



AGENDA

March 14, 2024 – County Council Meeting – 10:00 AM

- 1. Call to Order**
- 2. Changes to Agenda and Adoption of Agenda**
- 3. Confirmation of Minutes**
 - 3.1 February 20, 2024, Council Meeting
- 4. Delegations – NIL**
- 5. Council Priorities**
- 6. Requests for Decision**
 - 6.1 Subdivision File No. 03-2024, NW 20-53-14-W4M
 - 6.2 Subdivision File No. 04-2024, SE 4-52-8-W4M
 - 6.3 Land Use Bylaw 1348-24
 - 6.4 2024 Crack Sealing Contract
 - 6.5 Asset Disposal – CAT Graders
 - 6.6 Twp Rd 524 – Aggregate Seal Coat Tender
 - 6.7 Innisfree Fire Hall Renovation Project
 - 6.8 Vegreville FCSS Donation Request
 - 6.9 Letter of Support – Lavoy Action Society
 - 6.10 Letter of Support – Go East of Edmonton Regional Tourism Organization (RTO)
 - 6.11 May Committee of the Whole and Regular Council Meeting Date/Time Change
 - 6.12 Health and Safety Policy No. PS 8008-01
 - 6.13 Information Security Policy No. AD 1026-01
 - 6.14 Respectful Workplace Policy No. AD 1025-01
 - 6.15 Workplace Violence Prevention Policy No. AD 1027-01
 - 6.16 Employee Code of Conduct and Ethics Policy No. AD 1027-01
 - 6.17 Information Management Policy No. AD 1028-01
- 7. Reports**
 - 7.1 Reeve
 - 7.2 Council
 - 7.3 CAO
 - 7.4 Operations
 - 7.5 Agriculture and Utilities
 - 7.6 Planning and Development
 - 7.7 Protective Services
 - 7.8 Corporate Services
- 8. Correspondence and Information Items**
 - 8.1 MD of Minburn Foundation Letter to MLA
 - 8.2 St. Mary's Catholic School Sponsorship Request
 - 8.3 Alberta Municipal Affairs re Fire Training Program
 - 8.4 Alberta Municipal Affairs re 2024 Budget
 - 8.5 Alberta Public Safety and Emergency Services re Police Funding Model
- 9. Councillor Requests (Information Requests and Notices of Motion)**
 - 9.1 Action Item List

10. Closed Session

10.1 Roadside Mowing Contract

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

11. Open Session

12. Motions arising out of the Closed Session

13. Adjournment



Council Meeting Minutes

February 20, 2024

- Council Members Present: Reeve Roger Konieczny, Division 3
Deputy Reeve Tara Kuzio, Division 5
Councillor Joey Nafziger, Division 1
Councillor Eric Anderson, Division 2
Councillor Cliff Wowdzia, Division 4
Councillor Carl Ogrodnick, Division 6
Councillor Kevin Bentley, Division 7
- Administration Present: Pat Podoborozny, Chief Administrative Officer
Norm De Wet, Director of Operations
Jason Warawa, Director of Corporate Services
Mike Fundytus, Director of Protective Services
Davin Gegolick, Director of Planning and Community Services
Trudy Shukalak, Senior Administrative Support Specialist

- 1

CALL TO ORDER

Reeve Konieczny called the meeting to order at 10:01 a.m.
- 2

ADOPTION OF AGENDA

2024-017
Moved by: Councillor Anderson
THAT the February 20, 2024, regular Council meeting Agenda be adopted as presented.

Carried
- 3

CONFIRMATION OF MINUTES

3.1

January 15, 2024, Regular Council Meeting

2024-018
Moved by: Councillor Nafziger
THAT the January 15, 2024, regular Council meeting minutes be adopted as presented.

Carried

Councillor Ogrodnick joined the meeting at 10:04 a.m.
- 4

DELEGATIONS

4.1

STARS

Presentation on STARS’ new technology and innovations, mission statistics, and information that directly impacts County of Minburn residents, at home and throughout western Canada.

External Presenter:
Glenda Farnden

STARS Funding

2024-019

Moved by: Deputy Reeve Kuzio

THAT Council approve Administration to include an annual operating budgetary item in the amount of \$7,000 to the Shock Trauma Air Rescue Service (STARS) Foundation in the amount of \$7,000, effective 2024.

Carried

5 COUNCIL PRIORITIES

2024-020

Moved by: Councillor Anderson

THAT the Council Priorities be accepted as presented.

Carried

6 REQUESTS FOR DECISION

6.1 Subdivision File No. 01-2024

2024-021

Moved by: Member Wowdzia

THAT the Subdivision Authority approve Subdivision Application File No. 01-2024 regarding NW 17-51-10-W4M as per the required conditions of the report presented.

Carried

6.2 Subdivision Application File No. 02-2024

2024-022

Moved by: Member Wowdzia

THAT the Subdivision Authority approve Subdivision Application File No. 02-2024 regarding NE 22-52-14-W4M as per the required conditions of the report presented.

Carried

6.3 AFRRCS Radio System

2024-023

Moved by: Councilor Nafziger

THAT Council approve a \$30,000 increase to the Alberta First Responders Radio Communication System (AFRRCS) migration project funded from reserves.

Carried

6.4 Fleet Truck Tender 2024

2024-024

Moved by: Councillor Ogrodnick

THAT Council approve the purchase of one half-ton Ford F-150 4x4 truck from Vegreville Ford for a cost of \$60,549.30, and one one-ton Dodge Ram 3500 4x4 truck from Maddigan Chrysler for a cost of \$68,161.25.

Carried

6.5 2024 Road Construction Program

2024-025

Moved by: Deputy Reeve Kuzio

THAT Council approve the 2024 road construction plans as presented at an estimated operating cost of \$490,917.24.

Carried

6.6 Lavoy Cemetery Bylaw No. 1346-24

Bylaw No. 1346-24 was presented to regulate and manage the Lavoy Cemetery.

2024-026

Moved by: Councillor Anderson
THAT Bylaw No. 1346-24 be given first reading.

Carried

2024-027

Moved by: Councillor Bentley
THAT Bylaw No. 1346-24 be given second reading.

Carried

2024-028

Moved by: Deputy Reeve Kuzio
THAT Council unanimously and in full agreement give Bylaw No. 1346-24 third reading.

Carried Unanimously

2024-029

Moved by: Councillor Wowdzia
THAT Bylaw No. 1346-24 be given third reading.

Carried

Lavoy Cemetery Plot Fees

2024-030

Moved by: Councillor Nafziger
THAT Council approve the establishment of Lavoy Cemetery plot fees at \$350 each for 2024.

Carried

7 REPORTS

7.1 Reeve

7.2 Council

Reeve Konieczny recessed the meeting at 11:14 a.m.

Reeve Konieczny reconvened the meeting at 11:21 a.m.

7.3 Operations Report

7.4 Planning and Community Services Report

7.5 Protective Services Report

7.6 Corporate Services Report

2024-031

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

Carried

8 CORRESPONDENCE AND INFORMATION ITEMS

8.1 MLA Jackie Armstrong-Homeniuk – AgriRecovery Financial Support

Letter received from MLA Jackie Armstrong-Homeniuk dated January 25, 2024, advising that the Governments of Canada and Alberta are updating the 2023 Canada-Alberta Drought Livestock Assistance Program to

support more livestock producers. The expanded eligibility for AgriRecovery will increase support access to producers who suffered losses related to the management and maintenance of breeding animals such as cattle, bison, horses, elk, sheep, goats, alpacas, yak, musk ox, deer, water buffalo and llamas. This new update applies to producers within the regions of Elk Island, Lamont, Minburn, Strathcona, and Two Hills.

8.2 Resident Information Request – Wapasu Committee

E-mail received from Wapasu resident Rebecca McLeod dated January 31, 2024, regarding the Wapasu Committee's current focus and Strategic Plan, availability of Committee minutes to the public, and the communication of resident concerns regarding Wapasu.

8.3 National Police Federation Budget and Policing Requirements

E-mail received from the National Police Federation (NPF) dated February 8, 2024, requesting the County support their 2024 Pre-Budget Recommendations submitted to the Government of Alberta which addresses the issue of needed funding for the Alberta RCMP and hiring of additional RCMP officers across the province.

8.4 Elk Island Public Schools – 2022-23 School Year Overview

Letter received from Elk Island Public Schools dated January 15, 2024, containing its Annual Education Results Report for 2022-23 which identifies the resources the Government of Alberta invests in public education, and achievements and progress made throughout the Division in the 2022-23 school year.

8.5 RMA Unpaid Oil and Gas Advocacy Webinar

E-mail received from Rural Municipalities of Alberta (RMA) advising Reeves, Mayors, and CAOs that they will be hosting a one-hour webinar on February 23, 2024 at 1:30 p.m. to discuss the most recent unpaid oil and gas survey, and provide an overview of the preliminary survey results and RMA's advocacy approach on this issue in the coming months.

8.6 Alberta Municipal Affairs ACP Grant – Regional Water Services Reservoir Infrastructure Assessment Project

Letter received from the Honourable Minister of Alberta Municipal Affairs Ric McIver dated February 12, 2024 advising the Regional Water Services Reservoir Infrastructure Assessment Project has been approved for a grant of \$200,000 under the Intermunicipal Collaboration (IC) component of the 2023/24 Alberta Community Partnership (ACP) Program, with the Village of Innisfree as the managing partner and the County of Minburn as a participating municipality.

8.7 Alberta Municipal Affairs ACP Grant – Regional Recreation Feasibility Study Project

Letter received from the Honourable Minister of Alberta Municipal Affairs Ric McIver dated February 12, 2024 advising the Regional Recreation Feasibility Study Project has been approved for a grant of \$200,000 under the IC component of the 2023/24 ACP Program, with the Town of Vegreville as the managing partner and the County of Minburn as a participating municipality.

Carried

8.8 Canalta Panels

E-mail received from Canalta Panels dated February 8, 2024, requesting the County re-examine the Oiled Roads policy.

2024-032
Moved by: Councillor Ogrodnick
THAT Council accept the correspondence as information.
Carried

9 COUNCILLOR REQUESTS (INFORMATION REQUESTS AND NOTICES OF MOTION)

9.1 Action Item List

2024-033
Moved by: Deputy Reeve Kuzio
THAT Council accept the Action Item list as presented.
Carried

10 CLOSED SESSION

2024-034
Moved by: Councillor Ogrodnick
THAT Council meet in private to discuss matters protected from disclosure under the *Freedom of Information and Privacy (FOIP) Act*, specifically Section 16, disclosure harmful to business interests of a third party, Section 19, confidential evaluations, Section 24, advice from officials, and Section 27, privileged information at 11:46 a.m.
Carried

10.1 Lycos Energy Tank Fire
FOIP Section 27, privileged information

Name	Reason/Purpose
Pat Podoborozny	Strategic Leader of the Organization
Jason Warawa	Strategic Leader of the Organization
Norm De Wet	Strategic Leader of the Organization
Davin Gegolick	Strategic Leader of the Organization
Mike Fundytus	Presenter

Mike Fundytus left the meeting at 12:12 p.m.

10.2 2024 Gravel Haul Tender
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
Norm De Wet	Presenter
Davin Gegolick	Strategic Leader of the Organization

Norm De Wet left the meeting at 12:35 a.m.

Reeve Konieczny recessed the meeting at 12:35 p.m.

Reeve Konieczny reconvened the meeting at 12:43 p.m.

10.3 Unsold Tax Sale Properties
FOIP Section 24, advice from officials

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

Jason Warawa and Davin Gegolick left the meeting at 1:28 p.m.

Reeve Konieczny recessed the meeting at 1:28 p.m.
Reeve Konieczny reconvened the meeting at 1:32 p.m.

10.4 **CAO Evaluation**
FOIP Section 19, confidential evaluations

Name	Reason/Purpose
Pat Podoborozny	Strategic Leader of the Organization

Pat Podoborozny left the meeting at 2:15 p.m.
Pat Podoborozny returned to the meeting at 2:40 p.m.

Name	Reason/Purpose
Pat Podoborozny	Strategic Leader of the Organization

11 **OPEN SESSION**

2024-035
Move by: Councillor Ogrodnick
THAT Council revert to open session at 2:46 p.m.
Carried

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

2024 Gravel Haul Tender
2024-036
Moved by: Councillor Anderson
THAT Council approves that Administration enter into an agreement with Ken-X Energy Ltd. for a total tender price of \$919,824.05 for the 2024 Gravel Haul Program.
Carried

13 **ADJOURNMENT**

Reeve Konieczny adjourned the meeting at 2:48 p.m.

Reeve

Chief Administrative Officer

STRATEGIC PRIORITIES CHART (March 2024)

COUNCIL PRIORITIES

NOW

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

TIMELINE

May 2024
March 2024
December 2024

NEXT

- BYLAW OFFICER CONTRACTED SERVICES (January 2024)
- POLICY AND BYLAW REVIEW- (March 2024)

ADVOCACY

- Policing Services/Costs (RMA)
- Bridge Funding Continuity (RMA)
- Wind Energy Restoration Strategies (RMA)
- Broadband Speeds (RMA)
- SL3/SL4 Seniors Facility Support (AHS)
- Water Act Enforcement and Approvals (AEP)
- Rural Medical Services (RMA)
- 2023 Canada – Alberta Drought Livestock Assistance (Ministry of Agriculture)

OPERATIONAL INITIATIVES

OFFICE OF THE CAO

1. *WIND ENERGY PROJECTS – Soil Segregation/End of Life Advocacy – Awaiting action from the Province*
2. **RECREATION AGREEMENT: VEGREVILLE – May 2024**
3. Staff Job Descriptions– March 2024
4. Fire Service Service Delivery Review – May 2024
5. *AlphaBow Energy tax recovery initiative with ARMAA - Ongoing*

CORPORATE SERVICES

1. Financial ERP System Decision – April 2024
2. Employee Handbook - March 2024
3. Regional ARB Investigation – May 2024
4. 2023 Grant Reporting – March 2024
5. Procedural Bylaw Update – April 2024
6. 2024 Final Budget & Tax Rate Bylaw – April 2024
7. 2023 Financial Statement Presentation – April 2024

PLANNING AND COMMUNITY SERVICES

1. **LAND USE BYLAW REVIEW: OPEN HOUSE - APRIL 2024**
2. Workstation Upgrades: replace desktops with laptops- May 2024
3. Regional GIS Project: GIS proposal submitted - March
- REGIONALECONOMIC DEVELOPMENT FRAMEWORK: PROJECT / WEBSITE LAUNCH – March 2024

PROTECTIVE SERVICES

1. Updated Health & Safety Manual – April 2024
2. BYLAW OFFICER CONTRACTED SERVICES – March 2024
3. AFRRCS Migration Sept 2024
4. Tendering out projects March 2024

OPERATIONS

1. Grader Beat Review – Ongoing
2. Operations Shop Concept Investigation –needs strategic plan from Council
3. Preparing for tenders – Evaluating and approvals: February/March 2024
4. Recruitment – Fulltime Operators and Summer Staff: March 2024

AGRICULTURE & UTILITIES

1. Program and service delivery review – March 2024
2. Policy review – Winter 2023-2024
3. Lavoy Backup generator RFP – April 2024

CODES:

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

2 – 3 Year OUTLOOK

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



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Radchorsky



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: 03-2024

Legal: NW 20-53-14-W4M

Owner/Applicant: Wes Heller

Date Accepted: January 29, 2024

Decision Due Date: March 29, 2024

Existing Use: Agricultural

Proposed Use: Agricultural

¼ Section Designation: Dryland pasture quarter

Gross Area: 64.7 Ha (160 ac)

Proposed Area: Lot 1, Block 1 – 32.13 Ha (79.39 ac)

Zoning: A: Agricultural District

Division: 7

B. DESCRIPTION OF PROPOSAL:

The subject property is located on NW 20-53-14-W4M in Division 7, 1 km north of Brookwood Estates on Rge Rd 145 and Twp Rd 534. The applicant is proposing to split the quarter in half (east-west) for agricultural uses. The proposed east half includes an abandoned mobile home (planned to be removed), farm shop, and small shed with the rest of the parcel being cultivated farmland. The proposed west half contains a seasonal creek running north-south through the pastureland. The TransCanada (TC) Energy gas transmission line also runs through the proposed west half parcel. There is no road widening dedicated towards Rge Rd 145 or Twp Rd 534. There is legal access to the proposed west half via an approach off Rge Rd 145 and access to the proposed east half via an approach off Twp Rd 534.

C. NOTIFICATION:

Adjacent property owners and agencies were notified on January 4, 2024 – no objections. TC Energy provided a document identifying requirements for development in proximity to the gas line, which will be forwarded to the applicant.

D. COMPLIANCE:

The abandoned mobile home appears to have been moved onto the property between 2008 and 2013 without development permit approval. There is no rural address/sign assigned to the proposed east half parcel containing the buildings.

E. RESERVES:

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

F. RECOMMENDATION

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

1. That prior to endorsement, a registerable instrument be prepared by an Alberta Land Surveyor and submitted to the County, and the registerable instrument shall be in conformance with the approved tentative plan of subdivision.
2. That the registered owner/applicant enter into a development agreement by way of Caveat with the County of Minburn pursuant to Sections 661 and 662 of the Municipal Government Act, 2000 as amended, pertaining to the provision of land for future road widening as required.
3. That prior to endorsement, the registered owner/applicant shall apply for a rural address sign for proposed Lot 1, Block 1. Payment for the cost of the sign shall be in accordance with County of Minburn Master Rates Bylaw 1281-19.
4. That prior to endorsement of the registerable instrument, a development permit be issued for the mobile home located on proposed Lot 1, Block 1.
5. Alternative to condition #4, above, that prior to endorsement of the registerable instrument, the owner/applicant removes the mobile home from the subject property to the satisfaction of the Development Authority.
6. That all outstanding property taxes are to be paid pursuant to Section 654 of the Municipal Government Act, 2000 as amended.

Information Items (these are not conditions of approval):

1. That a development permit application is required for any proposed future development of the subject lot (i.e. addition, change in use, Accessory Building, etc.). Please contact County of Minburn Planning and Development at 780-632-2082 for further information.
2. That the necessary Safety Code Permits, which include building, plumbing, electrical, gas and private sewage permits would be required prior to any and all new construction, alteration, or change in use or occupancy of a building on-site. Please contact the Inspections Group at 1-866-554-5048 for further information on Safety Code Permit requirements. **In this regard, the registered owner/applicant shall apply for a demolition permit prior to removal of the mobile home.**
3. That registration of the proposed subdivision at the Land Titles office may result in a change in the assessment of proposed Lot 1, Block 1. Please contact Municipal Assessment Services at 780-939-3310 with regards to any questions about assessment.
4. That any development in proximity to TC Energy's pipeline could warrant pipeline remediation. Please ensure you consult with TC Energy prior to any development in proximity to the pipeline as per the documents enclosed.
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.

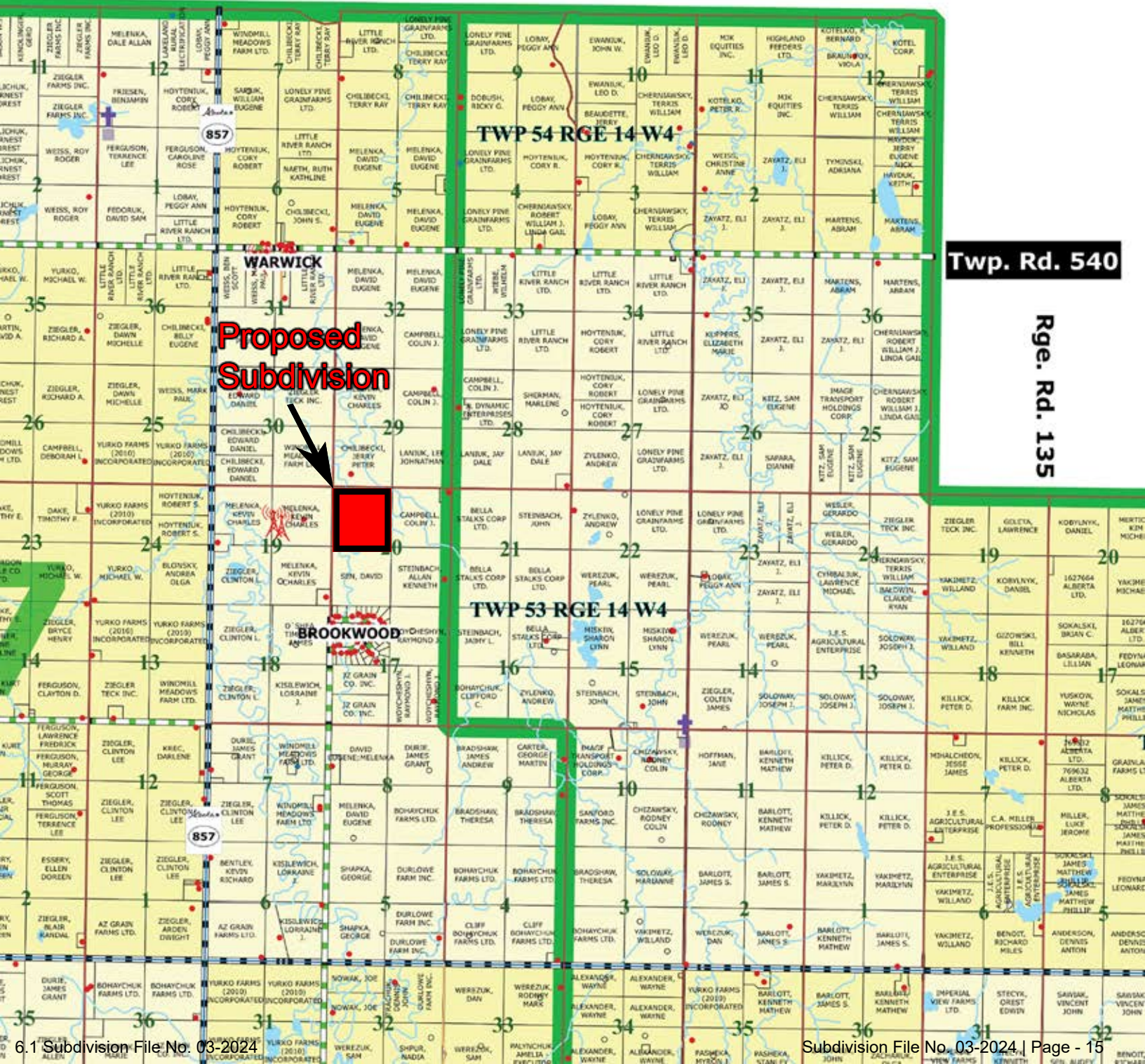
G. ATTACHMENTS:

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

Prepared by Davin Gegolick on February 21, 2024

Subdivision Location Plan

Rge. Rd. 151
 Rge. Rd. 150
 — To Hwy 45
 Rge. Rd. 145
 Rge. Rd. 144
 Rge. Rd. 143
 Rge. Rd. 142
 Rge. Rd. 141
 Rge. Rd. 140





SUBDIVISION APPLICATION

For Office Use Only

Date Received: Jan 24/24 File # 03-2024
Date Complete: Jan 29/24 Roll # 591100

1. NAME AND MAILING ADDRESS OF THE APPLICANT

WES H ELLER

Email:
Phone:
Cell:

☒ By checking this box I accept correspondence by email only

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

☐ Check if owner is the same as the applicant

Email:
Phone:
Cell:

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

All part of the NW 1/4 sec. 20 twp. 53 range 14 west of the 4th meridian

Being all parts of Lot Block Plan

Certificate of Title No. 002 054 661

Area of the above parcel of land to be subdivided 64.7 hectares (ie: existing titled area)

Municipal address (if applicable) none

4. LOCATION OF LAND TO BE SUBDIVIDED

a. Is the land in the County of Minburn?

☒ Yes ☐ No

b. Is the land adjacent to a municipal boundary?

☐ Yes ☒ No

If "yes", the adjacent municipality is

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

☐ Yes ☒ No

If "yes", the highway is No.

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☒ Yes ☐ No

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

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

☐ Yes ☒ No

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

☒ Yes ☐ No

If "yes" please describe: Pipelines

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

☐ Yes ☐ No

under s.16 of the Government Organization Act?



Yes



No

If yes, please describe:

Seasonal creek wetlands.

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

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

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

AGRICULTURAL

Proposed use of the land:

Agricultural

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

A: Agricultural

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

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

Flat w/ low spots

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

PALUDOSE NATIVE WITH INTERMEDIATE CREEK CLAY WITH SHOULDS

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

Clay, gumbo, mix

7. EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED

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

40x60 SHOP ON E 1/2 1/4 80, 1- 12x16 SHED mobile home (abandoned) & planned to be removed

8. WATER AND SEWER SERVICES

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

none.

9. CERTIFICATION

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

Wes Heller

Signature

Signature

Date

Jan 10/24

10. RIGHT OF ENTRY

I/We, Wes Heller authorize staff of the County of Minburn to enter upon my/our land for the purpose of conducting a site inspection with respect to my subdivision application.

Wes Heller

Signature of Registered Owner

Signature of Registered Owner

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

NO HAZARDS OTHER THAN SMALL RESERVOIR

11. REGISTERED OWNER'S CONSENT

I/We, the above named registered owner(s) of NW 80 54 13-04 (legal description) do hereby authorize the applicant named above to make application for subdivision.

Wes Heller

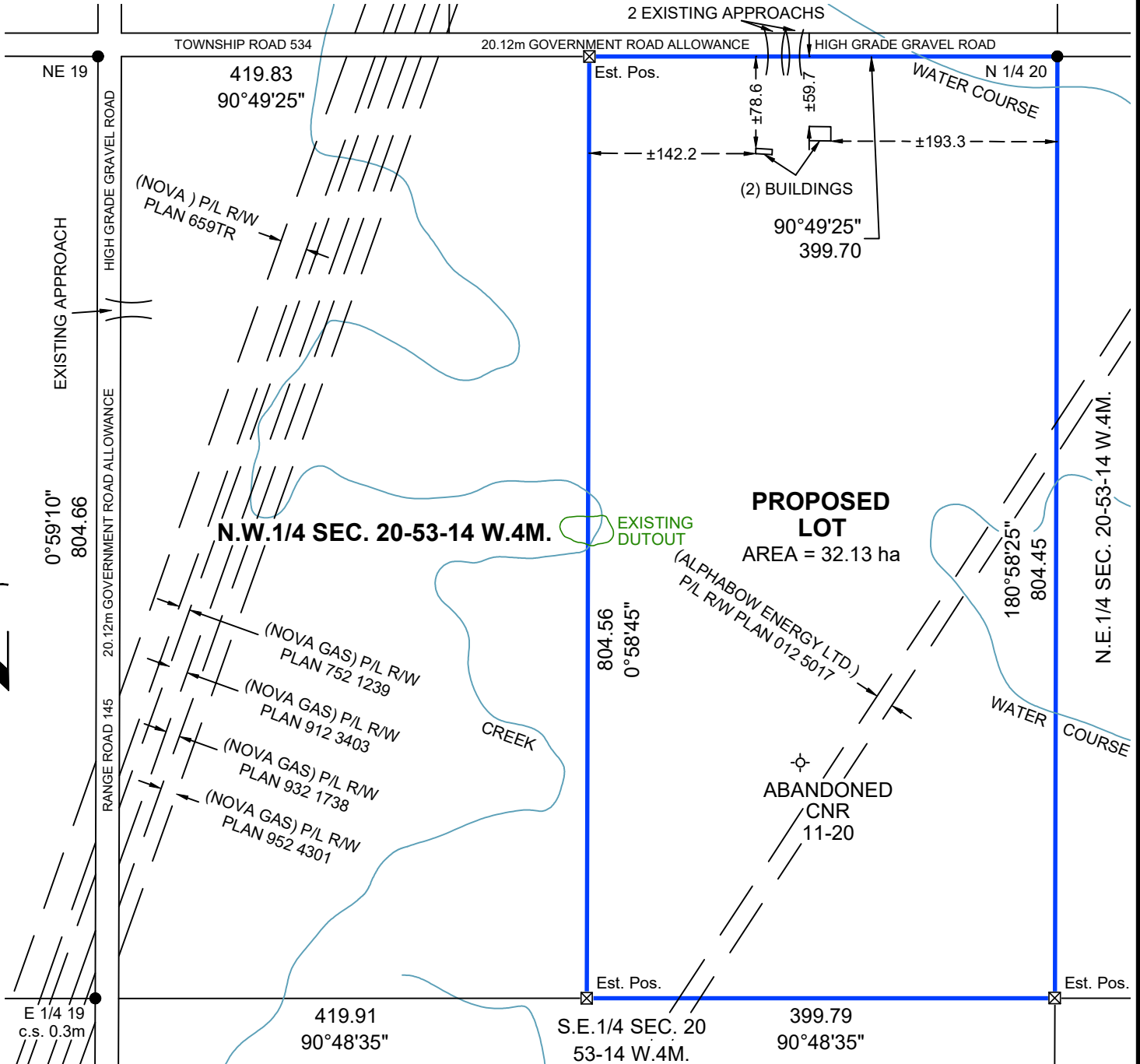
Signature of Registered Owner

Signature of Registered Owner

This personal information is being collected under the authority of the Municipal Government Act Subdivision and Development Regulation 43/2002 and will be used to process the subdivision application. If you have any questions or require further information please contact Planning and Development, County of Minburn, Box 550, Vegreville, Alberta, T9C 1R6, telephone 780.632.2082 or email dgegolick@minburncounty.ab.ca

TENTATIVE PLAN

SHOWING PROPOSED SUBDIVISION WITHIN
N.W. 1/4 Sec. 20 Twp. 53 Rge. 14 W.4M.
COUNTY OF MINBURN NO. 27, ALBERTA



LEGEND:

Proposed Parcel shown as:
Statutory Iron Post found shown as:
Abandoned Well location shown as:
Bearings are Grid
Distances are in metres and decimals thereof.

TITAN
Land Surveying Ltd.

5419 CAILLOU BAY
BEAUMONT, AB T4X 1W7
PHONE: 780.975.1726
www.titanlandsurveying.com

DWG NAME: 20240003-R1_TENT

CLIENT: HELLER

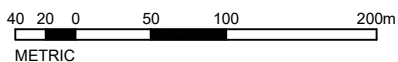
DR / CH BY: K.R. / P.B.

JOB No.: 20240003-R1

DATE: JANUARY 25th, 2024

PAGE: 3 OF 4

**SHOWING PROPOSED SUBDIVISION WITHIN
N.W. 1/4 Sec. 20 Twp. 53 Rge. 14 W.4M.
COUNTY OF MINBURN NO. 27, ALBERTA**



PAGE: 4 OF 4

From NE corner of quarter facing SW. Quarter is planned to be split in half. Existing yard site on proposed east ½ containing 2 outbuildings and an abandoned mobile home.



From SW corner of quarter facing NE (opposite from above photo): west half of quarter contains the seasonal creek, Nova Gas pipeline, and primarily pasture. East half of quarter contains the treed yard site and primarily productive farm land.



Facing NE: dugout in center of quarte where the proposed property line will split the quarter in half



Shop (DP#2008-15), shed (grandfathered), and abandoned mobile home (no permits) within treed area on proposed east half. Landowner advised mobile home is planned to be removed.



Existing approach off Rge Rd 145 provides legal access to proposed west half.



Existing approach off Twp Rd 534 provides legal access to proposed east half.



Inspection Summary:

- Topography – flat with a few low spots
- Soil characteristics – clay/loam mix
- Nature of vegetation and water – The proposed west half contains the seasonal creek and primarily pasture land. The proposed east half contains the treed yard area to the north and is primarily productive farm land. A dugout is located in the center of the quarter.
- Private Sewage/water well – There is no water well or private sewage system. The proposal is to remove the abandoned mobile home and utilize the land for agricultural purposes only.
- Use of land in the vicinity – Agricultural, rural residential, seasonal creek, Nova Gas Transmission line – no compatibility issues.



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Padobony



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: 04-2024

Legal: SE 4-52-8-W4M

Owner/Applicant: Dach Farms Inc.

Date Accepted: February 13, 2024

Decision Due Date: April 13, 2024

Existing Use: Agricultural/abandoned farmyard

Proposed Use: Rural Residential

¼ Section Designation: Dryland pasture quarter

Gross Area: 63.1 Ha (156 ac)

Proposed Area: Lot 1, Block 1 – 13.21 Ha (32.65 ac)

Zoning: A: Agricultural District

Division: 3

B. DESCRIPTION OF PROPOSAL:

The subject property is located on SE 4-52-8-W4M in Division 3, approximately 17 km north-east of Mannville on Rge Rd 83 and Twp Rd 520. The applicant is proposing to separate the abandoned farmyard from the quarter. Proposed Lot 1 is 13.21 Ha (32.65 ac) and includes the abandoned dwelling (planned to be removed) and multiple outbuildings. The proposed remnant parcel primarily consists of cultivated farmland. Rge Rd 83 provides legal access to proposed Lot 1 and there are 2 approaches off Twp Rd 520 that provide legal access to the proposed remnant. Road widening dedication hasn't been provided on Twp Rd 520 nor Rge Rd 83.

C. NOTIFICATION:

Adjacent property owners and agencies were notified on February 13, 2024 – no objections.

D. COMPLIANCE:

The proposed subdivision appears to comply with municipal statutory plans and the Matters Relating to Subdivision and Development Regulation. The applicant indicated in the application that the existing septic open (surface) discharge private sewage system hasn't been used in 25 years and is planned to be replaced with a new system with future dwelling development. This system meets minimum setbacks to property boundaries. There is no rural address sign for proposed Lot 1.

E. RESERVES:

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

F. RECOMMENDATION

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

1. That prior to endorsement, a registerable instrument be prepared by an Alberta Land Surveyor and submitted to the County, and the registerable instrument shall be in conformance with the approved tentative plan of subdivision.
2. That the registered owner/applicant enter into a development agreement by way of Caveat with the County of Minburn pursuant to Sections 661 and 662 of the Municipal Government Act, 2000 as amended, pertaining to the provision of land for future road widening as required.
3. That prior to endorsement, the registered owner/applicant shall apply for a rural address sign for proposed Lot 1, Block 1. Payment for the cost of the sign shall be in accordance with County of Minburn Master Rates Bylaw 1281-19.
4. That all outstanding property taxes are to be paid pursuant to Section 654 of the Municipal Government Act, 2000 as amended.

Information Items (these are not conditions of approval):

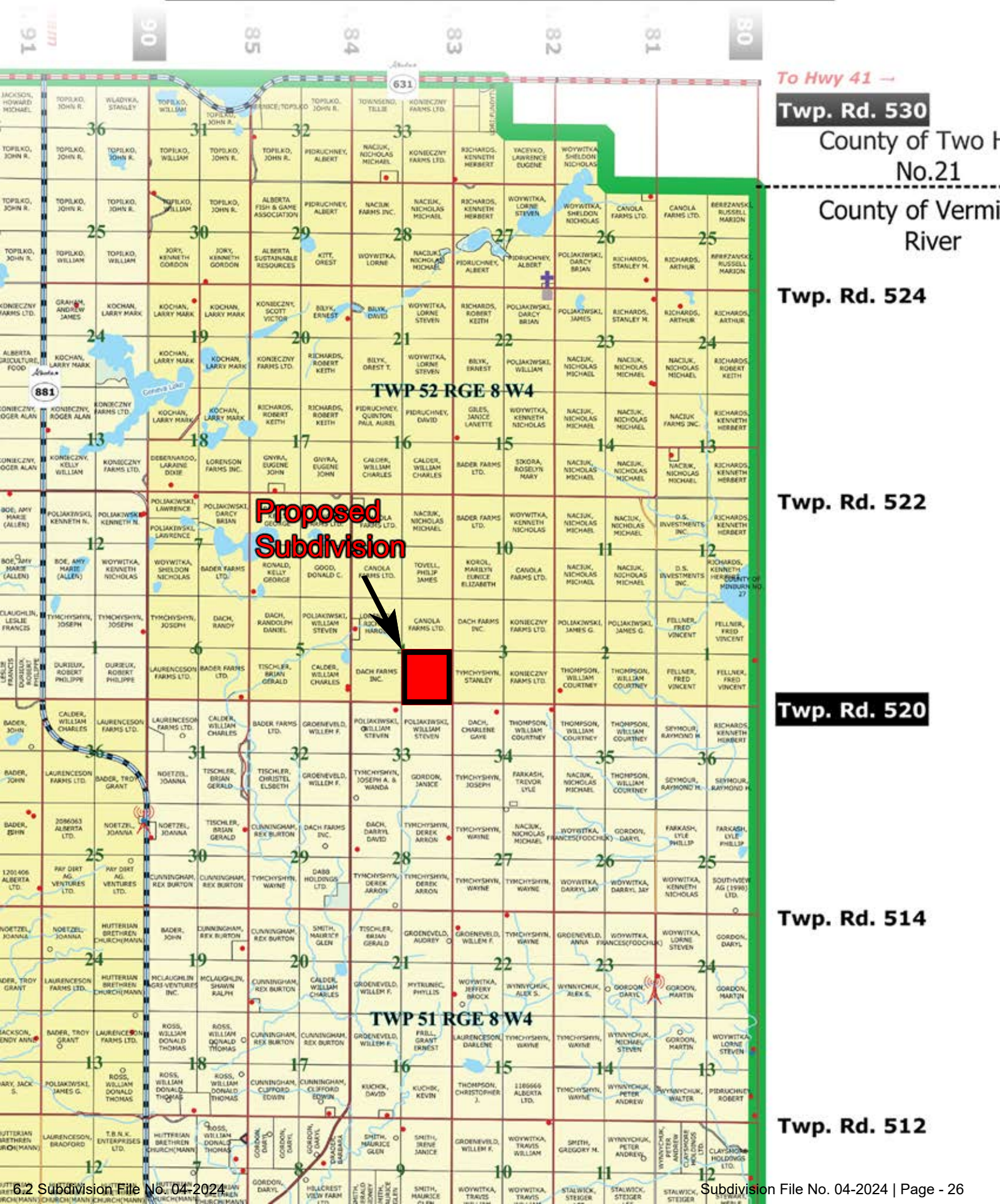
1. That a development permit application is required for any proposed future development of the subject lot (i.e. addition, change in use, Accessory Building, etc.). Please contact County of Minburn Planning and Development at 780-632-2082 for further information.
2. That the necessary Safety Code Permits, which include building, plumbing, electrical, gas and private sewage permits would be required prior to any and all new construction, alteration, or change in use or occupancy of a building on-site. Please contact the Inspections Group at 1-866-554-5048 for further information on Safety Code Permit requirements.
3. That registration of the proposed subdivision at the Land Titles office may result in a change in the assessment of proposed Lot 1, Block 1. Please contact Municipal Assessment Services at 780-939-3310 with regards to any questions about assessment.
4. The proposed subdivision may be affected by a permanent, naturally occurring body of water or watercourse. The Province has an interest in the Crown ownership of Provincial waterbodies/or Public Land boundaries in Alberta. **Development or water diversion may not occur in waterbodies including wetlands, watercourses, or Public Lands without prior consultation and approval from Alberta Environment and Protected Areas.** If you have any questions about development on or near water bodies, watercourses, or public land please contact Alberta Environment and Protected Areas prior to undertaking any activity (including construction of a private driveway) within or near the lake/wetland.
5. That approval of this application does not excuse the applicant from ascertaining and complying with the requirements of other municipal bylaws, easements, environmental reserve easements, covenants, conservation agreements, development agreements, or Provincial or Federal statutes, regulations, licenses or codes or standards of practice.

G. ATTACHMENTS:

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

Prepared by Davin Gegolick on March 8, 2024

Subdivision Location Plan





SUBDIVISION APPLICATION

For Office Use Only

Date Received: Feb 13/24 File # 04-2024

Date Complete: Feb 13/24 Roll # 232400

1. NAME AND MAILING ADDRESS OF THE APPLICANT

Dach Farms Inc.

Email:
Phone:
Cell:

☒ By checking this box I accept correspondence by email only

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

☒ Check if owner is the same as the applicant

Dach Farms Inc.

Email:
Phone:
Cell:

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

All part of the SE ⁴/₄ sec. 52 twp. 8 range 4 west of the 4th meridian

Being all parts of Lot Block Plan

Certificate of Title No. 032 155 333

Area of the above parcel of land to be subdivided ~~102.1 Hectares~~ 63.1 Hectares (ie: existing titled area)

Municipal address (if applicable) 52008 Rge Rd 83

4. LOCATION OF LAND TO BE SUBDIVIDED

a. Is the land in the County of Minburn?

☒ Yes ☐ No

b. Is the land adjacent to a municipal boundary?

☐ Yes ☒ No

If "yes", the adjacent municipality is n/a

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

☐ Yes ☒ No

If "yes", the highway is No. n/a

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☒ Yes ☐ No

If "yes", state its name (if known): Small sloughs/Wetlands

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

☐ Yes ☒ No

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

☒ Yes ☐ No

If "yes" please describe: Abandoned Gas Well

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

☒ Yes ☐ No

under s.16 of the Government Organization Act?

☒ Yes ☐ No

If yes, please describe: Small sloughs / wetlands, Registered Well

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

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

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

Agricultural (Abandoned old farm yard / pastureland)

Proposed use of the land:

Rural Residential

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

Agricultural

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

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

Flat

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

Small sloughs, treed, shrubs

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

Loam

7. **EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED**

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

Barn (remain), old garage (remain), old dwelling (demolish), approx. 10 dilapidated small out buildings (demolish)

8. **WATER AND SEWER SERVICES**

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

approx 2 water wells / open discharge septic (to be replaced)

9. **CERTIFICATION**

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

Charlene Dach
Signature

Signature

Feb. 11 / 2024
Date

10. **RIGHT OF ENTRY**

☒ We, Charlene Dach on behalf of Dach Farms Inc. authorize staff of the County of Minburn to enter upon my/our land for the purpose of conducting a site inspection with respect to my subdivision application.

Charlene Dach
Signature of Registered Owner

Signature of Registered Owner

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

11. **REGISTERED OWNER'S CONSENT**

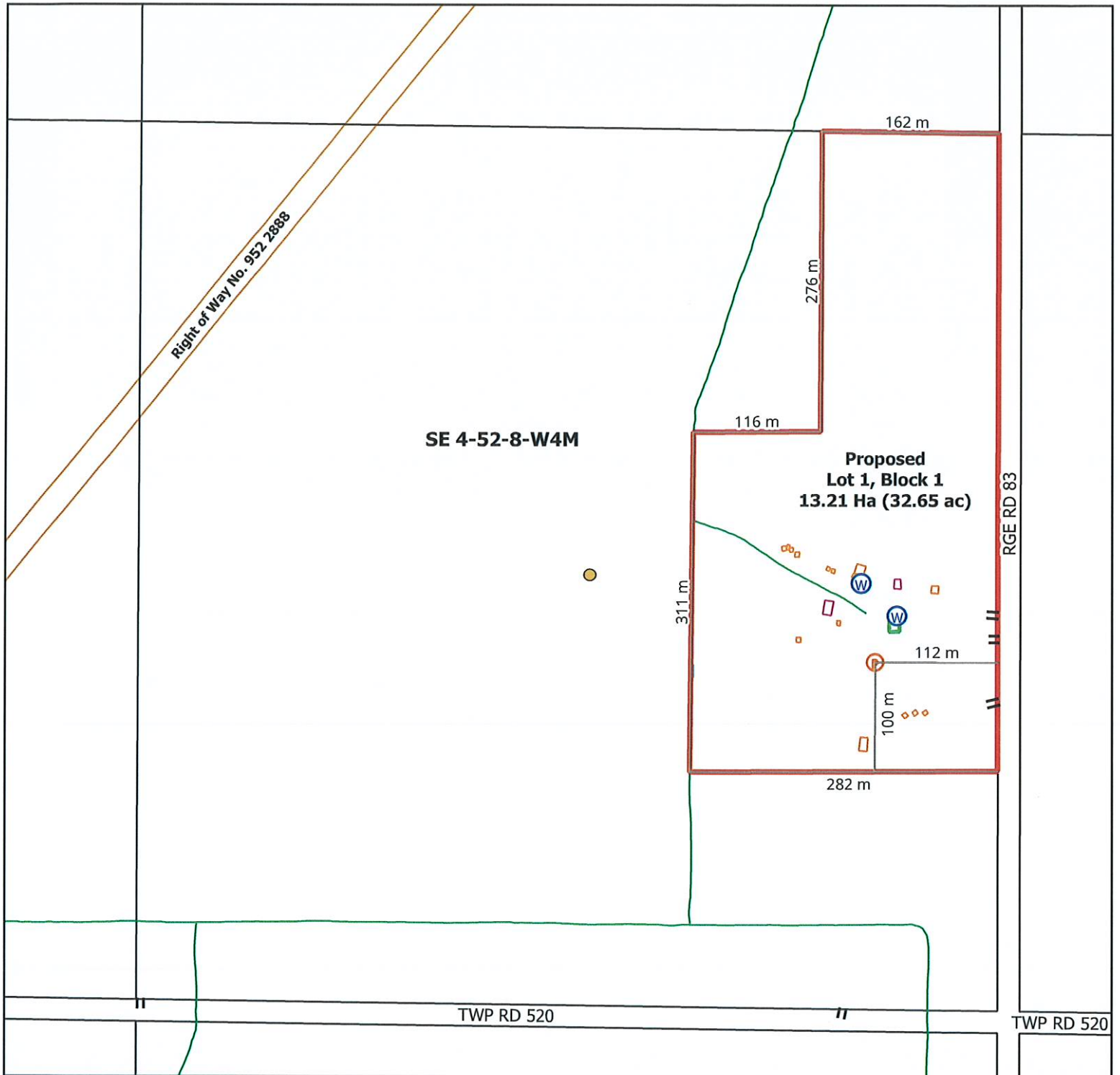
☒ We, the above named registered owner(s) of SE-4-52-8-W4M 60 (legal description) do hereby authorize the applicant named above to make application for subdivision.

Charlene Dach
Signature of Registered Owner

Signature of Registered Owner

This personal information is being collected under the authority of the *Municipal Government Act Subdivision and Development Regulation 43/2002* and will be used to process the subdivision application. If you have any questions or require further information please contact Planning and Development, County of Minburn, Box 550, Vegreville, Alberta, T9C 1R6, telephone 780.632.2082 or email dgegolick@minburncounty.ab.ca

Tentative Plan of Subdivision



File No.: 04-2024

Applicant(s): DACH FARMS INC.

Legal Description: SE 4-52-8-W4M

0 100 200 300 m

Scale: 1:5,000



© 2024 County of Minburn. All Rights Reserved.
Drawn by Graham Hopper on February 9th,
2024. Note: Distances & area calculations are
approximate. Improvement(s) located as data
supplied by applicant & 2023 aerial photo.

Legend

- | | |
|----------------------------------|-----------------------|
| Proposed Subdivision | Abandoned Gas Well |
| Abandoned Dwelling to be Removed | Minco Gas Co-op |
| Accessory Building | Pipeline Right of Way |
| Accessory Building to be Removed | Approach |
| Water Well | Distance |
| Pump Out to be Removed | |

Applicant Signature: *Leahanne Dack*

Tentative Plan of Subdivision



File No.: 04-2024

Applicant(s): DACH FARMS INC.

Legal Description: SE 4-52-8-W4M

0 100 200 300 m

Scale: 1:5,000



© 2024 County of Minburn. All Rights Reserved.
 Drawn by Graham Hopper on February 9th,
 2024. Note: Distances & area calculations are
 approximate. Improvement(s) located as data
 supplied by applicant & 2023 aerial photo.



Legend

- | | |
|----------------------------------|-----------------------|
| Proposed Subdivision | Abandoned Gas Well |
| Abandoned Dwelling to be Removed | Minco Gas Co-op |
| Accessory Building | Pipeline Right of Way |
| Accessory Building to be Removed | Approach |
| Water Well | Distance |
| Pump Out to be Removed | |

Applicant Signature: *Cedric Dack*

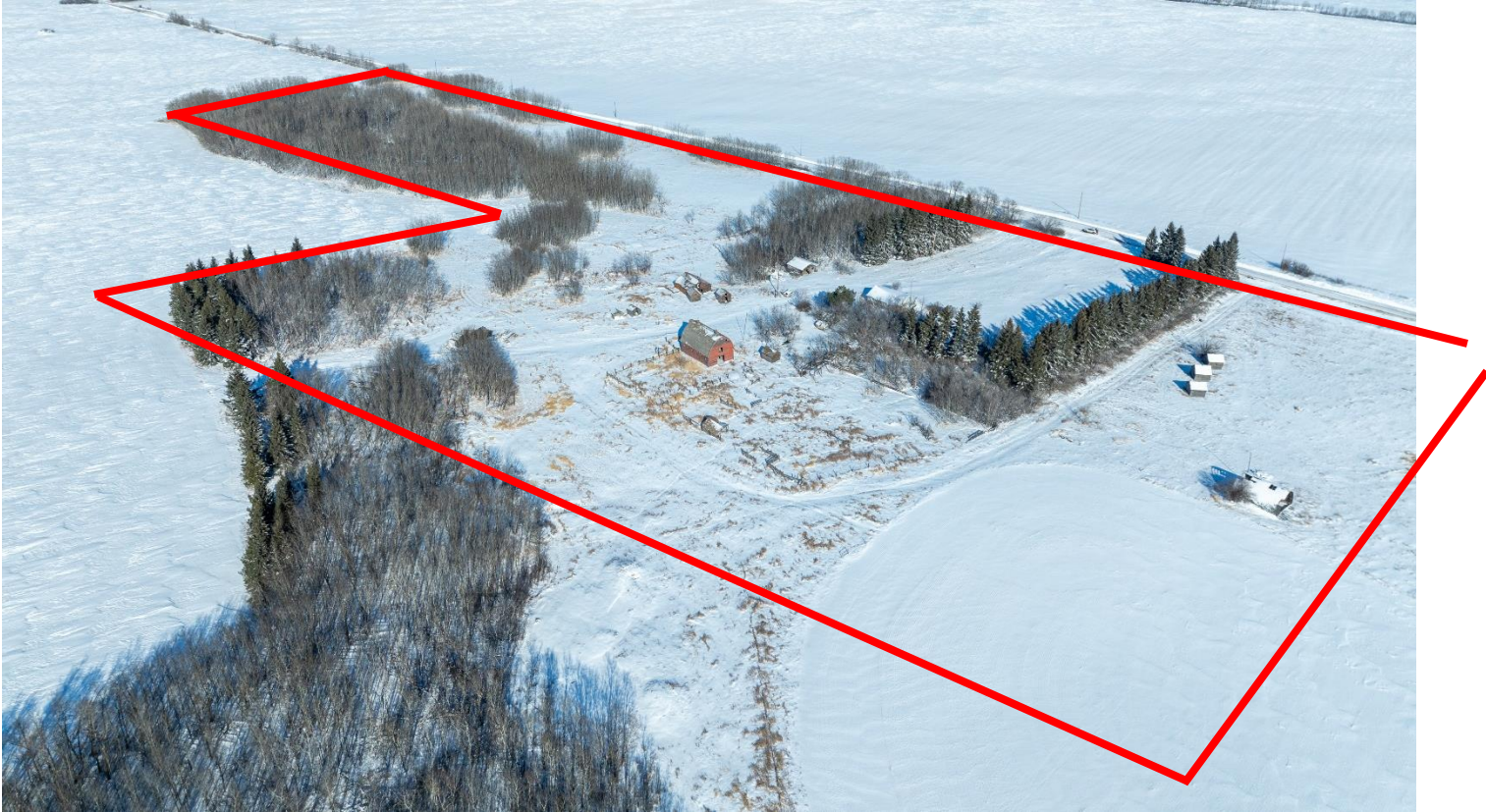
Facing west towards proposed Lot 1: existing yard site is abandoned, containing the old dwelling and multiple outbuildings. The yard is surrounded by mature trees and access is off Rge Rd 83.



Facing north: proposed Lot 1 boundaries shown in red.



Facing NE: proposed Lot 1 boundaries shown in red



Buildings within proposed Lot 1: dilapidated dwelling (planned to be removed) and several outbuildings.



Approach at SW corner of quarter providing access to the farmland (remnant parcel)



Another approach further east on Twp Rd 520 providing access to the proposed remnant parcel.



One of 3 approach off Rge Rd 83, providing access to proposed Lot 1. No rural address sign.



Inspection Summary:

- Topography – flat
- Soil characteristics – loam
- Nature of vegetation and water – proposed Lot 1 contains trees with some wetlands.
- Source of water – unable to confirm the location of water wells, but the Tentative Plan of Subdivision and Water Well Database suggests 2 water wells within proposed Lot 1.
- Private Sewage – the existing pump out (unable to confirm exact location during inspection) is planned to be removed/replaced with a new system with future dwelling construction.
- Use of land in the vicinity – Agricultural, rural residential – no compatibility issues



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Podoborsky



RFD Appendix





Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Paduchowicz



RFD Appendix



Tender/Request for Quotation

Unofficial Results

Project: 2024 Crack Sealing

Closing Date/Time: 2024-02-29 14:00

Opening Date/Time: 2024-02-29 14:15

Public Opening: Yes

No

#	Bidder	Tender/RFQ Price (\$) & Comments
1	ACP Applied Products	\$ 52,616.20
2	Marshall Lines	\$ 28,140.00
3	APLS	\$ 30,870.00
4	Federal Sealing Services Ltd.	\$ 40,813.08
5	Aries Construction	\$ 79,576.00
6		\$
7		\$
8		\$
9		\$
10		\$

County representatives present at opening:

Name: Norm De Wet

Name: Brianna Burke



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Podchorny



RFD Appendix



Tender/Request for Quotation

Unofficial Results

Project: 2014 CAT 14M Motorgrader

Closing Date/Time: 2024-02-29 14:00

Opening Date/Time: 2024-02-29 14:05

Public Opening: Yes

No

#	Bidder	Tender/RFQ Price (\$) & Comments
1	Ritchie Bros	\$ 194,000
2	Michener Allen Auctioneering Ltd.	\$ 247,500
3	Finning	\$ 180,000
4	Road to Rail	\$ 275,000
5	Endix Industrial Trucking Services Inc	\$ 31,562
6		\$
7		\$
8		\$
9		\$
10		\$

County representatives present at opening:

Name: Norm De Wet

Name: Brianna Burke



Tender/Request for Quotation

Unofficial Results

Project: 2015 CAT 160M Motorgrader

Closing Date/Time: 2024-02-29 14:00

Opening Date/Time: 2024-02-29 14:05

Public Opening: Yes

No

#	Bidder	Tender/RFQ Price (\$) & Comments
1	Ritchie Bros	\$ 180,000
2	Michener Allen Auctioneering Ltd.	\$ 175,500
3	Finning	\$ 180,000
4	Road to Rail	\$ 235,500
5	Endix Industrial Trucking Services Inc	\$ 42,123
6		\$
7		\$
8		\$
9		\$
10		\$

County representatives present at opening:

Name: Norm De Wet

Name: Brianna Burke



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Podchorzny



BID SUMMARY

Owner: County of Minburn No. 27

Project: 2024 Aggregate Seal Coat Program

Project No: 23MU-577000

Date: March 05, 2024

Description	Tender Price		
	Ant Construction Ltd.	West-Can Seal Coating Inc.	ACP Applied Products a Division of Canadian Road Builders Inc.
Part A: TWP 524 from HWY 857 to HWY 16A	\$154,279.00	\$199,863.00	\$241,400.00
Tender Amount	\$154,279.00	\$199,863.00	\$241,400.00
GST @ 5%	\$7,713.95	\$9,993.15	\$12,070.00
Total Tender Amount	\$161,992.95	\$209,856.15	\$253,470.00
Engineering Fees	\$15,850.00	\$15,850.00	\$15,850.00
GST @ 5%	\$792.50	\$792.50	\$792.50
Total Engineering Amount	\$16,642.50	\$16,642.50	\$16,642.50
Total Project Amount	\$178,635.45	\$226,498.65	\$270,112.50



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Podobny



Fullswing Construction

Casey Jackson

GST # 802 930 925 RT001

50404 rd 92

Box 264 T0B 2W0

7805810914

fullswingconstructionltd@gmail.com

ESTIMATE

EST0121

DATE

01/24/2024

TOTAL

CAD \$60,427.50

TO

County of Minburn

Mike Fundytus

DESCRIPTION	RATE	QTY	AMOUNT
Framing Frame in exterior walls with 2x6 spr 24" o/c for insulating and backing	\$1,500.00	1	\$1,500.00
Insulating/vapour barrier labour R 20 batt insulation in walls Install insulation stops CGSB 6 mil vapour barrier on walls and ceiling 2" rigid styrofoam on exterior wall to insulate concrete slab edge	\$1.50	2,000 Sqft	\$3,000.00
Remove OH door hardware Take down hardware and jamb to acoustical seal properly	\$2,000.00	1	\$2,000.00
Tinning Install 1x4 spr strapping on walls and ceiling 24" o/c Install 29 gauge metal and flashings required	\$2,800.00	3 Sqft	\$8,400.00
Remove and finish 6' 8' pass through openings on the north and south end of the east wall	\$2,000.00	1	\$2,000.00
Place and power trowel finish 6" concrete floor. Prep grade 16" o/c 10mm rebar Center sump Cut control joints Sealed	\$7.00	1,200 Sqft	\$8,400.00

DESCRIPTION	RATE	QTY	AMOUNT
Electrical. Sub contractor Jaydees Electrical Wall plugs ever 10' Install same lights as in fire hall now Ceiling fans Ceiling reels Wire in tube heater * if the panel boxes need to be moved for the 6' to 8' openings the price will double	\$4,000.00	1	\$4,000.00
29 gauge tin, flashings, screws and trims	\$2.25	2,800 Sqft	\$6,300.00
R 50 blow in insulation in ceiling	\$2.50	1,200 Sqft	\$3,000.00
Material Framing lumber R 20 Batt insulation Vapour barrier 1x4 strapping Fastners Rigid insulation Insulation stops 2 chamber concrete sump	\$6,400.00	1	\$6,400.00
Concrete	\$220.00	24 Yrds	\$5,280.00
10mm rebar 16" o/c	\$7.00	110	\$770.00
30' 110,000 btu radiant heater. Included heater, gas, venting and thermostat. Sub contract Martins plumbing and heating from Mannville, Vermilion	\$6,500.00	1	\$6,500.00
SUBTOTAL			\$57,550.00
GST (5%)			\$2,877.50
TOTAL			CAD \$60,427.50

Estimate will change with variations in material and delivery cost

LAVERGNE CONSTRUCTION (1988) LTD.

8009 - 102 AVENUE, PEACE RIVER, ALBERTA CANADA T8S 1M6
PHONE: (780) 624-3616 FAX: (780) 624-1662 EMAIL: lavergneconstruction@telus.net

March 5th, 2024

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

ATTN: Mike Fundytus

RE: RFP – Innisfree Fire Hall Cold Storage Renovation

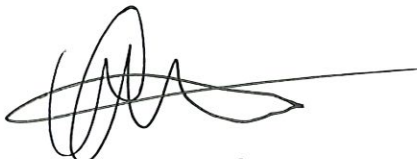
In regards to the above noted project, we are pleased to quote you the sum of \$163,853.00 + GST. This price includes for the 6" compacted aggregate and 6mil poly under slab and a prepped and poured interior slab with center sump. This price also includes for 29 ga metal on interior walls and ceilings, along with framing of interior walls with insulation and vapour barrier and new attic insulation in the ceiling space. Includes electrical for new LED light fixtures and rough ins for new plugs and ceiling fans. Includes for rough-ins and finishing of new radiant heater. This price also includes for a 31'x25' exterior apron.

Should you wish to go with a drainage sump system that is tied into your sewer lines, please add an additional \$ 12,670.00 +GST to our above mentioned price.

Thank you very much for the opportunity to submit pricing for this project. Should you have any questions, comments, or require any additional information, please feel free to contact our office.

Yours truly,

LAVERGNE CONSTRUCTION



Justise Lavergne for
Brent Lavergne
President
JL/KW



Electrical:

-Budget allowance for rough in and finishing of electrical with allowances for plugs and LED lights. Rough in for mechanical.

Plumbing & HVAC:

-Budget allowance for tube heaters.

Entryway:

Demolition and installation:

-Labour and materials necessary to install x2) openings in existing wall on pre-engineered Steel building. (One opening 5'x7' and one at 8'x7').

-Saw cut and break out existing concrete grade beam in penetrations.

-Includes **REQUIRED** portal bracing to compensate for removal of existing brace rod's on existing pre-engineered steel building. Includes engineer's stamp.

-Finished with metal flashings.

Total estimate amount (before GST): \$134,850.00

Exclusions:

-Unforeseen rot, structural issues or damage discovered upon demolition.

-Engineering and drawings for cold storage building renovation. (Not needed for renovation of cold storage portion of project)

-Permit costs. (if required)

-Issues with pre-engineered steel building discovered upon engineer's review of existing building.

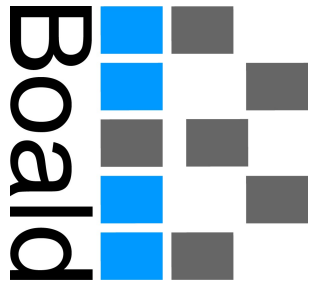


Cayden Batog

Estimator/Project Manager,

Vantage Builders Ltd.

This estimate is valid for 30 days.



PROPOSAL

Innisfree Fire Hall

Cold Storage Renovation

Boald Construction
Submitted By: Andrew Thomsen
Contact Info:
M: 28 Muir Drive
St. Albert AB. T8N 1G3
C: (780) 497-0099
E: andrew@boaldconstruction.com
Submission Date: March 6, 2024



Project Scope

Project Understanding



Pre – Construction

- Contract Award
- Sign Contracts
- Provide Construction Drawings and Specifications to Trades
- Sign Sub-Contracts
- Pre-Start Up Meeting



Mobilization

- Fencing
- Garbage Bin
- Portable Toilets



Selective Demolition



New Construction

- Mechanical Rough In
 - Gas Line
- Electrical Rough In; if required
- Back Framing
- Insulation Walls and Ceiling
- Metal Liner on Walls and Ceiling
- Overhead Door Adjustment; cut down panel to account for floor height
- Sump Installation
- Concrete Slab
- Exterior apron
- Mechanical Radiant Heater
- Electrical Finishes and Plugs



Substantial Completion

- Deficiencies Repaired



Clean Up

- Thorough Cleaning Inside and Out of Project
- Demobilization



Project Completion

- Occupancy



Warranty Period

- Warranty will start at substantial completion date 1 year

Approach and Methodology

Boald Construction intends to approach the Cold Creek water treatment project with the same methodology we carry out on all our construction projects. This methodology is geared towards turning over a completed water system within time and budget.

Boald will achieve this goal by using quality equipment, manpower and subtrades. The project will require the use of trailers, skid-steer and miscellaneous small tools. Boald will employ at least two carpenters throughout the duration and increase if needed. The subtrades contracted to complete the work will be familiar with scope and design intention as well as capable of performing the work in the time frame required.

Project Schedule











Boald Construction will be responsible for the construction portion of the project. This process will require a collaborative approach and require all party's input for a successful delivery. A well-defined Gantt Chart Schedule will be provided once sub contracts have been signed.

Base Cost Proposal









Total Proposed Amount	\$119,455.00
------------------------------	---------------------

Schedule of Values (For Changes and Time and Material)




Equipment & Subcontractor Rates

Description	Unit	Rate
Skid steer	 Hourly	 \$130.00
Mini Excavator	 Hourly	 \$95.00
Delivery (Truck and Gooseneck Trailer)	 Hourly	 \$100.00
Superintendent Tool Trailer	 Daily	 \$32.50
Fencing (Mob/Demob Extra)	 Monthly/LNFT	 \$0.66

Labor Rates

Description	Unit	Rate
Supervisor	 Hourly	 \$100.00
Journeyman (including burden)	 Hourly	 \$75.00
Skilled Carpenter (including burden)	 Hourly	 \$65.00
Skilled Laborer (including burden)	 Hourly	 \$45.00

Our Proposal is Based On:

-  Goods and Services Tax is Not Included (+GST)
-  Any unknown's will be captured in a time and material contract at 15% mark-up.
-  Above Equipment, Trade and Labor Rates are to be used when work is requested outside contract.



RFD Appendix



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Podobny



Vegreville & District Family and Community Support Services
February 26, 2024

County of Minburn
Pat Podoborozny
Chief Administrative Officer

I hope this letter finds you well. I am writing on behalf of Vegreville & District Family and Community Support Services FCSS. As we approach our milestone 50th anniversary, we are excited to celebrate this significant achievement and the impact we have made together.

To mark this occasion, we are planning a special anniversary celebration on June 13, 2024. This event will not only commemorate our 50 years of service but also serve as an opportunity to thank our supporters, volunteers, staff, and community members who have been instrumental in our journey.

As we embark on this celebration, we are seeking your support in the form of a financial contribution, we kindly request a donation of \$2000 to help cover the costs associated with the celebration.

Your contribution will make a meaningful difference in ensuring the success of our 50th-anniversary celebration.

We understand the importance of managing donor funds responsibly and assure you that your contribution will be used efficiently and effectively to support our anniversary celebration.

Thank you for considering our request. We look forward to celebrating this special occasion with you.

Sincerely,

Julie Gottselig
Vegreville & District FCSS Manager





Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Podchorzyny



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

March 14, 2024

Lavoy Action Society
Box 29
Lavoy, AB T0B 2S0

Dear Mrs. Johnston,

RE: Support for Lavoy Action Society to Apply for Grants to Conduct Community Hall Upgrades

On behalf of the the County of Minburn Council, we would like to express our support for the Lavoy Action Society and their grant applications to conduct hall upgrades at the Lavoy Community Hall.

Our community hall brings together not only the residents of Lavoy but the residents in the rural area surrounding the community. The community hall requires significant upgrades to be compliant with current regulations. The Lavoy Action Society proposes to replace the kitchen exhaust hood and fire suppression system in the hall which will ensure that our community continues to have a safe, functional hall for generations to come.

We wish you every success in the application process and look forward to your continued support and operation of the community hall in Lavoy. The partnership between our municipality and the Lavoy Action Society ensures that we will continue to have a viable, connected, and sustainable community.

Sincerely,

Roger Konieczny
Reeve, County of Minburn



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Polshinsky



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

March 14, 2024

Jennifer Filip, Chairperson
Go East Regional Tourism Organization (RTO)
Box 211, Vegreville, Alberta
T9C 1R2

Ms. Filip,

The County of Minburn is pleased to offer our support for Go East Regional Tourism (Destination Marketing) Organization for its application to the Travel Alberta Cooperative Investment Fund – Rural Development and Promotion for the Go East of Edmonton Roadtrip Adventures and Experiences Marketing Campaign.

It is our understanding that Go East of Edmonton is applying for \$150,000 of funding to support this valuable regional promotion which has been a proven success year after year. We see this application as supportive of Go East Regional Tourism's long-term vision to continue to develop, promote, support, and grow tourism which is beneficial to overall economic diversification to grow the visitor economy in north-east and east-central Alberta (Lakeland and Central Prairies regions).

We look forward to being a part of the upcoming Regional Tourism Promotion, which is an innovative, and very timely marketing effort with an overall goal to increase visitation and revenues at events, attractions, local businesses, and organizations for the 2024 summer, fall and winter seasons.

We wish you every success in the application process, and with many years of dedicated and passionate destination marketing experience, we trust Go East of Edmonton team members will again deliver results and growth for our regional tourism industry.

Sincerely,

Roger Konieczny
Reeve



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Podchorzny



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Padolony



Policy

Health and Safety

Policy Number: PS 8008-01

Supersedes Policy Number: NEW

Approved by Council:

Next Review Date:

Resolution No:

Last Review Date: TBD

POLICY STATEMENT

The County of Minburn is committed to protecting and maintaining the health and safety of all employees, contractors, and visitors at its worksites. County of Minburn leaders, managers, and supervisors commit to protecting the physical and psychological health and social wellbeing of employees. A healthy and safe workplace is the responsibility of every employee, at every level.

PURPOSE

The purpose of this Policy is to establish the general roles and responsibilities of management, supervisors, workers and contractors to ensure the health and safety of every employee.

DEFINITIONS

County – means the County of Minburn No. 27.

Contractor - a person, partnership, or group of persons who, through a contract, agreement or ownership, directs the activity of one or more employers involved in work at a worksite and are not an employee of the County (including contractors, contracted services and contract workers). Also known as “contracting employer” in Section 1(f) of the Occupational Health and Safety (OHS) Act.

Management - any worker occupying the CAO, Director or Manager position.

Supervisor - an employee whose responsibilities include supervision of other employee(s), not just those with the formal title of “supervisor”.

Worker (employee) - a person, including volunteers, engaged in an occupation.

GUIDELINES

All work performed for the County of Minburn must meet the requirements identified in the *Alberta Occupational Health and Safety Act*, Regulation, and Code and must comply with the County of Minburn Occupational Health and Safety Management Program. As a core value, occupational health and safety will be integrated into all County of Minburn work activities.

RESPONSIBILITIES

1. Management is responsible for:
 - a) Providing leadership in promoting a safe environment within the County.
 - b) Working with the County of Minburn Health and Safety Officer to address health and safety issues as they are identified.
 - c) Providing resources and support for the development and implementation of the Occupational Health and Safety Program and ensuring workers have the authority to meet their responsibilities.
 - d) Participating in health and safety activities.
2. Supervisors are responsible for:
 - a) Ensuring workers, under their supervision, follow the Occupational Health and Safety Management Program and are aware of their responsibilities.
 - b) Ensuring that workers are aware of the hazards associated with their work and use identified hazard controls.
 - c) Ensuring that workers who report to them have the qualifications, training, and experience to do the work assigned to them.
3. Workers are responsible for:
 - a) Actively participating in education and training.
 - b) Using established hazard controls.
 - c) Reporting safety issues, hazards and incidents.
 - d) Following policies, procedures, and rules to ensure the safety of themselves and others.
4. Contractors working on behalf of the County of Minburn are responsible for:
 - a) Meeting or exceeding applicable laws and legislation.
 - b) Protecting the health and safety of their employees, County of Minburn employees, other contractors, visitors, and patrons.



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Padolabony



Policy

Information Security

Policy Number: AD 1026-01

Supersedes Policy Number: NEW

Approved by Council:

Next Review Date: April 2028

Resolution No:

Last Review Date: N/A

POLICY STATEMENT

Information is a critical asset of the County. Confidentiality, integrity and availability must be protected in compliance with provincial and federal legal or regulatory requirements. This Policy shall enable efficient and effective protection of County information assets by implementing an information security management framework.

This will be achieved through a cycle of continuous improvement, and by:

- a) minimizing information security risk;
- b) ensuring personnel are trained and knowledgeable;
- c) applying appropriate security controls; and
- d) providing protection against business interruptions

PURPOSE

The purpose of this Policy is to ensure that appropriate safeguards are in place to protect information and the Information Technology systems, services, end-user equipment and network infrastructure of County of Minburn.

The objectives of Information Security Policy are:

- a) To secure the County's information assets against theft, fraud, malicious or accidental damage, breach of privacy or confidentiality, financial loss and loss of public trust; and
- b) To protect the County from damage and liability arising from the use of County computing facilities for any purposes contrary to the County's policies, and provincial and federal legal or regulatory requirements.

DEFINITIONS

County – means County of Minburn No. 27.

Information – Data or content recorded or stored in any way, including facts, events, ideas, processes, or concepts, that are specific and organized for a purpose, and to increase understanding within a certain context and timeframe. Includes the summation of all documents, records, and data under the control of County of Minburn.

Security – The practice of protecting assets against theft, fraud, malicious, or accidental damage, breach of privacy or confidentiality, financial loss and loss of public trust.

Facility – Buildings, pieces of equipment, or services that are provided for a particular purpose.

Risk – A probability or threat of damage, injury, liability, loss, or any other negative occurrence that is caused by external or internal vulnerabilities, and that may be avoided through pre-emptive action.

Security Control – Safeguards or countermeasures to avoid, detect, counteract, or minimize security risks to physical property, information, computer systems, or other assets.

GENERAL GUIDELINES

1. Security Awareness Training

Corporate Services will develop and maintain a security awareness program and ensure that all existing staff and all new staff are made aware of their role in protecting our information and that the awareness program remains current considering changing technology.

2. Information Security Risk Mitigation

Corporate Services will develop and maintain an information risk management process that applies an appropriate level of protection based on the sensitivity and value of the information

3. Security Controls

Corporate Services will partner with County departments and third-party stakeholders to establish and maintain security controls designed to protect the information entrusted to the County by our customers ensuring the integrity, confidentiality, and availability of the information.

4. Continuous Improvement

Corporate Services will be accountable to evolve the County's security program.



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Padolabony



Policy

Respectful Workplace

Policy Number: AD 1025-01

Supersedes Policy Number: NEW

Approved by Council:

Next Review Date: April 2028

Resolution No:

Last Review Date: N/A

POLICY STATEMENT

The County of Minburn is committed to ensuring a respectful workplace, free of violence and harassment, for all individuals that work in a County workplace.

PURPOSE

Accountability and responsibility for a respectful workplace is shared. The purpose of this Policy is to outline the framework for a respectful workplace and inform employees and other individuals that work or interact in a County workplace of their right and obligation to work in a respectful environment.

DEFINITIONS

County – means County of Minburn No. 27.

Contractor – a person, partnership, or group of persons who, through a contract, or an agreement with the County, directs the activities of one or more employers or self-employed persons involved at work at a workplace, and are not an employee of The County of Minburn.

Employee – any person employed by the County of Minburn on a permanent, non-permanent, full-time, or part-time basis; including all firefighting, management, and staff engaged through an employment contract.

Violence – The threatened, attempted, or actual conduct of a person that could cause physical or psychological injury or harm, including domestic or sexual violence, whether at a workplace or work related.

Workplace – a “work site” as defined by the *Occupational Health and Safety Act*: a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.

Workplace Harassment - any incident (single or repeated) of objectionable or

Page 1 of 2

unwelcome conduct, comment, bullying, discrimination, or action by a person that they know or ought to know will or would cause offence or humiliation to an employee, or adversely affects the employee's health and safety. This includes conduct, comment, bullying, or action because of a prohibited ground under human rights legislation. Reasonable conduct and feedback by supervisors and managers relating to the management and performance of employees is not workplace harassment.

GENERAL GUIDELINES

All individuals who work or interact at a County workplace have the right to a respectful environment and one that is free of workplace violence and harassment.

The County of Minburn is committed to realizing a respectful workplace through the following actions:

- a) Setting, communicating, and modeling clear expectations of employee behaviours in relation to other employees, members of the public, elected officials, and contractors.
- b) Setting and communicating expected behaviours of individuals who interact with employees including members of the public, elected officials, and contractors.
- c) Communicating that inappropriate behaviours that are contrary to the intent of this policy will not be tolerated.
- d) Identifying and eliminating or, if that is not reasonably practicable, controlling the hazards of workplace violence and harassment.
- e) Providing appropriate respectful workplace training, education, and awareness information for employees.
- f) Ensuring a process is available to raise complaints of workplace violence or harassment without fear of reprisal.
- g) Ensuring complaints of workplace violence and harassment are investigated appropriately. The privacy of all parties involved will be respected as much as possible, except where limited disclosure is necessary to address the incident or as required by law.
- h) Taking corrective action when conduct does not satisfy the established expectations.

Any individual who is subjected to workplace violence or harassment may exercise their rights under any other law, including the *Alberta Human Rights Act* and the *Occupational Health and Safety Act*.

Complaints regarding Elected Official behaviour can be submitted to any member of Council. The complaint will be investigated and responded to by Council under the provisions of the Council Code of Conduct Bylaw.

Contractors working on behalf of the County of Minburn are responsible to meet or exceed applicable laws and legislation, and protect the health and safety of their employees, The County of Minburn employees, other contractors, elected officials, and members of the public.



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Padolabony



Policy

Workplace Violence Prevention

Policy Number: AD 1024-01

Supersedes Policy Number: NEW

Approved by Council:

Next Review Date: April 2028

Resolution No:

Last Review Date: N/A

POLICY STATEMENT

Violent behavior, including the threat of violence, in the workplace is unacceptable. County of Minburn is committed to providing a workplace that is productive, safe, and respectful of its employees, volunteers, visitors, contractors, and the public.

All people working on behalf of County of Minburn have the right to work in an environment based upon mutual respect, dignity, and fairness, and one that is free from actions and behaviors that are contrary to respectful, dignified, and fair treatment of the individual.

PURPOSE

The purpose of this Policy is to outline the framework for identifying and preventing the potential for violence in the workplace; and to provide guidance for employees on how to respond should violence occur.

DEFINITIONS

Employee – any person employed by The County of Minburn on a permanent, non-permanent, full-time, or part-time basis; including all firefighting, management, and staff engaged through an employment contract.

Joint Health and Safety Committee (JHSC) – County of Minburn's Joint Health and Safety Committee, as required under section 16 of the Occupational Health and Safety Act, SA 2017, c O-2.1

Management – Any employee occupying a position classified within the management job family (includes Managers, Directors, and CAO).

Supervisor – An employee whose job responsibilities include supervision of other employee(s) (includes managers).

Violence – The threatened, attempted, or actual conduct of a person that could cause physical or psychological injury or harm, whether at a workplace or work related. Workplace – A 'work site' as defined by the Occupational Health and Safety

Page 1 of 3

Act: a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.

Work-Related – An event that occurs as a direct result of doing a job, linked to the job by time, place, and activity.

GENERAL GUIDELINES

Everyone has a role in preventing workplace violence. County of Minburn has taken steps to identify potential sources of violence in the workplace and commits to training our workforce on controls and procedures to eliminate or minimize risk. Any reported incident of violence will be investigated, and appropriate corrective measures will be taken to avoid future incidents. Contractors working on behalf of the County of Minburn are responsible to meet or exceed applicable laws and legislation, and protect the health and safety of their employees, County of Minburn employees, other contractors, visitors, and patrons.

RESPONSIBILITIES

1. **Employees** are responsible to:
 - a) Comply with this Policy and associated procedures.
 - b) Attend training associated with this Policy.
 - c) Refrain from engaging in any behavior or actions that constitutes workplace violence.
 - d) Report any incident or situation that could constitute workplace violence.
 - e) Cooperate in fact finding processes conducted pursuant to this Policy.
 - f) Maintain confidentiality of a complaint or investigation.
2. **Management and Supervisors** are responsible to:
 - a) Comply with this Policy and associated procedures.
 - b) Ensure workplace violence is an identified hazard and effective controls are implemented to prevent and/or mitigate employee exposure to workplace violence.
 - c) Ensure that employees are aware of this Policy.
 - d) Ensure that employees are provided the opportunity to attend training related to this Policy.
 - e) Foster a work environment where individuals are supported and encouraged to bring forward complaints of workplace violence.
 - f) Report, as soon as they become aware, all incidents of workplace violence.
 - g) Participate in the resolution of issues in an unbiased manner.
 - h) Initiate the incident investigation process for all incidents of reported workplace violence.
 - i) Following an investigation, implement and act on appropriate corrective actions to address the incident.

- j) Ensure the details of workplace violence and threats investigation are kept confidential, except where limited disclosure is necessary.

3. **Human Resources** is responsible to:

- a) Ensure that reported incidents involving workplace violence are investigated.
- b) Keep details of workplace violence investigation confidential, except where limited disclosure is necessary.
- c) Support departments in conducting investigations, particularly for any matters that may involve disciplinary action.
- d) Review this Policy every three years, at minimum, from the date of approval. Revisions and/or updates may occur at any time prior to the review date in consultation with the JHSC in response to an incident.
- e) Establish training requirements related to workplace violence.
- f) Involve the Occupational Health and Safety Coordinator in investigations to ensure that OHS legislative requirements are met.

CONFIDENTIALITY

County of Minburn will not disclose the circumstances related to an incident of violence or the names of the complainant, the individual alleged to have committed the violence and/or any witnesses except where limited disclosure is necessary, as follows:

- a) To investigate the incident or to take corrective action.
- b) To inform the parties involved in the incident of the results of the investigation and corrective action taken.
- c) To inform employees of a specific or general threat of violence or potential violence.
- d) As allowed or required by law.

Only the minimum amount of personal information that is necessary to inform employees of a specific or general threat of violence or potential violence will be disclosed.

INVESTIGATION AND PROTECTION FROM REPRISAL

Incidents of workplace violence will be investigated. The investigation process will be consistent, prompt, fair, and equitable in the handling of complaints and/or violations.

Retaliation against any employee who has made a complaint or who has participated in an investigation is prohibited. No employee will be penalized, reprimanded or in any way criticized when acting in good faith while following this Policy and the supporting procedures for addressing situations involving workplace violence. This Policy does not discourage employees from exercising their rights under any other law.

Any employee who violates this Policy and/or makes a violent incident complaint maliciously may be subject to discipline up to and including dismissal.



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Padolabony



Policy

Employee Code of Conduct and Ethics

Policy Number: AD 1027-01

Supersedes Policy Number: NEW

Approved by Council:

Next Review Date: April 2028

Resolution No:

Last Review Date: N/A

POLICY STATEMENT

County of Minburn employees are expected to demonstrate the highest standards of ethical business and personal behaviour in the delivery of services that reflect Council approved direction. Employees will represent the organization and community positively through their conduct and behaviours, while demonstrating the corporate values.

PURPOSE

The purpose of this policy is to outline expectations for appropriate employee conduct, provide consistent guidelines for all employees and address risk areas that employees may encounter in their work.

This policy is intended to augment any professional codes of conduct or ethics that an employee would normally follow as a result of their membership with a professional association.

DEFINITIONS

County – means the County of Minburn No. 27.

Conflict of Interest – when the interests of an employee compete or appear to compete with the interests of the County.

Employee – any person employed by the County of Minburn on a permanent, non-permanent, full- time or part-time basis; including all firefighting, management, and staff engaged through an employment contract.

Immediate Family – a spouse (includes common-law), son, daughter, parent, sibling, grandparent or grandchild of the employee or their spouse; a person permanently residing in the employee's household, or with whom the employee permanently resides; or a person under the legal guardianship of the employee or their spouse.

Information – Data or content recorded or stored in any way, including facts, events, ideas, processes, or concepts, that are specific and organized for a purpose, and to increase understanding within a certain context and timeframe. Includes the summation of all documents, records and data under the control of the County of Minburn.

Reprisal – negatively impacting an employee because the employee had, in good faith, made a report, or participated in an investigation, proceeding, or hearing with respect to a suspected violation of any County Policy, Procedure, or other rule/expectation respecting the conduct of employees.

Secondary Employment – includes paid or volunteer work an employee undertakes for another employer or work they may undertake as a self-employed person, in addition to their employment with the County of Minburn.

GUIDELINES

The County of Minburn is committed to maintain the highest standards of conduct. Employees are expected to be aware of and act appropriately when placed in circumstances where they may be in, or perceived to be in, compromising or conflict of interest situations.

Employee Behavior

1. **Personal Conduct:** Employees will conduct themselves in accordance with the County of Minburn values and in a manner that exercises good judgement, courtesy and that values the diversity of all individuals.
2. **Social Media:** Employees will represent the best interests of the County of Minburn on all personal and business social media platforms through professional and ethical conduct.

Employees will act in accordance with the County of Minburn's Social Media policy.

3. **Council Appearances:** Employees appearing before Council on their own behalf or on behalf of another organization:
 - a) Must declare to Council that they are not appearing as a representative of or on behalf of the County of Minburn.
 - b) Will not wear County of Minburn issued branded clothing or uniforms.

Disclosure

1. **Conflict of Interest Disclosure:** Employees who may have a real or perceived conflict of interest; or who feel they may be in contravention of this policy, must make a full and prompt disclosure to their manager or direct supervisor.

At the discretion of the CAO, Administration will advise Council regarding any relevant disclosures.

2. **Criminal Offence Disclosure:** Employees must immediately disclose to Human Resources if they are charged with a criminal offence.

County of Minburn Assets

- 1. County of Minburn Time and Assets:** Employees will care for and respect County time and assets, including tools and equipment, software, information and records. Personal use of County assets is prohibited, except when it is done so under the authority of other policies, procedures, guidelines and/or upon Director approval.
- 2. Collection, Use and Disclosure of Information:** As part of their employment, employees will be entrusted with information and will act accordingly to ensure that the information is protected. Employees are required to keep information private that they come across in the course of their duties.

Personal information will be collected, used and disclosed only for purposes consistent with the use for which it was collected and in accordance with the *Freedom of Information and Protection of Privacy (FOIP) Act*. Information will be secured and managed in accordance with the County of Minburn's Information Management Procedure.

Conflicts of Interest

- 1. Political Activity:** An employee may run for Council in accordance with the provisions of the *Local Authorities Election Act*.

An employee who runs as a candidate in a County municipal election must take an unpaid leave of absence. If elected, the employee must resign from their employment with the County of Minburn. If not elected the employee will return to the same position they held before the leave commenced effective the first working day after the official election results have been announced.

Employees must not engage in any election campaigning, on behalf of themselves or others, during hours in which they receive compensation from the County of Minburn or at their place of work.

Employees must not use any facilities, equipment, supplies, services, municipal logo or other resources of the County of Minburn for any election campaign or campaign-related activity unless they have paid for the resources as a member of the public.

- 2. Personal Gain, Benefit or Favouritism:** Employees will immediately disclose to their direct supervisor and remove themselves from any decision that may result in personal or monetary gain, benefit or favouritism; or any other situation in which they could influence a matter that directly or indirectly affects them or their immediate family.
- 3. Gifts and Gratuities:** Employees will not accept or provide any gift, cash, benefit or favour in exchange for special consideration or influence, or where it may be perceived to be in exchange for special treatment. High value gifts such as concert and hockey tickets and golf passes must not be accepted. If an employee is unsure if an item is classified as high value, they will contact their supervisor.

Employees may accept a token or gift that meets one of the following criteria:

- a) Hospitality among persons doing business that is reasonably necessary for conducting the County of Minburn's business (e.g. lunch or networking event).
- b) Small gifts (approx. value \$20-\$50) showing appreciation (e.g. clothing, cookies, chocolates).
- c) Advertising material or promotional items with low monetary value (e.g. calendar, note pads, pens).
- d) A corporate discount available to all County employees.
- e) A protocol item (e.g. symbolic or ceremonial gifts).
- f) A raffle or door prize.

4. Secondary Employment: Employees who engage in secondary employment:

- a) are required to disclose any secondary employment to their direct supervisor.
- b) will make it known to the secondary employer that service is provided on a personal basis only and is in no way authorized, endorsed or supported by the County of Minburn.
- c) will conduct themselves in such a manner that there will be no ethical or legal conflict of interest.

Employees may not engage in secondary employment if the outside employment:

- a) interferes with, influences or impacts the performance of duties in the County employment.
- b) provides an advantage derived from County employment.
- c) is performed in such a way as to appear to be an official act, or to represent a County opinion.
- d) involves performance of work which must be inspected or approved by another County employee where a conflict of interest or preferential treatment may exist.

5. Nepotism: Employees shall not directly supervise or exercise influence over the employment relationship of a member of their immediate family.

Employees must disclose to Human Resources where they may have an opportunity to influence the decision to hire someone with whom they have or have had a close personal relationship.

Other

1. Employees are expected to understand and follow all governing policies, procedures and guidelines.

It is not possible to document all potential ethical concerns that could arise in the course of employment. Therefore, employees should seek guidance from their supervisor or Human Resources if they have any doubt about how this policy would apply in specific situations.

- 2.** Administration will ensure that employees with ethical concerns have reporting options available to them and are supported and protected from reprisal. All reported violations of this policy will be investigated in a timely and fair manner.



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Padolabony



Policy

Information Management

Policy Number: AD 1028-01

Supersedes Policy Number: NEW

Approved by Council:

Next Review Date: April 2028

Resolution No:

Last Review Date: N/A

POLICY STATEMENT

Information is a strategic asset of County of Minburn. Having information of high quality and integrity enables the organization to make evidence-based decisions.

To ensure effective and continuous management of information throughout its lifecycle, the County will implement information governance.

PURPOSE

Information management is necessary to meet County of Minburn's operational requirements; to be compliant with legal and regulatory obligations to customers, citizens, and to the business; and to reduce risk. Furthermore, information management enables the organization to increase productivity, by enhancing the way the County performs everyday business and by maximizing the value of the information and minimizing the cost of ownership.

County of Minburn manages, protects, and preserves information:

- a) To ensure compliance with provincial and federal legal or regulatory requirements;
- b) To ensure disposition or transfer of corporate records for historical preservation and/or to maintain a collective memory;
- c) To support both freedom of information, and the protection of privacy from unauthorized access;
- d) To define appropriate security measures depending on the levels of sensitivity, and to provide guidance in their application;
- e) To provide access to all information assets to support business functions and activities for as long as they are required;

- f) To enable our workforce to be more efficient and effective, and to encourage both collaboration and innovation; and
- g) To ensure and/or guide the authenticity, reliability, integrity, and usability of information.

DEFINITIONS

County – means County of Minburn No. 27

Information – Data or content recorded or stored in any way, including facts, events, ideas, processes, or concepts, that are specific and organized for a purpose, and to increase understanding within a certain context and timeframe. Includes the summation of all documents, records, and data under the control of County of Minburn.

Content – Unstructured information which does not adhere to an approved schema or a format. This is the totality of all documents and files, including audio, images and video, under the control of County of Minburn, in either electronic or paper format.

Data – Facts, figures and statistics objectively measured according to a standard or scale such as frequency or volumes or occurrences. This term shall include statistical or factual information about image files and geographic information system data.

Information Management – The field of management responsible for efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records.

GENERAL GUIDELINES

The County is committed to providing ongoing support and continuous improvement of information management. All personnel are responsible for applying the following principles expressed in this Policy and to comply with associated procedures and processes.

The Principle of Accountability

Responsibility for information management shall be delegated to appropriate individuals. The organization shall adopt Policies, procedures, and standards to guide personnel and ensure the program can be audited.

The Principle of Integrity

An information management program shall be constructed so the information assets generated by or managed for the organization have a reasonable and suitable guarantee of authenticity and accuracy. Information aims to be provided from an authoritative source to all users.

The Principle of Availability

The organization shall maintain its information assets in a manner that ensures their timely, efficient, and accurate retrieval.

The Principle of Retention

The organization shall maintain its information assets for an appropriate time, taking into account its legal, regulatory, fiscal, operational, and historical requirements.

The Principle of Disposition

The organization shall provide secure and appropriate disposition for information assets that are no longer required to be maintained, in compliance with applicable laws and the organization's policies and procedures.

The Principle of Transparency

The organization's information management business processes and activities shall be documented in an open and verifiable manner, and that documentation shall be available to all personnel and appropriate interested parties.



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):



CAO REPORT

For Presentation at March 14, 2024 **Council Meeting**

From Date: February 16, 2024

To Date: March 8, 2024

Internal Meetings:

- County Council Meeting – February 20
- RCMP Town Hall Meeting: Lavoy – March 6

External Meetings:

- Resident Meeting: Overland Flooding Issue – February 22
- Unpaid Oil & Gas Taxes: RMA virtual meeting – February 23
- Audit Interviews: Wilde and Co. – Week of February 26

Education and Professional Development:

- Tax Rate Bylaw Webinar: GOA – February 28
- Resilience Builders Information Session: GOA – February 29
- Town Hall – Budget 2024: GOA – February 29
- 2024 Hazard Season Outlook: GOA – March 5
- Drought Planning in Alberta: GOA – March 6

Senior Leadership Team Support:

- Employee Handbook
- Human Resources and OH&S Policies
- Shortlisting and offer letters for permanent and temporary positions
- Firefighting research on volunteer recruitment strategies
- Medical First Responder research
- Communications for Land Use Bylaw
- Procurement and Contract awards
- Job Descriptions
- Emergency Management Documentation



ADMINISTRATION REPORTS

Name: Norm De Wet

Department: Operations

Reviewed by: *P. Reda*

For Presentation at: March 14, 2024 Council Meeting

From Date: February 21, 2024

To Date: March 12, 2024

Fleet/Shop Update:

- Asset Disposal: The sale of Unit 325 Cat 14M and Unit 329 Cat 160 has closed, with results being discussed at the March 14 Council meeting.

Public Works Update:

- Crews continue with road maintenance through the recent snowfall.
- The tender for the 2024 crack sealing program has closed, with results being discussed at the March 14 Council meeting.
- The 2024 Calcium program is being advertised with an application deadline of April 15, 2024. Oil pricing is currently not available and will be advertised as soon as pricing is received. The 2024 pricing is as follows, including GST:
 - 400 ft: \$672.00
 - 600 ft: \$1,008.00
 - 900 ft: \$1,512.00

Contracted Services Update:

- The tender posted by Bar Engineering for the Twp 524 Aggregate Seal Coat in Div. 7 closed on March 5, with results being discussed at the March 14 Council meeting.
- The tender for the 2024 crack sealing program has closed, with results being discussed at the March 14 Council meeting.



ADMINISTRATION REPORTS

Name: Darwin Ullery

Department: Agriculture and Utilities

Reviewed by: *P. Radobanovic*

For Presentation at: March 14, 2024. Council Meeting

From Date: January 16, 2024,

To Date: March 5, 2024

Agricultural Service Board Update:

- We assisted the Minburn and District Agricultural Society in hosting a very successful Environmental Farm Plan Workshop at the Recreation Center in Innisfree with fourteen farm families in attendance.
- Brush Mulching, Division one has been completed and at the time of writing the last project in Division two is being completed. By Council meeting date work in Division 5 should be well underway.
- Over the next month my focus will be on obtaining our Explosives Storage License renewal, completing sample grading at the Seed Cleaning Plants and executing contracts for Parks and Rec Mowing and Roadside Mowing.

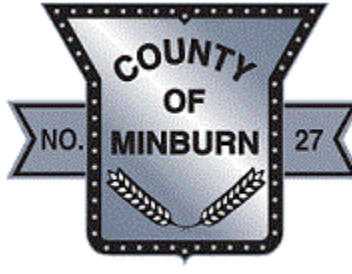
Water and Sewer Utility Update:

- Nothing to report this month.

Waste Management:

- Nothing to report this month.

Attachments: N/A



ADMINISTRATION REPORTS

Name: Davin Gegolick

Department: Planning & Community Services

Reviewed by: *P. Pedoborofny*

For Presentation at: March 14, 2024 Council Meeting

From Date: February 13, 2024

To Date: March 8, 2024

Planning Update:

- Issued development permits: fertilizer coating storage building (Pt. N 26-51-13-4), personal storage building (Pt. NW 27-49-11-4), chicken coop (SE 28-51-15-4)
- Sent draft LUB to neighbouring municipalities and agencies for comment. Sent update to website registrants. Preparing letters to mail to all landowners whose land is planned to be redistricted. Open Houses are scheduled 4-7pm: April 16 (Lavoy Hall), April 17 (Mannville Elks Hall)

Subdivision Update:

- Conducted inspections: 04-2024
- Prepared subdivision endorsement file: 02-2022, 01-2024

Economic Development Update:

- Responded to site selector request (Project EcoFarm) in collaboration with the Town of Vegreville
- Connect for Food Symposium is planned for April 15 at Vermilion Regional Center

Attachments:

- RFD – Land Use Bylaw #1348-24 First Reading
- RFD – Letter of Support – Lavoy Action Society
- RFD – Letter of Support – Go East RTO
- RFD – Subdivision file #03-2024
- RFD – Subdivision file #04-2024



ADMINISTRATION REPORTS

Name: Mike Fundytus

Department: Protective Services

Reviewed by:

For Presentation at: March 14th, Council Meeting

From Date: Feb 14th, 2024

To Date: March 5th, 2024

Fire Department Update:

Call Type	Date	Details	Station Dispatched
Medical	Feb 14	Village Medical	Mannville
Medical	Feb 28	Village Medical	Innisfree
Medical	Feb 29	Village Medical	Mannville
MVC	Feb 29	Hwy 16 Hwy 881 2 vehicle MVC. **Innisfree responded as Mannville did not have enough members to attend MVC.**	Innisfree
MVC	March 2	Hwy 16 Hwy 857	Vegreville
Medical	March 3	Village Medical	Mannville
Medicals	March 7	Village medical in Mannville. **Mannville did not have enough members to respond. Innisfree responded to call.**	Innisfree

- Total Fire Responses:
 - Mannville - 3
 - Innisfree - 3
 - Vegreville - 1
- Currently issuing fire permits till March 31.
- Received \$7,238.00 from the Alberta Fire Services Training Program Grant.
- Received \$1,000.00 from ATCO for SCBA purchase in 2023.
- Met with AEMA WUI Field Officer regarding 2024 Fire Season.
- 4 members taking NFPA 1001 Level 1 training in Vegreville.
- Concrete repair and upgrade work @ Mannville fire hall complete March 8th
- Tender for Innisfree Fire Hall Cold Storage reno is closed.

Emergency Management Update:

- Attended AEMA 2024 Hazard Season Outlook virtual session.

OH&S Update:

- Employee training ongoing.

RCMP Liaison:

- RCMP Town Hall in Lavoy March 6, 2024.



ADMINISTRATION REPORTS

Name: _____ Department: _____

Reviewed by: *P. Podchorny*

For Presentation at: _____ Council Meeting

From Date: _____ To Date: _____

Department Updates:

Department Updates Cont'd.:

Attachments:



County of Minburn No. 27
2023 Statement of Financial Position
As At February 29, 2024

FINANCIAL ASSETS	Feb/2024	Jan/2024	Dec/2023
Cash & Temporary Investments	17,787,185	18,836,465	22,912,309
Receivables			
Taxes & Grants in Place of Taxes Receivable	334,278	291,926	329,578
Due From Governments	220,989	470,783	336,862
Trade & Other Receivables	382,832	442,812	1,294,260
Long Term Receivables	499,645	506,902	514,159
Land Held for Resale	169,407	169,407	169,407
Total Financial Assets:	\$ 19,394,336	\$ 20,718,295	\$ 25,556,576
LIABILITIES	Feb/2024	Jan/2024	Dec/2023
Accounts Payable & Accrued Liabilities	10,529,261	10,521,367	13,645,998
Asset Retirement Obligation	3,211,917	3,211,917	3,211,917
Deposit Liabilities	-	-	-
Deferred Revenue	90,056	90,366	90,250
Employee Benefit Obligations	- 63,412	- 57,922	204,678
Total Liabilities:	\$ 13,767,822	\$ 13,765,728	\$ 17,152,844
Net Financial Assets:	\$ 5,626,514	\$ 6,952,568	\$ 8,403,732
NON-FINANCIAL ASSETS	Feb/2024	Jan/2024	Dec/2023
Tangible Capital Assets	34,398,308	34,398,308	34,398,308
Inventory for Consumption	22,488,950	22,448,012	22,405,825
Prepaid Expenses	- 15,691	- 15,939	277,705
Total Non-Financial Assets:	\$ 56,871,567	\$ 56,830,381	\$ 57,081,838
ACCUMULATED SURPLUS:	\$ 62,498,081	\$ 63,782,949	\$ 65,485,570
Difference:	-\$ 2,987,489	-\$ 1,702,621	



County of Minburn No. 27
2024 Revenue & Expenditure Report
For Month Ending February 29, 2024

REVENUE	2024	2024	2024	% of	Same
	Current Month	Year-To-Date	Budget	Budget	Period
				Used	Last
					Year
Net Municipal Taxes	- 33,933	- 34,731	17,698,190	-0.2%	-0.3%
User Fees & Sale of Goods	9,206	9,669	283,300	3.4%	6.7%
Government Transfers	406	9,490	3,652,096	0.3%	1.1%
Investment Income	23,673	- 193,189	529,500	-36.5%	-44.3%
Penalties & Costs on Taxes	73,029	73,517	122,000	60.3%	44.0%
Gain on Disposal of Tangible Assets	-	-	29,400	0.0%	27.1%
Other	7,072	14,322	824,125	1.7%	12.0%
Totals:	\$ 79,453	-\$ 120,923	\$ 23,138,611	-0.5%	-0.6%

EXPENDITURES	2024	2024	2024	% of	Same
	Current Month	Year-To-Date	Budget	Budget	Period
				Used	Last
					Year
Administrative & Legislative	181,538	466,047	5,146,522	9.1%	15.6%
Fire Protection & Safety Services	57,123	158,883	1,111,250	14.3%	13.6%
Emergency Dispatch Services	-	-	11,000	0.0%	82.4%
Policing Services	-	-	245,569	0.0%	0.0%
Bylaw Enforcement, Health & Safety	6,638	8,675	38,350	22.6%	3.9%
Roads, Streets, Walks, Lights	1,012,971	1,897,285	15,042,940	12.6%	5.2%
Water Supply & Distribution	9,958	13,770	261,745	5.3%	6.2%
Wastewater Treatment & Disposal	6,968	5,677	59,800	9.5%	3.4%
Waste Management	22,883	103,912	334,872	31.0%	11.8%
Family & Community Support Services	-	42,102	168,409	25.0%	24.9%
Cemeteries	-	-	8,000	0.0%	0.0%
Planning & Economic Services	41,228	94,621	387,280	24.4%	4.9%
Agricultural Services Board	24,939	36,448	584,000	6.2%	4.9%
Recreation & Library Services	76	39,146	850,049	4.6%	4.9%
Totals:	\$ 1,364,321	\$ 2,866,566	\$ 24,249,786	11.8%	7.3%

Difference:

-\$ 2,987,489

COUNTY OF MINBURN NO. 27
2024 Monthly Progress Report - At February 29, 2024

Decision Papers - Operating								
Project Name	20%	40%	60%	80%	100%	Budget	Spent	Comments
Staff Remuneration / Compensation						\$ 217,000	N/A	Implemented January 1/2024 - Ongoing costs
Admin Bldg. Mechanical & Electrical Study						\$ 52,500	\$ -	
Financial ERP System Replacement						\$ 200,000	\$ -	
Surfaced Road & Fac. Reserve Allocations						\$ 225,000	\$ -	
Fire Reserve Transfer - Annual Increase						\$ 50,000	\$ -	
Arch GIS Software						\$ 12,010	\$ 12,010	Purchased and in use
Developer's Package						\$ 10,000	\$ -	Applied for SCOP Program (Ec. Dev. Comm. Project); funding decision in March
Wapasu Lake Campground Upgrades						\$ 46,000	\$ -	
Asphalt Maintenance - Crack Sealing						\$ 37,200	\$ -	Tender closed, awarding in March
Unit #528 Excavator - Undercarriage Rpr						\$ 24,814	\$ -	
Decision Papers - Capital								
Project Name	20%	40%	60%	80%	100%	Budget	Spent	Comments
Council Chambers Rehabilitation						\$ 30,000	\$ 6,181	Council Chambers has had electrical work & has been painted
Admin Bldg. Front Entry Rehabilitation						\$ 78,000	\$ -	Obtaining quotes for Council consideration
New Fire Truck - Unit #910 Replacement						\$ 275,000	\$ -	
Innisfree Fire Station Cold Storage Upgrade						\$ 115,000	\$ -	Tender out, closes early March
AB First Responder Radio Comm. System						\$ 143,000	\$ -	Tender out
2024 CAT 160M Motor Grader						\$ 655,000	\$ 649,000	Equipment received and in use
Unit #518 Motor Scraper - Refurbishment						\$ 183,000	\$ -	Refurbishment planned for fall 2024
2024 Fleet Truck Replacements (2)						\$ 150,000	\$ -	Tender closed and awarded in Feb 2024
2024 Excavator & Mulching Head						\$ 452,000	\$ 452,995	Equipment received and in use
Lavoy Water Reservoir Generator Unit						\$ 60,500	\$ -	
BF75589 Bridge Work / Engineering						\$ 646,000	\$ 19,978	Engineering being completed by MPA
Veg Road to GrainsConnect Paving						\$ 2,657,300	\$ -	Tied to STIP application
TWP 524 Aggregate Seal Coat						\$ 276,000	\$ -	Tender Closed and going to March 14 Council meeting
Road Maintenance Activities								
Road Projects	20%	40%	60%	80%	100%	Comments		
Road Construction						Land Agreements being worked on		
Gravel Haul Program						Tender awarded to Ken-X Energy		
Oiling Projects								
Dust Controls								
Roadside Mowing								
Roadside Brushing								

Compiled March 6/2024

Vegreville Office
5253-46 Ave
Vegreville, AB
T9C 1P9
Phone 780-632-6211 Fax 780-632-6231
Email director@minburnfoundation.ca



Mannville Office
5032-49 St.
Mannville, AB
T0B 2W0

RECEIVED

February 16, 2024

FEB 21 2024

MLA Jackie Armstrong-Homeniuk
Fort Saskatchewan-Vegreville Constituency
Box 451 4927 – 51 Avenue
Vegreville, AB T9C 1M1

COUNTY OF MINBURN NO. 27

Dear Ms. Armstrong-Homeniuk

This letter is submitted on behalf of the Board of Directors of MD of Minburn Foundation. As a long time Vegreville resident, you have knowledge of the operations of the Foundation, and the important role this Foundation has played serving many seniors in this community since the opening of Homestead Lodge in 1961. Vegreville and area has been very fortunate to maintain the supportive living Lodge model over many decades with the financial assistance of the Provincial Government through LAP Grant Funding (Lodge Assistance Program), in addition to municipal requisitions from the County of Minburn No. 27, Town of Vegreville, Village of Mannville and Village of Innisfree. Without the availability of subsidized supportive living, many individuals would not have the financial ability to sustain the necessities of life in their senior years, confirming the need for this subsidized supportive living model. It is truly a blessing to have the ability to offer this in our community. MD of Minburn Foundation Board would like to update you on their activities over the past year in their quest to continue this important service to Vegreville and area residents.

In February, 2023, Board members retained the services of a consultant to provide them with a Demand Study/Options Analysis/Business Case report.

Given the significant seniors population and median household incomes along with the emerging national trend for those nearing retirement to be less financially prepared, low-income seniors may be a growing segment requiring specific policy focus by not only Foundation's member municipalities, but provincial bodies addressing health and housing issues.

The Foundation's Board of Directors has a strong commitment to ensuring seniors within their communities have access to safe, affordable housing. Accordingly, the board indicated they support the use and implementation of various capital planning and funding tools to achieve this objective. The adoption of a capital strategy precludes the upkeep and repair of current facilities; its sole purpose is (re)development to replace existing assets and meet anticipated demand.

Recognizing the aging infrastructure and changing dynamics within its catchment communities, the Foundation identified the need to strategically examine its portfolio to anticipate and be mindful of seniors' needs and wants for their future homes. The 'baby boom' demographic shift will significantly grow the senior population in the catchment while overall population growth will remain modest. The Foundation's "catchment" refers to County of Minburn No. 27, the Town of Vegreville, the Village of Innisfree, and the Village of Mannville.

1 of 2

The local area catchment has a 2021 census recorded population of 9960. Seniors age 65+ represents 23.5% of the catchment and seniors age 80+ represent 6.5% of the catchment. Homestead Lodge operates 62 units, and relative to the 80+ population bracket of 630 citizens, the supplies lodge housing to approximately 10% of seniors within this population range.

Based on current census data and application of mortality rates relative to the age 85+ population over time, a peak demand of 140 is projected. Creation of this demand is primarily the impact of baby boom bulge, with the leading edge of this cohort now age 75.

Seniors as a demographic group are anticipated to double during this period following the larger Canadian trend of aging baby boomers. This emerging reality will have challenging policy consequences for rural Albertans with respect to aging in place and access to safe affordable housing.

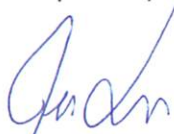
Following review and discussion of information presented in the Demand Study/Options Analysis reports, the Board agreed proceed with a phased expansion and replacement of Lodge consisting of 'Community Service / Community Affordable' units. Phase 1 will see the addition of 66 new units, retaining 24 units from year 2000 addition, and decommission old lodge. Phase 2 will see the addition of 30 units dependant on the needs of the community.

In November, 2023, this information was presented to elected officials and senior administration representing the four municipalities associated with Minburn Foundation. Conditional approval letters supporting this project has been received from 3 municipalities to date.

At their January 18, 2024 meeting, MD of Minburn Foundation Board members agreed to proceed with next steps of their Lodge Re-Development project. An RFP for Procurement of Project Manager for Homestead Lodge expansion is currently active. The Project Manager will initiate various discussions and actions to mobilize the project into engineering, architecture and design development readiness for submission to the Affordable Housing Partnership Program (AHPP), Government of Alberta in June 2024.

This information is presented to yourself with the request that you advocate for the success of this project to strengthen the Board's commitment of ensuring seniors within their communities have access to safe, affordable housing.

Respectfully submitted,



Jerrold Lemko MD of Minburn Foundation Board Chairperson

Cc County of Minburn Reeve and Council

Cc Town of Vegreville Mayor and Council

Cc Village of Mannville Mayor and Council

Cc Village of Innisfree Mayor and Council



St. Mary's Catholic School
4434 53rd Street, Vegreville, AB T9C 1A1
Ph: 780-632-3934 **Fax:** 780-632-2958
Principal: Jim Salsbury **Assistant Principal:** Darby Murphy



January 15th, 2024

RECEIVED

RE: Sponsorship of 1A Boys Basketball Provincials

FEB 21 2024

Dear Friend of St. Mary's Catholic School:

COUNTY OF MINBURN NO. 27

We are reaching out to you because of the exciting event happening this winter in Vegreville. St. Mary's Catholic School will be hosting the ASAA High School Boys 1A Provincial Basketball Championship. This is a special occurrence as it will be the first time the school has ever hosted a basketball provincial championship tournament of this magnitude. This event will include the top 12 teams of 1A Boys, their families, and supporters throughout the province and is being held March 14-16, 2024

Currently, plans are underway, and our team is well aware of the potential that hosting an event like this has for the Vegreville community as a whole. In order to garner some much-needed assistance, we are quickly networking with our supporters and we would like to invite your company to be a local sponsor of the tournament.

Would you consider sponsoring our event financially or donating an item or items for the tournament? We are looking for food items for our hospitality rooms, athletic grab bags, silent auction items, and a variety of other needs that come along with hosting a tournament of this significance. In return for your generous support, we'll work with you to identify the best ways to introduce your company to our attendees and spotlight your amazing partnership through banners in the gym and logos in the program. (We invite you to share a digital copy of your logo with us). Not only would your company be meeting a great need but it is a tremendous opportunity for your brand to gain exposure among parents, fans and in the broader Alberta area.

We understand that times are hard on local and small businesses; our Tournament Planning Committee would be happy to start a partnership at any level. If you are excited by this proposal, please reach out to us at **780.632.3934** or **stephen.hrabec@eics.ab.ca**

Yours in Athletics and Education,

Stephen Hrabec
Teacher/Tournament Volunteer
STMY Catholic School



*Office of the Minister
MLA, Calgary-Hays*

AR 113394

February 23, 2024

Reeve Roger Konieczny
County of Minburn No. 27
4909 50th Street
Vegreville, AB T9C 1R6

Dear Reeve Konieczny:

Thank you for submitting your municipality's grant application under the 2024 Fire Services Training Program. I am pleased to inform you that County of Minburn No. 27 has been approved for a grant of \$7,236.00 to carry out training as outlined in the conditional grant agreement.

Through the Fire Services Training Program, the Government of Alberta provides \$500,000 amongst eligible fire departments to offset the cost of training their members.

The conditional grant agreement will be sent separately to your Chief Administrative Officer to obtain the appropriate signatures. Once the conditional grant agreement has been signed by Municipal Affairs, the grant funds will be distributed, and a final signed copy of the conditional grant agreement will be emailed to your municipality for your records.

Municipal Affairs will be working with the Alberta Fire Chiefs Association to review the grant evaluation criteria and approval process for potential enhancements in future years. If you have any questions regarding the grant process or the conditional grant agreement, please contact the Grants Coordinator at 1-866-421-6929, or firecomm@gov.ab.ca.

Thank you for your important work and dedication to the safety of individuals in your community.

Sincerely,

Ric McIver
Minister

cc: Honourable Jackie Armstrong-Homeniuk, MLA Fort Saskatchewan-Vegreville
Pat Podoborzny, Chief Administrative Officer
Mike Fundytus, Director of Protective Services

320 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

Printed on recycled paper

February 29, 2024

Dear Chief Elected Officials:

I am writing to share information with you about *Budget 2024*, which my colleague, the Honourable Nate Horner, President of Treasury Board and Minister of Finance, has tabled in the Alberta Legislature. You will find below some details about *Budget 2024* that are most closely related to Alberta Municipal Affairs.

Budget 2024 is a responsible plan for a growing province that invests more than \$1 billion to build stronger communities across Alberta. Through these important investments, my ministry will continue to support local governments in providing fiscally responsible, collaborative, and accountable services to Albertans.

I am particularly excited about the Local Government Fiscal Framework (LGFF), which will deliver predictable capital infrastructure funding to municipalities and Metis Settlements across Alberta for many years to come. As we are all aware, the LGFF represents years of collaboration between the province and local governments, and the LGFF replaces the Municipal Sustainability Initiative (MSI) with a more sustainable model. We set the initial capital funding baseline for the LGFF at \$722 million to remain consistent with the average amount municipalities have received annually over the last three years of the MSI Capital program.

We now have a true partnership in place through the Revenue Index Factor, which will see municipal funding rise and fall at a one-to-one ratio that is based on changes in provincial revenue from three years prior. Our new framework will deliver the predictability and partnership that municipalities have long been asking for, and I would like to thank you once again for your input to the development of the LGFF to ensure it effectively supports communities and residents provincially. The MSI Operating program will continue as LGFF Operating funding and will provide \$60 million in 2024/25 to local governments to assist with your operational costs and help to respond to inflationary pressures. More information about the LGFF and the 2024 allocations can be found online.

Additionally, *Budget 2024* includes \$60 million over three years for the Local Growth and Sustainability Grant, a new grant to help relieve some of the pressures facing fast-growing communities. This new grant will help address acute infrastructure priorities and economic development opportunities. More details about the program will be shared with you later this year.

.../2

As with previous years, our budget includes capital support through the federal Canada Community-Building Fund and Investing in Canada Infrastructure Program. We are also pleased to maintain the strong support we have for public libraries with more than \$33 million going towards operating grants for libraries across the province.

Budget 2024 puts Albertans and Alberta families first by investing in strong health care, a modern education system, and supports to keep life affordable. This budget also invests in safe and supportive communities in Alberta by managing our resources wisely.

I look forward to continuing our work together over this next year as we continue to build strong and vibrant communities that contribute to a stronger province and a brighter future for Albertans and their families.

Sincerely,



Ric McIver
Minister

January 31, 2024

Ms. Pat Podoborzny
Chief Administrative Officer
County of Minburn No. 27
PO Box 550 4909 - 50 Street
Vegreville AB T9C 1R6

Dear Ms. Podoborzny:

This letter is an annual notification of the Government of Alberta's legislation for collecting a municipality's policing cost share under the Police Funding Model (PFM) Regulation. Through a system of shared responsibility between the government and municipalities, a portion of the costs of frontline policing is allotted back to each municipality based on a number of factors: population, equalized assessment, crime severity, shadow population, and detachment location.

As per the Police Funding Model (PFM) Regulation, each municipality will contribute a portion of frontline policing costs based on a 30 per cent cost recovery for the fiscal year 2023-24. Total revenue generated is estimated to be \$67,495,200 and will be reinvested in Alberta policing initiatives. For fiscal year 2024-25 and beyond, further increases to the cost recovery percentage or revenue base estimate are not planned at this time. Any changes to the PFM will not be made until consultation with municipalities has occurred, and adequate notice has been provided.

Please remit payment within 45-days of the invoice made payable to the Government of Alberta and forward to the address provided on the invoice.

Any questions related to the financial details of this invoice may be directed to the attention of Gordon Crawford at gordon.crawford@gov.ab.ca. Other background and contextual inquiries regarding the policy of PFM may be directed to Lisa Gagnier at lisa.gagnier@gov.ab.ca.

Sincerely,



Peter Lemieux, MAdem, CD1
Acting Assistant Deputy Minister

Cost Breakdown

The provincial payment generating \$67,495,200 in revenue after modifiers is calculated on an annual basis using 50 per cent population, 50 per cent equalized assessment, and modifiers/subsidies for crime severity, shadow populations, and detachment location.

Provincial Data

Revenue Generated 2023-24 after modifiers	Total Municipal Population (2022)	Total Equalized Assessment (2024)	Total Revenue Base Estimate
\$67,495,200	789,507	325,648,566,623	\$69,800,000

Municipal Data

County of Minburn No. 27	Data/Cost Breakdown
2022 Population	3,080
2024 Equalized Assessment	\$882,267,082
Equalized Assessment per capita	\$286,450
Population % of total for PFM	0.39012%
Equalized Assessment % of total for PFM	0.27093%
Amount based on 50% Population (A)	\$136,152
Amount based on 50% Equalized Assessment (B)	\$94,555
Total share policing cost C = (A + B)	\$230,706
Less modifiers:	
Subsidy from Crime Severity Index (CSI) Value (variable %) (Note 1)	\$ 711
Subsidy from Shadow Population (variable) (Note 2)	\$ 0
5% for No Detachment Subsidy (Note 3)	\$ 0
Total share with modifiers	\$229,995

Notes

Population estimate provided by Alberta Treasury Board and Finance

Equalized Assessment – an annual calculation that measures the relative wealth of a municipality creating a common assessment base. It determines the ability of a community to pay a portion of policing costs in this context.

Municipality Population / PFM Population

Municipality Equalized Assessment / PFM Equalized Assessment

Population % of provincial x 50% population x Total Base Estimate

Equalized Assessment % x 50% x Total Base Estimate

Note 1: CSI Subsidy received if above rural municipal average. Accounts for volume and seriousness of crime based on incarceration rates. A three-year average is used to calculate your average CSI.

Note 2: Shadow Population – temporary residents of a municipality employed by an industrial or commercial establishment for a minimum of 30 days within a municipal census year. Shadow populations use the municipality's services but do not contribute to its tax base. Subsidy is up to 5% of total share.

Note 3: No detachment subsidy provided if town/municipality does not have access to a detachment.

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

Action List Item No.	Motion No.	Meeting Date	Description	Percentage Completed	Person Responsible	Date Completed	Notes
2265	2023-149	19-Jun-23	Review Code of Conduct Bylaw No. 1280-19.	50%	Pat		Draft of new bylaw is being prepared and will be presented to Council in early 2024.
2310	2024-019	20-Feb-24	Include an annual operating budgetary item to STARS in the amount of \$7,000, effective 2024.	100%	Pat	22-Feb-24	Letter written to STARS informing them of the County's financial commitment.
2311	2024-023	20-Feb-24	Proceed with the \$30,000 increase to AFRRCs migration project funded from reserves.	100%	Mike	20-Feb-24	Westcan Advanced Communication solutions has been notified of Council's approval of the \$30,000 increase to the mobile radio system services and equipment.
2312	2024-024	20-Feb-24	Proceed with purchase of one half-ton Ford F-150 truck from Vegreville Ford and one one-ton Dodge Ram 3500 from Maddigan Chrysler.	100%	Norm	20-Feb-24	PO and Approvals sent to dealerships
2313	2024-036	20-Feb-24	Enter into an agreement with Ken-X Energy Ltd. for a total tender price of \$919,824.05 for the 2024 Gravel Haul Program.	100%	Norm	29-Feb-24	Agreement completed and sent for signature.