

AGENDA

July 21, 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 June 16, 2025 Council Meeting
- 4. Delegations**
- 5. Council Priorities**
- 6. Requests for Decision**
 - 6.1 Unit 915 Replacement
 - 6.2 East Central 911 AFRRCs Upgrade Capital Advance
 - 6.3 Mannville Sea-Can Storage Project
 - 6.4 Capital Equipment 2026
 - 6.5 2026 Bridge Repair/Replacement Plan
 - 6.6 Community Recognition Policy CC 3015-01.
 - 6.7 Repeal Policy CC 3006-01 Recognition Plaque/Certificates/Other
 - 6.8 Proclamation and Recognition Policy Amendment
 - 6.9 Repeal Policy CC 3004-01 County Solicitor
 - 6.10 Repeal Policy CC 3009-01 Elected Officials Education Program
 - 6.11 Mobile Device Policy AD 1031-01
 - 6.12 Work From Home Policy AD 1032-01
- 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 Provincial Education Requisition Credit (PERC) Program
 - 8.2 Town of Vegreville re Recreation Ballot Question
 - 8.3 Royal Canadian Legion Military Recognition
 - 8.4 RCMP re New Commanding Officer
- 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

June 16, 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
Norm De Wet, Director of Operations
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 10:00 a.m.

2 ADOPTION OF AGENDA

2025-158

Moved by: Councillor Anderson

THAT the June 16, 2025 regular Council meeting agenda be adopted as presented.

Carried

3 CONFIRMATION OF MINUTES

3.1 May 14, 2025 County Council Meeting

2025-159

Moved by: Councillor Kuzio

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

Carried

4 DELEGATIONS

4.1 Regional Recreation Virtual Presentation
Timothy Reid, Sinead Tierney, Orange Crow Leadership

Reeve Konieczny recessed the meeting at 10:51 a.m.

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

5 COUNCIL PRIORITIES

2025-160

Moved by: Councillor Wowdzia

THAT the Council Priorities be accepted as information.

Carried

6 REQUESTS FOR DECISION

- 6.1 Policy PDS 7002-03 Pipelines and Utility Lines Crossing County Road Allowance

2025-161

Moved by: Councillor Ogrodnick
THAT County of Minburn Council adopt the updated Pipelines and Utility Lines Crossing County Road Allowances policy.

Carried

- 6.2 Policy PDS 7003-03 Energy Resource and Utility Activity Approaches to County Roads

2025-162

Moved by: Deputy Reeve Bentley
THAT County of Minburn Council adopt the updated Energy Resource and Utility Activity Approaches to County Roads policy.

Carried

- 6.3 Policy PDS 7004-03 Utilities within County Road Allowances

2025-163

Moved by: Councillor Kuzio
THAT County of Minburn Council adopt the updated Utilities within County Road Allowances policy.

Carried

- 6.4 Subdivision File #05-2025

2025-164

Moved by: Councillor Ogrodnick
THAT Council move to conditionally approve Subdivision File #05-2025 per the recommendations of the report.

Carried

- 6.5 Ranfurly Farmer's Day Dinner and Dance Support Request

2025-165

Moved by: Councillor Wowdzia
THAT County of Minburn Council approve a financial contribution of \$500 in support of the Ranfurly and District Agricultural Society Farmer's Day Dinner and Dance.

Carried

- 6.6 Agricultural Service Board (ASB) Strategic Plan 2025-2029

2025-166

Moved by: Councillor Anderson
THAT County Council approve the 2025-2029 Strategic Business Plan for the Agricultural Service Board as presented.

Carried

- 6.7 Issuance of Weed Notice

2025-167

Moved by: Councillor Kuzio
THAT County Council approve the request from Administration to issue a Weed Act Inspector's Notice as discussed in Closed Session at the June 11, 2025 Committee of the Whole meeting.

Carried

- 6.8 Yield Sign Installations at Twp Rd 522 on RR 90 and RR 83

2025-168

Moved by: Councillor Nafziger

THAT County Council approve the installation of yield signs on RR 90 and RR 83 at Twp Rd 522.

Carried

- 6.9 Service Road between RR 144 and Hwy 857: MG30 Request

2025-169

Moved by: Councillor Ogrodnick

THAT County Council direct Administration to apply MG30 to the service road between RR 144 and Hwy 857.

Motion Defeated

- 6.10 Cancellation of 2025 Seed Plants/Golf Courses Municipal Tax

2025-170

Moved by: Councillor Anderson

THAT County Council cancels the municipal property taxes for the Vegreville and Innisfree Seed Cleaning Plants, the Village of Mannville Riverview Golf Course and the Vegreville Golf Association.

Carried

- 6.11 Tangible Capital Asset Policy AD 1011-02

2025-171

Moved by: Councillor Kuzio

THAT County Council approve Tangible Capital Asset Policy AD 1011-02 as presented.

Carried

- 6.12 Repeal Policy AD 1010-01 Risk Control Statement

2025-172

Moved by: Councillor Nafziger

THAT County Council repeal Policy AD 1010-01 Risk Control Policy Statement.

Carried

- 6.13 3-Year Operating and 5-Year Capital Plans

2025-173

Moved by: Councillor Wowdzia

THAT County Council approve the 3-year operating spending plan as presented.

Carried

2025-174

Moved by: Councillor Kuzio

THAT County Council approve the 5-year capital spending plan as presented.

Carried

2025-175

Moved by: Deputy Reeve Bentley

THAT County Council amend the 2025 budget to include the capital road construction at an estimated cost with an offsetting internal revenue of \$1,338,341.

Carried

- 6.14 Notice of Motion – Review of Policy No. CC 3012-01

2025-176

Moved by: Councillor Kuzio

THAT Council direct Administration bring Proclamation and Recognition Policy No. CC 3012-01 to the July 16, 2025 Committee of the Whole meeting for review.

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

2025-177

Moved by: Councillor Wowdzia

THAT Council recognize the Durie family for 100 years of farming.

Carried

2025-178

Moved by: Councillor Kuzio

THAT Council accepts the reports as presented.

Carried

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

2025-179

Moved by: Councillor Wowdzia

THAT Council accept the correspondence as information.

Carried

9 COUNCILLOR REQUESTS (Information Requests and Notices of Motion)

- 9.1 Action Item List

2025-180

Moved by: Councillor Anderson

THAT Council accept the Action Item List as information.

Carried

10 CLOSED SESSION

11 OPEN SESSION

12 MOTIONS ARISING OUT OF THE CLOSED SESSION

13 ADJOURNMENT

Reeve Konieczny declared the meeting adjourned at 12:19 p.m.

Reeve

Chief Administrative Officer

STRATEGIC PRIORITIES CHART (July 2025)

COUNCIL PRIORITIES

NOW

- 1. RECREATION AGREEMENT VEGREVILLE:** Intermunicipal
- 2. WASTE AGREEMENT VEGREVILLE:** Intermunicipal
- 3. UPDATED HEALTH AND SAFETY MANUAL**

TIMELINE

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. Update Signing Authorities and Procurement Policies – August 2025
4. Update HR Handbook – July 2025
5. Joint Election Agreements – July 2025
6. Returning Officer Preparation – August 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 – August 2025
4. Ranfurly Cemetery Webmap Integration – August 2025
5. Update County logo on all external-facing material – October 2025
6. 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 POLICY REVIEW – September 2025
2. ASB Regional Conference – July 2025
3. Lavoy Utility Asset Management Plan – Sept 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: <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: _____



RFD Appendix



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____



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: Jason Warawa, A/CAO



RFD Appendix



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____



RFD Appendix



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☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____



RFD Appendix



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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:

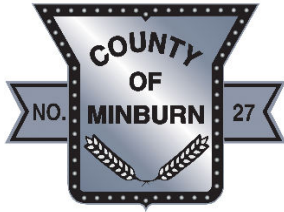
Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____



Policy

Community Recognition

Policy Number: 3015-01

Supersedes Policy Number: New

Approved by Council: TBD

Next Review Date: TBD

Resolution No: TBD

Last Review Date: TBD

POLICY STATEMENT

County Council wishes to acknowledge and recognize exceptional achievements and milestones of the County of Minburn Residents and Organizations.

PURPOSE

To provide general criteria regarding the recognition of County Residents, Organizations and Special Events in a professional and consistent manner.

DEFINITIONS

Appropriate Gift means an appropriate gift provided for an event or milestone, as provided for through the promotional inventory.

County means the County of Minburn No. 27.

Council means elected officials of the County of Minburn No. 27.

CAO means the Chief Administrative Officer.

Organization refers to a community group, non-profit, or society that operates within the County of Minburn No. 27, including any town or village located within the County that provides services to County Residents.

Residents means residents residing in the County of Minburn No. 27.

Wedding Anniversary refers to a 25th and 50th wedding anniversary and every 5th anniversary thereafter.

GUIDELINES

1. Any Resident or Organization wishing to receive recognition from Council will have to complete a *Community Recognition Request Form*. This form can be completed by the resident or by a third party. To be eligible for recognition from Council the recipient of the recognition must live within the County municipal boundary.
2. Administration shall consider and work with any resident or organization to identify possible opportunities for forms of recognition not addressed in this policy.
3. Upon request, and provided the eligibility criteria has been met, the County will issue:
 - a) A congratulatory certificate signed by the Reeve and issued to a Resident or Organization to commemorate the following:
 - 65th birthdays and every five years thereafter
 - 25th Organization anniversaries and every five years thereafter
 - b) A congratulatory certificate signed by the Reeve and Appropriate Gift will be issued to Residents or Organizations to commemorate the following:
 - 100th birthdays
 - 50th wedding anniversaries
 - 50th Organization anniversary

Wherever possible the Divisional Councillor or representative of Council will make the recognition presentation in person and will be coordinated by the Office of the CAO.

Other Recognition

1. On occasion, Council may deem it appropriate to recognize individuals or groups for reasons not identified elsewhere in this policy. Council may by resolution determine that they should recognize in some fashion as specified in the resolution, a person, a group or other body for some reason as Council determines if deserving of recognition. When appropriate recognitions unavoidably occur in advance of scheduled Council meetings, such recognitions can be approved by the CAO at his/her discretion and be approved by Council resolution after the event.
2. Any exceptional accomplishment or achievement that is reached by a Resident or Organization of the County, which is beyond the scope of achievements outlined in this policy, shall be placed on the next available agenda, for Council to determine an appropriate expression of congratulations to be presented to the successful individual or group.
3. Council and/or Administration shall not recognize matters that are contrary to County policies or bylaws.
4. The CAO may authorize recognition at his/her discretion where not defined in policy.



COMMUNITY RECOGNITION REQUEST FORM

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

Upon request, the County of Minburn recognizes its residents by providing a congratulatory appropriate gift for special occasions. These requests will be processed upon receipt of the completed request form. **Requests take approximately 3-4 weeks to process.**

Special Anniversaries – 25th Wedding Anniversary and every five years thereafter
– 25th Organization Anniversary and every five years thereafter

Special Birthdays – 65th birthday and every five years thereafter

PLEASE COMPLETE IN FULL IN ORDER TO HAVE YOUR REQUEST PROCESSED

EVENT: Wedding Anniversary # _____ OR Birthday # _____

Date of Event: _____ Date of Birth or Marriage: _____

Celebrant(s) Name(s) and Address:

Date of Request: _____ Is this event a surprise? ☐ Yes ☐ No

Requested by (Name, Address & Phone Number):

Upon request, the congratulatory recognition will be presented by the Divisional Councillor where the celebrant resides/resided.

Location, Date and Time for Councillor presentation:

Other relevant information: _____

Email requests to info@minburncounty.ab.ca or mail to County of Minburn No. 27, Box 550, Vegreville, Alberta, T9C 1R6.

Collection and Use of Personal Information

Personal information is collected in accordance with Section 4 of the *Protection of Privacy Act (POPA)*. It will be used to process the request. If you have any questions about the collection and use of the information, contact 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:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____



COUNTY COUNCIL

Title: Recognition Plaque / Certificates / Other

Supersedes Policy Number: CC 10

Policy Number: CC 3006-01

Next Review Date: 2022

Approved by Council: June 18, 1990

Last Review Date: September 17, 2018

Resolution No: 122-90

POLICY STATEMENT

County Council may provide a commemorative plaque with suitable inscription to be presented to an individual(s) for outstanding achievement, to dignitaries and for other appropriate functions with County Council approval.

Twenty-Fifth (25th) and Fortieth (40th) Wedding Anniversaries are eligible for a certificate of recognition. Fiftieth (50th) Wedding Anniversaries are eligible for a plaque and others as per the Chief Administrative Officer's (CAO's) discretion.

Public bodies are eligible to receive a plaque and businesses are eligible to receive a framed certificate.

A County Councillor can request a plaque and purchase through Administration.



Reeve



Council Request for Decision (RFD)

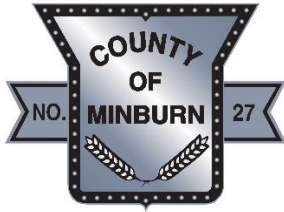
Title: _____

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: _____



Policy

Proclamations and Recognition

Policy Number: CC 3012-02

Supersedes Policy Number: 3012-01-A

Approved by Council:

Next Review Date: 2029

Resolution No:

Last Review Date: September 13, 2023

POLICY STATEMENT

Council recognizes the importance of public awareness campaigns that enhance community awareness and spirit which positively impact the County of Minburn and its residents.

PURPOSE

The purpose of the policy is to establish the process and criteria for the issuance of Proclamations and Recognition messages.

DEFINITIONS

County means the County of Minburn No. 27.

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

Councillor means a member of Council, including the Reeve.

Reeve means the Chief Elected Official.

CAO means the Chief Administrative Officer of the County of Minburn No. 27.

Proclamation means a formal or official announcement or declaration recognizing the importance of a charitable cause or event, an arts or cultural celebration, or a public awareness campaign typically on a specific day, week, or month.

Recognition means an event/celebration worthy of an announcement or message recognizing the importance of the event/celebration via social media, letter of recognition or certificate.

GUIDELINES

1. Proclamations are issued to charitable and non-profit organizations to increase public awareness of a particular cause, promote the health and well-being of the community, and promote County initiatives of significance to County residents.
2. Proclamations are to meet the objectives or causes and activities that interest the community as a whole. Where an interest to the community as a whole is not clearly indicated or where a new issue is presented, the Reeve may direct a request for Proclamation to Council for consideration.
3. The County may work together with groups, organizations, municipalities proclaiming the same cause. A Proclamation will be prepared together and presented with the broadest message.
4. Charitable or Non-for-Profit Organization requests for Proclamations must:
 - a) Provide the request in writing at least three (3) weeks prior to the Council or Committee of the Whole meeting date.
 - b) The request for Proclamation is subject to the Proclamation Criteria as outlined in this policy.
 - c) The CAO's office must review all Proclamation requests and make a recommendation to the Reeve once criteria outlined in this policy is met.
5. The Reeve will sign all Proclamations acknowledging the significance of the event/celebration.
6. At the discretion of the Reeve, consideration will be given to offering Recognition to groups which do not receive a Proclamation but are worthy of acknowledgement.

PROCLAMATION CRITERIA

1. Proclamations may promote a:
 - a) public awareness campaign
 - b) charitable fundraising campaign
 - c) arts and culture celebration
 - d) special honour for an organization or individual.
2. If the proclamation is based on the request of an organization, that organization must have a community presence.
 - 2.1 A request for Proclamation will not be considered if it:
 - a) is political, personal conviction or religious in nature
 - b) has commercial or profit-making purposes
 - c) involves hatred, violence, discrimination, or racism
 - d) is inflammatory, obscene or supports contentiousness or divisiveness in the community
 - e) is contrary to County bylaws or policies
 - f) is not related to the community and does not benefit residents.

- 2.2 Organizations requesting a Proclamation are responsible for:
- a) the composing and printing of the Proclamation
 - b) making arrangements with local media to advertise the Proclamation
 - c) the costs of having the Proclamation advertised
 - d) organizing related activities and all associated costs
- 2.3 The County does not incur any expenses relating to the advertising or promotion of Proclamations unless the Proclamation is initiated by the County.

3. PROCLAMATION

- 3.1 The County will recognize and acknowledge annual significant celebrations with a Proclamation for:
- a) National Volunteer Week
 - b) Alberta Rural Health Week
 - c) Senior Citizen's Week
 - d) Farmer's Day
 - e) Fire Prevention Week

4. RECOGNITION

- 4.1 The County will acknowledge annual significant celebrations with Recognition for:
- a) Administrative Professionals' Day
 - b) Canada's Agriculture Day
 - c) International Firefighters' Day
 - d) Mental Health Week
 - e) Small Business Week
 - f) National Public Works Week
 - g) Economic Development Week
 - h) Emergency Preparedness Week



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: _____



COUNTY COUNCIL

Title: County Solicitor

Supersedes Policy Number: CC 8

Policy Number: CC 3004-01

Next Review Date: 2022

Approved by Council: January 15, 1996

Last Review Date: March 17, 2003

Resolution No: 11-96, 45-03

POLICY STATEMENT

The *Municipal Government Act* makes provisions for a Council to retain a member of The Law Society of Alberta, in good standing, as the Municipal Solicitor.

POLICY GUIDELINES

County Council shall appoint a Municipal Solicitor and may prescribe his responsibilities.

Solicitor:

Reynolds Mirth Richards & Farmer



Reeve



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____



COUNTY COUNCIL

Title: Elected Officials Education Program

Supersedes Policy Number: CC 12

Policy Number: CC 3009-01

Next Review Date: 2022

Approved by Council: January 21, 2014

Last Review Date: N/A

Resolution No: 10-14

POLICY STATEMENT

County Council agrees that an incentive should be offered to Councillors wishing to further their municipal government studies by taking courses in the Elected Officials Education Program (EOEP) or other required courses.

Upon successful completion of course, Councillors will be reimbursed the tuition fee.

Reeve



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

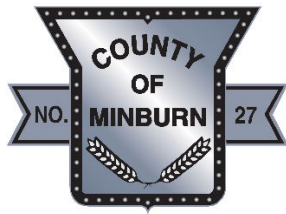
Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____



Policy

Mobile Device Policy

Policy Number: AD 1031-01

Supersedes Policy Number: New

Approved by Council: TBD

Next Review Date: 2029

Resolution No: TBD

Last Review Date: N/A

POLICY STATEMENT

Mobile devices are an integral tool in the County's workplace and can support a variety of functions that facilitate a more productive and efficient workforce. This policy not only recognizes the importance of these devices, but also provides guidance regarding usage, expectations and compensation when applicable.

PURPOSE

The purpose of this policy is to define the authorization, administration, and acceptable use of mobile devices. This policy applies to all employees using mobile devices for work purposes.

DEFINITIONS

Mobile Devices means portable electronic devices that enable communication, data access, or computing while away from a fixed workstation. This includes smartphones used to send, receive, or store work-related information.

ELIGIBILITY AND AUTHORIZATION

Authorization for mobile device usage is determined by the Chief Administrative Officer (CAO) in consultation with the Departmental Directors. Eligibility is based on the position and job function, not the individual employee.

The County-owned mobile devices are restricted to Management and will be provided at the discretion of the CAO.

The County supports the use of personal mobile devices to facilitate the completion of work-related tasks when appropriate.

DEVICE OWNERSHIP AND MANAGEMENT

County-owned mobile devices and all data, documents, and information remain the sole property of the County.

Employees are required to return County-owned mobile devices to their Supervisor or Corporate Services upon termination, change of duties, or at the request of the CAO.

Out-of-service (obsolete, damaged, replaced, etc.) County-owned mobile devices must be returned to the Corporate Services to wipe any County information prior to disposal.

Subsidized mobile devices remain the sole property of the owner, but all County data, documents, information, and work products created, received, transmitted, synchronized, or downloaded remain the sole property of the County.

SUBSIDIZATION AND REIMBURSEMENT

The County may subsidize personal mobile devices for employees at the request of the department Director and at the discretion of the CAO.

Reimbursement is tiered based on usage and the following criteria:

Tier	Eligibility	Monthly Amount
Tier I	Senior management, requiring 24/7 availability and timely responses regardless of location/time	\$100.00
Tier II	Mobile device used in regular course of duties including but not limited to safety app, work order management, primary source of communication, accessing emails and recording of field conditions or incidents	\$40.00
Tier III	Internal messaging, multi-factor authentication, and remote work support	\$20.00

Reimbursement is provided monthly and included on the employee's pay cheque.

Partial months of employment and any employees working less than full-time hours will have the subsidization prorated.

There will be no subsidization for the purchase of a device except for Tier I where the reimbursement is based on \$60/month for mobile device usage including data and \$40 for mobile device replacement.

Subsidies paid to an employee for a personal mobile device may be deemed a taxable benefit.

The County will not be responsible for damage to or the replacement of a subsidized personal mobile phone.

USAGE AND SECURITY

Users are required to use County resources in an acceptable manner.

Users shall not drive or operate a vehicle, machinery, or equipment while holding, viewing, or manipulating a mobile device, and must abide by the provisions of the Traffic Safety Act and any other applicable laws.

Users shall ensure that County data, documents and information contained on mobile devices secure, not saved to a personal cloud storage or shared with family members or any other person's not employed by the County.

DISCIPLINE AND LIABILITY

Policy violations may result in revoked privileges or discipline.



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:

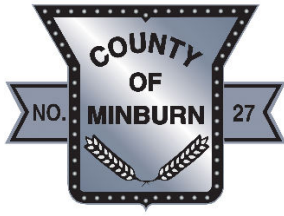
Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____



Policy

Work From Home

Policy Number: AD 1032-01

Supersedes Policy Number: New

Approved by Council: TBD

Next Review Date: TBD

Resolution No: TBD

Last Review Date: TBD

POLICY STATEMENT

The County shall establish a Work From Home (WFH) Policy that includes criterion when Employees may be eligible to WFH and the conditions for doing so, including information about when a WFH arrangement may be required or approved, Employee eligibility, and acceptable WFH conditions and accommodations.

The County will offer WFH arrangements as opportunities for applicable positions to support organizational productivity, Employee retention, maintain team continuity and preserve organizational culture.

PURPOSE

The County of Minburn values its Employees and respects that diverse work arrangements benefit Employees and therefore offers the possibility to WFH as a mutually advantageous arrangement for the Employee and the County.

WFH arrangements are intended to achieve an organizational benefit and provide Work Site options while fostering a collaborative, productive and inclusive workplace.

DEFINITIONS

County means the municipal corporation of the County of Minburn No. 27.

Employee means an individual employed to do work on a permanent, non-permanent or term basis, full-time or part-time for the County and who is included on the County's monthly payroll.

Essential Task(s) means a task or service that if withheld or interrupted would reasonably be expected to result in a loss of life or serious injury, infrastructure destruction, loss of confidence in government and/or significant loss of revenue. Priority is given to maintain these tasks/services during a crisis, or to quickly resume them following a service interruption.

Task means description of a task or specific activity that an Employee would perform as a part of their job.

WFH means work from home. The term WFH may include a Work Site, other than the Employee's primary residence, subject to the pre-approval of the Employee's Director or the Chief Administrative Officer.

WFH Agreement means the work from home agreement and included schedules, contained in Work From Home Procedure (AD 1030-01), as Appendix "B".

Work Site means a location where an Employee is or is likely to be engaged in any occupation and includes any vehicle or mobile equipment used by an Employee in an occupation.

GUIDELINES

1. The availability of WFH arrangements demonstrates the County's understanding that diverse work arrangements may be required by the Employee or the County and can provide benefits to either party for certain jobs and/or tasks.
2. WFH arrangements shall maintain organizational capacity to ensure continuity of operations or, in the case of business interruption or incident, protect Employees from Work Site illnesses or emergencies.
3. Departmental Directors and select administrative staff are generally only eligible for the WFH arrangement.
4. WFH accommodations shall be individually assessed on a case-by-case basis, considering factors including but not limited to, the reason for the WFH accommodation request; the nature of the Employee's position and duties; and the potential benefit and impact on the County and its operations.

5. WFH arrangements that are short-term, temporary or non-recurring can be approved the Employee's Director or in the case of a Director, the Chief Administrative Officer (CAO).
6. The County will typically not consider WFH arrangements that have terms longer than a year, that are recurring and/or consist of more than 2 days per week except in exceptional circumstances which require CAO approval.
7. The County may require the Employee, in all WFH arrangements, to return to the County Work Site for ongoing and/or one-time specific and Essential Tasks, meetings or in-person duties, as required.
8. Regardless of the WFH arrangement, the County may also adjust an Employee's WFH arrangement based on operational needs, service level requirements, seasonal work, or other unique circumstances.
9. An employee's WFH arrangement may be re-evaluated at any time and, depending on the re-evaluation, modified or terminated if required at the sole discretion of the CAO, and modifications or termination to the arrangement shall include an explanation.
10. New Employees shall work at a County Work Site for a period of three (3) months prior to being considered for the WFH program.
11. WFH arrangements outside the Province of Alberta shall not be permitted.
12. A review of the WFH program shall be done annually by the County's senior leadership team to ensure the WFH program aligns with the priorities of the municipality.
13. A WFH Procedure shall define the roles and responsibilities of employees, supervisors, and the County's senior leadership team.
14. Prior to an Employee commencing a WFH arrangement, the County shall receive and retain in the Employee's personnel file:
 - a) An executed WFH Agreement establishing the scope and terms of a WFH arrangement which may include:
 - a modified job description and Task list;
 - the circumstances or events that that support the WFH arrangement;
 - assigned or required business hours;

- rules regarding the use of sick leave, vacation, and/or personal days;
 - overtime;
 - how work shall be assigned, reported, and assessed;
 - use of County equipment;
 - information management / security safeguards to be employed;
 - a dispute resolution process; and
 - any other information or documentation which is relevant to the Employee's WFH arrangement.
- b) A reviewed and signed WFH hazard assessment for the WFH Work Site, in accordance with the County's Safety Program.
- c) A completed and approved Work From Home Checklist that includes a reasonable WFH hazard assessment in accordance with the County's Safety Program.
15. The WFH agreement should be reviewed annually and updated when requirements change.



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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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 July 21, 2025 Council Meeting

From Date: June 14, 2025

To Date: July 18, 2025

Internal Meetings:

- Council Meeting – June 16
- Committee of the Whole – July 16
- Senior Leadership Team meeting – July 20

External Meetings:

- RMA Town Hall: Unpaid Tax Advocacy – June 16
- ACE Water 20th Anniversary – June 18
- Potential Councillor Candidates meetings - ongoing

Education and Professional Development:

- Fire Service Levels Webinar – June 24
- Access to Information Act & Protection of Privacy Act Webinar – June 24

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
- Innisfree CAO support
- Updating external forms
- Regional collaboration projects and agreements



ADMINISTRATION REPORTS

Name: Norm De Wet

Department: Operations

Reviewed by: Pat Podoborzny

For Presentation at: July 21, 2025 County Council meeting

From Date: June 17, 2025

To Date: July 18, 2025

Public Works Update:

- The construction project on RR 85 south of Twp Rd 512 is ongoing.
- The gravel program is underway out of Zaporose pit on Hwy 631, currently working in Divisions 4 and 5. Total tonnage as of July 14, 2025 is 64,609.
- 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 finalize Ranfurly after the sidewalk project is completed before moving to Holden Road.
- Traffic counts are ongoing.

Contracted Services:

- The replacement of BF 75589 on Twp Rd 532 in Division 7 is ongoing and is expected to be completed by July 22, 2025, with minor touch-ups to follow. TerraPro will mobilize onto RR 123 south of Twp Rd 512 in Division 5 for BF 01819 during the week of June 16, 2025.
- The BF 75604 Bridge Culvert Replacement project on RR 145 south of Hwy 631, is scheduled to start on August 11, 2025. It's planned that the road will be reopened by August 25, 2025.
- The BF 01195 Bridge Culvert Replacement project on RR 134, south of Twp Rd 520 in Division 5 is scheduled to start on August 28, 2025. It's planned that the road will be reopened by September 9, 2025.
- The roadside mowing program is scheduled to start August 1, 2025, on the west side of the County.

Parks and Open Spaces

- Five bear-proof garbage bins have been installed at Wapasu Conservancy Park.
- The contracted parks and recreation mowing services are in progress in the hamlets including the Wapasu Park area.

- Administration working with RMA insurance, has awarded the Wapasu Gazebo Project to Twin Ridge Construction for a total cost of \$46,102.21. It is expected that the project will start towards the end of August 2025.

Waste Management

- Scrap metal was removed from both transfer station sites.
- Paint was removed from East Regional WTS.
- Currently conducting pest control efforts for pigeons and Richardsons Ground Squirrels in the East Regional WTS.

Utilities

- Hydrasurvey has been contracted to assess the sludge depth of the Lavoy and Minburn lagoon. Once finalized, the report will help determine the extent of future sludge cleanup required, either by enzyme treatment or mechanically.
- The assessment of the Lavoy water and sewer infrastructure is ongoing with MPE Engineering.

Hamlets

- The Ranfurly sidewalk project has started and is expected to be completed by the start of the week, July 21, 2025. Once completed, the oiled road will be reshaped and finished.
- Currently conducting pest control efforts for Richardson Ground Squirrel at Ranfurly and Minburn truck fill locations.
- The assessment of the Lavoy water and sewer infrastructure is ongoing with MPE Engineering.

Agricultural Services Update:

- Diamond Back Moth trap monitoring was completed in the last week of June; numbers were very low.
- Bertha Army Worm traps were set up the last week of June, locations on the east side and west side of the County.
- Swede Midge traps have been set out in concurrent locations to the Bertha traps.
- Seasonal crews started spraying County of Minburn gravel pits for noxious weed control.
- ASB crews are working on various beaver control and drainage improvement projects.
- The roadside weed spraying program started on July 15, 2025 on the west side of the County. This program should be completed within two weeks.



ADMINISTRATION REPORTS

Name: Davin Gegolick

Department: Planning and Community Services

Reviewed by: Jason Warawa/Acting CAO

For Presentation at: July 21, 2025 Council Meeting

From Date: June 12, 2025

To Date: July 16, 2025

Planning Update:

- Responding to ongoing development inquiries
- Issued development permits:
 - Dwelling (Pt. SE 13-51-9-4)
 - Detached garage (NE 23-50-13-4)
 - Detached garage (Lavoy)
- Integrating auto approach/pipeline crossing approvals through RoaData Services.
- MRF video data collection commenced July 12 and should be complete by early August.

Subdivision Update:

- Responding to ongoing subdivision inquiries
- Received application: File #07-2025, #08-2025
- Prepared endorsement: File #08-2024, #03, 2025

Economic Development Update:

- Launching new County website
- Site Selector tool being added to Alberta HUB website to promote land and building real estate in the Alberta HUB region
- Responded to site selector requests – Project Ripe (greenhouse and processing facility), Project Flash (natural gas delivery)

Community Services:

- MRF completing Ranfurly Cemetery data collection week of July 28.



ADMINISTRATION REPORTS

Name: Mike Fundytus

Department: Protective Services

Reviewed by: Jason Warawa, Acting CAO

For Presentation at: July 21, 2025 Council Meeting

From Date: June 12, 2025

To Date: July 16, 2025

Fire Department Update:

Call Type	Date	Details	Station Dispatched
Medical	June 16	Village Medical 1:06 pm 2 POC members attended.	Innisfree
Medical	June 22	County Medical 9:10 p.m 3 POC members attended	Innisfree
MVC	June 23	Hwy 16 RR 101 1:06 pm 2 vehicle MVC 9 POC 1 FT member attended	Mannville/Innisfree
Medical	June 29	Village Medical 11:08 am 5 POC attended	Mannville
Medical	June 30	Village Medical 6:24 pm 2 POC attended	Innisfree
MVC	June 30	Hwy 16 RR 142 11:53 pm	Vegreville
MVC	July 4	Hwy 16 RR 105 3:59 pm 1 FT 3 POC attended	Innisfree
Fire	July 7	NW 22 50 9 W4 7:46 pm. Small hay field fire. 3 POC attended	Mannville
Medical	July 10	County medical 11:32 am 1 FT 1 POC attended	Mannville
Assist RCMP	July 13	Hwy 16 RR 122. Person running down Hwy 16 in traffic. Person was hallucinating	Innisfree

- Total Fire Responses:
 - Mannville – 4
 - Innisfree – 6
 - Vegreville – 1

- Currently issuing burn permits until July 30th.
- Current staffing in Protective Services is 1 FT Director, 1 FT Public Safety Officer, 32 paid on-call firefighters (15 Innisfree Station 17 Mannville station). 2 members resigned from Mannville station, 2 paid on-call firefighters are on medical leave, 1 member not attending calls or training regularly.
- 3 new paid on-call members joined Mannville Station.
- Weekend staff availability has been a huge challenge this summer with lots of POC members away.
- Virtually attended a Government of Alberta Session regarding level of service policies for the fire department.
- Unit 919 Water Tender is out of service and in Red Deer for repair, warranty work for damage caused by Rocky Mountain Phoenix emergency vehicle tech.
- Working on expanding our current list of Standard Operating Guidelines for fire department operations.
- Assisted both Villages as fire suppression standby for their respective Canada Day Fireworks.
- Received donations for the fire department in memory of Sid Hinton.
- Met with new CAO of Village of Innisfree July 16th.

Emergency Management Update:

- Nothing to report

OH&S Update:

- Working on field inspections with operations crews.

Bylaw Enforcement :

- Registering for training in October for Lac La Biche.
- Reviewed bylaw process with Davin July 15th.

RCMP Liaison :

- Nothing to report



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 June 30, 2025

FINANCIAL ASSETS	June/2025	May/2025	Dec/2024
Cash & Temporary Investments	17,378,030	19,583,081	28,466,857
Receivables			
Taxes & Grants in Place of Taxes Receivable	22,066,882	22,346,843	392,128
Due From Governments	129,855	97,797	130,155
Trade & Other Receivables	752,370	673,493	1,224,935
Long Term Receivables	129,109	129,109	287,402
Land Held for Resale	171,949	171,949	171,949
Total Financial Assets:	\$ 40,628,195	\$ 43,002,273	\$ 30,673,426
LIABILITIES	June/2025	May/2025	Dec/2024
Accounts Payable & Accrued Liabilities	7,832,339	7,890,450	11,742,616
Asset Retirement Obligation	3,388,544	3,388,544	3,388,544
Deposit Liabilities	-	-	-
Deferred Revenue	748,910	748,790	729,290
Employee Benefit Obligations	- 100,055	- 98,913	330,460
Total Liabilities:	\$ 11,869,738	\$ 11,928,872	\$ 16,190,910
Net Financial Assets:	\$ 28,758,457	\$ 31,073,401	\$ 14,482,516
NON-FINANCIAL ASSETS	June/2025	May/2025	Dec/2024
Tangible Capital Assets	36,404,608	36,404,608	36,404,608
Inventory for Consumption	21,469,770	21,902,512	21,935,517
Prepaid Expenses	3,780	3,031	285,476
Total Non-Financial Assets:	\$ 57,878,158	\$ 58,310,150	\$ 58,625,600
ACCUMULATED SURPLUS:	\$ 86,636,615	\$ 89,383,551	\$ 73,108,117
Difference:	\$ 13,528,498	\$ 16,275,434	



County of Minburn No. 27

2025 Revenue & Expenditure Report

For Month Ending June 30, 2025

REVENUE	2025 Current Month	2025 Year-To-Date	2025 Budget	% of Budget Used	Same Period Last Year
Net Municipal Taxes	- 908,749	20,967,415	18,984,421	110.4%	107.3%
User Fees & Sale of Goods	54,705	168,293	325,550	51.7%	37.8%
Government Transfers	-	97,676	4,830,449	2.0%	1.4%
Investment Income	37,029	58,366	529,500	11.0%	20.8%
Penalties & Costs on Taxes	7,150	103,664	122,400	84.7%	60.9%
Gain on Disposal of Tangible Assets	-	260,800	-	N/A	1736.4%
Other	64,338	130,878	179,000	73.1%	17.2%
Totals:	-\$ 745,527	\$ 21,787,093	\$ 24,971,320	87.2%	84.3%

EXPENDITURES	2025 Current Month	2025 Year-To-Date	2025 Budget	% of Budget Used	Same Period Last Year
Administrative & Legislative	172,364	1,263,013	3,101,545	40.7%	21.1%
Fire Protection & Safety Services	374,155	754,798	1,673,021	45.1%	37.9%
Emergency Dispatch Services	-	18,939	18,000	105.2%	128.9%
Policing Services	-	53,694	250,000	21.5%	93.7%
Bylaw Enforcement, Health & Safety	1,985	18,403	45,400	40.5%	44.0%
Roads, Streets, Walks, Lights	1,307,567	5,326,252	15,752,865	33.8%	29.4%
Water Supply & Distribution	13,737	61,612	291,304	21.2%	18.2%
Wastewater Treatment & Disposal	4,201	25,861	117,861	21.9%	24.2%
Waste Management	5,796	84,858	360,030	23.6%	44.8%
Family & Community Support Services	-	84,204	168,409	50.0%	50.0%
Cemeteries	18,069	66,100	119,156	55.5%	63.8%
Planning & Economic Services	22,434	266,821	584,845	45.6%	39.0%
Agricultural Services Board	66,870	172,649	629,518	27.4%	25.2%
Recreation & Library Services	14,232	61,390	878,775	7.0%	15.6%
Totals:	\$ 2,001,409	\$ 8,258,595	\$ 23,990,729	34.4%	28.6%

Difference:

\$ 13,528,498

County of Minburn No. 27
Quarterly Report - Investment Income
As At June 30, 2025

Financial Institution	Investment Fund	Term	Maturity Date	Current Month Investment Amount	Int Rate/Annum	2025 Interest Accrued	2025 Interest Received
ATB	Operating Acct	Monthly	Monthly	\$ 1,460,051.40	3.15%	\$ -	\$ 19,057.28
Total ATB Operating Cash:				\$ 1,460,051.40		\$ -	\$ 19,057.28
ATB	MUSH Operating			\$ 17.91			\$ 0.13
ATB	Equip Combined	90 day	Monthly	\$ -	3.45%	\$ -	\$ 16.84
ATB	Gen Op 31 days	31 day	Monthly	\$ -	3.35%	\$ -	\$ 20.47
ATB	Tax Recovery Y	90 day	Monthly	\$ 3,213.06	3.45%	\$ -	\$ 56.59
ATB	Sale Proceeds HofM	31 day	Monthly	\$ 65,643.68	3.35%	\$ -	\$ 1,124.08
ATB	MUSH Savings	Monthly	Monthly	\$ 2,547,518.92	3.35%	\$ -	\$ 138,625.91
Total ATB NDC Investments:				\$ 2,616,393.57		\$ -	\$ 139,844.02
				\$ 4,076,444.97		\$ -	\$ 158,901.30
ATB	GIC	36 month	Sep 22/25	\$ 500,000.00	4.80%	\$ 11,901.37	\$ -
ATB	GIC	48 month	Sep 22/26	\$ 1,000,000.00	4.76%	\$ 23,604.38	\$ -
ATB	GIC	60 month	Sep 22/27	\$ 1,000,000.00	4.79%	\$ 23,753.15	\$ -
Total ATB GIC Investments:				\$ 2,500,000.00		\$ 59,258.90	\$ -
Total ATB Cash & Investments:				\$ 6,576,444.97		\$ 59,258.90	\$ 158,901.30
CWB	GIC	36 month	Mar 11/28	\$ 1,084,869.09	2.40%	\$ 7,989.39	\$ 29,035.43
CWB	GIC	18 month	Apr 3/25	\$ -	6.12%	\$ -	\$ 32,388.87
CWB	GIC	36 month	Jun 7/25	\$ -	4.15%	\$ -	\$ 22,510.44
CWB	GIC	42 month	Sep 30/25	\$ 1,098,398.79	3.175%	\$ 8,790.20	\$ 33,800.98
CWB	GIC	48 month	May 4/26	\$ 560,058.79	3.85%	\$ 5,257.65	\$ 20,762.89
CWB	GIC	48 month	Aug 2/26	\$ 548,171.91	4.70%	\$ 12,776.16	\$ -
CWB	GIC	60 month	May 4/27	\$ 560,868.83	3.90%	\$ 3,475.85	\$ 21,052.82
CWB	GIC	60 month	Aug 2/27	\$ 551,321.92	5.00%	\$ 13,669.76	\$ -
CWB	GIC	42 month	Feb 28/28	\$ 816,875.14	4.09%	\$ 16,567.79	\$ -
CWB	GIC	18 month	Apr 4/26	\$ 1,075,630.61	4.01%	\$ 21,389.14	\$ -
CWB	GIC	42 month	Apr 21/28	\$ 1,000,000.00	3.77%	\$ 18,695.07	\$ -
CWB	GIC	54 month	Apr 21/29	\$ 750,000.00	3.78%	\$ 14,058.49	\$ -
CWB	GIC	60 month	Oct 21/29	\$ 750,000.00	3.81%	\$ 14,170.07	\$ -
CWB	GIC	24 month	Apr 4/27	\$ 1,093,757.45	3.15%	\$ 8,306.56	\$ -
Total CWB Investments:				\$ 9,889,952.53		\$ 304,697.57	\$ 159,551.43
Total CWB Investments:				\$ 9,889,952.53		\$ 304,697.57	\$ 159,551.43
BMO	GIC	60 month	Jan 30/30	\$ 1,000,000.00	3.66%	\$ 15,241.64	\$ -
Total BMO GIC Investments:				\$ 1,000,000.00		\$ 15,241.64	\$ -
Total BMO Investments:				\$ 1,000,000.00		\$ 15,241.64	\$ -
Grand Totals at June 30/2025:				\$ 17,466,397.50		\$ 379,198.11	\$ 318,452.73

~ 2025 INTEREST SUMMARY ~

[illegible]

COUNTY OF MINBURN NO. 27
2025 Monthly Progress Report - At June 30, 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	\$ 70,000	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; testing estimate received and approved, additional testing to be completed in July 2025
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	\$ 48,600	Permanent employee hired
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	\$ 103,456	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	\$ 28,965	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	\$ 12,857	
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 by July 21.
Bridges (STIP Approved 4 Capital Bridges)	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 1,992,000	\$ 190,766	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. 1 in September		
Gravel Haul Program	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Program currently workin out of Innisfree Pit		
Oiling Projects	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Oiling Program underway		
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.		

2024 Muncipal Indicators - Minburn vs Region & Municipalities with 50-100% Assessment/Population

Regional/Similar Municipalities	~ 2024 Alberta Municipal Indicators ~								
	Tax Base Balance	Tax Collection Rate	Population Change	Current Ratio	Accumulated Surplus/ Deficit	Debt to Revenue %	Debt Service to Revenue %	Investment in Infrastructure	Infrastructure %
COUNTY OF MINBURN NO. 27	19.74%	97.32%	-10.91	1.37	\$ 39,607,865	0.00%	0.00%	2.62	25.08%
COUNTY OF FORTY MILE NO. 8	27.21%	97.07%	7.91%	5.20	\$ 16,218,134	27.12%	1.99%	2.62	45.41%
LAMONT COUNTY	22.72%	93.77%	-3.05%	3.31	\$ 28,270,088	19.40%	1.84%	1.22	42.05%
COUNTY OF NORTHERN LIGHTS	16.69%	96.95%	1.29%	5.83	\$ 48,674,975	68.93%	6.34%	2.21	67.14%
M.D. OF PINCHER CREEK NO. 9	25.09%	98.92%	2.60%	2.81	\$ 28,847,518	15.14%	2.14%	1.98	31.90%
FLAGSTAFF COUNTY	22.57%	85.93%	12.82%	7.35	\$ 93,237,509	0.14%	0.16%	0.83	41.40%
COUNTY OF BARRHEAD NO. 11	57.36%	96.07%	-3.59%	6.28	\$ 16,354,368	26.48%	1.27%	1.73	54.32%
BIG LAKES COUNTY	12.52%	85.94%	-5.10%	1.35	\$ 56,434,798	1.19%	0.20%	0.69	60.54%
VULCAN COUNTY	25.92%	97.51%	9.48%	12.20	\$ 56,560,982	4.10%	0.69%	1.17	48.36%
BEAVER COUNTY	36.83%	91.04%	3.15%	15.80	\$ 52,640,102	9.43%	1.08%	1.38	37.60%
M.D. OF WAINWRIGHT NO. 61	10.34%	95.57%	7.44%	13.20	\$ 77,846,406	0.00%	0.00%	1.10	44.89%
COUNTY OF TWO HILLS NO. 21	49.78%	96.04%	7.97%	5.06	\$ 19,926,710	0.00%	0.00%	0.69	36.28%
COUNTY OF VERMILION RIVER	26.78%	95.81%	0.90%	5.94	\$ 89,318,161	7.24%	1.11%	1.08	36.23%
AVERAGE	27.20%	94.46%	-0.81%	6.59	\$ 47,995,201	13.78%	1.29%	1.49	43.94%
THRESHOLD		90.00%			-			1.00	40.00%

Municipal Indicators

Find out more about how each municipal indicator is calculated and what the results mean

Each indicator is intended to measure a specific aspect of the municipality's governance, finances, or community.

Each indicator has a defined benchmark. The benchmarks established by Municipal Affairs for each indicator are rules of thumb that provide a general indication of acceptable risk; however, a municipality may have unique circumstances or alternative strategies that justify a different result. Should a municipality flag an indicator, Municipal Affairs allows stakeholders to provide an explanation as to result. This explanation is then published next to the indicator result on the Municipal Indicators' Dashboard.

Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
1 - Audit Outcome An audit report in the municipality's audited annual financial statements.	The audit report does not identify a going concern risk or denial of opinion.	The municipal auditor was able to complete the audit and express an opinion and did not identify a specific concern about the ability of the municipality to meet its financial obligations.	Follow auditor recommendations to resolve denial of opinion issues. Consider obtaining professional financial consulting services or requesting a viability review to address going concern issues.
2 - Ministry Intervention Interventions authorized by the Minister of Municipal Affairs in accordance with the <i>Municipal Government Act</i> , such as a viability review, or where directives were issued pursuant to an inspection.	The municipality was not the subject of a Municipal Affairs intervention.	Municipal Affairs is not undertaking a formal intervention with respect to the municipality. The Minister typically intervenes only when requested by a council or through a petition, and only issues directives in cases where significant concerns are evident.	Complete Minister-directed processes and actions.

See the indicator results at alberta.ca/municipal-indicators.aspx

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Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
3 - Tax Base Balance The proportion of the total municipal tax revenue generated by residential and farmland tax base, regardless of whether it is municipal property taxes, special taxes, or local improvement taxes.	The municipality's residential and farmland tax revenue accounts for no more than 95 per cent of its total tax revenue. Summer Villages are excluded from this indicator to better reflect their geographical and economic conditions.	The municipality can rely in some measure on its non-residential tax base to generate a portion of its tax revenues. These properties are typically taxed at a higher rate than residential and farmland properties.	Ensure taxes on residential and farmland properties are sufficient to meet budgeted expenditure requirements.
4 - Tax Collection Rate The ability of the municipality to collect own-source revenues, including property taxes, special taxes, local improvement taxes, and grants-in-place-of-taxes.	The municipality collects at least 90 per cent of the municipal taxes (e.g. property taxes, special taxes) levied in any year.	The municipality is able to collect its tax revenues and use those funds to meet budgeted commitments and requisitioning obligations.	Review tax collection and recovery policies and processes.
5 - Population Change The change in population of the municipality over the past ten years based on the Municipal Affairs Population List.	The population has not declined by more than 20 per cent over a ten-year period. Summer Villages are excluded from this measure because of the small permanent population.	The population of the municipality is stable or growing.	Consider how services and infrastructure can be scaled down to accommodate reduced demands.

Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
6 - Current Ratio The ratio of current assets (cash, temporary investments, accounts receivable) to current liabilities (accounts payable, temporary borrowings, current repayment obligations on long-term borrowings).	The ratio of current assets to current liabilities is greater than one. This indicator is not typically measured if the municipality's total assets exceed current assets by a factor of two or more, as these municipalities typically have significant financial resources including long-term investments, but manage with minimal current assets.	The municipality is able to pay for its current financial obligations using cash or near-cash assets.	Consider increasing revenues or reducing costs to provide additional working capital.
7 - Accumulated Surplus/Deficit The total assets of the municipality net of total debt, excluding equity in tangible capital assets (tangible capital property less debts related to tangible capital property).	<p>The municipality has a positive (above zero) surplus.</p> <p>An accumulated deficit is a violation of Section 244 of the <i>Municipal Government Act</i>. Municipalities in a deficit position are required to recover the shortfall in the next year.</p>	The municipality has more operational assets than liabilities, which generally provides the municipality with cash flow to meet ongoing obligations and manage through lean periods of the year where costs may exceed revenues.	Consider increasing revenues or reducing costs to provide additional surplus and maintain working capital.
8 - On-Time Financial Reporting Whether the municipality successfully submitted its completed annual financial statements and financial information return to Municipal Affairs by the legislated due date.	The municipality's financial statements and financial information return for the preceding calendar year are received by Municipal Affairs no later than May 1st or the approved extension date.	The municipality is preparing its audited financial reports on a timely basis. Financial reporting is an important aspect of municipal accountability to its residents and businesses.	Consider additional resources to complete year-end accounting on a timely basis.

Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
9 - Debt to Revenue Percentage The total amount of municipal borrowings, including long term capital leases, as a percentage of total municipal revenues.	The municipality's total borrowings represent less than 120 per cent (160 per cent for municipalities with a higher regulated debt limit) of its total revenue.	The municipality has maintained reasonable levels of borrowing debt.	Review anticipated funding sources for debt repayments to ensure borrowing commitments can be met.
10 - Debt Service to Revenue Percentage The total cost of making scheduled repayments (including interest) on borrowings as a percentage of total municipal revenues.	The municipality's total costs for borrowing repayments do not exceed 20 per cent (28 per cent for municipalities with a higher regulated debt limit) of its total revenue.	The municipality has assumed a reasonable level of borrowing repayment obligations.	The municipality has assumed a reasonable level of borrowing repayment obligations.
11 - Investment In Infrastructure The total cost of annual additions (through purchases or construction) to tangible capital assets (vehicles, equipment, buildings, roads, utility infrastructure, land) relative to the annual amortization (depreciation) on all tangible capital assets - measured as a five year average.	The municipality's average capital additions exceed the average amortization (depreciation).	<p>The municipality is replacing its existing tangible capital assets and investing in new assets and infrastructure at a rate exceeding the estimated wear or obsolescence of its existing assets.</p> <p>This measure does not account for the effects of inflation; typically, replacement costs for new assets exceed the historic cost of existing assets.</p>	Review asset replacement activities over past years and anticipated capital additions in future years to ensure average annual additions exceed average annual amortization. Consider conducting a study of municipal infrastructure to ensure that future service requirements can be met.

Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
12 - Infrastructure Age The net book value of tangible capital assets as a percentage of the total original costs. Net book value is the original purchase cost less amortization (depreciation).	The net book value of the municipality's tangible capital assets is greater than 40 per cent of the original cost.	The municipality is replacing existing assets on a regular basis. If the municipality is adding new services or expanding facilities and infrastructure, it would be expected that the ratio would be higher than 40 per cent.	Consider conducting a study of municipal infrastructure to ensure that future service requirements can be met.
13 - Interest in Municipal Office The number of candidates running in a municipal election relative to the total number of councillor positions up for election.	The number of candidates exceeded the number of councillor positions.	The ratio of candidates to total council positions measures the willingness of electors to run for municipal office.	Consider increased focus on community engagement.

See the indicator results at alberta.ca/municipal-indicators.aspx

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ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Peace River

AR118808

June 13, 2025

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

Dear Reeve Konieczny:

Thank you for applying to the 2024/25 Provincial Education Requisition Credit (PERC) program. The Government of Alberta recognizes the financial burden municipalities experience when oil and gas properties fail to fulfil their education tax obligations, and we remain committed to easing the financial impact of these uncollectable taxes in 2025 through the PERC program.

I am pleased to inform you that your request was approved. A credit of \$21,164 will be applied to your Alberta School Foundation Fund (ASFF) requisition invoice in June 2025.

Our government continues to work with stakeholders to ensure oil and gas companies meet their tax responsibilities so that municipalities can deliver vital services to Albertans. We value your ongoing collaboration with the provincial government on this important initiative.

Sincerely,

Dan Williams, ECA
Minister of Municipal Affairs

cc: Honourable Demetrios Nicolaidis, Minister of Education and Childcare
Honourable Jackie Armstrong-Homeniuk, MLA, Fort Saskatchewan-Vegreville
Pat Podoborzny, Chief Administrative Officer, County of Minburn

June 30, 2025

via email: ppodoborozny@minburncounty.ab.ca

CAO Pat Podoborozny
County of Minburn
4909 – 50th Street
Vegreville, AB T9C 1R6

Re: Update on Regional Recreation Ballot Question

Dear CAO Pat Podoborozny,

This letter serves as a follow-up to Mayor MacPhee's correspondence dated May 16, 2025, regarding the potential inclusion of a ballot question on the future of regional recreation planning.

After thoughtful consideration, Vegreville Town Council has decided not to proceed with placing the question on the upcoming election ballot. While we will not be pursuing this route, we remain committed to exploring meaningful avenues for public engagement on this important topic.

We sincerely appreciate your time and willingness to consider our initial request and look forward to continued collaboration as we explore new opportunities for regional partnerships.

If you have any questions, please contact me at sling@vegrevill.com.

Sincerely,



Sandra Ling, CLGM
Town of Vegreville

THE ROYAL
CANADIAN
LEGION

ALBERTA-NWT
COMMAND



RECEIVED

JUL 08 2025

Military Service Recognition Book

COUNTY OF MINBURN NO. 27

Dear Valued Supporter,

Please find enclosed a copy of the **Alberta-NWT Command's Military Service Recognition Book - Volume XVII** recognizing Veterans in Alberta and the Northwest Territories who have served our country so valiantly. We have also included a Certificate of Appreciation acknowledging your organization's generous support for our Veterans.

You will find the advertisement that you purchased during our **2024 Telephone Appeal** printed.

Your ongoing support for this important project is sincerely appreciated. Proceeds raised are used to fund bursaries, youth programs including cadets and of course The Legion's tireless support for Veterans and their families throughout Alberta and the Northwest Territories.

You may have recently been called or will receive a call in 2025 regarding this important Legion initiative.

Please do not hesitate to contact us at 1-800-506-1888, if we can be of assistance.

Once again, *thank you!*

Respectfully,

Dave Velichko
President

JOIN US IN HONORING OUR VETERANS.

Let us stand together as a community, showing our appreciation and respect for these heroes who have given so much for our country. Together, we salute our veterans, honoring their service and sacrifice.

minburncounty.ab.ca



We
honour
those who
fought for
democracy



www.aupe.org
facebook.com/yourAUPE
X/Instagram: @_AUPE_

Veterans fought for democracy.
Many died for democracy.

Others came home and helped build a better democracy, one that took care of its citizens.

These Canadians:

- Created public health care for all;
- Created a national pension and Old Age Security, lifting millions out of poverty;
- Built strong public schools and public universities so future generations could keep improving our society; and
- Built a social safety net that protects our most vulnerable people.

Those public services are now under attack, under-funded, under-staffed and over-worked.

We must not dishonour the sacrifices our veterans made by letting their democracy and public institutions wither and die.

© 2015 AUPE



Certificate of Appreciation

Presented to

County of Minburn No. 27

For supporting the Alberta-NWT Command's Military Service Recognition Book - Volume XVII. Your acknowledgement and support for Veterans in Alberta and the Northwest Territories is sincerely appreciated. Thank you for your participation.

Dave Velichko

Dave Velichko
President

Tammy Wheeler

Tammy Wheeler
Executive Director

2025

ALBERTA-NWT COMMAND OF THE ROYAL CANADIAN LEGION

"LEST WE FORGET"

Royal Canadian Mounted Police

Commanding Officer
Alberta



Gendarmerie royale du Canada

Commandant
de l'Alberta

June 25, 2025

RECEIVED

JUL 14 2025

Reeve Roger Konieczny
County of Minburn No. 27
P.O. Box 550
Vegreville, AB T9C 1R6

COUNTY OF MINBURN NO. 27

Dear Reeve Roger Konieczny:

I'm writing to introduce myself as the new Commanding Officer of the Alberta Royal Canadian Mounted Police (RCMP). It is an incredible honour to step into this role and lead a police service with such an extensive history of service to the communities and citizens of Alberta.

People are at the heart of everything we do. That includes the dedicated employees on the front lines and behind the scenes, the citizens we serve, and the communities and governments we proudly partner with. None of our work is possible without the commitment, support and collaboration of people.

With 37 years of policing experience - much of it in Alberta - I have seen firsthand how people working together can shape strong communities. I have witnessed the remarkable impact that this committed partnership can have, not only during moments of crisis, but in the everyday interactions that build trust and strengthen public confidence.

Trust is not something that is given; it is earned, day in and day out. My leadership is grounded in public trust, transparency, accountability, and meaningful results. These principles will guide how we serve you and the citizens you represent. I firmly believe that our success is rooted in the strength of our relationships with the communities we serve and the partners we stand beside. That is why I am committed to fostering strong, open, and meaningful connections with you, listening actively, and ensuring our work reflects the needs and values of your community.

While I am proud of the high-quality policing services the Alberta RCMP delivers, I also recognize that there is always room to evolve. We are embracing innovation and leveraging technology to enhance effectiveness. You can see through initiatives like the Real Time Operations Centre (RTOC) and the Remotely Piloted Aircraft Systems (RPAS) program, that the Alberta RCMP is embracing innovation and applying technology in ways that enhance how we serve, protect, and connect with the public.

One of the most pressing challenges we face today is staffing. Recruitment continues to be a top priority - but it is only part of the solution. Retention is equally critical. We are actively exploring new strategies to attract and retain dedicated employees who see the Alberta RCMP as not only a great place to work, but a place to grow, lead and make a difference.

We have an exciting path ahead. While challenges exist, so too do opportunities to modernize, to collaborate and to build an even stronger, more community-focused provincial police service.

Thank you for your ongoing partnership and support. I look forward to working alongside each of you to build safer communities and ensure they remain the best place to live, work and raise our families.

Yours truly,



Trevor Daroux, O.O.M.
Deputy Commissioner
Commanding Officer Alberta RCMP

11140 – 109 Street
Edmonton, AB T5G 2T4

Telephone: 780-412-5444
Fax: 780-412-5445

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.	100%	Pat	17-Jun-25	Completed - Bill 50 passed in the legislature which automatically repeals Municipal Code of Conduct Bylaws.
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
2419	2025-161 2025-162 2025-163	16-Jun-25	Add updated Policies PDS 7002-03, PDS 7003-03, and PDS 7004-03 to server, mobile app and website	100%	Audra/Elaine	17-Jun-25	Completed
2420	2025-165	16-Jun-25	Issue payment of \$500 to Ranfurly and District Agricultural Society for Farmer's Day Dinner and Dance	50%	Davin/Dwight	16-Jun-25	Submitted A/P Requisition
2421	2025-166	16-Jun-25	Ensure 2025-2029 ASB Strategic Business Plan is added to website	100%	Operations	17-Jun-25	Completed
2422	2025-167	16-Jun-25	Issue Weed Notice as discussed in Closed Session at June 11, 2025 Committee of the Whole meeting	100%	Operations	24-Jun-25	Completed
2423	2025-168	16-Jun-25	Install yield signs on RR 90 and RR 83 at Twp Rd 522	100%	Operations	30-Jun-25	Completed
2424	2025-170	16-Jun-25	Cancel municipal property taxes for Vegreville and Innisfree Seed Plants, and Vegreville Golf Assn and Mannville Riverview Golf Course	100%	Jay/Dwight	17-Jun-25	Completed - Taxes cancelled and amended notices sent out
2425	2025-171	16-Jun-25	Add updated Tangible Capital Asset Policy to server, mobile app and website	100%	Audra/Elaine	17-Jun-25	Completed
2426	2025-172	16-Jun-25	Remove repealed Policy AD 1010-01 Risk Control Statement from server, website and mobile app	100%	Audra/Elaine	17-Jun-25	Completed
2427	2025-175	16-Jun-25	Amend the 2025 budget to include the capital road construction at an estimated cost with an offsetting internal revenue of \$1,338,341	100%	Jay	17-Jun-25	Completed
2428	2025-176	16-Jun-25	Prepare Discussion Paper on Proclamation and Recognition Policy No. CC 3012-01 for review at the July 16, 2025 COW Meeting	100%	Pat	08-Jul-25	Completed