

AGENDA

**June 16, 2025 – County Council Meeting
10:00 a.m.**

- 1. Call to Order**
- 2. Changes to Agenda and Adoption of Agenda**
- 3. Confirmation of Minutes**
 - 3.1 May 14, 2025 Council Meeting
- 4. Delegations**
 - 4.1 Regional Recreation Presentation
- 5. Council Priorities**
- 6. Requests for Decision**
 - 6.1 Policy PDS 7002-03 Pipelines and Utility Lines Crossing County Road Allowance
 - 6.2 Policy PDS 7003-03 Energy Resource and Utility Activity Approaches to County Roads
 - 6.3 Policy PDS 7004-03 Utilities within County Road Allowances
 - 6.4 Subdivision File #05-2025
 - 6.5 Ranfurly Farmer's Day Dinner and Dance Support Request
 - 6.6 Agricultural Service Board (ASB) Strategic Plan 2025-2029
 - 6.7 Issuance of Weed Notice
 - 6.8 Yield Sign Installations at Twp Rd 522 on RR 90 and RR 83
 - 6.9 Emcon Road: MG30 Request
 - 6.10 Cancellation of 2025 Seed Plants/Golf Courses Municipal Tax
 - 6.11 Tangible Capital Asset Policy AD 1011-02
 - 6.12 Repeal Policy AD 1010-01 Risk Control Statement
 - 6.13 3-Year Operating and 5-Year Capital Plans
 - 6.14 Notice of Motion – Review of Policy No. CC 3012-01
- 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 Alberta Municipal Affairs re 2025 Local Government Fiscal Framework Allocations
 - 8.2 Chamber of Commerce Invitation re Pysanka 50th Anniversary
 - 8.3 RMA Member Visit
 - 8.4 Invitation to Team Alberta Crops Farm Tour
 - 8.5 Battle River Watershed Alliance Guide to Watershed Management
 - 8.6 Northern Lights Library System re Grant Funding Disbursement
 - 8.7 Royal Canadian Legion re Decoration Day Services
- 9. Councillor Requests (Information Requests and Notices of Motion)**
 - 9.1 Action Item List
- 10. Closed Session**
- 11. Open Session**
- 12. Motions Arising out of the Closed Session**
- 13. Adjournment**



COUNCIL MEETING MINUTES

May 14, 2025

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

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

1 CALL TO ORDER

Reeve Konieczny called the meeting to order at 10:08 a.m.

2 ADOPTION OF AGENDA

2025-131

Moved by: Deputy Reeve Bentley

THAT the May 14, 2025 regular Council meeting agenda be adopted as presented.

Carried

3 CONFIRMATION OF MINUTES

3.1 April 22, 2025 County Council Meeting

2025-132

Moved by: Councillor Kuzio

THAT the April 22, 2025 regular Council meeting minutes be adopted as presented.

Carried

4 DELEGATIONS

5 COUNCIL PRIORITIES

2025-133

Moved by: Councillor Nafziger

THAT the Council Priorities be accepted as information.

Carried

6 REQUESTS FOR DECISION

6.1 Intermunicipal Subdivision and Development Appeal Board Bylaw No. 1366-25

2025-134

Moved by: Councillor Anderson

THAT County Council give first reading to Intermunicipal Subdivision and Development Appeal Board Bylaw No. 1366-25.

Carried

2025-135

Moved by: Councillor Kuzio

THAT County Council give second reading to Intermunicipal Subdivision and Development Appeal Board Bylaw No. 1366-25.

Carried

2025-136

Moved by: Councillor Wowdzia

THAT County Council consider giving unanimous consent to going to third reading to Bylaw No. 1366-25 that establishes an Intermunicipal Subdivision and Development Appeal Board.

Carried

2025-137

Moved by: Deputy Reeve Bentley

THAT County Council give third reading to Intermunicipal Subdivision and Development Appeal Board Bylaw No. 1366-25 that establishes an Intermunicipal Subdivision and Development Appeal Board.

Carried

6.2 Subdivision File #06-2025

2025-138

Moved by: Councillor Wowdzia

THAT Council move to conditionally approve Subdivision File 06-2025 per the recommendations of the report.

Carried

6.3 National Volunteer Week 2025 Appreciation BBQ Support Request

2025-139

Moved by: Councillor Kuzio

THAT County Council approves a financial contribution of \$500 in support of the National Volunteer Week 2025 Appreciation Barbeque.

Carried

6.4 Full-Time Public Safety Officer

2025-140

Moved by: Councillor Nafziger

THAT County Council approves the permanent full-time position of a Public Safety Officer.

Carried

6.5 Asset Disposal: Unit 332 - CAT 160

2025-141

Moved by: Councillor Nafziger

THAT County Council moves to approve the sale of Unit 332 CAT 160 Grader to Ritchie Bros. for a cost of \$170,800.00, excluding GST.

Carried

6.6 Appointment of Agricultural Service Board Inspectors

2025-142

Moved by: Councillor Anderson

THAT County Council appoint Blake Cadman and Merek Dziwenka as Inspectors for the County of Minburn No. 27 under Section 7(1) of the *Weed Control Act*, and Section 10(1) of the *Agricultural Pests Act* for 2025 until termination of employment.

Carried

6.7 Assessment Review Board Bylaw No. 1365-25

2025-143

Moved by: Councillor Ogrodnick
THAT County Council give first reading to Bylaw No. 1365-25 that establishes an Assessment Review Board.

Carried

2025-144

Moved by: Councillor Anderson
THAT County Council give second reading to Bylaw No. 1365-25 that establishes an Assessment Review Board.

Carried

2025-145

Moved by: Councillor Wowdzia
THAT County Council consider giving unanimous consent to going to third reading to Bylaw No. 1365-25 that establishes an Assessment Review Board.

Carried

2025-146

Moved by: Councillor Kuzio
THAT County Council give third reading to Bylaw No. 1365-25 that establishes an Assessment Review Board.

Carried

2025-147

Moved by: Councillor Kuzio
THAT Council approves the Capital Region Assessment Services Commission as its Assessment Review Board services provider.

Carried

6.8 Bylaw No. 1367-25 to Amend Council Procedural Bylaw No. 1351-24

2025-148

Moved by: Councillor Ogrodnick
THAT County Council give first reading to Bylaw No. 1367-25 that amends Council Procedural Bylaw No. 1351-24.

Carried

2025-149

Moved by: Deputy Reeve Bentley
THAT County Council give second reading to Bylaw No. 1367-25 that amends Council Procedural Bylaw No. 1351-24.

Carried

2025-150

Moved by: Councillor Wowdzia
THAT County Council consider giving unanimous consent to going to third reading to Bylaw No. 1367-25 that amends Council Procedural Bylaw No. 1351-24.

Carried

2025-151

Moved by: Councillor Anderson
THAT County Council give third reading to Bylaw No. 1367-25 that amends Council Procedural Bylaw No. 1351-24.

Carried

7 REPORTS

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

Carried

2025-152
Moved by: Councillor Kuzio
THAT Council accepts the reports as presented.

Carried

8 CORRESPONDENCE AND INFORMATION ITEMS

- 8.1 STARS Impact Report
- 8.2 Vegreville Agricultural Society re Xtreme Kubota Country Fair
- 8.3 Canadian Association of Municipal Administrators re Long Service Recipient CAO Pat Podoborozny

2025-153
Moved by: Councillor Nafziger
THAT Council accept the correspondence as information.

Carried

Reeve Konieczny recessed the meeting at 10:59 am.
Reeve Konieczny reconvened the meeting at 11:04 a.m.

9 COUNCILLOR REQUESTS (Information Requests and Notices of Motion)

- 9.1 Action Item List

2025-154
Moved by: Deputy Reeve Bentley
THAT Council accept the Action Item List as information.

Carried

Notice of Motion
Councillor Kuzio gave notice that at the June 16, 2025 Council meeting, she will introduce the following motion:

"THAT Council direct Administration bring Proclamation and Recognition Policy No. 3012-01 to the July 21, 2025 Council Meeting for review."

Audra Kropielnicki, Davin Gegolick, and Mike Fundytus left the meeting at 11:05 a.m.

10 CLOSED SESSION

2025-155
Moved by: Councillor Anderson
THAT County Council meet in private to discuss matters protected from disclosure under the *Freedom of Information and Protection of Privacy (FOIP) Act* specifically Section 17, Disclosure harmful to personal privacy at 11:05 a.m.

Carried

- 10.1
- Draft Disability Benefits Policy
FOIP Section 17, Disclosure harmful to personal privacy

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

11

OPEN SESSION

2025-156

Moved by: Deputy Reeve Bentley
THAT Council move to revert to Open Session at 11:27 a.m.

Carried

12

MOTIONS ARISING OUT OF THE CLOSED SESSION

- 12.1
- Draft Disability Benefits Policy
FOIP Section 17, Disclosure harmful to personal privacy

2025-157

Moved by: Councillor Anderson
THAT County Council approve Disability Benefits Policy No. AD 1030-01 as presented.

Carried

13

ADJOURNMENT

Reeve Konieczny declared the meeting adjourned at 11:28 a.m.

Reeve

Chief Administrative Officer

STRATEGIC PRIORITIES CHART (June 2025)

COUNCIL PRIORITIES

NOW

- 1. ASB STRATEGIC BUSINESS PLAN**
- 2. RECREATION AGREEMENT VEGREVILLE:** Intermunicipal
- 3. WASTE AGREEMENT VEGREVILLE:** Intermunicipal
- 4. UPDATED HEALTH AND SAFETY MANUAL**

TIMELINE

June 2025
October 2025
October 2025
October 2025

NEXT

- 2025 MUNICIPAL ELECTION
- ASB POLICY REVIEW

ADVOCACY

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

ADMINISTRATIVE INITIATIVES

OFFICE OF THE CAO

- 1. RECREATION AGREEMENT: VEGREVILLE** – October 2025
- 2. WASTE AGREEMENT VEGREVILLE** – October 2025
3. 2025 MUNICIPAL ELECTION– October 2025
4. Intermunicipal Agreements – October 2025
5. Elected Officials Committees and Boards Terms of Reference – August 2025

CORPORATE SERVICES

1. ERP Conversion Project – September 2025
2. Cashflow forecast/investment portfolio update – July 2025
3. Multi-factor Authentication Implementation – June 2025
4. Update Procurement Policy – July 2025
5. Update HR Handbook – June 2025
6. Joint Election Agreements – June 2025

Planning and Community Services

1. Automate Pipeline Crossing and Energy Company Approach Approvals – July 2025
2. New Website Launch – July 2025
3. 360-Degree Video: Data Collection – July 2025
4. Ranfurly Cemetery Webmap Integration – August 2025
5. Update Planning and Community Services Procedures – September 2025
6. Update County logo on all external-facing material – October 2025
7. Update LAS and Rotary Peace Park Agreements – November 2025
7. Crossroads Economic Development Alliance: FDI Strategy and Communications Project – December 2025

Protective Services

1. **UPDATED HEALTH AND SAFETY MANUAL** – October 2025
2. Bylaw Enforcement Role – Ongoing
3. Fire Fighter Recruitment – Ongoing
4. Fire Fighter Health and Culture Survey – August 2025
5. Review Mutual Aid Agreements – November 2025

OPERATIONS

1. Operations Shop Concept Investigation – needs strategic plan from Council
2. Projects – Projects underway for 2025
3. Bridges – Capital replacement – All tenders closed and underway for 2025

AGRICULTURE & UTILITIES

1. **ASB STRATEGIC BUSINESS PLAN** – June 2025
2. ASB POLICY REVIEW – August 2025
3. ASB Regional Conference – June 2025

CODES:

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

2 – 3 Year OUTLOOK

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



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____



Policy

Pipelines and Utility Lines Crossing County Road Allowances

Policy Number: PDS 7002-03

Supersedes Policy Number: PDS 7002-02

Approved by Council: TBD

Next Review Date: 2029

Resolution No: TBD

Last Review Date: November 2022

POLICY STATEMENT

The County has standards and requirements as indicated in this policy for the construction of pipelines as well as requirements for the burial of Utility lines affecting County road allowances.

PURPOSE

To define the minimum requirements for the installation of pipeline and Utility lines crossing the road right-of-way boundary of any public road under the direction, control, and management of the County.

DEFINITIONS

CAO means the Chief Administrative Officer.

County means the County of Minburn No. 27.

Company means the owner and/or operator and/or contractor responsible for the pipeline and/or Utility.

Utility means public or private infrastructure to provide transmission service for (but not limited to) telecommunications, power, gas, water, storm sewer, or sanitary sewer.

POLICY PRINCIPLES

1. Written requests for approval along with the plans for all proposed pipeline crossings and buried Utility lines shall be submitted by the Company to the County at least thirty days prior to the proposed construction/installation date.

2. The plans shall clearly indicate the route or location of the proposed pipeline crossing and include a cross section indicating the proposed depth of the pipelines or Utility.
3. No construction shall commence until County approval has been given in writing.
4. The Company shall notify the County at least three days prior to construction commencement to indicate the date upon which construction will commence and be completed.
5. Failure to advise the County of the location of the pipeline crossing or buried Utility may result in the County not authorizing the subject Company to use County road allowances for future pipeline or Utility burial.
6. If deemed necessary, authorized County personnel may undertake pre and post inspections of the proposed crossing location(s) with representative(s) of the Company.
7. The Company shall submit a processing fee for each application as set out in the County Master Rates Bylaw.

GUIDELINES

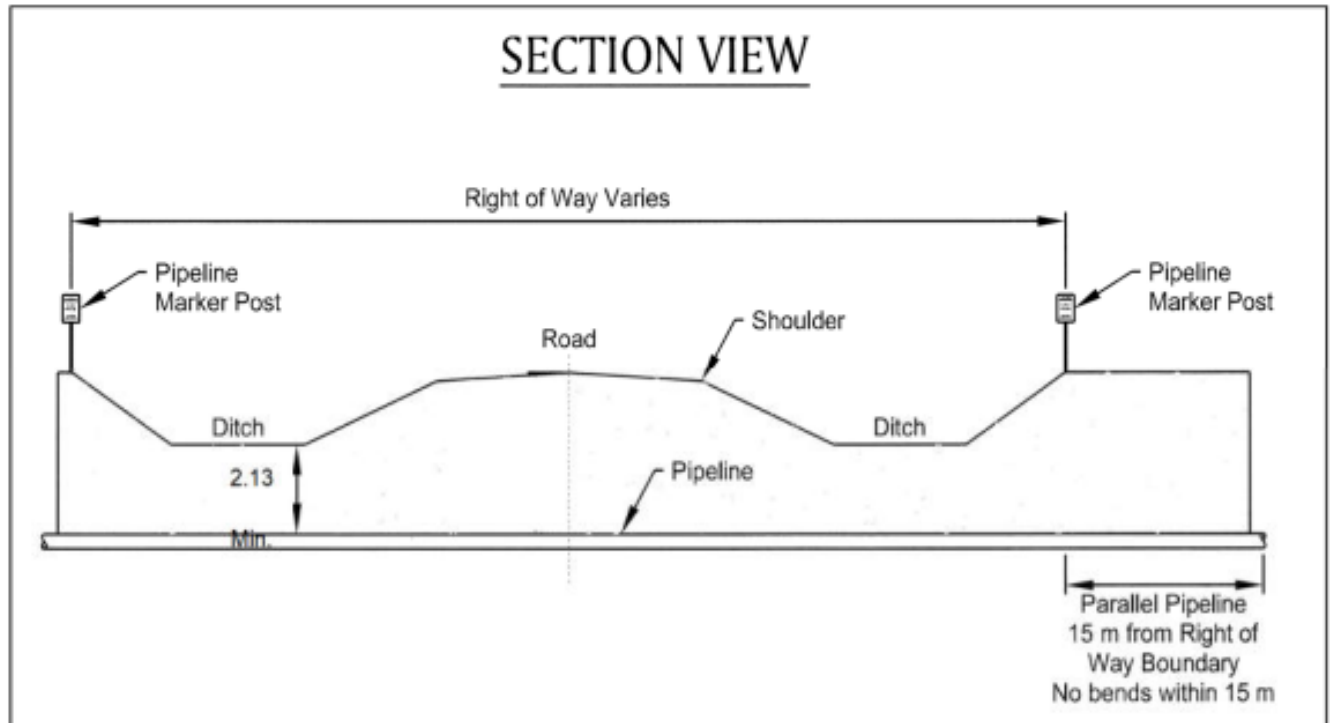
1. Design and Installation Requirements

- a) All crossings shall be made as close as possible to 90° (perpendicular to road allowance).
- b) There shall be no vertical or horizontal bends allowed within the road allowance or within 15 m (49.2 ft.) of the boundary of the road allowance.
- c) Pipelines running parallel to a road allowance shall be setback a minimum of 30 m (98.4 ft.) from the boundary of the road allowance.
- d) A pipeline crossing a developed road allowance shall be installed at a minimum depth of 2.13 m (7.0 ft.) below the existing ditch bottom and shall be continuously maintained at 2.13 m (7.0 ft.) for the entire width of the road allowance (see Schedule 'A')
- e) A pipeline crossing an undeveloped road allowance shall be installed at a minimum depth of 2.44 m (8.0 ft.) below the center of the road allowance. An undeveloped road allowance or dirt road may be open cut or trenched, shall be well tamped during the backfilling process, and restored to its original condition.
- f) The depth of a buried Utility shall comply with the relevant Provincial and/or Federal Code requirements. If a Provincial or Federal Code does not apply, the depth shall be to the satisfaction of the Director.
- g) A crossing of a developed road allowance shall be bored or punched.
- h) There shall be no pipeline or buried Utility crossings of a road allowance at a high point (knoll, hill, etc.).

2. Safety Requirements

- a) Time shall be of the essence with regards to the disruption caused to the public roads. Where operations might affect traffic, barricades and/or "road closed"/warning signs shall be erected and maintained at the crossing and at the entrances to the portion of the affected road during construction. All work shall be undertaken in an expeditious and professional manner.
- b) The Company shall assume all legal liability (both personal and property) when road crossings and related works are undertaken within the County (see Schedule 'B').
- c) All pipeline construction and materials shall conform to any relevant regulation or requirement of the Alberta Energy Regulator (AER) and/or all relevant provincial Acts, Regulations, and Codes of Practice.
- d) The Company shall be responsible for properly marking both sides of the crossing with warning signs in accordance with provincial requirements (see Schedule 'A')
- e) That in the case of a break and/or leak or other emergency at the Company's pipeline, no prior written notice shall be required to be given to the County for the Company to enter a road allowance to attend to the emergency, but the County shall in said instances, be advised forthwith of such emergency.
- f) Construction shall only be carried out in the crossing area during daylight hours, except in the case of an emergency. During darkness or when visibility is reduced, all barricades/signage and the construction area shall be marked by flares or a similar warning device.
- g) Existing drainage patterns are to be accommodated and not altered.
- h) The Company shall be responsible for all costs for future relocation lowering, locating, or protection of the pipeline or buried Utility (see Schedule 'C').

3. Schedule 'A' – Cross Section



4. Schedule 'B' – Indemnification

The Company, its successors and assigns shall indemnify and save harmless the County of and from any and all losses, costs, charges, liabilities, damages and expenses (including without limiting the generality of the foregoing any and all liabilities to third parties, whether in contract, tort, or otherwise) which the Company at any time or times hereafter shall or may bear, suffer, sustain or incur for or by reason of the Company, its successors or assigns use of the road allowance area or by reason of the negligence of the Company, its successors and assigns servants, agents, employees or contractors.

5. Schedule 'C' – Relocation

Should relocation, lowering, locating or protection of the pipeline or buried Utility be required by the County in the future, with no other alternative being identified, the Company, its successors or assigns agree to relocate, locate, lower or protect the pipeline or buried Utility within the existing right of way with all reasonable costs relative thereto being borne by the Company, its successors or assigns. The County shall provide written notice to the Company, its successors or assigns at least sixty days prior to the relocation, locating, lowering, or protecting being 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: _____



Policy

Energy Resource and Utility Activity Approaches to County Roads

Policy Number: PDS 7003-03

Supersedes Policy Number: PDS 7003-02

Approved by Council: TBD

Next Review Date: 2029

Resolution No: TBD

Last Review Date: October 2023

POLICY STATEMENT

The County has standards and requirements as indicated in this policy for approaches to County roads which are developed and/or utilized by energy resource and utility activity.

PURPOSE

To define the minimum requirements for those approaches to County roads which are constructed and/or utilized by energy resource and utility companies.

DEFINITIONS

CAO means the Chief Administrative Officer.

County means the County of Minburn No. 27.

Company means the owner and/or operator and/or contractor responsible for the energy resource and/or utility line.

POLICY PRINCIPLES

1. Written requests for approval along with the plans for all proposed approaches to County roads shall be submitted by the Company to the County at least thirty days prior to the proposed construction date.
2. The plans shall clearly indicate the location of the proposed approach relative to the County's road allowance and shall include an indication of the sight line distance at both directions at the location where the approach meets the County road.

3. No construction shall commence until County approval has been given in writing.
4. The Company shall notify the County at least three days prior to construction commencement to indicate the date upon which construction will commence and be completed.
5. Failure to advise the County of the location of the approach may result in the County not authorizing the subject Company to access the County road.
6. If deemed necessary, authorized County personnel may undertake pre and post inspections of the approach location with representative(s) of the Company.
7. Where possible, new approaches shall be located directly across from an existing approach to provide for an "all directional" intersection.
8. Where possible, the new approach should be developed as a joint approach so the one approach provides access to more than one parcel of land. The approach will have to be wide enough to ensure each parcel/lease site has an equal and adequate portion of the approach accessing it.
9. The Company shall submit a processing fee for each application as set out in the County Master Rates Bylaw.

GUIDELINES

1. Design and Installation Requirements

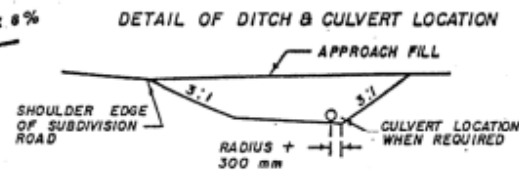
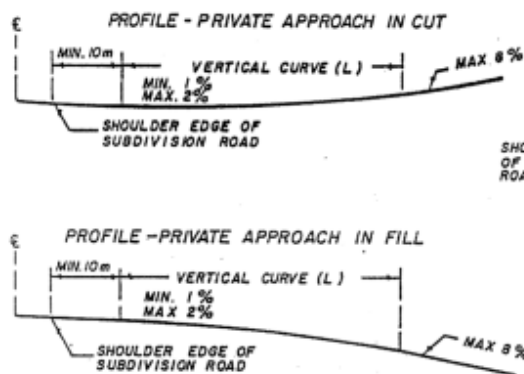
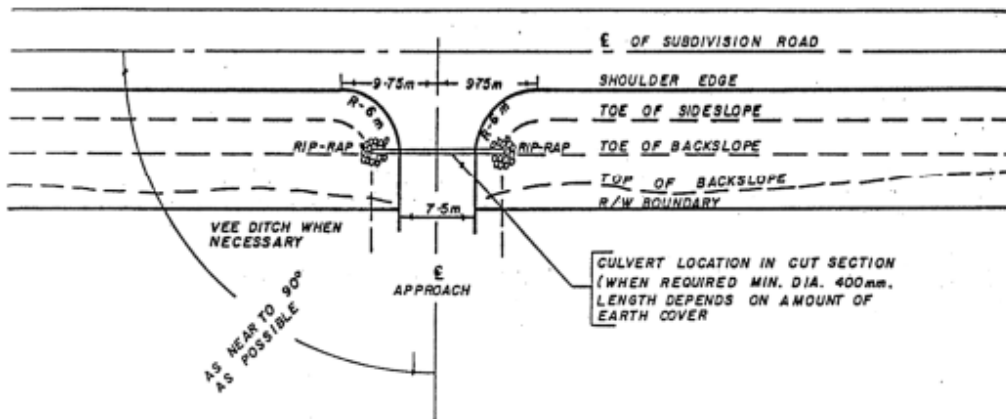
- a) Minimum requirements for approaches shall be as per Schedule 'A'.
- b) Loam stripped from road allowances during construction shall be stockpiled and then spread on ditches and back sloped to a depth at least equal to that of the natural loam in the immediate vicinity. Disturbed areas shall be re-graded to match the original contours.
- c) Ditch and back slope shoulders shall be left in a smooth condition using either construction equipment, cultivation equipment, or a combination of both.
- d) All rocks 7.5 cm (3 in.) in diameter shall be removed from road shoulders, ditches and back slopes.
- e) Gravel shall be applied to all approaches at the rate of 8.0 cubic meters (10.5 cubic yards) per approach.
- f) Approaches shall be constructed at 90 degrees to the County roads.
- g) Unless the approach is at a high point, culverts are required and shall be minimum 400 mm (16 in.) in diameter, corrugated metal or an approved equal.

- h) Texas gates are not allowed with the County road allowance or road plan, and shall be setback 5.18 m (17.0 ft.) from the edge of the road allowance.

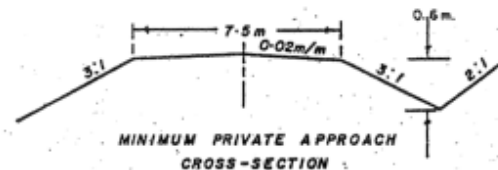
2. Safety Requirements

- a) The minimum sight line distance for an approach onto a developed road allowance or road plan is 150 m (492.1 ft.) for each direction.
- b) Time shall be of the essence with regards to the disruption caused to the public roads. Where operations might affect traffic, barricades and/or "road closed"/warning signs shall be erected and maintained at the approach location and at the entrances to the portion of the affected road during construction. All work shall be undertaken in an expeditious and professional manner.
- c) The Company shall assume all legal liability (both personal and property) when approach construction and related works are undertaken within the County (see Schedule 'B').
- d) Construction shall only be carried out during daylight hours.
- e) Existing drainage patterns are to be accommodated and not altered.

3. Schedule 'A' – Approach Construction



ALGEBRAIC DIFFERENCE IN GRADIENT (%)	MINIMUM LENGTH OF VERTICAL CURVE	
	LENGTH L (METRES)	
	CREST	SAG
1	6	7.5
2	12	15
3	18	23
4	25	30
5	30	38
6	37	46
7		46
8		46
9		46



4. Schedule 'B' - Indemnification

Subject to any applicable statutory requirements, The Company, its successors and assigns shall indemnify and save harmless the County of and from any and all losses, costs, charges, liabilities, damages and expenses (including without limiting the generality of the foregoing any and all liabilities to third parties, whether in contract, tort, or otherwise) which the Company at any time or times hereafter shall or may bear, suffer, sustain or incur for or by reason of the Company, its successors or assigns use of the road allowance area or by reason of the negligence of the Company, its successors and assigns servants, agents, employees or contractors.



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



Policy

Utilities within County Road Allowances

Policy Number: PDS 7004-03

Supersedes Policy Number: PDS 7004-02

Approved by Council: TBD

Next Review Date: 2029

Resolution No: TBD

Last Review Date: October 2023

POLICY STATEMENT

The County is committed to ensure all Utilities installed within any of the County's road rights-of-way do not cause damage to any of the County's infrastructure nor impede the safe operation of the road right-of-way.

PURPOSE

To define the minimum requirements for the installation of Utilities within the road right-of-way boundary of any public road under the direction, control, and management of the County.

DEFINITIONS

CAO means the Chief Administrative Officer.

County means the County of Minburn No. 27.

Company means the owner and/or operator and/or contractor responsible for the energy resource and/or Utility.

Utility means public or private infrastructure to provide transmission service for (but not limited to) telecommunications, power, gas, water, storm sewer, or sanitary sewer.

POLICY PRINCIPLES

1. The Utility must be installed within Utility rights-of-way adjacent to municipal road allowances wherever possible. Pipelines running parallel to the municipal road allowance cannot be installed within the County's road rights-of-way.

2. Utilities that are proposed to be installed within or adjacent to a municipal road allowance require written approval of the County prior to installation.
3. Where Utility rights-of-way adjacent to a municipal road allowance is unattainable, the County may grant approval for the placement of such Utilities within the municipal road allowance.
4. Electrical Utilities shall be located no further than 0.6 m (2.0 ft.) from the boundary of the road allowance and shall be located no closer than 9.0 m (29.5 ft.) from the center of the road.
5. Written requests for approval along with the plans for all proposed Utilities within the municipal road allowance shall be submitted by the Company to the County at least thirty days prior to the proposed construction/installation date.
6. In addition to the construction plans and 3D drawings identifying the location of the proposed Utility in relation to the municipal road (including setbacks), if available, the Company shall provide the County with shape files of the proposed Utility for use in the County's GIS system.
7. The Company shall restore all ground disturbances or damage that occurs as the result of the installation and placement of the Utility in municipal road allowances to pre-existing or better conditions to the satisfaction of the County.
8. The placement of any Utility within municipal road allowances must not result in the disturbance of any driving surface or road infrastructure without the prior approval of the County.
9. The Company shall be liable to the County for all losses, costs, damages, and expenses whatsoever which the County may suffer, sustain, pay, or incur.
10. Subject to any applicable requirements, the Company, its successors and assigns shall indemnify and save harmless the County of and from any and all losses, costs, charges, liabilities, damages, and expenses (including without limiting the generality of the foregoing any and all liabilities to third parties, whether in contract, tort, or otherwise) which the Company at any time or times hereafter shall or may bear, suffer, sustain, or incur for or by reason of the Company, its successors or assigns use of the road allowance area or by reason of the negligence of the Company, its successors or assigns, servants, agents, employees, or contractors.
11. Neither party shall be held responsible for damages or other losses caused by delay or failure to perform the provisions of this Policy where such delay or failure is directly or indirectly caused by or results from events beyond the control of either party. These events shall include fire, flood, earthquake, accident, civil disturbances, war, rationing, embargoes, strikes, or labour stoppages, acts of God, or acts of government.

12. Should relocation, locating, or protection of the Utility be required by the County in the future, with no other alternative being identified, the Company, its successors, or assigns agree to relocate, locate, or protect the Utility within the existing right-of-way with all reasonable costs relative thereto being borne by the Company, its successors, or assigns. The County shall provide written notice to the Company, its successors, or assigns at least sixty days prior to the relocation, locating, or protecting being 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: _____



COUNTY OF MINBURN NO. 27

P.O. Box 550
4909 - 50th Street
Vegreville, Alberta
Canada T9C 1R6

Phone: (780) 632-2082
Fax: (780) 632-6296

www.MinburnCounty.ab.ca
E-Mail: info@minburncounty.ab.ca

COUNTY OF MINBURN NO. 27 SUBDIVISION AUTHORITY OFFICER REPORT

A. BACKGROUND:

File Number: 05-2025

Legal: SE 10-52-15-W4M

Owner: Old Vegreville Farms Ltd.

Applicant: Meridian Surveys Ltd.

Date Accepted: May 20, 2025

Decision Due Date: July 19, 2025

Existing Use: Agricultural

Proposed Use: Rural Residential

Gross Area: 64.7 Ha (160 ac)

Proposed Area: Lot 1, Block 1 – 4.13 Ha (10.22 ac)

Zoning: A: Agricultural District

Division: 6

B. DESCRIPTION OF PROPOSAL:

The subject property is located on SE 10-52-15-W4M in Division 6, 4 km south-west of Vegreville on Rge Rd 152, south of Twp Rd 522. The applicant is proposing to separate the existing yard site from the quarter section.

Proposed Lot 1 is 4.13 Ha (10.22 ac) containing the treed yard site encompassing former Canadian National Railway (CNR) land, a dilapidated dwelling, outbuildings, wetlands and low area flowing north to south. The proposed remnant parcel primarily consists of productive farmland with a strip of trees which is the former CNR land.

There is one existing approach off Rge Rd 152 providing access to proposed Lot 1 and one joint approach on the north-east corner of the quarter providing access to the proposed remnant parcel. Road widening dedication has already been dedicated to the majority of Rge Rd 152. However there is approximately 170 m along the frontage of proposed Lot 1 and former CNR lands that has not yet being dedicated.

C. NOTIFICATION:

Adjacent property owners and agencies were notified on May 21, 2025 – no objections.

D. COMPLIANCE:

A new building appears to have been developed between 2013 and 2018 without development permit approval. No existing private sewage disposal system.

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 prior to endorsement of the registerable instrument, a development permit be issued for the storage/summer cottage building located on proposed Lot 1, Block 1.
3. Alternative to condition #2, above, that prior to endorsement of the registerable instrument, the owner/applicant removes the storage/summer cottage building from the subject property to the satisfaction of the Development Authority.
4. That prior to endorsement of the registerable instrument, written documentation prepared by a certified private sewage installer shall be submitted to the County indicating that an on-site private sewage treatment system can be considered for approval in accordance with the Alberta Private Sewage Disposal System Regulation (AR 229/97, as amended) given the soil conditions, size and configuration of proposed Lot 1, Block 1.
5. 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.
6. That all outstanding property taxes are to be paid pursuant to Section 654 of the Municipal Government Act, 2000 as amended.

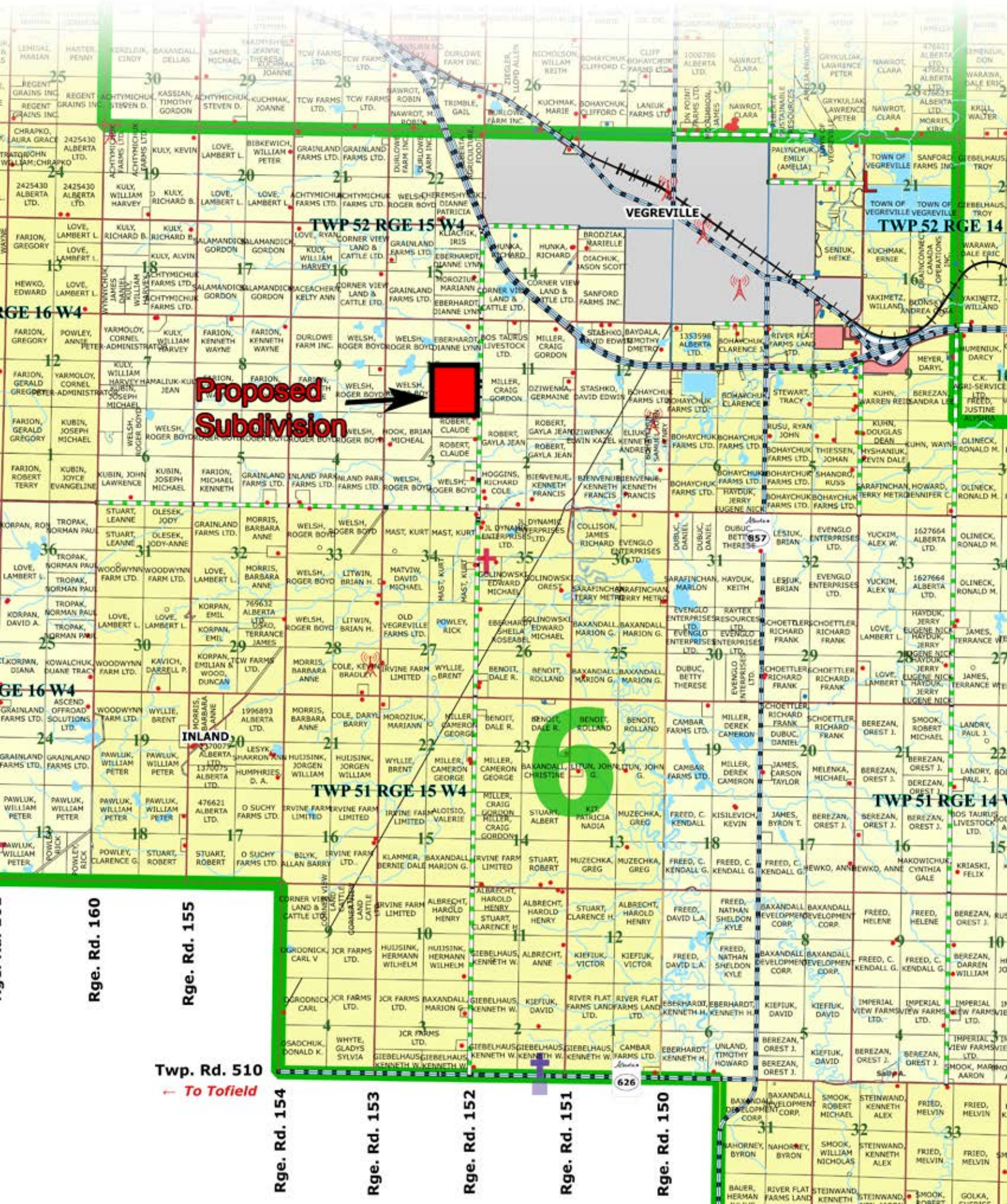
Information Items (these are not conditions of approval):

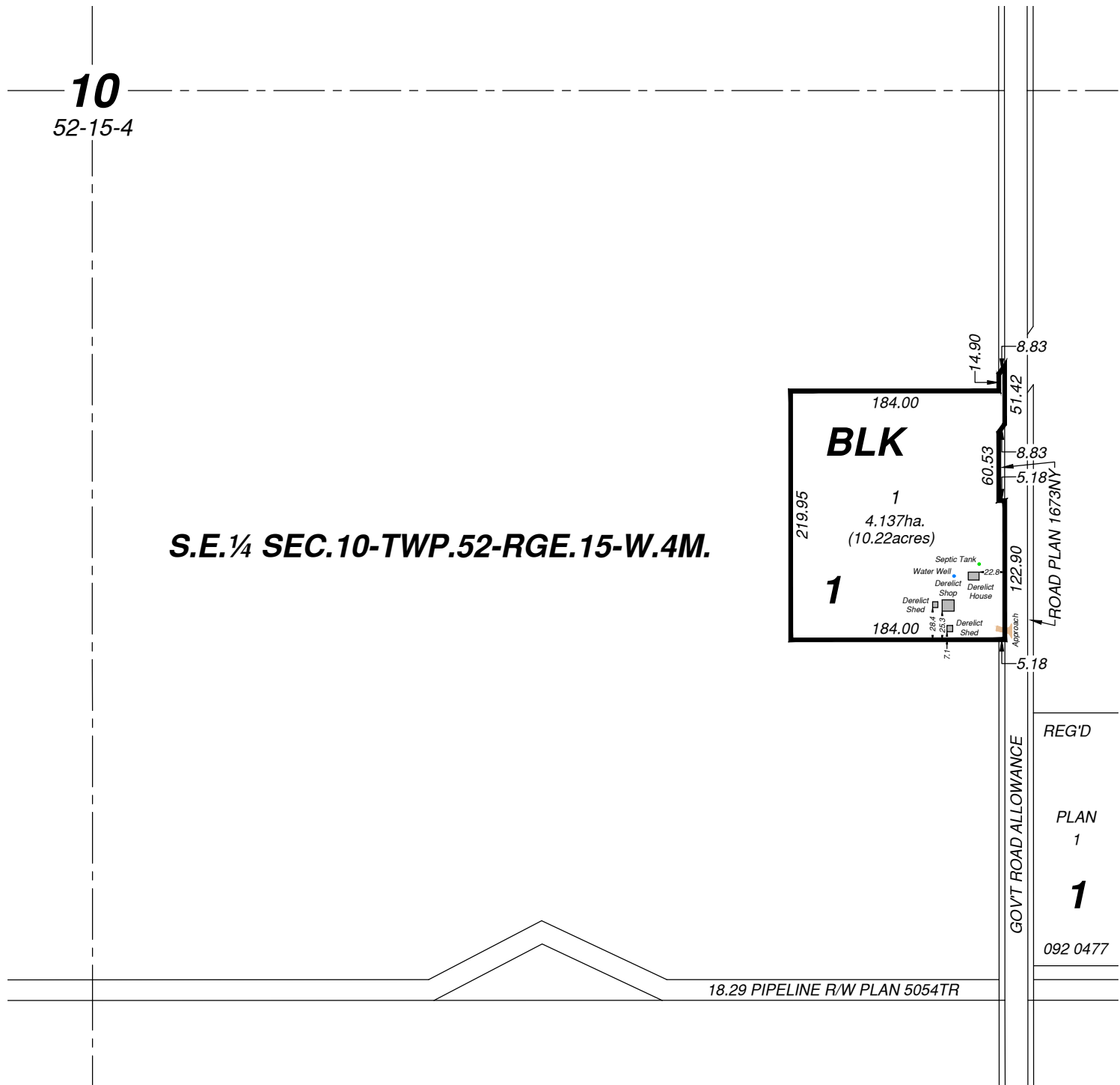
1. That a development permit application is required for any proposed future development of the subject lot (i.e. addition, change in use, Accessory Building, etc.). Please contact County of Minburn Planning department at 780-632-2082 for further information.
2. That the necessary Safety Code Permits,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

Subdivision Location Plan





PLAN OF PROPOSED SUBDIVISION

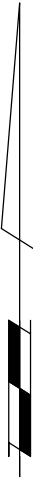
OF PART OF
S.E.¼ SEC.10-TWP.52-RGE.15-W.4M.
COUNTY OF MINBURN No. 27

2025

SCALE 1:5000

NOTES

PORTION TO BE SURVEYED IS OUTLINED IN A HEAVY SOLID LINE, AND CONTAINS
4.137ha.(10.22acres)
MEASUREMENTS ARE IN METRES AND DECIMALS THEREOF.
DISTANCES ARE APPROXIMATE AND MAY VARY BY ± 10 METRES.
STANDARD ROAD ALLOWANCE SHOWN ARE 20.12m IN WIDTH.



No.	REVISIONS	DATE	DR.	CH.
1	Plan Updated	March 21, 2025	WH	II
2	Plan Updated	May 15, 2025	WH	II
FILE: LL251469		DWG.: LL251469(PPS)		





PLAN OF PROPOSED SUBDIVISION

OF PART OF
S.E. 1/4 SEC. 10-TWP. 52-RGE. 15-W. 4M.
COUNTY OF MINBURN No. 27

2025

SCALE 1:5000

NOTES

PORTION TO BE SURVEYED IS OUTLINED IN A HEAVY SOLID LINE, AND CONTAINS
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No.	REVISIONS	DATE	DR.	CH.
1	Plan Updated	March 21, 2025	WH	II
2	Plan Updated	May 15, 2025	WH	II
FILE: LL251469		DWG.: LL251469(PPS)		

June 3, 2025

SE 10-52-15-W4M

Photos by Davin Gegolick

Facing NW: Proposed Lot 1 (existing approach off Rge Rd 152) containing the treed area (former CNR land) and yard site. Remnant land is productive farm land.



Facing south: another angle of treed area/slough within proposed Lot 1.



Facing SW: another angle of proposed Lot 1, former CNR lands can be seen within strip of trees.



Another angle of existing yard site within proposed Lot 1 containing: dilapidated dwelling, shop, outbuildings, above-ground swimming pool, and new outbuilding (located north side of shop).



Overhead view of existing yard site within proposed Lot 1 containing: dilapidated dwelling, shop, outbuildings, above-ground swimming pool, and new outbuilding located north side of shop (no permit approval).



Image of temporary/seasonal above-ground swimming pool which is not currently in use (DP not required)



Photo of front of dilapidated dwelling.



New building placed on property without permit approval. Appears to be used for storage/seasonal use.



Existing joint approach off Rge Rd 152 providing access to the proposed remnant parcel off the NE corner of the quarter.



Inspection Summary:

- Topography – flat
- Soil characteristics – loam
- Nature of vegetation and water – trees/bush, slough, seasonal creek flowing north-south through proposed Lot 1.
- Private Sewage/water well – existing septic tank is caved in and no longer used, existing water well.
- Use of land in the vicinity – Agricultural, rural residential – no compatibility issues.



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____



COUNTY OF MINBURN NO. 27
**COMMUNITY INVESTMENT PROGRAM
APPLICATION FORM**

4909-50 Street, Vegreville, AB, T9C 1R6 Phone: 780-632-2082
<https://www.minburncounty.ab.ca>

Date: MAY 14, 2025

Organization Name: RANFURLY AND DISTRICT RECREATION and AGRICULTURAL Society

Mailing Address: _____
Street and number Town Postal Code

Contact Person: MARGARET MCBAIN

Phone Number: _____ Email Address: _____

What is the nature of your group?

- ☐ Ad Hoc group of citizens ☐ Group of citizens who meet regularly ☒ Registered society
☐ Non-profit group ☐ Registered charity ☐ Municipality

Name of Event/Project: RANFURLY Farmers Day Dinner + DANCE Date of Event (if applicable): June 13/25

Are you requesting **financial support** (please indicate value) or an **in-kind donation** (gift basket, County promo items, etc.): \$ 500

Describe your event or project (please submit your letter for this section):

- Provide as much detail as possible to give a clear idea of what your event/project will include.
- Number of local residents served
- Number of local volunteers
- Mitigation of barriers to services for people with mental and physical disabilities and minority groups
- Level of involvement with other community partners
- Indicate who can participate
- Explanation of how the County's support will be recognized for this event/project

Not required for
requests under
\$1,000 →

Total projected revenue related to this request: \$ _____

Total projected expenditure related to this request: \$ _____

I certify that the information provided on this application form is correct, to the best of my knowledge, and that I am authorized to act on behalf of the organization.

Print Full Name: MARGARET MCBAIN Signature: _____

Position/Capacity: Bookkeeper Date: may 14/25

Before you submit, confirm that your have completed these steps:

- ☐ Ensure that your project/event conforms to County of Minburn Policy AD 1019-01
☐ Application form
☐ Letter of Request

OFFICE USE ONLY

CAO Approval: _____ Date: _____

Collection and Use of Personal Information

Personal information is collected under the authority of s. 33(c) of the *Freedom of Information and Protection Act* and will be used to coordinate hamlet cleanup applications. If you have any questions about the collection, use, or disclosure of your personal information, contact Planning and Community Services at 780-632-2082.



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:

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Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____



RFD Appendix

STRATEGIC AGRICULTURAL SERVICES BOARD PLAN PRIORITIES AND ACTIONS **EXECUTIVE SUMMARY**



VISION

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



MISSION

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



VALUES

Sustainability, Collaboration, Integrity, Innovation, and Education.

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

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

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

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

EDUCATION: Promoting continuous learning and knowledge sharing to empower

STRATEGIC PRIORITIES

 Agricultural Sustainability & Environmental Stewardship

 Pest & Weed Management

 Education & Outreach



GOAL AREA 1:

DELIVERY AND SUPPORT FOR AGRICULTURAL SERVICE BOARD (ASB) ACT

Objectives:

- Establish and maintain ASB governance.
- Support ASB functions, advocacy, and policy development.

Key Actions:

- Appoint ASB members and Agricultural Fieldman annually.
- Hold regular ASB meetings and submit annual reports.
- Advocate via ASB resolutions and maintain policy alignment with legislation.
- Provide training and access to agricultural equipment.



GOAL AREA 2: DELIVERY AND SUPPORT FOR AGRICULTURAL PESTS ACT

Objectives:

- Maintain effective pest policies and bylaws.
- Monitor and control crop, environmental, and vertebrate pests.

Key Actions:

- Appoint pest inspectors.
- Monitor, document, and respond to pest issues.
- Maintain records and reports (e.g. toxicant use, sightings, enforcement)



GOAL AREA 3: DELIVERY AND SUPPORT FOR SOIL CONVERSION ACT

Objectives:

- Prevent and manage soil erosion.

Key Actions:

- Develop policies and procedures for erosion control.
- Appoint Soil Conservation Officers.
- Monitor erosion-prone areas and enforce compliance.



GOAL AREA 4: DELIVERY AND SUPPORT FOR WEED CONTROL ACT

Objectives:

- Control regulated weeds on private and public land.
- Oversee seed cleaning facilities.

Key Actions:

- Maintain weed bylaws, elevate local weed concerns.
- Appoint weed inspectors and respond to complaints.
- Spray/mow roadsides and issue notices as needed.
- License stationary and mobile seed cleaning facilities.



GOAL AREA 5: DELIVERY AND SUPPORT FOR ANIMAL HEALTH ACT

Objectives:

- Support animal health and livestock emergencies.

Key Actions:

- Develop animal health and livestock response plans.
- Maintain disease lists and biosecurity protocols.
- Provide support during outbreaks and emergencies.



GOAL AREA 6: OUTREACH & EDUCATION

Objectives:

- Inform ratepayers about legislation, programs, and best practices.

Key Actions:

- Maintain website, social media, and newsletters with ASB and legislation info.
- Shared pest and weed management resources.
- Promote soil conservation, animal health, and emergency planning.



GOAL AREA 7: EXTENSION SERVICES

Objectives:

- Support producer viability and rural quality of life.

Key Actions:

- Offer equipment rentals (e.g., sprayers, plastic bag rollers)
- Partner with agencies to deliver beneficial programs.
- Host producer events and workshops.
- Deliver environmental and rural living workshops.



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



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

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Attachments:

Prepared By: _____

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Council Request for Decision (RFD)

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Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

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☐ Yes ☐ No

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RFD Appendix



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Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: Pat Podoborozny

Vegreville Seed Cleaning Plant

Box 1872

Vegreville, AB

T9C 1T1

March 11, 2025

County of Minburn Councilors and County Manager

4909 - 50 Street

Vegreville, AB

T9C 1R6

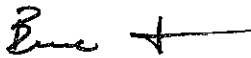
Dear County Councilors and County Manager:

RE: 2025 Municipal Tax Mill Rate

On behalf of the Vegreville Seed Cleaning Plant, we would like the Council to consider cancellation of the 2025 Municipal Tax Portion of the Seed Plant's tax assessment.

We appreciate the previous year's forgiveness, and we hope that Council is able to accommodate this year's request.

Yours sincerely,



Bernie Klammer

President

Vegreville Seed Cleaning Plant

anm



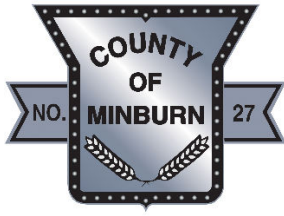
Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:	
Background: <input type="checkbox"/> See Appendix	
Legislative Guidance: <input type="checkbox"/> Provincial <input type="checkbox"/> Municipal <input type="checkbox"/> None <i>Details:</i>	Council Priorities Chart: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Details:</i>
Previous Council Direction:	
Financial Implications: <input type="checkbox"/> Capital <input type="checkbox"/> Operations <input type="checkbox"/> Other <i>Details:</i>	
Communication and Engagement:	
Implementation Timeline:	
Attachments:	

Prepared By: _____ Reviewed By: Pat Podoborzny



Policy

Tangible Capital Asset Policy

Policy Number: AD 1011-02

Supersedes Policy Number: AD 1011-01

Approved by Council: TBD

Next Review Date: 2029

Resolution No: TBD

Last Review Date: June 21, 2021

POLICY STATEMENT

The TCA policy establishes the framework for consistent accounting, classification, and stewardship of assets in accordance with applicable sections of Public Sector Accounting Board standards as it applies to all departments responsible for the acquisition, management, and reporting of tangible capital assets.

PURPOSE

The purpose of the policy is to ensure that the County's tangible capital assets are recognized and recorded in accordance with Public Sector Accounting Board (PSAB) 3150 and these assets are further managed in a fiscally responsible, transparent, and consistent manner, supporting long-term service delivery and infrastructure planning.

DEFINITIONS

Amortization means the systematic allocation of the cost of a tangible capital asset over its estimated useful life. It reflects the consumption of the asset's service potential and ensures that the cost of the asset is matched with the periods in which it provides benefit.

Capitalization Threshold means the minimum amount at which expenditures for acquiring, constructing, or bettering tangible capital assets are recorded as capital assets on the County's financial statements.

Cost is the gross amount of consideration given up acquiring, constructing, developing or bettering a tangible capital asset, and includes all costs directly attributable to acquisition, construction, development or betterment of the tangible capital asset, including installing the asset at the location and in the condition necessary for its intended use. The cost of a contributed tangible capital asset, including a tangible capital asset in lieu of a developer charge, is considered to be

equal to its fair value at the date of contribution. Capital grants would not be netted against the cost of the related tangible capital asset. The cost of a leased tangible capital asset is determined in accordance with Public Sector Guideline PSG-2, Leased Tangible Capital Assets.

Fair value means the amount of consideration that would be agreed upon in an arm's length transaction between knowledgeable, willing parties who are under no compulsion to act.

Net book value of a tangible capital asset is its cost, less both accumulated amortization and the amount of any write-downs.

Residual value is the estimated net realizable value of a tangible capital asset at the end of its useful life to a government.

Service potential means the output or service capacity of a tangible capital asset, and is normally determined by reference to attributes such as physical output capacity, quality of output, associated operating costs, and useful life.

Tangible Capital Assets are non-financial assets having physical substance that:

- a) are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;
- b) have useful economic lives extending beyond an accounting period;
- c) are to be used on a continuing basis; and
- d) are not for resale in the ordinary course of operations.

Useful life is the estimate of either the period over which a tangible capital asset is expected to be used by the County, or the number of production or similar units that can be obtained from a tangible capital asset. The life of a tangible capital asset may extend beyond the estimated useful life of that tangible capital asset. The life of a tangible capital asset, other than land, is finite, and is normally the shortest of the physical, technological, commercial and legal life.

ASSET CLASSIFICATION

1. Major, minor and subclasses of tangible capital assets will be defined as:
 - a) **Major:** A primary group of tangible capital assets that is significantly different in design and use than other classes.
 - b) **Minor:** A secondary classification within a major class that has unique characteristics.
 - c) **Subclass:** An additional classification that may be required due to unique tangible capital asset criteria, applications, methodologies and asset lives. There is the option to classify further into subclass one, subclass two, subclass three, etc.

2. Tangible capital assets recorded in the Major classification will include:

- a) **Land** refers to real property acquired by the County of Minburn for municipal purposes, including operational, recreational, and infrastructure-related use. Land is considered a non-depreciable asset due to its indefinite useful life and is recorded at historical cost or fair value at the time of acquisition.

Examples include, but are not limited to:

- Parcels acquired for roads, bridges, and utility corridors
- Sites for public buildings, parks, and recreational facilities
- Buffer zones, easements, and rights-of-way
- Undeveloped land held for future municipal use

Land held for resale or investment purposes is excluded from this classification.

- b) **Land Improvements** are enhancements made to land that increase its usability, functionality, or safety for municipal operations or public use. These improvements are typically permanent in nature and are depreciable over their useful lives.

Examples include, but are not limited to:

- Landscaping, grading, and drainage systems
- Parking lots, pathways, and lighting installations
- Fencing, signage, and retaining walls
- Landfill cells and related infrastructure

- c) **Buildings** are permanent or portable structures owned or leased by the County of Minburn that are used to support municipal operations, services, or community functions. These structures are intended to provide shelter for people, equipment, or materials and may serve administrative, operational, recreational, or emergency purposes.

Examples include, but are not limited to:

- Administrative offices and public service buildings
- Fire halls, public works shops, and storage facilities
- Recreation centres, arenas, and community halls
- Portable or modular buildings used for temporary or seasonal operations

- d) **Machinery and Equipment** includes all tangible capital assets used in the delivery of municipal services that are not permanently attached to buildings or infrastructure. This category encompasses a wide range of assets, from large-scale heavy equipment to smaller, specialized tools and devices.

Examples include, but are not limited to:

- **Heavy equipment** such as motor graders, loaders, and excavators
- **Operational equipment** like garbage bins, welders and pumps

- **Technology and electronics** including servers, drones, and communication systems
 - **Office and facility equipment** such as printers, projectors, and security systems
- e) **Vehicles** include all motorized and non-motorized transportation assets owned or leased by the County of Minburn that are used for operational, emergency, or administrative purposes. This category encompasses a broad spectrum of vehicle types, from light-duty service vehicles to specialized heavy duty units.

Examples include, but are not limited to:

- **Light duty vehicles** such as pickup trucks, SUVs, and vans used for inspections, transportation, and general operations
 - **Heavy duty vehicles** including semi-trucks, dump trucks, and utility trucks used for hauling, construction, and maintenance
 - **Emergency response vehicles** such as fire trucks, rescue units, and command vehicles
 - **Specialized vehicles** including trailers, snowplows, and other mobile units designed for specific municipal functions
- f) **Engineered Structures** are permanent infrastructure assets designed and constructed to support essential municipal services and public use. These assets are typically fixed in place and require specialized engineering for their design, construction, and maintenance.

Examples include, but are not limited to:

- **Transportation infrastructure** such as roads, bridges, sidewalks, signage, and guardrails
 - **Water systems** including mains, reservoirs, pump stations, and treatment plants
 - **Wastewater systems** include sanitary sewers, lagoons, and lift stations
3. Tangible capital assets will be allocated Minor asset classifications based on more unique characteristics that separate them from other assets classified under the same Major category.

In recognition of the complexity of specific Minor classifications in the Engineered Structures classification, additional descriptions are as follows:

- a) **Roadway System Assets** are intended for the direct purpose of vehicle or pedestrian travel or to aid in vehicle or pedestrian travel. Includes bridges, roads, signage, guard rails and sidewalks.
- b) **Water Systems** are for the provision of water through pipes or other constructed conveyors. It is normally comprised of assets for the intake, distribution, storage and treatment of safe potable water. It may also be comprised of assets required to distribute non-potable water. Includes mains, services, pump and lift stations, plants and equipment, reservoirs and fire hydrants.

- c) **Wastewater Systems** are defined systems for water that has been used for household, business and other purposes, which flows from private plumbing systems to public sanitary sewers and on to a treatment plant. This system is comprised of assets used for the collection and treatment of non-potable water intended for returning to a natural water system or other originating water source or used for other environmentally approved purposes. Includes mains, services, pump and lift stations, plants and equipment and lagoons.

All other Minor asset classes and further subclasses can be readily identified and do not require further descriptions.

The Director of Corporate Services is responsible for assigning classifications when a Minor Asset Class or Sub Class is not readily identifiable.

CAPITALIZATION THRESHOLD

Assets with a cost equal to or greater than \$5,000.00 and a useful life exceeding one year are capitalized and amortized over their useful lives. Expenditures below this threshold are expensed in the year incurred.

AMORTIZATION

When considering the amortization period of a tangible capital asset the following must be taken into consideration:

- a) **Method:** The County of Minburn uses the straight-line method, which allocates an equal amount of cost each year over the asset's useful life.
- b) **Timing:** Amortization begins in the year the asset is available for use and ceases in the year of disposal.
- c) **Residual Value:** If applicable, the asset's residual value is deducted from its cost before calculating amortization.
- d) **Review:** Useful lives and amortization methods are reviewed periodically to ensure they remain appropriate. Reviews are typically conducted between 3-5 years.

Amortization does not apply to assets with indefinite useful lives, such as land.

ASSET IMPAIRMENT

The municipality shall assess tangible capital assets for impairment whenever events or changes in circumstances indicate that the asset no longer contributes to the municipality's ability to provide goods or services, or when the value of future economic benefits associated with the asset is less than its net book value.

ASSET RETIREMENT OBLIGATIONS

The municipality recognizes and accounts for Asset Retirement Obligations (AROs) in accordance with **PS 3280**, which requires the recognition of legal obligations associated with the retirement of tangible capital assets.

DISPOSALS AND WRITE-OFFS

The municipality shall dispose of tangible capital assets in a manner that is consistent with the Asset Disposal policy. Disposals must be properly authorized, documented, and accounted for in accordance with Public Sector Accounting Standards (PSAS).

BETTERMENTS VS REPAIRS

The municipality distinguishes between betterments, which are capitalized, and repairs or maintenance, which are expensed. This ensures accurate financial reporting and compliance with PSAB standards.

General guidelines for this determination are as follows:

1. Betterments (Capitalized):

- a) Expenditures that **enhance the service potential** of an asset beyond its original condition.
- b) Examples include:
 - Extending the useful life of the asset.
 - Increasing the asset's capacity or efficiency.
 - Upgrading components to meet new standards or technologies.
- c) These costs are added to the asset's book value and amortized over the remaining useful life.

2. Repairs and Maintenance (Expensed):

- a) Expenditures that **restore an asset to its original condition** or maintain its current service potential.
- b) Examples include:
 - Routine maintenance (e.g., oil changes, painting).
 - Minor part replacements.
 - Repairs due to wear and tear.
 - These costs are expensed in the period incurred.

WORK IN PROGRESS (WIP)

Assets under construction or development are recorded as Work in Progress (WIP) until they are ready for use. WIP is not amortized and is transferred to the appropriate asset class upon completion.

ASSET SCHEDULE

Schedule "A" depicts the major, minor and subclasses of tangible capital assets currently owned by the County of Minburn. This listing is to be referenced when setting up tangible capital assets in the financial system to ensure consistent and transparent financial reporting.

Major Asset Class	Minor Asset Class	Sub Class	Sub Class One	Sub Class Two	Useful Life	Review Schedule
Land						N/A
Land Improvements	Land Fill				25	3 Years
	Other				25	3 Years
Buildings	Permanent Structures				50	5 Years
	Portable				25	5 Years
Engineered Structures	Roadway System:	Bridges	Bridges		30	5 Years
			Culvert Size Bridges		50	5 Years
		Roads	Surface	ACP - hot mix	50	5 Years
				ACP - cold mix	50	5 Years
				Chip seal	50	5 Years
				Oil	50	5 Years
				Gravel	50	5 Years
		Road Signs			30	5 Years
		Guard Rails			30	5 Years
		Sidewalks			30	5 Years
	Water System	Distribution System			75	5 Years
		Plant and facilities			45	5 Years
		Machinery & Equipment			20	5 Years
	Wastewater System	Collection System			75	5 Years
		Plants and facilities			45	5 Years
Machinery & Equipment	Heavy Construction Equipment	Motor Graders			15	3 Years
		Heavy Construction Equipment			15	3 Years
		Other			10	3 Years
	Controls Systems	Communication Links			45	3 Years
		Scada System			10	3 Years
	Fire Equipment				20	3 Years
	Office Equipment				5	3 Years
	Other Equipment				10	3 Years
	Computer Systems	Hardware/Software			4	3 Years
Vehicles	Heavy Duty				10	3 Years
	Light Duty				10	3 Years
	Fire Trucks				20	3 Years



ADMINISTRATION

Title: Tangible Capital Assets Classification/Capitalization Threshold/Amortization

Policy Number: AD 1011-01

Supersedes Policy Number: AD 17

Approved by Council: November 18, 2008

Next Review Date: 2022

Resolution No: 213-08

Last Review Date: N/A

PURPOSE

The purpose of the policy is to provide direction for recognizing and recording Tangible Capital Assets (TCA) on a consistent basis and in accordance with Public Sector Accounting Board (PSAB) 3150.

A number of recommendations for TCA have been established by Alberta Municipal Affairs. These recommendations will be adopted by the County of Minburn No. 27.

DEFINITIONS

- a. **Tangible Capital Assets** are non-financial assets having physical substance that:
 - i. are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;
 - ii. have useful economic lives extending beyond an accounting period;
 - iii. are to be used on a continuing basis; and
 - iv. are not for resale in the ordinary course of operations.
- b. **Cost** is the gross amount of consideration given up to acquire, construct, develop or better a tangible capital asset, and includes all costs directly attributable to acquisition, construction, development or betterment of the tangible capital asset, including installing the asset at the location and in the condition necessary for its intended use. The cost of a contributed tangible capital asset, including a tangible capital asset in lieu of a developer charge, is considered to be equal to its fair value at the date of contribution. Capital grants would not be netted against the cost of the related tangible capital asset. The cost of a leased tangible capital asset is determined in accordance with Public Sector Guideline PSG-2, Leased Tangible Capital Assets.
- c. **Fair value** is the amount of the consideration that would be agreed upon in an arm's length transaction between knowledgeable, willing parties who are under no compulsion to act.
- d. **Net book value** of a tangible capital asset is its cost, less both accumulated amortization and the amount of any write-downs.

- e. **Residual value** is the estimated net realizable value of a tangible capital asset at the end of its useful life to a government.
- f. **Service potential** is the output or service capacity of a tangible capital asset, and is normally determined by reference to attributes such as physical output capacity, quality of output, associated operating costs, and useful life
- g. **Useful life** is the estimate of either the period over which a tangible capital asset is expected to be used by a government, or the number of production or similar units that can be obtained from the tangible capital by a government. The life of a tangible capital asset may extend beyond the useful life of a tangible capital asset to a government. The life of a tangible capital asset, other than land, is finite, and is normally the shortest of the physical, technological, commercial and legal life.

Asset Classification

1. Major, minor and subclasses of tangible capital assets will be defined as:
 - a. Major A group of tangible capital assets that is significantly different in design and use.
 - b. Minor A classification within a major class that has unique characteristics.
 - c. Subclass A further classification that may be required due to unique tangible capital asset criteria, applications, methodologies and asset lives. There is the option to classify further into subclass one, subclass two, subclass three, etc.
2. Tangible capital assets recorded in the Major classification will include:
 - a. Land
 - b. Land Improvements
 - c. Buildings
 - d. Engineered structures
 - e. Machinery and equipment
 - f. Vehicles
3. Definitions of major asset classifications:
 - a. **Land**
Land includes land purchased or acquired for value for building sites, infrastructure (roads, bridges, etc.), parks and other program use, but not land held for resale.
 - b. **Land improvements**
All improvements of a permanent nature to land such as landfills, parking lots, landscaping, lighting, pathways and fences.
 - c. **Buildings**
Permanent, temporary or portable building structures, such as offices, shops, warehouses and recreation facilities intended to shelter persons and/or goods, machinery, equipment and working space.
 - d. **Engineered structures**
Permanent structural works such as bridges, roads, road signs, guard rails, sidewalks, water distribution system and wastewater collection system including plants and facilities.

e. Machinery and equipment

Equipment that is heavy equipment including motor graders, equipment for constructing infrastructure, controls systems including communication links and scada system, fire equipment, office equipment, and computer systems including software and hardware.

f. Vehicles

Vehicles that are used primarily for transportation/fire fighting purposes.

4. Engineered Structures minor asset classifications

Minor classifications in the Engineered Structures major classification will be:

- a. Roadway System
- b. Water System
- c. Wastewater System

Buildings, and machinery and equipment, will be grouped in a subclass for the minor classes of water and wastewater. This treatment is an exception to the recommended approach to classifying tangible capital assets to better report the cost of distribution and transmission systems.

5. Definitions of Engineered Structures minor classes

a. Roadway system

Assets intended for the direct purpose of vehicle or pedestrian travel or to aid in vehicle or pedestrian travel. Includes bridges, roads, signage, guard rails and sidewalks.

b. Water system

Systems for the provision of water through pipes or other constructed convey. It is normally comprised of assets for the intake, distribution, storage and treatment of safe potable water. It may also be comprised of assets required to distribute non- potable water. Includes mains, services, pump and lift stations, plants and equipment, reservoirs and fire hydrants.

c. Wastewater system

Wastewater is defined as water that has been used for household, business and other purposes, which flows from private plumbing systems to public sanitary sewers and on to a treatment plant. This system is comprised of assets used for the collection and treatment of non-potable water intended for return to a natural water system or other originating water source or used for other environmentally approved purposes. Includes mains, services, pump and lift stations, plants and equipment and lagoons.

Useful Life and Amortization Methods

The cost, less any residual value of a TCA with a limited life, should be amortized over its useful life in a rational and systematic manner. The amortization method and estimate of useful life of the remaining unamortized portion should be reviewed on a regular basis as outlined in Schedule A or more frequently as required and revised when the appropriateness of a change can be clearly demonstrated.

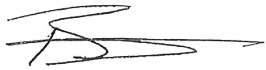
Tangible Capital Assets will be depreciated in the year of acquisition but not in the year of disposition.

SCOPE

This policy addresses the following:

- a. Asset classification (major & minor)
- b. Capitalization threshold for each asset classification
- c. Amortization method to be used
- d. Useful Life
- e. Review schedule

Schedule "A" on the next page shows the classes, capitalization thresholds, amortization method, useful life and review schedule to be utilized



Chief Administrative Officer

TANGIBLE CAPITAL ASSETS - SCHEDULE A

Major Asset Class	Minor Asset Class	Sub Class	Sub Class One	Sub Class Two	Capitalization Threshold	Amortization Method	Useful Life	Review Schedule
Land					All land will be recorded	N/A		N/A
Land Improvements	Land Fill				5,000	Straight Line	25	Every 3 years
	Other				5,000	Straight Line	25	Every 3 years
Buildings	Permanent Structures				5,000	Straight Line	50	Every 5 years
	Portable				5,000	Straight Line	25	Every 5 years
Engineered Structures	Roadway System:	Bridges	Bridges		5,000	Straight Line	30	Every 5 years
			Culvert Size Bridges		5,000	Straight Line	50	Every 5 years
		Roads	Surface	ACP - hot mix	5,000	Straight Line	50	Every 5 years
				ACP - cold mix	5,000	Straight Line	50	Every 5 years
				Chip seal	5,000	Straight Line	50	Every 5 years
				Oil	5,000	Straight Line	50	Every 5 years
				Gravel	5,000	Straight Line	50	Every 5 years
		Road Signs			5,000	Straight Line	30	Every 5 years
		Guard Rails			5,000	Straight Line	30	Every 5 years
		Sidewalks			5,000	Straight Line	30	Every 5 years
	Water System	Distribution System			5,000	Straight Line	75	Every 5 years
		Plant and Facilities			5,000	Straight Line	45	Every 5 years
		Machinery & Equipment			5,000	Straight Line	20	Every 5 years
	Wastewater System	Collection System			5,000	Straight Line	75	Every 5 years
		Plants and facilities			5,000	Straight Line	45	Every 5 years
Machinery & Equipment	Heavy Construction Equipment	Motor Graders			5,000	Straight Line	15	Every 3 years
		Heavy Construction Equipment			5,000	Straight Line	15	Every 3 years
		Other			5,000	Straight Line	10	Every 3 years
	Controls Systems	Communication Links			5,000	Straight Line	45	Every 3 years
		Scada System			5,000	Straight Line	10	Every 3 years
	Fire Equipment				5,000	Straight Line	20	Every 3 years
	Office Equipment				5,000	Straight Line	5	Every 3 years
	Other Equipment				5,000	Straight Line	10	Every 3 years
	Computer Systems	Hardware/Software			5,000	Straight Line	4	Every 3 years
Vehicles	Heavy Duty				5,000	Straight Line	10	Every 3 years
	Light Duty				5,000	Straight Line	10	Every 3 years
	Fire Trucks				5,000	Straight Line	20	Every 3 years



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: _____



ADMINISTRATION

Title: Risk Control Policy Statement

Supersedes Policy Number: AD 16

Policy Number: AD 1010-01

Next Review Date: 2022

Approved by Council: October 23, 2007

Last Review Date: September 17, 2018

Resolution No: 183-18

POLICY STATEMENT

The County of Minburn No. 27 is committed to delivering cost-effective services that best meet the needs of our taxpayers and community. We support and participate in the Jubilee RiskPro Training Program to help us achieve the following goals:

1. Control and reduce our insurance and other risk-related costs;
2. Protect interests of the stakeholders in our community;
3. Prevent losses arising from damage to community assets and liability claims;
4. Assure uninterrupted municipal operations and delivery of services to our community stakeholders;
5. Ensure the impact of losses on the County of Minburn and our community stakeholders are as minimal as possible.

To help ensure a mutual benefit for the County of Minburn and other Municipal Districts and Counties in the Province of Alberta we also support the exchange of knowledge and information with other Municipal Districts and Counties that are participating in the Jubilee RiskPro Training Program.

Council hereby delegates to the Chief Administrative Officer (CAO) the authority and responsibility to designate the following:

1. A Risk Control Coordinator to facilitate the County of Minburn's progress through the Jubilee RiskPro Training Program training process and the implementation of risk improvements.
2. A Risk Control Committee comprised of representatives from key departments that will help implement risk improvements within the community.

TERMS OF REFERENCE

Risk Control Coordinator and Risk Control Committee

The terms of reference for the Risk Control Coordinator and Risk Control Committee are set out below:

1. Controls the frequency and cost of property, liability and automobile claims incurred by the County of Minburn
2. Controls and reduces the long-term insurance costs for the County of Minburn
3. Protects rate payers from the interruption of important municipal operations and services
4. Protects the public interest and ensures a safe and well-managed community.

Risk Control Coordinator

1. Facilitates the implementation of training "deliverables"
2. Responsible for completion of the "pre-work" for each training module as applicable
3. Participates in all Jubilee RiskPro training modules
4. Identifies key individuals within the organization that should attend specific training modules and encourages their participation
5. Initiates and organizes meetings of the Risk Control Committee and prepares Committee meeting agendas
6. Provides internal status and progress reporting to the senior management team and Council
7. Responsible for complying with audit requirements
8. Collaborates with Risk Control Coordinators in other communities to share successes and assist each other with effecting risk improvements.

Risk Control Committee

1. Develops and recommend a policy-level statement of commitment to the Jubilee RiskPro Training Program for adoption by Council
2. Reviews and assesses the claims experience of the organization to help determine the risk improvement priorities
3. Prepares technical recommendations to the senior management team and Council regarding risk improvement priorities
4. Reviews existing policies and procedures relating to key exposure areas for the organization and where necessary makes recommendations to Council for amendments
5. Collaborates with the Risk Control Coordinator in the implementation of risk improvements
6. Developments and implements a tracking and internal reporting process to ensure the organization is kept well-informed of incidents and claims within the municipality
7. Assesses incidents and claims within the municipality to determine causes and contributing factors
8. Develops and implements a practical document retention program related to the training objectives
9. Reports periodically to Council on claims issues and risk improvements within the municipality.



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

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STATEMENT OF REVENUE AND EXPENSE
1 YR BUDGET & 3 YR FUTURE OPER. BUDGETS

Page: 1

Type: Municipal
PERIOD: 2025/12/31

	2025	2026	2027	2028
	FINAL BUDGET	OPERATING PLAN	OPERATING PLAN	OPERATING PLAN
MUNICIPAL REVENUES				
1-1-000-00-00-00-00-00 GENERAL MUNICIPAL	-22,932,486.00	-23,391,137.00	-23,858,960.00	-24,336,138.00
1-1-741-11-00-00-00-00 LEGISLATIVE	-17,000.00	-17,340.00	-17,687.00	-18,041.00
1-1-000-12-00-00-00-00 ADMINISTRATIVE	-148,750.00	-151,725.00	-154,760.00	-157,855.00
1-1-000-23-00-00-00-00 FIRE SERVICES - REVENUE	-859,736.00	-876,931.00	-894,470.00	-912,360.00
1-1-000-32-00-00-00-00 TRANSPORTATION	-5,268,086.00	-5,373,448.00	-5,480,917.00	-5,590,536.00
1-1-000-41-00-00-00-00 WATER SUPPLY & DISTRIBUTIO	-205,950.00	-210,069.00	-214,270.00	-218,554.00
1-1-000-42-00-00-00-00 SANITARY SEWER SERVICE	-12,400.00	-12,648.00	-12,901.00	-13,159.00
1-1-000-43-00-00-00-00 ENVIRONMENTAL HEALTH SERVI	-149,200.00	-152,184.00	-155,228.00	-158,332.00
1-1-000-51-00-00-00-00 FAMILY & COMMUNITY SUPPORT	-119,660.00	-122,053.00	-124,494.00	-126,984.00
1-1-000-56-01-00-00-00 PUBLIC HEALTH & WELFARE	-90,321.00	-92,127.00	-93,969.00	-95,849.00
1-1-000-61-00-00-00-00 PLANNING/ZONING AND DEVELO	-98,124.00	-100,086.00	-102,087.00	-104,128.00
1-1-000-62-00-00-00-00 AGRICULTURAL SERVICE BOARD	-217,266.00	-221,611.00	-226,042.00	-230,561.00
1-1-000-65-00-00-00-00 ECONOMIC DEVELOPMENT	-189,125.00	-192,908.00	-196,766.00	-200,701.00
1-1-400-66-00-00-00-00 SUBDIVISION LAND & DEVELOP	-5,000.00	-5,100.00	-5,202.00	-5,306.00
1-1-000-71-00-00-00-00 RECREATION	-302,000.00	-308,040.00	-314,201.00	-320,485.00
TOTAL MUNICIPAL REVENUES	-30,615,104.00	-31,227,407.00	-31,851,954.00	-32,488,989.00
MUNICIPAL EXPENSES				
1-2-000-00-00-00-00-00 GENERAL MUNICIPAL	410,000.00	418,200.00	426,564.00	435,095.00
1-2-000-11-00-00-00-00 LEGISLATIVE	734,625.00	749,318.00	764,307.00	779,592.00
1-2-000-12-00-00-00-00 ADMINISTRATIVE	5,539,302.00	5,604,188.00	5,716,272.00	5,830,592.00
1-2-000-13-00-00-00-00 HEALTH & SAFETY SERVICES	45,400.00	46,308.00	47,232.00	48,176.00
1-2-000-21-00-00-00-00 POLICING	250,000.00	255,000.00	260,100.00	265,302.00
1-2-000-23-00-00-00-00 FIRE SERVICES	1,907,321.00	1,945,467.00	1,984,379.00	2,024,064.00
1-2-000-24-00-00-00-00 EMERGENCY SERVICES	5,700.00	5,814.00	5,929.00	6,048.00
1-2-000-25-00-00-00-00 GRANTS-AMBULANCES	18,000.00	18,360.00	18,727.00	19,102.00
1-2-000-32-00-00-00-00 TRANSPORTATION	17,186,365.00	17,530,092.00	17,880,693.00	18,238,305.00
1-2-000-41-00-00-00-00 WATER SUPPLY & DISTRIBUTIO	306,349.00	312,476.00	318,726.00	325,098.00
1-2-000-42-00-00-00-00 SANITARY SEWER SERVICES	119,511.00	121,901.00	124,339.00	126,824.00
1-2-000-43-00-00-00-00 ENVIRONMENTAL HEALTH SERVI	360,030.00	367,231.00	374,573.00	382,062.00
1-2-000-51-00-00-00-00 FAMILY & COMMUNITY SUPPORT	168,409.00	171,778.00	175,214.00	178,718.00
1-2-000-56-00-00-00-00 PUBLIC HEALTH & WELFARE	119,156.00	121,539.00	123,968.00	126,448.00
1-2-000-61-00-00-00-00 PLANNING & DEVELOPMENT	271,195.00	276,619.00	282,152.00	287,795.00
1-2-000-62-00-00-00-00 AGRICULTURAL SERVICE BOARD	629,518.00	642,108.00	654,948.00	668,046.00
1-2-000-65-00-00-00-00 ECONOMIC DEVELOPMENT	304,400.00	310,488.00	316,698.00	323,031.00
1-2-500-66-00-00-00-00 SUBDIVISION LAND & DEVELOP	29,250.00	29,835.00	30,432.00	31,041.00
1-2-000-71-00-00-00-00 RECREATION	731,876.00	746,514.00	761,443.00	776,671.00
1-2-000-74-00-00-00-00 LIBRARY	146,899.00	149,837.00	152,834.00	155,891.00
1-2-000-81-00-00-00-00 REQUISITIONS	3,285,165.00	3,350,868.00	3,417,886.00	3,486,244.00
TOTAL MUNICIPAL EXPENSES	32,568,471.00	33,173,941.00	33,837,416.00	34,514,145.00



County of Minburn No. 27

Updated June 10/2025

2025 Capital Budget & 2026 to 2030 Capital Plans

Five Year Capital Plan Summary - Budgeted Purchases

Asset Group	Budget 2025	Future 2026	Future 2027	Future 2028	Future 2029	Future 2030	Totals
Vehicles	\$ 130,000	\$ 205,000	\$ 1,177,000	\$ 1,018,000	\$ 672,000	\$ 676,000	\$ 3,878,000
Fire Vehicles	\$ 735,000	\$ 900,000	\$ -	\$ -	\$ 800,000	\$ -	\$ 2,435,000
Engineered Structures (Bridges)	\$ 2,154,950	\$ 431,000	\$ 430,000	\$ 497,000	\$ 501,000	\$ 425,000	\$ 4,438,950
Buildings	\$ 8,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,500
Machinery and Equipment	\$ 1,637,120	\$ 2,775,000	\$ 2,835,000	\$ 1,490,000	\$ 1,424,000	\$ 1,796,000	\$ 11,957,120
Land Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering Structures (Infrastructure)	\$ 1,385,641	\$ 1,350,000	\$ 1,355,000	\$ 1,360,000	\$ 1,365,000	\$ 1,370,000	\$ 8,185,641
TOTALS:	\$ 6,051,211	\$ 5,661,000	\$ 5,797,000	\$ 4,365,000	\$ 4,762,000	\$ 4,267,000	\$ 30,903,211

Five Year Capital Plan Summary - Budgeted Sources of Funding

Asset Group	Budget 2025	Future 2026	Future 2027	Future 2028	Future 2029	Future 2030	Totals
LGFF Local Gov't Financial Framework	\$ 1,586,120	\$ 1,586,120	\$ 1,586,120	\$ 1,586,120	\$ 1,586,120	\$ 1,586,120	\$ 9,516,720
CCBF Cdn Community Bldg Foundation	\$ 454,620	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,454,620
STIP	\$ 1,605,979	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,605,979
Grant Funding Total:	\$ 3,646,719	\$ 1,786,120	\$ 1,786,120	\$ 1,786,120	\$ 1,786,120	\$ 1,786,120	\$ 12,577,319
Reserves:							
* Fire Reserve	\$ 735,000	\$ 900,000	\$ -	\$ -	\$ 800,000	\$ -	\$ 2,435,000
* Equipment Reserve	\$ 145,000	\$ 1,393,880	\$ 2,425,880	\$ 921,880	\$ 509,880	\$ 885,880	\$ 6,282,400
* Bridge Reserve	\$ 94,351	\$ 231,000	\$ 230,000	\$ 297,000	\$ 301,000	\$ 225,000	\$ 1,378,351
* Hamlet Reserve	\$ 47,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,300
* Facility Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
* Surfaced Roads Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Draw From Reserves Total:	\$ 1,021,651	\$ 2,524,880	\$ 2,655,880	\$ 1,218,880	\$ 1,610,880	\$ 1,110,880	\$ 10,143,051
Contributions by Others	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Genral Taxation	\$ 44,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,500
Other	\$ 1,338,341	\$ 1,350,000	\$ 1,355,000	\$ 1,360,000	\$ 1,365,000	\$ 1,370,000	\$ 8,138,341
TOTALS:	\$ 6,051,211	\$ 5,661,000	\$ 5,797,000	\$ 4,365,000	\$ 4,762,000	\$ 4,267,000	\$ 30,903,211



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:** _____

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

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REEVE AND COUNCIL REPORTS

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REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

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

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Boards and Committee Meetings (include date):

Education and Professional Development (include date):

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REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

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Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

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

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 June 16, 2025 **Council Meeting**

From Date: May 10, 2025

To Date: June 13, 2025

Internal Meetings:

- Committee of the Whole – May 14
- Council Meeting – May 14
- Wapasu Committee Meeting – May 26

External Meetings:

- Mannville Town Council Meeting – May 20
- Meeting with Innisfree Mayor – June 2
- Town of Vegreville IDP Discussion – June 3
- Potential Councillor Candidates meetings - ongoing

Education and Professional Development:

- Water Availability Webinar– May 12
- RMA Townhall: Bill 50 – May 21
- Vermilion Detachment Regional Mtg – May 23
- RMA Town Hall: Assessment Model Review – June 4
- Real Property Governance – June 12

Senior Leadership Team Support:

- 2025 Municipal Election
- Boards and Committees Terms of Reference
- Agreements and Contracts review
- Council and Committee meeting packages
- Policy and Bylaw development
- Council Policy and Bylaw Review
- Occupational Health and Safety Program
- Updating external forms
- FCSS supports available to County residents
- Fire service review
- Regional collaboration projects and agreements



ADMINISTRATION REPORTS

Name: Norm De Wet

Department: Operations

Reviewed by: Pat Podoborzny

For Presentation at: May 14, 2025, County Council meeting

From Date: May 16, 2025

To Date: June 13, 2025

Public Works Update:

- The construction project in Division 2 on Township Road 484, between Range Roads 102 and 103, is expected to be completed by June 13, weather permitting, with some minor touch-ups to follow. Construction crews will mobilize onto RR85, south of Twp Rd 512 in the next few days.
- The calcium program has been completed.
- The gravel program is underway out of the Bykowski Pit on Range Road 95, currently working in Divisions 1 and 3. Total tonnage as of June 11 is 24,987.
- Oiling crews have been working on the reclamation of old oiled dust controls and have completed the application of one new oiled dust control. Crews will mobilize into Ranfurly for the first major project of the season.
- Traffic counts are ongoing.

Contracted Services:

- The replacement of BF 78718 is expected to be completed by June 13, 2025, with minor touch-ups to follow. TerraPro will mobilize onto Township Road 532 (west of Range Road 155) in Division 7 for BF 75589 during the week of June 16, 2025.
- The assessment of the Lavoy water and sewer infrastructure is currently underway with MPE Engineering.
- The contracted parks and recreation mowing service is underway in the hamlets, including the Wapasu Park area.

Parks and Open Space

- Administration is currently working with RMA to obtain quotes for the Wapasu gazebo, which will replace the old cookshack. A construction timeline will be shared with Council once it is established.
- Bear-proof garbage bins are scheduled to be installed at Wapasu Conservancy Park during the week of June 16, 2025, pending weather conditions.

Waste Management:

- Considering the change to the Waste Management Agreement in March 2023, administration is providing some statistics with total cost and tonnage for 2022, 2023 and 2024. The cost-share agreement between the three municipalities is as follows:

Mannville (42.45%)

Innisfree (10.68%)

County (46.87%)

The total tonnage and cost for the agreement with Two Hills Regional Waste Management Commission is as follows:

Year	Tonnage	County Cost	Total Cost
2022	862.30	\$83,939.72	\$179,090.50
2023	801.72	\$71,395.13	\$152,325.85
2024	799.95	\$71,237.95	\$151,990.50

Agricultural Services Update:

- ASB crews are working on various beaver control and drainage improvement projects.
- Diamondback moth traps have been set up and are being monitored at two sites—one in the east and one in the west of the County.
- Rotary Peace Park, Lavoy Cemetery, and Wapasu Conservancy Park have been sprayed for dandelions.



ADMINISTRATION REPORTS

Name: Davin Gegolick

Department: Planning and Community Services

Reviewed by: Pat Podoborzny

For Presentation at: June 16, 2025 Council Meeting

From Date: May 6, 2025

To Date: June 11, 2025

Planning Update:

- Responding to ongoing development inquiries
- Issued development permits:
 - Covered porch (NW 22-51-10-4)
 - Wood shed (Pt. NW and NE 31-52-15-4)
 - Seasonal farm stand business (NW 24-52-9-4)
 - Secondary dwelling 'Shouse' (Pt. SW 8-50-9-4)
 - Farm shop (NW 23-51-16-4)
 - Covered shelter (Wapasu)
 - Secondary dwelling 'Shouse' (NW 34-49-10-4)
 - Secondary dwelling 'Shouse' (NE 22-52-12-4)
- Development permit updates (first half of 2025)
- Several more Sequoia wells being decommissioned by the Orphan Well Association
- Working with RoaData Services to automate pipeline crossing and energy company approval approvals.
- Received complaints: unsightly properties, blocking sight triangle, renovations without permits.

Subdivision Update:

- Responding to ongoing subdivision inquiries
- Completed inspections: file #05-2025
- Prepared endorsement: file #06-2024, 02-2025

Economic Development Update:

- Responded to a site selector request via Invest Alberta – Project Spark

- Crossroads will be developing a Developer's Package and Welcome Package
- Kathy will be launching a Crossroads podcast this summer
- Lionsgate Canada is working on a project set to film in the area for Amazon Prime Video – "Trailer Trash"
- Receiving several calls regarding properties for sale
- Planning to launch new website in July

Community Services:

- Vegreville & District FCSS now offering low-cost community counselling
- Launched "Capture and Contribute" photo submission contest
- Cemetery survey project update – cemeteries have been added to GIS and plot markers placed. Ranfurly cemetery planned to be complete by end of summer.
- Royal Canadian Legion is hosting Decoration Day services at Lavoy Cemetery on Saturday, June 21 at 2 pm.

Attachments:

- Development Permit Summary – First Half of 2025
- Lavoy Cemetery on WebMap
- RFD – PDS 7002-03
- RFD – PDS 7003-03
- RFD – PDS 7004-03
- RFD – Subdivision File #05-2025
- RFD – Ranfurly Farmer's Day Dinner and Dance Support Request

Development Permit Summary – First Half of 2025

As of June 11, 2025

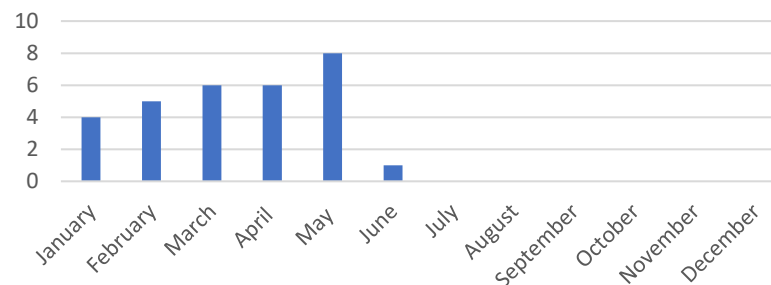
Development Permits Issued

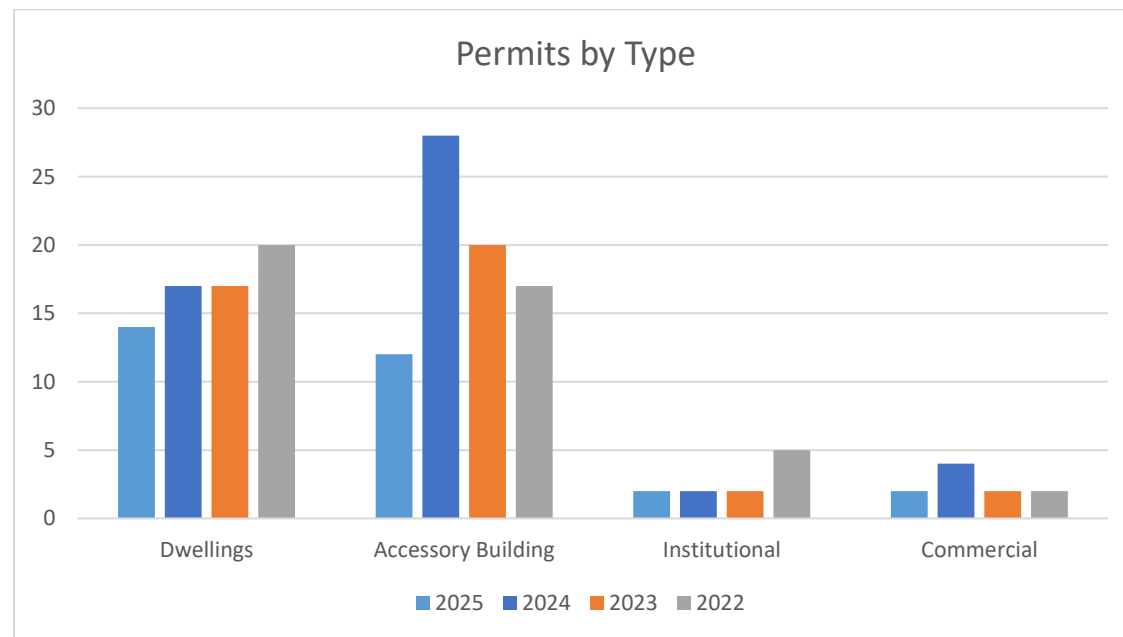
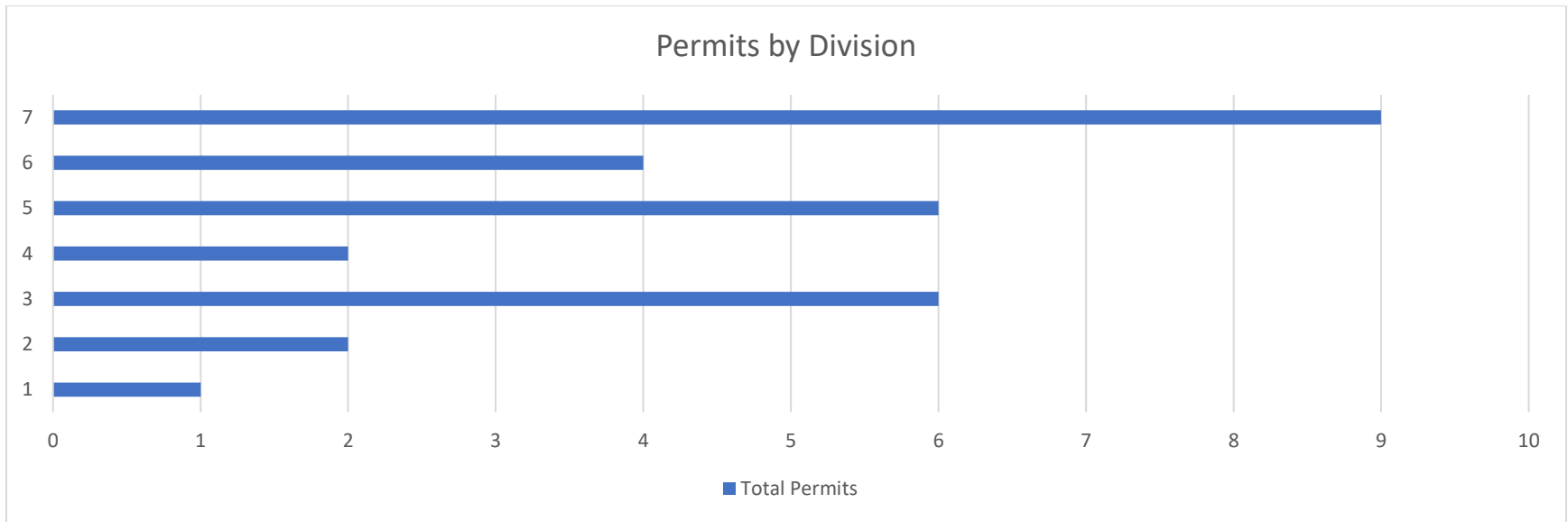
	January	February	March	April	May	June
Residential	4	5	5	5	6	1
Commercial	0	0	0	1	1	0
Industrial	0	0	0	0	0	0
Institutional	0	0	1	0	1	0
Total Permits	4	5	6	6	8	1

Permit Values by Type

	2025	2024	2023	2022
Residential	\$4,900,966.00	\$8,457,540.00	\$7,909,600.00	\$7,111,568.00
Commercial	\$21,200.00	\$89,500.00	\$389,000.00	\$307,000.00
Industrial	\$0.00	\$130,000.00	\$0.00	\$3,600,000.00
Institutional	\$34,500.00	\$900,000.00	\$465,000.00	\$30,000.00
Total Permit Values	\$4,956,666.00	\$9,577,040.00	\$8,763,600.00	\$11,048,568.00

Permits Issued by Month





Lavoy Cemetery – WebMap



Category:

Cemetery

Manage

Name:

MADELEINE FOOTZ & MIKE FOOTZ

Notes


B

I

U

14

A

Date of Birth:	1924	1919
Date of Death:	2006	1990
Age:	82	71
Date of Bury:		
Picture:		

Delete

Update



ADMINISTRATION REPORTS

Name: Mike Fundytus

Department: Protective Services

Reviewed by: Pat Podoborzny

For Presentation at: June 16, 2025 Council Meeting

From Date: May 9, 2025

To Date: June 12, 2025

Fire Department Update:

Call Type	Date	Details	Station Dispatched
Fire	May 9	Wapasu Lake Fire in restoration crews trailer 12:08 pm 1 POC 1 FT member attended	Innisfree
Medical	May 9	County Medical	Vegreville
Medical	May 11	Village medical Mannville. 11:08 am, 3 POC attended	Mannville
Fire	May 16	NW-14-52-15-W4. Small burn pile fire. Farmer says a vehicle entered his field while seeding and lit up the pile	Vegreville
Medical	May 17	Village medical 8:08 am 6 POC members attended	Mannville
MVC	May 18	Hwy 16 TWP 504 reported livestock loose on Hwy. Nothing found. 3:50 pm, 4 POC attended	Innisfree
False Alarm	May 18	5234 46 Street, Mannville, 8:54 pm, 7 POC members attended	Mannville
MVC	May 27	Hwy 870 near Birch Lake ball diamonds. 7:34 am, 2 FT, 2 POC members attended	Innisfree
Medical	June 1	Village Medical 11:46 am, 2 POC attended	Mannville
False Alarm	June 3	5230 46, Mannville, 6:45 pm, 4 POC attended	Mannville
Fire	June 8	Hwy 16 RR 122 Trailer full of bales on fire. 1:28 pm, 5 POC attended	Innisfree
MVC	May 8	Hwy 16 RR 103 single vehicle rollover. 3:01 am, 6 POC attended	Mannville

- Total Fire Responses:
 - Mannville – 5
 - Innisfree – 4
 - Vegreville – 2
- Currently issuing burn permits until June 30th.
- Current staffing in protective services is 1 FT Director, 1 FT Emergency Responder (term), 31 paid on call firefighters (15 Innisfree Station 16 Mannville station). 2 paid on call firefighter is on medical leave, 1 paid on call member on leave and 2 members not attending calls or training regularly.
- 2 new paid on call members joined Innisfree station.
- Having a consultant conduct a teamwork & culture study of the two fire stations.
- Unit 912 is deployed to Red Earth Creek.
- Vegreville deployed a county wildland engine to Yellowhead County on May 30th, returned June 5th. The truck had a pump failure and is currently out of service until it can be repaired.
- Received letter from AHS, the county will be receiving \$5,724.00 as direct financial support for our involvement in the MFR program to provide medical first response to our service area.

Emergency Management Update:

- Nothing to report

OH&S Update:

- Working on field inspections with operations crews.

RCMP Liaison :

- Quarterly Crime statistics as reviewed in COW meeting.

June 6, 2025

Mike Fundytus, director of protective services
Minburn County Fire Department

Dear Mike,

Subject: MFR Direct Financial Support 2025

The Alberta Medical First Response (MFR) Program is pleased to share that direct financial support for 2025 is available for eligible MFR partner agencies starting immediately. This funding, totaling \$2.5M provincially, is intended to offset some of the direct costs incurred by MFR partners delivering care in local communities alongside EMS.

Funding for 2025 has been allocated among enrolled MFR agencies according to factors such as overall participation in life-threatening medical events and community size. AHS intends to issue payments before Jul 31, 2025. MFR agency leaders do not need to apply for this funding but must invoice AHS as outlined below to initiate disbursement. Ongoing eligibility will require regular submission of MFR patient care reports, when applicable, and agencies remaining in good standing with the Alberta MFR Program.

Financial support for your MFR Agency: \$5,724.00

Purpose: MFR direct financial support 2025

To arrange disbursement, AHS requires an invoice in the amount above from your agency or municipality before July 18, 2025. AHS is tax-exempt; do not include GST as a line item in the invoice. An invoice template is enclosed for use if you require one. The invoice may be addressed as below but the invoice must be emailed to MFR@ahs.ca to expedite processing.

If needed for invoice generation systems:

AHS Accounts Payable
Attn: Graham Vanderwater
P.O. Box 1600
Edmonton, AB T5J 2N9

If you have any questions or require assistance with preparing the invoice, please contact us at MFR@ahs.ca. Thank you for the continued partnership in your community!

Yours truly,

Sheri Monk
Alberta MFR Program

1. Why has AHS implemented MFR direct financial support?

As a key partner, AHS is committed to supporting MFR agencies in providing high-quality patient care throughout the province using various means. We recognize there are many expenses with MFR activity related to personnel, training, equipment, and supplies. The financial support is intended to offset some of the direct costs incurred by MFR partners delivering care in local communities alongside EMS.

2. How are funding allocation amounts determined?

The funding allocation considers the local rate of participation in life-threatening medical events (Red & Purple priority) using current EMS data and response plans registered with the MFR Program. The allocation formula includes a 'base allocation' based on local activity as well as an additional 'top-up rate' which spreads out unallocated funding among agencies included in the community category (small, medium, large, metro).

3. Will allocated funds be the same every year?

The allocation formula includes a 'base allocation', which is expected to remain relatively stable, as well as an additional 'top-up rate', allocating the remaining funds among the agencies included in the community category (small, medium, large, metro).

The top-up rate portion may fluctuate with changes to MFR agency participation in the province. The amount allocated to each agency will vary somewhat compared year-to-year.

The main reasons for the fluctuations are:

- A greater or reduced share of the funding pool based on high acuity EMS demand in an agency's response area
- Changes to response plans within an agency, or amongst other similarly sized agencies

- Greater number of municipalities choosing to participate in medical first response

There are instances where MFR agencies will have attended more events than the past but receive less funding. That is because there is more demand overall in communities throughout the province, and the funding envelope is unchanged from what was available in 2024.

Ongoing eligibility will require active participation and enrolment in the MFR Program, including regular submission of MFR patient care reports when applicable and agencies remaining in good standing.

4. Why don't very small MFR agencies qualify for direct financial support?

A sliding scale has been developed to ensure smaller agencies are allocated a meaningful contribution for their MFR participation, but some regions do not have sufficient activity to support them in a meaningful way through this funding stream. With a funding model based on activity and community size, MFR agencies with fewer than one 9-1-1 medical event per week on average would not be eligible for a significant amount of direct financial support.

Instead, these partners are encouraged to apply for meaningful financial support through the annual MFR Training & Equipment Fund to better meet their needs.

5. How can I provide feedback on MFR direct financial support?

Feedback can be shared directly with the MFR team during local engagements or by email at MFR@ahs.ca.

6. Do I need to apply for the MFR direct financial support?

No. Members of the MFR team will reach out to qualifying agency leaders directly.

7. If my agency receives direct financial support, can I still apply for the MFR Training & Equipment Fund?

Yes. MFR Agencies are encouraged to apply for the annual MFR Training & Equipment Fund to further support local patient care and responder safety-related priorities.

8. How will MFR agencies be paid?

The MFR team will connect with qualifying agency leaders directly to provide the information needed to initiate disbursement. An invoice is provided to AHS for the specific amount allocated and AHS accounts payable issues the payment.

9. What can the direct financial support be used for?

Financial support may be used at the discretion of the agency for future expenses or as reimbursement of expenses already incurred. We recognize there are many expenses with MFR activity related to personnel, training, equipment, supplies, vehicles, and dept. time on task. The financial support is intended to offset some of the direct costs incurred by MFR partners delivering care in local communities alongside EMS.



ADMINISTRATION REPORTS

Name: _____ **Department:** _____

Reviewed by:

For Presentation at: _____ **Council Meeting**

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

Department Updates:

Department Updates Cont'd.:

Attachments:



County of Minburn No. 27
2025 Statement of Financial Position
As At May 31, 2025

FINANCIAL ASSETS	May/2025	Apr/2025	Dec/2024
Cash & Temporary Investments	19,583,081	20,004,094	28,466,857
Receivables			
Taxes & Grants in Place of Taxes Receivable	22,346,843	315,741	392,128
Due From Governments	97,797	313,299	130,155
Trade & Other Receivables	673,493	683,171	1,224,935
Long Term Receivables	129,109	128,771	287,402
Land Held for Resale	171,949	171,949	171,949
Total Financial Assets:	\$ 43,002,273	\$ 21,617,026	\$ 30,673,426
LIABILITIES	May/2025	Apr/2025	Dec/2024
Accounts Payable & Accrued Liabilities	7,890,450	7,778,569	11,742,616
Asset Retirement Obligation	3,388,544	3,388,544	3,388,544
Deposit Liabilities	-	-	-
Deferred Revenue	748,790	748,790	729,290
Employee Benefit Obligations	- 98,913	- 96,269	330,460
Total Liabilities:	\$ 11,928,872	\$ 11,819,634	\$ 16,190,910
Net Financial Assets:	\$ 31,073,401	\$ 9,797,392	\$ 14,482,516
NON-FINANCIAL ASSETS	May/2025	Apr/2025	Dec/2024
Tangible Capital Assets	36,404,608	36,404,608	36,404,608
Inventory for Consumption	21,902,512	22,019,924	21,935,517
Prepaid Expenses	3,031	2,004	285,476
Total Non-Financial Assets:	\$ 58,310,150	\$ 58,426,536	\$ 58,625,600
ACCUMULATED SURPLUS:	\$ 89,383,551	\$ 68,223,928	\$ 73,108,117
Difference:	\$ 16,275,434	-\$ 4,884,188	



County of Minburn No. 27

2025 Revenue & Expenditure Report

For Month Ending May 31, 2025

REVENUE	2025 Current Month	2025 Year-To-Date	2025 Budget	% of Budget Used	Same Period Last Year
Net Municipal Taxes	22,270,323	21,876,164	18,984,421	115.2%	111.9%
User Fees & Sale of Goods	23,290	113,588	325,550	34.9%	34.0%
Government Transfers	825	97,676	4,830,449	2.0%	1.4%
Investment Income	16,901	21,337	529,500	4.0%	0.4%
Penalties & Costs on Taxes	342	96,515	122,400	78.9%	60.8%
Gain on Disposal of Tangible Assets	170,800	260,800	-	N/A	1736.4%
Other	6,071	66,541	179,000	37.2%	16.9%
Totals:	\$ 22,488,552	\$ 22,532,620	\$ 24,971,320	90.2%	87.2%

EXPENDITURES	2025 Current Month	2025 Year-To-Date	2025 Budget	% of Budget Used	Same Period Last Year
Administrative & Legislative	173,294	1,090,649	3,101,545	35.2%	18.3%
Fire Protection & Safety Services	73,011	380,643	1,673,021	22.8%	35.1%
Emergency Dispatch Services	18,939	18,939	18,000	105.2%	128.9%
Policing Services	237,871	53,694	250,000	21.5%	93.7%
Bylaw Enforcement, Health & Safety	2,795	16,419	45,400	36.2%	38.7%
Roads, Streets, Walks, Lights	650,649	4,018,685	15,752,865	25.5%	23.0%
Water Supply & Distribution	7,420	47,875	291,304	16.4%	24.5%
Wastewater Treatment & Disposal	8,271	21,660	117,861	18.4%	21.3%
Waste Management	24,345	79,063	360,030	22.0%	39.2%
Family & Community Support Services	42,102	84,204	168,409	50.0%	50.0%
Cemeteries	39,938	48,031	119,156	40.3%	10.6%
Planning & Economic Services	22,917	244,387	584,845	41.8%	34.8%
Agricultural Services Board	29,445	105,779	629,518	16.8%	18.8%
Recreation & Library Services	3,736	47,158	878,775	5.4%	6.1%
Totals:	\$ 1,334,733	\$ 6,257,186	\$ 23,990,729	26.1%	23.3%

Difference:

\$ 16,275,434

COUNTY OF MINBURN NO. 27
2025 Monthly Progress Report - At May 31, 2025
~Final~

Decision Papers - Operating								
Project Name	20%	40%	60%	80%	100%	Budget	Spent	Comments
Staff Remuneration / Compensation	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 140,000	N/A	Implemented January 1/2025 - Ongoing costs
Admin Bldg. Mechanical & Electrical Study	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 52,500	\$ 1,980	Awarded to TWS; site visit completed in November; waiting on report & additional testing
Financial ERP System Replacement	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 200,000	\$ 203,923	Contract awarded; system configuration, migration and training underway
Emergency Responder Permanent Employee	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 97,200		Position advertised, expecting July 1 start date
MRF 360 Degree Video of County	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 40,000		Contract awarded; MRF will complete road scanning May to July 2025
Crossroads Capacity Building Projects	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 60,000		2025 CECI grant approved for \$30K (matched by \$30K partner funds). Contract awarded; work underway throughout 2025
Communications Project/Dev. Package	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 100,000	\$ 60,000	2024 SCOP grant approved for \$90K. Project total is \$100K. Municipal contribution (split by partners is \$10K). Contract awarded; work underway throughout 2025
Lavoy Infrastructure Assessment	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 60,000	\$ 49,368	Approved with MPE Engineering
Cemetery Survey / GIS Project	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 140,000	\$ 98,909	Surveying is complete, GIS data to be collected for Ranfurly Cemetery in summer 2025
Decision Papers - Capital								
Project Name	20%	40%	60%	80%	100%	Budget	Spent	Comments
Fire Fighting Utility Terrain Vehicle	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 65,000	\$ 58,961	
Admin Bldg. Front Entry Rehabilitation	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 78,000	\$ 31,865	Door completed January 2025
New Fire Truck - Unit #910 Replacement	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 275,000	\$ -	Tender awarded to Fort Gary
Innisfree Fire Station Cold Storage Upgrade	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 115,000	\$ 99,636	
Innisfree Fire Turnout Gear Mobile Lockers	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 13,000		
Turn Out Gear Decontamination Extractors	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 23,000	\$ 23,994	
Unit #518 Motor Scraper - Refurbishment	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 183,000	\$ 758,120	Refurbishment complete and ready for construction.
Fleet Truck Replacement (2)	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 130,000	\$ 62,181	First 3/4 Ton truck delivered, waiting on 1/2 Ton Truck
Skidsteer Sweeper	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 15,000	\$ 11,166	Purchased and in service.
2025 CAT 160 Motor Graders (2)	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 1,339,620	\$ 1,339,620	Both graders delivered and in service
Vegreville Fire Truck	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 320,000		
BF75589 Bridge Work / Engineering	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 646,000	\$ 62,001	Tender approved with TerraPro Inc.
Ranfurly Sidewalk Rehabilitation	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 47,300		Project approved with Northwind contracting, to be completed this summer.
Bridges (STIP Approved 4 Capital Bridges)	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 1,992,000	\$ 89,590	All Capital projects with TerraPro Inc, or Westcan Sealcoating.
Road Maintenance Activities								
Road Projects	20%	40%	60%	80%	100%	Comments		
Road Construction	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Program underway in Div. 2 and moving to Div. 3 the week of June 16.		
Gravel Haul Program	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Starting May 20		
Oiling Projects	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Oiling Program underway with reclamations and Patching		
Dust Controls	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Program underway with residential dust controls.		
Roadside Mowing	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Starting August 1, 2025		
Roadside Brushing	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	approximately 29150 m completed. Brushing to continue in fall.		



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Calgary-Flays

AR118837

May 12, 2025

Reeve Roger Konieczny
County of Minburn
PO Box 550
4909 - 50 Street
Vegreville AB T9C 1R6

Dear Reeve Konieczny:

I am pleased to provide correspondence for your record confirming the 2025 Local Government Fiscal Framework (LGFF) allocations for your community.

For the County of Minburn:

- The 2025 LGFF Capital allocation is \$1,562,118.
 - This includes \$274,340 in needs-based funding allocated to local governments with a population less than 10,000 and a limited local assessment base.
- The 2025 LGFF Operating allocation is \$302,710.

LGFF Capital is a legislated program aimed at providing local governments with substantial notice of their future infrastructure funding. As indicated on the program website, in 2026, your community will be eligible for \$1,501,185. Information on 2027 LGFF Capital allocations will be shared with local governments this fall, after growth in provincial revenues between 2023/24 and 2024/25 has been confirmed and used to calculate 2027 program funding.

Information on LGFF funding for all local governments is available on the LGFF website at www.alberta.ca/LGFF.

We look forward to our continued partnership through the LGFF program to build strong and prosperous communities across our province.

Sincerely,

Ric McIver
Minister

cc: Pat Podoborzny, Chief Administrative Officer, County of Minburn



VEGREVILLE AND DISTRICT CHAMBER OF COMMERCE

Box 877, Vegreville, Alberta T9C 1R9
Phone: (780) 632-2771; Fax: (780) 632-6958
vegchamb@telus.net



MISSION: Action through connection.

VISION: To represent promote and enhance the interest of Vegreville and district business community.

Roger Konieczny

County Reeve
County Of Minburn
4909 50 Street
Vegreville, AB T9C 1R6

Dear Reeve Konieczny,

On behalf of the organizing committee, it is with great pleasure that I extend an invitation to you to join us as a distinguished speaker at the opening ceremonies of the 50th Anniversary of the Vegreville Pysanka.

As you may know, the Vegreville Pysanka is an iconic symbol of our community and an important cultural landmark. This year, we are celebrating half a century of the Pysanka's presence in our town, and we would be honored if you could participate in this milestone event.

The opening ceremonies will take place on Saturday July 26, 2025 at 11am, at the Vegreville Pysanka Park. As one of our esteemed elected representatives, your presence and words of encouragement would mean a great deal to the community and to the many individuals and organizations who have supported and visited the Pysanka over the years.

Your participation in this special event will help highlight the importance of cultural heritage, community spirit, and local pride, while marking the historical significance of the Pysanka as both an artistic and cultural treasure.

Please let us know if you are available to join us, and if there is any additional information you may need. We sincerely hope you can be part of this celebration of our shared history and future.

Thank you for considering our invitation. We look forward to the possibility of welcoming you to this momentous occasion.

Warm regards,

Connie Steinwand
General Manager
Vegreville & District Chamber of Commerce
780-632-2771 or vegchamb@telus.net

January 2025

Dear Reeve/Mayor & CAO,

Re: RMA 2025 Member Visit Scheduling

The RMA schedules council member visits with all our members on three -year rotation. We are pleased to advise that your municipality is on the roster for our 2025 member visit schedule and are looking forward to connecting with you and your council.

The purpose of these visits is for the RMA President, your District Director, and members of our administration is to travel to each municipality to meet in the member's home base and this provides a great opportunity to learn about our members. Member visits provide valuable insight for the RMA board and staff, and we have found that the information shared also provides unique perspective on local initiatives and approaches to issues impacting rural municipalities. We appreciate your effort to accommodate our visit to your municipality.

Scheduling Options

Recognizing scheduling can be a challenge, we have found the following meeting options are the most beneficial for both our members and RMA attendees:

1. A standard 1-hour meeting, either attached to a council meeting, or stand-alone separate in-person event; or
2. A more extended meeting (2 – 3 hours) where we can learn more about your operations and what makes your municipality unique.

If given a choice, the RMA appreciates the opportunity to meet outside of a regular council meeting to provide more time for discussion. Further, members have often used these stand-alone meetings as opportunities to highlight unique elements of their municipalities, often engaging in a tour of facilities or inviting department leads in to join and engage in discussion.

To make our visits cost-effective and time-effective, the RMA will attempt to meet with two municipalities on one day within a driving distance of each other (i.e. usually within the same district). As such, we have limited the longer meeting option to 3 hours or less to facilitate scheduling, and we will seek opportunities to meet with more than one member in a district daily.

Your Availability

To get started, we request a response regarding your general availability. Specifically:

- a) Your preference of Member Visit option:
 1. Standard 1-hour meeting
 2. Longer familiarization meeting (up to 3 hours)
- b) Your general council availability per month up to and including September plus any other meetings when all of council will be together. Include potential stand-alone dates separate from your meetings if possible.
- c) The key contact's name, email address, and phone number to schedule the meeting.

In the table below, we have identified typical monthly dates that will prove difficult for either myself or your district director to attend so that other date options can be considered.

Please send your responses to the above-noted questions to Natalie Bartlett at natalie@RMAAlberta.com or 780.886.7937 by January 31, as member visits will commence as soon as possible.

Your attention to this matter is greatly appreciated. I look forward to our upcoming visit.

Sincerely,



Kara Westerlund

President

2025 RMA Member Visit Rotation:

District 1	District 2	District 3	District 4	District 5
Lethbridge	Lacombe	Athabasca	Peace	Lamont
Cardston	Kneehill	Lesser Slave River	Birch Hills	Smoky Lake
Newell	Starland	Parkland	Greenview	St. Paul
	Red Deer	Yellowhead	Northern Lights	Minburn
	Ponoka	Wetaskiwin	Clear Hills	
Monthly Conflict dates for President & District 1 Director	Monthly Conflict dates for President & District 2 Director	Monthly Conflict dates for President & District 3 Director	Monthly Conflict dates for President & District 4 Director	Monthly Conflict dates for President & District 5 Director
Twice per Month (Tuesday)	Twice per Month (Tuesday)	Twice per Month (Tuesday)	Twice per Month (Tuesday)	Twice per Month (Tuesday)
1 st & 3 rd Wed	1 st & 3 rd Tues	Every 2 weeks on a Tuesday	Twice a month on Mondays	2 nd & 4 th Tuesday

Subject:

FW: Invitation to Team Alberta Crops Farm Tour on July 8, 2025

From: Team Alberta Crops <events@albertacanola.com>**Sent:** May 30, 2025 2:01 PM**To:** Info <info@minburncounty.ab.ca>**Subject:** Invitation to Team Alberta Crops Farm Tour on July 8, 2025

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

Dear Mr. Roger Konieczny, Reeve - County of Minburn No. 27,

The Calgary Stampede is a time to come together and celebrate Alberta's deep-rooted agricultural heritage, an industry that is not only fundamental to our history but also a driving force behind our province's economic future and innovation.

We are excited to invite you to Team Alberta Crops' 1st Annual Farm Tour. A unique on-farm experience where you'll see innovation and sustainability in action. This inaugural tour offers a firsthand look at Alberta's modern crop and bee sectors, while engaging in meaningful conversations about the opportunities and challenges facing our producers today.

Tuesday, July 8, 2025

12:00 PM - 4:30 PM

Chitwood Farms, Airdrie, AB

Join us for a short bus ride from downtown Calgary, just steps from the Stampede grounds, to engage directly with Alberta farmers, agronomists, and industry leaders on a working farm.

Gain valuable insights into:

- Market access and competitiveness through innovation
- Sustainability efforts and environmental stewardship
- Key regulatory hurdles and policy issues impacting farmers

We warmly welcome all **provincially elected officials and federal representatives, including Members of Parliament and Senators and staff**, to take part in this event. Your participation will help strengthen collaboration between all levels of government and Alberta's agriculture sector.

A BBQ lunch and round-trip transportation from downtown Calgary will be provided.

Please respond by clicking either [accept](#) or [decline](#). We look forward to your response.



RECEIVED

MAY 16 2025

May 12, 2025

COUNTY OF MINBURN NO. 27

Attention: County of Minburn, Reeve and Councillors

On behalf of the Battle River Watershed Alliance (BRWA), Land & Water Committee, and Board of Directors, I have enclosed for Council the newly developed *Guide to Watershed Management in Land Use Planning for Local Governments*.

The Guide is provided as an advisory document to support watershed management in planning or program decisions, including current or future updates to your Municipal Development Plans.

Some background on this document:

- BRWA is a non-profit organization and a designated Watershed Planning & Advisory Council in accordance with Water for Life: Alberta's Strategy for Sustainability. We are responsible for the Battle River and Sounding Creek Watersheds.
- BRWA has developed Watershed Management Plan (WMP) recommendations that involve local implementation for effective management of the land, water, and biodiversity in our watersheds. The BRWA supports collaborative efforts to implement WMP recommendations.
- The *Guide to Watershed Management in Land Use Planning for Local Governments* identifies terms, actions, strategies, goals, objectives, and policies that can be individualized to incorporate beneficial management practices in local land management decisions.

The inclusion of BRWA recommendations in planning documents enables local governments to:

- a. More effectively consider ecological assets, including natural areas, water quality and quantity, drought resiliency, wetlands and riparian areas, and biodiversity during the planning and approval process related to local land management decisions within the Battle River and Sounding Creek watersheds.
- b. Demonstrate municipal compliance with the following requirements in the Municipal Government Act (MGA). Specifically, to:
 - i. Foster the well-being of the environment (Part 1 s.3 MGA)
 - ii. Determine if the land subject to a proposal is suitable for the purpose for which the subdivision is intended (654(1)(a) MGA), Making a determination regarding the suitability of a site for a proposed use includes undertaking an assessment of the impacts to natural

assets within the subject site and minimizing the degradation of these natural assets.

- c. Reduce risk(s) associated with development on lands generally characterized by hazard features and provide local governments with tools to better monitor impacts and undertake enforcement action when non-compliant land use or development activities occur.

To ensure the Guide addresses local priorities for land and water, the project team and engagement plan included planning experts and many community stakeholders.

Guide prepared by: Municipal Planning Services (MPS) for the BRWA.

Project advisors: BRWA Land & Water Committee was the project advisor.

Assessment of watershed management in existing land use planning: BRWA staff and MPS reviewed a sample of municipal development plans and Indigenous environmental program documents to help assess common priorities for watershed management.

Local government engagement: BRWA engaged with municipal and Indigenous governments at two workshops hosted in April 2024 and received additional input from Camrose County. A third engagement session was hosted in March 2025 to share information about the Guide.*

Project funding: The project was made possible with support from an Alberta Community Partnership Grant, partnering with Camrose County (managing partner), Flagstaff County, and Lacombe County. Additional funding was provided by BRWA and the Battle River Community Foundation.

*Please note, municipal staff invited to the workshop in March will receive an electronic copy of the Guide and a workshop proceedings summary. This includes staff from Planning, Ag Fieldmen, Community Development, Environmental Coordinators, and Public Works.

We ask that the Council accept this Guide as information to support the health of the community, the land, and water.

Working together, we can maximize ecosystem services in the Battle River and Sounding Creek watersheds. Please do not hesitate to contact me if further information is required.

Sincerely,

Catherine Peirce

Catherine Peirce
Executive Director
Battle River Watershed Alliance



County of Minburn
Box 550, 4909 – 50 Street
Vegreville, Alberta
T9C 1R6

June 4, 2025

Board of Record – Library Services Grant Funding Disbursement

The following funds are scheduled to be disbursed to these libraries upon receiving the funds from Alberta Public Library Services Branch. 2019 population list is used to calculate the grant. These funds are to assist with the operating costs of serving the portion of Minburn County residents in these areas.

If there is no change to your previous year funding formula, please find below the scheduled disbursements to the 4 library sites for your area. If you wish to make a change to this disbursement, please contact us by **June 30, 2025**.

Library Services Grant Disbursement		
2025 Year - Minburn County		
	2019 Population	Library Services Grant at \$5.60 per Capita
County of Minburn	3188	\$ 17,852.80
	Admin Fee (1%)	\$ 178.53
	Total disbursement	\$ 17,674.27
Disbursement of Funds to Libraries within the County of Minburn		
Current Funding Formula	%	\$
Innisfree Public Library	10%	\$ 1,767.43
Mannville Municipal Library	34%	\$ 6,009.25
Vegreville Centennial Library	56%	\$ 9,897.59
Total Funds Disbursed	100%	\$ 17,674.27

Thank you for your cooperation with this matter. If you have any questions or concerns, please feel free to contact Northern Lights Library System.

James MacDonald
Executive Director

Jennifer Anheliger
Board Chair

The Royal Canadian Legion

BRANCH No. 39 5037 - 52 AVE. VEGREVILLE, ALBERTA T9C 1M2
PHONE 780-632-3900

June 5, 2025

Reeve Roger Konieczny and Council
County of Minburn #27
Box 550
Vegreville, AB T9C 1R6

Dear Reeve Konieczny and Council:

RE: Decoration Day Services

The Royal Canadian Legion Branch No. 39 Vegreville will be observing Decoration Day with two ceremonies again this year: at the Lavoy Cemetery on Saturday, June 21st, and at the Field of Honour at Riverside Cemetery in Vegreville on Sunday, June 22nd. These ceremonies will honour our veterans who are buried in these cemeteries and will also acknowledge those who are buried in area cemeteries as well. All members of Council are invited to attend and if the County wishes to have someone bring a brief message, please let me know no later than June 16th. Any other members of Council attending will be identified as invited guests if we are notified by the above date as well.

Both services will begin at 2:00 pm and last 30 to 40 minutes. For the Sunday service, attendees are requested to be at Riverside by 1:30 pm to be in place for the parade in at 1:45 pm. The service on Sunday will be followed by refreshments and an opportunity to visit at the Legion Hall after the ceremony. Guests are invited to join us for the lunch and social.

Further information will be included in an advertisement to be placed in the Vegreville News Advertiser issues of June 11th and 18th.

Please advise me with the name of the speaker, with attendees' names, or if you require more information at 780-632-6691, or email lydom@telusplanet.net.

Yours truly,



Diane Lydom
Service Officer



COUNCIL MEETING ACTION ITEMS

Action List Item No.	Motion No.	Meeting Date	Description	Percentage Completed	Person Responsible	Date Completed	Notes
2265	2023-149	19-Jun-23	Review Code of Conduct Bylaw No. 1280-19.	90%	Pat		Waiting for province to pass Bill 50 which would repeal the County's Code of Conduct
2376	2025-031	23-Jan-25	Increase Non-Residential Education Tax rate for 2025 and 2026 years.	75%	Jay/Dwight		Included tax rate deferral adjustment in 2025 tax rate bylaw. 2nd stage won't be completed until 2026
2387	2025-076	20-Mar-25	Enter into an agreement for Intermunicipal Subdivision and Development Appeal Board services	100%	Davin/Pat	22-May-25	Final signed agreement received
2392	2025-087	20-Mar-25	Enter into an agreement with Capital Capital Region Assessment Services Commission for the provision of assessment review board services	100%	Jay	14-May-25	Completed
2400	2025-106	22-Apr-25	Enter into contract with West-Can Seal Coating for bridge replacements BF 1195 and BF 75604	100%	Norm	14-May-25	Completed
2401	2025-107	22-Apr-25	Enter into contract with Bridgemen Services Ltd. for bridge maintenance and repair of bridge files 1865 and 74718	100%	Norm	14-May-25	Completed
2410	2025-134 2025-135 2025-136 2025-137	14-May-25	Third reading of Intermunicipal Subdivision & Development Appeal Board Bylaw 1366-25 approved, add to server and website	100%	Audra	14-May-25	Completed
2411	2025-139	14-May-25	Issue payment in the amount of \$500 to Vegreville FCSS for National Volunteer Week Appreciation BBQ	100%	Dwight	23-May-25	Completed
2412	2025-140	14-May-25	Advertise for full-time Public Safety Officer	100%	Mike/Jay	24-May-25	Completed
2413	2025-141	14-May-25	Proceed with sale of CAT 160 Grader to Ritchie Bros. for \$170,800 excluding GST	100%	Norm	30-May-25	Completed
2414	2025-142	14-May-25	Retain Blake Cadman and Merek Dziwenka as Agricultural Service Board Inspectors	100%	Norm/Quentin	14-May-25	Completed
2415	2025-143 2025-144 2025-145 2025-146	14-May-25	Third reading of ARB Bylaw approved, add to server and website	100%	Audra	14-May-25	Completed
2416	2025-147	14-May-25	Approve Capital Region Assessment Services Commission as ARB Services provider	100%	Jay	14-May-25	Completed
2417	2025-148 2025-149 2025-150 2025-151	14-May-25	Third reading of Amending Council Procedural Bylaw approved, add to server and website	100%	Audra	14-May-25	Completed
2418	2025-157	14-May-25	Add new Disability Benefits Policy to server and website	100%	Audra	14-May-25	Completed