



## **AGENDA**

Committee of the Whole

May 21, 2024

9:00 a.m.

---

**1. CALL TO ORDER**

**2. CHANGES TO AGENDA & ADOPTION OF AGENDA**

**3. CONFIRMATION OF MINUTES**

**4. DELEGATIONS**

4.1 9:15 a.m. - Baily Lapp, Beairsto & Assoc. Engineering & Survey Ltd.

**5. REPORTS FOR DISCUSSION**

5.1 RR 150 ATCO Project Update

**Administration Presenter:**

Norm De Wet, Director of Operations

5.2 Flag Protocol Policy AD 1021-01

**Administration Presenter:**

Pat Podoborozny, CAO

**6. COUNCILLOR REQUESTS (INFORMATION / PROGRAM REQUESTS)**

6.1 Division Reports

6.2 Councillor Request Report

*(To add or remove items from the Councillor Request Report)*

**7. CLOSED SESSION**

**8. OPEN SESSION**

**9. MOTIONS ARISING OUT OF THE CLOSED SESSION**

**10. ADJOURNMENT**



## Committee of the Whole Meeting Minutes

April 10, 2024

Members Present: Reeve Roger Konieczny, Division 3  
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 Podoborzny, Chief Administrative Officer  
Jason Warawa, Director of Corporate Services  
Mike Fundytus, Director of Protective Services  
Trudy Shukalak, Senior Administrative Support Specialist

---

### 1. CALL TO ORDER

Reeve Konieczny called the meeting to order at 10:00 a.m.

#### **2024-W018**

**Moved by:** Councillor Anderson

THAT the Committee of the Whole excuse Deputy Reeve Kuzio from the April 10, 2024, Committee of the Whole meeting.

**Carried**

### 2. CHANGES TO AGENDA & ADOPTION OF AGENDA

#### **2024-W019**

**Moved by:** Councillor Wowdzia

THAT Item 7.3, CAO Evaluation be removed from the April 10, 2024, Committee of the Whole meeting agenda.

**Carried**

### 3. CONFIRMATION OF MINUTES

#### **2024-W020**

**Moved by:** Councillor Ogrodnick

THAT the March 13, 2024, Committee of the Whole meeting minutes be adopted as presented.

**Carried**

*Reeve Konieczny recessed the meeting at 10:53 a.m.*

*Reeve Konieczny reconvened the meeting at 10:58 a.m.*

#### **4. DELEGATIONS**

##### **4.1 Vegreville and District Family and Community Support Services (FCSS)**

Presentation on Community Childcare Initiatives that outlines the current situation of childcare options in the community and efforts to improve access to childcare in the Town of Vegreville and County of Minburn area.

##### **External Presenters:**

Litania Sankey, Vegreville FCSS Community Development Coordinator

Kayla Stepanick, Vegreville Community Daycare Interim Program Director

Meghan Saskiw, Vegreville Community Daycare Board Member

#### **5. REPORTS FOR DISCUSSION**

##### **5.1 2024 Road Oiling Program**

The Committee of the Whole was presented with information regarding the planned maintenance for the 2024 Road Oiling Program.

##### **Administrative Presenter:**

Chief Administrative Officer Pat Podoborozny

##### **2024-W021**

**Moved by:** Councillor Anderson

THAT the 2024 Road Oiling Program be accepted as information.

**Carried**

##### **5.2 Health and Safety Policy No. PS 8008-01**

In 2019, the County's Health and Safety Policy was integrated into the County's Health and Safety Manual. Under the *Alberta Occupational Health and Safety (OH&S) Act*, employers are required to establish a stand-alone health and safety policy in the workplace.

##### **Administrative Presenter:**

Director of Protective Services Mike Fundytus

##### **2024-W022**

**Moved by:** Councillor Nafziger

THAT Administration prepare an RFD for the April 15, 2024, County Council meeting recommending the approval of Health and Safety Policy PS 8008-01.

**Carried**

**ACTION: Create RFD**

### 5.3 Workplace Violence Prevention Policy No. AD 1024-01

Upon the establishment of the County of Minburn Employee Handbook, and proposed rescinding of the Personnel Policy, a stand-alone Workplace Violence Prevention Policy must be adopted to meet required legislation.

**Administrative Presenter:**

Director of Protective Services Mike Fundytus

**2024-W023**

**Moved by:** Councillor Nafziger

THAT Administration prepare an RFD for the April 15, 2024, County Council meeting recommending the approval of Workplace Violence Prevention Policy AD 1024-01.

**Carried**

**ACTION: Create RFD**

### 5.4 Respectful Workplace Policy No. AD 1025-01

Upon the establishment of the County of Minburn Employee Handbook, and proposed rescinding of the Personnel Policy, Administration is recommending Council's approval of the new Respectful Workplace Policy.

**Administrative Presenter:**

Director of Corporate Services Jason Warawa

**2024-W024**

**Moved by:** Councillor Wowdzia

THAT Administration prepare an RFD for the April 15, 2024, County Council meeting recommending the approval of Respectful Workplace Policy No. AD 1025-01.

**Carried**

**ACTION: Create RFD**

### 5.5 Information Security Policy No. AD 1026-01

The County currently does not have a policy that addresses the protection of risks associated with protecting information including the County's IT systems, processes and infrastructure. The key objectives of the proposed information security policy are to secure and protect County information against theft, fraud, data breaches, and losses whether they are financial or related to public trust.

**Administrative Presenter:**

Director of Corporate Services Jason Warawa

**2024-W025**

**Moved by:** Councillor Anderson

THAT Administration prepare an RFD for the April 15, 2024, County Council meeting recommending the approval of Information Security Policy No. AD 1026-01.

**Carried**  
**ACTION: Create RFD**

5.6 Employee Code of Conduct and Ethics Policy No. AD 1027-01

Upon the establishment of the County of Minburn Employee Handbook, and proposed rescinding of the Personnel Policy, Administration is requesting Council's approval of the new Employee Code of Conduct and Ethics Policy which outlines expectations for appropriate employee conduct, provides consistent guidelines for all employees and addresses risk areas that employees may encounter in their work.

**Administrative Presenter:**

Director of Corporate Services Jason Warawa

**2024-W026**

**Moved by:** Councillor Bentley

THAT Administration prepare an RFD for the April 15, 2024, County Council meeting recommending the approval of Employee Code of Conduct and Ethics Policy No. AD 1027-01.

**Carried**  
**ACTION: Create RFD**

5.7 Information Management Policy No. AD 1028-01

The County currently does not have a policy that addresses the overall management of information as a strategic asset that is used in the delivery of services and/or is a key component in decision making. The proposed information and management policy will ensure that the County data is managed in a way that supports operational requirements while ensuring statutory obligations are met.

**Administrative Presenter:**

Director of Corporate Services Jason Warawa

**2024-W027**

**Moved by:** Councillor Anderson

THAT Administration prepare an RFD for the April 15, 2024, County Council meeting recommending the approval of Respectful Workplace Policy No. AD 1025-01.

**Carried**  
**ACTION: Create RFD**

## 5.8 Employee Business Expense Policy No. AD 1029-01

The Committee of the Whole was presented with a new employee business expense policy to provide for payment and reimbursement of reasonable expenses incurred by employees while on authorized County of Minburn business.

**Administrative Presenter:**

Director of Corporate Services Jason Warawa

**2024-W028**

**Moved by:** Councillor Bentley

THAT Administration prepare an RFD for the April 15, 2024, County Council meeting recommending the approval of Employee Business Expense Policy No. AD 1029-01.

**Carried**

**ACTION: Create RFD**

## 5.9 Elected Officials Business Expense Policy No. CC 3013-01

The Committee of the Whole was presented with a new elected officials business expense policy to enhance public confidence in the oversight of expenses incurred by the County's Elected Officials, and to enhance accountability and transparency through routine reporting of Elected Officials' business expenses.

**Administrative Presenter:**

Chief Administrative Officer Pat Podoborzny

**2024-W029**

**Moved by:** Councillor Ogrodnick

THAT Administration present Elected Officials Business Expense Policy No. CC 3013-01 at the June 2024 Committee of the Whole meeting.

**Carried**

*Reeve Konieczny recessed the meeting at 12:00 p.m.*

*Reeve Konieczny reconvened the meeting at 12:05 p.m.*

## 5.10 2024 Final Budget Amendments

The Committee of the Whole was presented with the 2024 final budget amendments.

**Administrative Presenter:**

Director of Corporate Services Jason Warawa

**2024-W030****Moved by:** Councillor Anderson

THAT Administration prepare an RFD for the April 15, 2024, County Council meeting recommending the approval of the final budget amendments and associated tax rate bylaws.

**Carried****ACTION: Create RFD****6. COUNCILLOR REQUESTS (INFORMATION/PROGRAM REQUESTS)****6.1 Divisional Reports**

Presented by Reeve and Council

**6.2 Councillor Request Report****7. CLOSED SESSION****2024-W031****Moved by:** Councillor Wowdzia

THAT the Committee of the Whole meet in private to discuss matters protected from disclosure under the *Freedom of Information and Protection of Privacy Act (FOIP)*, specifically Section 17, harmful to personal privacy and Section 24, advice from officials at 12:31 p.m.

**Carried****7.1 Brushing: Undeveloped Road Allowance**

*FOIP* Section 17, harmful to personal privacy

Name	Reason/Purpose
Pat Podoborzny	Strategic Leader of the Organization

**7.2 Alternative Sources of Water for Agricultural Purposes**

*FOIP* Section 24 advice from officials

Name	Reason/Purpose
Pat Podoborzny	Strategic Leader of the Organization

**8. OPEN SESSION****2024-W032****Moved by:** Councillor Anderson

THAT the Committee of the Whole meeting revert to open session at 1:15 p.m.

**Carried****9. MOTIONS ARISING OUT OF CLOSED SESSION**

## **10. ADJOURNMENT**

Reeve Konieczny adjourned the meeting at 1:26 p.m.

---

Reeve

---

Chief Administrative Officer





**County of Minburn No. 27**  
**COUNCIL MEETING DELEGATION FORM**

**Delegate Information**

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

Name of Organization/Person: \_\_\_\_\_

Name of Presenter(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Delegation Information**

Topic/Issue/Concern/Etc.: \_\_\_\_\_

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

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

Have you reviewed and understand County of Minburn's Council Delegation Guidelines on page 2?

☐ Yes    ☐ No

Does the delegation require any special equipment? (Overhead projector, laptop, etc.)

☐ Yes    ☐ No

## Date and Signature

Name: \_\_\_\_\_

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

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

## Delegation Information / Guidelines

*as outlined in County of Minburn Bylaw 1290-19*

### 9. **DELEGATIONS**

- (a) *Individuals or groups may request an appointment to be heard by Council as a delegation.*
- (b) *Requests for appointments with Council from individuals or groups shall be made to the CAO in writing or electronically at least seven (7) days prior to a Regular Council meeting.*
- (c) *The request to be heard as a delegation must clearly identify the reason or purpose of the presentation.*
- (d) *After reviewing the request to be heard as a delegation, the CAO will schedule the delegation to be heard by Council at a Regular Council meeting or Committee of the Whole meeting.*
- (e) *The CAO has the authority to deny or postpone delegation requests for any reason, unless otherwise directed by Council.*
- (f) *Presentations shall be limited to ten (10) minutes unless prior arrangements and approval have been received by the CAO.*



# Consultation Responses – Proposed LUB Changes

Open House Feedback

slido



Join at [slido.com](https://slido.com)  
#4089191

① Start presenting to display the joining instructions on this slide.

## Agency Comments – TC Energy

- ▶ **TC Energy:** We recommend that all pipeline rights-of-way and associated facilities be indicated on one or more maps within the Land Use Bylaw. “Map 1 County Map West” and “Map 2 County Map East” would both be good candidates for the inclusion of the ROW’s.

- ▶ **Beairsto Recommendation:**

We recommend that Maps 1 & 2 be kept as they currently are to avoid cluttering of visuals. Additionally, Maps 3, 4, 5, 6, 7, 8, 9, 11, 12, & 13 within the LUB show rights-of ways.

slido



**Would you like to amend Maps 1 & 2  
to show all pipeline Right-of-Ways?**

① Start presenting to display the poll results on this slide.

## Agency Comments – Ducks Unlimited

- ▶ **Ducks Unlimited:** Consider including a separate definition of wetlands for clarification:

Such as ( as set out in the Alberta Wetland Policy): Wetlands are land saturated with water long enough to promote formation of water altered soils, growth of water tolerant vegetation, and various kinds of biological activity that are adapted to the wet environment.

- ▶ **Beairsto Recommendation:**

Wetlands are covered by the “Waterbody” definition and therefore do not require a separate definition. Wetlands are not referenced within the LUB specifically so there is no further clarification to be had by adding a separate definition as suggested.

- ▶ **CURRENT DEFINITION:**

**Waterbody:** means any location where water flows or is present, whether or not the flow or the presence of water is continuous, intermittent or occurs only during a flood, and includes but is not limited to wetlands and aquifers, with exceptions, as noted in the Water Act RSA 2000.

slido



**Would you prefer to set out a separate definition for Wetlands?**

① Start presenting to display the poll results on this slide.



# Agency Comments - Ducks Unlimited

- ▶ **Ducks Unlimited:** Incorporate existing wetlands more directly and explicitly into planning and development to aid avoidance and minimization of impacts to these ecosystems.
- ▶ **Beairsto Recommendation:**

We recommend to not incorporate existing wetlands separately into the wording for the LUB as these would come under a municipal, provincial or federal requirement to ensure setbacks are met and relevant technical work are undertaken prior to development. This is covered in Paragraph 4.21.8

"A Development Permit issued pursuant to this Bylaw does not exempt the applicant from the requirements of other County bylaws, or municipal, provincial, or federal easements, environmental reserve easements, covenants, conservation agreements, development agreements, statutes, regulations, licenses or codes or standards of practice."

slido



Would you prefer more direct wording for wetlands in addition to the blanket coverage provided by paragraph 4.21.8?

① Start presenting to display the poll results on this slide.

# Agency Comments - Enbridge

- ▶ 1) Mapping: We recommend that Enbridge's pipelines (and any other pipelines) and facilities be indicated on one or more maps within the LUB. Requests for GIS data from Enbridge should be sent to [notifications@Enbridge.com](mailto:notifications@Enbridge.com).

- ▶ **Beairsto Recommendation:**

We recommend that Maps 1 & 2 be kept as they currently are to avoid cluttering of visuals. Additionally, Maps 3, 4, 5, 6, 7, 8, 9, 11, 12, & 13 within the LUB show rights-of ways.

slido



**Would you like to amend Maps 1 & 2  
to show all pipeline Right-of-Ways?**

① Start presenting to display the poll results on this slide.

## Agency Comments - Enbridge

- ▶ **Enbridge:** 2) To ensure that no unauthorized ground disturbance or pipeline crossings occur when development progresses, we recommend the following policy be included within the LUB
  - a. “All development within 30m or crossings of a pipeline shall require written consent from the pipeline company and is the responsibility of the applicant to obtain prior to development approval.”

- ▶ **Beairsto Recommendation:**

We recommend to not incorporate the prescriptive text as these would come under a municipal, provincial or federal requirement to ensure setbacks are met and relevant technical work are undertaken prior to development. This is covered in Paragraph 4.21.8

"A Development Permit issued pursuant to this Bylaw does not exempt the applicant from the requirements of other County bylaws, or municipal, provincial, or federal easements, environmental reserve easements, covenants, conservation agreements, development agreements, statutes, regulations, licenses or codes or standards of practice."

slido



**Would you prefer the prescribed wording for setbacks in addition to the blanket coverage provided by paragraph 4.21.8?**

① Start presenting to display the poll results on this slide.

# Backyard Hens

- ▶ **CURRENT PROPOSED POLICY:** maximum of five (5) Backyard Hens in Hamlets.
- ▶ **FEEDBACK COMMENTS:** A number of residents felt that five (5) hens is too low, preference shown for 20 hens or for the amount to be at the discretion of the Development Authority on a case-by-case basis.

## ADDITIONAL INFORMATION:

- ▶ Alberta Farm Animal Care (AFAC) states counties across Alberta have a maximum of 3 to 8 hens per household.
- ▶ Village of Mannville permits no more than five (5) hens per household.
- ▶ Village of Innisfree permits no more than four (4) hens per household.
- ▶ Town of Lamont permits maximum of four (4) backyard hens.
- ▶ County of Vermillion River permits maximum of five (5) backyard hens.
- ▶ M.D. of Wainwright permits maximum 10 laying hens on a parcel in the Country Residential (CR) District on parcels under 1.2 ha (3.0 acres).

slido



Which of the below options would you prefer for Backyard Hens 6.4.2 (d)?

① Start presenting to display the poll results on this slide.



# Sheep & Goats in Hamlets

- ▶ **CURRENT PROPOSED POLICY:** 11.3.8 sheep and goats are permitted only within Acreage Residential (AR) District at a maximum of 5.0 units per acre.
- ▶ **FEEDBACK COMMENTS:** Some residents wanted to see sheep and goats permitted within Hamlet Residential (HR) District at the discretion of the Development Authority.

slido



Which of the below options would you prefer for Sheep and Goats in section 11.8.3?

① Start presenting to display the poll results on this slide.

# Keeping of Animals – Special Requirements

- ▶ **CURRENT PROPOSED POLICY:** there is no current policy under Section 11.4 Hamlet Residential (HR) District.
- ▶ **FEEDBACK COMMENTS:** Some residents felt that the subdivisions of Inland and Warwick are particularly rural and should have special provisions to allow the keeping of animals at the discretion of the Development Authority.

slido



Which of the below options would you prefer for Special Requirements for Inland and Warwick in Section 11.4?

① Start presenting to display the poll results on this slide.

## Subdivision of Lavoy – Urban Reserve

- ▶ **CURRENT PROPOSED POLICY:** currently proposed as Urban Reserve.
- ▶ **FEEDBACK COMMENTS:** to be consistent with the other land uses, Urban Reserve (UR) District within Subdivision of Lavoy should be changed to Agricultural (A) District, as the land is currently used for crops.



slido



Which of the below options would you prefer for *Map 7* Hamlet of Lavoy?

① Start presenting to display the poll results on this slide.

# Fences

- ▶ **CURRENT PROPOSED POLICY:** 8.2.2 (b) Front Yard fences to not exceed 1m (3.3 ft) above grade.
- ▶ **FEEDBACK COMMENTS:** Some residents feel that the height of Front Yard fences should be increased to 1.2m (4ft) as most hardware and lumber is sold at 1.2m (4ft) minimums. The policy should include that fences over 1m (3.3ft) should be subject to variance to accommodate higher fences where possible.

slido



Which of the below options would you prefer for section 8.2.2 (b)?

① Start presenting to display the poll results on this slide.



# Secondary Suites

- ▶ **PROPOSED POLICY:** 6.15.2 (b) The Secondary Suite, Accessory facilitates the agricultural operation on the subject property or enable family to reside on the subject property.
- ▶ **FEEDBACK COMMENTS:** Some residents raised concern as to why these are only for family members and how this will be monitored/enforced. There was confusion as to how it is different to standard renting and why this is not permitted/explained.

slido



Which of the below options would you prefer for section 6.15.2 (b)?

① Start presenting to display the poll results on this slide.

Consultation Responses	
Agency	Comment
Alberta Transportation and Economic Corridors	<p><b>1.</b> Pursuant to Section 618.3(1) of the Municipal Government Act (MGA), the department expects that the municipality will comply with any applicable items related to provincial highways in an ALSA plan if applicable.</p> <p><b>2.</b> Pursuant to 618.4(1) of the Municipal Government Act, the department expects that the Municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, in accordance with Policy 7 of the Provincial Land Use Policies.</p> <p><b>3.</b> The department expects that the municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 622(1) of the Municipal Government Act. In order to facilitate the mitigation of these impacts of development on the provincial highway system, the department recommends off-site levies for transportation infrastructure pursuant to Section 648(2)(c.2) of the Municipal Government Act. The department further notes willingness to work with the municipality on any requirements of Section 3.1 of the Off Site Levy Regulations for “transportation infrastructure” should the municipality choose to adopt off-site levies for transportation infrastructure.</p> <p><b>4.</b> In regard to Section 4.4 of the Land Use Bylaw and Development Not Requiring a Municipal Permit, some of these developments noted, if the lands are within the development control zone of a Provincial Highway or only have access via a highway approach (private) will require a Roadside Development Permit from Alberta Transportation &amp; Economic Corridors, including any ground disturbances in proximity or water being diverted into Highway ditch, requires consent from the Department.</p>

TC Engery	<p><b>1.</b> We recommend that all pipeline rights-of-way and associated facilities be indicated on one or more maps within the Land Use Bylaw. “Map 1 County Map West” and “Map 2 County Map East” would both be good candidates for the inclusion of the ROW’s.</p> <p>We recommend inclusion of the following policies:</p> <p><b>2.</b> To support compliance with Canada Energy Regulator requirements, when a planning, policy, land use / zoning, subdivision or development application is received that involves land within up to 400 metres of an oil or gas pipeline right-of-way, Administration shall refer the matter to the pipeline operator for review and input prior to approval.</p> <p><b>3.</b> Landowners are encouraged to collaborate with pipeline operators prior to submission of an application concerning lands that are within up to 400 metres of pipeline infrastructure (the “pipeline assessment area”).</p> <p><b>4.</b> As per Provincial and Federal regulations, all ground disturbance or development within 30 metres (the “prescribed area” or “controlled area”) or crossing a pipeline shall require written consent from the pipeline operator and is the responsibility of the applicant to obtain prior to construction.</p> <p><b>5.</b> No buildings or structures shall be installed anywhere over a pipeline right-of-way.</p> <p><b>6.</b> As part of plan preparation at all stages, applicants shall identify the location of all pipeline systems within the plan area as well as their associated setbacks as applicable based on federal, provincial or pipeline operator specifications.</p> <p><b>a.</b> Permanent buildings and structures (i.e. including a foundation or anchored to the ground) shall be located a minimum of seven (7) metres from the edge of a TC Energy right-of-way, or twelve (12) metres from the pipeline, whichever is greater.</p> <p><b>b.</b> Temporary or accessory buildings (i.e. without a foundation and not anchored to the ground) shall be located a minimum of three (3) metres from the edge of a TC Energy right-of-way.</p> <p><b>7.</b> Oil and gas pipeline rights-of-way should be preserved as passive open space. A crossing and encroachment permit/agreement must be approved by the pipeline operator for ongoing activities such as mowing or maintenance of the right-of-way.</p>
Councillor Bentley	<ul style="list-style-type: none"><li>•Parcels within Warwick should all be treated as Acreage Residential instead of Hamlet Residential as the area is more rural compared to lots within a hamlet.</li><li>•Abram Martens (most north-easterly 0.76 ac lot) had some sheep and redistricting to HR would not permit him to have the sheep.</li><li>•Darren Kirk (south of Martens lot) who owns a 1.16 ac lot is concerned that he would not be allowed to have animals on his parcel (he currently has some horses).</li><li>•Should be addressing wetlands, similar to how they’re addressed in the MDP as Ducks Unlimited have provided comment on the MDP. It was explained that the next round of consultation will include circulating to the agencies (including DU), and they will be sure to provide recommendations on wetland provisions.</li></ul>

Ducks Unlimited	<p>Consider including a separate definition of wetlands for clarification: Such as ( as set out in the Alberta Wetland Policy): Wetlands are land saturated with water long enough to promote formation of water altered soils, growth of water tolerant vegetation, and various kinds of biological activity that are adapted to the wet environment. For the following comments a goal is to incorporate existing wetlands more directly and explicitly into planning and development to aid avoidance and minimization of impacts to these ecosystems. The attached guide contains a full review of opportunities specifically for Minburn County’s Land Use Bylaw for riparian ecosystems. Similar wording can be applied to wetlands.</p> <p>Regarding zoning: Consider further integrating tools at municipal disposal to preserve natural areas including wetlands. Review further opportunities for utilization of open space districts, direct control districts, rezoning, downzoning for this purpose into the Land Use Bylaw.</p> <p>Regarding subdivisions: For new application require proponents provide information to accurately identify wetlands on site or adjacent to the site including relevant information to flooding. For clarity it is recommended to set out that the County will require maximum allowable Municipal / Environmental Reserve in relation to wetlands (and other environmentally sensitive areas) as well as any further conditions. Identify compensation, mitigation, restoration, or other management processes or programs triggered by subdivision development affecting wetlands. Research integration of the use of conservation easements into the bylaw to allow for a greater scope of protection of natural areas.</p> <p>Regarding development: Review setback requirements to ensure alignment with current evidence-based guidelines on setbacks from wetlands and other environmentally sensitive areas and establish minimum setback distances from wetlands. Prohibit disturbance or impact of wetlands and other environmentally sensitive areas. For example, require development permits for stripping and grading in proximity to riparian areas (including any waterbody, watercourse, or wetland).</p>
Enbridge	<p>Assessment &amp; Requirements The LUB was reviewed, and does not appear to contain any maps, statements or policies related to development in proximity of pipeline infrastructure. Therefore, Enbridge would like to recommend inclusion of the maps, statements and policies detailed in the recommendations below.</p> <p>Policy Recommendations: 1) Mapping: We recommend that Enbridge’s pipelines (and any other pipelines) and facilities be indicated on one or more maps within the LUB. Requests for GIS data from Enbridge should be sent to notifications@Enbridge.com. 2) To ensure that no unauthorized ground disturbance or pipeline crossings occur when development progresses, we recommend the following policy be included within the LUB a. “All development within 30m or crossings of a pipeline shall require written consent from the pipeline company and is the responsibility of the applicant to obtain prior to development approval.”</p>
Open House 16th April	
Topic	Comment
Home Park (HP) District	Do not redistrict the entire quarter section to Home Park (HP) District. Only redistrict the portion of land where the Home Park is situated.

Backyard Hens	Having a maximum of 5 backyard hens within Hamlet Residential is too low, preference shown for at least 20 hens or for the number to be at the discretion of the Development Authority on a case by case basis or subject to variance.
Permitted Number of Dwelling Units	It is unclear how many dwellings can be placed on a parcel within Agricultural (A) District. The Land Use Bylaw does not provide information.
Redistricting	The Curling Club at Ranfurly should be redistricted to General Commercial (GC) District.
Redistricting	Urban Reserve in Lavoy should be redistricted to Agricultural (A) District. The northwestern portion to be redistricted to Recreational and Institutional (RI) District.
Tiny Homes	Positive feedback for the opportunity to build Tiny Homes within the County.
Fences	Front Yard Fences should be permitted above 3.3ft the Land Use Bylaw should include that they can be subject to variance to accommodate higher fences where possible.
Open House 17th April	
Topic	Comment
Secondary Suites	Concern as to why these are only for family members and how it is different to standard renting.
Geothermal	Confusion over the lack of standards for Geothermal, community members would prefer Geothermal not to require a Development Permit if Provincial Safety Codes are to be adhered.
Sheep and Goats	Preference shown for permitting the keeping of sheep and goats within Hamlet Residential (HR) District.
Backyard Hens	Preference shown for Inland and Warwick should have a higher permitted number of Backyard Hens as these are more rural settlements compared to other Hamlets.



## **COMMITTEE OF THE WHOLE DISCUSSION PAPER**

**Topic:** RR 150 ATCO Project - Update

**Date:** May 21, 2024

---

### **Background**

As previously discussed and approved by Council, ATCO has undertaken the shoulder pull design of RR 150 south of Hwy 16 for realignment purposes. The design meets Alberta Transportation requirements and has been approved by Bar Engineering as the County's representative engineer.

### **Information for the Committee**

ATCO formally tendered this project, and it's been awarded to Road to Rail Construction (RTRC). RTRC Construction is expected to start this project towards the end of May 2024, with work to be completed within one week from the start date, weather dependant. RTRC has extensive experience on municipal road construction and shoulder pulls.

The project includes:

- Sideslope topsoil stripping.
- Shoulder Pull.
- Sideslope topsoil placement.
- Gravel Surfacing.
- Broadcast seeding

RTRC traffic accommodation plan will not restrict or block local users, and all traffic, including school buses, will be accommodated through the work zone.

### **Recommendation**

THAT the Committee of the Whole accepts the RR 150 realignment project update as information.



## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic:** Amendment to Flag Protocol Policy AD 1021-01  
**Date:** May 21, 2024

---

### Background

Flag Protocol Policy AD 1021-01 was approved by Council on May 15, 2023. Section 4 of the policy states that a new flag will be provided at no charge when requested for display at the following community organizations and Villages located within the County:

- Lavoy Action Society
- Ranfurly and District Agricultural Society
- Innisfree and District Agricultural Society
- Minburn and District Agricultural Society
- Vegreville Agricultural Society
- Village of Mannville
- Village of Innisfree
- M.D. of Minburn Foundation
- Others at the discretion of the CAO

Section 4 of the policy does not specify which flags will be provided at no charge.

The proposed amended policy has added that the National Flag of Canada, Provincial Flag of Alberta, and Flag of the County of Minburn will be provided at no charge to the community organizations and Villages located within the County of Minburn as listed.

A further amendment is the addition of the three County owned cemeteries to the list of community organizations that will be provided a new flag at no charge when requested: Ranfurly, Innisfree and Minburn.

### Financial Implications

Currently the County purchases the three flags mentioned above from Elfreida Enterprises for the following individual costs:

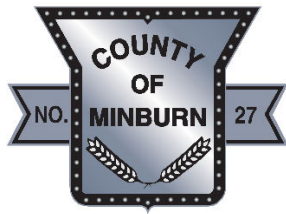
National Flag of Canada:	\$45
Provincial Flag of Alberta:	\$75
County of Minburn No. 27:	\$115

### Recommendation:

THAT Administration prepare an RFD for the May 21, 2024, County Council meeting recommending the approval of amended Flag Protocol Policy AD 1021-01-A.

**Attachments:** (1) *Proposed Flag Protocol Policy AD 1021-01-A*  
(2) *Flag Protocol Policy AD 1021-01*





# Policy

---

## Flag Protocol Policy

---

**Policy Number:** AD 1021-01-A

**Supersedes Policy Number:** AD 1021-01

**Approved by Council:** TBD

**Next Review Date:** TBD

**Resolution No:** TBD

**Last Review Date:** May 15, 2023

---

### POLICY STATEMENT

The flags flown at the County of Minburn Administration building are to be treated with respect and dignity. Proper flag etiquette is required to ensure the presentation and cultural significance of the flags are honoured.

The flying of flags at half-mast is a strong visual statement that speaks to a sense of loss shared by all and will be implemented only in circumstances that are of exceptional importance to the County.

The County of Minburn will lower flags to half-mast to commemorate solemn occasions. The lowering of flags to half-mast will be at the direction of the Province of Alberta and the Chief Administrative Officer.

### PURPOSE

The purpose of this policy is to establish the protocols for flying flags at the County of Minburn Administration building, ensure appropriate procedures are exercised in a consistent manner, and recognize the community groups and organizations within the County that will be provided flags for display at their facilities at no cost.

### DEFINITIONS

1. "County" means the County of Minburn No. 27.
2. "CAO" means the Chief Administrative Officer.
3. "RCMP" means the Royal Canadian Mounted Police.

## **GUIDELINES**

Flags will be raised, lowered, flown, maintained, and disposed of by the County in accordance with Canadian Heritage's Guidelines on Flag Etiquette in Canada and Rules for Flying the Flag.

### **1. General Flag Protocol**

- 1.1 If multiple flags are flown together in a set, all the flags must be flown at the same height (i.e. full-mast or half-mast).
- 1.2 All flags flown together in a set must be the same size in their vertical dimension.
- 1.3 Flags may be flown at night (i.e. flags do not need to be raised at sunrise and taken down at sunset daily).

### **2. Precedence of Flags**

- 2.1 When a single flag is flown, the National Flag of Canada will be flown.
- 2.2. When two flags are flown, the National Flag of Canada and the Provincial Flag of Alberta will be flown.
- 2.3 Where three flags are flown, the National Flag of Canada, the Provincial Flag of Alberta, and the Flag of County of Minburn No. 27 will be flown.
- 2.4 Despite sections 2.1 to 2.3, the Canadian Heritage's Guidelines on Flag Etiquette and Rules for Flying the Flag may direct that another flag takes precedence (for example, the flag of the Sovereign). Those guidelines take precedence over any guidelines in this policy.

### **3. Lowering Flags to Half-Mast**

#### ***Lowering flags in concert with Federal and Provincial governments***

- 3.1 County of Minburn will lower flags as directed by the Prime Minister's office and Canada Heritage (in relation to the Canadian Flag) and the Alberta Premier's office and Alberta Protocol (in relation to the Canadian Flag and the Alberta Provincial Flag).

#### ***Lowering flags at the County of Minburn Administration Building***

- 3.2 County of Minburn will lower flags to half-mast at the County of Minburn Administration building:
  - a. from the time of notification of death until sunset the day of the funeral or memorial service for:
    - i. the Sovereign
    - ii. a member of the immediate Royal family
    - iii. a current or former Governor General of Alberta
    - iv. a current or former Prime Minister of Canada
    - v. a current or former Lieutenant Governor of Alberta
    - vi. a current or former Premier of Alberta
    - vii. a current Mayor or Councillor of the County of Minburn

### ***Lowering flags at the CAO's Direction***

3.3. The CAO at her/his discretion may direct that County of Minburn lower flags to half-mast at the County of Minburn Administration building, for such time and under such circumstances as the CAO directs.

## **4. Flag Display/Distribution**

4.1 A new National Flag of Canada, Provincial Flag of Alberta, and Flag of the County of Minburn No. 27 will be provided at no charge, when requested to the following community groups, organizations and Villages for display at their locations including entrances, facilities and properties:

- a. Lavoy Action Society
- b. Ranfurly & District Recreation & Agricultural Society
- c. Innisfree & District Agricultural Society
- d. Minburn & District Agricultural Society
- e. Vegreville Agricultural Society
- f. Village of Mannville
- g. Village of Innisfree
- h. M.D. of Minburn Foundation
- i. Ranfurly Cemetery
- j. Innisfree Cemetery
- k. Minburn Cemetery
- l. Others at the discretion of the CAO



## ADMINISTRATION

**Title:** Flag Protocol Policy

**Policy Number:** AD 1021-01

**Approved by Council:** May 15, 2023

**Resolution No:** 2023-108

**Supersedes Policy Number:** New

**Next Review Date:** May 2027

**Last Review Date:** N/A

---

### POLICY STATEMENT

Flags at the County of Minburn Administration building are flown to show respect and dignity. Proper flag etiquette is required to ensure the presentation and cultural significance of the flags are honoured.

The flying of flags at half-mast is a strong visual statement that speaks to a sense of loss shared by all and will be implemented only in circumstances that are of exceptional importance to the County.

The County of Minburn will lower flags to half-mast to commemorate solemn occasions. The lowering of flags to half-mast will be at the direction of the Province of Alberta and the Chief Administrative Officer.

### PURPOSE

The purpose of this policy is to establish the protocols for flying flags at the County of Minburn Administration building, and to ensure appropriate procedures are exercised in a consistent manner.

### DEFINITIONS

1. "County" means the County of Minburn No. 27.
2. "CAO" means the Chief Administrative Officer.
3. "RCMP" means the Royal Canadian Mounted Police.

### GUIDELINES

Flags will be raised, lowered, flown, maintained, and disposed of by the County in accordance with Canadian Heritage's guidelines on Flag Etiquette in Canada and Rules for flying the Flag.

## **1. General Flag Protocol**

- 1.1 If multiple flags are flown together in a set, all the flags must be flown at the same height (i.e. full-mast or half-mast).
- 1.2 All flags flown together in a set must be the same size in their vertical dimension.
- 1.3 Flags may be flown at night (i.e. flags do not need to be raised at sunrise and taken down at sunset daily).

## **2. Precedence of Flags**

- 2.1 When a single flag is flown, the National Flag of Canada will be flown.
- 2.2. When two flags are flown, the National Flag of Canada and the Provincial Flag of Alberta will be flown.
- 2.3 Where three flags are flown, the National Flag of Canada, the Provincial Flag of Alberta, and the Flag of County of Minburn No. 27 will be flown.
- 2.4 Despite sections 2.1 to 2.3, the Canadian Heritage's guidelines on Flag Etiquette and Rules for flying the Flag may direct that another flag takes precedence (for example, the flag of the Sovereign). Those guidelines take precedence over any guidelines in this policy.

## **3. Lowering Flags to Half-Mast**

### ***Lowering flags in concert with Federal and Provincial Grants***

- 3.1 County of Minburn will lower flags as directed by the Prime Minister's office and Canada Heritage (in relation to the Canadian Flag) and the Alberta Premier's office and Alberta Protocol (in relation to the Canadian Flag and the Alberta Provincial Flag).

### ***Lowering flags at the County of Minburn Administration Building***

- 3.2 County of Minburn will lower flags to half-mast at the County of Minburn Administration building:
  - a. from the time of notification of death until sunset the day of the funeral or memorial service for:
    - i. the Sovereign
    - ii. a member of the immediate Royal family
    - iii. a current or former Governor General of Alberta
    - iv. a current or former Prime Minister of Canada
    - v. a current or former Lieutenant Governor of Alberta
    - vi. a current or former Premier of Alberta
    - vii. a current Mayor or Councillor of the County of Minburn

### ***Lowering flags at the CAO's Direction***

- 3.3. The CAO at her/his discretion may direct that County of Minburn lower flags to half-mast at the County of Minburn Administration building, for such time and under such circumstances as the CAO directs.

#### **4. Flag Display/Distribution**

- 4.1 A new flag will be provided at no charge, when requested, for display at locations including entrances, facilities and properties that wish to present a visual statement of the County. The County may provide a flag at no charge to the following:
- a. Lavoy Action Society
  - b. Ranfurly & District Recreation & Agricultural Society
  - c. Innisfree & District Agricultural Society
  - d. Minburn & District Agricultural Society
  - e. Vegreville Agricultural Society
  - f. Village of Mannville
  - g. Village of Innisfree
  - h. M.D. of Minburn Foundation
  - i. Others at the discretion of the CAO



**COMMITTEE OF THE WHOLE  
DIVISION REPORT**

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

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

**For Presentation at** \_\_\_\_\_ **Committee of the Whole Meeting**

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

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

**Resident Concerns:**



**COMMITTEE OF THE WHOLE  
DIVISION REPORT**

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

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

**For Presentation at** \_\_\_\_\_ **Committee of the Whole Meeting**

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

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

**Resident Concerns:**





**COMMITTEE OF THE WHOLE  
DIVISION REPORT**

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

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

**For Presentation at** \_\_\_\_\_ **Committee of the Whole Meeting**

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

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

**Resident Concerns:**



**COMMITTEE OF THE WHOLE  
DIVISION REPORT**

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

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

**For Presentation at** \_\_\_\_\_ **Committee of the Whole Meeting**

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

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

**Resident Concerns:**



**COMMITTEE OF THE WHOLE  
DIVISION REPORT**

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

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

**For Presentation at** \_\_\_\_\_ **Committee of the Whole Meeting**

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

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

**Resident Concerns:**



**COMMITTEE OF THE WHOLE  
DIVISION REPORT**

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

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

**For Presentation at** \_\_\_\_\_ **Committee of the Whole Meeting**

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

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

**Resident Concerns:**



**COMMITTEE OF THE WHOLE  
DIVISION REPORT**

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

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

**For Presentation at** \_\_\_\_\_ **Committee of the Whole Meeting**

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

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

**Resident Concerns:**

Request #	Councillor Name	Request Title	Request	Responding Dept	Response	Response Date	Status
CR29	Deputy Reeve Kuzio	Grants for 4-H to purchase panels	Looking into non-government grants for youth organizations	Office of the CAO			In progress
CR30	Deputy Reeve Kuzio	Solar Crosswalk lights in Ininisfree	Resident concerned about the speed past the school and millenium building in Innisfree and would County write a letter to Village supporting the installation	Office of the CAO			In progress
CR24-02	Council	Bylaw Enforceme	Discuss Bylaw Enforcement Options with the Town of Vegreville	Office of the CAO			In progress
CR24-09	Councillor Ogrodnick	EIPS	Inquire on Liasion meetings	Office of the CAO	Looking to meeting with a few board members in Fall 2024		In progress
CR24-15	Councillor Nafzinger	Renewable Energy - What Landowners Need to Know	Could I contact MD of Wainwright to see how the respoinse was to this event.	Operations	MD of Wainwright reached out to us and said that attendance was good. They sent some suggestions for an enhanced event experience, we will look into offering something similar this fall.		Completed.
CR24-16	Councillor Nafzinger	Alberta Hub - Municipal Expenses	Calculate the costs associated to having a Councillor representing the County on the Alberta HUB.	Office of the CAO	Information sent to the Alberta HUB	10-May	Completed.
CR24-17	Deputy Reeve Kuzio	Flag Policy	Asked for Alberta flag for Ranfurly Ag Society	Office of the CAO	Flag Policy doesn't include which flags Council will provide at no cost, Policy will be amended to refernce this		In progress
CR24-18	Deputy Reeve Kuzio	Alberta Counsel Grant Writing	Check into if Alberta Counsel provides free grant writing services to Ag Societies	Office of the CAO	Reached out to Alberta Counsel and provided information to Council on the process for accessing Grant Writing Services for Ag Socities.	26-Apr	Completed
CR24-19	Council	Requiremnt to provide fire response	Check into the legal obligations of a County to provide Fire Sevice	Office of the CAO	All municipal districts are required under the Forest and Prairie Protection Act to provide fire services.	26-Apr	Completed
CR24-20	Deputy Reeve Kuzio	RPAP Skills Day	County bags for attendees of the RPAP Skills Day	Office of the CAO	Bags delivered	1-May	Completed
CR24-21	Councillor Anderson	Terms of Reference	Assist the Vermilion Physician Recruitment with developing their Terms of Reference	Office of the CAO	Reached out to RMRF for advice, CAO working on the terms of reference for the committee to review		In progress