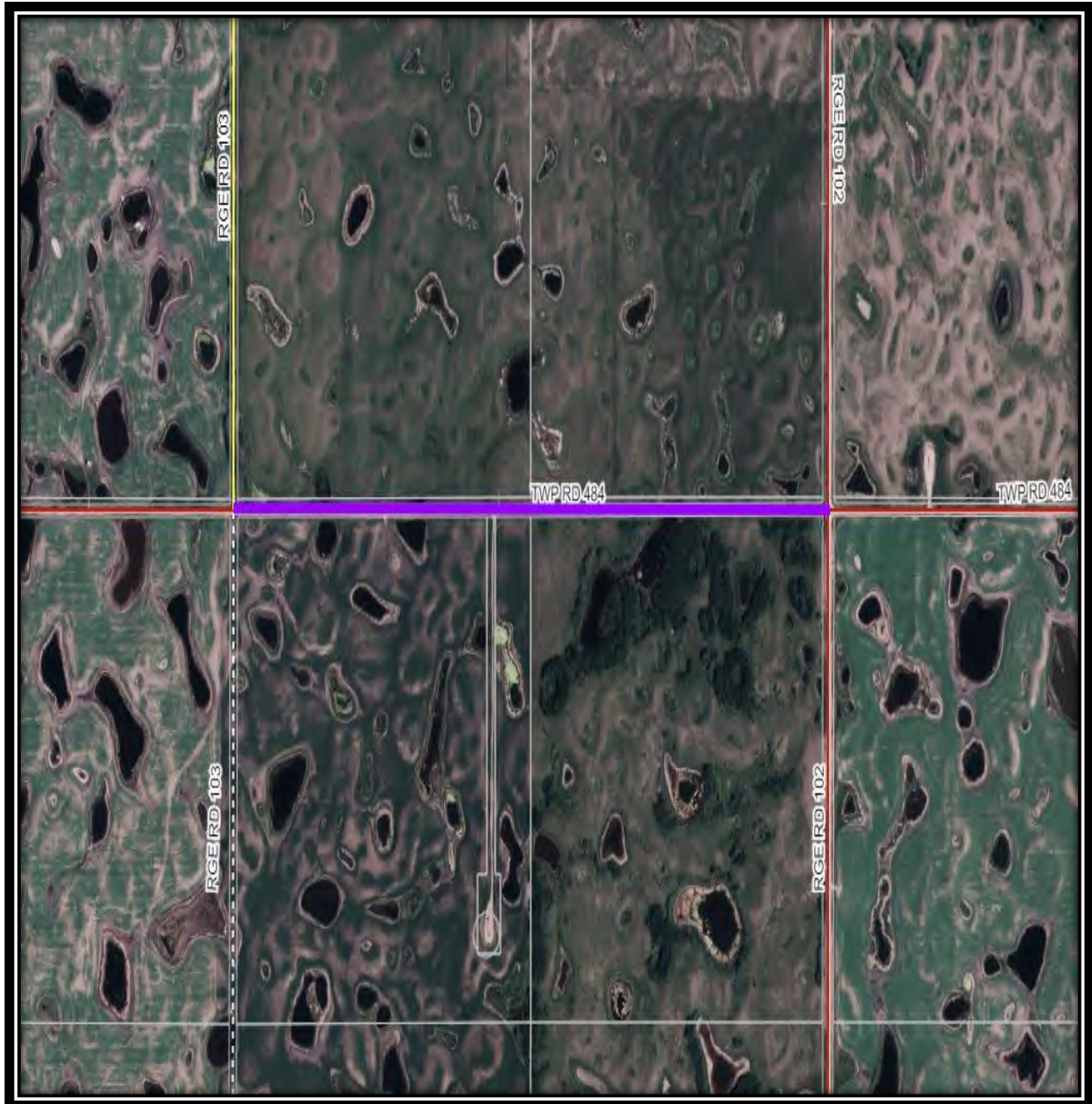
Potential Clay Source: Staden, Mytz, Whiting

Estimated Time: 7 weeks

Estimated Cost – 80% ARHCA Rates: \$347,465.50

Division 2

Twp Rd 484, Rge Rd 102 - Rge Rd 103



Poor grade, steep slopes: 1 mile – Shoulder sloughing, soft spots, drifting, heavy traffic

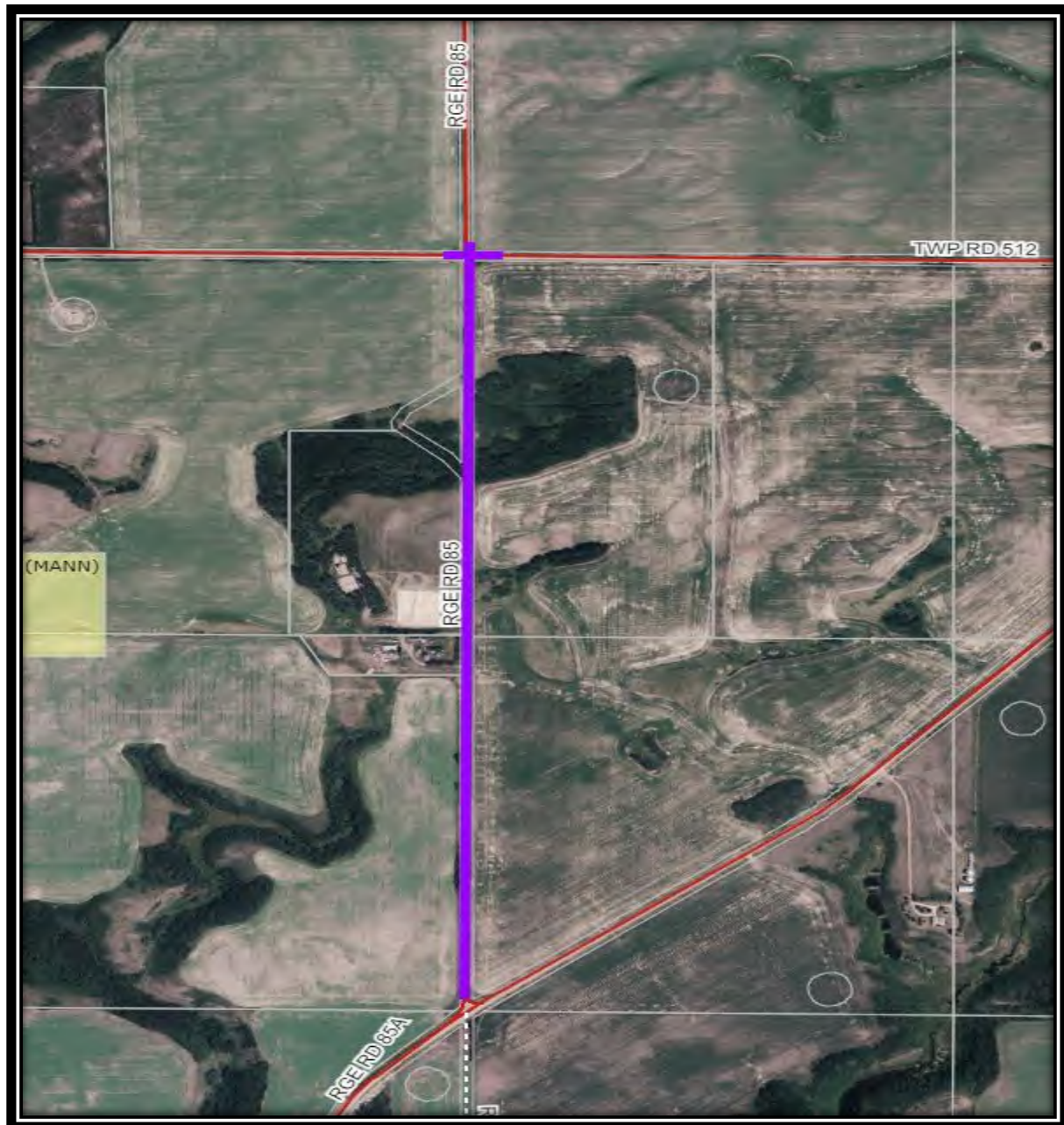
Potential Clay Source: Mixburn Colony

Estimated Time: 7 weeks

Estimated Cost – 80% ARHCA Rates: \$388,836.30

Division 3

Rge Rd 85, South of Twp Rd 512



Narrow grade, steep slopes, hills: 1.15 mile – School Bus Route, drifting and deep ravine crossing

Potential Clay Source: Ross, Gordon, Mannville Colony

Estimated Time: 11 weeks

Estimated Cost – ARHCA Rates: \$602,039.34



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:

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Prepared By: _____

Reviewed By: _____



RFD Appendix



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____



RFD Appendix

2025-29



2025-29

STRATEGIC PLAN

County of Minburn Agricultural Services Board



CONTENTS

TYPES OF AGRICULTURE IN THE COUNTY OF MINBURN	4
TECHNOLOGICAL TRENDS IN COUNTY OF MINBURN AGRICULTURE	6
AGRICULTURAL POLICIES AFFECTING THE COUNTY OF MINBURN	8
SUMMARY OF INTERVIEWS WITH COUNCIL, CAO & AGRICULTURAL SOCIETIES	10
VISION, MISSION & STRATEGIC PRIORITIES	14



Types of Agriculture in the County of Minburn

The County of Minburn contains 694,304 acres of land with approximately one half million acres cropped annually or seeded to tame forage. The balance is made up of both improved and unimproved pastureland and native bush. Grain and Cow/Calf production is the majority of our Agricultural Production.



KEY CHARACTERISTICS OF AGRICULTURE IN THE COUNTY OF MINBURN

1. Grain & Oilseed Farming

- The County of Minburn is primarily known for its production of cereal grains such as wheat, barley, oats, and canola, which are well-suited to the soil and climate. These crops are staples in the region, contributing significantly to the local economy and the wider agricultural market in Alberta.
- Canola is particularly important, with its strong demand both domestically and internationally, used for oil production and animal feed.

2. Livestock Farming

- Livestock, particularly cattle ranching, is another significant component of County of Minburn's agricultural profile. With wide open spaces and pastureland, the region supports beef cattle production, which serves both local and export markets.
- In addition to beef, the County also supports pork and poultry farming, adding diversity to its livestock sector.

3. Mixed Farming Operations

- Many farms in the County engage in mixed farming, where they balance crop production with livestock. This integrated approach helps farmers manage risk and improve sustainability by using crop by-products for animal feed and utilizing livestock manure for fertilization.

4. Forage Crops

- Forage crops, such as alfalfa and hay, are also significant in the county, particularly for supporting the livestock sector. These crops provide essential feed for cattle and other animals during the winter months when grazing is not possible.

5. Challenges & Opportunities

- **Climate Variability:** Farmers in the County of Minburn, like many other rural areas in Alberta, face challenges due to weather variability. Droughts or heavy rain can impact both crop yields and livestock health, requiring adaptive strategies.
- **Technological Advancements:** Many farms are incorporating ag-tech solutions such as precision farming, advanced irrigation, and more efficient machinery to increase productivity while minimizing environmental impact.
- **Sustainability Efforts:** There's growing attention to sustainable practices, including soil conservation, water management, and the use of cover crops to enhance biodiversity and reduce erosion.

6. Community & Agricultural Support

- The community has a strong network of cooperatives and local organizations to support agricultural businesses and foster collaboration among producers.



Technological Trends in County of Minburn Agriculture



TECHNOLOGICAL TRENDS IN COUNTY OF MINBURN

Precision Farming and Ag-Tech

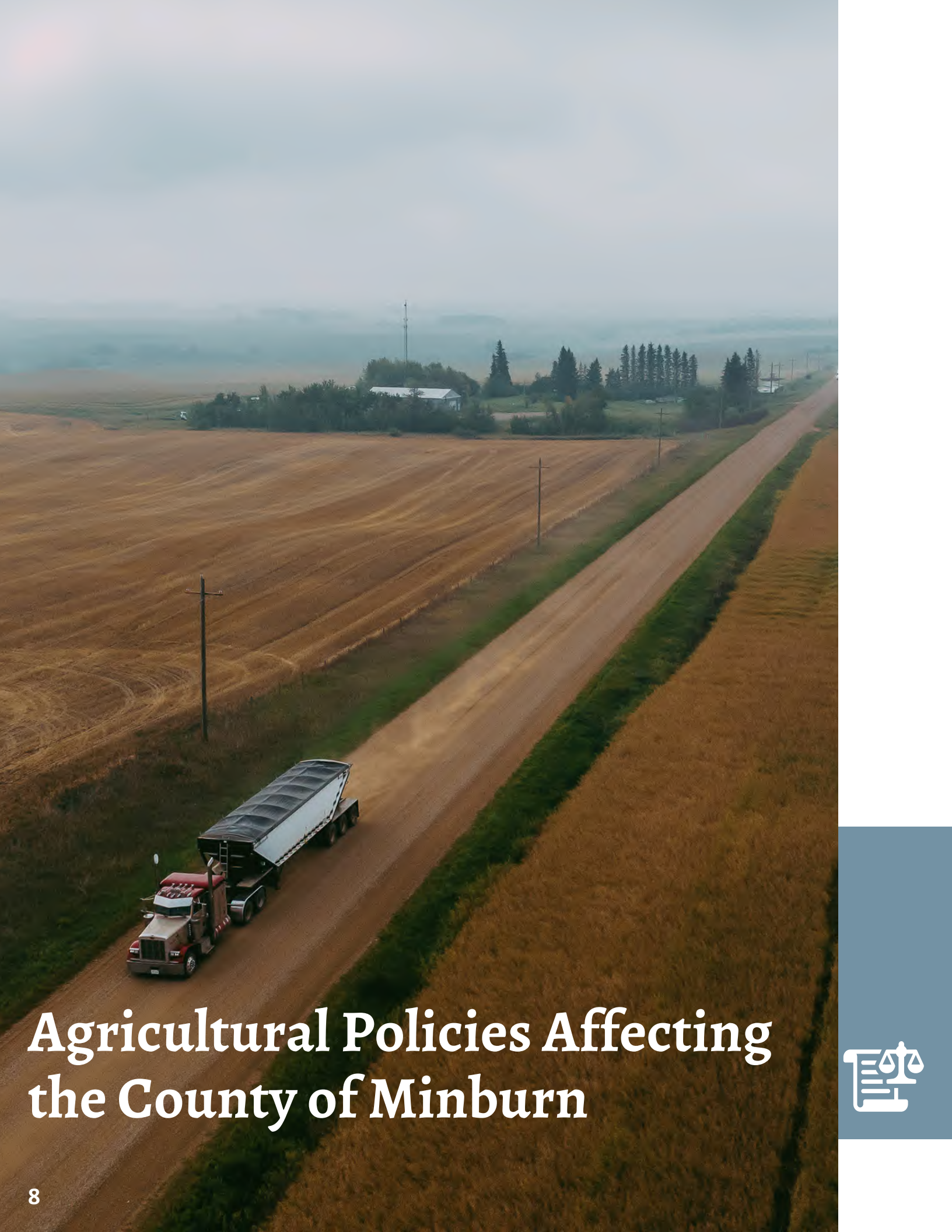
- Farmers in the County of Minburn are increasingly adopting precision farming techniques. These involve using data-driven technologies like GPS-guided equipment, drones, and satellite imagery to optimize planting, fertilization, and irrigation. The goal is to improve yields, reduce waste, and lower input costs by applying resources more efficiently.
- Soil sensors and remote monitoring systems help track soil moisture and nutrient levels, which aids in more precise decision-making for crop management.

Drones and Aerial Surveillance

- Drones are being used for a variety of tasks such as monitoring crop health, assessing field conditions, and identifying pest or disease outbreaks. This allows farmers to respond quickly to any issues, minimizing potential losses.
- Drone imagery helps farmers map their land with precision, enabling better planning for crop rotations, fertilization, and water usage.

Robotics and Automation

- In large-scale grain operations, farmers are exploring the use of automated machinery like autonomous tractors, sprayers, and seeders. These technologies reduce labor costs and increase efficiency, especially during peak planting and harvest seasons.
- Automated feeding systems for livestock are also becoming more common, ensuring that animals receive consistent nutrition with minimal human labour.
- Smart Irrigation Systems
- Given the variability of Alberta's climate, water management is crucial. Smart irrigation systems, which use real-time data from weather forecasts and soil sensors, help farmers in the County of Minburn conserve water by only irrigating when and where it's needed.
- These systems reduce water wastage and improve crop health by delivering precise amounts of water.



Agricultural Policies Affecting the County of Minburn



AGRICULTURAL POLICIES IMPACTING THE COUNTY OF MINBURN

Samples of Provincial Support Programs

- **Agriculture Financial Services Corporation (AFSC):** The Alberta government, through the AFSC, offers financial support, including insurance programs, loans, and disaster recovery assistance for farmers facing adverse conditions such as droughts, floods, or disease outbreaks.
- **Farm and Ranch Safety Grants:** These grants help County of Minburn farmers implement health and safety measures on their operations, particularly for high-risk tasks like operating heavy machinery or managing livestock.
- **Small Community Opportunity Program Grants:** These grants are for non-profits, Indigenous, and small communities to help build capacity in agriculture, small business and local economic development.

Environmental and Sustainability Initiatives

- **Environmental Farm Plan (EFP):** This is a voluntary, confidential self-assessment tool that helps farmers identify and reduce environmental risks on their farms. Many County of Minburn farmers participate in the EFP to maintain soil health, protect water sources, and manage biodiversity.
- **Climate Change Adaptation:** As part of Alberta's broader climate change strategy, farmers are being encouraged to adopt sustainable practices. This includes the use of cover crops, no-till farming, and strategies to improve soil carbon storage, which reduce greenhouse gas emissions and build long-term resilience.

Local Agricultural Policies and Support

- The County of Minburn is involved in several regional collaborations aimed at supporting agriculture. These include policies that encourage land stewardship and sustainable development, while also maintaining the balance between agricultural, residential, and industrial land use.
- **Agri-Tourism and Diversification Initiatives:** The County supports some efforts to diversify the agricultural economy by promoting agri-tourism. This includes farm tours, harvest festivals, and developing value-added products like artisanal foods, which offer alternative income streams for farmers.
- Market Access and Export Support
- Alberta's government supports international trade efforts, helping farmers in the County of Minburn gain access to global markets, particularly for grains and oilseeds like wheat and canola.
- Programs such as Growing Forward 2 (GF2) provide funding for initiatives that enhance productivity and competitiveness in both local and international markets.

Summary of Interviews with Council, CAO & Agricultural Societies

In the fall of 2024, members of Council, the CAO, and community stakeholders were interviewed one-on-one for their perspectives on what is currently working well in terms of supports for agricultural services, what areas could be improved, and any vision they have regarding the future of agricultural services and the Agricultural Services Board.





SUMMARY OF INTERVIEWS WITH COUNCIL MEMBERS AND THE CAO IN THE COUNTY OF MINBURN

In the fall of 2024, members of Council and the CAO were interviewed one-on-one for their perspectives on what is currently working well in terms of support for agricultural services, what areas could be improved, and any vision they have regarding the future of agricultural services and the Agricultural Services Board. The following is a summary of the findings:

What's Working Well: Council members emphasized the effectiveness of crop monitoring, noxious weed management, and infrastructure maintenance. They also noted the value of audits at seed plants, monitoring grain terminals, and the current agricultural societies' efforts.

Areas for Improvement/Vision Moving Forward: Suggestions included increasing funding for noxious weed management (other parties paying), expanding educational programs on funding opportunities, and incorporating AI and new technologies into agricultural practices. The number one consistent area that was mentioned by several Council members was interest in hosting more open houses and demo days to showcase available resources, and there was a strong desire for more proactive lobbying.

County Role/Other Stakeholders: The County is seen as playing a supportive role, with a focus on continuing its current programs and exploring new initiatives. There is openness to involving the public more in the Agricultural Service Board (ASB) and fostering growth in rural tourism and local agri-business. However, there is also some hesitation about getting too involved in the operations of agricultural societies, preferring to let them manage their own activities. There is an opportunity for greater collaboration between the five agriculture societies in the area.



SUMMARY OF INTERVIEWS WITH COMMUNITY STAKEHOLDERS IN THE COUNTY OF MINBURN

In the fall of 2024, each agricultural society in the County of Minburn, as well as the Lavoy Action Society were interviewed one-on-one for their perspectives on what is currently working well in terms of support for agricultural services, what areas could be improved, and any vision they have regarding the future of agricultural services and the Agricultural Services Board. The following is a summary of the findings:

What's Working Well: Each of the agricultural societies said they appreciated the funding from the County of Minburn and wished for funding to continue.

Areas for Improvement/Vision Moving Forward: Collectively, there were a few themes that emerged. They would like to see: More engagement and presence of Council members/County at events and meetings, more knowledge sharing on what's happening at the County – perhaps promote more Agri-tourism and awareness of community events and more opportunities for more recreational spaces for youth/families in some areas.

County Role/Other Stakeholders: They agreed with expanding educational programs/workshops on funding opportunities to showcase available resources and asked to bring together agricultural societies for some joint meetings to help in collaboration and support a Women in Agriculture Program.

DECEMBER 11, 2024 COUNCIL MEETING DISCUSSION SUMMARY

A new **Terms of Reference** was passed for the Agricultural Services Board (ASB) at the December 11, 2024 ASB meeting. Council agreed the ASB will be comprised of all members of Council with no public members. They agreed their purpose was to fulfill the mandate set out in the *Agricultural Service Board Act*, RSA 2000, c.A-10 and to promote the importance of agriculture in the County of Minburn.

They also agreed that duties of the ASB would follow the Act as below:

- To act as an advisory body and to assist Council and the Minister, in matters of mutual concern.
- To advise on and to help organize and direct weed and pest control and soil and water conservation programs.
- To assist in the control of animal disease under the *Animal Health Act*.
- To promote, enhance and protect viable and sustainable agriculture with a view to improving the economic viability of the agricultural producer.
- To promote and develop agricultural policies to meet the needs of the municipality.
- In addition to the duties set out in the Act, Council agreed that ASB is responsible for the following:
 - 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.
 - Communicating the successes of the County's agricultural services.
 - Educating the public on the importance of agriculture to the County.

At the December 11, 2024 meeting, strategic priorities were discussed, and it was agreed that priorities should be around education and outreach, pest and weed control, and sustainability.

Based on the discussion and the agreed-upon direction, a proposed vision, mission, and strategic priorities were developed. It was decided that this information should be shared with residents to ensure it aligns with the community's values. Additional revisions may be necessary once feedback is gathered. It was also agreed that Council members could seek further input from their constituents and report back, while a draft copy will be sent to the agricultural societies for their feedback.

Strategic Plan 2025-26

County of Minburn's Agricultural Service Board





VISION

To cultivate a resilient, sustainable agricultural sector that drives economic growth, preserves environmental health, and fosters community engagement.



MISSION

To provide leadership, education, and resources that support sustainable farming practices, promote economic vitality, and ensure environmental stewardship.



VALUES

Sustainability, Collaboration, Integrity, Innovation, and Education

SUSTAINABILITY: Committing to environmentally responsible practices that ensure the long-term health of agricultural ecosystems and resources.

COLLABORATION: Building strong partnerships with farmers, community stakeholders, and other organizations to address agricultural challenges and opportunities.

INTEGRITY: Operating with honesty, transparency, and fairness in decision-making and interactions with stakeholders.

INNOVATION: Encouraging the adoption of new technologies and farming practices that improve efficiency, productivity, and environmental stewardship.

EDUCATION: Promoting continuous learning and knowledge sharing to empower farmers and rural communities with the tools and information they need for success.

PRIORITY 1: AGRICULTURAL SUSTAINABILITY AND ENVIRONMENTAL STEWARDSHIP

Goal: Promote environmentally sustainable agricultural policies and practices.

Actions:

- Conserve wetlands and riparian areas.
- Ensure a drought management plan is in place.
- Encourage water conservation practices in farming including implementing water-efficient irrigation systems and assessing water availability regularly.
- Provide guidance on sustainable crop rotation and pest management.
- Stay current on Provincial Acts, regulations and land use policies.
- Ensure strong internal policies and programs to support responsible agricultural land production.
- Enforce policies and bylaws that are mandated by the *Agricultural Service Board Act*, *Weed Control Act*, *Agricultural Pest Act*, *Soil Conservation Act*, and *Animal Health Act*.

Measures of Success: Compliance with legislation and increased adoption of soil and water conservation.

PRIORITY 2: PEST AND WEED MANAGEMENT

Goal: Maintain effective control of agricultural pests and weeds.

Actions:

- Implement regular inspections and enforce the *Weed Control Act* and *Agricultural Pests Act*.
- Offer education on identifying and managing invasive species. Include education on early detection and rapid response to invasive species to prevent the spread of new pests.
- Develop a monitoring system to track the effectiveness of pest and weed control measures over time.
- Collaborate with neighboring municipalities on regional pest control initiatives.

Measures of Success: Reduction in invasive species reports, improved community compliance with pest control regulations.

PRIORITY 3: EDUCATION AND OUTREACH

Goal: Provide ongoing education, outreach and advocacy for the local agricultural and rural communities.

Actions:

- Host information and training sessions on innovative farming techniques, pest management, grant opportunities and soil health.
- Create partnerships with agricultural research and government bodies to deliver workshops.
- Provide timely and regular communication to the community on the County's agricultural services' initiatives and progress.
- Explore digital platforms and online resources to expand outreach and education on rural living to a broader audience, especially younger farmers or those in remote areas.
- Foster peer-to-peer learning by encouraging mentorship programs where experienced farmers can share knowledge with newcomers or younger generations.

Measures of Success: Increased attendance at educational events, increased awareness of County's agricultural services and low level of complaints. Increased number of new partnerships or collaborations formed through outreach efforts.









Council Request for Decision (RFD)

Title: Funding Request - Health Care Providers Attraction and Recruitment Committee

Meeting Date: 03/20/2025

Department: Corporate Services

Recommendation:

THAT Council approve the Health Care Providers Attraction and Recruitment Committee funding request in the amount of \$7,325.50.

Background:

☒ See Appendix

The County values the valuable services that healthcare professionals provide to our region and have previously supported initiatives in both Vegreville and Vermilion to attract and retain healthcare professionals.

Legislative Guidance:

☐ Provincial ☐ Municipal ☒ None

Details:

Council Priorities Chart:

☒ Yes ☐ No

Details:

Physician Recruitment and Retention

Previous Council Direction:

Council approved similar funding requests in Vegreville in 2024.

Financial Implications:

☐ Capital ☒ Operations ☒ Other

Details:

There is a budget of \$30k established for Council to provide funding/grants to community group initiatives that align with its priorities. This request for \$7,325.50 will reduce the amount of funding available.

Communication and Engagement:

The Committee would be notified of the decision and advanced payment in a timely fashion.

Implementation Timeline:

By the end of March 2025

Attachments: Funding Request Letter, Healthcare related funding 2014-2014

Prepared By: Jason Warawa

Reviewed By: Pat Podoborzny

February 25, 2025

Re: Per capita Request for the Health Care Providers Attraction and Retention Committee

Dear Mayor/Reeve and Council:

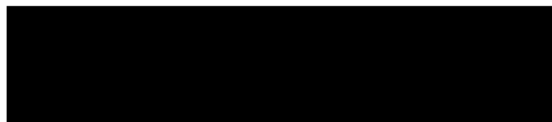
At a recent Health Care Providers Attraction and Retention committee meeting on October 24, 2024, in Vermilion, a motion was made to ask the member Municipalities to contribute \$6.50 per capita to allow the committee to expand its focus.

- County of Minburn with a population of approximately 1127 at \$6.50 per capita for a total of \$7,325.50
- Village of Manville with a population of approximately 765 at \$6.50 per capita for a total of \$4,972.50
- Town of Vermilion with a population of approximately 4000 at \$6.50 per capita for a total of \$26,000
- County of Vermilion with half a population of approximately 4000 at \$6.50 per capita for a total of \$26,000

The current physicians complement in Vermilion is four. A new doctor arrived on October 25, 2024, and should be starting mid-April 2025. There is the possibility of two new doctors starting by July 2025 as well.

We thank you in advance for your consideration and we look forward to your response in the very near future regarding the per capita funding.

Sincerely,

A large black rectangular redaction box covering the signature area.

Kirby Whitlock
Health Care Providers Attraction and Retention Committee

County of Minburn's Regional Healthcare Professional Funding - 2014 - 2024

VENDOR	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	TOTAL
TOWN OF VEGREVILLE	\$ 10,000.00	\$ -	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -	\$ -	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00	\$ 30,000.00
TOWN OF VERMILION	\$ 5,615.00	\$ 7,020.00	\$ 4,527.00	\$ -	\$ -	\$ 1,468.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,630.00



Council Request for Decision (RFD)

Title: Regional Assessment Review Board

Meeting Date: 03/20/2025

Department: Corporate Services

Recommendation:

THAT Council direct Administration to pursue a partnership with the Capital Region Assessment Services Commission (CRASC) for the provision of assessment review board services for the County of Minburn.

Background:

See attached.

☒ See Appendix

Legislative Guidance:

☒ Provincial ☒ Municipal ☐ None

Details:

Section 454 of the Municipal Government Act
Bylaw 1279-19

Council Priorities Chart:

☐ Yes ☒ No

Details:

Not Applicable

Previous Council Direction:

Council previously endorsed Administration to investigate alternatives for a regional ARB partner and make a corresponding recommendation.

Financial Implications:

☐ Capital ☒ Operations ☒ Other

Details:

Joining CRASC would increase annual operating costs by at least \$2,131 annually over a minimum 3-year term. There is potential to increase costs in the event of assessment appeals by County of Minburn property owners.

Communication and Engagement:

CRASC would be notified via email regarding the County of Minburn's interest to utilize their regional ARB services. This would be followed by formal approval by CRASC at their board meeting scheduled for April 2025. Administration would also notify its current regional ARB partner (Innisfree) about the planned departure from the current regional ARB. Upon approval by CRASC, the County would also notify current ARB members that their services are no longer required.

Implementation Timeline:

Barring unforeseen delays, it is expected that the County would have CRASC in place for the 2025 property taxation year.

Attachments: CRASC Brochure

Prepared By: Jason Warawa

Reviewed By: P. Podchorzany



RFD Appendix

The County is currently a partner in a regional assessment review board with the Village of Innisfree through Bylaw 1279-19. Mannville was also originally part of the agreement but exited in 2022 citing difficulty in securing interested and trained board members. They have allegedly joined a regional ARB service that is offered by the City of Lloydminster. This regional ARB also includes the County of Vermilion River as well as other regional towns/villages in eastern Alberta. Upon further investigation, it appears this regional ARB has been established on paper via bylaw, but no action has been taken to be a functioning regional ARB.

The current two-municipality partnership between the Village of Innisfree and the County has been sufficient solely because there has not been an assessment appeal for several years. The bylaw itself requires three active ARB members, however there are currently only two....one from the County and one from the Village. Their training is set to expire in 2025. Recruitment efforts for additional board members have largely been ineffective. Due to the lack of appeals, Administration also has concerns that the board may not have adequate experience to make appropriate and consistent decisions if presented with the opportunity.

Given the challenges, Administration reached out two established regional assessment review boards to determine if they would be a suitable alternative to provide assessment review board services. They included a Central Alberta ARB operating out of Red Deer and the Capital Region Assessment Services Commission (CRASC). Both operate in similar fashion and have annual fees, agreements that need to be signed and specific bylaw requirements.

The Central Alberta ARB has more than 30 members, including 5 rurals, is slightly less expensive (\$2,000) but tends to focus on the Red Deer region and currently does not have any participating members that are adjacent to the County of Minburn.

Alternatively, CRASC has a total of 74 municipalities that utilize their services. There are 31 member municipalities that use CRASC for both assessment and ARB services and 43 municipalities that use CRASC to provide their regional assessment review board services. As identified in the attached brochure, there are 8 rural municipalities in north central Alberta that utilize CRASC for their ARB including Lamont County. CRASC offers their ARB services virtually which means that County property owners would not have to travel outside of the region and, if internet connectivity was a concern, the County could make space available at the Administration Office that would allow property owners to attend virtually. The cost is comprised of an annual fee of \$900 (currently) plus a per parcel cost of \$0.35, which would result in an overall cost of approximately \$2,131 based on a rough parcel count of 6,089.

The above mentioned costs assume no assessment appeals. For both regional ARBs, additional fees would apply if the ARB had to prepare for and attend an appeal hearing.

When will I know how much I am paying in taxes?

You will receive your 2025 annual tax bill after Council determines the final tax rates. Your tax bill represents your share of the municipality's revenue requirement and your share of the provincial education tax.

When must I pay my taxes?

It is important to note that your 2025 taxes cover the period of January 1, 2024 to December 31, 2024. This means a couple of different payment options are available to you:

1. You may take advantage of the municipality's monthly payment plan that spreads the tax payment out over the year.* The monthly payments for the first half of 2025 are based on 2024 taxes. The installments for the balance of the 2025 calendar year are adjusted to reflect the finalized tax bill mailed to you. If you wish to sign up now for the Monthly Tax Payment Plan and pay your 2025 taxes in monthly installments by automatic bank withdrawal, contact your municipality.
2. Alternatively, you can wait for your final tax bill to come and choose to pay your property taxes in a lump sum by the date specified on your tax notice.

** Please contact your municipal office to determine if a monthly payment option is available in your community.*

Capital Region Assessment Services Commission
11810 Kingsway Avenue
Edmonton, Alberta T5G 0X5
Website: www.crasc.ca
Email: info@crasc.ca

Assessment Contacts

Alberta Beach (780) 924-3181	Andrew (780) 365-3687	Argentia Beach (780) 586-2494
Barrhead (County) (780) 674-3331	Barrhead (Town) (780) 674-3301	Beaumont (780) 929-8782
Betula Beach (780) 691-4465	Birch Cove (780) 967-0271	Bon Accord (780) 921-3550
Bondiss (780) 239-7323	Boyle (780) 689-3643	Burnstick Lake (403) 304-5391
Calmar (780) 985-3604	Castle Island (780) 967-0271	Cremona (403) 637-3762
Crystal Springs (780) 586-2494	Devon (780) 987-8300	Fort Saskatchewan (780) 992-6200
Fox Creek (780) 622-3896	Golden Days (780) 586-2494	Grandview (780) 586-2494
Gull Lake (403) 748-2966	Island Lake (780) 237-2204	Island Lake South (780) 239-7323
Itaska Beach (780) 312-0928	Kapasiwin (780) 691-4465	Lac Ste. Anne County (780) 785-3411
Lakeview (780) 691-4465	Lamont (County) (780) 895-2233	Lamont (Town) (780) 895-2010
Larkspur (780) 239-7323	Legal (780) 961-3773	Lesser Slave River (780) 849-4888
Ma-Me-O Beach (780) 586-2494	Mayerthorpe (780) 786-6916	Mewatha Beach (780) 656-6910
Millet (780) 387-4554	Mundare (780) 764-3929	Nakamun Park (780) 967-0271
Norris Beach (780) 586-2494	Onoway (780) 967-5338	Parkland Beach (403) 843-2055
Parkland County (780) 968-8888	Poplar Bay (780) 586-2494	Redwater (780) 942-3519
Rochon Sands (403) 742-4717	Ross Haven (780) 999-6654	Seba Beach (780) 797-3863
Silver Beach (780) 389-4409	Silver Sands (587) 873-5765	Slave Lake (780) 849-8000
Smoky Lake (Town) (780) 656-3674	Smoky Lake (County) (888) 656-3730	South Baptiste (780) 938-4141
South View (587) 873-5765	Spring Lake (780) 963-4211	Spruce Grove (780) 962-2611
Stony Plain (780) 963-8582	Sundance Beach (780) 389-4409	Sunrise Beach (780) 967-0271
Sunset Beach (780) 239-7323	Sunset Point (780) 665-5866	Swan Hills (780) 333-4477
Val Quentin (780) 668-3182	Vilna (780) 636-3620	Waskatenau (780) 358-2208
West Cove (780) 967-0271	Westlock (780) 349-4444	Whispering Hills (780) 239-7323
White Sands (403) 740-1572	Whitecourt (780) 778-2273	Woodlands County (780) 778-8400
Yellowhead County (800) 665-6030	Yellowstone (587) 862-0500	

Assessment Information for Residential Property Owners 2025

C.R.A.S.C.



What is market value assessment?

Market value is the amount that a property might be expected to realize if sold on the open market by a willing seller to a willing buyer.

The Alberta government requires all Alberta municipalities to update property values annually to reflect the **market value on 1 July of the previous year**, based on its **condition on 31 December of that previous year**.

Your assessment notice for 2025 shows the market value assessment of your property at July 1, 2024, based on its condition on December 31, 2024.

How is my property’s market value determined?

Your property’s assessed value is determined using similar criteria to those used by real estate agents, e.g.:

- Location
- Lot size
- Building size
- Age and condition of building
- Selling prices of similar properties in similar areas.

In order to maintain equity, similar properties should have similar assessed values.

If your building was only partially completed on December 31, 2024, your assessment reflects the value of the lot and the value of the building based on the percentage completed.

If you have any questions or concerns about your property assessment, please contact your municipal office.

What if I don’t agree with this assessment?

You may make a formal complaint about your assessment. The deadline date for submitting your complaint is noted on your assessment notice.

Use this time to talk to your assessor about your questions and concerns (contact details available from your municipal office). If there is an error in the assessment, assessors are able to make changes to your assessment without your need to file a formal complaint.

It is important to talk to your assessor or visit **www.crasc.ca** before filing a complaint. Most concerns are resolved before complaints reach the Assessment Review Board.

How do I make a complaint?

Important information for filing a complaint:

1. There is a standard complaint form. It is available at the municipal office or at **crasc.ca**.
2. If you **hire** someone to represent you, you must also complete an agent authorization form.
3. You must fully provide all information requested by these forms. **An Assessment Review Board cannot hear any matters that are not listed on your complaint form.**
4. Your municipality likely charges a fee to file a complaint. You must pay this fee at the time of filing your complaint.
5. One original of your completed complaint form, agent authorization form if required, any other supporting documentation, and the applicable complaint fee must be filed with the Assessment Review Board at your municipal office no later than the time on the deadline date as shown on your assessment notice.
6. Each assessment roll number in dispute requires a separate fully completed set of complaint forms and fee.
7. Please thoroughly review the instructions on your complaint form.

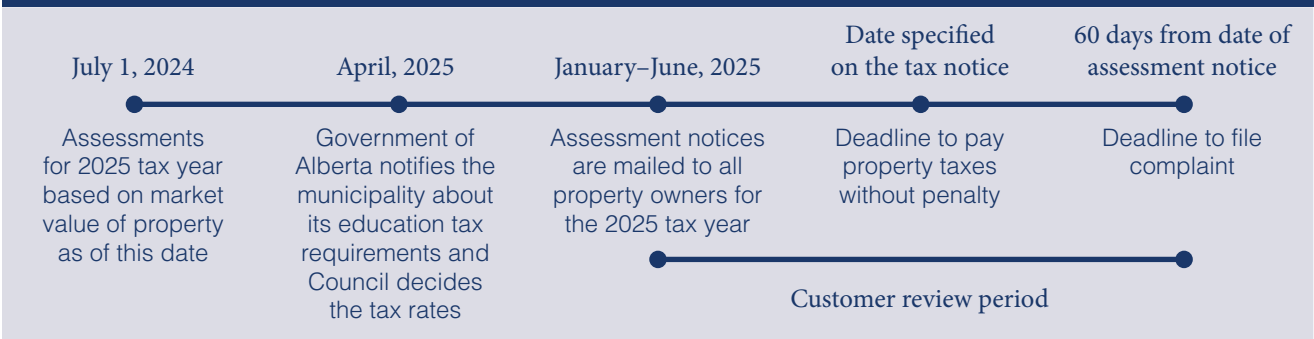
How are my property taxes calculated?

Your property taxes are calculated by multiplying your assessed value by the “tax rate”.

How your property assessment changed from the previous year compared to the average assessment change on all properties in the municipality **determines the change in the share you will pay of the municipality’s property tax requirement.**

The “tax rate” is determined annually by your municipality’s council. It includes the provincial education tax that the council has no control over.

Assessment/Tax Process





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 TWO HILLS NO.21

(hereinafter referred to as the "County of Two Hills")

ICF AMENDING AGREEMENT

WHEREAS the County of Minburn and County of Two Hills have entered into an Intermunicipal Collaboration Framework dated December 18, 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 the County of Two Hills 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 the County of Two Hills 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 the County of Two Hills 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 TWO HILLS NO.21

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: _____

AMENDING AGREEMENT entered into this ____ day of January, 2025.

BETWEEN:

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

- and -

BEAVER COUNTY

ICF AMENDING AGREEMENT

WHEREAS the County of Minburn and Beaver County have entered into an Intermunicipal Collaboration Framework dated February 5, 2020 (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 Beaver County 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 Beaver County 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 Beaver County 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

Reeve

Chief Administrative Officer

BEAVER COUNTY

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: _____

AMENDING AGREEMENT entered into this ____ day of January, 2025.

BETWEEN:

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

- and -

TOWN OF VEGREVILLE

ICF AMENDING AGREEMENT

WHEREAS the County of Minburn and the Town of Vegreville have entered into an Intermunicipal Collaboration Framework dated February 5, 2020 (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 the Town of Vegreville 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 the Town of Vegreville covenant and agree with each other as follows:

1. Section 2.5 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 the Town of Vegreville 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

TOWN OF VEGREVILLE

Reeve

Mayor

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: _____

AMENDING AGREEMENT entered into this ____ day of January, 2025.

BETWEEN:

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

- and -

VILLAGE OF INNISFREE

ICF AMENDING AGREEMENT

WHEREAS the County of Minburn and the Village of Innisfree have entered into an Intermunicipal Collaboration Framework dated February 5, 2020 (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 the Village of Innisfree 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 the Village of Innisfree 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 the Village of Innisfree 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


VILLAGE OF INNISFREE

Reeve



Mayor

Chief Administrative Officer



Chief Administrative Officer



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

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

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

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

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

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

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

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

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

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

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

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

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

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

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



Office of the CAO Report

For Presentation at March 20, 2025 **Council Meeting**

From Date: February 15, 2025

To Date: March 14, 2025

Internal Meetings:

- Council Meeting – February 18
- Committee of the Whole – March 12
- Staff Annual One on One - Ongoing

External Meetings:

- Bylaw / ASB Open House at Lavoy – February 18
- Bylaw / ASB Open House at Minburn – February 19
- Rotary Peace Park Committee AGM – February 25
- Lavoy Cemetery Society Chair – March 4
- Canada Post / Ranfurly Post Office – March 6
- Lavoy Action Society President – March 7

Education and Professional Development:

- Be Prepared Information Session – February 25
- Emergency Management Exercise – February 26
- Budget 2025 / Alberta Legislature – February 27

Senior Leadership Team Support:

- 2025 Municipal Election and Elected Official Training
- Boards and Committees Terms of Reference
- Agreements and Contracts review
- Council meeting packages
- Policy and Bylaw development
- ICF agreement discussions
- ASB Strategic Planning
- Council Policy and Bylaw Review
- Budget 2025
- 2024 Municipal Audit



ADMINISTRATION REPORTS

Name: Norm De Wet

Department: Operations

Reviewed by: Pat Podoborzny

For Presentation at: March 20, 2024 County Council Meeting

From Date: February 19, 2025

To Date: March 19, 2025

Fleet/Shop Update:

- The first Cat 160 Grader ordered in 2024 has been delivered.
- Unit 518 refurbishment for the 627G Scraper has been completed and has been returned to the County yard.



Public Works Update:

- Construction plans have been finalized and is being presented to Council on March 20, 2025, for approval.
- Snow plowing operations continue.

- Crews are steaming culverts, where needed.

Contracted Services:

- The tender for STIP projects BF 01819, BF 75589, and BF 78718 closed on March 7, 2025. 8 bids were received, and the recommendation is being presented at the March 20, 2025, County Council meeting.
- The tender for STIP projects BF 01195, and BF 75604 is closing on April 2nd, 2025, at 2pm. Results will be presented to Council at the April meeting.
- The tender for the final STIP project for BF 74718 and the additional maintenance project on BF 1865 will be posted in the next few weeks.

Agricultural Services Update:

- Brushing Program has completed 21,950 metres as of March 11, 2025.
- The Agricultural Services department hosted a "Working Wells" online workshop February 13, 2025.
- Administration attended the Agricultural Services Board strategic plan open house meetings February 18, 2025, in Lavoy and February 19, 2025, in Minburn.

Water and Sewer Utility Update:

- A draft emergency response Plan for waterline breaks has been prepared and is under review.

Waste Management:

- Tires were removed for recycling from the East Regional Waste Transfer Station.



ADMINISTRATION REPORTS

Name: Davin Gegolick

Department: Planning and Community Services

Reviewed by: Pat Podoborzny

For Presentation at: March 20, 2025 Council Meeting

From Date: February 13, 2025

To Date: March 12, 2025

Planning Update:

- Issued development permits:
- Bylaw Enforcement Officer Bylaw Open Houses – Feb 18 and 19
- Providing support to Village of Mannville on development application
- Working with Operations Technician on getting address spatial data submitted to Elections Alberta
- Submitted annual Safety Codes Council audit
- Attended Regional Emergency Management Exercise – Feb 26 and 27

Subdivision Update:

- Ongoing subdivision inquiries
- Completed subdivision inspections
- Accepted Subdivision file #03-2025, 04-2025
- Endorsed Subdivision file #09-2024

Economic Development Update:

- Crossroads update – News Release on Report Highlighting Business Growth & Opportunities in the Region – Feb 24 (next meeting date – Mar 26)
- Providing support to Village of Mannville on economic development inquiry
- “Land of Nod” filming a scene at Akasu Lake – Mar 7

Community Services:

- Cemetery survey project update
 - GIS site planned to be complete, and monuments placed starting mid-April
- Hamlet Cleanup Program active on website

- Met with Lavoy Cemetery group to discuss transition of responsibilities to the County – Mar 4
- Met with Lavoy Action Society to discuss insurance requirements, County to provide support on updating rental agreement.

Attachments:

- RFD – Subdivision File #02-2025
- RFD – Bylaw Enforcement Officer Bylaw No. 1359-24
- RFD – Intermunicipal Subdivision and Development Appeal Board



ADMINISTRATION REPORTS

Name: Mike Fundytus

Department: Protective Services

Reviewed by: Pat Podoborozny

For Presentation at: March 20, 2025 County Council Meeting

From Date: February 10, 2025

To Date: March 12, 2025

Fire Department Update:

Call Type	Date	Details	Station Dispatched
Medical	Feb 10	County Medical, lift assist with EMS 9:18 am. Fire arrived 7 minute 34 seconds before EMS	Innisfree/Mannville
Medical	Feb 15	Village Medical 11:17 am. 15 minutes 35 seconds before EMS	Innisfree
Medical	Feb 15	Village Medical 8:01 pm	Innisfree
Medical	Feb 19	Village Medical 1:42 pm. Fire arrived 7 minutes and 52 seconds before EMS	Mannville
Medical	Feb 22	Village Medical 6:44 pm. Fire arrived 25 minutes 18 seconds before EMS	Innisfree
Medical	Feb 25	Village Medical 10:12 pm. Fire arrived 18 minutes 1 second before EMS	Innisfree

- Total Fire Responses:
 - Mannville – 2
 - Innisfree – 5
 - Vegreville – 0
- Currently issuing fire permits till March 31st.
- Current staffing in Protective Services is 1 FT Director, 1 FT Emergency Responder (term), 29 paid on call firefighters (13 Innisfree Station 16 Mannville station). 1 paid on call firefighter is on medical leave, 1 member not attending calls or training regularly.
- UTV has been picked up, Mechanics are installing GPS.

- Turn Out gear extractors have been delivered and placed in service.
- Turn out gear lockers have been delivered.
- Still waiting for notification from the province on WUI team expansion.

Emergency Management Update:

- Regional Emergency Management Exercise held February 26 and 27. Multiple staff members attended.

OH&S Update:

- Working to integrate reporting features of H&S software into all departments.

RCMP Liaison :

- Nothing to report



ADMINISTRATION REPORTS

Name: Jason Warawa

Department: Corporate Services

Reviewed by: Pat Podoborzny

For Presentation at: 03/20/2025 **Council Meeting**

From Date: 02/15/2025

To Date: 03/14/2025

Department Updates:

- The 2024 financial audit is nearing completion with disbursement sampling being the primary outstanding item. Administration is on target to have the draft financial statements ready for Council presentation in April.
- The properties that were purchased in the 2024 tax sale have been paid for in full and documents sent to Land Titles for transfer. Administration will be proceeding with registering tax forfeitures on other outstanding tax sale properties in the coming months and developing tenders for their potential sale.
- Successful bids from the agricultural land tender have been notified with both recipients acknowledging the award and one executing the contract. Another agricultural land tender will be issued in late March for lands in and around Vegreville, with results coming to Council in April.
- Preliminary assessment data for 2025 has been input and balanced in the tax system and assessment has increased by over \$55M to \$1,164,968,630 which represents an overall increase of 5% even with farmland assessment remaining static. The largest increases were for residential assessment (5.76%) followed by linear (5.57%), non-residential (5.31%) and machinery & equipment (4.90%) classes. At current taxation rates, these assessments will boost the bottom line considerably as we enter the 2025 final budget deliberations in April.
- The Financial ERP project is continuing to move forward, albeit a bit more slowly than anticipated. The subsystem conversions are occurring during the month of March and training and "test" systems will be available in April.

Department Updates Cont'd.:

Statement of Financial Position

- There is little change to the assets over the previous month, however since the end of 2024, the County has decreased its cash position by approximately \$4.5M. This is primarily due to payments related to contractual obligations surrounding aggregate and funding ongoing operations.
- Tax receivable increased by over \$62k as the tax penalty was levied on outstanding tax balances. The amount of penalty was approximately \$95k. Similarly, the total liabilities only changed by \$340k month over month, but decreased by almost \$4M from the end of 2024.
- There were no material changes to tangible capital assets and inventory since 2024.

Statement of Operations

- Outside of the tax penalty, minimal revenue was earned outside of user fees related to utility billing and interest income.
 - Monthly expenses totalled just over \$680k which is about \$200k over the previous month indicating a slow ramp up of activity in 2025. Fuel, wages and utilities account for a bulk of these costs.
- With the 2025 tax levy yet to be recognized, the County is currently in a deficit position of approximately \$1.3M

Decision Paper Progress Report Summary - has been updated to reflect the new 2025 decision papers as well as those 2024 decision papers that were carried over.

- 3 DP's - 100% complete (+1) - one from 2024
- 7 DP's in progress >50% complete (+2)
- 9 DP's in progress <50% complete (-2)
- 4 DP's not started (-1)

Attachments:

Statement of Financial Position as at February 28, 2025
Statement of Operations up to February 28, 2025
Decision Paper Update to February 28, 2025



County of Minburn No. 27
2025 Statement of Financial Position
As At February 28, 2025

FINANCIAL ASSETS	Feb/2025	Jan-2025	Dec/2024
Cash & Temporary Investments	23,909,104	23,773,163	28,466,857
Receivables			
Taxes & Grants in Place of Taxes Receivable	412,379	350,318	392,128
Due From Governments	173,465	238,095	130,155
Trade & Other Receivables	679,522	730,630	1,224,935
Long Term Receivables	271,373	278,630	287,402
Land Held for Resale	171,949	171,949	171,949
Total Financial Assets:	\$ 25,617,792	\$ 25,542,785	\$ 30,673,426
LIABILITIES	Feb/2025	Jan-2025	Dec/2024
Accounts Payable & Accrued Liabilities	8,168,823	8,528,675	11,742,616
Asset Retirement Obligation	3,388,544	3,388,544	3,388,544
Deposit Liabilities	-	-	-
Deferred Revenue	748,790	731,240	729,290
Employee Benefit Obligations	- 93,791	- 92,703	330,460
Total Liabilities:	\$ 12,212,367	\$ 12,555,756	\$ 16,190,910
Net Financial Assets:	\$ 13,405,425	\$ 12,987,029	\$ 14,482,516
NON-FINANCIAL ASSETS	Feb/2025	Jan-2025	Dec/2024
Tangible Capital Assets	36,404,608	36,404,608	36,404,608
Inventory for Consumption	22,023,017	21,980,829	21,935,517
Prepaid Expenses	80	80	285,476
Total Non-Financial Assets:	\$ 58,427,704	\$ 58,385,517	\$ 58,625,600
ACCUMULATED SURPLUS:	\$ 71,833,129	\$ 71,372,546	\$ 73,108,117
Difference:	-\$ 1,274,987	-\$ 1,735,571	



County of Minburn No. 27
2025 Revenue & Expenditure Report
For Month Ending February 28, 2025

REVENUE	2025 Current Month	2025 Year-To-Date	2025 Budget	% of Budget Used	Same Period Last Year
Net Municipal Taxes	- -	257,492	18,099,043	-1.4%	-0.3%
User Fees & Sale of Goods	8,801	17,247	325,550	5.3%	6.7%
Government Transfers	100	42,968	4,024,511	1.1%	1.1%
Investment Income	29,647 -	117,352	529,500	-22.2%	-44.3%
Penalties & Costs on Taxes	94,907	95,227	122,400	77.8%	44.0%
Gain on Disposal of Tangible Assets	-	-	-	N/A	27.1%
Other	8,476	13,220	179,000	7.4%	12.0%
Totals:	\$ 141,932	-\$ 206,183	\$ 23,280,004	-0.9%	-0.6%

EXPENDITURES	2025 Current Month	2025 Year-To-Date	2025 Budget	% of Budget Used	Same Period Last Year
Administrative & Legislative	184,634	425,987	2,878,205	14.8%	15.6%
Fire Protection & Safety Services	74,443	179,327	1,100,530	16.3%	13.6%
Emergency Dispatch Services	-	-	18,000	0.0%	82.4%
Policing Services	- -	184,177	250,000	-73.7%	0.0%
Bylaw Enforcement, Health & Safety	1,990	4,009	45,400	8.8%	3.9%
Roads, Streets, Walks, Lights	353,828	440,630	12,973,544	3.4%	5.2%
Water Supply & Distribution	9,794	16,723	244,500	6.8%	6.2%
Wastewater Treatment & Disposal	4,130	6,017	93,900	6.4%	3.4%
Waste Management	15,460	16,953	325,870	5.2%	11.8%
Family & Community Support Services	-	42,102	168,409	25.0%	24.9%
Cemeteries	1,212	3,863	28,800	13.4%	0.0%
Planning & Economic Services	21,145	44,401	375,345	11.8%	4.9%
Agricultural Services Board	13,733	31,561	586,911	5.4%	4.9%
Recreation & Library Services	981	41,409	869,249	4.8%	4.9%
Totals:	\$ 681,349	\$ 1,068,805	\$ 19,958,663	5.4%	7.3%

Difference:

-\$ 1,274,987

COUNTY OF MINBURN NO. 27

2025 Monthly Progress Report - At February 28, 2025

~

Decision Papers - Operating								
Project Name	20%	40%	60%	80%	100%	Budget	Spent	Comments
Staff Remuneration / Compensation	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 140,000	N/A	Implemented January 1/2025 - Ongoing costs
Admin Bldg. Mechanical & Electrical Study	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 52,500	\$ 1,980	Awarded to TWS; site visit completed in November; waiting on report & additional testing
Financial ERP System Replacement	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 200,000	\$ 203,923	Contract awarded; system process discovery in progress
Emergency Responder Permanent Employee	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 97,200		
MRF 360 Degree Video of County	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 40,000		MRF will complete road scanning May to July 2025
Crossroads Capacity Building Projects	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 60,000		Awaiting results on CECI and NRED grant applications
Communications Project/Dev. Package	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 10,000	\$ -	Received SCOP Program funding approval; project to commence in 2025
Lavoy Infrastructure Assessment	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 60,000		Generating scope of work internally
Cemetery Survey / GIS Project	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 140,000	\$ 45,679	Survey plans delivered, GIS site to be developed by April, monuments will be installed by April.
Decision Papers - Capital								
Project Name	20%	40%	60%	80%	100%	Budget	Spent	Comments
Fire Fighting Utility Terrain Vehicle	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 65,000	\$ 41,986	
Admin Bldg. Front Entry Rehabilitation	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 78,000	\$ 2,900	Door completed January 2025
New Fire Truck - Unit #910 Replacement	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 275,000	\$ -	Tender awarded to Fort Gary
Innisfree Fire Station Cold Storage Upgrade	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 115,000	\$ 77,322	Tender awarded to Fullswing Construction; work is underway
Innisfree Fire Turnout Gear Mobile Lockers	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 13,000		
Turn Out Gear Decontamination Extractors	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 23,000	\$ 23,994	
Unit #518 Motor Scraper - Refurbishment	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 183,000	\$ 33,120	Refurbishment complete and ready for construction.
Fleet Truck Replacement (2)	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 130,000		Tender closed and approved by Council. Fleet trucks on order.
Skidsteer Sweeper	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 15,000		Waiting on Case annd Bobcat for pricing.
2025 CAT 160 Motor Graders (2)	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 1,339,620		One grader delivered, the next due towards the end of May.
Vegreville Fire Truck	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 320,000		
BF75589 Bridge Work / Engineering	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 646,000	\$ 62,750	Tender closed on March 7. Results being presented at Council.
Ranfurly Sidewalk Rehabilitation	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 47,300		
Bridges (STIP Approved 4 Capital Bridges)	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 1,992,000		Tender for bridge CMP replacements posted. Maintenance Tender to be posted.
Road Maintenance Activities								
Road Projects	20%	40%	60%	80%	100%			
Road Construction	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>			
Gravel Haul Program	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>			
Oiling Projects	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>			
Dust Controls	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>			
Roadside Mowing	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>			
Roadside Brushing	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>			

David & Kathy Osinchuk
R.R. #2
Vegreville, AB
T9C 1T6

January 22, 2025

County of Minburn
4909 50 Street
Vegreville, AB
T9C 1R6

Dear Councillors:

This letter is in reference to
Range Road 154 between Township Roads 540 and 542, as well as Range Road 153 between
secondary Highway 631 and Highway 16A.

We feel that perhaps these roads should not be plowed during the winter. While these are public
roads, there are no residences along these stretches and, as a result, there is little need to maintain
them over the winter months.

There are alternative routes available to anyone travelling in the county that are more frequently used
and are in better condition.

We recognize that any county has significant budget constraints to consider when managing county
infrastructure. These challenges are not likely to improve any time soon, given our current economic
and political climate.

Eliminating maintenance on these roads, and any other roads with the same scenario, will enable the
county to allocate monies to maintain other roads that are more frequently utilized.

We travel numerous County of Minburn roads regularly, and the winter maintenance has been good.
Your operators have been doing great work, and that is certainly recognized and appreciated.

Thank you for your attention to this letter.

Yours truly,

David & Kathy Osinchuk



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Calgary-Hays

AR118277

February 26, 2025

Dear Chief Elected Officials/Associations/Library Boards/Regional Services
Commissions/Municipally Controlled Corporations:

In May 2024, our government passed the *Provincial Priorities Act* to establish a process for provincial oversight of agreements between provincial entities and the federal government. The *Act* will come into force on April 1, 2025, and will ensure Ottawa is not undermining the province's jurisdiction to make decisions about what is best for Alberta and Albertans. Under the *Act*, provincial entities, such as municipalities, are required to obtain prior approval from the Alberta government before entering into, amending, or renewing an agreement with the federal government.

Throughout last summer, Alberta's government led a comprehensive stakeholder engagement with provincial entities to inform the supporting regulations. The Provincial Priorities Regulation (attached), which also comes into force on April 1, 2025, designates additional municipal entities that are subject to the *Act*. These entities include library boards, regional services commissions, municipally controlled corporations, and any entity that is established by bylaw, with the exception of business improvement areas. In addition, the regulation sets out the approval process for proposed intergovernmental agreements and includes some exceptions for the municipal sector where no provincial approvals will be needed. Examples of these exceptions include agreements under \$100,000, agreements that are in-kind contributions only, agreements with the Canadian Armed Forces, and agreements for disaster response and assistance; these will not require provincial approval.

Effective April 1, 2025, municipalities and municipal entities will be required to submit information on all new agreements with the federal government, agreement amendments and agreement renewals, along with a copy of the agreement, to Municipal Affairs, regardless of the monetary value of the agreement. Information on agreements eligible for an exception must also be submitted to Municipal Affairs in order for the exception to apply. Additional details on the process for submitting required information on federal agreements to Municipal Affairs will be shared in March.

I am looking forward to working together with you to ensure Alberta municipalities maintain access to federal dollars while protecting areas of provincial jurisdiction.

Sincerely,

Ric McIver
Minister

cc: Chief Administrative Officers



Province of Alberta
Order in Council

O.C. 041/2025

FEB 26 2025

ORDER IN COUNCIL

Approved and ordered:

Shakharu

Lieutenant Governor
or
Administrator

The Lieutenant Governor in Council makes the Provincial Priorities
Regulation set out in the attached Appendix.

FILED UNDER

THE REGULATIONS ACT

as ALBERTA REGULATION 21/2025

ON February 26 2025

Carl

REGISTRAR OF REGULATIONS

CHAIR

[Signature]

For Information only

Recommended by: President of Executive Council

Authority: Provincial Priorities Act
(section 4)

APPENDIX
Provincial Priorities Act
PROVINCIAL PRIORITIES REGULATION

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- 1** Designation of provincial entities

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Alberta Social Housing Corporation assets
17 Agreements to provide information

Coming into Force

- 18** Coming into force

Designation of provincial entities

- 1** The following entities are designated as provincial entities for
the purposes of the Act:

- (a) an intermunicipal library board as defined in the *Libraries Act*;
- (b) a municipal library board as defined in the *Libraries Act*;
- (c) a controlled corporation as defined in section 75.1 of the *Municipal Government Act* and the controlled corporation's board;

- (d) a growth management board as defined in the *Municipal Government Act*;
- (e) a regional services commission as defined in the *Municipal Government Act*;
- (f) an entity created by a municipal bylaw, except a business improvement area within the meaning of the *Municipal Government Act* and the business improvement area's board;
- (g) an entity that is a party to an agreement in which the entity has agreed to operate and administer real property assets of the Alberta Social Housing Corporation;
- (h) Calgary Homeless Foundation;
- (i) Homeward Trust Edmonton.

Approvals

Approval by responsible Minister

2(1) Subject to the exceptions set out in this Regulation, a provincial entity may only enter into, amend, extend or renew an intergovernmental agreement after obtaining the prior approval of the Minister responsible for the provincial entity.

(2) For the purposes of this Regulation,

- (a) the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Post-secondary Learning Act* is responsible for a public post-secondary institution as defined in the *Post-secondary Learning Act*,
- (b) the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Education Act* is responsible for a board as defined in the *Education Act*,
- (c) the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Provincial Health Agencies Act* is responsible for

- (i) a regional health authority, and any subsidiary health corporation of the regional health authority, under the *Provincial Health Agencies Act*, and
 - (ii) Covenant Health and any subsidiary of Covenant Health,
- (d) the sector Minister responsible for a health services sector under the *Provincial Health Agencies Act* is responsible for a provincial health agency established for that health services sector, and any subsidiary health corporation of that provincial health agency, under the *Provincial Health Agencies Act*,
- (e) the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Libraries Act* is responsible for
- (i) an intermunicipal library board as defined in the *Libraries Act*, and
 - (ii) a municipal library board as defined in the *Libraries Act*,
- (f) the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Municipal Government Act* is responsible for
- (i) a municipal authority as defined in the *Municipal Government Act*,
 - (ii) a controlled corporation as defined in section 75.1 of the *Municipal Government Act* and the controlled corporation's board,
 - (iii) a growth management board as defined in the *Municipal Government Act*,
 - (iv) a regional services commission as defined in the *Municipal Government Act*, and
 - (v) an entity created by a municipal bylaw, except a business improvement area within the meaning of the *Municipal Government Act* and the business improvement area's board,

and

- (g) the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Alberta Housing Act* is responsible for
 - (i) a management body as defined in the *Alberta Housing Act*,
 - (ii) an entity that is a party to an agreement in which the entity has agreed to operate and administer real property assets of the Alberta Social Housing Corporation,
 - (iii) Calgary Homeless Foundation, and
 - (iv) Homeward Trust Edmonton.

(3) The President of the Executive Council may approve a provincial entity to enter into, amend, extend or renew an intergovernmental agreement if no other Minister is responsible for the provincial entity.

Authority to approve municipal agreements

3(1) Despite anything to the contrary in section 2(2)(f), the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Municipal Government Act* may designate another Minister as the Minister responsible for a provincial entity referred to in section 2(2)(f) in relation to an agreement or a class of agreements if the Ministers agree that the subject-matter of the agreement or class of agreements relates to a matter under that other Minister's administration.

(2) Despite anything to the contrary in section 4(1), a provincial entity referred to in section 2(2)(f) shall submit a proposed agreement, amendment, extension or renewal in accordance with the directions of the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Municipal Government Act* despite that Minister designating another Minister as the Minister responsible for the provincial entity under subsection (1).

Approval of agreements

4(1) To obtain approval to enter into, amend, extend or renew an intergovernmental agreement, a provincial entity must submit the proposed agreement, amendment, extension or renewal in accordance with the directions of the Minister responsible for the provincial entity.

(2) The Minister responsible for the provincial entity must assess the proposed agreement, amendment, extension or renewal by considering the following factors prior to approving a provincial entity to enter into, amend, extend or renew the agreement:

- (a) whether the agreement aligns with the priorities of the Government of Alberta;
- (b) whether the agreement
 - (i) intrudes into an area of provincial legislative jurisdiction under the Constitution of Canada,
 - (ii) affects or interferes with an area of provincial legislative jurisdiction under the Constitution of Canada, or
 - (iii) imposes conditions that would restrict the Government of Alberta in an unacceptable manner from establishing and implementing policies and programs in an area of provincial jurisdiction;
- (c) whether the agreement aligns with the Government of Alberta's long-term fiscal plan.

(3) Subject to subsections (4) to (6), after assessing the proposed agreement, amendment, extension or renewal by considering the factors described in subsection (2), the Minister may

- (a) approve a provincial entity to enter into the agreement, amendment, extension or renewal, subject to any terms or conditions the Minister considers appropriate, or
- (b) decline to approve the provincial entity to enter into the agreement, amendment, extension or renewal.

(4) A Minister must receive the approval of the Executive Council prior to approving a provincial entity to

- (a) enter into an intergovernmental agreement in which a federal entity is agreeing to provide a provincial entity with \$5 million or more in funding, excluding any in-kind contributions, or
- (b) amend, extend or renew an intergovernmental agreement if the amendment, extension or renewal would result in \$5 million or more in additional funding, excluding any in-kind contributions, being provided by a federal entity to a provincial entity under the agreement.

(5) A Minister must receive the approval of the Executive Council prior to approving a provincial entity to enter into, amend, extend or renew an intergovernmental agreement if, in the Minister's opinion, the agreement

- (a) intrudes into an area of provincial legislative jurisdiction under the Constitution of Canada,
- (b) affects or interferes with an area of provincial legislative jurisdiction under the Constitution of Canada, or
- (c) imposes conditions that would restrict the Government of Alberta in an unacceptable manner from establishing and implementing policies and programs in an area of provincial jurisdiction.

(6) A Minister must receive the approval of the Executive Council prior to approving a provincial entity to amend an intergovernmental agreement in a material way if subsection (4) or (5) applies or applied to the agreement.

(7) If a Minister approves a provincial entity to enter into, amend, extend or renew an intergovernmental agreement, the Minister must provide written notice to the provincial entity, including written notice of any terms or conditions that apply to the Minister's approval.

(8) If a Minister declines to approve a provincial entity to enter into, amend, extend or renew an agreement, the Minister must provide written notice to the provincial entity.

**Funding applications by management
bodies and similar entities**

5(1) Subject to subsection (2), a management body as defined in the *Alberta Housing Act* or an entity described in section 1(g) must notify the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Alberta Housing Act* of any intent of the management body or entity to apply for funding from a federal entity when the body or entity submits its annual business plan to the Minister in accordance with the *Management Body Operation and Administration Regulation* (AR 243/94) or the terms of an operating agreement.

(2) Where it is not possible to comply with subsection (1) without foregoing the opportunity to apply for funding from a federal entity, a management body as defined in the *Alberta Housing Act* or an entity described in section 1(g) must notify the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Alberta Housing Act* of the intent of the management body or entity to apply for funding from a federal entity at least 60 days before submitting the application for funding from the federal entity.

(3) Calgary Homeless Foundation and Homeward Trust Edmonton must notify the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Alberta Housing Act* of the intent of Calgary Homeless Foundation or Homeward Trust Edmonton to apply for funding from a federal entity at least 60 days before submitting the application for funding from the federal entity.

(4) The Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Alberta Housing Act*, within 30 days of being notified of an intent to apply for funding, must conduct a preliminary assessment of the proposed application and must advise the provincial entity whether the Minister

- (a) has concerns with the proposed application, including the nature of those concerns, and
- (b) is likely, based on the preliminary assessment, to approve the provincial entity to enter into an agreement, or the amendment, extension or renewal of an agreement, that would result from the provincial entity's application for

funding from a federal entity being approved by a federal entity.

(5) The Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Alberta Housing Act* must consider whether notice required by this section has been provided when deciding whether to approve a provincial entity to enter into, amend, extend or renew an intergovernmental agreement.

Exceptions

Exceptions re funding amounts

6(1) If, under an intergovernmental agreement, a federal entity

- (a) would not provide any funding to a provincial entity or would only provide in-kind contributions, or
- (b) would provide less than \$100 000 in funding, excluding any in-kind contributions, to a provincial entity,

and the provincial entity has provided or agreed to provide the Minister responsible for the provincial entity with any information specified by the Minister, including a copy of the agreement, in the time and manner specified by the Minister, the provincial entity is not required to obtain the Minister's approval before entering into, amending, extending or renewing that agreement unless an amendment, extension or renewal of the agreement would result in the provincial entity receiving a total of \$100 000 or more in funding, excluding any in-kind contributions, from the federal entity under the agreement as amended, extended or renewed.

(2) If an intergovernmental agreement relates to the construction, maintenance or development of housing accommodations, then a provincial entity is not required to obtain approval before entering into, amending, extending or renewing that agreement if the federal entity is providing the provincial entity \$250 000 or less in funding, excluding any in-kind contributions, under the agreement initially entered into, or as amended, extended or renewed.

(3) This section does not apply to Calgary Homeless Foundation or Homeward Trust Edmonton.

Exceptions re amendments, extensions and renewals

7(1) If a provincial entity has been approved to enter into an agreement under this Regulation, the provincial entity is not required to obtain prior approval to amend, extend or renew that agreement if the provincial entity has provided or agreed to provide the Minister responsible for the provincial entity with any information specified by the Minister, including a copy of the agreement, in the time and manner specified by the Minister and any of the following circumstances apply:

- (a) the agreement includes a provision requiring a project to start or end by a certain date and the amendment, extension or renewal is for the purpose of allowing the project to start or end by a date that is no more than one year different from the start or end date that is in the agreement;
- (b) the agreement includes a provision establishing the length of a project and the amendment, extension or renewal is for the purpose of allowing the project to be extended by one year or less;
- (c) the amendment, extension or renewal provides additional federal funding, excluding any in-kind contributions, to a provincial entity that is
 - (i) less than \$100 000, and
 - (ii) less than 10% of the federal funding being provided under the agreement that the Minister approved;
- (d) the proposed amendment, extension or renewal of an agreement would make or result in minor administrative changes.

(2) Subsection (1) does not apply to Calgary Homeless Foundation or Homeward Trust Edmonton.

Exceptions for public post-secondary institutions

8(1) For the purposes of this section,

- (a) “fee-for-service agreement” means an agreement in which a particular set of services is provided in exchange for a set fee, and

- (b) “research” means an undertaking directed to the discovery, extension or application of knowledge through a disciplined inquiry or systematic investigation.

(2) If a public post-secondary institution as defined in the *Post-secondary Learning Act* has provided or agreed to provide the Minister responsible for the *Post-secondary Learning Act* with any information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, the public post-secondary institution is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity if

- (a) the agreement pertains to research, unless greater than 50% of the total funding being provided under the agreement, excluding any in-kind contributions, is capital funding for the development of research facilities,
- (b) greater than 50% of the total funding being provided under the agreement pertains to the following matters:
 - (i) the delivery of an apprenticeship education program as defined in the *Skilled Trades and Apprenticeship Education Act*;
 - (ii) the delivery of a program of study as defined in the *Post-secondary Learning Act*;
 - (iii) the delivery of a foundational learning program as defined in the *Programs of Study Regulation* (AR 91/2009);
 - (iv) the delivery of work placement experiences, including mentorship programs, cooperative placements, practicums and internships, for students as defined in the *Post-secondary Learning Act*, including the provision of wage subsidies;
 - (v) the delivery of language instruction that enables individuals to develop basic language proficiency in one of the official languages of Canada;
 - (vi) the delivery of a continuing education program;
 - (vii) a conference, symposium or other non-instructional event,

or

- (c) the public post-secondary institution is entering into, amending, extending or renewing an agreement in which the public post-secondary institution is
 - (i) a party to a fee-for-service agreement, or
 - (ii) providing space to a federal entity through a lease or short-term rental, the term of which does not exceed 2 months.

Exception for Banff Centre

9 If Banff Centre as defined in the *Post-secondary Learning Act* has provided or agreed to provide the Minister responsible for the *Post-secondary Learning Act* with any information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, Banff Centre is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity.

Exceptions for school boards

10 If a board as defined in the *Education Act* has provided or agreed to provide the Minister responsible for the *Education Act* with any information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, the board is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity in either of the following circumstances:

- (a) the agreement provides for federal funding under Jordan's Principle;
- (b) the agreement provides for federal funding as part of an education services agreement under section 63 of the *Education Act*.

Exceptions for Banff, Jasper and Lloydminster

11 If the Municipality of Jasper, the Town of Banff or the City of Lloydminster have provided or agreed to provide the Minister responsible for the *Municipal Government Act* with any

information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, the Municipality, Town or City, as the case may be, is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity.

Exception for controlled corporations

12 If a controlled corporation as defined in section 75.1 of the *Municipal Government Act* or the controlled corporation's board has provided or agreed to provide the Minister responsible for the *Municipal Government Act* with any information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, the controlled corporation or the controlled corporation's board, as the case may be, is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity.

Exception for municipal agreements with Canadian Armed Forces

13 If a municipal authority has provided or agreed to provide the Minister responsible for the *Municipal Government Act* with any information specified by the Minister in respect of an agreement with the Canadian Armed Forces, including a copy of the agreement, in the time and manner specified by the Minister, the municipal authority is not required to obtain prior approval to enter into, amend, extend or renew that agreement with the Canadian Armed Forces.

Exceptions during emergencies and disasters

14 If a municipal authority has provided or agreed to provide the Minister responsible for the *Municipal Government Act* with any information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, the municipal authority is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity if the agreement is for the purpose of responding to a disaster or emergency as those terms are defined in the *Emergency Management Act*.

Exception for mortgage agreements with Canada Mortgage and Housing Corporation

15 If a management body as defined in the *Alberta Housing Act* or an entity described in section 1(g) has provided or agreed to provide the Minister responsible for the *Alberta Housing Act* with any information specified by the Minister in respect of a mortgage agreement with the Canada Mortgage and Housing Corporation, including a copy of the agreement, in the time and manner specified by the Minister, the management body or entity is not required to obtain prior approval to enter into, amend, extend or renew that mortgage agreement with the Canada Mortgage and Housing Corporation.

Exception for entities that operate and administer Alberta Social Housing Corporation assets

16 If an entity described in section 1(g) has provided or agreed to provide the Minister responsible for the *Alberta Housing Act* with any information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, the entity is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity if that agreement does not relate to the operation or administration of real property assets of the Alberta Social Housing Corporation.

Agreements to provide information

17 For the purposes of this Regulation, an agreement to provide a Minister with information may relate to a particular intergovernmental agreement or to a class of intergovernmental agreements.

Coming into Force

Coming into force

18 This Regulation comes into force on the coming into force of the *Provincial Priorities Act*.

COUNCIL MEETING ACTION ITEMS

Action List Item No.	Motion No.	Meeting Date	Description	Percentage Completed	Person Responsible	Date Completed	Notes
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.
2367	2024-256	16-Dec-24	Sell 1954 International Fire Truck to Village of Innisfree for one dollar	75%	Pat/Jay		Bill of Sale sent to Innisfree, awaiting their signature and return of a copy of the Bill of Sale.
2376	2025-031	23-Jan-25	Increase Non-Residential Education Tax rate for 2025 and 2026 years.	50%	Jay/Dwight		To be completed as part of the Tax Rate Bylaw preparation in April/May
2377	2025-053	18-Feb-25	Advise Rech Tech Power Product of successful tender for UTV purchase	100%	Mike	19-Feb-25	Notified Rech Tech
2378	2025-054	18-Feb-24	Advise Vermilion RCMP of Council's priorities for 2025	100%	Mike	20-Feb-25	Emailed Staff SGT Buckingham
2379	2025-056	18-Feb-25	Renew FCM Membership	50%	Jay	11-Mar-25	Invoice signed, FCM renewal to be processed with payment in March 2025
2380	2025-057	18-Feb-25	Research how much fill is available if Council proceeds to provide Innisfree Seed Plant with any.	100%	Norm	07-Mar-25	Information sent to CAO
2381	2025-059	18-Feb-25	Prepare letter of commitment to Vegreville & District Chamber of Commerce advising Council will provide \$1000 in funding to offset costs for the Pysanka's 50th Anniversary	100%	Pat/Audra	21-Feb-25	Emailed letter of commitment
2382	2025-060	18-Feb-25	Send signed Amending ICF Agreement to Lamont County	100%	Pat/Audra	18-Feb-25	Signed agreement sent
2383	2025-061	18-Feb-25	Send signed Amending ICF Agreement to Village of Mannville	100%	Pat/Audra	19-Feb-25	Signed agreement hand delivered to Interim CAO
2384	2025-066	18-Feb-25	Advise Keith Austin Construction on gravel contract	95%	Norm/Jay	12-Mar-25	Complete, but needs to be signed by the Reeve
2385	2025-067 & 2025-068	18-Feb-25	Re-allocate 2M of unrestricted reserves to Facility Reserve and transfer \$600,000 of Future Expenditures Reserve to Rate Stabilization Reserve and \$954,472 to Hamlet Reserve	100%	Jay	24-Feb-25	Transfers completed and included in the 2024 financial statements
2386	2025-069 & 2025-070	18-Feb-25	Contact successful tender applicants for PT. SW 6-54-10-W4M and SW 6-52-12-W4M.	100%	Jay	25-Feb-25	Successful applicants notified and lease agreements sent via email February 25, 2025