



## **AGENDA**

**March 19, 2026 – County Council Meeting**

**10:00 a.m.**

- 1. Call to Order**
- 2. Changes to Agenda and Adoption of Agenda**
- 3. Confirmation of Minutes**
  - 3.1 February 17, 2026 Council Meeting
- 4. Delegations**
  - 4.1 Wilde & Company Chartered Accountants - 10:00 a.m.
- 5. Council Priorities**
- 6. Requests for Decision**
  - 6.1 Bylaw No. 1373-26 First Reading
  - 6.2 Minburn Landfill Environmental Site Assessment
  - 6.3 Subdivision File #01-2026
  - 6.4 Subdivision File #02-2026
  - 6.5 Subdivision File #03-2026
  - 6.6 Subdivision File #04-2026
  - 6.7 EATC Local to Global Forum Sponsorship
  - 6.8 New Policy PDS 7006-01 - Growing Futures Scholarship
  - 6.9 Mannville Fire Station Yard Upgrades
  - 6.10 Grader Replacement Policy
  - 6.11 Bridge Maintenance 2026
  - 6.12 Draft Investment Policy
  - 6.13 2025 Audited Financial Statements
  - 6.14 July Committee of the Whole Meeting - Date Change
  - 6.15 Elected Officials Additional Conference and Tour
  - 6.16 Closure of Lacombe Research and Development Centre
  - 6.17 County of Vermilion River Intermunicipal Collaboration Framework Agreement
  - 6.18 Mannville-Minburn-Innisfree (M-M-I) FCSS Meeting
  - 6.19 Lampburg Cemetery Funding Request
- 7. Reports**
  - 7.1 Reeve
  - 7.2 Council
  - 7.3 CAO
  - 7.4 Operations
  - 7.5 Planning and Community Services
  - 7.6 Protective Services
  - 7.7 Corporate Services
- 8. Correspondence and Information Items**
  - 8.1 Elk Island Public Schools re Annual Education Results Report
  - 8.2 National Police Federation Media Release
  - 8.3 BTPS Letter to Minister of Education re Innisfree Delnorte School
  - 8.4 County of Vermilion River Invitation to Grand Opening of Administration Building
  - 8.5 STARS Thank You
  - 8.6 Royal Canadian Legion Invitation, March 27, 2026 Luncheon
  - 8.7 Alberta Municipal Affairs Letter to Town of Vegreville re ACP Funding

**9. Councillor Requests (Information Requests and Notices of Motion)**

9.1 Action Item List

**10. Closed Session**

10.1 Leasing of County Owned Agricultural Lands  
*ATIA Section 29, Advice from officials*

10.2 Hydrant Replacement Request for Quotation  
*ATIA Section 29, Advice from officials*

**11. Open Session**

**12. Motions Arising out of the Closed Session**

**13. Adjournment**



**COUNCIL MEETING MINUTES**

**February 17, 2026**

Council Members Present: Reeve Konieczny, Division 3  
Deputy Reeve Tara Kuzio, Division 5  
Councillor Joey Nafziger, Division 1 (virtually)  
Councillor Ray Nedzielski, Division 2  
Councillor Allen McCutcheon, Division 4  
Councillor Carl Ogrodnick, Division 6  
Councillor Jerri Ziegler, Division 7

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

**1. CALL TO ORDER**

Reeve Konieczny called the meeting to order at 9:15 a.m.

**2. ADOPTION OF AGENDA**

**2026-020**

**Moved by:** Deputy Reeve Kuzio  
THAT the February 17, 2026 regular Council meeting agenda be adopted as amended with the addition of closed session item 2025 Financial Reserve Allocation.

**Carried**

**3. CONFIRMATION OF MINUTES**

3.1 January 19, 2026 County Council Meeting

**2026-021**

**Moved by:** Councillor Nedzielski  
THAT the January 19, 2026 regular Council meeting minutes be adopted as presented.

**Carried**

**4. DELEGATIONS**

**5. COUNCIL PRIORITIES**

**2026-022**

**Moved by:** Councillor Ziegler  
THAT the Council Priorities be accepted as information.

**Carried**

**6. REQUESTS FOR DECISION**

6.1 County Reserve Land Lease and Future Use

**2026-023**

**Moved by:** Councillor Nedzielski  
THAT County Council directs Administration to pursue a maintenance-type agreement for Lots R and P, Block 2, Plan 2957ET.

**Carried**

**2026-024**

**Moved by:** Councillor McCutcheon

THAT County Council directs Administration to initiate the process to remove reserve designation on Lots R and P, Block 2, Plan 2957ET.

**Carried**

6.2 Vegreville Fire Services Raffle Sponsorship

**2026-025**

**Moved by:** Councillor Ziegler

THAT County Council denies the request for sponsorship for the Vegreville Fire Services Raffle.

**Carried**

6.3 Alberta Lamb Producers Livestock Guardian Dog Best Management Practices (BMP) Funding Request

**2026-026**

**Moved by:** Councillor Ogradnick

THAT County Council moves not to approve a donation to the Alberta Lamb Producers Guardian Dog BMP Project.

**Carried**

6.4 Dust Abatement Policy

**2026-027**

**Moved by:** Deputy Reeve Kuzio

THAT County Council moves to approve Policy OP 9001-03, Dust Abatement.

**Carried**

6.5 Oiled Roads Policy

**2026-028**

**Moved by:** Councillor Nedzielski

THAT County Council moves to approve updated policy OP 9002-02, Oiled Roads to align with the new policy formatting standard.

**Carried**

6.6 Light Vehicle Replacement Policy

**2026-029**

**Moved by:** Deputy Reeve Kuzio

THAT County Council moves to approve updated Policy OP 9029-02 Light Vehicle Replacement Policy to align with the new policy formatting standard.

**Carried**

6.7 Emergent Road Repair/Gravelling Policy

**2026-030**

**Moved by:** Councillor Nedzielski

THAT County Council moves to repeal Policy OP 9020-01-A, Emergent Road Repair/Gravelling.

**Carried**

6.8 Road Improvements and Construction Contracts Policy

**2026-031**

**Moved by:** Councillor McCutcheon

THAT County Council moves to repeal Policy OP 9007-01-A, Road Improvement/Construction Contracts.

**Carried**

6.9 Disposal of Capital Equipment

**2026-032**

**Moved by:** Councillor Ogrodnick

THAT County Council move to rescind resolution 2025-188 approving the sale by tender of Units 326 and 330 following delivery of the new graders.

**Carried**

**2026-033**

**Moved by:** Councillor Nedzielski

THAT County Council approve the disposal by tender of two grader units, being Units 333 and 330, following the delivery and placement into service of the two new Cat 160 graders approved in the 2026 Capital Budget.

**Carried**

6.10 Borrowing Bylaw No. 1372-26 - Bridge File 72570

**2026-034**

**Moved by:** Councillor Ogrodnick

THAT County Council give first reading to Borrowing Bylaw 1372-26 for the construction of local bridge file BF72570.

**Carried**

6.11 Elected Officials Business Expense Policy

**2026-035**

**Moved by:** Deputy Reeve Kuzio

THAT County Council approve Elected Officials Business Expense Policy CC 3013-03.

**Carried**

6.12 Regional Recreation Feasibility Study

**2026-036**

**Moved by:** Councillor Nedzielski

THAT County Council directs administration to notify the Town of Vegreville that with the Regional Recreation Feasibility Study now complete and the project shown to be financially unfeasible, the County of Minburn will no longer be participating in the Regional Recreation Feasibility Committee.

**Carried**

**7. Reports**

7.1 Reeve

7.2 Council

*Reeve Konieczny recessed the meeting at 10:07 a.m.*

*Reeve Konieczny reconvened the meeting at 10:17 a.m.*

7.3 CAO

7.4 Operations

7.5 Planning and Community Services

7.6 Protective Services

7.7 Corporate Services

**2026-037**

**Moved by:** Councillor Ziegler

THAT Council accepts the reports as presented.

**Carried**

**8 CORRESPONDENCE AND INFORMATION ITEMS**

- 8.1 Meeting with Minister of Municipal Affairs at RMA Fall Convention
- 8.2 Vegreville RCMP re Attendance RMA Spring Convention
- 8.3 Vegreville RCMP re Quarterly Community Policing Report
- 8.4 Vegreville Cultural Association re Furniture Donation

**2026-038**

**Moved by:** Councillor Nedzielski

THAT Council accept the correspondence as information.

**Carried**

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

- 9.1 Action Item List

**2026-039**

**Moved by:** Deputy Reeve Kuzio

THAT Council accept the Action Item List as information.

**Carried**

*Audra Kropielnicki and Mike Fundytus left the meeting at 10:57 a.m.*

**10. CLOSED SESSION**

**2026-040**

**Moved by:** Councillor Nedzielski

THAT County Council meet in private to discuss matters protected from disclosure under the *Access to Information Act (ATIA)* specifically Section 30, Disclosure harmful to economic and other interests of a public body at 10:57 a.m.

**Carried**

- 10.1 County of Minburn - Village of Innisfree Municipal Boundary *ATIA Section 30*, Disclosure harmful to economic and other interests of a public body

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

*Davin Gegolick left the meeting at 11:15 a.m.*

- 10.2 2025 Financial Reserve Allocation  
*ATIA Section 29, Advice from officials*

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

*Jason Warawa left the meeting at 11:25 a.m.*

**11. OPEN SESSION**

**2026-041**

**Moved by:** Councillor Ziegler

THAT County Council move to revert to Open Session at 11:28 a.m.

**Carried**

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

12.1 2025 Financial Reserve Allocation

**2026-042**

**Moved by:** Councillor Ziegler

THAT Council allocate \$2.8M to the following Financial Reserves as follows: \$1M to Bridge Reserves, \$1M to Hamlet Reserve and \$800,000 to Facility Reserve.

**Carried**

**13. ADJOURNMENT**

Reeve Konieczny declared the meeting adjourned at 11:31 a.m.

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Reeve

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Chief Administrative Officer

# STRATEGIC PRIORITIES CHART (March 2026)

## COUNCIL PRIORITIES

<b>NOW</b> <b>1. UPDATED HEALTH AND SAFETY MANUAL</b> <b>2. ERP CONVERSION PROJECT</b> <b>3. PROJECTS – PLANNING FOR 2026</b>	<b>TIMELINE</b> March 2026 May 2026 March 2026
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<b>NEXT</b> <ul style="list-style-type: none"> <li>• STRATEGIC PLAN – July 2026</li> <li>• VILLAGE FIRE SERVICE AGREEMENTS - July 2026</li> <li>• LAVOY ACTION SOCIETY AND ROTARY PEACE PARK LEASE AGREEMENTS – March 2026</li> </ul>	<b>ADVOCACY</b> <ul style="list-style-type: none"> <li>• <i>Policing Services/Costs (RMA)</i></li> <li>• <i>Bridge Funding Continuity (RMA)</i></li> <li>• <i>Reinstatement of Gopher Control (Federal)</i></li> <li>• <i>On-Farm Slaughter Sales (Provincial)</i></li> <li>• <i>SL3/SL4 Seniors Facility Support (AHS)</i></li> <li>• <i>Non-Potable Water Resources for Ag Producers (AEP)</i></li> <li>• <i>Rural Medical Services (RMA)</i></li> </ul>
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## ADMINISTRATIVE INITIATIVES

<b>OFFICE OF THE CAO</b>	<b>CORPORATE SERVICES</b>
<ol style="list-style-type: none"> <li>1. Year end reports – March 2026</li> <li>2. Privacy Management Program – June 2026</li> <li>3. Policy and Bylaw Review – May 2026</li> <li>4. STRATEGIC PLAN – July 2026</li> <li>5. Non-profit and Society agreement review- May 2026</li> <li>6. Town of Vegreville Recreation &amp; Waste Agreements – July 2026</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>ERP CONVERSION PROJECT</b> – March 2026</li> <li>2. Investment Policy – March 2026</li> <li>3. Update HR Handbook – March 2026</li> <li>4. Financial Year End &amp; Audit – February 2026</li> <li>5. Update Procurement Policies – April 2026</li> <li>6. Artificial Intelligence Policy – April 2026</li> <li>7. 2026 Final Budget &amp; Tax Rate Bylaw – April 2026</li> </ol>
<b>Planning and Community Services</b>	<b>Protective Services</b>
<ol style="list-style-type: none"> <li>1. ROTARY PEACE PARK LEASE AGREEMENT – March</li> <li>2. County Scholarship Proposal – March 2026</li> <li>3. Crossroads Newcomer’s Pkg – March 2026</li> <li>4. New Business Recognitions – May 2026</li> <li>5. Update Rural Broadband Policy – July 2026</li> <li>6. Automated DP Permitting Implementation – July 2026</li> <li>7. New Cemetery Signage – August 2026</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>UPDATED HEALTH AND SAFETY MANUAL</b> – March 2026</li> <li>2. Bylaw Enforcement Role – Ongoing</li> <li>3. Fire Fighter Recruitment – Ongoing</li> <li>4. Review Mutual Aid Agreements – March 2026</li> <li>5. VILLAGE FIRE SERVICE AGREEMENTS - July 2026</li> </ol>
<b>OPERATIONS</b>	<b>AGRICULTURE &amp; UTILITIES</b>
<ol style="list-style-type: none"> <li>1. Operations Shop Concept Investigation –needs strategic plan from Council</li> <li>2. PROJECTS - PLANNING for 2026</li> <li>3. Asphalt Asset Management Plan – March 2026</li> </ol>	<ol style="list-style-type: none"> <li>1. Northern Alberta Farm Family Award – May 2026</li> <li>2. Rollout of Coyote Harvest Program – Ends April 1, 2026</li> <li>3. Summer Project Planning for 2026 – April 2026</li> </ol>

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

<b>2 – 3 Year OUTLOOK</b> <ol style="list-style-type: none"> <li>1. <i>Service Level Review – Infrastructure replacement and maintenance</i></li> <li>2. <i>Facility Review – Costing, replacement, ongoing maintenance</i></li> </ol>
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# Council Request for Decision (RFD)

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

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

Department: \_\_\_\_\_

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

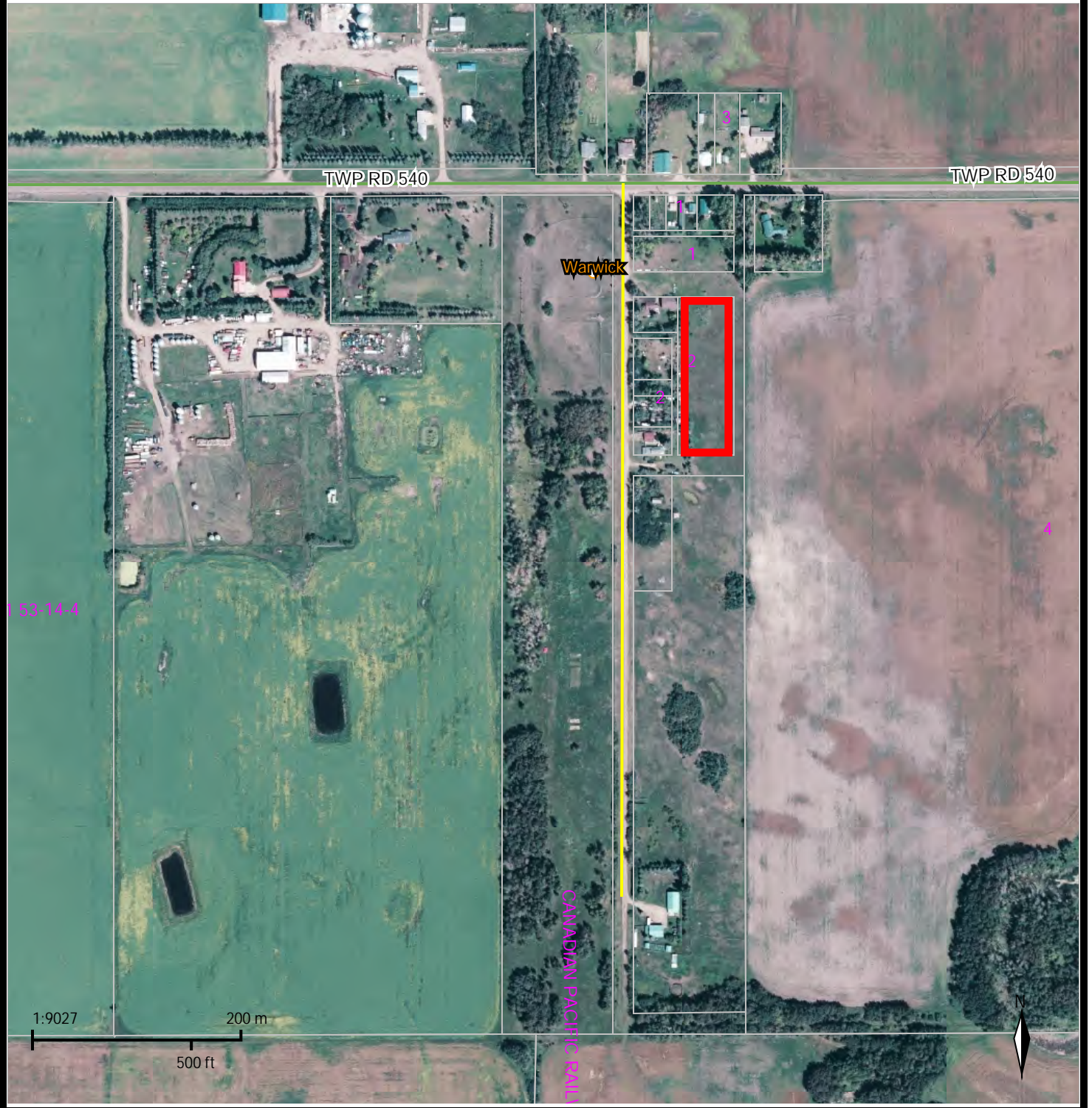
Reviewed By: \_\_\_\_\_



## RFD Appendix

A large, empty rectangular box with a thin black border, intended for the RFD Appendix content.

Lots R, P, Block 2, Plan 2957ET (Warwick) - 2 acres



The data provided is for informational purposes only and is not guaranteed to be accurate or up to date. County of Minburn is not responsible for errors, omissions, or for any results obtained from the use of this information. Users of these maps or data should independently verify any information before relying on it for business or personal decisions. The County will not be liable for any damages arising from the use of this map or the data contained within. The County may incorporate data from third-party sources and is not responsible for verifying the accuracy of third-party information. This map and the information contained herein are provided "as is" without warranty of any kind, whether express or implied.

**COUNTY OF MINBURN NO. 27**

**BYLAW NO. 1373-26**

A BYLAW OF THE COUNCIL OF THE COUNTY OF MINBURN NO. 27, VEGREVILLE, IN THE PROVINCE OF ALBERTA TO REMOVE THE MUNICIPAL RESERVE DESIGNATION FROM LANDS WITHIN THE COUNTY.

**WHEREAS** Part 17, Section 675(1) of the *Municipal Government Act*, Revised Statutes of Alberta (RSA), 2000, Chapter M-26.1, provides that a Council may pass a Bylaw to remove the designation 'municipal reserve' from a lot.

**AND WHEREAS** Council deems it is appropriate and desirable to proceed with a Bylaw to remove the municipal reserve designation from a number of lots.

**AND WHEREAS** Council desires to sell, lease or otherwise dispose of the lots.

**AND WHEREAS** pursuant to Part 17, Section 674 of the *Municipal Government Act*, Revised Statutes of Alberta (RSA), 2000, Chapter M-26.1, requires Council to hold a public hearing and advertise such a Bylaw in accordance with Section 203 and Section 606 of the Act respectively.

**NOW THEREFORE** the Council of the County of Minburn No. 27 in the Province of Alberta, duly assembled hereby propose the following bylaw:

That the municipal reserve designation be removed on the following lands described below:

1. Lots (R) (Reserve) and (P) (Park Reserve), Block Two (2), Plan 2957ET.

Pursuant to Section 675(2) of the *Municipal Government Act*, the Registrar for the North Alberta Land Registration District shall make all cancellations, issue all new certificates of title and do such things as are necessary, in their opinion, to give effect to this Bylaw; including, but not restricted to, carrying forward all encumbrances, charges, liens, interests, and reservations as to mines and minerals in the existing certificate(s) of title.

FIRST READING ..... March 19, 2026

PUBLIC HEARING held on the \_\_\_ day of \_\_\_, 2026

SECOND READING.....

THIRD READING .....

\_\_\_\_\_  
Reeve

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



# Council Request for Decision (RFD)

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

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

Department: \_\_\_\_\_

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

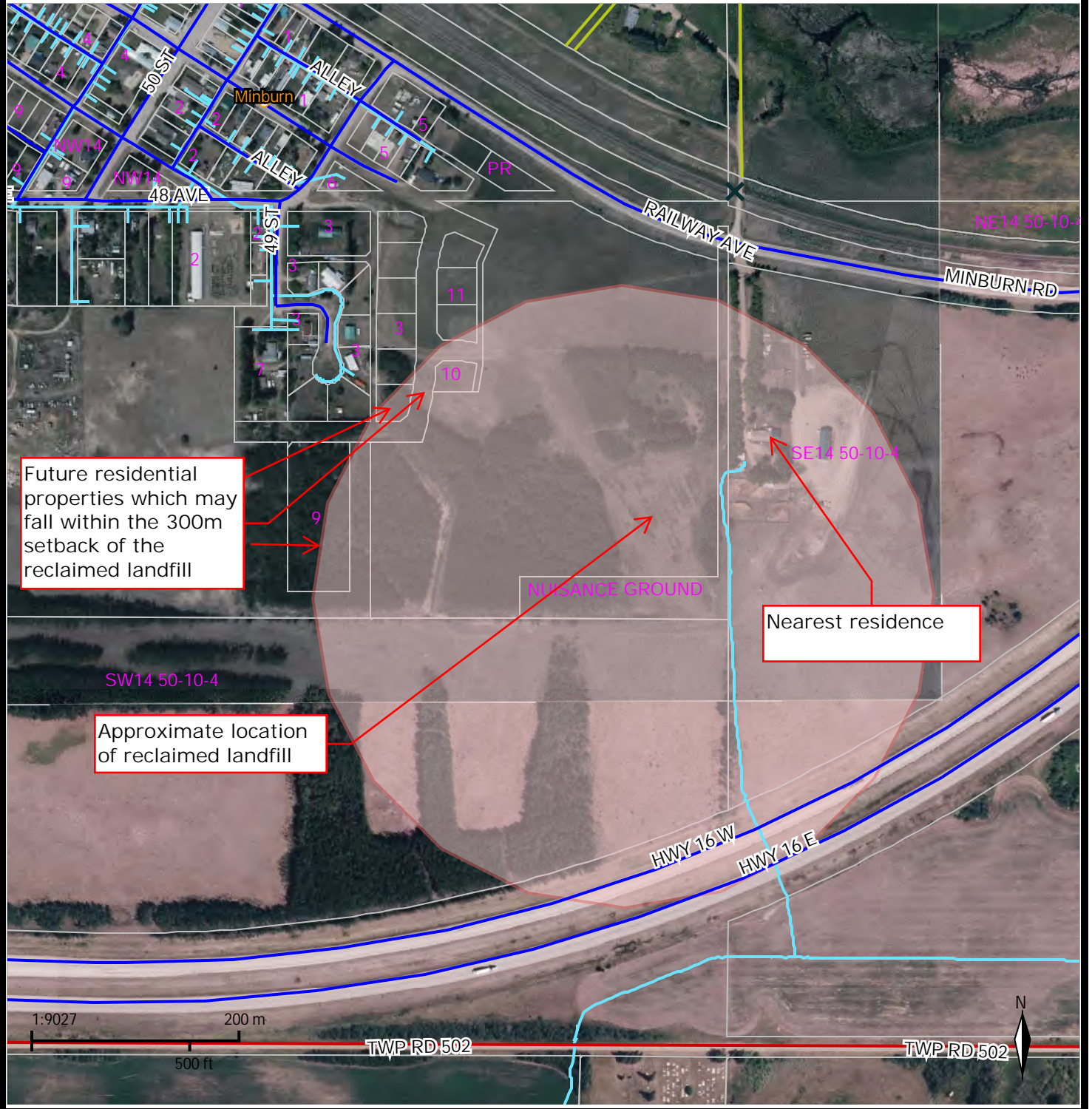
**Implementation Timeline:**

**Attachments:**

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

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

# Residential Development within 300m buffer distance of reclaimed landfill - Minburn



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# Council Request for Decision (RFD)

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

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

Department: \_\_\_\_\_

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

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



**A. BACKGROUND:**

<b>File Number:</b>	01-2026
<b>Legal:</b>	North ½ SE 5-53-14-W4M and Lot 1, Block 1, Plan 1624185
<b>Owners:</b>	Durlowe Farm Inc. and Keith and Ashley Hayduk
<b>Applicant:</b>	Explore Inc.
<b>Date Application Deemed Complete:</b>	February 6, 2026
<b>Decision Due Date:</b>	April 7, 2026
<b>Existing Use:</b>	Agricultural
<b>Proposed Use:</b>	Rural Residential
<b>Gross Area:</b>	North ½ SE 5-53-14-W4M: 32.4 Ha (80 ac) Lot 1, Block 1, Plan 1624185: 7.4 Ha (18.29 ac)
<b>Proposed Area:</b>	Lot 3, Block 1 – 8.85 Ha (21.88 ac)
<b>Zoning:</b>	A: Agricultural District
<b>Division:</b>	7

**B. DESCRIPTION OF PROPOSAL:**

The subject property is located on SE 5-53-14-W4M in Division 7, approximately 5 km north of Vegreville along Rge Rd 144, just north of Highway 631. The applicant proposes to subdivide 1.45 ha (3.6 ac) of treed land from the North ½ of SE 5-53-14-W4M (along the boundary adjacent to the Vermilion River) and consolidate it with the existing acreage at Lot 1, Block 1, Plan 1624185. This consolidation will create Lot 3, Block 1, with a total area of 7.4 ha (18.29 ac), naturally bounded by the Vermilion River to the west, Hwy 631 to the south, and Rge Rd 144 to the east. The remainder of the North ½ SE 5-53-14-W4M will continue to contain productive farmland.

Access to proposed Lot 3 is provided via an existing approach from Rge Rd 144. Due to the Vermilion River running along the west boundary of Rge Rd 144, the proposed remnant parcel does not have direct legal access. However, access is available through the adjacent NE 5-53-14-W4M quarter to the north, which is under the same ownership and borders the North ½ remnant parcel – the parcels would need to be consolidated to provide legal access.

Road widening has previously been dedicated along Rge Rd 144 on the South ½ of SE 5-53-14-W4M when this acreage was subdivided in 2016, but no road widening has been dedicated along the North ½ of SE 5-53-14-W4M.

**C. NOTIFICATION:**

Adjacent property owners and agencies were notified on February 9, 2026 – no objections.

**D. COMPLIANCE:**

The proposed subdivision complies with the Matters Related to Subdivision and Development Regulation and applicable statutory plans.

**E. RESERVES:**

Pursuant to Section 661(b) of the *Municipal Government Act*, reserves are owed. It is recommended that the reserves owing for proposed Lot 2, Block 1 be collected by way of a combination cash-in-lieu (acreage area) and environmental reserve easement (upper bank of the Vermilion River) and defer the reserve owing for the proposed remnant parcel by way of deferred reserve caveat pursuant to MDP Policy 3.8.

**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, *with emphasis on the remnant of the North ½ SE 5-53-14-W4M being consolidated with NE 5-53-14-W4M to provide legal access to the remnant parcel.*
2. That the registered owner(s) enter into a development agreement by way of Caveat with the County of Minburn pursuant to Sections 661 and 662 of the *Municipal Government Act*, 2000 as amended, pertaining to the provision of land for future road widening as required.
3. That the registered owner(s) shall cause to have registered an environmental reserve easement on proposed Lot 2, Block 1 encompassing the land from the Vermilion River that forms the western boundary of proposed Lot 2, Block 1 upward from the top of the bank along the Vermilion River as identified on the registered instrument.
4. That pursuant to Division 8, Part 17 of the *Municipal Government Act*, 2000, as amended, cash-in-lieu of municipal reserve land owing for the area of the proposed Lot 2, Block 1 is to be paid to the County of Minburn. The calculation is as follows: begin with the area of the proposed Lot 2, Block 1 as shown on the registerable instrument less the area of land dedicated for environmental reserve easement as show on the registerable instrument, then multiply by \$4,400/acre, then multiply by 10%.
5. That pursuant to Division 8, Part 17 of the *Municipal Government Act*, 2000, as amended, a deferred reserve caveat is to be registered against the proposed remnant parcel calculated as follows: begin with the existing titled area (North ½ SE 5-53-14-W4M), subtract the amount of land within the proposed Lot 2, Block 1 as shown on the registerable instrument submitted for endorsement, subtract the area of land dedicated for environmental reserve easement as shown on the registerable instrument, then multiply by 10%.
6. That all outstanding property taxes (including the current year's taxes in full) 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 (ie. Addition, change in use, Accessory Building, etc.). Please contact the County of Minburn Planning department at [planning@minburncounty.ab.ca](mailto:planning@minburncounty.ab.ca) for further information.

2. That the necessary Safety Code Permits, which include building, plumbing, electrical, gas and private sewage permits would be required prior to any and all new construction, alteration, or change in use or occupancy of a building on-site. Please contact the Inspections Group for further information on Safety Code Permit requirements.
3. That registration of the proposed subdivision at the Land Titles office may result in a change in the assessment of proposed Lot 3, 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 the land that is subject of the environmental reserve easement shall remain in its natural state for the protection and enhancement of the bank of the Vermilion River.
6. That approval of this application does not excuse the applicant from ascertaining and complying with the requirements of other municipal bylaws, easements, environmental reserve easements, covenants, conservation agreements, development agreements, or Provincial or Federal statutes, regulations, licenses or codes or standards of practice.

**G. ATTACHMENTS:**

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

# LOCATION PLAN

SHOWING PROPOSED SUBDIVISION WITHIN  
 S.E. 1/4 Sec.5 Twp.53 Rge.14 W.4M.  
 COUNTY OF MINBURN NO. 27

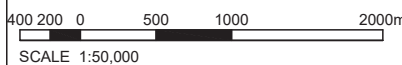


**LEGEND:**

Proposed Parcel shown as:



Plan Prepared by:  
 Explore Geomatics Inc.  
 Edmonton, Alberta  
 Toll Free 1-866-936-1805  
 Fax No. 780-800-1927



REV. NO.	DESCRIPTION	DATE
0	PLAN ISSUED	Jan. 5, 2026

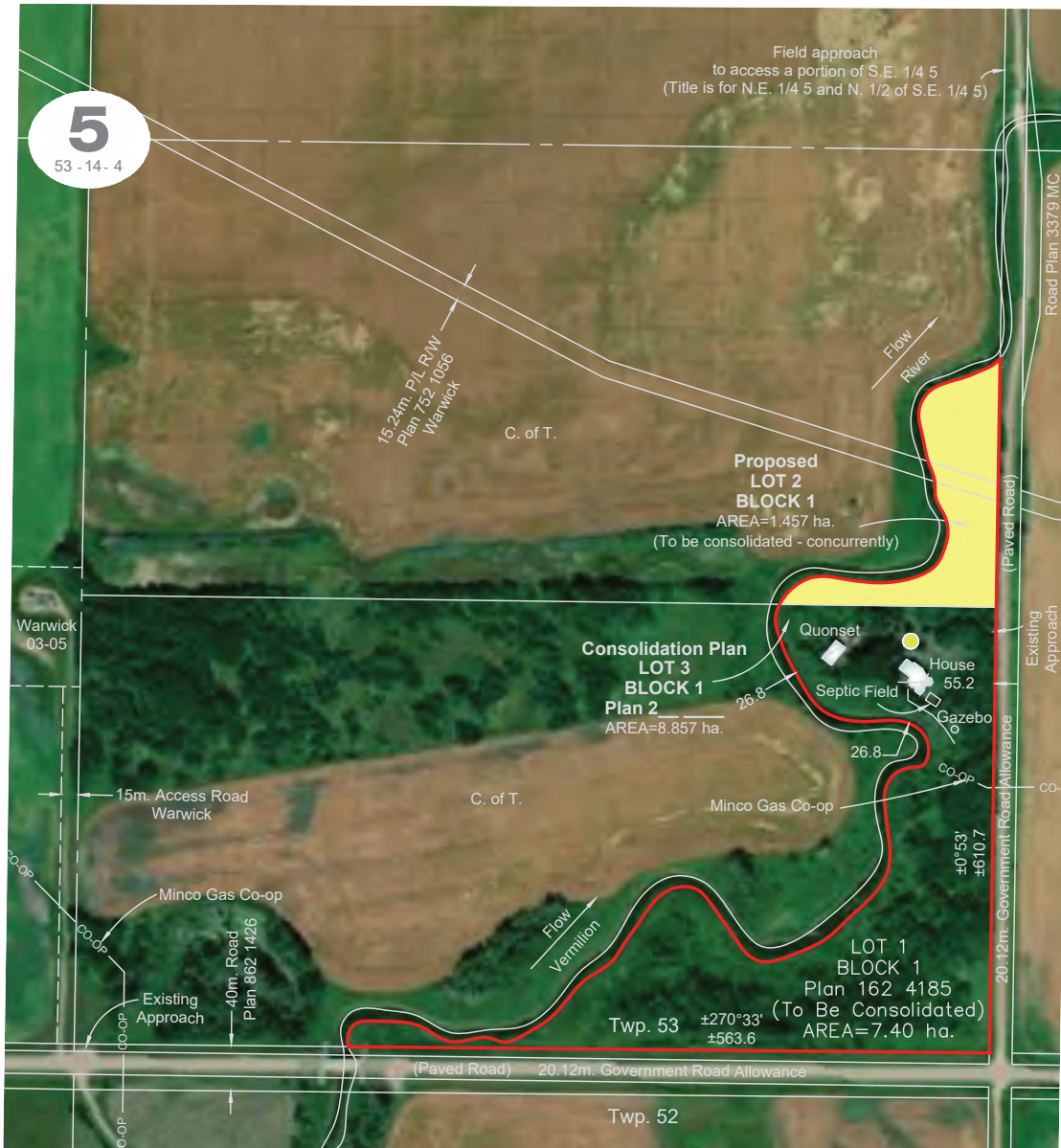
Job X080325

Rev. 0

CALC'D BY: G.S.

DRAWN BY: T.F.

**TENTATIVE PLAN SHOWING  
PROPOSED SUBDIVISION AND CONSOLIDATION  
WITHIN  
S.E.1/4 Sec.5 Twp.53 Rge.14 W.4M.  
COUNTY OF MINBURN NO.27  
ALBERTA**



**PHOTO MOSAIC DETAIL  
1:5000**

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**LEGEND:**

- Buildings shown as: .....
- Proposed Lot 2 Block1 (To be consolidated) shown as: .....
- Proposed Parcel shown as: .....
- Cistern shown as: .....
- Buildings, Cistern, Septic field are traced from aerial photo and are approximate location.

Cad File: X080325-TNT-R1

	Plan Prepared by: Explore Geomatics Inc. Edmonton, Alberta Toll Free 1-866-936-1805 Fax No. 780-800-1927	Distances are in metres and decimals thereof.	<b>No.</b>	<b>Date</b>	<b>Description</b>
				Dec. 16, 2025	Issued
				Jan. 16, 2026	Updated Plan
Job: X080325	Surveyed by: ..	Chk'd by: G.S.	Drawn by: T.F.		

Facing north: drone photo of proposed Lot 2 which is immediately north of existing Lot 1, Block 1, Plan 1624185 which is planned to be consolidated to expand the existing acreage (encompassing the existing dwelling, Quonset, and outbuildings). Land to be subdivided is on the north ½ of the quarter, naturally bounded by the Vermilion River on the west and Rge Rd 144 to the east. There is existing access to the acreage off Rge Rd 144. There is no access to the proposed remnant parcel (north ½ of the quarter) which is primarily productive farmland. However, access to NE 5-53-14-4 (neighbouring quarter to the north of the proposed remnant) is owned by the same landowner, with access to Rge Rd 144 (see photo below). As a result, it is recommended that the remnant parcel (North ½ SE 5-53-14-4) be consolidated with the NE 5-53-14-4 to ensure legal access to the remnant parcel.



Facing SW: drone photo of proposed Lot 2 which is planned to be consolidated into the existing acreage located on the South ½ SE 5-53-14-4. Subject land is generally flat, sloping towards the bank of the Vermilion River. Land is primarily treed (no buildings) with a walking trail that connects to the existing acreage parcel. Hwy 631 can be seen in the distance, bordering the south ½ SE 5-53-14-4



Walking trail from existing acreage parcel, extending north into proposed Lot 2. Vermilion River can be seen to the left.



**Inspection Summary:**

- Topography – flat, sloping towards the banks of the Vermilion River
- Soil characteristics – loam/clay
- Nature of vegetation and water – trees within proposed Lot 2, Vermilion River bounding proposed Lot 2, remnant parcel contains productive farmland.
- Private Sewage/water well – confirmed existing water cistern and septic field within Lot 1, Block 1, Plan 162 4185, to be consolidated into the proposed Lot 2.
- Use of land in the vicinity – Agricultural, rural residential, Hwy 631, Vermilion River – 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: \_\_\_\_\_

**A. BACKGROUND:**

<b>File Number:</b>	02-2026
<b>Legal:</b>	NW 1-51-14-W4M
<b>Owners:</b>	Andy and Carolyn Koch and Gary and Josephine Muntz
<b>Applicant:</b>	Krawchuk Land Surveys Ltd.
<b>Date Application Deemed Complete:</b>	February 5, 2026
<b>Decision Due Date:</b>	April 6, 2026
<b>Existing Use:</b>	Agricultural/Rural Residential
<b>Proposed Use:</b>	Agricultural/Rural Residential
<b>Gross Area:</b>	North ½ 1-51-14-W4M: 32.4 Ha (80 ac) South ½ 1-51-14-W4M: 32.4 Ha (80 ac)
<b>Proposed Area:</b>	Lot 1, Block 1 – 33.4 Ha (82.5 ac)
<b>Zoning:</b>	A: Agricultural District
<b>Division:</b>	5

**B. DESCRIPTION OF PROPOSAL:**

The subject property is located on NW 1-51-14-W4M in Division 5, approximately 14 km southwest of Lavoy on Rge Rd 141, north of Twp Rd 510. The applicant proposes to extend the southern boundary of the North ½ SW 1-51-14-W4M by 10 m to encompass the existing building which currently encroaches onto the neighbouring property. This boundary adjustment would result in a 1 Ha (2.4 ac) increase to the North ½ (proposed Lot 1, Block 1). Proposed Lot 1 is 33.4 Ha (82.5 ac) and includes the existing yard site surrounded by trees, farmland, wetlands, and seasonal creek that runs north-south through the east portion of the quarter. The remnant parcel includes another residential yard site and farm land.

There are 3 existing approaches to proposed Lot 1 and 2 existing approach to the proposed remnant off Rge Rd 141. Road widening hasn't yet been dedicated towards the frontage of Rge Rd 141.

**C. NOTIFICATION:**

Adjacent property owners and agencies were notified on February 9, 2026 – no objections.

**D. COMPLIANCE:**

The proposed subdivision complies with the Matters Related to Subdivision and Development Regulation and applicable statutory plans.

**E. RESERVES:**

Pursuant to Section 663(b) 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(s) enter into a development agreement by way of Caveat with the County of Minburn pursuant to Sections 661 and 662 of the Municipal Government Act, 2000 as amended, pertaining to the provision of land for future road widening as required.
3. That all outstanding property taxes (including the current year's taxes in full) 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 (ie. Addition, change in use, Accessory Building, etc.). Please contact the County of Minburn Planning department at [planning@minburncounty.ab.ca](mailto:planning@minburncounty.ab.ca) for further information.
2. That the necessary Safety Code Permits, which include building, plumbing, electrical, gas and private sewage permits would be required prior to any and all new construction, alteration, or change in use or occupancy of a building on-site. Please contact the Inspections Group for further information on Safety Code Permit requirements.
3. That registration of the proposed subdivision at the Land Titles office may result in a change in the assessment of proposed Lot 1, Block 1. Please contact Municipal Assessment Services at 780-939-3310 with regards to any questions about assessment.
4. The proposed subdivision may be affected by a permanent, naturally occurring body of water or watercourse. The Province has an interest in the Crown ownership of Provincial waterbodies/or Public Land boundaries in Alberta. **Development or water diversion may not occur in waterbodies including wetlands, watercourses, or Public Lands without prior consultation and approval from Alberta Environment and Protected Areas.** If you have any questions about development on or near water bodies, watercourses, or public land please contact Alberta Environment and Protected Areas prior to undertaking any activity (including construction of a private driveway) within or near the lake/wetland.
5. That approval of this application does not excuse the applicant from ascertaining and complying with the requirements of other municipal bylaws, easements, environmental reserve easements, covenants, conservation agreements, development agreements, or Provincial or Federal statutes, regulations, licenses or codes or standards of practice.

## **G. ATTACHMENTS:**

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

Prepared by Davin Gegolick on March 2, 2026

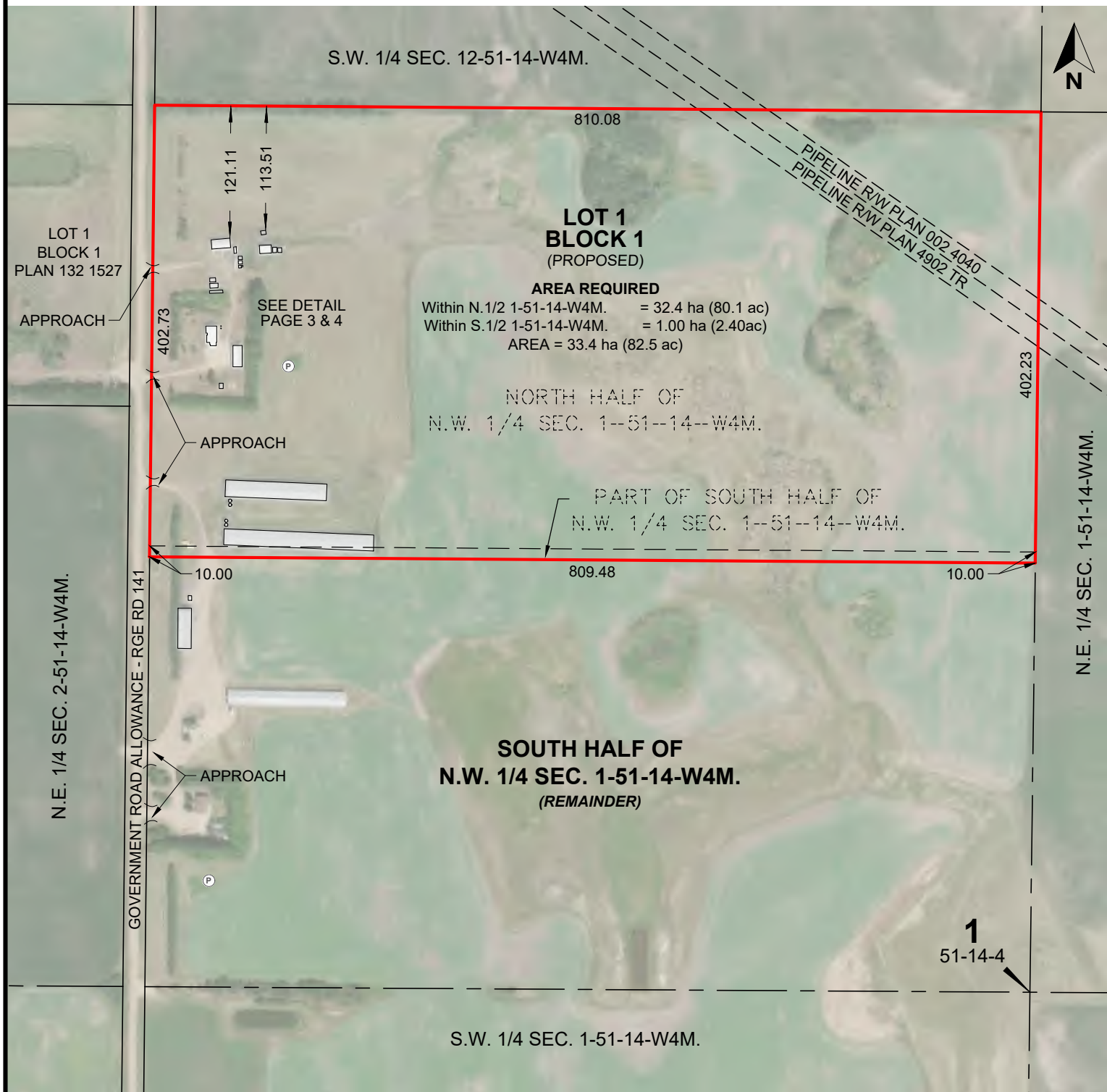


# TENTATIVE PLAN

## SHOWING PROPOSED SUBDIVISION WITHIN

### N.W. SEC.1 TWP.51 RGE.14 W.4 M.

### COUNTY OF MINBURN NO. 27



**Notes:**

- Preliminary survey conducted on November 17th, 2025, dimensions and areas are more or less and **subject to change**.
- Distances are in metres and decimals thereof.
- Aerial imagery: © Microsoft Imagery 25 Jan 2014 - 19 Oct 2023

**KRAWCHUK**  
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 Fax. 833-859-4204

**Legend:**  
— Subject parcel boundaries  
 ⊕ Pumpout Locations  
— Low/wet area

**Abbreviations:**  
 ac acre  
 E. East  
 ha hectare  
 M. meridian  
 N. North

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

Scale 1:5000

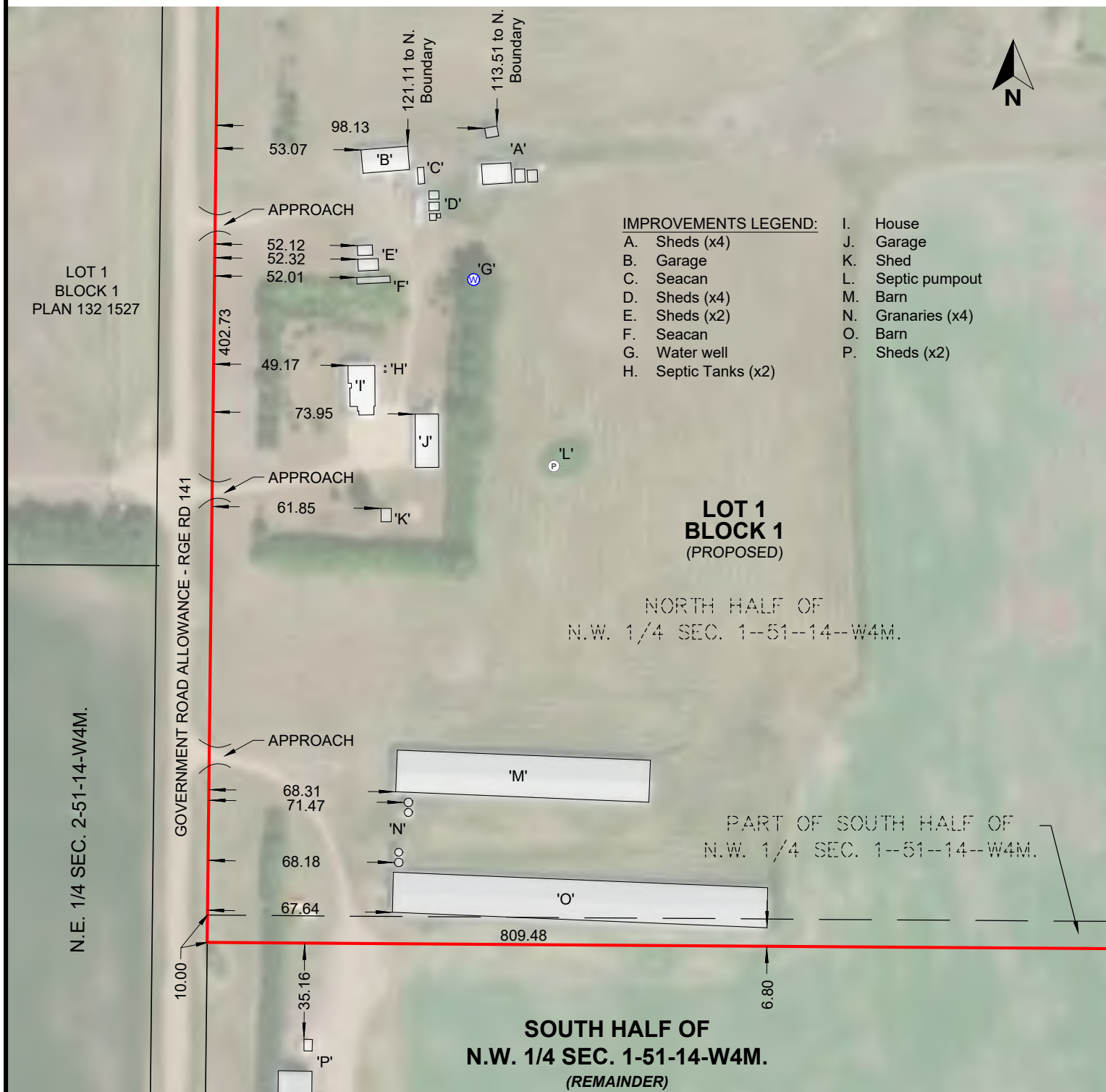
Date issued: Jan. 29, 2025  
 File: 25-01-0176 Rev 0

# TENTATIVE PLAN

## SHOWING PROPOSED SUBDIVISION WITHIN

### N.W. SEC.1 TWP.51 RGE.14 W.4 M.

### COUNTY OF MINBURN NO. 27



**IMPROVEMENTS LEGEND:**

A. Sheds (x4)	I. House
B. Garage	J. Garage
C. Seacan	K. Shed
D. Sheds (x4)	L. Septic pumpout
E. Sheds (x2)	M. Barn
F. Seacan	N. Granaries (x4)
G. Water well	O. Barn
H. Septic Tanks (x2)	P. Sheds (x2)

- Notes:
- Preliminary survey conducted on November 17th, 2025, dimensions and areas are more or less and **subject to change**.
  - Distances are in metres and decimals thereof.
  - Aerial imagery: © Microsoft Imagery 25 Jan 2014 - 19 Oct 2023

<b>Table of Offsets:</b>	
Pumpout to Boundaries:	
N -	237.64
E -	684.92
S -	175.01
W -	124.81
Pumpout to:	
Water well -	74.2
House -	68.3



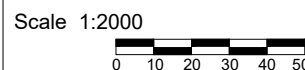
Box 945, St. Paul, AB, T0A 3A0  
 info@krawchuklandsurveys.ca  
 Ph. 780-614-5653  
 Fax. 833-859-4204

**Legend:**

	Building
	Subject parcel boundaries
	Pumpout
	Water Well
	Low/wet area

**Abbreviations:**

ac	acre	S.	South
E.	East	W.	West
ha	hectare		
M.	meridian		
N.	North		



Date issued: Jan. 29, 2025  
 File: 25-01-0176 Rev 0

From NW corner of quarter facing SE: proposed Lot 1 (North ½ extension) contains the existing yard site, treed area, pasture, and outbuildings. The south property line is proposed to be moved slightly to the south to fully encompass the existing outbuilding (property line currently intersects building). The proposed remnant parcel (South ½) contains another yard site and outbuildings. There are multiple approaches off Rge Rd 141 which provide access to both halves.



From center of quarter facing west towards proposed Lot 1. Land east of the yard site is primarily pasture with wetlands and seasonal drainage



Facing south: another angle of the quarter. There is an existing septic pump out in the pasture behind the yard site within proposed Lot 1.



Facing NE: southern property boundary is proposed to be moved slightly to the south to fully encompass the existing building. Existing (dashed line) property line versus proposed (solid red line) property line.



Remnant parcel (south ½ contains another yard site, outbuildings, pasture, wetlands, and seasonal drainage).



**Inspection Summary:**

- Topography – flat.
- Soil characteristics – loam/clay.
- Nature of vegetation and water – pasture, tree stands, wetlands and seasonal drainage located on the eastern portion of the quarter section.
- Private Sewage/water well – confirmed existing septic pum pout and water wells.
- 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: \_\_\_\_\_

**A. BACKGROUND:**

<b>File Number:</b>	03-2026
<b>Legal:</b>	NE and NW 7-51-11-W4M
<b>Owners:</b>	Violet and Ray Nedzielski
<b>Applicant:</b>	Krawchuk Land Surveys Ltd.
<b>Date Application Deemed Complete:</b>	February 12, 2026
<b>Decision Due Date:</b>	April 13, 2026
<b>Existing Use:</b>	Agricultural
<b>Proposed Use:</b>	Agricultural
<b>Gross Area:</b>	NE 7-51-11-W4M: 56.29 Ha (139.09 ac) NW 7-51-11: 57.31 Ha (141.61 ac)
<b>Proposed Area:</b>	Lot 1, Block 1 – 72.0 Ha (177.9 ac) Lot 2, Block 1 – 42.79 Ha (105.7 ac)
<b>Zoning:</b>	A: Agricultural District
<b>Division:</b>	2

**B. DESCRIPTION OF PROPOSAL:**

The subject property is located on NE and NW 7-51-11 in Division 2, approximately 4 km east of Ranfurly, adjacent to Hwy 16 between Rge Rd 115 and Rge Rd 120. The applicant proposes to subdivide and consolidate the two adjacent quarters to create two parcels on the north and south sides of Hwy 16. Proposed Lot 1, Block 1 is 72 ha (177.9 ac) on the south side of Hwy 16, and Proposed Lot 2, Block 1 is 42.79 ha (105.7 ac) on the north side of Hwy 16. Both parcels are pastureland, with seasonal drainage on the south side of the Hwy flowing toward Birch Lake/Wapasu Lake.

Proposed Lot 1 has existing approaches from Rge Rd 115 and Rge Rd 120. Proposed Lot 2 has existing approaches from Rge Rd 115 and Twp Rd 512. Road widening has already been dedicated along Twp Rd 512 and along Rge Rd 115 north of the Hwy, but not along Rge Rd 115 or Rge Rd 120 south of the Hwy.

**C. NOTIFICATION:**

Adjacent property owners and agencies were notified on February 12, 2026 – no objections.

**D. COMPLIANCE:**

The proposed subdivision complies with the Matters Related to Subdivision and Development Regulation and applicable statutory plans.

**E. RESERVES:**

Pursuant to Section 663(b) 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(s) enter into a development agreement by way of Caveat with the County of Minburn pursuant to Sections 661 and 662 of the Municipal Government Act, 2000 as amended, pertaining to the provision of land for future road widening as required.
3. That all outstanding property taxes (including the current year's taxes in full) are to be paid pursuant to Section 654 of the Municipal Government Act, 2000 as amended.

Information Items (these are not conditions of approval):

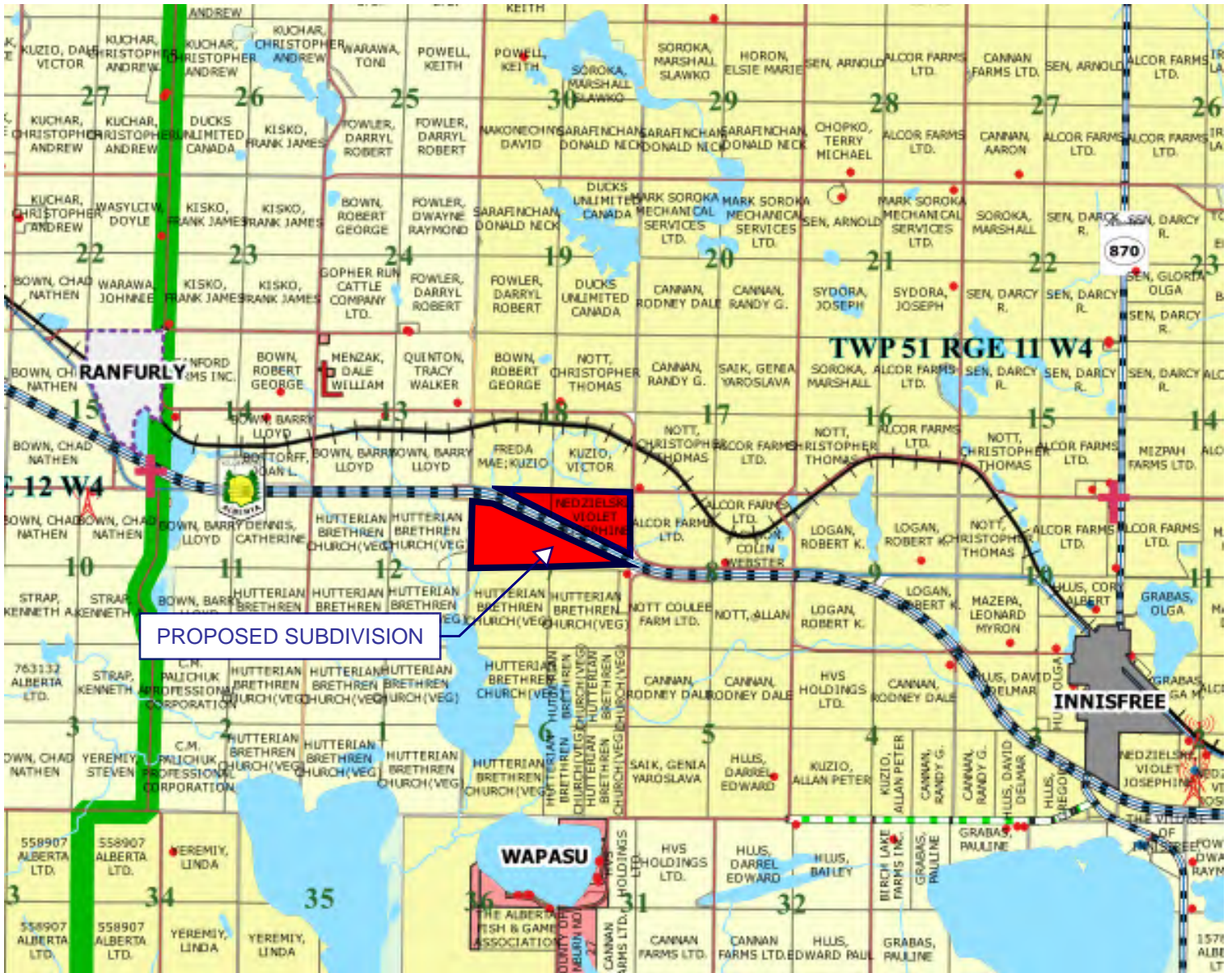
1. That a development permit application is required for any proposed future development of the subject lot (ie. Addition, change in use, Accessory Building, etc.). Please contact the County of Minburn Planning department at [planning@minburncounty.ab.ca](mailto:planning@minburncounty.ab.ca) for further information.
2. That the necessary Safety Code Permits, which include building, plumbing, electrical, gas and private sewage permits would be required prior to any and all new construction, alteration, or change in use or occupancy of a building on-site. Please contact the Inspections Group for further information on Safety Code Permit requirements.
3. That registration of the proposed subdivision at the Land Titles office may result in a change in the assessment of proposed Lot 1, Block 1 and Lot 2, 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
- ◆ Tentative Plan of Subdivision
- ◆ Inspection Summary

Prepared by Davin Gegolick on March 9, 2026

# Location Plan

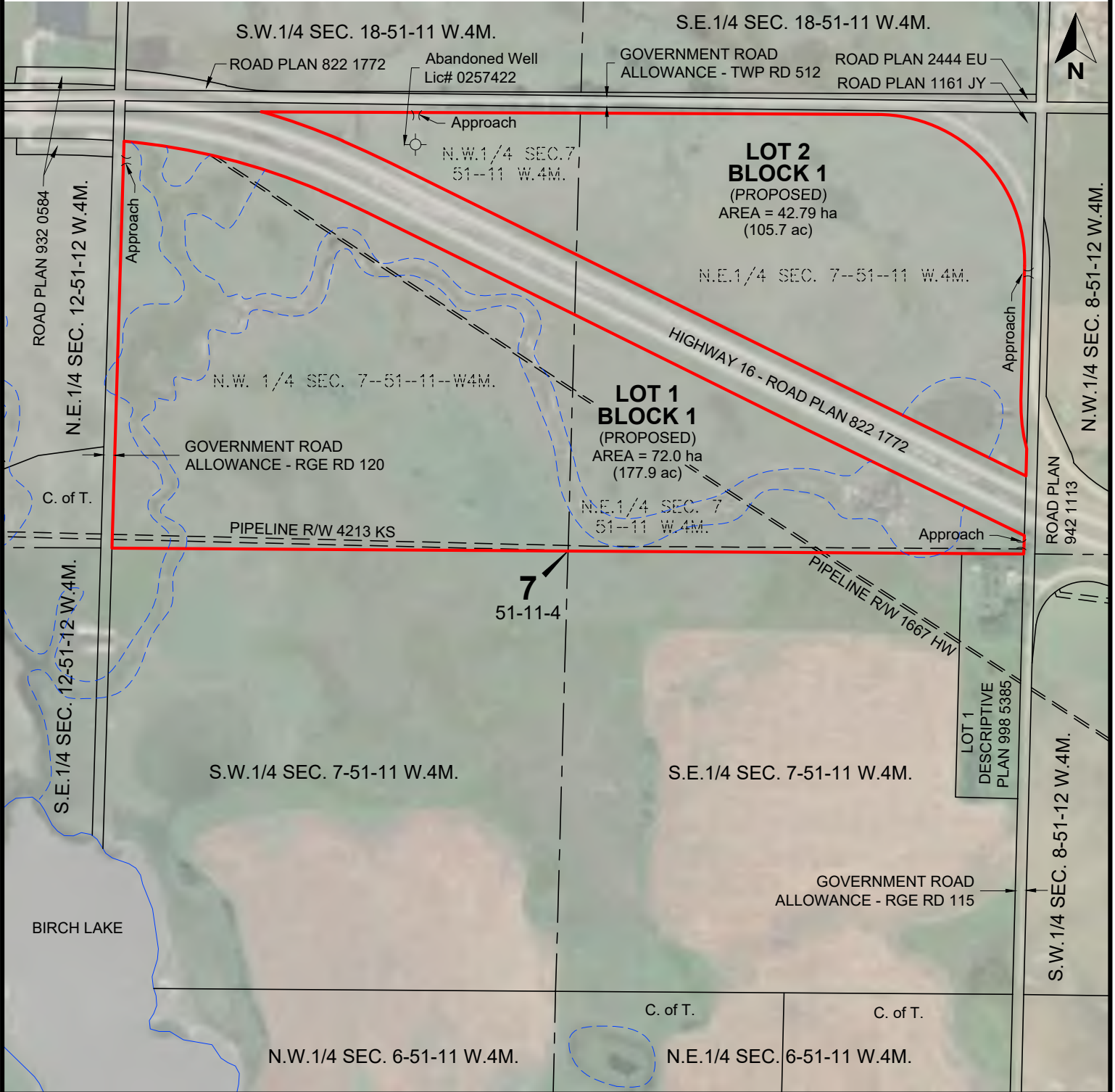


# TENTATIVE PLAN

## SHOWING PROPOSED SUBDIVISION WITHIN

### N. 1/2 SEC.7 TWP.51 RGE.11 W.4 M.

### COUNTY OF MINBURN NO. 27



**Notes:**

- A field inspection has not been conducted, dimensions and areas are more or less and **subject to change**.
- Distances are in metres and decimals thereof.
- Aerial imagery: © Microsoft Corporation
- Location of low/wet areas derived from aerial imagery dated 25 Jan 2014 - 19 Oct 2023
- Subject property is vacant

**AREA REQUIRED**

<b>LOT 1, BLOCK 1</b>	
Within N.W. 1/4 SEC.7	= 52.76 ha (130.4 ac)
Within N.E. 1/4 SEC. 7	= 19.24 ha (47.5 ac)
<b>AREA</b>	<b>= 72.00 ha (177.9 ac)</b>
<b>LOT 2, BLOCK 1</b>	
Within N.W. 1/4 SEC.7	= 7.08 ha (17.5 ac)
Within N.E. 1/4 SEC. 7	= 35.71 ha (88.2 ac)
<b>AREA</b>	<b>= 42.79 ha (105.7 ac)</b>
<b>TOTAL AREA</b>	<b>= 114.79 ha (283.6 ac)</b>

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info@krawchuklandsurveys.ca  
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Fax. 833-859-4204

**Legend:**

- Low/Wet area
- Subject parcel boundaries
- Abandoned well

**Abbreviations:**

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

Scale 1:10000

Date issued: FEB 11, 2026  
File: 26-01-0006 Rev 1

From SE corner of proposed Lot 1 (facing NW): existing access to proposed Lot 1 is off Rge Rd 115. Land is flat pasture with a seasonal creek running through the south side of Hwy 16 (proposed Lot 1). Proposed Lot 2 is north of Hwy 16.



Flying the drone over Hwy 16 facing SE: another approach off Rge Rd 120 provides legal access to the west side of proposed Lot 1 (south of Hwy 16). Both parcels south of Hwy 16 are fenced as one parcel. Power line runs through proposed Lot 1. Wapasu. You can see the low areas which drain to Wapasu/Birch lake to the south.



From SW corner of proposed Lot 1, facing NE: land is fenced pasture with season drainage.



From SE corner of proposed Lot 2, facing west: existing approach off Rge Rd 115. Both parcels north of Hwy 16 are fenced as one parcel



From NE corner of proposed Lot 2 facing SW: intersection of Rge Rd 115/Twp Rd 512 – old road can be see as different contours of the land



From NW corner of proposed Lot 2 facing east: panoramic image of land on both sides of the Hwy.



Another existing approach to proposed Lot 2 off Twp Rd 512



Approach as per previous photo identifies this location as a STARS landing site (abandoned well site)



**Inspection Summary:**

- Topography – flat.
- Soil characteristics – clay.
- Nature of vegetation and water – pasture with seasonal drainage on proposed Lot 1 (south of Hwy 16) which drains to the lakes to the south.
- Private Sewage/water well – N/A
- Use of land in the vicinity – pasture, rural residential, Innisfree fish pond, STARS landing site, Birch Lake/Wapasu to the south.



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

**A. BACKGROUND:**

<b>File Number:</b>	04-2026
<b>Legal:</b>	SW 26-50-10-W4M
<b>Owners:</b>	Wayne and Lorraine Polishuk
<b>Applicant:</b>	Krawchuk Land Surveys Ltd.
<b>Date Application Deemed Complete:</b>	February 12, 2026
<b>Decision Due Date:</b>	April 13, 2026
<b>Existing Use:</b>	Agricultural
<b>Proposed Use:</b>	Rural Residential
<b>Gross Area:</b>	63.52 Ha (157.07 ac)
<b>Proposed Area:</b>	Lot 1, Block 1 – 14.0 Ha (34.6 ac)
<b>Zoning:</b>	A: Agricultural District
<b>Division:</b>	1

**B. DESCRIPTION OF PROPOSAL:**

The subject property is located on SW 26-50-10 in Division 1 approximately 2 km north of Minburn on Rge Rd 102 and Twp Rd 504. The applicant is proposing to separate the existing yard site from the quarter. Proposed Lot 1, Block is 14.0 Ha (34.6 ac) and contains the dwelling, outbuildings, treed area, fenced pasture, and seasonal creek. The remnant parcel contains productive farm land.

Access to proposed Lot 1 is via existing approaches off Rge Rd 102 and Twp Rd 504. Access to the remnant parcel is via an existing approach off Twp Rd 504. Road widening has already been dedicated towards both Rge Rd 102 and Twp Rd 504.

**C. NOTIFICATION:**

Adjacent property owners and agencies were notified on February 13, 2026 – no objections.

**D. COMPLIANCE:**

The proposed subdivision complies with the Matters Related to Subdivision and Development Regulation and applicable statutory plans.

**E. RESERVES:**

Pursuant to Section 663(b) 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 all outstanding property taxes (including the current year's taxes in full) 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 (ie. Addition, change in use, Accessory Building, etc.). Please contact the County of Minburn Planning department at [planning@minburncounty.ab.ca](mailto:planning@minburncounty.ab.ca) for further information.
2. That the necessary Safety Code Permits, which include building, plumbing, electrical, gas and private sewage permits would be required prior to any and all new construction, alteration, or change in use or occupancy of a building on-site. Please contact the Inspections Group for further information on Safety Code Permit requirements.
3. That registration of the proposed subdivision at the Land Titles office may result in a change in the assessment of proposed Lot 1, Block 1. Please contact Municipal Assessment Services at 780-939-3310 with regards to any questions about assessment.
4. The proposed subdivision may be affected by a permanent, naturally occurring body of water or watercourse. The Province has an interest in the Crown ownership of Provincial waterbodies/or Public Land boundaries in Alberta. **Development or water diversion may not occur in waterbodies including wetlands, watercourses, or Public Lands without prior consultation and approval from Alberta Environment and Protected Areas.** If you have any questions about development on or near water bodies, watercourses, or public land please contact Alberta Environment and Protected Areas prior to undertaking any activity (including construction of a private driveway) within or near the lake/wetland.
5. That approval of this application does not excuse the applicant from ascertaining and complying with the requirements of other municipal bylaws, easements, environmental reserve easements, covenants, conservation agreements, development agreements, or Provincial or Federal statutes, regulations, licenses or codes or standards of practice.

## **G. ATTACHMENTS:**

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

Prepared by Davin Gegolick on March 9, 2026

# Location Plan

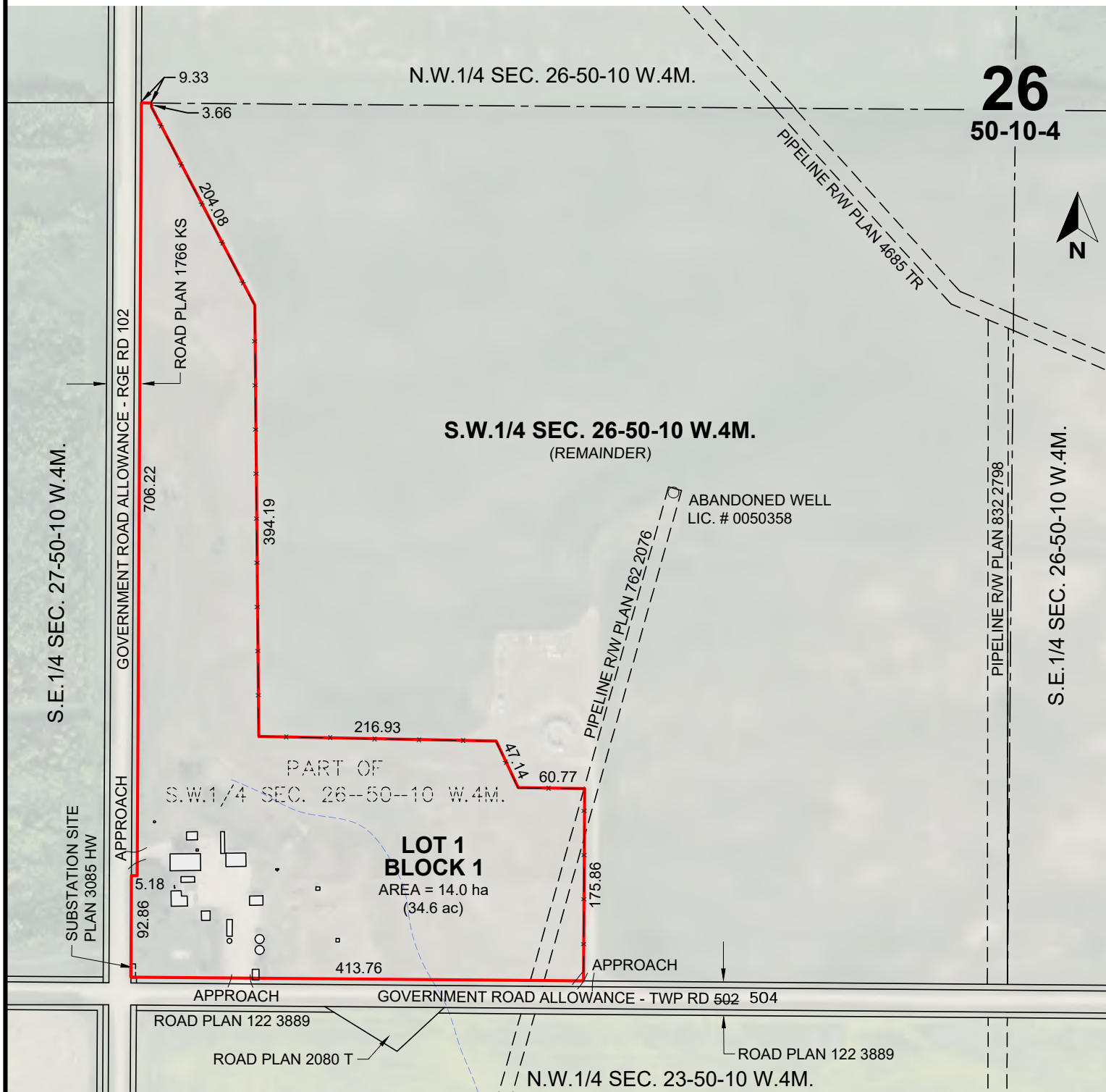


# TENTATIVE PLAN

## SHOWING PROPOSED SUBDIVISION WITHIN

### S.W. 1/4 SEC.26 TWP.50 RGE.10 W.4 M.

### COUNTY OF MINBURN NO. 27



**Notes:**

- Preliminary survey conducted on November 13th, 2025, dimensions and areas are more or less and **subject to change**.
- Distances are in metres and decimals thereof.
- Aerial imagery: © Microsoft Imagery 25 Jan 2014 - 19 Oct 2023
- Low/wet area location derived from 1:20000 Alberta hydrology mapping



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 Ph. 780-614-5653  
 Fax. 833-859-4204

**Legend:**

- Building
- Fence
- Subject parcel boundaries

**Abbreviations:**

- |     |          |      |              |
|-----|----------|------|--------------|
| ac. | acre     | R/W  | right of way |
| E.  | East     | S.   | South        |
| ha. | hectare  | Sec. | section      |
| M.  | meridian | Twp  | township     |
| N.  | North    | RD   | road         |
|     |          | Rge. | range        |
|     |          | W.   | West         |

Scale 1:5000

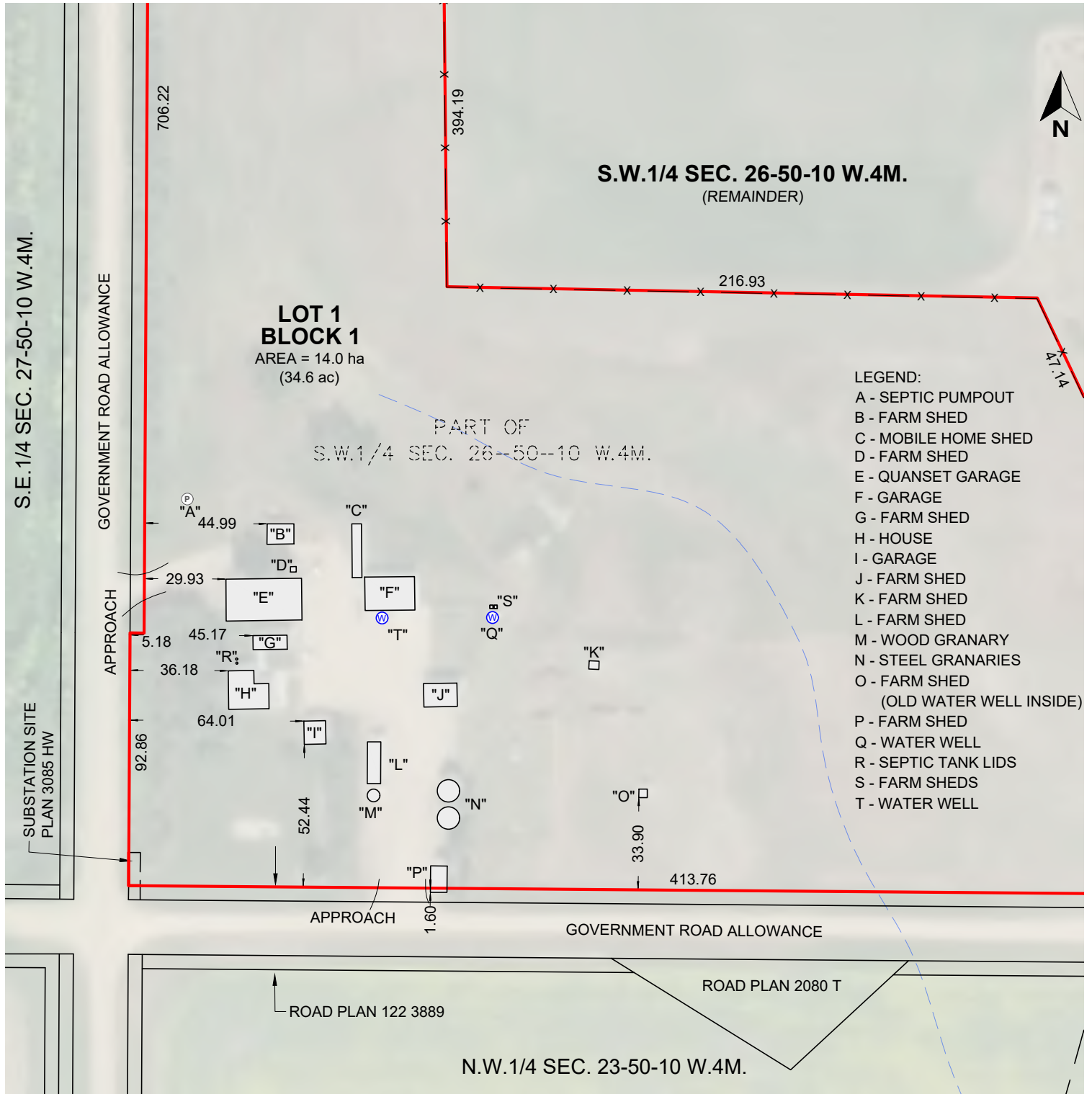
Date issued: Feb. 5, 2026  
 File: 23-01-0181 Rev 1

# TENTATIVE PLAN

## SHOWING PROPOSED SUBDIVISION WITHIN

### S.W. 1/4 SEC.26 TWP.50 RGE.10 W.4 M.

### COUNTY OF MINBURN NO. 27



- LEGEND:**
- A - SEPTIC PUMPOUT
  - B - FARM SHED
  - C - MOBILE HOME SHED
  - D - FARM SHED
  - E - QUANSET GARAGE
  - F - GARAGE
  - G - FARM SHED
  - H - HOUSE
  - I - GARAGE
  - J - FARM SHED
  - K - FARM SHED
  - L - FARM SHED
  - M - WOOD GRANARY
  - N - STEEL GRANARIES
  - O - FARM SHED
  - P - FARM SHED
  - Q - WATER WELL
  - R - SEPTIC TANK LIDS
  - S - FARM SHEDS
  - T - WATER WELL

- Notes:**
- Preliminary survey conducted on November 13th, 2025, dimensions and areas are more or less and **subject to change**.
  - Distances are in metres and decimals thereof.
  - Aerial imagery: © Microsoft Imagery 25 Jan 2014 - 19 Oct 2023
  - Low/wet area location derived from 1:20000 Alberta hydrology mapping

<b>Table of Offsets:</b>	
Pumpout to Boundaries:	
E -	393.10
S -	142.2
W -	15.5
Pumpout to:	
Water well "Q" -	120.3
Water well "T" -	83.9
House -	64.8

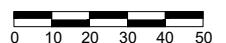
**KRAWCHUK**  
LAND SURVEYS LTD  
Box 945, St. Paul, AB, T0A 3A0  
info@krawchuklandsurveys.ca  
Ph. 780-614-5653  
Fax. 833-859-4204

- Legend:**
- Building
  - Fence
  - Subject parcel boundaries
  - Pumpout
  - Water Well

- Abbreviations:**
- ac. acre
  - E. East
  - ha. hectare
  - M. meridian
  - N. North
  - R/W right of way

- S. South
- Sec. section
- Twp township
- RD road
- Rge. range
- W. West

Scale 1:2000



Date issued: Feb. 5, 2026  
File: 25-01-0181 Rev 1

From SW corner of proposed Lot 1 facing NE: seasonal drainage running north and east of the yard site. Access to proposed Lot 1 via existing approaches off Rge Rd 102 and Twp Rd 504.



From SE boundary of proposed Lot 1 facing NW: another angle of the low area containing the seasonal creek. Existing approach to granaries (remnant parcel) off Twp Rd 504.



Facing SW: another angle of the existing yard site within proposed Lot 1.



From NW corner of quarter facing south: fenced area included within proposed Lot 1 containing pasture and the seasonal drainage.



Water well under tire at shop within proposed Lot 1.



Another water well located in sheds within proposed Lot 1.



Septic pump out located north of the dwelling within proposed Lot 1.



### **Inspection Summary:**

Landowner, Wayne Polischuk was with me during the site inspection, confirming the locations of septic pump out and water wells.

- Topography – flat around the yard site, sloping towards the seasonal drainage north and east of the yard site. Remnant farmland is gently rolling.
- Soil characteristics – clay/loam.
- Nature of vegetation and water – pasture, tree stands within proposed Lot 1, and seasonal drainage north and east of the yard site.
- Private Sewage/water well – confirmed 2 existing water wells and existing septic pump out.
- Use of land in the vicinity – agricultural, Minburn water fill station on the quarter to the south-east.



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

## ***EASTERN ALBERTA TRADE CORRIDOR Local to Global Forum***

The **Eastern Alberta Trade Corridor (EATC) Local to Global Forum** is an annual regional economic development event with the core purpose of **bringing together local leaders and stakeholders to advance economic opportunities for communities across Eastern Alberta.**

### **Primary Purpose**

- **Network and Collaborate:** The forum provides a platform for **elected officials, economic development professionals, service providers and community members** to connect and discuss strategies for economic growth and diversification across Eastern Alberta's rural regions.
- **Economic Development Focus:** It focuses on identifying and promoting regional strengths, including **transportation infrastructure, trade corridors, energy, agriculture and value-added industries**, to help communities scale from **local markets to global trade opportunities.**
- **Promotion of the EATC:** The event is part of ongoing efforts by the Eastern Alberta Trade Corridor initiative to advance a **North–South economic corridor that connects the U.S. border (via Highways 36 and 41) through Eastern Alberta up toward northern resource regions**, effectively linking rural communities to broader North American trade networks.
- **Government and Industry Engagement:** It brings together **government ministers, MLAs, municipal representatives and industry stakeholders** to discuss policy, infrastructure investment, and partnership opportunities that support economic corridor development and attract investment to the region.

### **Context within the Eastern Alberta Trade Corridor**

The forum supports the **broader mission of the EATC**, which is to lead collaborative investment, marketing and diversification efforts for Eastern Alberta, making the region more connected and competitive in the **global economy.** This corridor also aligns with larger North American trade initiatives by linking with the **North American Ports-to-Plains Corridor** connecting Canada, the United States, and Mexico.

In summary, the Local to Global Forum is intended to serve as a **strategic convening event** that strengthens regional cooperation, highlights infrastructure and trade opportunities, and helps rural Eastern Alberta communities expand their economic impact both nationally and internationally.



## **Sponsorship Opportunities**

### **Local to Global Forum 2026**

**April 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> , 2026, Vegreville, Alberta**

#### **About the Local to Global Forum**

The Eastern Alberta Trade Corridor initiative is pleased to announce that its next Local to Global Forum will be held April 8th to 10th, 2026 in Vegreville, Alberta. We are inviting stakeholders to celebrate success, network with peers and get an update on the progress of the Eastern Alberta Trade Corridor. We are expecting close to 100 attendees who will be municipal elected officials and economic development organizations, businesses, colleges and other stakeholders interested in seeing their community grow and thrive specific to eastern Alberta.

Eastern Alberta Trade Corridor's purpose is to lead collaborative investment, marketing and diversification efforts for eastern Alberta. We work with member municipalities, businesses, colleges, associations and governments who share our interest in seeing eastern Alberta become a significant participant in the global economy. Launched in the spring of 2014, Local to Global Forums are must-attend events for rural municipal leaders and decision makers responsible for economic development in their communities.

On April 8th, Northeast Alberta Information HUB, (Alberta HUB), Palliser Economic Partnership (PEP), and the Battle River Alliance Economic Development (BRAED) will be hosting a Welcoming Reception at the Vegreville Suits Hotel from 6 pm to 9 pm.

#### **Why Become a Sponsor?**

We believe eastern Alberta communities are excellent places for people to live, work and invest. Join us in empowering rural communities with the resources and support needed to create a sustainable rural environment by sponsoring this event. As a sponsor you are assured of full exposure during the promotion and duration of the event. Other benefits will include:

- ✓ Increasing your marketing presence by inclusion of your organization's brand directly on the Local to Global forum's marketing materials
- ✓ Networking with key members of related industries and industry colleagues
- ✓ Maximizing your exposure to relevant groups and key delegates

**SPONSORSHIP LEVELS**

<b>PLATINUM SPONSOR WILL RECEIVE:</b>	<b>COST</b>
<ul style="list-style-type: none"> <li>• Three complimentary registrations to the Local to Global Forum</li> <li>• Your company's logo displayed on screen as a Platinum Sponsor</li> <li>• Your organization highlighted throughout the conference</li> <li>• Opportunity to display your organization's banner during the entire conference</li> <li>• Opportunity to display your organization's literature during the conference</li> <li>• Your organization's logo included in all electronic promotional materials and in the final program distributed to attendees onsite</li> </ul>	<b>\$3,000.00</b>

<b>GOLD SPONSOR WILL RECEIVE:</b>	<b>COST</b>
<ul style="list-style-type: none"> <li>• Two complimentary registrations to the Local to Global Forum</li> <li>• Your company's logo displayed during the Local to Global Forum as a Gold Sponsor</li> <li>• Your company acknowledged at the start and end of the conference</li> <li>• Opportunity to display your organization's banner during the entire conference</li> <li>• Opportunity to display your organization's literature during the conference</li> <li>• Your organization's logo included in all electronic promotional materials and in the final program distributed to attendees onsite</li> </ul>	<b>\$2,500.00</b>

<b>SILVER SPONSOR (5 available) WILL RECEIVE:</b>	<b>COST</b>
<ul style="list-style-type: none"> <li>• One complimentary registrations to the Local to Global Forum</li> <li>• Your organizations' logo displayed as a Silver Sponsor</li> <li>• Your organization's acknowledged at the start and end of the conference</li> <li>• Opportunity to display your organization's banner during the conference</li> <li>• Your organization's logo included in all electronic promotional materials and in the final program distributed to attendees onsite</li> </ul>	<b>\$2,000.00</b>

<b>BRONZE (5 available) SPONSOR WILL RECEIVE:</b>	<b>COST</b>
<ul style="list-style-type: none"> <li>• One complimentary registration to the Local to Global Forum</li> <li>• Your organization's name listed on screen during the Local to Global Forum</li> <li>• Your organization's name listed in all electronic promotional materials and program distributed to attendees onsite</li> </ul>	<b>\$1500.00</b>



### Local to Global Forum 2026 Sponsorship Acceptance Form

To secure your sponsorship opportunity, please return this form to Barb Kulyk, Executive Director, Palliser Economic Partnership (PEP at [exdir@palliseralberta.com](mailto:exdir@palliseralberta.com) . If you have any questions or require further information please call 780-614-3715 .

Sponsor Level		Select Sponsorship Level
Platinum Sponsor	\$3,000	
Gold Sponsor	\$2,500	
Silver Sponsor	\$2,000	
Bronze Sponsor	\$1,500	
(Amounts in Canadian Dollars)		

#### Contact Person

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Position \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City / Town \_\_\_\_\_

Province / State \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

*Your signature below is acknowledged as official acceptance of the terms and conditions of your selected Sponsorship.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Note: An invoice for the **Local to Global Forum 2026** event sponsorship will be forwarded to the person whose name and contact information appears on this form.*



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



# Policy

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## Growing Futures Scholarship

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**Policy Number:** PDS 7006-01

**Supersedes Policy Number:** NEW

**Approved by Council:** TBD

**Next Review Date:** February 2030

**Resolution No:** TBD

**Last Review Date:** N/A

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### **POLICY STATEMENT**

The County supports the educational advancement of local youth and encourages continued growth within the agricultural sector. This scholarship is awarded annually to graduating high school students who are residents of the County of Minburn or who plan to pursue post-secondary studies in an agriculture-related field.

### **PURPOSE**

To recognize academic achievement, community involvement, and commitment to personal and professional development. By providing financial assistance to eligible students, the County aims to foster future leaders who will contribute positively to their communities, the local economy, and the broader agricultural industry.

The County is committed to a fair and transparent selection process. Recipients will be chosen based on eligibility, merit, and demonstrated dedication to furthering their education. Funds awarded through this scholarship must be applied toward tuition or other direct educational expenses at an accredited post-secondary institution.

### **DEFINITIONS**

**Administration** means the Chief Administrative Officer and delegated municipal employees responsible for managing municipal operations and carrying out the directives and decisions of Council.

**Agriculture-Related Field of Study** means any secondary-level program that supports agricultural production, agricultural business operations, or the skilled trades essential to modern farming. This may include, but is not limited to agricultural business, mechanics, welding and fabrication.

**Board** means the three elected members of Council from Division 4, Division 6, and Division 7.

**CAO** means the Chief Administrative Officer.

**Community Progress Scholarship (CPS) Fund** means the money that originated by the Community Progress Competition instituted by the Canadian National Railways, invested with a long-range plan of being used for recognizing students at the Vegreville Composite High School.

**Council** means the Reeve and Councillors as a whole, duly elected in the County that hold office at that time.

**County** means the County of Minburn No. 27.

## **GUIDELINES**

### **1. Budget**

- a) An annual budget of \$2,000 will be allocated to fund four scholarships of \$500 each.
- b) \$200 from the CPS Fund will be applied to the Vegreville Composite High School scholarship each year until the CPS Fund is fully depleted.

### **2. Requirements**

- a) To be eligible for a scholarship, the applicant must:
  - Be a Canadian citizen or landed immigrant, and resident of Alberta.
  - Be graduating high school from one of the following schools: Vegreville Composite High School, St. Mary's Catholic School, Innisfree Delnorte School, and Mannville School.
  - Be a resident of the County of Minburn, Town of Vegreville, Village of Innisfree, or Village of Mannville and have applied to enroll in post-secondary education in an Agriculture-Related Field of Study.
  - Complete an application form confirming the above and submit to the County prior to the application deadline.

### **3. General**

- a) Annual application deadline is April 30.
- b) Administration will compile the applications for review by the representatives sitting on the Board.
- c) The Board will meet annually in October to approve the award recipients.
- d) Scholarship payment will be disbursed prior to December 31, upon the recipient providing a receipt that clearly shows the tuition or registration fee has been paid.



# Council Request for Decision (RFD)

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

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

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

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



## RFD Appendix

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# Council Request for Decision (RFD)

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

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

Department: \_\_\_\_\_

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

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



# Policy

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## Grader Replacement

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**Policy Number:** OP 9030-02

**Supersedes Policy Number:** OP 9030-01-A

**Approved by Council:** January 18, 2021      **Next Review Date:** March 2030

**Resolution No:** TBD      **Last Review Date:** March 2026

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### POLICY STATEMENT

The County of Minburn recognizes that a reliable grader fleet is integral to having well-maintained road infrastructure and for providing a safe and efficient passage of vehicle traffic within its boundaries. Therefore, the County endeavors to manage its grader fleet through a strategic lifecycle replacement program that not only emphasizes cost, but also condition, reliability as well as overall value.

### PURPOSE

To provide guidance to Council and administration on the purchase cycle of graders.

### DEFINITIONS

**Administration** means the Chief Administrative Officer and delegated municipal employees responsible for managing municipal operations and carrying out the directives and decisions of Council.

**CAO** means the Chief Administrative Officer.

**Council** means the Reeve and Councillors as a whole, duly elected in the County that hold office at that time.

**County** means the County of Minburn No. 27.

**Lifecycle** means complete life span of a municipal asset, program, or policy from creation to retirement, including all stages of use, maintenance, and replacement.

## GUIDELINES

1. Grader purchases are considered capital and are to be approved by Council via the annual budget process based on recommendations from administration.
2. Graders shall be purchased in accordance with legislated procurement processes and County approved procurement policies.
3. Administration may consider the leasing of graders when economically feasible.
4. Administration will purchase graders offering the greatest value in addition to meeting the department's needs.
5. All new grader purchases shall include comprehensive warranty of not less than 7 years, 8,000 hours with consideration being given at the time of purchase to terms that more closely match the age and hours of the current fleet.
6. The County shall endeavour to keep its grader fleet mechanically sound in order to keep its operators safe and to ensure that the fleet experiences minimal down-time.
7. The County shall incorporate the following replacement and lifecycle schedule for its graders:

<b>Grader Type</b>	<b>Age (years)</b>	<b>Hours</b>
Road Maintenance Graders	8	8,000
Construction Graders	8	8,000

8. All graders will have their condition and records reviewed on an annual basis against the lifecycle schedule to target potential replacements and to update capital plans.
9. Graders that have had a satisfactory operating record will be targeted for disposal and replacement in the year they are expected to reach the end of their lifecycle age/hours, whichever comes first.
10. Graders that have exceeded performance expectations and have an exceptional maintenance record maybe be held in service for an additional 2 years or 1,000 hours, whichever occurs first.
11. The County may, with the approval of Council, deviate from this policy and dispose of a grader prior to the end of its established lifecycle where the unit experiences extraordinary mechanical issues, is involved in a serious accident, or presents ongoing or unacceptable safety concerns.
12. Graders shall be disposed of in accordance with County policy *AD 1014-01 Asset Disposal Policy*.

## **RESPONSIBILITIES**

1. **Council:** To review this policy periodically and to make annual capital budget decisions based on its guidance and recommendations from Administration.
2. **CAO:** To ensure Directors are aware of this policy and that its principles are built into budget documents brought to Council for consideration.
3. **Director of Operations:** To monitor the grader for sound operations, oversee a grader inventory and the assignment of units, and to make recommendations regarding replacement to the CAO via the annual budget process.
4. **Shop Foreman:** To repair and maintain the grader fleet in a cost effective and efficient manner to keep the units safe for operation and in service; to keep maintenance records; and to communicate the condition of the grader fleet including disposal of units as required.



# Policy

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## Grader Replacement Policy

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**Policy Number: OP 9030-01-A**

**Supersedes Policy Number: PW 48**

**Approved by Council: January 18, 2021 Next Review Date: 2025**

**Resolution No: 01-21**

**Last Review Date: N/A**

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### **POLICY STATEMENT**

The County of Minburn recognizes that a reliable grader fleet is integral to having well-maintained road infrastructure and for providing a safe and efficient passage of vehicle traffic within its boundaries. Therefore, the County endeavors to manage its grader fleet through a strategic life-cycle replacement program that not only emphasizes cost, but also condition, reliability as well as overall value.

### **PURPOSE**

To provide guidance to Council and administration on the purchase cycle of graders.

### **GENERAL PRINCIPLES**

1. Grader purchases are considered capital and are to be approved by Council via the annual budget process based on recommendations from administration.
2. Graders shall be purchased in accordance with legislated procurement processes and County approved procurement policies.
3. Administration may consider the leasing of graders when economically feasible.
4. Administration will purchase graders offering the greatest value in addition to meeting the department's needs.
5. All new grader purchases shall include comprehensive warranty of not less than 7 years, 8,000 hours with consideration being given at the time of purchase to terms that more closely match the age and hours of the current fleet.
6. The County shall endeavour to keep its grader fleet mechanically sound in order to keep its operators safe and to ensure that the fleet experiences minimal down-time.

7. The County shall incorporate the following replacement and life cycle schedule for its graders:

<b>Grader Type</b>	<b>Age (years)</b>	<b>Hours</b>
Road Maintenance Graders	8	8,000
Construction Graders	8	8,000

8. All graders will have their condition and records reviewed on an annual basis against the life cycle schedule to target potential replacements and to update capital plans.
9. Graders that have had a satisfactory operating record will be targeted for disposal and replacement in the year they are expected to reach the end of their lifecycle age/hours, whichever comes first.
10. Graders that have exceeded performance expectations and have an exceptional maintenance record maybe be held in service for an additional 2 years or 1,000 hours, whichever occurs first.
11. Graders shall be disposed of in accordance with County policy *AD 1014-01 Asset Disposal Policy*.

**POLICY EXCEPTIONS:**

The County may seek to diverge from this policy and dispose of a grader prematurely should a unit cause extraordinary issues prior to reaching its cycling range, be involved in a serious accident, or has a questionable safety record.

**DEFINITIONS**

1. **Life Cycle:** The useful life of a grader based on the years or hours a unit operates before maintenance costs become prohibitive.

**RESPONSIBILITIES**

1. **Council:** To review this policy periodically and to make annual capital budget decisions based on its guidance and recommendations from administration.
2. **CAO:** To ensure senior managers are aware of this policy and that its tenets are built into budget documents brought to Council for consideration.
3. **Director of Operations and Other Directors:** To monitor the grader for sound operations, oversee a grader inventory and the assignment of units, and to make recommendations regarding replacement to the CAO via the annual budget process.
4. **Shop Foreman:** To repair and maintain the grader fleet in a cost effective

and efficient manner to keep the units safe for operation and in service; to keep maintenance records; and to communicate the condition of the grader fleet including disposal of units as required.



# Council Request for Decision (RFD)

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

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

Department: \_\_\_\_\_

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

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



## RFD Appendix

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## RFD Appendix

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# Council Request for Decision (RFD)

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

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

Department: \_\_\_\_\_

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

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



# Policy

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## Investment

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**Policy Number:** "DRAFT"

**Supersedes Policy Number:** New

**Approved by Council:** TBD

**Next Review Date:** February 2030

**Resolution No:** TBD

**Last Review Date:** February 2026

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### POLICY STATEMENT

The County of Minburn No. 27 (hereinafter referred to as "the County") invests public funds in a prudent manner that will provide optimum investment returns with the maximum security, while meeting any cash flow requirements of the County. County investments must conform to the policies and guidelines set forth below, as well as operate within the language and spirit of legislative requirements under the *Municipal Government Act (MGA)*, Section 250, Investments.

### PURPOSE

To provide general investment principles, rules and delegated authority for managing and monitoring the investments of the County. Adherence to the Investment Policy will ensure compliant and effective investment management and assist in achieving the strategic goals and growth objectives of the County.

### DEFINITIONS

**Act** means the *Municipal Government Act*, R.S.A 2000, c M-26, as amended.

**Administration** means the Chief Administrative Officer and delegated municipal employees responsible for managing municipal operations and carrying out the directives and decisions of Council.

**Benchmark** means a standard against which the performance of an investment Portfolio can be measured which includes a market index.

**Bonds** mean instruments that have interest bearing debt which are secured by assets of the issuing entity. These Securities generally have a maturity that is greater than one year and form part of the money markets only when the long-term debt

approaches maturity. These instruments are actively traded within the markets and so have some degree of Liquidity.

**CAO** means the Chief Administrative Officer.

**Corporation** means a business that is incorporated or continued under the laws of Canada or of a province.

**Council** means the Reeve and Councillors as a whole, duly elected in the County that hold office at that time.

**County** means the County of Minburn No. 27.

**Credit Quality** means the measurement of the financial strength of an issuer of investment instruments.

**Custodian** means a third-party fund holder or investment official, who is a Financial Institution, Depositories, Brokers/Dealers who hold custody of the funds and Securities on behalf of the County.

**DBRS** means Dominion Bond Rating Service (DBRS). DBRS is a company that investigates and reports, through a bond rating, on the Credit Quality of governments and corporations issuing Securities in the Canadian financial markets. For example, a short-term debt rated R-1 (middle) is of superior quality as entities with this rating are considered strong credits which typically exemplify above average strength in key areas of consideration for debt protection. Bonds rated "AA" are also of superior Credit Quality and protection of interest and Principal is considered high.

**Diversification** means a fundamental investment principle that reduces risk by diversifying the maturity terms and the types of investments held within the Portfolio.

**Liquidity** means the ability of an organization to meet its financial obligations as they become due. In the context of investments, Liquidity refers to the ability to convert the security on short notice into cash without a substantial loss of Principal or accrued interest.

**Market Value** means the price at which a security is currently trading and therefore presumably the current price for which it could be purchased or sold.

**Portfolio** means a collection of Securities owned by the investor.

**Principal** means the original amount invested.

**Rate of Return** means the yield obtained on a security based on its purchase price or its current Market Value.

**Safekeeping** means with a bank or broker hold Securities that are registered in the client's name for the client. This allows for physical protection and makes them readily available to sell.

**Securities** means investments issued by a government agency, or corporation offered for purchase to investors. Securities as defined by the Act include Bonds, debentures, trust certificates, guaranteed investment certificates, certificates of deposit, deposit receipts, bills, notes and mortgages, rights, or interest in respect of a security.

**Schedule 1 Chartered Banks** means banks that are allowed to accept deposits, and which are not subsidiaries of a foreign bank. Chartered banks receive their charter from the federal government under the *Bank Act*, S.C. 1991, c 46, as amended. Schedule 1 Chartered Banks are widely held, meaning no single person or corporation may hold more than 10% of the voting stock and foreign ownership is limited to 25%.

## **GUIDELINES**

This policy applies to the investment of all cash and short-term assets of the County. The County's invested funds will be divided into operating requirements and the investment component. All those involved with the management of County investments are required to comply with the contents of this policy.

### **1. Delegation of Authority**

- a) The County delegates the management of the investment portfolio to the County Officers listed below:
  - i) CAO
  - ii) Director of Corporate Services
- b) The County Officers may appoint one or more Investment Managers who shall have such authority, responsibility, and restrictions as may be required to administer this policy.

### **2. Responsibilities**

- a) County Officers
  - i) Establish appropriate guidelines, procedures and internal controls:
    - to achieve the objectives identified with this policy;
    - for authorizing other employees and persons to engage in investment activities; and
    - for the proper accounting, safekeeping, and reporting of investment activities.
  - ii) Review or oversee all transactions undertaken and establish a system of control to regulate the activities of all investment officials.
  - iii) Review the policy periodically and if appropriate make recommendations to Council for changes.
  - iv) Select investment dealers and institutions (the "investment managers") to assist the County in meeting performance objectives for the Portfolio, subject to the approval of Council.

- v) Review the Portfolio's performance on a regular basis and provide periodic reporting to County Council on the investment activities undertaken by the County.
  - vi) Reporting must be provided, at minimum, on a quarterly basis and the information will include, but not be limited to:
    - total assets within the investment Portfolio;
    - specific holdings with the investment Portfolio;
    - effective Rate of Return for the investment Portfolio;
    - evaluation of the Portfolio performance; and
    - statement of policy compliance.
  - vii) Determine the annual cash flow requirements and disbursement amounts that are to be required to be funded from the Portfolio each year.
  - viii) To be responsible for the performance or, where appropriate, delegation of any responsibility not specifically mentioned in this policy.
- b) Investment Managers
- i) Select specific investments for the Portfolio on a discretionary basis, recognizing the Credit Quality and Diversification requirements in this policy, and subject to approval requirements of the County contained within this policy.
  - ii) Ensure that the sum of all cash, the current account, money market securities, and coupon income expected from the fixed income instruments (i.e., bonds, GICs, etc.) in a year are sufficient to cover the disbursements expected to be paid from the Portfolio in that year.
  - iii) Seek to maximize and preserve the investment return on the Portfolio, after ensuring that the foregoing Liquidity, Credit Quality and Diversification requirements have been satisfied.
  - iv) Ensure all fees related to advisory services and any product and transactional costs are fully disclosed on a regular basis.
  - v) Manage the Securities held by the portfolio in accordance with this Policy and applicable legislation.
  - vi) Support the County Officers reporting needs defined above and meet with the County at least once annually to review the Portfolio and the investment strategies employed.

### **3. Key Objectives**

#### a) Capital Preservation (Priority 1)

The County recognizes its fiduciary responsibility for the stewardship of funds with which it has been entrusted. Therefore, the prime objective of this policy is to ensure the safety of Principal. To accomplish this objective, the County's minimum standards are set to ensure the Credit Quality of all investments meets or exceeds those standards as defined in Schedule "A"

– Approved Investments. To assist in meeting this objective the County will ensure that sufficient Diversification exists within the investment Portfolio.

b) Maintaining Liquidity (Priority 2)

- i) The County shall maintain an investment portfolio that will be sufficiently liquid to meet its operating cash flow requirements that may be reasonably anticipated in the short and longer term. The portfolio structure should be such that maturities coincide with both cyclical and non-cyclical cash requirements, as much as reasonably possible.
- ii) For the purpose of this policy, the County defines liquidity as the ability to quickly convert an investment into cash with minimal risk associated with loss of Principal or accrued interest. A highly liquid asset could be converted to cash quickly in the market without affecting the asset's price. An asset with low Liquidity, would be one that would be difficult to liquidate on demand without substantial loss of Principal and interest.

c) Rate of Return (Priority 3)

The County's investment Portfolio will be effectively managed to ensure that an optimum Rate of Return is realized on all investments within the parameters of the objectives established within this policy. The County also recognizes that even in a diversified Portfolio that an occasional loss may occur and must be considered in light of the overall Rate of Return of the Portfolio.

#### **4. Authorized Investments**

- a) No investment in instruments other than those indicated as acceptable in this policy shall be executed unless specifically approved by Council providing that any investment approved by Council also complies with legislation as outlined in the Act.
- b) Investment that are liquidated before they are set to mature and where all or a portion of the investment earnings will be forfeited or where greater than 10% of the principal will be lost must be pre-approved by the Chief Administrative Officer and Director of Corporate Services.
- c) The maximum term for any single investment with low Liquidity is five years.
- d) Investments must be managed wherever possible such that the principal amounts invested, and the maturity dates coincide with the County's current and future cashflow requirements.
- e) Credit Quality - investments in the Portfolio will adhere to the following Credit Quality restrictions:

Debt Rating Category	Minimum	Maximum
"BBB"/R-2 or Lower	0%	0%
"A"/R-1 Low	0%	75%
"AA"/R-1 Middle or Higher	25%	100%

- f) Investments rated below "A-" or equivalent at time of purchase are not permitted. If a security's credit rating falls below "A-" after time of purchase, it shall be removed from the Portfolio as soon as practical.
- g) Permitted Issuers: Our investments will be limited to the following issuer guarantees:
  - i) The Federal Government of Canada (including crown corporations)
  - ii) Any Provincial Government body
  - iii) Financial entities guaranteed by the Province of Alberta (i.e., Alberta Treasury Branch)
  - iv) Securities that are issued or guaranteed by a treasury branch, an Alberta credit union, one of the Schedule 1 Chartered Banks in Canada or a corporation incorporated or continued under the laws of Canada or of a province.
- h) All ratings refer to the ratings of the Dominion Bond Rating Service Ltd. (DBRS), or, in the event that DBRS does not rate a security, ratings from any of the other agencies allowed by the *Municipal Government Act*.
- i) Securities with a maturity date of less than one year (i.e., money market) must have a minimum rating of R-1 (Low) at the date of issue.
- j) The Portfolio shall not hold derivative securities, real estate, residential mortgages, asset-back securities or ownership interests in any unincorporated body.

## 5. Portfolio Diversification and Limits

The following constraints shall apply to the Portfolio. All percentages use below are based on market value.

- a) Not more than 10% of the Portfolio shall be invested in any single security.
- b) Not more than 25% of Long-Term Investments (maturities greater than one year) shall be invested in any single issuer, except for Securities of or fully guaranteed by the Government of Canada or a province of Canada.
- c) Not more than 25% of Short-Term Investments (maturities one year or less) shall be invested in any single issuer, except for securities of or fully guaranteed by the government of Canada or a province of Canada having at least an "R-1" rating. If the Short-Term Investment Portfolio becomes non-compliant as investments mature over time, the percentage at the time when the investments were purchased shall be used for purpose of evaluating compliance to a policy.

## **6. Portfolio Rate of Return and Performance Standards**

- a) The investment Portfolio will be designed to obtain a market average Rate of Return during budget and economic cycles, taking into account the County's investment risk constraints and cash flow needs.
- b) The 90-day Federal Treasury Bill rate and the three-year and seven-year Government of Canada Bond rates will be used as the performance Benchmarks against which the Portfolio will be evaluated on either a short-term or long-term basis.

## **7. Safekeeping and Custody**

The Officers for the County must ensure the Safekeeping of all Securities, specifically:

- a) all Securities and investment certificates shall be issued in the name of the County;
- b) investment certificates may be held for safekeeping by the financial institution where the investment account is maintained;
- c) the Custodian, as appropriate, must issue a Safekeeping receipt to the County listing the specific investment, interest rate, maturity and other pertinent information.
- d) on a monthly basis, the financial institution or CFA investment manager must provide statements and reports which list all Securities held for the County, the book value of the holdings and the Market Value as at month end.

## **8. Policy Review**

This policy may be modified by Council at any time based on issues related to the administration of this policy, or fundamental changes in the overall investment objectives, social and economic conditions and political climate.

## **9. Prudence**

- a) Investments are to be made with judgment and care, under prevailing circumstances, which persons of discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital and income to be derived.
- b) County officers acting in accordance with this policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations are reported in a timely fashion and appropriate action is taken to control adverse developments.

## **10. Conflict of Interest/Ethics**

- a) Officers, employees and persons involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of their responsibilities, or which could impair their ability to make impartial investment decisions. Officers and employees shall disclose to the CAO any material interest in financial institutions that conduct business with the County, and they shall subordinate their personal investment transactions to those of the County, particularly with regard to the timing of purchases and sales.
- b) Employees and officers shall not undertake personal investment transactions with the same individual with whom business is conducted on behalf of the County.
- c) In addition, strict adherence to the CFA Institute Codes of Ethics and Standards of Professional Conduct along with the CFA Institute Asset Manager Code of Professional Conduct will apply to all CFA investment agent officers, employees, and persons involved in any investment-related matters.

## **11. Reporting**

- a) Investment Managers shall communicate regularly with the Officers on the performance of County investments.
- b) The Officers shall report investment performance on a quarterly basis to Council.
- c) The Officers or delegate will provide an annual report to Council on the performance of the Portfolio during the first quarter of the following year.

## Schedule "A" – Approved Investments

Investment Description	*Total Portfolio Limit	**Minimum DBRS Rating (Short-Term)	** Minimum DBRS Rating (Long-Term)
<b>Government:</b> Instruments issued or guaranteed by: Government of Canada Provincial Governments within Canada Municipal Governments within Canada	75% 75% 50%	R1L R1L R1M	A A AA
<b>Schedule 1 Chartered Banks:</b> Obligations of, or guarantees of: Per any Financial Institution	50%	R1M	A
<b>Provincially Guaranteed Financial Institutions (1):</b> Province of Alberta Treasury Branches Alberta Credit Unions	75% 25%	R1L R1L	A A
<b>Corporate:</b> Securities issued by a corporation incorporated or continued under the laws of Canada or of a province	10%	R1M	A

\* Based on the entire Portfolio and the original settlement amounts at the time of booking the investment.

1. Include only those investments offered by any financial institution, not rated by DBRS, but where the investments are 100% guaranteed by the Government of Alberta.

Not more than 10% of the Portfolio shall be invested in any single security.

Not more than 35% of Long-Term Investments (maturities greater than one year) shall be invested in any single issuer, except for Securities of or are fully guaranteed by the Government of Canada or a province of Canada.

\*\* Dominion Bond Rating Service (DBRS) Description of Ratings:

Commercial Paper and Short-Term Debt		Bond and Long Term Debt	
R1H	Highest Credit Quality	AAA	Highest Credit Quality
R1M	Superior Credit Quality	AA	Superior Credit Quality
R1L	Good Credit Quality	A	Good Credit Quality
R2H	Upper End of Adequate Credit Quality	BBB	Adequate Credit Quality
R2M	Adequate Credit Quality	BB	Speculative, Non-investment Grade Quality
R2L	Lower End of Adequate Credit Quality	B	Highly Speculative Credit Quality
R3	Lowest End of Adequate Credit Quality	CCC	Very Highly Speculative Credit Quality
R4	Speculative Credit Quality	CC	Very Highly Speculative Credit Quality
R5	Highly Speculative Credit Quality	C	Very Highly Speculative Credit Quality



## ADMINISTRATION

**Title:** Investment Policy

**Supersedes Policy Number:** AD 23

**Policy Number:** AD 1004-01

**Next Review Date:** January 2026

**Approved by Council:** November 18, 2019

**Last Review Date:** January 17, 2022

**Resolution No:** 3-22

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### POLICY STATEMENT

The County of Minburn No. 27 (hereinafter referred to as “the County”) invests public funds in a prudent manner that will provide optimum investment returns with the maximum security, while meeting any cash flow requirements of the County. County investments must conform to the policies and guidelines set forth below, as well as operate within the language and spirit of legislative requirements under the *Municipal Government Act (MGA)*, Section 250, Investments.

### PURPOSE

To provide general investment principles, rules and delegated authority for managing and monitoring the investments of the County. Adherence to the Investment Policy will ensure compliant and effective investment management and assist in achieving the strategic goals and growth objectives of the County.

### GENERAL PRINCIPLES

1. This policy applies to the investment of all cash and short-term assets of the County. The County’s invested funds will be divided into operating requirements and the investment component. All those involved with the management of County investments are required to comply with the contents of this policy.
2. **Capital Preservation**
  - a. The County recognizes its fiduciary responsibility for the stewardship of funds it has been entrusted. Therefore, the prime objective of this policy is to ensure that the principal amount of each investment is insulated from losses due to market conditions and issuer default. To accomplish this objective, we will maintain minimum quality standards for all individual investments held, and mandate sufficient diversification within the portfolio itself.

**3. Liquidity**

- a. The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. The portfolio structure should be such that maturities coincide with cash requirements, as much as reasonably possible. Since all possible cash requirements cannot reasonably be anticipated, the portfolio should consist largely of securities with active secondary markets.
- b. For the purpose of this policy, the County defines liquidity as the ability to quickly convert an investment into cash with minimal risk associated with loss of principal or accrued interest, taking into consideration any costs associated with converting investments into cash.

**4. Permissible Investments/Safety**

- a. Security selection is restricted to the authorized investments as defined in Section 5 below.
- b. The portfolio shall not hold shares of a corporation (equities) or corporate bonds (excluding chartered banks named in Schedule 1 of the Bank Act (Canada)).
- c. The portfolio shall not hold derivative securities, real estate, residential mortgages, asset-back securities or ownership interests in any unincorporated body.

**5. Credit Quality**

- a. Investments in the portfolio will ensure preservation of capital and adhere to the following credit quality restrictions:

Debt Rating Category	Minimum	Maximum
“BBB” or lower	0%	0%
“A”	0%	75%
“AA” or higher	25%	100%

- b. Investments rated below “A-” or equivalent at time of purchase are not permitted. If a security’s credit rating falls below “A-” after time of purchase, it shall be removed from the portfolio as soon as practical.
- c. Permitted Issuers: Our investments will be limited to the following issuer guarantees:
  - i. The Federal Government of Canada (including crown corporations)
  - ii. Any Provincial Government body or entities guaranteed by such province (i.e., Alberta Treasury Branch)
  - iii. Securities that are issued or guaranteed by a treasury branch, a credit union or one of the Schedule 1 Chartered Banks in Canada.

- d. All ratings refer to the ratings of the Dominion Bond Rating Service Ltd. (DBRS), or,
- e. in the event that DBRS does not rate a security, ratings from any of the other agencies allowed by the Municipal Government Act.
- f. Securities with a maturity date of less than one year (i.e., money market) must have a minimum rating of R-1 (high) at the date of issue.

## **6. Portfolio Diversification and Restraints**

The following constraints shall apply to the portfolio. All percentages use below are based on market value.

- a. Not more than 15% of the portfolio shall be invested in any single security.
- b. Not more than 25% of Long-Term Investments (maturities greater than one year) shall be invested in any single issuer, except for securities of or fully guaranteed by the government of Canada or a province of Canada.
- c. Not more than 25% of Short-Term Investments (maturities one year or less) shall be invested in any single issuer, except for securities of or fully guaranteed by the government of Canada or a province of Canada having at least an “R-1” rating. If the Short-term investment portfolio becomes non-compliant as investments mature over time, the percentage at the time when the investments were purchased shall be used for purpose of evaluating compliance to a policy.

## **7. Short Term investments – Return and Performance Standards**

- a. The FTSE/TMX 91-day T-Bill index will be used as the benchmark to determine whether acceptable short-term market yields are being achieved. Investments will be reviewed in the event of under-performance and adjusted by the Investment Advisor upon authorization from the County.

## **8. Safekeeping and Custody**

- a. All investment certificates shall be issued in the name of the County.
- b. Investment certificates may be held for safekeeping by the financial institution.
- c. Responsibility for the safe keeping of assets, income collection, settlement of investment transactions, and accounting for investment transactions is delegated to a trust company custodian duly registered in Canada.
- d. Adherence to reporting requirements in accordance with International Financial Reporting Standards (IFRS).

## **9. Responsibilities**

- a. Delegation of Authority: Authority to manage the County’s investment program is derived from Section 250 of the *MGA* (Appendix B).

The County delegates the management of the Fund to Officers of the County. The Officers of the County include:

- Chief Administrative Officer
- Director of Finance and Administration

b. Fund Management responsibilities have been allocated as follows:

**Council**

- i. Receive annual reports from Officers on the annual performance of the portfolio in the first quarter of the following year.

**County Officers**

- i. Calculate the rates of return on the entire portfolio, based on book and market value.
- ii. Review the Policy periodically and if appropriate make recommendations to Council for changes.
- iii. Select investment dealers and institutions (the “Brokers”) to assist the County in meeting performance objectives for the portfolio.
- iv. Review the portfolio’s performance on a regular basis and provide a report to County Council annually in the first quarter of the year.
- v. To be responsible for the performance or, where appropriate, delegation of any responsibility not specifically mentioned in this Policy.

**Brokers**

- i. Select specific investments for the portfolio, recognizing the quality and diversification requirements in this Policy, and subject to approved signing authority.
- ii. Ensure that the sum of all cash, the current account, money market securities, and coupon income expected from the fixed income instruments (i.e., bonds, GICs, etc.) in a year are sufficient to cover the disbursements expected to be paid from the portfolio in that year.
- iii. Seek to maximize and preserve the investment return on the portfolio, after ensuring that the foregoing liquidity, quality and diversification requirements have been satisfied.
- iv. Manage the securities held by the portfolio in accordance with this Policy and applicable legislation.

**10. Policy Review**

- a. This policy may be modified at any time based on issues related to the administration of this policy, or fundamental changes in the overall investment objectives, (etc. social, economic or political change).

**11. Prudence**

- a. Investments are to be made with judgment and care, under prevailing circumstances, which persons of discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital and income to be derived.
- b. County officers acting in accordance with this policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations are reported in a timely fashion and appropriate action is taken to control adverse developments.

**12. Conflict of Interest/Ethics**

- a. Officers, employees and persons involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of their responsibilities, or which could impair their ability to make impartial investment decisions. Officers and employees shall disclose to their manager any material interest in financial institutions that conduct business with the County, and they shall subordinate their personal investment transactions to those of the County, particularly with regard to the timing of purchases and sales.
- b. This guideline also extends to any external investment management firms utilized by the County to manage its portfolio.
- c. Strict adherence to the CFA Institute Codes of Ethics and Standards of Professional Conduct and the CFA Institute Asset Manager Code of Professional Conduct is required.

**13. Reporting**

- a. Brokers shall communicate regularly with the Officers on the performance of County investments.
- b. The Officers shall report investment performance on a quarterly basis to the CAO.
- c. The CAO or delegate will provide an annual report to Council on the performance of the portfolio during the first quarter of the following year.

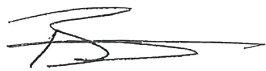
# APPENDICES

## APPENDIX A – CREDIT RATINGS

Grade	Moody's		Standard & Poor's		DBRS	
	Long-Term	Short-Term	Long-Term	Short-Term	Long-Term	Short-Term
Investment Grade	Aaa	P-1	AAA	A-1+	AAA	R-1 (high)
	Aa1	P-1	AA	A-1	AA (high)	R-1 (high)
	Aa2	P-1	AA	A-1	AA	R-1 (middle)
	Aa3	P-1	AA	A-1	AA (low)	R-1 (middle)
	A1	P-1	A	A-2	A (high)	R-1 (low)
	A2	P-1	A	A-2	A	R-1 (low)
	A3	P-1	A	A-2	A (low)	R-1 (low)
	Baa1	P-2	BBB	A-3	BBB (high)	R-2 (high)
	Baa2	P-2	BBB	A-3	BBB	R-2 (middle)
	Baa3	P-3	BBB	A-3	BBB (low)	R-2 (low)
Speculative Grade	Ba1	NP	BB	B	BB (high)	R-3
	Ba2	NP	BB	B	BB	R-4
	Ba3	NP	BB	B	BB (low)	R-4
	B1	NP	B	B	B (high)	R-4
	B2	NP	B	B	B	R-5
	B3	NP	B	B	B (low)	R-5
	Caa1	NP	CCC	C	CCC	R-5
	Caa2	NP	CCC	C	CCC	R-5
	Caa3	NP	CCC	C	CCC	R-5
	Ca	NP	CC	C	CC	R-5
	C	NP	R	R	C	R-5
			D	D	D	D

## APPENDIX B – MUNICIPAL GOVERNMENT ACT (SECTION 250)

1. In this section, “securities” includes bonds, debentures, trust certificates, guaranteed investment certificates or receipts, certificates of deposit, deposit receipts, bills, notes and mortgages of real estate or leaseholds and rights or interests in respect of a security.
2. A municipality may only invest its money in the following:
  - a. securities issued or guaranteed by
    - i. the Crown in right of Canada or an agent of the Crown, or
    - ii. the Crown in right of a province or territory or an agent of a province or territory.
  - b. securities of a municipality, school division, school district, hospital district, health region under the Regional Health Authorities Act or regional services commission in Alberta.
  - c. securities that are issued or guaranteed by a bank, treasury branch, credit union or trust corporation.
  - d. units in pooled funds of all or any of the investments described in clauses (a) to (c).
  - e. shares of a corporation incorporated or continued under the Canada Business Corporations Act (Canada) or the *MGA*, RSA 2000 Section 251 Chapter M-26, 135 incorporated, continued or registered under the Business Corporations Act if the investment is approved by the Minister.
- 2.1 Subsection (2) does not apply to a municipality’s investment in a controlled corporation.
3. The approval of the Minister under subsection (2)(e) may contain conditions.
4. In addition to the investments referred to in subsection (2), the Minister may by regulation allow one or more municipalities to invest their money in other investments described in the regulation.
5. Nothing in this section prevents a municipality from acquiring a share or membership in a non-profit organization.



Chief Administrative Officer



# Council Request for Decision (RFD)

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

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

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

Reviewed By: Pat Podoborzny



# Council Request for Decision (RFD)

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

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

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

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



# Council Request for Decision (RFD)

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

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

Department: \_\_\_\_\_

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

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



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



February 24, 2026

To: All Chief Administrative Officers  
Alberta Municipal Districts and Counties

Re: **Concerns over the closure of the Lacombe Research and Development Centre**

I am writing today on behalf of Lacombe County Council regarding the federal government's announced decision to close the Lacombe Research and Development Centre (LRDC). At our most recent Council meeting, the following resolution was passed:

***That Lacombe County request that Alberta's Municipal Districts and Counties advocate to the Government of Canada (Agriculture and Agri-Food Canada) to reverse its decision to close the Lacombe Research and Development Centre.***

We are therefore reaching out to request letters of support urging the federal government to reverse this closure.

#### **WHY THIS MATTERS PROVINCIALY**

- **Economic Harm:** Loss of more than 100 stable, professional jobs in a small labour market, including the erosion of a major employment anchor for the region.
- **Student Pipeline Loss:** Reduction in hands-on student placements, mentorship, and early-career opportunities that are essential for Canada's agri-food workforce.
- **Research Disruption:** Termination or relocation of long-term scientific trials that cannot be replicated without irreparable loss of data and infrastructure value.
- **Ecosystem Damage:** Undermining the research cluster that connects academia, industry, and public-sector innovation in Central Alberta.
- **National Capacity Risks:** A weakening of Canada's independent agricultural research base at a time of heightened global uncertainty.

#### **ABOUT THE LACOMBE RESEARCH AND DEVELOPMENT CENTRE**

For 119 years, the Lacombe Research and Development Centre has been a cornerstone of Canadian agricultural innovation and public-interest research. The Centre currently delivers high-value applied research, including active projects in integrated crop protection, climate-smart agriculture, livestock and crop genetics, production efficiency, and is **Canada's only federally operated meat sciences program**. Its long-term trials and decades of continuous data cannot be transferred or replicated elsewhere without irreparably damaging national research capacity.

The Centre is not only scientifically significant, but also a critical contributor to the identity, sustainability, and economic stability of the City of Lacombe, Lacombe County, and surrounding municipalities.

The proposed closure also comes at a time of global instability, trade pressures, and increasing climate-related agricultural challenges - circumstances that demand more, not less, investment in independent, public-interest agricultural research. Canada relies on robust, science-based information to ensure food security, strengthen competitiveness, and support producers in making informed decisions. The elimination of this centre weakens that capacity at a moment when it is most needed.

### **REQUEST FOR SUPPORT**

We request that your municipality send a letter urging the federal government to reverse its decision to close the Lacombe Research and Development Centre.

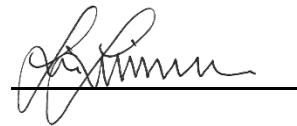
If you are supportive of our request, please forward your letters to:

The Honourable Heath MacDonald  
Minister of Agriculture and Agri-Food  
Agriculture and Agri-Food Canada  
1341 Baseline Road  
Tower 7, Floor 8  
Ottawa, ON K1A 0C5

Please also forward a copy of your letter to your respective MPs and MLAs.

Thank you for supporting this urgent matter affecting Alberta's agricultural future.

Sincerely,



Tim Timmons, CLGM  
County Manager, Lacombe County

## Canadian Seed Growers' Association Statement on AAFC Research Facility Closures

Ottawa, ON — February 2, 2026

The Canadian Seed Growers' Association is deeply concerned by Agriculture and Agri-Food Canada's decision to close seven federal research facilities across the country, a move that will have far-reaching consequences for Canada's seed system, crop innovation, and agricultural competitiveness.

While the federal government has suggested these closures will deliver modest annual savings of \$4 to 5 million, the downstream economic impacts risk undermining hundreds of millions of dollars in agricultural value, particularly in crops that depend on strong public-sector variety development.

"Virtually all crop production in Canada begins with seed," said Doug Miller, CSGA Executive Director.

"Weakening public research capacity creates ripple effects throughout the system, from plant breeding and variety registration to certified seed production, farm productivity, and export competitiveness. These cuts may yield short-term fiscal savings, but they carry long-term consequences that far outweigh any immediate gain."

Canada's agriculture sector operates across one of the most diverse and challenging production environments in the world. Public plant breeding and applied research have long played a critical role in delivering well-adapted, high-quality varieties that enable Canadian farmers to remain competitive in the face of climate variability, evolving disease pressures, and global market demands.

In 2024 alone, Canada's principal field crops **generated \$35.7 billion in farm cash receipts, with \$26.8 billion in exports**. Much of this success is built on publicly developed varieties, particularly in crops such as wheat, barley, oats, pulses, and specialty crops where private investment alone has not proven sufficient to meet long-term national needs.

The Association is especially concerned that these closures further erode Canada's capacity for final-stage variety development, not just early-stage or pre-breeding research.

Experience shows that removing the public sector from field-ready breeding weakens innovation outcomes, disconnects research from on-farm realities, and ultimately limits farmers' access to improved varieties.

"Plant breeding is not a switch that can be turned on and off," said Miller. "Developing a new variety takes roughly 10 years. Once expertise, facilities, and regionally adapted programs are lost, they are extremely difficult to rebuild."

Seed growers rely on a stable and predictable pipeline of new varieties developed through close collaboration among breeders, pathologists, agronomists, quality specialists, and the broader value chain. Public research programs are also essential for training the next generation of plant scientists and for advancing technologies that are later adopted by the private sector.

**Strong Foundation.**  
Bright Future.

• • • • •  
**Fondations solides.**  
Avenir prometteur.



We support a balanced, made-in-Canada approach to variety development that recognizes the complementary roles of public and private investment. While private-sector breeding is well suited to certain crops where cost recovery is viable, public breeding remains essential for many of Canada's most important field and specialty crops.

In the coming weeks and months, we are undertaking stakeholder consultations to fully assess the implications of these closures and to identify constructive paths forward. Any solution must begin with a clear recognition that weakening public research capacity threatens the foundation of Canada's seed system and, by extension, the resilience and competitiveness of Canadian agriculture.

Canada's seed system is a strategic national asset that requires sustained investment in plant breeding to deliver future innovation and productivity for Canadian agriculture.

**seedgrowers.ca**

Tel/Tél: 613-236-0497

Email/Courriel: [info@seedgrowers.ca](mailto:info@seedgrowers.ca)

Address/Adresse: 21, rue Florence Street, Ottawa, Ontario, Canada K2P 0W6



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



Box 69 Kitscoty, AB T0B 2P0  
Ph: 780.846.2244  
Fax: 780.846.2716  
www.vermilion-river.com

March 11, 2026

County of Minburn  
4909 – 50 ST. Box 550  
Vegreville, AB T9C 1R6

**RE: Rural Intermunicipal Collaboration Frameworks Termination**

Dear Pat,

At our Regular Meeting of Council on March 10, 2026 Council discussed the current Rural Intermunicipal Collaboration Framework (ICF) Agreements with neighboring Counties and Municipal Districts. As part of that discussion the revision to the MGA, Section 708.28(1.1) which allows an ICF to not be required was discussed.

Following the review of our intermunicipal relationship, we acknowledge that we do not have shared services requiring formal coordination under an ICF. Aside from longstanding mutual aid cooperation, there are no joint service delivery arrangements, cost sharing agreements or jointly funded infrastructure between our municipalities.

Council believes that the cooperative efforts, including mutual aid where required, are functioning effectively and that an ICF agreement is not required at this time to adequately provide services across our shared boundary with the County of Minburn and therefore passed the following motion:

Motion number 2026-03-07

THAT the County of Vermilion River direct Administration to proceed with concluding the County of Vermilion River and County of Minburn Intermunicipal Collaboration Framework agreement existing between the two municipalities, pursuant to Municipal Government Act, Section 708.28(1.1).

Council would like to see the ICF agreement concluded with the County of Minburn by the fall of 2026.

If you have questions regarding this matter, please contact me at [cao@county24.com](mailto:cao@county24.com).

Sincerely,

A handwritten signature in blue ink, appearing to read "Alan Parkin", is written over the word "Sincerely,".

Alan Parkin  
Chief Administrative Officer

# **Intermunicipal Collaboration Framework**

**Between**

**County of Vermilion River**

**And**

**County of Minburn No. 27**



December 12, 2019

**WHEREAS**, County of Vermilion River and the County of Minburn No. 27 share a common border; and

**WHEREAS**, County of Vermilion River and the County of Minburn No. 27 share common interests and are desirous of working together to provide services to their residents; and

**WHEREAS**, the Municipal Government Act stipulates that municipalities that have a common boundary must create an Intermunicipal Collaboration Framework with each other that identifies the services provided by each municipality, which services are best provided on an intermunicipal basis, and how services to be provided on an intermunicipal basis will be delivered and funded.

**NOW THEREFORE**, by mutual covenant of the Municipalities it is agreed as follows:

**A. DEFINITIONS**

- 1) In this Agreement
  - a) “lead municipality” means the municipality responsible for administering the agreement.
  - b) “municipalities” means the County of Vermilion River and the County of Minburn No. 27.

**B. TERM AND REVIEW**

- 1) In accordance with the *Municipal Government Act*, this Intermunicipal Collaboration Framework shall come into force on final passing of matching bylaws that contain the Framework by both Municipalities.
- 2) This Framework may be amended by mutual consent of both Municipalities unless specified otherwise in this Framework.
- 3) It is agreed by the Municipalities that the Councils shall review at least once every five years, commencing no later than 2024 the terms and conditions of the agreement.

**C. INTERMUNICIPAL COOPERATION**

- 1) The Council of the Municipalities shall be the forum for the review of the Intermunicipal Collaboration Framework.

**D. GENERAL TERMS**

- 1) Both Municipalities agree that in consideration of the service agreements outlined in Section E(2) that residents of the Municipalities will be afforded the same services at the same costs, including user fees, as the County of Minburn No. 27 residents for services provided by County of Vermilion River and County of Vermilion River

residents for services provided by the County of Minburn No. 27.

## **E. MUNICIPAL SERVICES**

- 1) The Municipalities have a history of working together to provide municipal services to the residents on an intermunicipal basis, with the following joint agreements to provide services directly or indirectly to their residents:
  - a. Emergency Services:
    - The Municipalities, with additional partners, have agreements in place to aid in the event of emergencies. There is a Mutual Aid Fire Agreement between the County of Vermilion River and County of Minburn No. 27 dated 19 January, 2015. As a mutual aid agreement there is no lead municipality. Cost sharing is in accordance with the Mutual Aid Fire Agreement, with the municipality requesting mutual aid being responsible for the applicable costs associated with responding to the emergency.
  - b. Water
    - The Municipalities along with several additional municipal partners signed an agreement to create the Alberta Central East Water Corporation to provide potable water to the municipal members. As a corporation there is no lead municipality. The fees for water and the allocation of water are established in accordance with the unanimous shareholders agreement.
- 2) The Municipalities acknowledge that in addition to the shared service agreements in place between the Municipalities, they each have independent agreements with other regional partners.
- 3) The Municipalities have reviewed the aforementioned existing agreements and have determined that these are the most appropriate municipal services to be conducted in a shared manner.

## **F. FUTURE PROJECTS & AGREEMENTS**

- 1) In the event that either Municipality initiates the development of a new project and/or service that may require a new cost-sharing agreement, the initiating Municipality's Chief Administrative Officer will notify the other Municipality's Chief Administrative Officer in writing.
- 2) The initial notification will include a general description of the project, estimated costs and timing of expenditures. The other municipality will advise if they have

objections in principle to provide funding to the project and provide reasons. An opportunity will be provided to discuss the project at the Council meetings.

- 3) The following criteria will be used when assessing the desirability of funding of new projects:
  - a. Relationship of the proposed capital project to any regional long-term planning document prepared by the Municipalities;
  - b. The level of community support;
  - c. The nature of the project;
  - d. The demonstrated effort by volunteers to raise funds and obtain grants (if applicable);
  - e. The projected operating costs for new capital projects;
  - f. Municipal debt limit; and,
  - g. Projected utilization by residents of both Municipalities.
- 4) Once either Municipality has received written notice of new project, Council meetings must be held within thirty (30) calendar days of the date the written notice was received, unless both Chief Administrative Officers agree otherwise.
- 5) Councils will be the forum used to discuss and review future mutual aid agreements and/or cost sharing agreements. In the event the Councils are unable to reach an agreement, the dispute shall be dealt with through the procedure outlined within Section G of this document.
- 6) Both Municipalities recognize that the decision to participate in or not participate in a project ultimately lies with the respective municipal councils, who in turn must rely on the support of their electorate to support the project and any borrowing that could be required.

#### **G. DISPUTE RESOLUTION**

- 1) The Municipalities are committed to resolving any disputes in a non-adversarial, informal and cost-efficient manner.
- 2) The Municipalities shall make all reasonable efforts to resolve all disputes by negotiation and agree to provide, without prejudice, open and timely disclosure of relevant facts, information and documents to facilitate negotiations.
- 3) In the event of a dispute, the Municipalities agree that they shall undertake a process to promote the resolution of the dispute in the following order:
  - a. negotiation;
  - b. mediation; and
  - c. binding arbitration.
- 4) If any dispute arises between the Municipalities regarding the interpretation, implementation or application of this Framework or any contravention or alleged

contravention of this Framework, the dispute will be resolved through the binding Dispute Resolution Process outlined herein.

- 5) If the Dispute Resolution Process is invoked, the Municipalities shall continue to perform their obligations described in this Framework until such time as the Dispute Resolution Process is complete.
- 6) Despite Section G(4), where an existing intermunicipal agreement has a binding dispute resolution process included the process in the existing intermunicipal agreement shall be used instead of the dispute resolution outlined in this Framework.
- 7) A municipality shall give written notice (“Dispute Notice”) to the other municipality of a dispute and outline in reasonable detail the relevant information concerning the dispute. Within thirty (30) days following receipt of the Dispute Notice, the Councils shall meet and attempt to resolve the dispute through discussion and negotiation, unless a time extension is mutually agreed by the CAOs. If the dispute is not resolved within sixty (60) days of the Dispute Notice being issued, the negotiation shall be deemed to have failed.
- 8) If the Municipalities cannot resolve the dispute through negotiation within the prescribed time period, then the dispute shall be referred to mediation.
- 9) Either municipality shall be entitled to provide the other municipality with a written notice (“Mediation Notice”) specifying:
  - a. The subject matters remaining in dispute, and the details of the matters in dispute that are to be mediated; and
  - b. The nomination of an individual to act as the mediator.
- 10) The Municipalities shall, within thirty (30) days of the Mediation Notice, jointly nominate or agree upon a mediator.
- 11) Where a mediator is appointed, the Municipalities shall submit in writing their dispute to the mediator and afford the mediator access to all records, documents and information the mediators may reasonably request. The Municipalities shall meet with the mediator at such reasonable times as may be required and shall, through the intervention of the mediator, negotiate in good faith to resolve their dispute. All proceedings involving a mediator are agreed to be without prejudice and the fees and expenses of the mediator and the cost of the facilities required for mediation shall be shared equally between the Municipalities.
- 12) In the event that:
  - a. The Municipalities do not agree on the appointment of a mediator within thirty (30) days of the Mediation Notice; or
  - b. The mediation is not completed within sixty (60) days after the appointment of the mediator; or

- c. The dispute has not been resolved within ninety (90) days from the date of receipt of the Mediation Notice;  
either municipality may by notice to the other withdraw from the mediation process and in such event the dispute shall be deemed to have failed to be resolved by mediation.
- 13) If mediation fails to resolve the dispute, the dispute shall be submitted to binding arbitration. Either of the Municipalities may provide the other municipality with written notice (“Arbitration Notice”) specifying:
- a. the subject matters remaining in dispute and the details of the matters in dispute that are to be arbitrated.
- 14) Within thirty (30) days following receipt of the Arbitration Notice, the other Municipality shall, by written notice, advise as to which matters stated in the Arbitration Notice it accepts and disagrees with, and advise whether it agrees with the resolution of the disputed items by arbitration.
- 15) The *Arbitration Act* (Alberta) in force from time to time shall apply to arbitration proceedings commenced pursuant to this Framework.

**H. CORRESPONDENCE**

1) Written notice under this Agreement shall be addressed as follows:

a. In the case of County of Vermilion River to:

**County of Vermilion River  
c/o Chief Administrative Officer  
P.O. Box 69  
Kitscoty, AB T0B 2P0**

b. In the case of the County of Minburn No. 27 to:

**County of Minburn No. 27  
c/o Chief Administrative Officer  
P.O. Box 550,  
4909 – 50 Street  
Vegreville, AB T9C 1R6**

In addition to Section H(1), notices may be sent by electronic mail to the Chief Administrative Officer.

**IN WITNESS WHEREOF** the Municipalities have affixed their corporate seals as attested by the duly authorized signing officers of the Municipalities as of the first day above written.

COUNTY OF VERMILION RIVER

COUNTY OF MINBURN NO. 27

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Reeve

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

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

Bylaw Number: \_\_\_\_\_

Bylaw Number: 06-20

*Resolution*

AMENDING AGREEMENT entered into this 14<sup>th</sup> day of January, 2025.

BETWEEN:

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

- and -

**COUNTY OF VERMILION RIVER**

**ICF AMENDING AGREEMENT**

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

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

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

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

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

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

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

*[Signature Page to Follow]*

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

**MINBURN COUNTY NO. 27**

**County of Vermilion River**



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Reeve



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Reeve



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Chief Administrative Officer



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Chief Administrative Officer



# Council Request for Decision (RFD)

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

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

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

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



# Council Request for Decision (RFD)

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

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

Department: \_\_\_\_\_

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

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



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

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**County Meetings (include date):**

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

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

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



## REEVE AND COUNCIL REPORTS

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

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

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

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**County Meetings (include date):**

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

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

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



**REEVE AND COUNCIL REPORTS**

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

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

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

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**County Meetings (include date):**

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

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

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



## REEVE AND COUNCIL REPORTS

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

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

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

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**County Meetings (include date):**

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

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

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



## REEVE AND COUNCIL REPORTS

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

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

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

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**County Meetings (include date):**

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

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

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



## REEVE AND COUNCIL REPORTS

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

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

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

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**County Meetings (include date):**

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

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

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



## Office of the CAO Report

**For Presentation at** March 19, 2026 **Council Meeting**

**From Date:** February 13, 2026

**To Date:** March 13, 2026

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### **Internal Meetings:**

- County Council Meeting – February 17
- SLT Meeting – March 9
- Committee of the Whole Meeting – March 11

### **External Meetings:**

- Innisfree School Community Meeting – February 25
- Regional PMP Virtual Meeting / Cenera – February 27
- Crisis Response Leadership Meeting / St. Joseph Hospital – March 2
- Alberta Ombudsman Municipal Webinar – March 10
- CAMA Masterminds Virtual Session – March 12

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

- Cost Tracker Information Virtual Session/ AEMA – February 17, 2026
- Emergency Preparedness Week Info Virtual Session /AEMA – February 24
- Hiring and Retaining Youth Employees Virtual Session / GOA – February 26
- 2026 Hazard Season Briefing / AEMA – March 12

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

- Council and Committee meeting packages
- Occupational Health and Safety Program
- CAO Bylaw
- Privacy Management Program development
- County of Minburn History Book
- Vacation coverage
- RMA Spring Conference Prep
- 2026 Municipal Audit
- 2025 Community Report
- 2026 Alberta Budget



## ADMINISTRATION REPORTS

**Name:** Norm De Wet

**Department:** Operations

**Reviewed by:** Pat Podoborzny

**For Presentation at:** March 19, 2026, County Council meeting

**From Date:** February 18, 2026

**To Date:** March 18, 2026

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### **Fleet purchases/Maintenance:**

- The CAT 627G (Unit 522) refurbishment has been completed and the unit has been delivered to the Vegreville shop yard, ready for the 2026 construction season.
- As approved by Council, two CAT 160 graders were delivered and put into service. Units 330 and 333 are currently being sold by tender, with results to be brought forward to Council at the April meeting.

### **Public Works Update:**

- Maintenance crews are completing ongoing winter maintenance as required by policy.
- The Coulters' crushing project preconstruction meeting was completed on March 13 with Paragon contracting. Work is expected to begin in April 2026.
- Administration has started accepting applications for dust abatement program for the 2026 season.

### **Contracted Services:**

- The first bridge replacement tender has been posted on APC for BF 01195 on RR 134 south of Lavoy and BF 01762 on RR 131 south of Hwy 631, with a closing date of April 3, 2026. Results will be brought to the April Council meeting for approval.

### **Waste Management**

- K&K Prairie Recyclers came and hauled away 67.33 tons of scrap metals and appliances from Ranfurly WTS and East Regional WTS.

## Utilities

- January water meter readings showed a few unusually high readings. Research has been underway to determine possible causes. Five locations with particularly high readings have been identified, and the meters have been physically checked along with simple leak detection tests to determine if leaks are contributing to the issue.

## Agricultural Services Update:

- The County is currently operating a Coyote Harvest Incentive Program supported through APOS, which runs until April 1, 2026. As of the end of February, 166 coyotes have been turned in through the program, equaling \$3,320.00.
- The mulching program is underway and following the schedule on the bushing map provided to Council in late November 2025. So far crews have completed 17,440 meters of mulching.





## **ADMINISTRATION REPORTS**

**Name:** Davin Gegolick

**Department:** Planning and Community Services

**Reviewed by:** Pat Podoborzny

**For Presentation at:** March 19, 2026 Council Meeting

**From Date:** February 11, 2026

**To Date:** March 12, 2026

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### **Planning Update:**

- Issued development permits:
  - Farm shop (NW 22-53-13-4)
  - Farm shop (NW 22-53-13-4)
  - Farm shop (N ½ 16-49-10-4)
  - Security suite (Ranfurly)
- Fiber install in Lavoy is proposed to begin April 1, 2026
- Received notification of a rezoning application (from Urban Reserve to Large Lot Residential) within the Town of Vegreville in our IDP joint planning area – no concerns as the proposal aligns with the future intended use of these lands as outlined in the IDP.
- Town of Vegreville/County of Minburn IDP review project approved through ACP program.
- Complaint of a squatter/encampment at Peace Park

### **Subdivision Update:**

- Received subdivision: file #03-2026, 04-2026, 05-2026, 06-2026
- Complete subdivision inspection: file #02-2026, 03-2026, 04-2026

### **Economic Development Update:**

- Registration is open for Local to Global Eastern Alberta Trade Corridor Forum – April 8-10 in Vegreville.

**Community Services:**

- Finalizing Rotary Peace Park lease agreement

**Attachments:**

- Minister Approval Letter
- RFD – Bylaw #1373-26 First Reading
- RFD – Minburn Landfill Environmental Site Assessment
- RFD – Subdivision file #01-2026
- RFD – Subdivision file #02-2026
- RFD – Subdivision file #03-2026
- RFD – Subdivision file #04-2026
- RFD – EATC Local to Global Forum Sponsorship
- RFD – Policy PDS 7006-01 Growing Futures Scholarship



## ADMINISTRATION REPORTS

**Name:** Mike Fundytus

**Department:** Protective Services

**Reviewed by:** Pat Podoborzny

**For Presentation at:** March 19, 2026 Council Meeting

**From Date:** February 9, 2026

**To Date:** March 12, 2026

### Fire Department Update:

Call Type	Date	Details	Station Dispatched
Medical	Feb 9	Village medical	Mannville
MVC	Feb 12	Hwy 16 RR 105, vehicle vs moose	Innisfree
Structure Fire	Feb 16	15226 TWP 524	Vegreville Innisfree
MVC	Feb 17	MVC Hwy 16 RR 85	Mannville
Medical	Feb 26	Village medical	Mannville
Fire	Feb 27	Hwy 16 RR 82, coils of stripped copper wire coating on fire in ditch	Mannville
Alarms	March 5	False alarm call, 5230 46 street, Mannville	Mannville
Fire	March 5	Vehicle Fire 50326 RR 84	Mannville
MVC	March 8	MVC Hwy 16 RR 100, semi trailer flipped by wind	Innisfree
MVC	March 8	MVC Hwy 16 near RR 100 another semi trailer flipped by the wind	Innisfree
Public Safety	March 8	Downed power line in Innisfree	Innisfree
Fire	March 8	SE 26-50-10-W4, wooden shack on oil lease on fire, self extinguished	Mannville
Public Safety	March 8	Roof blown off of business onto powerline	Innisfree
Medical	March 8	Village medical	Mannville
Medical	March 11	Village medical	Mannville

- Total Fire Responses:
  - Mannville – 9
  - Innisfree – 5
  - Vegreville – 1
- Currently issuing burn permits until March 31, 2026
- Current staffing in Protective Services is 1 FT Director, 1 FT Public Safety Officer, 29 paid on call firefighters (13 Innisfree Station, 16 Mannville station) 1 member on medical leave.
- Conducted interviews and the two seasonal firefighters have been hired. One starts April 1 and the other on May 1.

**Emergency Management Update:**

- Applied for Emergency Management Preparedness Grant on behalf of the region for conducting an exercise and reviewing our Hazard Identification and Risk Assessment document.

**OH&S Update:**

- Working with consultants on manual/handbook update.

**Bylaw Enforcement:**

- Public Safety Officer completed no inspections for LUB complaints.

**RCMP Liaison :**

- Met with RCMP Detachment Commander Ken Shamblaw on March 10. Will be attending a regional discussion on Emergency Management capabilities of the region in Vermilion on March 26.



## ADMINISTRATION REPORTS

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

Reviewed by:

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

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

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Department Updates:

**Department Updates Cont'd.:**

**Attachments:**



**County of Minburn No. 27**  
**2026 Statement of Financial Position**  
*As At February 28, 2026*

<b>FINANCIAL ASSETS</b>	<b>Feb/2026</b>	<b>Jan/2026</b>	<b>Dec/2025</b>
Cash & Temporary Investments	27,684,195	28,207,644	32,113,622
Receivables			
Taxes & Grants in Place of Taxes Receivable	346,160	257,877	283,210
Due From Governments	132,461	176,997	229,881
Trade & Other Receivables	316,797	362,192	920,524
Long Term Receivables	130,623	130,623	130,623
Land Held for Resale	243,009	243,009	243,009
<b>Total Financial Assets:</b>	<b>28,853,245</b>	<b>\$ 29,378,341</b>	<b>\$ 33,920,868</b>
<b>LIABILITIES</b>	<b>Feb/2026</b>	<b>Jan/2026</b>	<b>Dec/2025</b>
Accounts Payable & Accrued Liabilities	5,179,365	5,232,900	8,964,520
Asset Retirement Obligation	3,903,799	3,903,799	3,903,799
Deposit Liabilities	-	-	-
Deferred Revenue	567,591	471,226	471,226
Employee Benefit Obligations	314,850	315,362	317,522
<b>Total Liabilities:</b>	<b>9,965,604</b>	<b>\$ 9,923,286</b>	<b>\$ 13,657,067</b>
<b>Net Financial Assets:</b>	<b>18,887,641</b>	<b>\$ 19,455,055</b>	<b>\$ 20,263,801</b>
<b>NON-FINANCIAL ASSETS</b>	<b>Feb/2026</b>	<b>Jan/2026</b>	<b>Dec/2025</b>
Tangible Capital Assets	39,498,838	39,498,839	39,498,838
Inventory for Consumption	20,968,139	20,924,702	20,879,389
Prepaid Expenses	425	-	286,194
<b>Total Non-Financial Assets:</b>	<b>60,467,403</b>	<b>\$ 60,423,541</b>	<b>\$ 60,664,421</b>
<b>ACCUMULATED SURPLUS:</b>	<b>\$ 79,355,044</b>	<b>\$ 79,878,596</b>	<b>\$ 80,928,222</b>
<b>Difference:</b>	<b>-\$ 1,573,179</b>	<b>-\$ 1,049,626</b>	



**County of Minburn No. 27**  
**2026 Revenue & Expenditure Report**  
*For Month Ending February 28, 2026*

<b>REVENUE</b>	<b>2026 Current Month</b>	<b>2026 Year-To-Date</b>	<b>2026 Budget</b>	<b>% of Budget Used</b>	<b>Same Period Last Year</b>
Net Municipal Taxes	-	-	280,735	-1.5%	-1.4%
User Fees & Sale of Goods	10,296	27,581	346,510	8.0%	5.3%
Government Transfers	2,718	-	56,457	-2.0%	1.1%
Investment Income	27,442	-	163,256	-26.3%	-22.2%
Penalties & Costs on Taxes	115,474	115,913	138,850	83.5%	77.8%
Gain on Disposal of Tangible Assets	-	-	16,600	N/A	N/A
Other	8,859	11,873	193,000	6.2%	7.4%
<b>Totals:</b>	<b>\$ 164,789</b>	<b>-\$ 361,681</b>	<b>\$ 23,101,661</b>	<b>-1.6%</b>	<b>-0.9%</b>

<b>EXPENDITURES</b>	<b>2026 Current Month</b>	<b>2026 Year-To-Date</b>	<b>2026 Budget</b>	<b>% of Budget Used</b>	<b>Same Period Last Year</b>
Administrative & Legislative	181,281	539,728	2,910,500	18.5%	14.8%
Fire Protection & Safety Services	39,959	171,312	2,203,340	7.8%	16.3%
Emergency Dispatch Services	-	-	17,000	0.0%	0.0%
Policing Services	-	-	184,177	-73.7%	-73.7%
Bylaw Enforcement, Health & Safety	5,173	15,000	89,100	16.8%	8.8%
Roads, Streets, Walks, Lights	390,130	316,692	15,501,226	2.0%	3.4%
Water Supply & Distribution	8,796	16,583	214,900	7.7%	6.8%
Wastewater Treatment & Disposal	5,031	6,357	81,600	7.8%	6.4%
Waste Management	5,399	88,107	315,396	27.9%	5.2%
Family & Community Support Services	-	43,668	172,409	25.3%	25.0%
Cemeteries	1,499	8,944	40,900	21.9%	13.4%
Planning & Economic Services	30,618	90,836	610,750	14.9%	11.8%
Agricultural Services Board	19,269	49,909	582,400	8.6%	5.4%
Recreation & Library Services	1,185	48,538	869,749	5.6%	4.8%
<b>Totals:</b>	<b>\$ 688,340</b>	<b>\$ 1,211,497</b>	<b>\$ 23,859,270</b>	<b>5.1%</b>	<b>5.4%</b>

**Difference:** **-\$ 1,573,179**

**COUNTY OF MINBURN NO. 27**  
**2026 Monthly Progress Report - At February 28, 2026**

~Final~

Decision Papers - Operating								
Project Name	20%	40%	60%	80%	100%	Budget	Spent	Comments
Front Step Admin Building						\$ 36,000		
Admin Bldg. Mechanical & Electrical Study						\$ 52,500	\$ 2,124	Additional testing completed. Awaiting the results and the final report regarding the mechanical and electrical condition.
Financial ERP System Replacement						\$ 200,000	\$ 228,405	Contract awarded; system configuration, migration and training underway
Automated Development Permitting						\$ 12,500	\$ 12,500	Currently in testing phase.
Crossroads Economic Development Alliance						\$ 200,000		Grant funding to be announced in March 2026.
Crossroads Capacity Building Projects						\$ 60,000	\$ 30,000	2025 CECI grant approved for \$30K (matched by \$30K partner funds). Project planned to be complete by end of March 2026.
Communications Project/Dev. Package						\$ 100,000	\$ 75,000	Developer's pkg complete. Newcomer's welcome pkg/website additions planned to be complete by end of March 2026.
Cemetery Signage for 3 Cemeteries						\$ 5,000		Signs have been ordered.

Decision Papers - Capital								
Project Name	20%	40%	60%	80%	100%	Budget	Spent	Comments
Mannville Fire Hall Fencing						\$ 65,000		
Innisfree Fire Training Storage Building						\$ 84,900		
New Fire Truck - Unit #910 Replacement						\$ 275,000		Tender awarded to Fort Gary
New Rapid Response - Unit #915 Replace						\$ 165,000		
Mannville Fire Thermal Camera						\$ 9,000	\$ 6,725	
Fire Truck Air Lift Bags						\$ 32,000		
Vegreville Fire Truck						\$ 80,000	\$ 80,000	Paid January 30, 2026.
Motor Scraper - Refurbishment						\$ 679,951		Completed and the machine Delivered to yard
Fleet Truck Replacement						\$ 128,625		Fleet truck tender closed, approved by Council and ordered.
Minburn Sidewalk Rehabilitation						\$ 22,667		
2026 CAT 160 Motor Graders (2)						\$ 1,335,000		Both graders delivered and put into service.
Fuel System Upgrade						\$ 107,048		
Lavoy Hydrant Rehabilitation						\$ 125,735		Tender closed. Results going to Council March 19, 2026
2026 Crushing Program - Coulter Pit						\$ 3,000,000		Tender closed and approved by Council. Project starting April 1, 2026.
Bridges (STIP Approved 1 Capital, 2 Mtce)						\$ 583,000		Tender posted for BF 1762
Bridges (STIP Approved 4 Capital Bridges)						\$ 1,992,000	\$ 1,239,601	All TerraPro projects and one WestCan project done. One project deferred to 2026.

Road Maintenance Activities						
Road Projects	20%	40%	60%	80%	100%	Comments
Road Construction						
Gravel Haul Program						
Oiling Projects						
Dust Controls						
Roadside Mowing						
Roadside Brushing						



Feb. 9, 2026

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

RECEIVED

FEB 12 2025

COUNTY OF MINBURN NO. 27

BOARD OF TRUSTEES

780 464 3477

Board Chair  
Colleen Holowaychuk

Vice-Chair  
Krista Scott

Dave Anderson  
Tiffany Bergmann  
Jessica Boyden  
Bryan Butler  
Leah Canning  
Kaye Schindeler  
Ralph Sorochan

Dear Reeve Roger Konieczny:

Like you, my fellow EIPS trustees and I are committed to working closely with key stakeholders in the areas we represent to serve the best interests of our constituents. It is our goal to ensure students throughout the Division have access to the best possible educational experience and will ultimately play an important part in building successful, sustainable communities throughout our province.

As a public-school division, EIPS publishes its *Annual Education Results Report (AERR)* to account for the resources the Government of Alberta invests in public education and to demonstrate its achievements in providing a world-class education to the students we serve. The report addresses the results achieved and progress made by the Division for each priority, goal and outcome throughout the 2024-25 school year. The Division then uses the data and results listed in the *AERR* to guide future decisions, focus areas and priority strategies. The goal: To support a cycle of continuous growth to improve outcomes across all schools systematically.

Enclosed, you'll find a copy of the Annual Education Results Report 2024-25 and an AERR Overview for easy reading. You can also read the full report online at [eips.ca](https://eips.ca). If you have any questions about the information contained therein or would like to meet to discuss how the EIPS Board of Trustees might collaborate with you to help our communities grow and thrive, feel free to reach out to me directly at (780) 417-8100 or at [colleen.holowaychuk@eips.ca](mailto:colleen.holowaychuk@eips.ca). We look forward to working together during this term to achieve positive results.

Sincerely,

A handwritten signature in black ink that reads "Colleen Holowaychuk".

Colleen Holowaychuk, Board Chair  
Elk Island Public Schools

CH:cf  
Encl.

## Audra Kropielnicki

---

**From:** Maryanne King <mking@npf-fpn.com>  
**Sent:** February 18, 2026 10:18 AM  
**To:** Info  
**Cc:** Roger Konieczny  
**Subject:** National Police Federation | Contract Policing Commitment

Some people who received this message don't often get email from mking@npf-fpn.com. [Learn why this is important](#)

Dear Reeve Konieczny,

On behalf of the National Police Federation (NPF), we are pleased to share that the Federal Minister of Public Safety has confirmed once again the Government of Canada's ongoing commitment to RCMP contract policing in provinces and municipalities beyond 2032.

Please see a [statement from the NPF](#) highlighting the significance of this confirmation and the certainty it provides to contract partners for public safety planning purposes going forward.

The NPF has been actively working with all levels of government to demonstrate our Members' world-class policing service and to seek clarity on the future of contract policing beyond 2032. This confirmation is welcome news, verifying the expert local policing services the RCMP provides which provinces and municipalities can continue to rely on in the years ahead.

Should you have any questions or like additional information, please feel free to contact the NPF at [GVTRelations@npf-fpn.com](mailto:GVTRelations@npf-fpn.com).

Sincerely,

**Maryanne King**

Advisor, Government Relations | Conseiller, relations gouvernementales

**Pronouns: She/Her**

**National Police Federation | Fédération de la Police Nationale**

(587) 672-0695

[npf-fpn.com](http://npf-fpn.com)

**NATIONAL  
POLICE  
FEDERATION**



**FÉDÉRATION  
DE LA POLICE  
NATIONALE**™



@NPFFPN



NPF\_FPN



nationalpolicefederation



National Police Federation

The mission of the National Police Federation is to provide strong, professional, fair and progressive representation to promote and enhance the rights of RCMP Members. La mission de la Fédération de la police nationale est de fournir une représentation forte, professionnelle, juste et progressive afin de promouvoir et faire avancer les droits des Membres de la GRC.

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POLICE  
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[Home](#) > [News](#) > [Media Statement: National Police Federation Welcomes Federal Government Commitment to RCMP Contract Policing Beyond 2032](#)

## MEDIA RELEASES

# Media Statement: National Police Federation Welcomes Federal Government Commitment to RCMP Contract Policing Beyond 2032

February 17, 2026

Share    

February 17, 2026

**Ottawa, ON** – The following is a statement from National Police Federation President and C.E.O., Brian Sauvé, regarding the Federal Government’s confirmed intention to provide contract policing services to provinces and municipalities across Canada beyond 2032.

“After months of sustained advocacy, we welcome the Government of Canada’s clear commitment, outlined by the Minister of Public Safety, to continue the RCMP’s expert contract policing services beyond 2032, as reported by CBC News in [“\*Ottawa commits to keeping Mounties on front lines\*”](#).”

This clarity reaffirms the exceptional service delivered by our Members and gives contract partners the certainty they need to plan and invest confidently in long-term public safety.

The previous Government’s 2024 ‘Contract Policing Assessment: What We Heard’ report made clear that most, if not all, contract partners expressed a desire to renew their RCMP policing agreements. Recent commitments from British Columbia and Nova Scotia further demonstrate

that momentum. These remarks confirm what communities across Canada already know: RCMP Members deliver highly capable, professional, and sustainable frontline policing, and stand ready to continue doing so for decades to come.

The RCMP remains a uniquely capable organization in North America, able to surge resources to any community, regardless of size or geographic location. With more than 150 specialized services, from financial crime units to extortion task forces, Members bring unmatched depth and adaptability to every operation.

The integrated nature of municipal, provincial, and federal policing within one organization provides a vital advantage for Canadians' safety and security. In an era where a single traffic stop in one community can lead to an investigation spanning provinces or even international borders, the RCMP's structure eliminates investigative gaps and enables swift, coordinated responses that support victims and protect communities.

Beneath every RCMP uniform is a person, who lives, works, and volunteers in the same community they serve. Ensuring long-term stability in contract policing keeps those Members, and their families, rooted where they belong.

As contract renewal discussions move forward, the NPF remains ready to work constructively with the Government of Canada and contract partners to strengthen RCMP policing services for the future.”

### **About the National Police Federation:**

The National Police Federation (NPF) represents ~20,000 RCMP Members serving across Canada and internationally. We are the largest police union in Canada. The NPF is focused on improving public safety for all Canadians, including our Members by advocating for much-needed investment in the public safety continuum. This includes investments in police resourcing and modern equipment, as well as social programs including health, addiction, and housing supports to enhance safety and livability in the many communities we serve, large and small, across Canada.

**For more information:** <https://npf-fpn.com/> 

**Follow us:**

**NPF:** [LinkedIn](#),  [Facebook](#),  [Twitter](#),  and [Instagram](#) 

**Media Contact:**



1041 - 10A Street  
Wainwright, AB T9W 2R4

T: 780.842.6144  
F: 780.842.3255  
www.btps.ca

February 18, 2026

Honourable Demetrios Nicolaides,  
Minister of Education and Childcare  
Office of the Minister  
Education and Childcare  
423 Legislature Building  
10800 – 97 Avenue  
Edmonton, AB T5K 2B6

*via email*

Dear Honourable Demetrios Nicolaides,

The Buffalo Trail Public School Board (BTPS) is currently conducting a school review of Delnorte Innisfree School. On January 21, 2026, the Board carried a motion that the Board investigate the complete or partial closure, including the reduction of grade(s), or division(s), of Delnorte school for the next school year, in adherence with Board Policy 802 and the Education Act. The Board recognizes that, under established legislation, school boards are autonomous governing bodies. Decisions related to school operations, including potential closures or consolidations, rest solely within the authority of elected trustees. While this framework ensures local governance and decision-making, it does not lessen the importance of continued advocacy, meaningful dialogue, or the voice of our community throughout this challenging process.

BTPS remains deeply committed to providing world-class education to all students in our truly rural communities. We continuously examine how best to meet diverse student needs, fulfill programming requirements, and deliver education equitably within the funding provided by Alberta Education.

The need for equitable and sustainable funding for rural schools is not a new concern. It has been raised repeatedly through direct dialogue with government officials and through our work with the Alberta School Boards Association, the Public School Boards' Association of Alberta, and the Rural Caucus of Alberta School Boards. The challenges associated with underfunding are not unique to this school. Other schools within our Division face similar pressures, and many rural divisions across Alberta continue to echo the urgent need for meaningful changes to the current funding framework.

Alberta Education has publicly communicated that new schools are being built to ensure students can walk to school, attend schools within their own communities, remain close to home, and stay connected

to their support systems. We recognize and appreciate this important work, and we acknowledge the significant enrollment pressures facing our metro and urban boards. However, a different message appears to be reaching rural schools, communities, and divisions. Rather than receiving equitable and sustainable funding that reflects the unique realities of rural education delivery, rural divisions are struggling with insufficient resources. This shortfall makes it increasingly difficult to ensure that rural students can continue learning within their own communities, the very opportunity being prioritized for their urban peers.

True equity requires recognizing and funding the distinct needs of rural education so that all students, regardless of geography, can learn close to home and remain connected to their communities and support networks.

### ***Current Context***

Our Division is approximately 14,250 square km, serving students in 28 communities, with buses traveling 13,190 km per day. Our school's enrollment ranges from 414 to 54 students (excluding colony schools). The largest town within our division has an approximate population of 6,997 making all our schools rural.

We have strong and valuable partnerships within our Division and we are proud to offer our students a variety of educational programming, with a focus on both trades and humanities, with the most recent development and implementation of our Collegiate program. Rural students are engaging in learning and training that will fuel our Alberta economy.

Delnorte School has worked collaboratively and effectively with BTPS, the community and the surrounding area. They have supported various efforts to improve and bring depth to services, programming, and accessibility to their school and community. Most recent projects include a state-of-the-art pickleball and basketball court with an all-weather surface, speed indicator signs, accessible parking development, greenhouse projects, and a partnership with the Village of Innisfree to implement shop projects for students.

The school was modernized in 2009. The modernization was strategic, with renovations including the demolition of a significant portion of the school and a small addition to right-size the school. Delnorte was updated to improve instructional spaces and utilization rates, incorporate new educational technology, and support the retention of programming. Enrollment was 75 students at the time of modernization.

Currently, BTPS receives approximately \$927,000 in direct funding (Instructional, Operations & Maintenance, and Transportation) to support the operation of Delnorte School, while the school's operating costs exceed \$1.15M. This results in an annual \$225,000 funding deficit, which must be made up by reducing allocations to other schools to subsidize Delnorte and other small schools. BTPS operates

under a philosophy that we are a school system, not a system of schools. Allocation of our funds are for the betterment of all students. Please see our current [Funding Guidelines](#).

When looking at the Instructional funding/costs alone, BTPS allocates approximately \$869,000 to the school budget to provide instructional services to the students of Delnorte while only receiving approximately \$732,000 in direct instructional funding (Rural Small School Grant, Teacher Salary Settlement, Services & Supports Funding, Community-Based Grants & School Technology Grant), resulting in an instructional deficit of \$137,000.

### ***Strategic Funding***

Currently, just 5 of our 17 schools receive funding under the rural small schools' grant outlined in the 2025/2026 funding manual. Schools above the threshold of 155 students do not receive this funding, and are not classified as a small rural school. Should Alberta Education adjust the thresholds on the enrollment number of students in order to receive block funding to address truly rural schools, BTPS would be positively impacted in receiving much needed funding to support the needs of our schools and most importantly our students.

If, as a division, we continue to lack funding, as a rural Alberta school division, we will see the need to make many more life impacting decisions reviewing viability data for amalgamation, grade(s) closure, division(s) closure or total school closures.

We ask once again that the number of students per block funding for the rural small schools' level be reexamined as rapidly as possible.

Our Board is committed to gathering and reviewing all relevant data and information prior to making a decision at our March 18, 2026, meeting. The Innisfree community and surrounding area have demonstrated meaningful engagement throughout this process, participating in surveys, writing letters of both support and concern, and actively compiling and seeking data to help identify a sustainable path forward.

We recognize that the challenges we face are not unique to BTPS. Divisions across rural Alberta are experiencing similar pressures. BTPS is not an anomaly. Rural Alberta students play an integral role in the long-term stability and prosperity of Alberta's economy, and rural divisions operate delivery models uniquely designed to meet the needs of their students and communities.

The Board remains aligned with Alberta Education in the shared commitment to equitably address student needs, whether in rural communities or urban centres.

We acknowledge the letters of support received from Member of Parliament, Mrs. Shannon Stubbs - Lakeland riding, and the Honourable Jackie Armstrong-Homeniuk, ECA, ICD.D, Parliamentary Secretary for Settlement Services and Ukrainian Evacuees and MLA for Fort Saskatchewan-Vegreville. We

appreciate these expressions of support and emphasize that support is most impactful when accompanied by concrete action, as meaningful action is what ultimately drives meaningful change.

Without equitable funding for rural students, the realities of school amalgamations, closures, and increased transportation demands will not only grow, but they also risk becoming the norm across rural Alberta. Such inequities will compound over time, placing additional strain on students and contributing to increased mental health needs in our rural communities.

The Board remains open to continue this dialogue and work collaboratively with Alberta Education to address these concerns through purposeful discussion and decisive action in the best interests of our students.

Respectfully in Education,

Kara Jackson



Board Chair,  
Buffalo Trail Public Schools

CC: Mrs. Shannon Stubbs – Minister of Parliament, Lakeland Constituency;  
Honourable Jackie Armstrong-Homeniuk, ECA, ICD.D. Parliamentary Secretary for Settlement Services and Ukrainian Evacuees, MLA for Fort Saskatchewan-Vegreville;  
Reeve Roger Konieczny, County of Minburn;  
Mayor Evan Raycraft, Village of Innisfree;  
President Shali Baziuk, Alberta School Board Association;  
President Lorraine Stewart, Public School Board Association of Alberta;  
President Brad Toone, Rural Caucus of Alberta School Boards;  
Board Chairs of Alberta;  
Mrs. Julie Warrilow, School Council Chair



Box 69 Kitscoty, AB T0B 2P0  
Ph: 780.846.2244  
Fax: 780.846.2716  
[www.vermilion-river.com](http://www.vermilion-river.com)

February 11, 2025

**RE: County of Vermilion River Grand Opening of the Administration Building**

On behalf of the County of Vermilion River, I am pleased to extend an invitation to you and members of your Council and administration to attend the Grand Opening of the County of Vermilion River Administration Building.

The County of Vermilion River Administration Building Renovation has been a major project, and we are excited to celebrate this accomplishment.

This event marks an important milestone for our organization and reflects our continued commitment to serving our residents and creating a welcoming place to work for our employees.

**Event Details**

**Date:** Tuesday, March 24, 2026

**Time:** 3:00 p.m. to 7:00 p.m.

**Location:** 4912 – 50 Avenue, Kitscoty, Alberta

The event will include informal building tours, complimentary coffee and snacks, and an opportunity to connect with County of Vermilion River Council and staff.

We value the strong working relationships we share with our neighbouring municipalities and hope you will be able to join us as we celebrate this achievement.

Please feel free to share this invitation with members of your Council or administration who may wish to attend. Should you have any questions, please contact me at 780-846-3304.

We look forward to welcoming you.

Sincerely,

A handwritten signature in black ink, appearing to read "Hannah Musterer".

Hannah Musterer  
Assistant Chief Administrative Officer  
780-846-3304  
[acao@county24.com](mailto:acao@county24.com)



THE COUNTY OF VERMILION RIVER

# GRAND OPENING

OF THE ADMINISTRATION BUILDING

March

Tuesday

24

2026

3:00PM TO 7:00PM | 4912 50 AVENUE, KITSCOTY

Building Tours | Complimentary Coffee & Snacks

Information Contact: 780-846-3304

---

**From:** Glenda Farnden <gfarnden@stars.ca>  
**Sent:** Thursday, February 26, 2026 12:23 PM  
**To:** Pat Podoborozny <ppodoborozny@minburncounty.ab.ca>  
**Subject:** Thank you for your support!

Dear County of Minburn No. 27,

Thank you so much for supporting STARS. You have played a significant role in making critical care possible, anywhere.

Click below to watch a video about one of our Very Important Patients, Theo, whose life was forever changed thanks to your support. You can also view your Ally Impact Report, which highlights the difference your generosity makes.

[WATCH YOUR VIDEO!](#)

---

**From:** Info  
**Subject:** FW: Invitation to Mayor MacPhee and Town Councillors.

County of Minburn  
All councillors, and  
Jerri Ziegler, councillor

March 2, 2026

Dear Councillors,  
and especially Jerri,

Please consider this a letter of invitation for you to attend the noon Luncheon followed by the presentation of QUILTS OF VALOUR CANADA, at the Royal Canadian Legion, on Friday, March 27, 2026. Each quilt is handmade with each veteran's personal and preferred colours and Canadian Symbols that best resonate with the individual veteran. I have seen many photos of Veterans with their QOV quilts on Facebook, and they are stunningly beautiful!

Each quilt is somewhat larger than a lap quilt, and is handmade by Canadian volunteers who collect donated fabrics and either by themselves or as part of a group, so lovingly choose the fabrics, colours and patterns that will mean most to a retired female or male veteran. This is such a labour of love, and it shows great respect and dedication for our dear veterans who have given so much to keep Canada and Canadians free, not to mention Peacekeeping, and wars fought overseas!

We would greatly appreciate knowing if you would be in attendance by Monday, March 16th at 2pm. The tickets are \$18.00 each and can be purchased at the door if that is the most convenient for you.

You will be invited as guests so there will be no speeches. We simply wish to have you there to show our collective respect and appreciation, and to honour our Veterans. 10 local Veterans will be receiving their quilts from 2 ladies from QOV, Calgary, who will make a return trip to present these precious quilts before returning to Calgary.

Thank you so kindly for considering this opportunity to honour our dear veterans by being with them when being so wonderfully shown our gratitude and appreciation for their service!

Should you have any questions at all, please do not hesitate to call me at 780-603-3763 or by email at [lydom@telusplanet.net](mailto:lydom@telusplanet.net)

Kindest regards and blessings,

Diane Lydom  
Service Officer



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister*

*MLA, Peace River*

AR121606

February 20, 2026

His Worship Tim MacPhee  
Mayor  
Town of Vegreville



Dear Mayor MacPhee:

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and cooperative approaches to service delivery. By working in partnership with our neighbours, we create opportunities that build capacity and enhance shared services. Together, we help build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that the Town of Vegreville has been approved for a grant of \$150,000 under the Intermunicipal Collaboration component of the 2025/26 ACP in support of your Town of Vegreville & County of Minburn IDP project. This approval does not signify broader provincial support for any recommendation or outcome that might result from your project.

The conditional grant agreement will be sent shortly to your chief administrative officer to obtain the appropriate signatures.

The Government of Alberta looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for any milestone events to my office. We ask that you advise Municipal Affairs a minimum of 15 working days prior to the proposed event. If you would like to discuss possible activities or events to recognize your ACP achievements, please contact a grant advisor, toll-free by dialing [REDACTED] then [REDACTED] or at [REDACTED]

.../2



Telephone



- 2 -

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,



Dan Williams, ECA  
Minister of Municipal Affairs

cc: Honourable Jackie Armstrong Homeniuk, MLA, Fort Saskatchewan-Vegreville  
Roger Konieczny, Reeve, County of Minburn No. 27  
Sandra Ling, Chief Administrative Officer, Town of Vegreville  
Pat Podoborozny, Chief Administrative Officer, County of Minburn No. 27

**COUNCIL MEETING ACTION ITEMS**

<b>Action List Item No.</b>	<b>Motion No.</b>	<b>Meeting Date</b>	<b>Description</b>	<b>Percentage Completed</b>	<b>Person Responsible</b>	<b>Date Completed</b>	<b>Notes</b>
2376	2025-031	23-Jan-25	Increase Non-Residential Education Tax rate for 2025 and 2026 years.	75%	Jay		Included tax rate deferral adjustment in 2025 tax rate bylaw. 2nd stage won't be completed until 2026
2475	2025-261	15-Oct-25	Enter into agreement for purchase of tax forfeiture property with purchase price including land title fees associated with reviving title, registering a caveat.	25%	Jay		Leslie Marshall notified of a conditional acceptance. In process of finalizing the conditions and logistics of the title revival
2488	2025-319	15-Dec-25	Administration proceed with Fire Agreement Fee Structure negotiations with Villages of Mannville and Innisfree	50%	Mike/CAO		Municipalities have been notified, negotiations to proceed in first quarter of 2026.
2505	2026-019	19-Jan-26	Add BF 72570 bridge-sized culvert replacement work to 2026 year with municipal portion of capital costs to be funded by way of debenture	75%	Norm		Borrowing Bylaw will be advertised starting in February and brought to Council for final reading in March
2506	2026-023	17-Feb-26	Administration pursue a maintenance-type of agreement for Lots R and P, Blk 2, Plan 2957ET		Jay		
2507	2026-024	17-Feb-26	Administration initiate removal process of reserve designation on Lots R and P, Blk 2, Plan 2957ET	100%	Davin	09-Mar-26	Bylaw drafted, RFD prepared for March Council meeting
2508	2026-025	17-Feb-26	Advise Veg Fire Council denied their request for sponsorship for the Veg Fire Services Raffle	100%	Mike	10-Mar-26	Completed
2509	2026-026	17-Feb-26	Advise AB Lamb Producers that Council denied their funding request for the Livestock Guardian Best Management Practices Project	20%	Norm	10-Mar-26	AB Lamb Producers will be advised
2510	2026-027, 2026-028, 2026-029	17-Feb-26	Updated approved updated Dust Abatement, Oiled Roads, Light Vehicle Replacement policies to the server and website	100%	Audra	18-Feb-26	Completed
2511	2026-030, 2026-031	17-Feb-26	Remove repealed Emergent Road Repair/Gravelling Policy OP 9020-01-A and Road Improvements and Construction Contracts Policy OP 9007-01-A from the server and website	100%	Audra	18-Feb-26	Completed
2512	2026-032	17-Feb-26	Rescind the portion of the resolution 2025-188 approving the sale by tender of Units 326 and 330 following delivery of the new graders	100%	Office of the CAO / Operations	17-Feb-26	Rescinded
2513	2026-033	17-Feb-26	Administration prepare tender for sale of Units 333 and 330 following the delivery of two new CAT 160 graders	50%	Operations	10-Mar-26	Tender posted, closing April 3, 2026
2514	2026-034	17-Feb-26	Administration update Borrowing Bylaw to reflect first reading approved	100%	Office of the CAO / Jay	18-Feb-26	
2515	2026-035	17-Feb-26	Administration update server and website with approved updated Elected Officials Business Expense Policy CC 3013-03	100%	Audra	18-Feb-26	
2516	2026-036	17-Feb-26	Administration notify the Town of Vegreville that now that the Regional Recreation Feasibility Study (RRFS) has been completed and the project financially unfeasible, the County will no longer be participating in the RRFS Committee	100%	Office of the CAO	27-Feb-26	Letter sent to the Town of Vegreville
2517	2026-042	17-Feb-26	Administration allocate \$2.8M to the following Financial Reserves as follows: \$1M to Bridge Reserves, \$1M to Hamlet Reserve and \$800,000 to Facility Reserve		Jay		