



## **AGENDA**

**December 15, 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 November 24, 2025 Council Meeting
- 4. Delegations**
- 5. Council Priorities**
- 6. Requests for Decision**
  - 6.1 Unit 915 Firefighting Skid Unit Tender
  - 6.2 Unit 915 Emergency Vehicle Upfit Tender
  - 6.3 Village Fire Agreements
  - 6.4 Subdivision File #12-2025
  - 6.5 ACP Program Application - Regional Residential Utility Master Plan
  - 6.6 ACP Program Application - Alberta HUB Skyway's Project
  - 6.7 Policy ASB 2001-02, Beaver Control on Private Land
  - 6.8 Policy ASB 2002-02, Beaver Harvest Incentive Program
  - 6.9 Policy ASB 2004-02, Equipment Rental
  - 6.10 Policy ASB 2005-03, 4-H Grant Programs
  - 6.11 Policy ASB 2006-02, Soil Conservation
  - 6.12 Policy ASB 2007-02, Right of Way Brushing
  - 6.13 Policy ASB 2008-02, Private Land Weed Control
  - 6.14 Policy ASB 2009-02, Control of Clubroot
  - 6.15 Policy ASB 2010-02, Equipment Borrowing
  - 6.16 Wildlife Management Fund Support-Coyote Harvest Incentive Program
  - 6.17 Innisfree Seed Cleaning Plant: Co-op Agribusiness Grant Program
  - 6.18 Heartland Training & Support Hub Financial Request
  - 6.19 Master Rates Amendment Bylaw #1371-25
  - 6.20 Town of Vegreville Recreation Agreement
  - 6.21 Town of Vegreville Waste Agreement
  - 6.22 PERC and DIRC Application
- 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 M-M-I FCSS Thank You for Y.C.S.S. Transportation Funding
  - 8.2 M-M-I FCSS Thank You for Additional Funding
  - 8.3 EIPS Planning Survey
- 9. Councillor Requests (Information Requests and Notices of Motion)**
  - 9.1 Action Item List
- 10. Closed Session**
  - 10.1 CAO Evaluation - *AITA Section 22, Confidential Evaluations*
- 11. Open Session**
- 12. Motions Arising out of the Closed Session**
- 13. Adjournment**



## COUNCIL MEETING MINUTES

November 24, 2025

- Council Members Present: Reeve Konieczny, Division 3  
Deputy Reeve Tara Kuzio, Division 5  
Councillor Joey Nafziger, Division 1  
Councillor Ray Nedzielski, Division 2  
Councillor Allen McCutcheon, Division 4  
Councillor Carl Ogrodnick, Division 6  
Councillor Jerri Ziegler, Division 7
- Administration Present: Pat Podoborzny, Chief Administrative Officer  
Norm De Wet, Director of Operations  
Jason Warawa, Director of Corporate Services  
Mike Fundytus, Director of Protective Services  
Davin Gegolick, Director of Planning and Community Services  
Audra Kropielnicki, Executive Coordinator

### 1. CALL TO ORDER

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

**Carried**

### 2. ADOPTION OF AGENDA

#### 2025-288

**Moved by:** Councillor Ziegler

THAT the November 24, 2025 regular Council meeting agenda be adopted as presented.

**Carried**

### 3. CONFIRMATION OF MINUTES

#### 3.1 October 15, 2025 County Council Meeting

#### 2025-289

**Moved by:** Deputy Reeve Kuzio

THAT the October 15, 2025 regular Council meeting minutes be adopted as presented.

**Carried**

#### 3.2 October 27, 2025 Organizational Meeting

#### 2025-290

**Moved by:** Councillor Nafziger

THAT the October 27, 2025 Organizational meeting minutes be adopted as presented.

**Carried**

#### 3.3 November 5, 2025 Special Council Meeting

#### 2025-291

**Moved by:** Councillor Nedzielski

THAT the November 5, 2025 Special Council meeting minutes be adopted as presented.

**Carried**

**4. DELEGATIONS**

4.1 Crossroads Economic Development Alliance

**External Presenter:**

Kathy Dmytriw, Economic Development Consultant

4.2 Mannville-Minburn-Innisfree Family & Community Support Services

**External Presenter:**

Jannette Riedel, FCSS Director

*Reeve Konieczny recessed the meeting at 10:46 a.m.*

*Reeve Konieczny recessed the meeting at 10:54 a.m.*

**5. COUNCIL PRIORITIES**

**2025-292**

**Moved by:** Deputy Reeve Kuzio

THAT the Council Priorities be accepted as information.

**Carried**

**6. REQUESTS FOR DECISION**

6.1 Subdivision File #10-2025

**2025-293**

**Moved by:** Deputy Reeve Kuzio

THAT County Council moves to conditionally approve subdivision file #10-2025 per the recommendations of the report.

**Carried**

6.2 Subdivision File #11-2025

**2025-294**

**Moved by:** Councillor Nafziger

THAT County Council moves to conditionally approve subdivision file #11-2025 per the recommendations of the report.

**Carried**

6.3 ACP Program Application - Crossroads Regional Supply Chain Gap Analysis

**2025-295**

**Moved by:** Councillor Nafziger

THAT County of Minburn Council approve to participate as the managing partner in a grant application under the Alberta Community Partnership (ACP) Program Intermunicipal Collaboration (IC) component with the Town of Vegreville, Village of Innisfree and Village of Mannville for the development of a Crossroads Regional Supply Chain Gap Analysis.

**Carried**

6.4 Mannville-Minburn-Innisfree FCSS Funding Increase

**2025-296**

**Moved by:** Councillor Nedzielski

THAT County of Minburn Council approve an annual funding increase to Mannville-Minburn-Innisfree Family and Community Support Services (FCSS) in the amount of \$2,118.69 starting in 2026.

**Carried**

6.5 Y.C.S.S. Transportation Neighborly Ride Service Funding Request

**2025-297**

**Moved by:** Councillor Nedzielski

THAT County of Minburn Council approve a financial contribution of \$5000 in support of the Yellowhead Community Support Society (YCSS) Transportation - Neighborly Ride Service.

**Carried**

6.6 Vegreville Attraction and Retention Committee Funding Request

**2025-298**

**Moved by:** Councillor Ziegler

THAT County of Minburn Council approve providing financial support to the Vegreville Attraction and Retention Committee in the amount of \$2,000 for 2025.

**Carried**

6.7 Vermilion Health Care Providers Attraction and Retention Committee Funding Request

**2025-299**

**Moved by:** Councillor McCutcheon

THAT County of Minburn Council approve providing ongoing standing financial support to the Vermilion Health Care Providers Attraction and Retention Committee in the amount of \$2,500 annually beginning in 2026 for the 2026 and 2027 fiscal year.

**Carried**

6.8 Compensation Assistance Request

**2025-300**

**Moved by:** Councillor McCutcheon

THAT County Council deny the request for compensation for mulching completed within the County road allowance.

**Carried**

6.9 2026 Preliminary Budget Approval

**2025-301**

**Moved by:** Councillor Nafziger

THAT County Council approve the 2026 interim operating budget and capital budget as presented.

**Carried**

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

*Reeve Konieczny reconvened the meeting at 12:36 p.m.*

6.10 Interim Borrowing Bylaw No. 1370-25

**2025-302**

**Moved by:** Councillor Ogrodnick

THAT County Council give first reading to Bylaw No. 1370-25 that provides for the ability to borrow \$4,500,000 from ATB Financial for the 2026 fiscal year if required.

**Carried**

**2025-303**

**Moved by:** Councillor Nafziger

THAT County Council give second reading to Interim Borrowing Bylaw No. 1370-25.

**Carried**

**2025-304**

**Moved by:** Councillor McCutcheon

THAT County Council consider giving unanimous consent to going to third reading to Interim Borrowing Bylaw No. 1370-25.

**Carried**

**2025-305**

**Moved by:** Councillor Nedzielski

THAT County Council give third reading to Interim Borrowing Bylaw No. 1370-25.

**Carried**

6.11 Notice of Motion - Review of Policy No. OP 9002-01

**2025-306**

**Moved by:** Councillor Ogrodnick

THAT County Council direct Administration to bring Oiled Roads Policy No. OP 9002-01 to the December 10, 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

**2025-307**

**Moved by:** Deputy Reeve Kuzio

THAT Council accepts the reports as presented.

**Carried**

**8 CORRESPONDENCE AND INFORMATION ITEMS**

- 8.1 Vermilion RCMP Congratulatory Message
- 8.2 Federation of Canadian Municipalities (FCM) re Rural Post Offices
- 8.3 VegProud Council re Universal Human Rights Proclamation Request
- 8.4 Vegreville & District Chamber of Commerce Invitation
- 8.5 Minister of Municipal Affairs Congratulatory Letter
- 8.6 Alberta Transportation & Economic Corridors re Increase Speed Limit

**2025-308**

**Moved by:** Councillor Nafziger

THAT County Council direct Administration send Deputy Minister of Transportation and Economic Corridors, Paul Smith, County Council's input on safety concerns with increasing speed limits on divided rural highways specifically primary and secondary highways that intersect with Highway 16 within our municipality.

**Carried**

**2025-309**

**Moved by:** Councillor Nedzielski

THAT Council accept the correspondence as information.

**Carried**

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

9.1 Action Item List

**2025-310**

**Moved by:** Deputy Reeve Kuzio

THAT Council accept the Action Item List as information.

**Carried**

Reeve Konieczny recessed the meeting at 1:35 p.m.

Norm De Wet, Davin Gegolick, Mike Fundytus, and Audra Kropielnicki left the meeting at 1:35 p.m.

Reeve Konieczny reconvened the meeting at 1:45 p.m.

**10. CLOSED SESSION**

**2025-311**

**Moved by:** Councillor Nafziger

THAT County Council meet in private to discuss matters protected from disclosure under the Access to Information Act (ATIA) specifically Sections 32, Privileged information, at 1:45 p.m.

**Carried**

- 10.1 Assessment Services Contract Renewal  
Access to Information Act (ATIA), Section 32, Privileged information

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

Jason Warawa left the meeting at 1:56 p.m.

**11. OPEN SESSION**

**2025-312**

**Moved by:** Deputy Reeve Kuzio

THAT County Council move to revert to Open Session at 2:17 p.m.

**Carried**

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

- 12.1 Assessment Services Contract Renewal  
Access to Information Act (ATIA), Section 32, Privileged information

**2025-313**

**Moved by:** Deputy Reeve Kuzio

THAT County Council approve a 1-year extension with Municipal Assessment Services Group as presented.

**Carried**

**13. ADJOURNMENT**

Reeve Konieczny declared the meeting adjourned at 2:20 p.m.

\_\_\_\_\_  
Reeve

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

# STRATEGIC PRIORITIES CHART (December 2025)

## COUNCIL PRIORITIES

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

<b>OFFICE OF THE CAO</b>	<b>CORPORATE SERVICES</b>
<ol style="list-style-type: none"> <li>1. Year end reports – January 2026</li> <li>2. Directors PPRs – January 2026</li> <li>3. Policy and Bylaw Review – January 2026</li> <li>4. STRATEGIC PLAN – March 2026</li> <li>5. Non-profit and Society agreement review-March 2026</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>ERP CONVERSION PROJECT</b> – February 2026</li> <li>2. Investment Policy – January 2025</li> <li>3. Update HR Handbook – December 2025</li> <li>4. Financial Year End &amp; Audit – February 2026</li> <li>5. Update Procurement Policies – March 2026</li> </ol>

<b>Planning and Community Services</b>	<b>Protective Services</b>
<ol style="list-style-type: none"> <li>1. UPDATE LAS AND ROTARY PEACE PARK AGREEMENTS – December 2025</li> <li>2. Community Standards Bylaw: Draft – January 2026</li> <li>3. Automated DP permitting: Initiating Phase – January – January 2026</li> <li>4. Update Complaint Procedures – January 2026</li> <li>5. Cemetery Workshop – February 2026</li> <li>6. Crossroads Newcomer's Pkg – March 2026</li> <li>7. New Cemetery Signage – June 2026</li> <li>8. Update Rural Broadband Policy – July 2026</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>UPDATED HEALTH AND SAFETY MANUAL</b> – March 2026</li> <li>2. Bylaw Enforcement Role – Ongoing</li> <li>3. Fire Fighter Recruitment – Ongoing</li> <li>4. Review Mutual Aid Agreements – January 2026</li> <li>5. Vehicle and Equipment Handbook Implementation - December 2025</li> </ol>

<b>OPERATIONS</b>	<b>AGRICULTURE &amp; UTILITIES</b>
<ol style="list-style-type: none"> <li>1. Operations Shop Concept Investigation –needs strategic plan from Council</li> <li>2. <b>PROJECTS – PLANNING FOR 2026</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Provincial ASB Conference – January 2026</li> </ol>

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

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

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

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

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

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

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



## RFD Appendix

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# Council Request for Decision (RFD)

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**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

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



## RFD Appendix

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# Council Request for Decision (RFD)

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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: \_\_\_\_\_



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**Background:**

See 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: \_\_\_\_\_

**A. BACKGROUND:**

<b>File Number:</b>	12-2025
<b>Legal:</b>	NE 36-53-14-W4M
<b>Owner:</b>	Abram Martens
<b>Applicant:</b>	Jon Miersma/Highland Surveys
<b>Date Application Deemed Complete:</b>	November 7, 2025
<b>Decision Due Date:</b>	January 6, 2026
<b>Existing Use:</b>	Agricultural/Rural Residential
<b>Proposed Use:</b>	Rural Residential
<b>Gross Area:</b>	64.2 Ha (158.97 ac)
<b>Proposed Area:</b>	Lot 1, Block 1 – 4.80 Ha (11.8 ac)
<b>Zoning:</b>	A: Agricultural District
<b>Division:</b>	4

**B. DESCRIPTION OF PROPOSAL:**

The subject property is located on NE 36-53-14-W4M in Division 4, approximately 8 km east of Warwick on Twp Rd 540 and Rge Rd 140, adjacent to the County of Two Hills boundary. The applicant is proposing to separate the existing yard site from the quarter. Proposed Lot 1 is 4.80 Ha (11.8 ac) and contains the dwelling, pasture/corrals, several outbuildings, and treeline. The remnant parcel contains productive farmland.

Access to proposed Lot 1 is via an existing approach off Twp Rd 540, and there are two existing approaches off Rge Rd 140 which provide access to the proposed remnant parcel. Road widening has already been dedicated towards Twp Rd 540, but not towards Rge Rd 140 – County of Two Hills jurisdiction.

**C. NOTIFICATION:**

Adjacent property owners and agencies were notified on November 7, 2025 – no objections.

**D. COMPLIANCE:**

The proposed subdivision complies with the Subdivision and Development Regulation and statutory plans.

## **E. RESERVES:**

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

## **F. RECOMMENDATION**

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

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

## **G. ATTACHMENTS:**

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

Prepared by Davin Gegolick on December 1, 2025



Microsoft Bing



**TENTATIVE PLAN**

SHOWING PROPOSED SUBDIVISION

OF PART OF

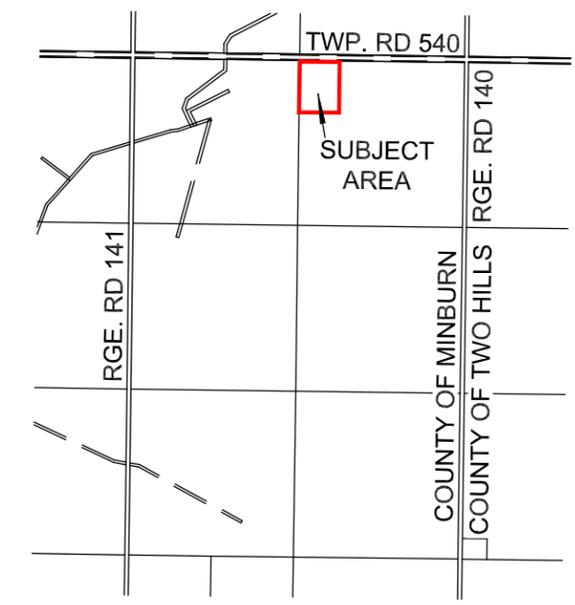
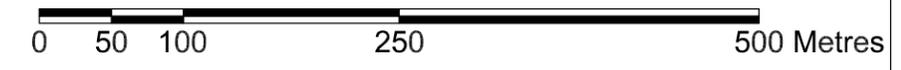
N.E. 1/4 SEC. 36 TWP. 53 RGE. 14 W. 4TH MER.

**COUNTY OF MINBURN NO. 27 - ALBERTA**

JON MIERSMA, A.L.S.

2025

SCALE 1:5000



Key Plan (Not to Scale)

**NOTES**

Distances are in metres and decimals thereof.  
 Bearings: Grid (derived from G.N.S.S. observations).  
 Projection: UTM  
 Reference Meridian: 111°  
 Combined Scale Factor: 0.999522  
 Locations of proposed boundaries and other features are provisional in nature and subject to change.  
 Subject property is within the AGRICULTURAL (A) DISTRICT.  
 Building locations derived from survey performed October 8, 2025.  
 Proposed subdivision contains 4.80 ha (11.8 acres).  
 Certificate of title number: 002 050 363  
 Title search date: October 3, 2025

**HighLAND SURVEYS**

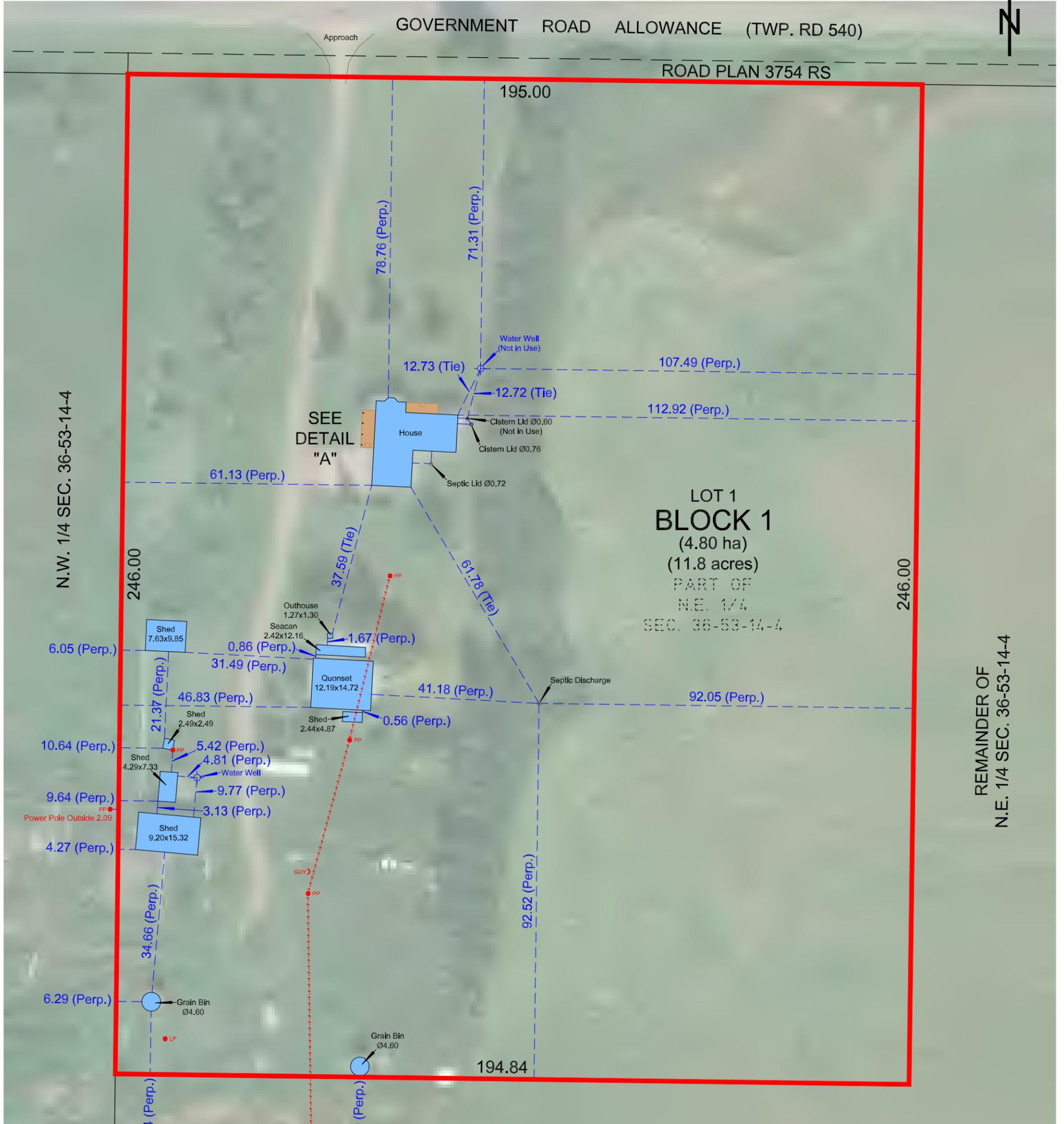
RR1, Sturgeon County, Alberta, T0A 1N5 www.highlandsurveys.ca  
 Phone: Email:

DRAWN: JH  
 CHECKED: JM  
 FILE: 20250130T

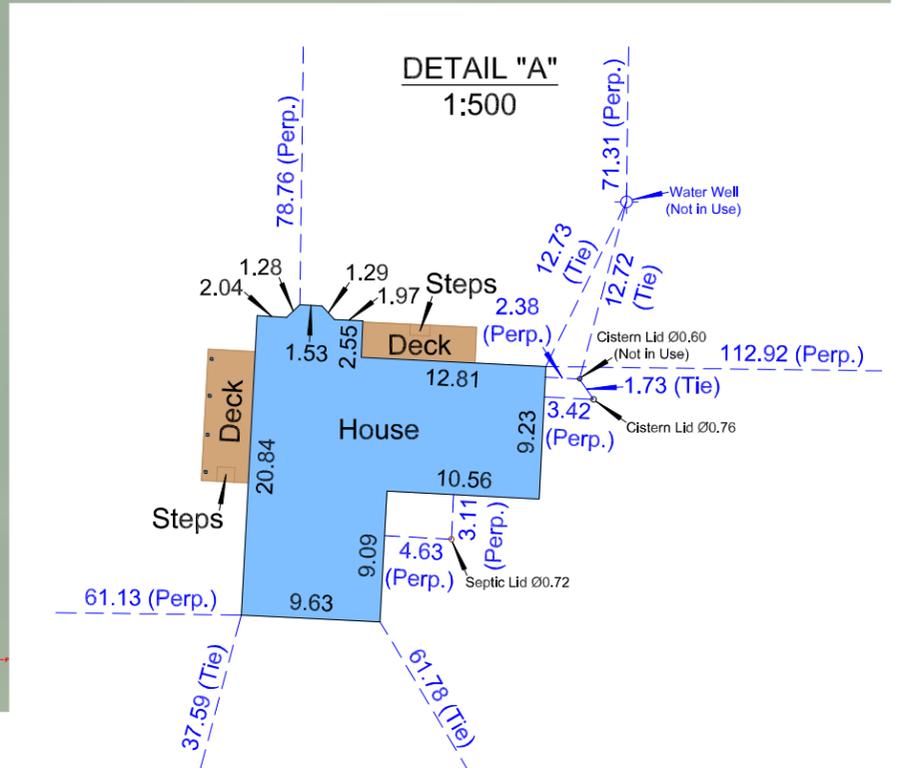
BUILDING DETAIL  
1:1000

GOVERNMENT ROAD ALLOWANCE (TWP. RD 540)

ROAD PLAN 3754 RS



REMAINDER OF  
N.E. 1/4 SEC. 36-53-14-4



LEGEND

- Subject Area —
- Perpendicular Ties --- 3.14 (Perp.)
- Overhead Power - - - - -
- Power Poles ● PP
- Guy Wires > GUY
- Light Poles ● LP
- Water Wells ⊕

Drone photos of proposed Lot 1: includes the dwelling, corrals, pasture, and outbuildings. Farm land east of the tree line is included in order to meet the minimum required setbacks for the septic pump out (located in the trees). Remnant land is rolling farm land. Access to proposed Lot 1 is via an existing approach off Twp Rd 540.



Another drone image of proposed Lot 1 from opposite angle from previous photo.



Water well located near outbuildings within proposed Lot 1.



Water well (not in use) and cistern (in use) located near the dwelling



Septic pump out located in the trees SE of the dwelling



Existing approach to remnant parcel off Rge Rd 140 near Rge Rd 140/Twp Rd 540 intersection



Another existing approach to the remnant parcel off Rge Rd 140



**Inspection Summary:**

- Topography – flat/rolling
- Soil characteristics – loam
- Nature of vegetation and water – tree line within proposed Lot 1, pasture within yard site, predominantly productive farm land on the remnant land.
- Private Sewage/water well – confirmed by existing septic pump out, water wells, and cistern.
- Use of land in the vicinity – Agricultural, Two Hills County to the east – no compatibility issues.



# Council Request for Decision (RFD)

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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: \_\_\_\_\_



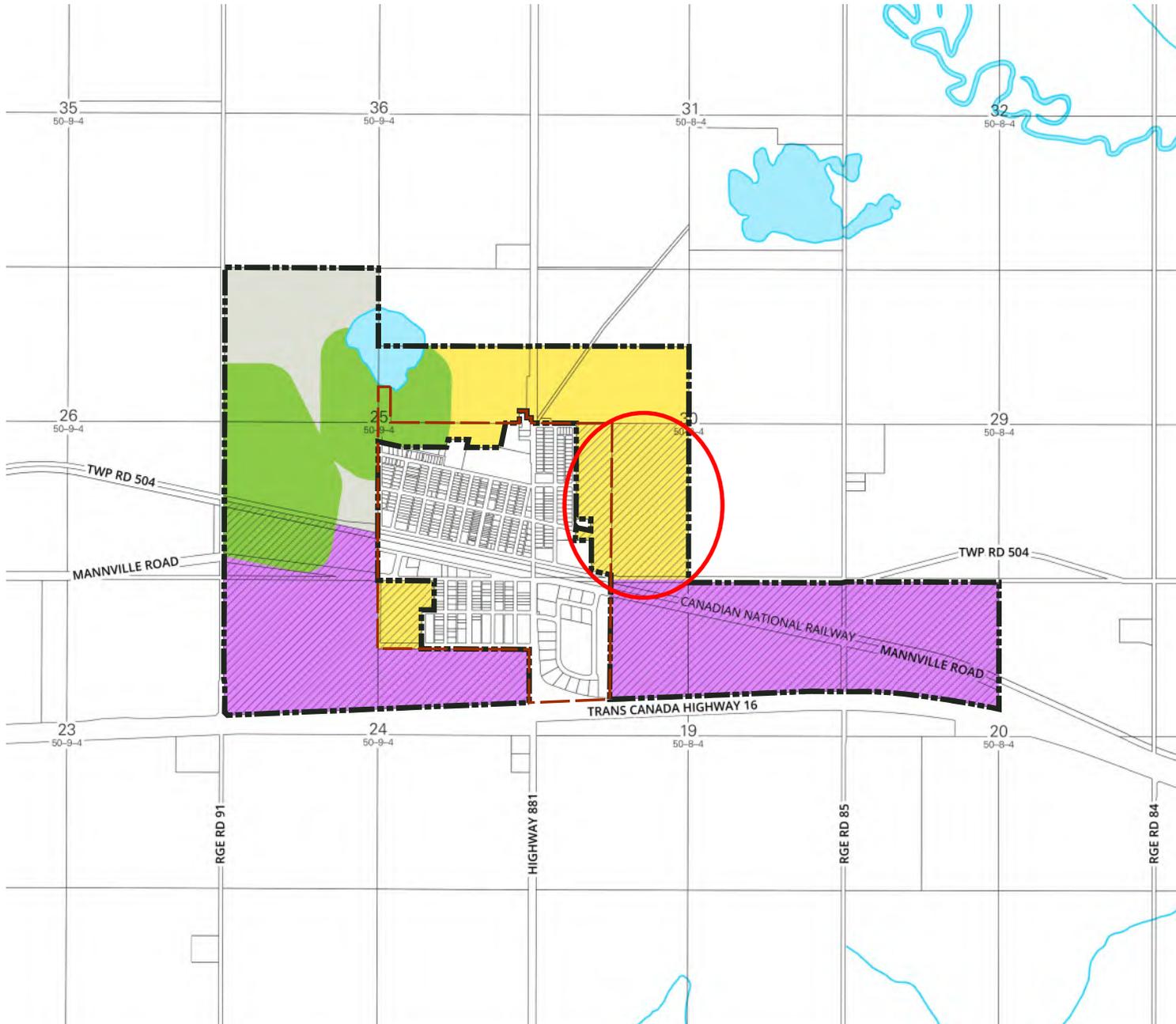
COUNTY OF MINBURN /  
VILLAGE OF MANNVILLE

## INTERMUNICIPAL DEVELOPMENT PLAN

### Map 7 Future Land Use & Joint Planning Areas

#### Legend

- IDP Boundary
- Village of Mannville Boundary
- Agricultural
- Future Residential
- Future Industrial/Commercial
- Future Parks & Recreation
- Joint Planning Areas



0 200 400 m 1:20,000





4909-50 Street | Box 550  
Vegreville, AB T9C 1R6  
Ph: 780-632-2082  
Fax: 780-632-6296  
Email: [info@minburncounty.ab.ca](mailto:info@minburncounty.ab.ca)

## COUNCIL RESOLUTION

### **Alberta Community Partnership (ACP) Program Application Regional Residential Utility Master Plan/ Feasibility Study**

BE IT RESOLVED THAT the County of Minburn No. 27 in partnership with the Village of Mannville participates in the application of the ACP Program: Intermunicipal Collaboration Component to conduct a Regional Residential Utility Master Plan/Feasibility Study.

Further, that the County of Minburn No. 27 act as a partner in this grant application with the Village of Mannville acting as the managing partner.

**Carried.**

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Roger Konieczny, Reeve

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Pat Podoborzny, CAO

Approved this 15<sup>th</sup> day of December 2025.



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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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4909-50 Street | Box 550  
Vegreville, AB T9C 1R6  
Ph: 780-632-2082  
Fax: 780-632-6296  
Email: [info@minburncounty.ab.ca](mailto:info@minburncounty.ab.ca)

## **COUNCIL RESOLUTION**

### **Alberta Community Partnership (ACP) Program Application Alberta HUB Skyway's Project**

BE IT RESOLVED THAT the County of Minburn No. 27 in partnership with St. Paul County participates in the application of the ACP Program: Intermunicipal Collaboration Component to complete the Alberta HUB Skyway's Project.

Further, that the County of Minburn No. 27 act as a partner in this grant application with St. Paul County acting as the managing partner.

**Carried.**

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Roger Konieczny, Reeve

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Pat Podoborzny, CAO

Approved this 15<sup>th</sup> day of December 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: \_\_\_\_\_



## RFD Appendix

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# Policy

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## Beaver Control on Private Land

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**Policy Number:** ASB 2001-02

**Supersedes Policy Number:** ASB 2001-01-A

**Approved by Council:** TBD

**Next Review Date:** December 2029

**Resolution No:** TBD

**Last Review Date:** December 10, 2025

---

### **POLICY STATEMENT**

Landowners in the County of Minburn have the authority under the Alberta Water Act to remove beaver dams within watercourses, but in some instances, it may be necessary for County to assist in such removals.

### **PURPOSE**

To provide guidance on how the County undertakes Beaver Control on private land.

### **DEFINITIONS**

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

**Manager** means the Manager, Agriculture and Municipal Services.

**Watercourse** means flowing water as defined in the Alberta Environmental Protection Act and the Alberta Water Act.

### **GUIDELINES**

1. Applications to have beaver dam work on private land shall be made directly to the Manager, Agriculture & Municipal Services by landowners.
2. A fee for the first dam is charged to offset the cost of removal. A fee shall be charged for the removal of each additional dam during the same visit. These fees are listed in the Master Rates Bylaw.
3. If it is deemed by the Manager that a dam on private land poses an immediate risk to County infrastructure, the above charges may be waived.
4. Requesting landowners must sign a consent agreement prior to removal activities commencing.

5. The fee must be paid in full prior to removal activities commencing.
6. The County accepts no liability for any damage done to private property during the removal of beaver dams.
7. The County reserves the right to prioritize beaver control on private land according to its operational requirements.
8. Beaver control by the County shall be in accordance with all relevant municipal, provincial, and federal legislation.



# 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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# Policy

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## Beaver Harvest Incentive Program

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**Policy Number:** ASB 2002-02

**Supersedes Policy Number:** ASB 2002-01-A

**Approved by Council:** TBD

**Next Review Date:** December 2029

**Resolution No:** TBD

**Last Review Date:** December 10, 2025

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### POLICY STATEMENT

The County of Minburn is committed to protecting municipal infrastructure from water movement problems related to beaver activity and the reduction of flooding on agricultural property.

### PURPOSE

To provide procedures for the harvest of beavers for the purpose of preventing damage to infrastructure and flooding of agricultural land caused by beavers.

### DEFINITIONS

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

**Infrastructure** means bridges, culverts, and roads.

**Manager** means the Manager, Agriculture and Municipal Services.

**Ratepayer** means someone who pays taxes to the County.

**Watercourse** means flowing water as defined in the Alberta Environmental Protection Act and the Alberta Water Act.

### GENERAL PRINCIPLES

1. The County of Minburn shall prioritize the harvesting of beavers in the following order:
  - a) Areas that occur on County land and cause operational and/or structural integrity issues to municipal infrastructure.

- b) Areas that occur on County land that is currently or has the potential to cause damage/flooding to private land such as yard sites, crops, and pastureland.
- c) The County shall implement a Beaver Harvest Incentive Program that will pay a bounty of twenty dollars (\$20) for each beaver harvested by a ratepayer or resident within the municipal boundaries of the County in accordance with policy guidelines and only if County Council approves an annual budget for the program. There is no minimum size difference for eligible beavers. Problem wildlife personnel employed, or who are specifically contracted by the County are exempt from this program.
- d) Landowners with beaver issues on private land (i.e. crop and pastureland, yards, etc.) are encouraged to rectify the issue independently.

## **GUIDELINES**

1. The Manager or designate shall work with internal departments and the public on prioritizing the harvesting of beavers in accordance with General Principles, Section 1 of this policy.
2. The Manager or designate shall ensure the delivery of the Beaver Harvest Incentive Program.
3. Beavers harvested under the Beaver Harvest Incentive Program shall be compensated upon a signed declaration of the following:
  - a) The legal land location where the beaver was harvested.
  - b) The date of the harvest.
  - c) The harvest was conducted in a lawful manner, in accordance with current legislation.
  - d) The participant has permission to harvest on said land.
  - e) Trappers must present entire beaver carcass at which time the Manager or his designate will remove one front paw, and eligible paws will be totalled and compensated in accordance with this policy.
4. Disposal of all beavers submitted under the Beaver Harvest Incentive Program shall be the responsibility of the person submitting the carcass after proper submission procedures have taken place.
5. The Manager or designate, shall determine the maximum amount of beaver carcasses that will be accepted under this program based on a per quarter section of property basis.



# 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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# Policy

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## Equipment Rental

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**Policy Number:** ASB 2004-02

**Supersedes Policy Number:** ASB 2004-01

**Approved by Council:** TBD

**Next Review Date:** December 2029

**Resolution No:** TBD

**Last Review Date:** December 10, 2025

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### **POLICY STATEMENT**

This policy relates to the rental of County agricultural equipment to its ratepayers subject to entering into a formal agreement which makes provisions for a rental fee and liability consent.

### **PURPOSE**

The County Agriculture Department will have certain types of specialized equipment available for residents/ratepayers to use. This will include the following: Cattle Scale, Cattle Squeeze, Shelterbelt/Tree Insecticide Sprayer, and Trailer Mount Sprayer.

### **DEFINITIONS**

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

**Manager** means the Manager, Agriculture and Municipal Services.

### **GUIDELINES**

1. Ratepayers wishing to rent agricultural equipment from the County may do so through the Agricultural Department office.
2. A formal agreement shall be entered into between the County (Lessor) and the Ratepayer (Lessee) which agreement makes provisions for advance rental payment, return date of equipment and liability consent by the lessee, Safety Training and Operating Instruction Agreement.
3. All ASB rental equipment is made available to County residents only.
4. The equipment will be charged at rates set out in the Master Rates Bylaw. This charge will apply to each full day the equipment is removed from the premises until it is returned.



# 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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# Policy

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## 4-H Grant Program

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**Policy Number:** ASB 2005-03

**Supersedes Policy Number:** ASB 2005-02

**Approved by Council:** TBD

**Next Review Date:** December 2029

**Resolution No:** TBD

**Last Review Date:** December 10, 2025

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### **POLICY STATEMENT**

The County of Minburn No. 27 Agricultural Service Board believes that students involved with 4-H activities should be encouraged and supported.

### **PURPOSE**

This program will assist 4-H District Clubs within the County by way of a yearly grant. To be eligible for the grant you must comply with the following requirements noted in the program application form

### **DEFINITIONS**

**ASB** means Agricultural Service Board.

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

### **GUIDELINES**

1. Must have had representation at the Organizational Meeting of the 4-H District Council and also at two of three remaining meetings.
2. The club must have done at least three of the following:
  - a) Had a majority of all members take part in Public Speaking at the club level;
  - b) Had a majority of members take part in a community project;
  - c) Had club members accompanied by one parent at 50 percent of all 4-H meetings; and
  - d) Had a majority of all members complete their 4-H records books.
3. Eligible grant is based on \$30.00 per member.

4. The application must be submitted by September 1st. Upon approval of the application, the cheque for funding will be sent to the leaders.
5. Mail application to:  
County of Minburn No. 27  
Manager, Agriculture & Municipal Services  
P.O. Box 550  
Vegreville, AB T9C 1R6
6. The County Agricultural Service Board will also donate trophy/plaque to each category of public competitions at the County/Club level.



## AGRICULTURAL SERVICE BOARD

To be eligible for this grant you must comply with the following requirements:

- Must have had representation at the Organizational meeting of the 4-H District Council and at two of the three remaining meetings.

As well, your club must have done at least three of the following:

- Had a majority of all members take part in Public Speaking at the club level.
- Had a majority of members take part in a community project.  
State project: \_\_\_\_\_
- Had club members accompanied by one parent at fifty percent (50%) of all 4-H meetings.
- Had a majority of all members complete their 4-H record books.

**Name of Club:** \_\_\_\_\_

**Name of Leader:** \_\_\_\_\_

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

**Number of Members:** \_\_\_\_\_

**Amount of Grant:** \_\_\_\_\_  
(\$30 per member)

**Mail forms to:** Manager, Agriculture & Municipal Services  
P.O. Box 550, Vegreville, Alberta, T9C 1R6



# 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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# Policy

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## Soil Conservation

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**Policy Number:** 2006-02

**Supersedes Policy Number:** ASB-2006-01-A

**Approved by Council:** TBD

**Next Review Date:** December 2029

**Resolution No:** TBD

**Last Review Date:** December 10, 2025

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### **POLICY STATEMENT**

The County of Minburn No. 27 may issue Soil Conservation Notices under the guidelines of the Soil Conservation Act of Alberta.

### **PURPOSE**

Prevention or control of loss of productivity of agricultural land due to soil degradation (wind or water erosion).

### **DEFINITIONS**

**Agriculture Fieldman** means the individual who is appointed by Council to that position under the Authority of the Alberta ASB Act.

**ASB** means Agricultural Service Board.

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

**Manager** means the Manager, Agriculture & Municipal Services.

### **GUIDELINES**

1. Notices will be issued at the discretion of the Agriculture Fieldman and/or his/her designate under the provisions as outlined under the current Alberta Soil Conservation Act.
2. When a notice is issued and compliance is incomplete, remedial work, including removal of drift soil from road ditches will be carried out either by County crews or contractors and the charges may be applied against the landowner.

3. Where a notice is issued, and further legal action appears to be the only alternative, the matter shall first be reviewed by the Agricultural Service Board before legal action is initiated
4. The landowner who receives the invoice for the cost of the remedial work will be subject to all penalties and interest charges if the invoice is not paid prior to its due date.
5. Where payment is not received for remedial work, including removal of drift soil from road ditches within 30 days of original invoice, the matter may be dealt with as per Section 6(3) of the Alberta Soil Conservation Act, where the local authority may add the unpaid expenses to the tax roll as an additional tax against the land in respect of which the expenses were incurred.



# 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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# Policy

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## Right of Way Brushing Program

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**Policy Number:** ASB 2007-02

**Supersedes Policy Number:** ASB 2007-01-A

**Approved by Council:**

**Next Review Date:** December 2029

**Resolution No:**

**Last Review Date:** December 10, 2025

---

### **POLICY STATEMENT**

The County of Minburn No.27 may conduct an annual Right-of-Way mulching brushing program to control brush growth and re-growth on County roadways for improved road maintenance and public safety.

### **PURPOSE**

Part of a municipalities responsibilities for road maintenance include keeping vegetation in sightlines mowed or brushed (mulched), for purposes of better visibility, faster shoulder drying in the spring, ability for large equipment to move unimpeded along the roadways, and general safety.

### **DEFINITIONS**

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

**Manager** means the Manager, Agriculture & Municipal Services.

### **GUIDELINES**

1. Administration shall establish Right-of-Way brushing priorities on an annual basis.
2. Roads shall be considered for Right-of-Way brushing on the following basis:
  - a) Emergencies (Police, Fire, Ambulance, Safety)
  - b) Resource roads
  - c) Regular service roads
  - d) School bus turnarounds
  - e) Approaches
  - f) Ratepayer requests

3. The Manager, or designate, will provide notice of brushing activity to yard site owners and will consider any special concerns or requests raised.
4. Any requests, which are received for brush mowing of roads or approaches, after the annual priorities are established, shall be considered for the following year.
5. The County may consider leaving brush on roadways under the following circumstances:
  - a) If it is adjacent to a farmstead and forms part of the shelterbelt.
  - b) If an area is prone to soil erosion.

However, the slope of the road shoulder on each side of the road will be mulched if necessary for road maintenance and safety purposes.

6. All brush mulched in the County Right-of-Way will be scheduled for herbicide spraying the following season to control re-growth.



# 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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# Policy

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## Weed Control on Private Land

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**Policy Number:** ASB 2008-02

**Supersedes Policy Number:** ASB 2008-01

**Approved by Council:** TBD

**Next Review Date:** December 2029

**Resolution No:** TBD

**Last Review Date:** December 10, 2025

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### POLICY STATEMENT

This policy relates to the use of County spraying equipment and manpower resources, when available, for the purpose of noxious/prohibited noxious weed control on private land for small areas.

### PURPOSE

To aid ratepayers to deal with specific noxious/prohibited noxious weed species on private land.

### DEFINITIONS

**ASB** means the Agricultural Service Board.

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

**Manager** means the Manager, Agriculture and Municipal Services.

**Noxious Weed** means an invasive species that is listed as a noxious weed as per the Alberta Weed Control Regulation.

**Prohibited Noxious Weed** means an invasive species that is listed as a prohibited noxious weed as per the Alberta Weed Control Regulation.

**Small Area** means one Hectare (1 Ha) (2.47 Ac) or less.

### GUIDELINES

The County will only perform vegetation control services on private land in the following situations:

1. For control of the ASB's list of priority noxious or prohibited noxious weeds:
  - a) Burdock
  - b) Ox Eye Daisy

- c) Scentless Chamomile
- d) Tansy
- e) Toadflax
- f) White Cockle

2. Any invasive species as determined by the Manager, Agriculture & Municipal Service.
3. Private landowners and occupants who have noxious or prohibited noxious weeds (as defined above) on their property can contact the manager to arrange for spraying of the area infested with the invasive species.
4. The owner or occupant must sign a *Permission to Enter Property Agreement* prior to any work being done.
5. County of Minburn may provide vegetation control services for enforcement of a weed notice, if there is no third-party contractor available to do the work.



# 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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# Policy

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## Control of Clubroot

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**Policy Number:** ASB 2009-02

**Supersedes Policy Number:** ASB 2009-01

**Approved by Council:** TBD

**Next Review Date:** December 2029

**Resolution No:** TBD

**Last Review Date:** December 10, 2025

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### **POLICY STATEMENT**

The County recognizes that Clubroot of Canola is a serious problem and supports the principle of controlling the spread of Clubroot which is a named pest under the Agricultural Pests Act.

### **PURPOSE**

The purpose of this policy is to establish clear guidelines for the prevention, management, and control of Clubroot within the municipality. This policy supports assisting landowners/renters with creating and following management plans for Clubroot in canola following the Best Management Practices found in the Alberta Clubroot Management Plan, and if necessary, enforcement actions under the Alberta Agricultural Pests Act.

### **DEFINITIONS**

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

**Manager** means the Manager, Agriculture and Municipal Services.

**Named Pest** means a pest that is listed as a named pest as per the Agricultural Pests Act.

**Province** means the current Ministry responsible for Agriculture in the Province of Alberta.

### **GUIDELINES**

1. Clubroot survey will be conducted by the Manager and/or his designate or by any other Inspectors appointed by County or the Province

2. Clubroot survey methods and reporting will follow standard protocols as recommended by the Alberta Clubroot Management Committee.
3. Positive identification of Clubroot shall be obtained by a laboratory test.
4. When land is verified positive for Clubroot the landowner will be sent a letter which will explain standard Industry recommended procedures for managing the infestation. This letter will identify best management practices for Clubroot management and recommend a one (1) in three (3) year rotation and use of a Clubroot resistant variety in the third (3<sup>rd</sup>) year.
5. All fields known to have contained Clubroot will be checked each subsequent year and surveyed. Landowners that choose not to adhere to the one (1) in three (3) year rotation recommended in the original letter and Clubroot is located again, may be issued a Notice under the authority of the Pest Control Act of Alberta. Producers not adhering to conditions set out in a Pest Control Act Notice may have their crop destroyed.
6. Adjacent landowners to new Clubroot locations will be notified of the new infestation by letter.



# 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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# Policy

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## Equipment Borrowing

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**Policy Number:** ASB 2010-02

**Supersedes Policy Number:** ASB 2010-01

**Approved by Council:** TBD

**Next Review Date:** December 2029

**Resolution No:** TBD

**Last Review Date:** December 10, 2025

---

### **POLICY STATEMENT**

This Policy relates to the borrowing of County ASB specialized equipment that residents may not have available to them.

### **PURPOSE**

The County ASB will have certain types of specialized equipment available for residents/ratepayers to use. This will include the following: Gallagher tag reader, various pest traps (Skunk, Raccoon, and other small pests), Magpie traps, forage probe, scare cannon, grain bag roller, and seedling tree planter).

### **DEFINITIONS**

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

**Manager** means the Manager, Agriculture and Municipal Services.

### **GUIDELINES**

1. Residents wishing to borrow the Gallagher tag reader, various pest traps (Skunk, Raccoon, and other small pests), Magpie traps, forage probe, scare cannon, grain bag roller, and seedling tree planter) may do so through the Agricultural Department.
2. A formal Agreement (Equipment Borrowing Agreement) shall be entered into between the County and the resident which makes provisions for the protection of County equipment to residents.
3. All equipment will be borrowed to County residents only.
4. Equipment will only be borrowed out to those who agree to all terms and conditions contained in the Equipment Borrowing Agreement.



# 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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# Procedure

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## COYOTE HARVEST INCENTIVE

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**Cross Reference:** Coyote Harvest Incentive Policy

**Effective Date:** \_\_\_\_\_ **Responsibility:** Operations

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### PURPOSE

To reduce the predation of livestock within the County of Minburn and protect producers' assets.

Effective Dates: Annually November 1<sup>st</sup> to March 31<sup>st</sup>

### DEFINITIONS

**ASB** means Agriculture Service Board.

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

**Non-Resident** means an individual who does not reside within the boundaries of the County of Minburn No.27.

**Resident** means a person who has their primary residence within the County of Minburn boundaries.

### PROCEDURE

The County will pay an incentive of \$15 per coyote during the six months from November 1 to March 31, subject to budget approval.

1. Eligibility
  - a) Participants must reside within County of Minburn boundaries.
  - b) Provide legal land location where animals were harvested.
2. Restrictions
  - a) Animals from outside County boundaries or brought by non-residents will not be accepted.
3. Harvest Limits
  - a) Maximum 20 coyotes per week.
  - b) Maximum 100 coyotes per season per resident/landowner.
  - c) Only one member per resident family household may participate.

4. Carcass Requirements
  - a) Only whole, unskinned animals accepted.
  - b) Pelts are not eligible for payment.
5. Verification & Payment
  - a) Appointments required: Contact ASB staff at 780.632.3715 ext. 3 before bringing carcasses for an incentive payment.
  - b) Coyotes must be brought to the ASB Shop for verification.
  - c) Cover carcasses with a tarp during transport to avoid public display.
6. Identification
  - a) ASB staff will remove the left front foot to mark carcasses as paid.
7. Resident Responsibilities
  - a) Ensure carcasses are accessible for inspection and paw removal.
  - b) The carcass will be returned to the owner who will be responsible for disposing of it properly.
8. Hunting Regulations
  - a) Coyotes may be hunted without a license year-round:
    - By residents with written permission on private lands.
    - By owners/occupants on their own land.
9. Trapping Regulations
  - a) Coyotes may be trapped/snared only with a Resident Trapping License (available from Fish & Wildlife offices).
10. Commercial Trappers
  - a) Must provide Registered or Resident Fur Management License number.
  - b) Carcasses accepted only if trapped on trap lines within County of Minburn boundaries.
11. Wildlife Act Compliance
  - a) Illegal to sell whole or unskinned carcasses to anyone other than a fur buyer.
12. Contact Information for Regulations on Snares:
  - a) Vegreville Fish and Wildlife: 780-632-5410
  - b) St. Paul Fish and Wildlife: 780-656-3559
  - c) Vermilion Fish and Wildlife: 780-753-2433



## COYOTE HARVEST INCENTIVE PAYMENT APPLICATION FORM

Box 550, 4909-50 Street, Vegreville, AB, T9C 1R6 Phone: 780-632-2082

Email: [info@minburncounty.ab.ca](mailto:info@minburncounty.ab.ca)

<https://www.minburncounty.ab.ca>

LAST NAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

LEGAL LAND LOCATION: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

### **GUIDELINES**

1. The incentive dollar amount is to be determined by the County of Minburn Council. The amount of the incentive can change from time to time.
2. The program comes into effect on November 1<sup>st</sup>.
3. Eligibility of persons wanting to participate in this program is restricted to residents of the County of Minburn.
4. Only coyotes that were terminated in the County of Minburn boundaries will be accepted for the incentive payment.
5. Eligible persons participating in the program shall present the carcasses at the Operations building at 4105-51 Avenue, Vegreville to be eligible for payment.
6. Only whole unskinned coyotes will be accepted for payment. Pelts will not be eligible under the program.
7. The Agricultural Fieldman or assigned Agriculture Services staff will inspect the animals and determine whether the carcass is eligible for payment under the program. Staff have the right to disqualify carcasses if they suspect they do not meet the criteria.
8. The left foot will be docked for identification purposes. Coyotes will be identified by a picture. The remainder of the carcass will be returned to the person receiving the incentive payment.
9. The person delivering the carcass for inspection is responsible for the proper disposal of the animal.
10. Carcasses will be accepted by **APPOINTMENT ONLY**. Please phone the Agriculture Services office at 780.632.3715 ext. 3 to make an appointment.

### **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.

**THIS SECTION FOR PAYMENT TOTALS ONLY**

**Number Coyotes Registered:** \_\_\_\_\_ @ \$15 = \$\_\_\_\_\_

**COYOTES**

**TERMINATION LOCATION**

Shot: \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

**Other Comments** (condition, etc.)

\_\_\_\_\_

\_\_\_\_\_

**INCENTIVE PAYMENT:** \$\_\_\_\_\_

\_\_\_\_\_ **Approved by County of Minburn**



# Council Request for Decision (RFD)

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

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

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

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



# RFD Appendix

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**Krystin Cannan**  
Secretary / Treasurer  
Innisfree Municipal Seed Cleaning Plant  
Box 81  
Innisfree, Alberta  
jrcannan2014@gmail.com

**August 19, 2025**

**Eric Anderson**  
Councillor  
County of Minburn  
Box 38 Minburn, Alberta T0B3B0

Dear Eric,

**Re: Request Support for a Co-op Agribusiness Grant Program – Strengthening Alberta’s Seed Processing Network**

I am reaching out to you today to encourage your support for a proposed **grant program aimed at sustaining and modernizing Alberta’s network of cooperative seed and grain processing facilities**. These farmer-governed co-ops—members of **Alberta Seed Processors (ASP)**—are vital regional service hubs supporting agricultural production, rural employment, and food security across the province.

Since 1948, seed cleaning co-ops have been embedded in Alberta’s agricultural fabric. With 67 members operating 68 plants, ASP’s reach is both extensive and deeply rooted in rural communities. These facilities help farmers access high-quality seed, meet regulatory compliance standards (including the Canada Seeds Act), and support markets ranging from local seed growers to global boutique exporters.

In 2024 alone, ASP members processed more than **42 million bushels** of seed and grain, with about **two-thirds of Alberta’s cereal and pulse seed** handled through these co-ops. In many municipalities, the seed plant is not only a service provider but also a **job creator and community supporter**, often contributing to local events, agricultural variety performance trials, and youth programs such as 4-H.

However, this network is at a crossroads.

- **Aging infrastructure, increased demand, and rising input costs** are straining the ability of these co-ops to reinvest in essential equipment.
- Co-ops operate conservatively, prioritizing reinvestment over risk—but current inflation, borrowing rates, and cost of capital have made this approach more difficult to sustain.

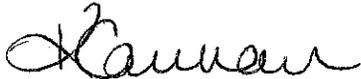
- Without targeted support, Alberta risks losing a vital component of its agri-food supply chain.

We are seeking your support—either in principle, through public endorsement, or via strategic partnership—in advocating for the creation of a **Co-op Agribusiness Grant Program** that would enable:

- Equipment and processing line modernization;
- Facility expansion or new builds to increase capacity;
- Adoption of technology to improve productivity;
- Enhanced services to meet local and export market needs.

Your voice is vital in this conversation. As a municipal leader or industry partner, your backing can demonstrate the regional importance of this infrastructure to both provincial policymakers and the broader agricultural community.

Sincerely,  
**Krystin Cannan**  
Secretary Treasurer  
Innisfree Municipal Seed Cleaning Plant





# 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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265 East 400 South | Box 291 | Raymond | Alberta | T0K 2S0 | 403 752-4585 | [www.heartlandsupport.ca](http://www.heartlandsupport.ca)

September 9, 2025

Darwin Ullery

**County of Minburn**

Email: [dullery@minburncounty.ab.ca](mailto:dullery@minburncounty.ab.ca)

Dear Darwin,

On behalf of Heartland Training & Support Hub (*formerly Farm Safety Centre*), I am pleased to provide your County/MD with this annual update on the Safety Smarts program, along with our donation request for 2025.

Thanks to the generosity of many Counties, MDs, Agricultural Societies, Hutterite colonies, rural communities, and private donors, we successfully raised the matching funds required to qualify for the Sustainable Canadian Agricultural Partnership (SCAP) grant. This allowed us to resume Safety Smarts delivery in October 2024 after a temporary pause.

From October 2024 through June 2025, our team hired and trained new instructors, updated our curriculum, purchased new teaching aids and models, and most importantly, delivered 1,754 farm safety presentations to 37,118 rural elementary students at 405 schools across Alberta.

Every one of our instructors comes from a farm background and understands both the challenges and blessings of farm life. School teachers consistently tell us the program is valuable: 98% reported the presentations engaged their students, 99% said the content was relevant and informative, and 98% want the program again next year.

**Safety Smarts delivery during the 2024–2025 school year within County of Minburn included:**

- 24 Safety Smarts presentations
- 674 students reached
- 6 schools visited

For a more detailed list of each school visit, please see the attached 2024 – 2025 School Visits Report.

**Historical delivery & donation history for County of Minburn:**

- Our records indicate that your most recent donation was \$3,157.00 which we received on June 9, 2023.
- Since 2016, we have delivered 229 Safety Smarts to 5171 rural elementary students at schools within County of Minburn.

This year, we are inviting each County/MD to contribute \$4.50 per student reached within their boundaries in the past school year. For County of Minburn, this amounts to **\$3,033.00**

As a registered charity, all donations are eligible for a charitable tax receipt. We will also recognize your support on our website and social media so communities across Alberta can see which counties are sustaining this life-saving program.

## How to Donate:

- E-Transfer to [donations@heartlandsupport.ca](mailto:donations@heartlandsupport.ca)
- Cheque payable to Heartland Training & Support Hub.

**Mailing address:** PO Box 291, Raymond, Alberta T0K 2S0.

## Frequently Asked Questions:

1. Why only rural schools? – We focus on small rural schools outside larger cities, where children are more likely to live or spend time on farms, ride ATVs or horses, or swim in natural bodies of water. With limited funds, we must prioritize the highest-risk communities.
2. Are you government funded? – We are a non-profit and registered charity founded in 1991 by a group of farmers in Southern Alberta. While we occasionally receive government grants, we are not affiliated with government or regulatory bodies.
3. How are presentations scheduled? – We currently have 7 Safety Smarts instructors across the province, each responsible for their own region. They contact schools directly and book classroom presentations.
4. Do students get repeat content? – No. There are 7 unique presentations, one for each grade K–6. Children receive new, age-appropriate content each year. Presentations are delivered in small classroom settings, not in large gymnasiums.
5. How do donations affect delivery? – Limited funds require us to prioritize counties and MDs that support the program annually. Schools in supportive regions are booked first.

Thank you for presenting this request to your Agricultural Service Board. Please reach out directly if you have any questions about the program or the data in this letter. I am also happy to attend ASB meetings, in person or virtually, if invited.

With sincere appreciation,



Jordan Jensen | Executive Director  
Heartland Training & Support Hub  
Office: 403-752-4585  
[j.jensen@heartlandsupport.ca](mailto:j.jensen@heartlandsupport.ca)  
[www.heartlandsupport.ca](http://www.heartlandsupport.ca)

## School Visits by County: September 2024 - June 2025

School: County ↑	School: Account Name	Total # Pres	Total # Students	Date
Athabasca County	Grassland Community School	4	56	2025-01-27
	New Pine Colony School	1	22	2025-02-12
	Rochester School	2	20	2025-03-06
<b>Subtotal</b>	Sum	7	98	
Beaver County	Tofield School	6	110	2024-11-06
	Iron Creek Colony School	1	14	2024-11-27
	Holden Colony School	1	12	2024-11-27
	Viking School	6	125	2024-12-05
	Tofield Colony School	1	14	2024-12-16
	C.W. Sears Elementary School	7	239	2025-01-13
	Viking Colony School	1	21	2025-05-05
<b>Subtotal</b>	Sum	23	535	
Camrose County	Bawlf School	6	138	2024-10-18
	Hay Lakes School	6	93	2024-10-28
	Rosalind Colony School	1	22	2024-12-11
	Camrose Colony School	1	5	2024-12-16
	Bashaw School & ECS	6	118	2025-01-15
	Sifton School	7	291	2025-04-07
	New Norway School	6	90	2025-04-15
	Cornerstone Christian Academy	3	52	2025-04-17
	Round Hill School	3	75	2025-05-23
Hartland Colony School	1	26	2025-06-24	
<b>Subtotal</b>	Sum	40	910	
Cardston County	Big Bend Colony School	1	25	2024-12-16
	Blue Ridge Colony School	1	15	2024-12-17
	Crystal Spring Colony School	1	21	2025-01-14
	Huttenville Colony School	2	15	2025-01-21
	Old Elm Spring Colony School	2	19	2025-03-31
	Magrath Elementary School	8	182	2025-05-05
	Magrath Elementary School	9	207	2025-05-06
<b>Subtotal</b>	Sum	24	484	
Clear Hills County	Hines Creek Composite School	5	54	2025-05-06
<b>Subtotal</b>	Sum	5	54	
Clearwater County	Ecole Rocky Elementary School	11	206	2024-11-25
	Caroline School	7	171	2024-11-27
	Charlotte Small Elementary School	9	198	2024-12-02
	Rocky Christian School	4	111	2025-05-14
<b>Subtotal</b>	Sum	31	686	
County of Barrhead	Neerlandia Public Christian School	9	177	2025-04-01
	Dunstable School	4	51	2025-05-27
<b>Subtotal</b>	Sum	13	228	
County of Forty Mile	Plainview Colony School	1	15	2025-01-27
	Cherry Coulee Christian Academy	3	53	2025-03-03
	Foremost School	4	86	2025-05-20
<b>Subtotal</b>	Sum	8	154	
County of Grande Prairie	Grandview Colony School	1	12	2024-11-25
	Elmworth School	0	0	2025-01-20
	Valhalla Community School	4	37	2025-04-07

		Robert W. Zahara	9	170	2025-04-28
		Robert W. Zahara	9	180	2025-04-29
		Elmworth School	4	45	2025-05-20
		Hythe Elementary School	8	123	2025-05-27
		Wembley Elementary School	7	106	2025-06-16
<b>Subtotal</b>	Sum		42	673	
County of Lethbridge		Gold Ridge Colony School (Turin Colony)	2	30	2025-01-28
		Coalhurst Elementary School	8	171	2025-01-29
		Rock Lake Colony School	2	7	2025-01-30
		Shadow Ranch Colony School	1	22	2025-02-03
		St. Joseph's School	7	150	2025-02-25
		St. Joseph's School	5	106	2025-02-26
		Noble Central School	7	160	2025-03-18
		Coalhurst Elementary School	4	90	2025-03-24
		Gold Ridge Colony School (Turin Colony)	1	18	2025-03-27
		Sunnyside School	6	132	2025-04-10
		Coaldale Christian School	7	111	2025-05-02
		St. Catherine School	8	147	2025-05-15
		Chin Lakes Colony School	1	13	2025-06-16
		Chin Lakes Colony School	1	9	2025-06-19
<b>Subtotal</b>	Sum		60	1166	
County of Minburn		Mannville School	6	90	2024-10-30
		Delnorte School	2	31	2025-01-08
		A.L. Horton Elementary School	6	290	2025-01-20
		St. Martin's Catholic School	8	222	2025-04-04
		Pleasant Ridge Colony School	1	22	2025-06-13
		Creighton Colony School	1	19	2025-06-13
<b>Subtotal</b>	Sum		24	674	
County of Newell		Spring View Colony School	1	26	2025-05-08
		Springside Colony School	1	12	2025-05-08
		Christ The King Academy	5	121	2025-05-12
		Christ The King Academy	4	122	2025-05-13
		Bassano School	6	126	2025-05-26
		Newell Christian School	4	62	2025-05-27
		Newell Colony School	1	18	2025-06-05
		Lathom Colony School	1	16	2025-06-05
		Griffin Park School	8	133	2025-06-10
<b>Subtotal</b>	Sum		31	636	
County of Northern Lights		Dixonville School	2	26	2025-04-08
<b>Subtotal</b>	Sum		2	26	
County of Paintearth		Coronation School	6	88	2025-02-24
		Theresetta Catholic School	4	43	2025-02-27
		Lanes Lake Colony School	1	12	2025-06-20
<b>Subtotal</b>	Sum		11	143	
County of St. Paul		Glen Avon School	4	61	2025-03-11
		Glen Avon School	5	96	2025-03-12
		Glen Avon School	4	63	2025-03-13
		Ecole du Sommet School	0	0	2025-04-01
		Ecole du Sommet School	7	111	2025-04-01
		Elk Point Elementary School	9	180	2025-04-03
		Ashmont Elementary School	8	161	2025-04-30
<b>Subtotal</b>	Sum		37	672	
County of Stettler		Donalda School	4	41	2024-12-12
		Big Valley School	4	63	2025-01-22
		Erskine School	6	97	2025-04-28
		Stettler Elementary School	7	262	2025-04-30
		Stettler Elementary School	8	298	2025-05-02
		Erskine Colony School	1	26	2025-05-12
		Botha School	3	42	2025-05-26
		Gadsby Colony School	1	14	2025-06-04
		Byemoor Colony School	2	30	2025-06-05

	Whitesand Colony School	1	4	2025-06-11
	Lone Pine Colony School	1	25	2025-06-11
	Donalda Colony School	1	12	2025-06-16
	Star Ridge Colony School	1	18	2025-06-24
<b>Subtotal</b>	Sum	40	932	
County of Thorhild	Thorhild Central School	3	92	2025-02-25
	Thorhild Central School	4	87	2025-05-12
<b>Subtotal</b>	Sum	7	179	
County of Two Hills	Hairy Hill Colony School	1	15	2025-01-28
	Plain Lake Colony School	1	31	2025-02-10
	Two Hills School	6	83	2025-02-11
	New Myrnam School	3	44	2025-03-04
	Two Hills Mennonite School	8	179	2025-03-18
	Two Hills Mennonite School	8	172	2025-03-19
<b>Subtotal</b>	Sum	27	524	
County of Vermilion River	Hillmond Central School	5	102	2025-02-05
	Vermilion Elementary School	10	241	2025-02-20
	St. Jerome's School	0	0	2025-02-27
	Queen Elizabeth Elementary School	8	182	2025-03-10
	Marwayne Jubilee School	5	101	2025-03-27
	Dewberry School	3	45	2025-05-20
	Kitscoty Elementary School	11	241	2025-05-26
	Marwayne Jubilee School	5	101	2025-05-29
	South Ferriby Colony School	1	27	2025-06-23
<b>Subtotal</b>	Sum	48	1040	
County of Warner	Delco Colony School	2	30	2024-12-03
	Gold Spring Colony School	1	13	2024-12-05
	Bluegrass Colony School	1	15	2024-12-17
	Fairlane Colony School	2	20	2025-01-15
	Miami Colony School	1	10	2025-01-16
	Prairie Home Colony School	1	25	2025-01-23
	Evergreen Colony School	1	23	2025-02-04
	Hofmann Colony School	2	26	2025-02-05
	Milk River Elementary School	6	98	2025-02-11
	O.K. Colony School	1	12	2025-03-19
	Milford Colony School	1	12	2025-03-19
	Raymond Elementary School	8	171	2025-04-07
	Raymond Elementary School	8	209	2025-04-08
	Raymond Elementary School	8	192	2025-04-09
	Elm Spring Colony School	1	20	2025-06-02
	Raymond Elementary School	0	0	2025-08-25
<b>Subtotal</b>	Sum	44	876	
County of Wetaskiwin	Silver Creek Colony School	1	17	2024-11-04
	Pine Haven Colony School	1	17	2024-11-04
	Alder Flats Elementary School	4	62	2024-12-02
	Clear Vista School	8	156	2025-01-27
	Clear Vista School	8	165	2025-01-30
	Griffiths-Scott Middle School	8	198	2025-02-05
	Gwynne School	4	75	2025-03-10
	Pipestone School	4	69	2025-03-13
	Winfield School	4	72	2025-04-22
<b>Subtotal</b>	Sum	42	831	
Cypress County	Seven Persons School	8	150	2025-03-14
	Murray Lake Colony School	1	16	2025-06-11
	Elkwater Colony School	2	22	2025-06-11
<b>Subtotal</b>	Sum	11	188	
Flagstaff County	Daysland School	7	137	2024-11-29
	Wavy Lake Colony School	1	8	2024-12-11
	Forestburg School	5	87	2025-01-29
	Killam Public	7	94	2025-05-08
	Central High Sedgewick Public School	7	144	2025-05-20

	Lougheed Colony School	1	25	2025-06-16
	South Bend Colony School	1	10	2025-06-20
<b>Subtotal</b>	Sum	29	505	
Foothills County	Cayley School	4	82	2025-03-18
	Cayley Colony School	1	24	2025-04-16
	MacMillan Colony School	1	17	2025-04-16
	High River Colony School	1	9	2025-04-17
	Blackie School	6	107	2025-04-28
	Turner Valley Elementary School	8	164	2025-05-01
	Longview School	3	53	2025-06-10
<b>Subtotal</b>	Sum	24	456	
Kneehill County	Trochu Valley School	7	157	2024-11-26
	Three Hills School	8	165	2025-01-13
	Three Hills Colony School	2	31	2025-01-17
	May City Colony School	1	13	2025-01-29
	Dr. Elliott Community School	4	87	2025-01-30
	Carbon School	2	28	2025-02-05
	Valleyview Torrington Colony School	1	14	2025-02-05
	Prairie Christian Academy Elementary School	7	146	2025-03-13
	Huxley Colony School	1	17	2025-05-15
	Britestone Colony School	1	15	2025-06-11
<b>Subtotal</b>	Sum	34	673	
Lac La Biche County	Ecole Plamondon School	6	134	2025-05-14
	Ecole Plamondon School	2	123	2025-05-27
<b>Subtotal</b>	Sum	8	257	
Lacombe County	Alix MAC School	4	94	2024-11-18
	Bentley School	1	24	2025-01-09
	Bentley School	8	199	2025-01-10
	Bentley School	0	0	2025-01-13
	Clive School	6	128	2025-02-03
	Ecole Lacombe Upper Elementary School	8	302	2025-04-24
	Alix Colony School	1	19	2025-05-12
	Pleasant Valley Colony School	1	33	2025-06-18
	Bentley Colony School	1	6	2025-06-18
<b>Subtotal</b>	Sum	30	805	
Lac Ste. Anne County	Rochfort Bridge Colony School	1	22	2024-11-12
	Grasmere School	6	106	2025-02-25
	Onoway Elementary School	8	200	2025-03-06
	Onoway Elementary School	9	198	2025-03-07
	Darwell School	7	122	2025-03-12
	Sangudo Community School	6	100	2025-04-03
	Elmer Elson Elementary School	8	177	2025-04-08
	Elmer Elson Elementary School	6	148	2025-04-09
<b>Subtotal</b>	Sum	51	1073	
Lamont County	Bruderheim Community School	6	112	2025-03-17
	Lamont Elementary School	14	333	2025-05-15
<b>Subtotal</b>	Sum	20	445	
Leduc County	Calmar Elementary School	7	206	2024-12-09
	New Sarepta Elementary School	7	213	2025-02-10
	Thorsby Elementary School	7	204	2025-02-12
	Ecole Champs Vallee School	6	247	2025-03-03
	Ecole Champs Vallee School	7	229	2025-03-06
	Warburg School	6	127	2025-04-10
	Saint-Andre Academy	7	259	2025-05-14
	Saint-Andre Academy	0	0	2025-05-16
	Warburg Colony School	1	17	2025-06-17
<b>Subtotal</b>	Sum	48	1502	
M.D. of Acadia	Meridian Colony School	1	4	2025-06-05
	Acadia Colony School	1	12	2025-06-05
<b>Subtotal</b>	Sum	2	16	
M.D. of Big Lakes	Bishop Routhier School	4	30	2024-11-06

		St. Andrew's School	10	200	2024-11-27
		High Prairie Elementary School	12	269	2024-11-28
		Kinuso School	1	15	2024-12-12
<b>Subtotal</b>	Sum		27	514	
M.D. of Bonnyville		Pine Meadows Colony School	1	14	2025-02-28
		Nelson Heights School	11	267	2025-03-05
		H.E. Bourgoin Middle School	7	140	2025-03-24
		J.F. Dion School	4	47	2025-03-25
		Elizabeth School	6	58	2025-03-26
		Iron River School	4	64	2025-03-31
		Cold Lake Elementary School	10	183	2025-04-28
		Cold Lake Elementary School	8	169	2025-04-29
		Holy Cross Elementary School	10	183	2025-05-05
		Holy Cross Elementary School	9	201	2025-05-06
		North Star Elementary School	0	0	2025-05-07
		Glendon School	0	0	2025-05-08
		Duclos School	16	309	2025-05-28
		Ardmore School	0	0	2025-06-02
		Ecole Dr. Bernard Brosseau Catholic School	14	320	2025-06-19
<b>Subtotal</b>	Sum		100	1955	
M.D. of Fairview		E.E. Oliver Elementary School	7	120	2025-03-03
		E.E. Oliver Elementary School	7	142	2025-03-04
<b>Subtotal</b>	Sum		14	262	
M.D. of Greenview		Valleyview Ranch Colony School	1	11	2024-11-14
		Homeland Colony School	1	24	2024-11-14
		St. Stephen's Catholic School	9	172	2025-02-27
		Ridgevalley School	7	94	2025-03-17
		Penson School	5	79	2025-03-24
		Harry Gray Elementary School	6	93	2025-04-16
<b>Subtotal</b>	Sum		29	473	
M.D. of Lesser Slave River		Smith School	4	37	2025-05-05
		C.J. Schurter Elementary School	9	205	2025-05-06
		C.J. Schurter Elementary School	10	218	2025-05-07
<b>Subtotal</b>	Sum		23	460	
M.D. of Peace		Grimshaw Public School	0	0	2025-04-07
		Grimshaw Public School	6	84	2025-05-12
		Grimshaw Public School	4	56	2025-06-09
<b>Subtotal</b>	Sum		10	140	
M.D. of Pincher Creek		St. Michael's School	6	165	2025-02-10
		Waterton Colony School	1	2	2025-02-27
		Livingstone Colony School	2	23	2025-02-27
<b>Subtotal</b>	Sum		9	190	
M.D. of Provost		Provost Public School	6	125	2025-02-21
		Amisk School	4	73	2025-04-09
<b>Subtotal</b>	Sum		10	198	
M.D. of Smoky River		Twilight Colony School	2	39	2025-05-26
		Twilight Colony School	1	19	2025-05-26
		Ecole Routhier School	5	86	2025-06-10
		Ecole Routhier School	6	92	2025-06-17
<b>Subtotal</b>	Sum		14	236	
M.D. of Spirit River		Rycroft School	3	81	2025-06-11
<b>Subtotal</b>	Sum		3	81	
M.D. of Taber		Enchant Colony School	1	23	2024-12-09
		Hillridge Colony School	2	36	2025-01-08
		Copperfield Colony School	1	35	2025-01-09
		Dr. Hamman School	9	221	2025-01-22
		Vauxhall Elementary School	7	145	2025-02-12
		Oaklane Colony School	2	23	2025-02-13
		Chamberlain School	4	45	2025-03-06
		Taber Christian School	6	119	2025-03-11
		Enchant School	5	79	2025-03-20

		Central Elementary School	5	104	2025-04-14
		Central Elementary School	6	117	2025-04-15
		Taber Christian School	5	105	2025-04-28
		Taber Christian School	4	69	2025-04-29
		Barnwell School	5	87	2025-05-21
<b>Subtotal</b>	Sum		62	1208	
M.D. Of Wainwright		Blessed Sacrament School	7	404	2024-11-20
		Wainwright Elementary School	7	384	2025-02-18
		Wainwright Elementary School	1	20	2025-02-20
		Edgerton Public School	1	23	2025-03-04
		Edgerton Public School	3	54	2025-03-11
		Irma School	7	162	2025-04-02
		Holt Colony School	1	9	2025-05-05
<b>Subtotal</b>	Sum		27	1056	
M.D. Of Willow Creek		Ewelme Colony School	2	18	2025-01-13
		Granum School	0	0	2025-02-27
		Clear Lake Colony School	1	24	2025-02-28
		Willow Creek Colony School	1	28	2025-03-05
		Greenwood Colony School	1	21	2025-03-05
		Stavely Elementary School	4	88	2025-03-10
		Granum School	3	57	2025-03-25
		Thompson Colony School	1	10	2025-04-02
		A.B. Daley Community School	6	111	2025-04-17
<b>Subtotal</b>	Sum		19	357	
Mackenzie County		Buffalo Head Prairie School	7	192	2025-05-05
<b>Subtotal</b>	Sum		7	192	
Mountain View County		Cremona School	9	211	2024-11-19
		Olds Koinonia Christian School	7	178	2024-11-28
		Reed Ranch School	4	59	2025-01-14
		Carstairs Elementary School	10	206	2025-01-15
		Carstairs Elementary School	10	239	2025-01-16
		Neudorf Colony School	1	11	2025-01-29
		Ecole Olds Elementary School	8	190	2025-02-10
		Ecole Olds Elementary School	8	177	2025-02-11
		Ecole Olds Elementary School	9	192	2025-02-12
		Ross Ford Elementary School	7	167	2025-03-03
		Ross Ford Elementary School	6	143	2025-03-04
		River Valley School	7	177	2025-03-05
		River Valley School	9	234	2025-03-05
		Westglen School	5	139	2025-04-04
		Mountain View Colony School	1	11	2025-05-12
<b>Subtotal</b>	Sum		101	2334	
Northern Sunrise County		Nampa Public School	4	41	2025-04-14
<b>Subtotal</b>	Sum		4	41	
Parkland County		Ecole Meridian Heights School	9	218	2024-12-16
		High Park School	11	271	2025-01-24
		Muir Lake Community School	9	190	2025-02-12
		Muir Lake Community School	9	216	2025-02-13
		Duffield School	7	156	2025-02-19
		Entwistle School	4	75	2025-04-15
		Tomahawk School	4	92	2025-06-05
<b>Subtotal</b>	Sum		53	1218	
Ponoka County		Mecca Glen School	3	61	2024-11-12
		Bluffton School	5	95	2024-11-14
		Ponoka Elementary School	7	274	2025-03-17
		Ponoka Elementary School	7	264	2025-03-20
		Rimbey Elementary School	1	61	2025-05-06
		Rimbey Elementary School	7	257	2025-05-22
		Leedale Colony School	1	15	2025-06-23
		Ferrybank Colony School	1	18	2025-06-23
<b>Subtotal</b>	Sum		32	1045	

Red Deer County	Delburne Centralized School	8	194	2024-11-18
	Poplar Ridge School	7	171	2024-11-21
	Spruce View School	7	144	2024-12-03
	Rainbow Colony School	1	23	2024-12-10
	Pine Hill Colony School	1	13	2024-12-10
	Bowden Grandview School	7	152	2025-01-10
	Elnora School	4	47	2025-01-14
	Ecole John Wilson Elementary School	8	160	2025-01-23
	Jessie Duncan Elementary School	6	112	2025-01-24
	Jessie Duncan Elementary School	7	162	2025-01-27
	Ecole John Wilson Elementary School	9	193	2025-01-28
	Beacon Hill Elementary School	9	209	2025-03-10
	Beacon Hill Elementary School	7	164	2025-03-11
	Innisfail Middle School	7	152	2025-03-31
	Ecole Steffie Woima Elementary School	8	199	2025-04-02
	Ecole Steffie Woima Elementary School	11	225	2025-04-03
	C.P. Blakely Elementary School	7	187	2025-04-29
	C.P. Blakely Elementary School	7	159	2025-04-30
	Penhold Elementary School	9	213	2025-05-13
	Rainbow Colony School	1	23	2025-06-19
<b>Subtotal</b>	Sum	131	2902	
Rocky View County	Crossfield Elementary School	4	91	2025-03-21
	Beiseker Community School	6	109	2025-03-25
	Kathryn School	8	132	2025-03-27
	Indus School	7	142	2025-04-01
	Beiseker Colony School	1	16	2025-04-15
	Tschetter Colony School	1	15	2025-04-15
	Fairview Colony School	1	18	2025-04-17
	Banded Peak School	6	119	2025-05-02
<b>Subtotal</b>	Sum	34	642	
Saddle Hills County	Bay Tree Colony School	1	8	2025-02-18
	Silver Valley Colony School	1	8	2025-02-18
	Doe River Colony School	2	18	2025-02-24
<b>Subtotal</b>	Sum	4	34	
Smoky Lake County	Vilna School	3	18	2025-05-21
	H.A. Kostash School	6	166	2025-05-22
	Holy Family Catholic School	3	67	2025-06-16
<b>Subtotal</b>	Sum	12	251	
Special Area 2	Jenner Colony School	1	17	2025-05-06
	Berry Creek Colony School/Stahl Colony	1	9	2025-05-07
	Berry Creek Colony School/Stahl Colony	1	9	2025-05-07
	Hand Hills Colony School	2	23	2025-05-07
	Berry Creek Community School	3	32	2025-06-06
<b>Subtotal</b>	Sum	8	90	
Special Area 3	Wind River Colony School	1	19	2025-05-06
	Youngstown School	2	31	2025-06-02
	Oyen Public School	5	78	2025-06-03
	Prairie View Colony School	1	6	2025-06-04
	New Brigden School	2	19	2025-06-04
<b>Subtotal</b>	Sum	11	153	
Special Area 4	Veteran Colony School (Harts Colony School)	2	27	2025-06-19
<b>Subtotal</b>	Sum	2	27	
Starland County	Morrin School	3	60	2025-03-12
	Craigmyle Colony School	1	7	2025-05-08
	Cloverleaf Colony School	1	18	2025-05-08
	Starland Colony School	2	22	2025-05-09
	Blue Sky Colony School	1	16	2025-05-09
	East River Colony School	1	10	2025-05-15
	Neu Muehl Colony School	1	5	2025-05-20
	Verdant Valley Colony School	1	15	2025-05-20
	Delia School	3	48	2025-06-02

<b>Subtotal</b>	Sum		14	201	
Strathcona County		Castle Colony School	1	28	2025-05-09
<b>Subtotal</b>	Sum		1	28	
Sturgeon County		Bon Accord Community School	0	0	2025-01-11
<b>Subtotal</b>	Sum		0	0	
Vulcan County		Little Bow Colony School	1	16	2024-12-04
		Carmangay Colony	1	11	2025-02-03
		Arrowwood Colony School	1	20	2024-12-10
		Wild Rose Colony School	1	4	2024-12-18
		Milo School	4	56	2025-02-06
		Lomond Colony School	1	19	2025-03-04
		Arrowwood Community School	3	43	2025-03-17
		Wild Rose Colony School	1	4	2025-03-26
		Vulcan Prairieview Elementary School	8	177	2025-04-01
		Little Bow Colony School	1	16	2025-06-04
<b>Subtotal</b>	Sum		22	366	
Wheatland County		Ecole Brentwood Elementary School	7	158	2024-12-09
		Carseland School	5	94	2025-03-07
		George Freeman School	12	276	2025-03-19
		Wheatland Crossing	9	179	2025-03-20
		Rosebud River Colony School	1	9	2025-03-24
		Rosebud Creek Colony School	1	22	2025-03-24
		Trinity Christian Academy	3	77	2025-03-26
		Sayre Colony School	1	24	2025-04-07
		Stahlville/Hines Colony School	2	37	2025-04-07
		Clearview Colony School	1	31	2025-04-08
		Fairville Colony School	1	8	2025-04-08
		Twin Creeks Colony School	1	21	2025-05-05
		Towers Colony School	1	17	2025-05-05
		Midwest Colony School	1	13	2025-05-12
		Greentree School	8	181	2025-05-22
		Greentree School	8	158	2025-05-23
		Crawling Valley Colony School	1	14	2025-05-26
		Wintering Hills Colony School	2	41	2025-05-26
		Rising Sun Colony School	2	25	2025-05-27
		Green Acres Colony School	1	14	2025-05-27
		Sandhills Colony School	1	17	2025-06-11
		Poplar Row Colony School	1	11	2025-06-12
		Glenrose Colony School	1	28	2025-06-12
<b>Subtotal</b>	Sum		71	1455	
Woodlands County		Ecole St. Mary School	10	210	2025-01-20
		Pat Hardy Elementary School	9	185	2025-04-23
		Pat Hardy Elementary School	7	153	2025-04-24
		Ecole St Anne	7	150	2025-05-13
		Ecole St Anne	7	154	2025-05-14
<b>Subtotal</b>	Sum		40	852	
Yellowhead County		Fulham School	4	39	2025-01-17
		Yellowhead Koinonia Christian School	4	69	2025-02-21
		Mary Bergeron School	10	211	2025-03-18
		Mary Bergeron School	7	150	2025-03-19
		Wildwood School	4	71	2025-04-15
		Evansview School	5	120	2025-05-09
		Niton Central School	3	56	2025-06-10
<b>Subtotal</b>	Sum		37	716	
<b>Total</b>	Sum		1754	37118	

For more information about this report or our Safety Smarts program please contact:  
Carma Flaig | Safety Smarts Program Manager: [programs@heartlandssupport.ca](mailto:programs@heartlandssupport.ca)



# 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

**COUNTY OF MINBURN NO. 27**

**BYLAW NO. 1371-25**

A BYLAW OF THE COUNCIL OF THE COUNTY OF MINBURN NO. 27, VEGREVILLE, IN THE PROVINCE OF ALBERTA TO AMEND BYLAW NO. 1281-19 AND ALL AMENDMENTS THERETO THAT ESTABLISHES FEES, RATES AND CHARGES FOR VARIOUS SERVICES, GOODS, LICENSES AND PERMITS.

**WHEREAS** Section 191 of the *Municipal Government Act*, Revised Statutes of Alberta (RSA), 2000, Chapter M-26 allows Council to pass a bylaw to amend a bylaw of the municipality.

**AND WHEREAS** the Council of the County of Minburn No. 27 wishes to amend Master Rates Bylaw No. 1281-19 and all amendments thereto that establishes fees, rates and charges for various services, goods, licenses and permits.

**NOW THEREFORE** the Council of the County of Minburn No. 27 in the Province of Alberta, duly assembled, pursuant to the terms of the *Municipal Government Act*, hereby enacts as follows:

**1. TITLE**

1.1 This Bylaw may be cited as the “**Bylaw to Amend Master Rates Bylaw No. 1281-19, amended by Bylaw No. 1298-20, amended by Bylaw No. 1324-21, amended by Bylaw No. 1336-22, amended by Bylaw No. 1345-23, and amended by Bylaw 1358-24**” of the County of Minburn No. 27.

**2. AMENDMENT**

2.1 Schedule “A” of Bylaw No. 1281-19 and all amendments thereto are replaced with Schedule “A”, attached to and forming part of this Bylaw.

FIRST READING.....December 15, 2025

SECOND READING.....December 15, 2025

THIRD READING .....December 15, 2025

\_\_\_\_\_  
Reeve

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

# MASTER RATES BYLAW #1371-25

## SCHEDULE "A"

### COUNTY OF MINBURN FEES, RATES AND CHARGES

*Effective January 1, 2026*

<b>CORPORATE SERVICES FEES</b>			
Description	Total Fee	GST*	Additional Information
<b>County Merchandise / Apparel</b>			
T-shirt	\$ 31.50	I	Each
3/4 sleeve	\$ 42.00	I	Each
Hoodie sweater	\$ 52.50	I	Each
Grader Lego	\$ 103.00	I	Each
Yeti Mug	\$ 45.00	I	Each
Toque	\$ 23.00	I	Each
Rain Gauge	\$ 9.00	I	Each
Maglite Kit	\$ 38.00	I	Each
Ball Cap	\$ 27.00	I	Each
Socks	\$ 17.00	I	Each
<b>County of Minburn County Maps</b>			
Purchased at the County office	\$ 21.00	I	Per Map
County maps mailed	\$ 21.00	I	Per Map (Add \$5.00 for Postage)
<b>Photocopying/Faxing</b>			
Photocopying and faxing	\$ 0.26	I	Per Page (maximum 100 pages)
<b>Returned Item Fee</b>			
Chargebacks, NSF, returned item fee	\$ 35.00	E	Per Occurrence
<b>Tax Certificates/Searches</b>			
Tax Certificate	\$ 25.00	E	Per Certificate
<b>GIS Mapping</b>			
GIS Mapping (no charge for landowners)	\$ 10.50	I	Per 8½" x 11" Sheet
Land (Ortho) Photo (no charge for landowners)	\$ 10.50	I	Per 8½" x 11" Sheet
<b>County Publications</b>			
County History Book	\$ 26.25	I	Each book
County Map Book	\$ 26.25	I	Each book
<b>Access to Information Act (ATIA) Fees</b>			
<i>Fees are determined by Provincial Legislation. If the total cost of processing a ATIA request is more than \$150, a 50% deposit is required</i>			
ATIA Requests	\$ 25.00	E	Per request
Preparing and handling a record for disclosure	\$ 6.75	E	Per 15 minutes
Searching, locating and retrieving a record	\$ 6.75	E	Per 15 minutes
Supervising the examination of a record	\$ 6.75	E	Per 15 minutes
<b>Property Assessment Appeal Fees</b>			
Residential and Farmland	\$ 50.00	E	Per parcel
Non-residential	\$ 650.00	E	Per parcel
<b>Tax Penalties</b>			
<i>Property Tax penalties shall form part of the total outstanding balance due and will be applied to the total outstanding balance on the dates specified in Bylaw 1137-99 Addition of Penalties on Current and Arrears of Taxes</i>			
Current Property Taxes including Special Taxes outstanding as of November 1 <sup>st</sup> of the current year	12% Penalty Imposed		
On all Property Taxes including Special Taxes outstanding as of February 1 <sup>st</sup> of the following year and every year thereafter	5% Penalty Imposed		

# MASTER RATES BYLAW #1371-25

## SCHEDULE "A"

### COUNTY OF MINBURN FEES, RATES AND CHARGES

*Effective January 1, 2026*

<b>CORPORATE SERVICES FEES</b>			
<b>Description</b>	<b>Total Fee</b>	<b>GST*</b>	<b><u>Additional Information</u></b>
<b>Tax Recovery</b>			
<i>Division 8 and 8.1 of the Municipal Government Act (MGA)</i>			
Registration of Tax Recovery Notification	\$ 200.00	E	Per roll number
Registration of Tax Recovery Lien	\$ 100.00	E	Per roll number
Properties Advertised for Public Auction	\$ 100.00	E	Per roll number
Preparation of Reserve Price	\$ 300.00	E	Per roll number
5% Administration Fee on Sale Proceeds on Any Parcel Sold at Tax Sale as per Section 427(1) (d) of MGA	Variable	E	Per roll number

New

<b>* GST Code</b>
I >> GST is Included in Fee
E >> GST is Exempt

# MASTER RATES BYLAW #1371-25

## SCHEDULE "A"

### COUNTY OF MINBURN FEES, RATES AND CHARGES

Effective January 1, 2026

AGRICULTURAL SERVICE BOARD (ASB) FEES			
Description	Fee	GST*	Additional Information
<b>ASB Rental Equipment</b>			
Squeeze Chute	\$ 35.00	I	Per Day
Weigh Scale	\$ 50.00	I	Per Day
Tree Planters	\$ -	E	No charge
Shelterbelt Insecticide Sprayer	\$ 30.00	I	Per Day
Trailer Mount Herbicide Sprayer	\$ 30.00	I	Per Day
<b>ASB Borrowed Equipment</b>	<b>Fee If Not Returned</b>		
RFID Reader - 3 days max.	Full Replacement Cost		
Small Pest Traps - 1 week max.	Full replacement Cost		
Magpie Trap - 1 week max.	Full Replacement Cost		
Waterfowl Scare Cannon - 3 days max.	Full Replacement Cost		
Forage Probe - 3 days max.	Full Replacement Cost		
<b>Custom Work</b>			
Grass mowing, weed notice enforcement, etc.	Current Market Rates (as determined by the County)		
<b>ASB Services</b>			
Beaver Control (Private Land)	\$300.00 first dam		
	\$200.00 each additional dam		
<b>ASB Appeal Fees</b>			
Agricultural Pests Act Appeal	\$ 100.00	E	Per Appeal
Soil Conservation Act Appeal	\$ 50.00	E	Per Appeal
Weed Act Appeal	\$ 500.00	E	Per Appeal

* GST Code
I >> GST is Included in Fee
E >> GST is Exempt

# MASTER RATES BYLAW #1371-25

## SCHEDULE "A"

### COUNTY OF MINBURN FEES, RATES AND CHARGES

Effective January 1, 2026

PLANNING AND COMMUNITY SERVICES FEES			
Description	Fee	GST*	Additional Information
<b>Construction of Pipelines and Burial of Utility Lines Affecting County Road Allowances</b>			
Residential hookup pipeline for Gas Co-ops	\$ 100.00	E	Per crossing
Interconnected pipeline	\$ 100.00	E	Per crossing
Major transmission pipeline	\$ 125.00	E	Per crossing
Burial of residential utility lines in or across County road allowances	\$ -	E	Per crossing
Burial of transmission utility lines in or across County road allowances	\$ 100.00	E	Per crossing
Review of revised plan after approval was given; % of original fee	50%	E	Per crossing
<b>Fees for Approaches to County Roads which are Developed by Energy Resource and Utility Activity</b>			
Utilize existing approach with/without upgrading	\$ 100.00	E	Per approach
Construct new permanent or temporary approach	\$ 100.00	E	Per approach
Review of revised plan after approval was given; % of original fee	50%	E	Per approach
<b>Statutory Plans/Zoning Compliance</b>			
Copy of Land Use Bylaw	\$ 26.25	I	Per copy
Copy of Municipal Development Plan	\$ 26.25	I	Per copy
Copy of Area Structure Plan	\$ 26.25	I	Per copy
Letter of Compliance	\$ 105.00	I	Per letter
File search with written response	\$ 78.75	I	Per lot
Environmental site assessment file search with written response	\$ 78.75	I	Per lot
Written zoning confirmation	\$ 52.50	I	Per lot
Application to amend Land Use Bylaw and/or a Statutory Plan	\$ 500.00	E	Per application submitted
<b>Road Closures/Diversions</b>			
Closure of regular road allowance/road diversion	\$ 1,000.00	E	Old road plans
	\$ 1,000.00	E	Regular plans
<b>Cemeteries</b>			
Purchase of cemetery plot	\$367.50	I	Each
<b>Subdivision Fees</b>			
1st Parcel Out	\$800.00	E	
2 Parcels	\$900.00	E	
3 Parcels	\$1,000.00	E	
Boundary adjustment	\$800.00	E	
Endorsement	\$300.00	E	
Revision after notifications sent out	Half the original fee		
<b>Development Permits</b>			
Dwelling or semi-detached Dwelling	\$ 150.00	E	
Multi-family dwelling	\$ 150.00	E	
Addition to dwelling	\$ 100.00	E	
Accessory building/use/accessory building addition	\$ 100.00	E	
Public or institutional development/use	\$ 150.00	E	
<b>Development Permits (continued)</b>			
Sign	\$ 100.00	E	
Home Occupation or Bed and Breakfast	\$ 150.00	E	

Was \$10

# MASTER RATES BYLAW #1371-25

## SCHEDULE "A"

### COUNTY OF MINBURN FEES, RATES AND CHARGES

Effective January 1, 2026

PLANNING AND COMMUNITY SERVICES FEES			
Description	Fee	GST*	Additional Information
Commercial or Industrial Development:			
- Value less than \$250,000	\$200.00	E	
- Value \$250,000 to \$1,000,000	\$250.00	E	
- Value over \$1,000,000	\$300.00	E	
Application which involves notification (variance, discretionary use)	\$100.00	E	In addition to regular fee
Extension request	\$ 50.00	E	Per request
Development commenced prior to permit approval	Double the regular fee		
Revision after decision	Half the original fee		
Subdivision and Development Appeal Board application fees ( <i>\$100.00 of fee will be refunded if appeal is successful</i> )	\$ 300.00	E	Per request
<b>Intermunicipal Subdivision and Development Appeal Board Application Fees</b>	<b>As Permit Lamont County Fees &amp; Charges Bylaw</b>		
<b>* GST Code</b>			
I >> GST is Included in Fee			
E >> GST is Exempt			

Remove

New

# MASTER RATES BYLAW #1371-25

## SCHEDULE "A"

### COUNTY OF MINBURN FEES, RATES AND CHARGES

Effective January 1, 2026

#### OPERATIONS FEES

Description	Fee	GST*	Additional Information
<b>Dust Control</b>			
Dust control with oil and calcium - Policy OP 9001-02	-	I	Fee is reviewed annually
<b>Road Permits/Agreements</b>			
Field inspection and assessment of roads under agreement	\$ 70.00	E	Per hour for County staff plus any associated engineering costs
<b>Rural Address Signage</b>			
Rural address sign	\$ 52.50	I	Per Sign (Installation included on new signs only)
<b>Geophysical Companies Conducting Exploration Programs as per Policy OP 9026-01-A</b>			
Inspections for seismic activity	\$ 50.00	E	Inspection fee levy for pre and post inspections is \$50.00 per hour to a total of \$200.00 per project
<b>Custom Work (GST Chargable)</b>			
Manpower Rate	Per Hour According to County of Minburn's Current Salary Grid		
<i>Hourly rates will be charged at one and one-half (1&amp;1/2) times the employee's basic rate, plus 25% for benefits, administration, etc.</i>			
Equipment Rates	Per Hour as per ARHCA Rates		
<i>Hourly rates charged will be based on the most current edition of the Alberta Roadbuilders &amp; Heavy Construction Association (ARCHA) Equipment Rental Rate Guide</i>			

Revision

* GST Code
I >> GST is Included in Fee
E >> GST is Exempt

# MASTER RATES BYLAW #1371-25

## SCHEDULE "A"

### COUNTY OF MINBURN FEES, RATES AND CHARGES

*Effective January 1, 2026*

#### **Water, Wastewater and Solid Waste Services**

#### **HAMLET OF LAVOY**

#### **Water, Wastewater and Solid Waste Services**

**Description**

Hamlet of Lavoy urban users will pay a monthly fee comprise of two parts, a fixed service charge and a usage charge as follows. *(GST Exempt)*

<b>Commercial Water</b>		<b>Residential Water</b>	
<b>Description</b>	<b>Fee / m<sup>3</sup></b>	<b>Description</b>	<b>Fee / m<sup>3</sup></b>
Usage Charge	\$3.57	Usage Charge	\$3.57
<b>Description</b>	<b>Monthly Fee</b>	<b>Description</b>	<b>Monthly Fee</b>
Fixed Service Charge 1" Line	\$118.35	Fixed Service Charge	\$88.65
Fixed Service Charge 1¼" Line	\$147.76		
Fixed Service Charge 2" Line	\$236.43		

Was \$3.40

#### **Water Connection and Reconnection Fees for Hamlet of Lavoy Users**

<b>Description</b>	<b>One Time Fee</b>	<b>Description</b>	<b>One Time Fee</b>
Water Connection Fee	\$50.00	Disconnection Fee	\$150.00

Any account that is for a non-water user pays the commercial rate for sanitary sewer. Commercial usage above normal volumes will be at the sole discretion of the County and will be charged a negotiated rate.

#### **Solid Waste for Hamlet of Lavoy Users**

<b>Description</b>	<b>Monthly Fee</b>	<b>Description</b>	<b>Monthly Fee</b>
Residential	\$13.50	Commercial	\$18.00

Any large commercial or industrial customer will need to negotiate a rate with the County based on the volume of waste to be expected.

#### **Wastewater Charges for Hamlet of Lavoy Users**

<b>Description</b>	<b>Monthly Fee</b>	<b>Description</b>	<b>Monthly Fee</b>
Residential	\$17.85	Commercial	\$24.30

#### **HAMLET OF MINBURN WASTEWATER SPECIAL TAX**

#### **Hamlet of Minburn Wastewater Users**

Hamlet of Minburn property owners that are connected to the wastewater system will be levied for the service through a special tax enacted through bylaw which will be established annually.

# MASTER RATES BYLAW #1371-25

## SCHEDULE "A"

### COUNTY OF MINBURN FEES, RATES AND CHARGES

Effective January 1, 2026

<b>Water, Wastewater and Solid Waste Services</b>	
<b>REGIONAL WATER SYSTEM</b>	
<b>Rural Residential Users - Usage Charge</b>	
<b>Description</b>	<b>Fee / m3</b>
Usage Charge	\$3.57

Rural users who connect to the ACE regional water system will pay a monthly fee comprising of three parts: service charge, usage charge and ACE regional water system maintenance fee.

Was \$3.40

<b>Rural Residential Users - Monthly Service Charges (Based on Service Size)</b>				
<b>Number of Dwellings Served</b>	<b>Service Size (gallons/minute flow)</b>	<b>County Monthly Fixed Charges</b>	<b>ACE Monthly Capital Reserve Fee</b>	<b>Total Monthly Fixed Charges</b>
1	0.5	\$25.00	\$25.00	\$50.00
2	2 at 0.5	2 at \$25.00	\$25.00	2 at \$37.50
2	0.75	\$34.00	\$37.50	\$71.50
3 - 4	1	\$40.00	\$50.00	\$90.00
5 - 7	1.75	\$50.00	\$81.50	\$131.50
8 - 11	2.5	\$70.00	\$125.00	\$195.00
12 - 15	3.5	\$100.00	\$175.00	\$275.00
16-20	4.5	\$127.00	\$225.00	\$352.00

<b>Regional Water Connection Fees</b>	
<b>Description</b>	<b>Fee</b>
One Time Connection Fee to ACE Water Main	Cost as per ACE Water
Disconnection Fee	\$3,000.00
Reconnection Fee	\$1,000.00

<b>TRUCK FILL WATER SYSTEM</b>	
<b>Connection Fee for Truckfill Users</b>	
<b>Description</b>	<b>One Time Fee</b>
Water Connection Fee	\$50.00

<b>Bulk Water Rates at Truck Fills</b>		
<b>Description</b>	<b>Fee per m<sup>3</sup></b>	<b>Location</b>
Ranfurly Truck Fill	\$6.93	51231 Range Road 121; NW 13-51-12-W4M
Minburn Truck Fill	\$6.93	50318 Range Road 102; NE 22-50-10-W4M
Lavoy Truck Fill	\$6.93	5128 - 51 Avenue; Block C, Plan 4185R

Was \$6.76

Was \$6.76

Was \$6.76

**MASTER RATES BYLAW #1371-25**  
**SCHEDULE "A"**  
**COUNTY OF MINBURN FEES, RATES AND CHARGES**

*Effective January 1, 2026*

<b><i>Water, Wastewater and Solid Waste Services</i></b>	
<b>UTILITY ACCOUNTS</b>	
<i>(Excluding Hamlet of Minburn)</i>	
<b>Description</b>	<b>Fee</b>
Penalty on unpaid utility bills that remain outstanding after the last business day of the month	1.50% per month on outstanding balance
User requested water meter testing	\$300.00 unless determined to be outside of tolerances specified in Utilities Bylaw

# MASTER RATES BYLAW #1371-25

## SCHEDULE "A"

### COUNTY OF MINBURN FEES, RATES AND CHARGES

Effective January 1, 2026

PROTECTIVE SERVICES FEES			
Description	Fee	GST*	Additional Information
<b>Fire Fees</b>			
<b>Response to deliberately set or gross negligent structure fires, wildland fires</b>			
Pumper	\$ 350.00	E	Per Hour
Rescue	\$ 350.00	E	Per Hour
Rapid Attack	\$ 350.00	E	Per Hour
Tender/Tanker	\$ 350.00	E	Per Hour
ATV/UTV	\$ 150.00	E	Per Hour
Command Unit	\$ 185.00	E	Per Hour
<b>Response to Motor Vehicle Collisions</b>			
Pumper	\$ 720.00	E	Per Hour
Rescue	\$ 720.00	E	Per Hour
Rapid Attack	\$ 720.00	E	Per Hour
Tender/Tanker	\$ 720.00	E	Per Hour
Command Unit	\$ 210.00	E	Per Hour
Rates subject to change in accordance with Alberta Infrastructure and Transportation Policy TCE-DC-501.			
<b>Fire Bans/No Fire Permit</b>			
Burning during a fire ban/restriction or without a fire permit	\$ 750.00	E	Per Incident
<b>False Alarms</b>			
<del>1<sup>st</sup> Callout</del>	<del>\$ 250.00</del>	<del>E</del>	<del>Per Incident</del>
<b>Inspections/Investigations</b>			
Fire Code Inspections and Investigations	\$ 100.00	E	Per Hour
<b>Mutual Aid</b>			
As per the rates defined in the mutual aid agreement with the requesting municipality.			

Remove

<b>* GST Code</b>
I >> GST is Included in Fee
E >> GST is Exempt



# Council Request for Decision (RFD)

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

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

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

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

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



# Council Request for Decision (RFD)

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

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

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

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

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



# Council Request for Decision (RFD)

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

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

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

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

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

**COUNCIL RESOLUTION**

**County of Minburn No. 27**

**Apply for Provincial Requisition Credit (PERC) Program &  
Designated Industrial Requisition Credit (DIRC) Program**

BE IT RESOLVED THAT County of Minburn Council authorizes Administration to apply to the Province of Alberta for the Provincial Requisition Credit (PERC) Program in the amount of \$44,572.56 and Designated Industrial Requisition Credit (DIRC) Program in the amount of \$1,088.37 to recover previously remitted education and designated industrial property taxes for these properties.

**Carried.**

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Roger Konieczny  
Reeve

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Pat Podoborzny  
Chief Administrative Officer

Approved this 15<sup>th</sup> day of December 2025.

**Provincial Education Requisition Credit (PERC)  
for Uncollectable Education Property Taxes on Oil and Gas Properties  
and Designated Industrial Requisition Credit (DIRC)  
for Uncollectable DI Property Tax Requisitions**  
**Property Details Form**

**Municipality**  
COUNTY OF MINBURN NO. 27

**Property Details Form Instructions**

Information for each individual property should be listed on a separate row.  
For linear properties, detailed information on all wells or pipelines associated with each company should be reported separately.

**Complete the Fields Below for Each Individual Property**

Tax Year	Roll #	DIPAUID/ LPAUID #	Company Name	Non-Residential Property Type	Assessment Value- EDUCATION	Assessment Value-DI REQUISITION	Local ASFF Tax Rate	Total Education Property Tax Notice Amount	SGTRI Credit	Total Education Property Tax Eligible for PERC	Education Property Tax Amount Collected	Education Property Tax Uncollectable Amount	DI Requisition Tax Rate	Total DI Requisition Tax Amount	DI Amount Collected	DI Uncollectable Amount	Has this tax been written off?
2025	860404	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 22,580.00	\$ 73,350.00	4.3819	\$98.94		\$98.94		\$98.94	0.0701	\$5.14		\$5.14	No
2025	865802	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 21,680.00	\$ 84,460.00	4.3819	\$95.00		\$95.00		\$95.00	0.0701	\$5.92		\$5.92	No
2025	865805	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 6,510.00	\$ 6,510.00	4.3819	\$28.53		\$28.53		\$28.53	0.0701	\$0.46		\$0.46	No
2025	865806	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 6,530.00	\$ 6,530.00	4.3819	\$28.61		\$28.61		\$28.61	0.0701	\$0.46		\$0.46	No
2025	865807	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 8,790.00	\$ 8,790.00	4.3819	\$38.52		\$38.52		\$38.52	0.0701	\$0.62		\$0.62	No
2025	865810	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 6,950.00	\$ 6,950.00	4.3819	\$30.45		\$30.45		\$30.45	0.0701	\$0.49		\$0.49	No
2025	865812	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 16,530.00	\$ 41,800.00	4.3819	\$72.43		\$72.43		\$72.43	0.0701	\$2.93		\$2.93	No
2025	865813	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 9,150.00	\$ 9,150.00	4.3819	\$40.09		\$40.09		\$40.09	0.0701	\$0.64		\$0.64	No
2025	865815	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 6,610.00	\$ 6,610.00	4.3819	\$28.96		\$28.96		\$28.96	0.0701	\$0.46		\$0.46	No
2025	865816	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 16,100.00	\$ 42,850.00	4.3819	\$70.55		\$70.55		\$70.55	0.0701	\$3.00		\$3.00	No
2025	865817	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 23,290.00	\$ 77,400.00	4.3819	\$102.05		\$102.05		\$102.05	0.0701	\$5.43		\$5.43	No
2025	865818	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 26,440.00	\$ 195,860.00	4.3819	\$115.86		\$115.86		\$115.86	0.0701	\$13.73		\$13.73	No
2025	865819	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 16,050.00	\$ 44,670.00	4.3819	\$70.33		\$70.33		\$70.33	0.0701	\$3.13		\$3.13	No
2025	865820	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 15,880.00	\$ 43,710.00	4.3819	\$69.58		\$69.58		\$69.58	0.0701	\$3.06		\$3.06	No
2025	865821	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 6,610.00	\$ 6,610.00	4.3819	\$28.96		\$28.96		\$28.96	0.0701	\$0.46		\$0.46	No
2025	865824	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 13,520.00	\$ 37,870.00	4.3819	\$59.24		\$59.24		\$59.24	0.0701	\$2.65		\$2.65	No
2025	865825	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 15,430.00	\$ 45,120.00	4.3819	\$67.61		\$67.61		\$67.61	0.0701	\$3.16		\$3.16	No
2025	865827	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 14,170.00	\$ 65,590.00	4.3819	\$62.09		\$62.09		\$62.09	0.0701	\$4.60		\$4.60	No
2025	865828	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 18,050.00	\$ 18,050.00	4.3819	\$79.09		\$79.09		\$79.09	0.0701	\$1.27		\$1.27	No
2025	865829	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 9,660.00	\$ 9,660.00	4.3819	\$42.33		\$42.33		\$42.33	0.0701	\$0.68		\$0.68	No
2025	865830	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 9,030.00	\$ 9,030.00	4.3819	\$39.57		\$39.57		\$39.57	0.0701	\$0.63		\$0.63	No
2025	865831	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 22,890.00	\$ 75,950.00	4.3819	\$100.30		\$100.30		\$100.30	0.0701	\$5.32		\$5.32	No
2025	865832	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 9,030.00	\$ 9,030.00	4.3819	\$39.57		\$39.57		\$39.57	0.0701	\$0.63		\$0.63	No
2025	865833	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 9,260.00	\$ 9,260.00	4.3819	\$40.58		\$40.58		\$40.58	0.0701	\$0.65		\$0.65	No
2025	865835	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 12,780.00	\$ 12,780.00	4.3819	\$56.00		\$56.00		\$56.00	0.0701	\$0.90		\$0.90	No
2025	865837	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 8,670.00	\$ 8,670.00	4.3819	\$37.99		\$37.99		\$37.99	0.0701	\$0.61		\$0.61	No
2025	865850	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 6,180.00	\$ 6,180.00	4.3819	\$27.08		\$27.08		\$27.08	0.0701	\$0.43		\$0.43	No
2025	870600	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 9,130.00	\$ 20,160.00	4.3819	\$40.01		\$40.01		\$40.01	0.0701	\$1.41		\$1.41	No
2025	870800	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 920.00	\$ 920.00	4.3819	\$4.03		\$4.03		\$4.03	0.0701	\$0.06		\$0.06	No
2025	870850	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 28,370.00	\$ 28,370.00	4.3819	\$124.31		\$124.31		\$124.31	0.0701	\$1.99		\$1.99	No
2025	870970	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 8,880.00	\$ 80,850.00	4.3819	\$38.91		\$38.91		\$38.91	0.0701	\$5.67		\$5.67	No
2025	871150	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 40,460.00	\$ 363,680.00	4.3819	\$177.29		\$177.29		\$177.29	0.0701	\$25.49		\$25.49	No
2025	871200	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 1,210.00	\$ 1,210.00	4.3819	\$5.30		\$5.30		\$5.30	0.0701	\$0.08		\$0.08	No
2025	871300	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 2,270.00	\$ 2,270.00	4.3819	\$9.95		\$9.95		\$9.95	0.0701	\$0.16		\$0.16	No
2025	871400	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 31,550.00	\$ 329,810.00	4.3819	\$138.25		\$138.25		\$138.25	0.0701	\$23.12		\$23.12	No
2025	871500	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 16,820.00	\$ 113,510.00	4.3819	\$73.70		\$73.70		\$73.70	0.0701	\$7.96		\$7.96	No
2025	871900	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 8,370.00	\$ 8,370.00	4.3819	\$36.68		\$36.68		\$36.68	0.0701	\$0.59		\$0.59	No
2025	871950	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 12,960.00	\$ 12,960.00	4.3819	\$56.79		\$56.79		\$56.79	0.0701	\$0.91		\$0.91	No
2025	872200	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 1,180.00	\$ 1,180.00	4.3819	\$5.17		\$5.17		\$5.17	0.0701	\$0.08		\$0.08	No
2025	872370	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 1,680.00	\$ 1,680.00	4.3819	\$7.36		\$7.36		\$7.36	0.0701	\$0.12		\$0.12	No
2025	872375	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 1,840.00	\$ 1,840.00	4.3819	\$8.06		\$8.06		\$8.06	0.0701	\$0.13		\$0.13	No
2025	872380	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 28,020.00	\$ 28,020.00	4.3819	\$122.78		\$122.78		\$122.78	0.0701	\$1.96		\$1.96	No
2025	872400	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 2,790.00	\$ 73,670.00	4.3819	\$12.23		\$12.23		\$12.23	0.0701	\$5.16		\$5.16	No
2025	872510	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 1,660.00	\$ 1,660.00	4.3819	\$7.27		\$7.27		\$7.27	0.0701	\$0.12		\$0.12	No
2025	872530	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 6,010.00	\$ 6,010.00	4.3819	\$26.34		\$26.34		\$26.34	0.0701	\$0.42		\$0.42	No
2025	872600	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 8,320.00	\$ 8,320.00	4.3819	\$36.46		\$36.46		\$36.46	0.0701	\$0.58		\$0.58	No
2025	872610	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 5,350.00	\$ 154,180.00	4.3819	\$23.44		\$23.44		\$23.44	0.0701	\$10.81		\$10.81	No
2025	872650	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 18,600.00	\$ 18,600.00	4.3819	\$81.50		\$81.50		\$81.50	0.0701	\$1.30		\$1.30	No

2025	872750	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 4,210.00	\$ 88,690.00	4.3819	\$18.45	\$18.45	\$18.45	0.0701	\$6.22	\$6.22	No			
2025	872910	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 8,880.00	\$ 76,850.00	4.3819	\$38.91	\$38.91	\$38.91	0.0701	\$5.39	\$5.39	No			
2025	872950	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 2,140.00	\$ 2,140.00	4.3819	\$9.38	\$9.38	\$9.38	0.0701	\$0.15	\$0.15	No			
2025	874340	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 11,650.00	\$ 11,650.00	4.3819	\$51.05	\$51.05	\$51.05	0.0701	\$0.82	\$0.82	No			
2025	876200	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 223,960.00	\$ 1,488,450.00	4.3819	\$981.37	\$981.37	\$981.37	0.0701	\$104.34	\$104.34	No			
2025	877400	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 7,840.00	\$ 7,840.00	4.3819	\$34.35	\$34.35	\$34.35	0.0701	\$0.55	\$0.55	No			
2025	878200	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 1,680.00	\$ 1,680.00	4.3819	\$7.36	\$7.36	\$7.36	0.0701	\$0.12	\$0.12	No			
2025	879060	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 8,320.00	\$ 8,320.00	4.3819	\$36.46	\$36.46	\$36.46	0.0701	\$0.58	\$0.58	No			
2025	881000	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 73,790.00	\$ 73,790.00	4.3819	\$323.34	\$323.34	\$323.34	0.0701	\$5.17	\$5.17	No			
2025	881400	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 1,210.00	\$ 1,210.00	4.3819	\$5.30	\$5.30	\$5.30	0.0701	\$0.08	\$0.08	No			
2025	881770	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 6,570.00	\$ 6,570.00	4.3819	\$28.79	\$28.79	\$28.79	0.0701	\$0.46	\$0.46	No			
2025	881800	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 22,500.00	\$ 22,500.00	4.3819	\$98.59	\$98.59	\$98.59	0.0701	\$1.58	\$1.58	No			
2025	882500	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 4,350.00	\$ 4,350.00	4.3819	\$19.06	\$19.06	\$19.06	0.0701	\$0.30	\$0.30	No			
2025	883300	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 1,660.00	\$ 1,660.00	4.3819	\$7.27	\$7.27	\$7.27	0.0701	\$0.12	\$0.12	No			
2025	883900	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 22,100.00	\$ 22,100.00	4.3819	\$96.84	\$96.84	\$96.84	0.0701	\$1.55	\$1.55	No			
2025	883901	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 8,920.00	\$ 8,920.00	4.3819	\$39.09	\$39.09	\$39.09	0.0701	\$0.63	\$0.63	No			
2025	883930	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 21,910.00	\$ 21,910.00	4.3819	\$96.01	\$96.01	\$96.01	0.0701	\$1.54	\$1.54	No			
2025	883950	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 1,710.00	\$ 1,710.00	4.3819	\$7.49	\$7.49	\$7.49	0.0701	\$0.12	\$0.12	No			
2025	887550	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 7,060.00	\$ 7,060.00	4.3819	\$30.94	\$30.94	\$30.94	0.0701	\$0.49	\$0.49	No			
2025	894700	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 2,710.00	\$ 2,710.00	4.3819	\$11.87	\$11.87	\$11.87	0.0701	\$0.19	\$0.19	No			
2025	895600	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 82,550.00	\$ 82,550.00	4.3819	\$361.73	\$361.73	\$361.73	0.0701	\$5.79	\$5.79	No			
2025	896201	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 11,510.00	\$ 11,510.00	4.3819	\$50.44	\$50.44	\$50.44	0.0701	\$0.81	\$0.81	No			
2025	897960	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 6,570.00	\$ 6,570.00	4.3819	\$28.79	\$28.79	\$28.79	0.0701	\$0.46	\$0.46	No			
2025	898500	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 3,020.00	\$ 3,020.00	4.3819	\$13.23	\$13.23	\$13.23	0.0701	\$0.21	\$0.21	No			
2025	898710	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 3,500.00	\$ 3,500.00	4.3819	\$15.34	\$15.34	\$15.34	0.0701	\$0.25	\$0.25	No			
2025	898720	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 16,650.00	\$ 16,650.00	4.3819	\$72.96	\$72.96	\$72.96	0.0701	\$1.17	\$1.17	No			
2025	898730	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 6,010.00	\$ 6,010.00	4.3819	\$26.34	\$26.34	\$26.34	0.0701	\$0.42	\$0.42	No			
2025	898740	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 8,550.00	\$ 8,550.00	4.3819	\$37.47	\$37.47	\$37.47	0.0701	\$0.60	\$0.60	No			
2025	898800	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 38,700.00	\$ 38,700.00	4.3819	\$169.58	\$169.58	\$169.58	0.0701	\$2.71	\$2.71	No			
2025	898805	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 18,930.00	\$ 27,810.00	4.3819	\$82.95	\$82.95	\$82.95	0.0701	\$1.95	\$1.95	No			
2025	898810	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 7,650.00	\$ 7,650.00	4.3819	\$33.52	\$33.52	\$33.52	0.0701	\$0.54	\$0.54	No			
2025	902450	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 6,350.00	\$ 6,350.00	4.3819	\$27.83	\$27.83	\$27.83	0.0701	\$0.45	\$0.45	No			
2025	902700	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 8,150.00	\$ 8,150.00	4.3819	\$35.71	\$35.71	\$35.71	0.0701	\$0.57	\$0.57	No			
2025	903500	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 19,230.00	\$ 117,520.00	4.3819	\$84.26	\$84.26	\$84.26	0.0701	\$8.24	\$8.24	No			
2025	903700	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 14,810.00	\$ 68,530.00	4.3819	\$64.90	\$64.90	\$64.90	0.0701	\$4.80	\$4.80	No			
2025	903800	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 23,600.00	\$ 114,020.00	4.3819	\$103.41	\$103.41	\$103.41	0.0701	\$7.99	\$7.99	No			
2025	904030	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 8,150.00	\$ 8,150.00	4.3819	\$35.71	\$35.71	\$35.71	0.0701	\$0.57	\$0.57	No			
2025	904070	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 15,020.00	\$ 68,390.00	4.3819	\$65.82	\$65.82	\$65.82	0.0701	\$4.79	\$4.79	No			
2025	904100	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 8,320.00	\$ 8,320.00	4.3819	\$36.46	\$36.46	\$36.46	0.0701	\$0.58	\$0.58	No			
2025	904800	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 6,750.00	\$ 6,750.00	4.3819	\$29.58	\$29.58	\$29.58	0.0701	\$0.47	\$0.47	No			
2025	904850	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 6,180.00	\$ 6,180.00	4.3819	\$27.08	\$27.08	\$27.08	0.0701	\$0.43	\$0.43	No			
2025	905400	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 1,420.00	\$ 59,140.00	4.3819	\$6.22	\$6.22	\$6.22	0.0701	\$4.15	\$4.15	No			
2025	907440	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 21,350.00	\$ 128,320.00	4.3819	\$93.55	\$93.55	\$93.55	0.0701	\$9.00	\$9.00	No			
2025	907900	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 32,470.00	\$ 32,470.00	4.3819	\$142.28	\$142.28	\$142.28	0.0701	\$2.28	\$2.28	No			
2025	908300	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 8,320.00	\$ 8,320.00	4.3819	\$36.46	\$36.46	\$36.46	0.0701	\$0.58	\$0.58	No			
2025	908320	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 8,320.00	\$ 8,320.00	4.3819	\$36.46	\$36.46	\$36.46	0.0701	\$0.58	\$0.58	No			
2025	908660	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 640.00	\$ 640.00	4.3819	\$2.80	\$2.80	\$2.80	0.0701	\$0.04	\$0.04	No			
2025	908700	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 16,330.00	\$ 16,330.00	4.3819	\$71.56	\$71.56	\$71.56	0.0701	\$1.14	\$1.14	No			
2025	908740	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 8,320.00	\$ 8,320.00	4.3819	\$36.46	\$36.46	\$36.46	0.0701	\$0.58	\$0.58	No			
2025	928800	6477	ALPHABOW ENERGY LTD.	DIP-Linear(well or pipe)	\$ 7,144,860.00	\$ 7,144,860.00	4.3819	\$31,308.06	\$31,308.06	\$31,308.06	0.0701	\$500.85	\$500.85	No			
2024	871700	6424	DCP OIL CORP.	DIP-Linear(well or pipe)	\$ 6,100.00	\$ 72,820.00	2.3817	\$14.53	\$14.53	\$14.53	0.0765	\$5.57	\$5.57	No			
2025	871700	6424	DCP OIL CORP.	DIP-Linear(well or pipe)	\$ 6,140.00	\$ 129,550.00	4.3819	\$26.90	\$26.90	\$26.90	0.0701	\$9.08	\$9.08	No			
2024	871805	6424	DCP OIL CORP.	DIP-Linear(well or pipe)	\$ 56,480.00	\$ 441,030.00	2.3817	\$134.52	\$134.52	\$134.52	0.0765	\$33.74	\$33.74	No			
2025	871805	6424	DCP OIL CORP.	DIP-Linear(well or pipe)	\$ 57,100.00	\$ 448,500.00	4.3819	\$250.21	\$250.21	\$250.21	0.0701	\$31.44	\$31.44	No			
2024	922712	6424	DCP OIL CORP.	DIP-Linear(well or pipe)	\$ 501,570.00	\$ 501,570.00	2.3817	\$1,194.59	\$1,194.59	\$1,194.59	0.0765	\$38.37	\$38.37	No			
2025	922712	6424	DCP OIL CORP.	DIP-Linear(well or pipe)	\$ 523,790.00	\$ 523,790.00	4.3819	\$2,295.20	\$2,295.20	\$2,295.20	0.0701	\$36.72	\$36.72	No			
2024	894000	6269	RALLY CANADA RESOURCES LTD.	DIP-Linear(well or pipe)	\$ 3,120.00	\$ 3,120.00	2.3817	\$7.43	\$7.43	\$7.43	0.0765	\$0.24	\$0.24	No			
2025	894000	6269	RALLY CANADA RESOURCES LTD.	DIP-Linear(well or pipe)	\$ 3,170.00	\$ 3,170.00	4.3819	\$13.89	\$13.89	\$13.89	0.0701	\$0.22	\$0.22	No			
2024	894003	6269	RALLY CANADA RESOURCES LTD.	DIP-Linear(well or pipe)	\$ 3,120.00	\$ 3,120.00	2.3817	\$7.43	\$7.43	\$7.43	0.0765	\$0.24	\$0.24	No			
2025	894003	6269	RALLY CANADA RESOURCES LTD.	DIP-Linear(well or pipe)	\$ 3,170.00	\$ 3,170.00	4.3819	\$13.89	\$13.89	\$13.89	0.0701	\$0.22	\$0.22	No			
2024	906402	6269	RALLY CANADA RESOURCES LTD.	DIP-Linear(well or pipe)	\$ 35,340.00	\$ 149,740.00	2.3817	\$84.17	\$84.17	\$84.17	0.0765	\$11.46	\$11.46	No			
2025	906402	6269	RALLY CANADA RESOURCES LTD.	DIP-Linear(well or pipe)	\$ 35,820.00	\$ 154,400.00	4.3819	\$156.96	\$156.96	\$156.96	0.0701	\$10.82	\$10.82	No			
2024	937047	6269	RALLY CANADA RESOURCES LTD.	DIP-Linear(well or pipe)	\$ 475,110.00	\$ 475,110.00	2.3817	\$1,131.57	\$1,131.57	\$1,131.57	0.0765	\$36.35	\$36.35	No			
2025	937047	6269	RALLY CANADA RESOURCES LTD.	DIP-Linear(well or pipe)	\$ 355,150.00	\$ 355,150.00	4.3819	\$1,556.23	\$1,556.23	\$1,556.23	0.0701	\$24.90	\$24.90	No			
								<b>Totals</b>	<b>\$44,572.56</b>	<b>\$44,572.56</b>	<b>\$0.00</b>	<b>\$44,572.56</b>	<b>Totals</b>	<b>\$1,088.37</b>	<b>\$0.00</b>	<b>\$1,088.37</b>	No

\*Insert rows if needed

<b>Total Provincial Education Requisition Credit</b>		<b>\$44,572.56</b>	<b>Total DI Property Requisition Credit</b>		<b>\$1,088.37</b>
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**Return Completed Form by January 15**

Submit the signed application with this form saved as an excel file, including supporting council motions to: TaxProgramDelivery@gov.ab.ca  
If you have any questions regarding this form or PERC, please contact an advisor by calling 780-422-7125 (toll free dial 310-0000 first).  
If you have any questions regarding DIRC, please contact an advisor by calling 780-422-1377 (toll free dial 310-0000 first).

**Glossary**

**Tax Year:** The calendar year that taxes are levied on properties in your municipality. This follows the assessment year.  
**Roll #:** A unique number that corresponds to a physical property location or business, as set by your municipality and reported into ASSET.  
**DIPAUID/LPAUID #:** A unique number that corresponds to a linear property, as set by the Municipal Assessment and Grants division of Municipal Affairs.  
**Assessment Value:** The total assessed value for each property included in your application.  
**Local ASFF Tax Rate:** The tax rate applied to properties in your municipality for the purpose of collecting the education property tax requisition.  
**SGTRI Credit:** Credits received for the affected property under the Shallow Gas Tax Relief Initiative. *This initiative applied to only the 2019 tax year.*  
**DI Requisition Tax Rate:** The tax rate applied to properties in your municipality for the purpose of collecting the DI Property Tax Requisition.  
**Machinery & Equipment (M&E):** The assessment for M&E is not eligible for PERC as M&E does not pay education property tax. However, the DI requisition does apply to industrial property M&E.  
**Reason for Write-off:** Reason why bad debt is considered uncollectable (use drop-down menu).

**Legal Statement**

The personal information that is being collected on this form or any attachments is required to administer the Provincial Education Requisition Credit for Uncollectible Requisitions on Oil and Gas Properties program. The collection is authorized under section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be managed in accordance with the privacy provisions of the Act. The name of your municipality and any credit provided under this program may be published on the ministry's website. Should you have any questions about the collection, use or disclosure of this information, please contact the Tax Programs and Assessment Audit Unit at 780-422-7125, toll free by first dialing 310-0000, or by email at TaxProgramDelivery@gov.ab.ca.



## REEVE AND COUNCIL REPORTS

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

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

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

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**County Meetings (include date):**

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

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

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



## REEVE AND COUNCIL REPORTS

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

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

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

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**County Meetings (include date):**

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

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

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

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## REEVE AND COUNCIL REPORTS

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

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

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

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## REEVE AND COUNCIL REPORTS

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

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

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

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**County Meetings (include date):**

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

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

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



## **Office of the CAO Report**

**For Presentation at** December 15, 2025 **Council Meeting**

**From Date:** November 22, 2025

**To Date:** December 12, 2025

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### **Internal Meetings:**

- County Council Meeting – November 24
- Committee of the Whole Meeting – December 10
- Safety Consultant Interviews – December 2 & 5

### **External Meetings:**

- Coffee with Council (Vegreville) – November 26
- Vegreville Light Up Parade – November 28
- Crisis Response (FCSS Vegreville) – December 1
- Ukrainian Stakeholders meeting (Alberta Legislature) – December 3
- Regional CAO Meeting (Vermilion) – December 9
- EV911 Meeting (Wainwright) – December 10

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

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

- Council and Committee meeting packages
- Occupational Health and Safety Program
- 2026 Budget
- Coffee with Council
- ASB Committee Package
- ASB Policies
- Media advertising
- Year in Review



## ADMINISTRATION REPORTS

**Name:** Norm De Wet

**Department:** Operations

**Reviewed by:** Pat Podoborzny

**For Presentation at:** December 15, 2025 County Council meeting

**From Date:** November 25, 2025

**To Date:** December 12, 2025

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

- The CAT 627G (Unit 522) refurb is ongoing. It is expected that the project will be completed by March 2026.

### **Public Works Update:**

- Maintenance crews are completing ongoing winter maintenance as required by policy.
- The Coulters Gravel tender for 2026 has been posted on the Alberta Purchasing Connection with a closing date of December 20, 2025. Results will be reported at the January Council meeting.
- Administration completed seven STIP applications to the Government of Alberta at a total project value of \$2,245,000.00:
  - BF 00239: RR150, south of Hwy 16, Div. 6 – Repairs
  - BF 01105: RR120, north of Twp 522, Div. 4 – Bridge Culvert
  - BF 06530: Twp514, west of RR155, Div. 6 – Bridge Culvert
  - BF 07089: RR143, south of Twp 532, Div. 4 – Repairs
  - BF 08311: RR141 North of Twp 540, Div. 4 – Repairs
  - BF 13740: Twp 534, west of RR141, Div. 4 – Repairs
  - BF 72570: Twp 524, east of RR145, Div. 7 - Replacement

### **Contracted Services:**

- The bridge maintenance project for BF 1865 on Twp 532 has been completed.
- The bridge maintenance project on BF 74718 on Twp 502 has been completed.

### **Waste Management**

- Administration is currently working to secure a new contractor for the Mannville waste transfer station effective January 1, 2025.

## **Utilities**

- As approved by Council, the contract with the County of Two Hills for water and wastewater management has been fully executed and will begin on January 1, 2026. A kickoff meeting is scheduled for December 16.

## **Hamlets**

- The assessment of the Lavoy water and sewer infrastructure has been completed, and a draft report has been shared with Council. Updated information from MPA Engineering noted concerns with the reservoir roof structure and recommended a full internal and external inspection. Administration will prepare cost estimates for this work and bring a decision paper for the final budget in spring 2026.

## **Agricultural Services Update:**

- Work on the various beaver and drainage complaints has been completed for the season.
- Administration is reviewing sites for addition to the 2025-2026 mulching list, with crews expected to start mulching the week of December 15 and starting with the remaining 2022 projects in Div. 5, followed by Div. 6.
- ASB Policies have been reviewed, changed, and reported to ASB at the December 10<sup>th</sup> meeting.



## ADMINISTRATION REPORTS

**Name:** Davin Gegolick

**Department:** Planning and Community Services

**Reviewed by:** Pat Podoborzny

**For Presentation at:** December 15, 2025 Council Meeting

**From Date:** November 18, 2025

**To Date:** December 10, 2025

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### Planning Update:

- Preparing for budget
- Issued development permits:
  - Attached garage (Lavoy)
  - Covered shelter (Pt. NE 29-53-15-4)
  - Home Occupation – Mama K’s Homemade Salsa (NW 35-50-11-4)
- Complaints received:
  - dump truck parked on road in Minburn
  - semi truck parked on road in Lavoy

Spending a considerable amount of time following up with complaint files to ensure compliance. Currently 5 of 19 active files are still open.

### Subdivision Update:

- Complete subdivision inspection: file #12-2025

### Economic Development Update:

- Crossroads meeting – November 26
  - Developer’s Pkg is complete
- Applied for ACP Grant – Regional Supply Chain Gap Analysis
- Town of Vegreville applied for NRED Grant – Crossroads Regional Investment Readiness Project

### Community Services:

- 2026-2028 FCSS funding agreement is complete – same provincial funding as 2025.

- Contribution to STARS under Community Investment Program

**Attachments:**

- RFD – Subdivision File #12-2025
- RFD – ACP Program Application – Regional Residential Utility Master Plan
- RFD – ACP Program Application – Alberta HUB Skyway’s Project



## ADMINISTRATION REPORTS

**Name:** Mike Fundytus

**Department:** Protective Services

**Reviewed by:** Pat Podoborzny

**For Presentation at:** December 15, 2025 Council Meeting

**From Date:** November 18, 2025

**To Date:** December 10, 2025

### Fire Department Update:

Call Type	Date	Details	Station Dispatched
MVC	Nov 18	Hwy 16 RR 105, Semi trailer wheels broke off. 1:54 pm. 2 FT, 2 POC members attended	Innisfree
MVC	Nov 19	Hwy RR 93 Single vehicle rollover. 5:30pm, 5 POC members attended	Mannville
False Alarm	Nov 19	5028 51 street, Ranfurly, 7:23 pm Smoke from brush piles had descended into Ranfurly which prompted resident to call because they thought a house was on fire in Ranfurly. 5 POC, 1 FT member attended	Innisfree
Medical	Nov 26	Village Medical, 11:47 pm 2 POC members attended	Mannville
Alarms	Nov 27	CO Alarm, 5104 51 Street, Mannville 02:08 am 4 POC members attended	Mannville
Medical	Nov 27	County Medical, 8:17 pm 1 FT 3 POC attended	Innisfree
MVC	Nov 29	Hwy 16 Hwy 631	Vegreville
MVC	Nov 30	Hwy 857 Hwy 631 Fuel Spill	Vegreville
Structure Fire	Dec 3	49413 RR 93, 6:57 pm Small kitchen fire extinguished. 10 POC, 1 FT member attended	Mannville/Innisfree
Fire	Dec 6	Hwy 16 Hwy 881, 9:12 pm Reported fire under power lines, could not locate fire. 6 POC attended	Mannville
Fire	Dec 7	4819 52 Street, Innisfree 2:30 pm Dumpster fire. 3 POC 1 FT member attended	Innisfree

Medical	Dec 8	Village Medical 2 POC members attended	Mannville
MVC	Dec 9	Hwy 16 west of Hwy 870 Vehicle vs snowplow, 9:40 am 2 FT 2 POC attended	Innisfree
False Alarm	Dec 9	CO Alarm due to changing batteries	Vegreville
Structure Fire	Dec 9	5020 49 Ave, Minburn House fire, 3:15pm 10 POC 2 FT members attended.	Mannville/Innisfree
Structure Fire	Dec 10	5020 49 Ave, Minburn, 9:00 am Some areas still smoldering from previous fire 2 POC attended 1 FT **Mannville did not have any staff available so Innisfree attended**	Innisfree
Medical	Dec 10	County Medical **Long response due to no staffing in Mannville and Innisfree station attending** 2 POC 1 FT attended.	Innisfree

- Total Fire Responses:
  - Mannville – 7
  - Innisfree – 9
  - Vegreville – 3
- Currently issuing burn permits until December 30.
- Current staffing in Protective Services is 1 FT Director, 1 FT Public Safety Officer, 31 paid on call firefighters (15-Innisfree Station, 16-Mannville Station) 1 member on medical leave.

#### **Emergency Management Update:**

- Meeting with AEMA field officer John Lamb to review Regional Emergency Management Plan. Recommended by AEMA that the County of Minburn resume chair of the committee as Vegreville recently lost their DEM.

#### **OH&S Update:**

- Alberta OHS Inspection on November 27, multiple items reviewed. Three Orders were issued regarding Confined Spaces, Safety and Protection, a completed Hazard Assessment for Confined Spaces, as well as the installation of a functional oxygen sensor with and deadline of January 19, 2026, to be rectified. Operations are working on the corrective actions.

#### **Bylaw Enforcement :**

- Public Safety Officer completed two inspections for LUB complaints.

#### **RCMP Liaison :**

- Received phone call from Vegreville RCMP inquiring about the County's bylaws and or agreements with shelters to take dogs.



## ADMINISTRATION REPORTS

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

Reviewed by:

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

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

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Department Updates:

**Department Updates Cont'd.:**

**Attachments:**



**County of Minburn No. 27**  
**2025 Statement of Financial Position**  
*As At November 30, 2025*

<b>FINANCIAL ASSETS</b>	<b>Nov/2025</b>	<b>Oct/2025</b>	<b>Dec/2024</b>
Cash & Temporary Investments	34,061,781	34,919,408	28,466,857
Receivables			
Taxes & Grants in Place of Taxes Receivable	837,565	904,012	392,128
Due From Governments	82,791	61,592	130,155
Trade & Other Receivables	577,453	702,098	1,224,935
Long Term Receivables	129,109	129,109	287,402
Land Held for Resale	171,949	171,949	171,949
<b>Total Financial Assets:</b>	<b>\$ 35,860,649</b>	<b>\$ 36,888,168</b>	<b>\$ 30,673,426</b>
<b>LIABILITIES</b>	<b>Nov/2025</b>	<b>Oct/2025</b>	<b>Dec/2024</b>
Accounts Payable & Accrued Liabilities	8,015,739	8,001,872	11,742,616
Asset Retirement Obligation	3,388,544	3,388,544	3,388,544
Deposit Liabilities	-	-	-
Deferred Revenue	2,927,693	2,927,693	729,290
Employee Benefit Obligations	- 112,754	- 111,918	330,460
<b>Total Liabilities:</b>	<b>\$ 14,219,223</b>	<b>\$ 14,206,192</b>	<b>\$ 16,190,910</b>
<b>Net Financial Assets:</b>	<b>\$ 21,641,426</b>	<b>\$ 22,681,976</b>	<b>\$ 14,482,516</b>
<b>NON-FINANCIAL ASSETS</b>	<b>Nov/2025</b>	<b>Oct/2025</b>	<b>Dec/2024</b>
Tangible Capital Assets	36,404,608	36,404,608	36,404,608
Inventory for Consumption	20,913,763	20,913,763	21,935,517
Prepaid Expenses	263,773	74,347	285,476
<b>Total Non-Financial Assets:</b>	<b>\$ 57,582,144</b>	<b>\$ 57,392,717</b>	<b>\$ 58,625,600</b>
<b>ACCUMULATED SURPLUS:</b>	<b>\$ 79,223,570</b>	<b>\$ 80,074,693</b>	<b>\$ 73,108,117</b>
<b>Difference:</b>	<b>\$ 6,115,453</b>	<b>\$ 6,966,577</b>	



**County of Minburn No. 27**  
**2025 Revenue & Expenditure Report**  
*For Month Ending November 30, 2025*

<b>REVENUE</b>	<b>2025 Current Month</b>	<b>2025 Year-To-Date</b>	<b>2025 Budget</b>	<b>% of Budget Used</b>	<b>Same Period Last Year</b>
Net Municipal Taxes	- 43,942	20,125,160	18,984,421	106.0%	100.9%
User Fees & Sale of Goods	28,296	339,159	325,550	104.2%	122.3%
Government Transfers	350	730,535	4,830,449	15.1%	9.4%
Investment Income	53,009	409,381	529,500	77.3%	86.6%
Penalties & Costs on Taxes	75,469	180,996	122,400	147.9%	123.9%
Gain on Disposal of Tangible Assets	-	273,800	-	N/A	1869.3%
Other	22,119	415,527	179,000	232.1%	53.1%
<b>Totals:</b>	<b>\$ 135,302</b>	<b>\$ 22,474,558</b>	<b>\$ 24,971,320</b>	<b>90.0%</b>	<b>85.1%</b>

<b>EXPENDITURES</b>	<b>2025 Current Month</b>	<b>2025 Year-To-Date</b>	<b>2025 Budget</b>	<b>% of Budget Used</b>	<b>Same Period Last Year</b>
Administrative & Legislative	185,449	2,217,923	3,101,545	71.5%	38.4%
Fire Protection & Safety Services	44,950	1,030,515	1,673,021	61.6%	60.3%
Emergency Dispatch Services	-	27,289	18,000	151.6%	128.9%
Policing Services	-	53,694	250,000	21.5%	93.7%
Bylaw Enforcement, Health & Safety	4,747	43,579	45,400	96.0%	72.9%
Roads, Streets, Walks, Lights	666,439	10,817,428	15,752,865	68.7%	55.0%
Water Supply & Distribution	15,904	201,000	291,304	69.0%	86.4%
Wastewater Treatment & Disposal	6,910	78,321	117,861	66.5%	89.3%
Waste Management	8,282	179,974	360,030	50.0%	74.5%
Family & Community Support Services	-	168,409	168,409	100.0%	100.0%
Cemeteries	1,476	90,848	119,156	76.2%	14.8%
Planning & Economic Services	22,085	370,132	584,845	63.3%	61.1%
Agricultural Services Board	26,209	515,965	629,518	82.0%	79.2%
Recreation & Library Services	3,975	564,027	878,775	64.2%	59.1%
<b>Totals:</b>	<b>\$ 986,426</b>	<b>\$ 16,359,105</b>	<b>\$ 23,990,729</b>	<b>68.2%</b>	<b>53.9%</b>

**Difference:** \$ 6,115,453

**COUNTY OF MINBURN NO. 27**  
**2025 Monthly Progress Report - At November 30, 2025**  
*~Final~*

Decision Papers - Operating								
<u>Project Name</u>	20%	40%	60%	80%	100%	<u>Budget</u>	<u>Spent</u>	<u>Comments</u>
Staff Remuneration / Compensation						\$ 140,000	\$ 116,667	Implemented January 1/2025 - Ongoing costs
Admin Bldg. Mechanical & Electrical Study						\$ 52,500	\$ 2,124	Additional testing completed. Awaiting the results and the final report regarding the mechanical and electrical condition.
Financial ERP System Replacement						\$ 200,000	\$ 203,923	Contract awarded; system configuration, migration and training underway
Emergency Responder Permanent Employee						\$ 97,200	\$ 81,000	Permanent employee hired
MRF 360 Degree Video of County						\$ 40,000	\$ 40,000	360 degree video is complete. Data assets will be pulled from video and implemented onto GIS before the end of 2025.
Crossroads Capacity Building Projects						\$ 60,000	\$ -	2025 CECI grant approved for \$30K (matched by \$30K partner funds). Contract awarded; work underway throughout 2025.
Communications Project/Dev. Package						\$ 100,000	\$ 60,000	Developer's pkg being finalized for Council review before the end of 2025. Newcomer's welcome pkg/website additions planned to be complete by March 2026.
Lavoy Infrastructure Assessment						\$ 60,000	\$ 35,294	Approved with MPE Engineering
Cemetery Survey / GIS Project						\$ 140,000	\$ 113,688	Surveying is complete, MRF is finalizing data for Ranfurly Cemetery - planned to be complete before the end of 2025.

Decision Papers - Capital								
<u>Project Name</u>	20%	40%	60%	80%	100%	<u>Budget</u>	<u>Spent</u>	<u>Comments</u>
Fire Fighting Utility Terrain Vehicle						\$ 65,000	\$ 58,961	
Admin Bldg. Front Entry Rehabilitation						\$ 78,000	\$ 28,965	Door completed January 2025
New Fire Truck - Unit #910 Replacement						\$ 275,000	\$ -	Tender awarded to Fort Gary
Innisfree Fire Station Cold Storage Upgrade						\$ 115,000	\$ 99,636	
Innisfree Fire Turnout Gear Mobile Lockers						\$ 13,000	\$ 12,857	
Mannville Fire Sea Can Storage Project						\$ 8,000	\$ 13,182	
Turn Out Gear Decontamination Extractors						\$ 23,000	\$ 23,994	
Unit #518 Motor Scraper - Refurbishment						\$ 183,000	\$ 758,120	Refurbishment complete and ready for construction.
Fleet Truck Replacement (2)						\$ 130,000	\$ 115,591	Both trucks delivered and in service
Skidsteer Sweeper						\$ 15,000	\$ 11,166	Purchased and in service.
2025 CAT 160 Motor Graders (2)						\$ 1,339,620	\$ 1,339,620	Both graders delivered and in service
Vegreville Fire Truck						\$ 320,000	\$ 320,000	
BF75589 Bridge Work / Engineering						\$ 646,000	\$ 393,967	Tender approved with TerraPro Inc.
Ranfurly Sidewalk Rehabilitation						\$ 47,300	\$ 56,802	Project completed with Northwind Concrete.
Bridges (STIP Approved 4 Capital Bridges)						\$ 1,992,000	\$ 1,189,163	All TerraPro projects and one WestCan project done. One project deferred to 2026.

Road Maintenance Activities								
<u>Road Projects</u>	20%	40%	60%	80%	100%	<u>Comments</u>		
Road Construction						All projects completed.		
Gravel Haul Program						Program currently working out of Innisfree Pit		
Oiling Projects						Oiling Program underway		
Dust Controls						Program underway with residential dust controls.		
Roadside Mowing						Mowing program ongoing, and moving east.		
Roadside Brushing						Fall Brushing projects started		

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**Subject:** FW: Y.C.S.S.: Neighborly Ride - Community Investment Program Application  
**Importance:** High

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**From:** Jannette Riedel <[director@mannville.com](mailto:director@mannville.com)>  
**Sent:** Monday, November 24, 2025 4:31 PM  
**To:** Davin Gegolick <[dgegolick@minburncounty.ab.ca](mailto:dgegolick@minburncounty.ab.ca)>  
**Cc:** CAO <[cao@minburncounty.ab.ca](mailto:cao@minburncounty.ab.ca)>  
**Subject:** RE: Y.C.S.S.: Neighborly Ride - Community Investment Program Application  
**Importance:** High

Davin

On behalf of Y.C.S.S. and M-M-I FCSS, I would like to sincerely thank County of Minburn Council for approving our application for the \$5,000 Community Investment Grant to support the Neighborly Ride service in 2025. We are deeply grateful for your continued commitment to ensuring that seniors and isolated rural residents have access to safe and reliable transportation.

Your support strengthens our long-term sustainability efforts and partnership with the County of Minburn, M-M-I FCSS, Y.C.S.S., the Village of Mannville, the AHS Care Centre, and other community organizations. Together, we can continue to ensure that rural residents remain connected, safe, and supported.

Thank you again for your generosity and for recognizing the value of this essential service. We are excited to continue working with the County to enhance the quality of life for our community members.

With sincere appreciation,

*Jannette Riedel*

Director of Mannville – Minburn – Innisfree  
Family and Community Support Services  
And  
Yellowhead Community Support Society  
5004 – 49 Street Suite # 4  
Box 534  
Mannville AB T0B 2W0  
Phone: 780-763-3005 fax: 780-763-3004  
Cell: 780-581-4477  
Email: [director@mannville.com](mailto:director@mannville.com)



Website: <http://mmifcss.wixsite.com/mmifcss>

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**Subject:** FW: M-M-I F.C.S.S. – Appreciation and 2026-2028 Funding Consideration  
**Importance:** High

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**From:** Jannette Riedel <[director@mannville.com](mailto:director@mannville.com)>  
**Sent:** Monday, November 24, 2025 4:24 PM  
**To:** Davin Gegolick <[dgegolick@minburncounty.ab.ca](mailto:dgegolick@minburncounty.ab.ca)>  
**Cc:** CAO <[cao@minburncounty.ab.ca](mailto:cao@minburncounty.ab.ca)>  
**Subject:** RE: M-M-I F.C.S.S. – Appreciation and 2026-2028 Funding Consideration  
**Importance:** High

Dear Reeve Konieczny and Council Members,

On behalf of M-M-I FCSS, I want to extend our heartfelt thanks to the County of Minburn Council for approving the 25% increase to the County's additional contribution beyond the standard 20% municipal share. The annual increase of \$2,118.69, effective in 2026, will make a meaningful difference in the lives of the residents we serve.

Your ongoing commitment to our work demonstrates the County's deep understanding of the value of FCSS programs. With your support, we can continue to respond effectively to community needs, plan responsibly for the future, and sustain the trusted programs that make a tangible difference every day.

Thank you once again for your confidence in M-M-I FCSS. We are grateful for our partnership and look forward to continuing to serve the residents of the County of Minburn together.

With warm regards and sincere appreciation,

*Jannette Riedel*

Director of Mannville – Minburn – Innisfree  
Family and Community Support Services  
And  
Yellowhead Community Support Society  
5004 – 49 Street Suite # 4  
Box 534  
Mannville AB T0B 2W0  
Phone: 780-763-3005 fax: 780-763-3004  
Cell: 780-581-4477  
Email: [director@mannville.com](mailto:director@mannville.com)



Website: <http://mmifcss.wixsite.com/mmifcss>

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**Subject:** FW: Share your thoughts! The EIPS 2026-27 Planning Survey is Now Open

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**From:** Communications Department <[Communications@eips.ca](mailto:Communications@eips.ca)>

**Sent:** December 1, 2025 11:30 AM

**Subject:** Share your thoughts! The EIPS 2026-27 Planning Survey is Now Open

Some people who received this message don't often get email from [communications@eips.ca](mailto:communications@eips.ca). [Learn why this is important](#)

Dear Elk Island Public Schools stakeholder:

As part of Elk Island Public Schools' (EIPS) commitment to stakeholder engagement, the Division regularly seeks input and feedback from staff, families, students and community partners to reflect on the work happening within the Division and its schools and set direction for future growth and improvement.

With planning underway for 2026-27, EIPS is seeking input from stakeholders to develop the budget and priorities for the coming year. The EIPS 2026-27 Planning Survey has two parts:

- Part A: Budget Input (conducted annually) – Provide your feedback on possible budget areas for EIPS to prioritize in 2026-27
- Part B: Four-Year Education Plan Input (conducted every four years) – Provide your feedback on the priorities, goals and outcomes to be included in the Division's next Four-Year Education Plan: 2026-30

The survey is voluntary, anonymous and takes about 10 to 15 minutes to complete both parts. Collectively, the next priorities, goals and outcomes aligned with budget priorities will set the future direction for the Division, its schools and student learning within EIPS.

### **COMPLETE THE SURVEY NOW**

Survey closes Dec 17, 2025

[Preview the 2026-27 Planning Survey questions](#)

Thank you for sharing your input to help inform Division planning.



Communication Services  
Elk Island Public Schools (EIPS)  
683 Wye Rd., Sherwood Park AB T8B 1N2  
P 780-464-3477 | TF 1-800-905-3477  
[eips.ca](http://eips.ca)

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**COUNCIL MEETING ACTION ITEMS**

<b>Action List Item No.</b>	<b>Motion No.</b>	<b>Meeting Date</b>	<b>Description</b>	<b>Percentage Completed</b>	<b>Person Responsible</b>	<b>Date Completed</b>	<b>Notes</b>
2376	2025-031	23-Jan-25	Increase Non-Residential Education Tax rate for 2025 and 2026 years.	75%	Jay		Included tax rate deferral adjustment in 2025 tax rate bylaw. 2nd stage won't be completed until 2026
2465	2025-243	15-Oct-25	Oversee installation of yield sign on RR 85 Twp 520 intersection, Division 3.	100%	Norm	15-Oct-25	Completed
2473	2025-259	15-Oct-25	Enter into agreement with Bykowski Sand & Gravel for 2 year extension of supply contracts for Lobe and Chomlak pits.	100%	Norm	27-Nov-25	Completed
2474	2025-260	15-Oct-25	Advise County of Two Hills of Council's approval to enter into contract as discussed in closed session.	75%	Jay	14-Nov-25	Latest draft presented to County of Two Hills, awaiting approval from them
2475	2025-261	15-Oct-25	Enter into agreement for purchase of tax forfeiture property with purchase price including land title fees associated with reviving title, registering a caveat.	25%	Jay	2-Dec-25	Leslie Marshall notified of a conditional acceptance. In process of finalizing the conditions and logistics of the title revival
2476	2025-295	24-Nov-25	Approved to be managing partner in grant application under ACP Program IC Component with Town of Veg, Villages of Innisfree and Mannville for development of a Crossroads Regional Supply Chain Gap Analysis. Submit grant application	100%	Davin	24-Nov-25	Submitted grant application
2477	2025-296	24-Nov-25	Advise MMI FCSS that Council approved a yearly ongoing funding increase in the amount of \$2118.69 starting in 2026	100%	Davin	24-Nov-25	Emailed Director of M-M-I FCSS Jannette Riedel
2478	2025-297	24-Nov-25	Advise MMI FCSS that Council approved \$5000 in funding support for 2025 for the Yellowhead Community Support Society Transportation Neighborly Ride Service	100%	Davin	24-Nov-25	Emailed Director of M-M-I FCSS Jannette Riedel
2479	2025-298	24-Nov-25	Advise Vegreville Attraction and Retention Committee that Council approved \$2000 in financial support for 2025	100%	Davin	28-Nov-25	Emailed Chair Tara Kuzio
2480	2025-299	24-Nov-25	Advise Vermilion Physician Recruitment Committee that Council approved ongoing annual financial support in the amount of \$2500 for the 2026 and 2027 fiscal year	100%	Davin	28-Nov-25	Emailed Executive Assistant to Town of Vermilion Council & CAO Shannon Kennedy
2481	2025-300	24-Nov-25	Advise landowner that Council denied their request for compensation for mulching within County road allowance	100%	Office of the CAO	26-Nov-25	Completed. Letter sent to landowner
2482	2025-301	24-Nov-25	Submit Interim Borrowing Bylaw No. 1370-25 to ATB	100%	Jay	02-Dec-25	Completed, emailed copy to ATB Account Manager
2483	2025-306	24-Nov-25	Prepare information for Oiled Roads Policy Review at the December 10, 2025 Committee of the Whole Meeting	100%	Norm	27-Nov-25	Completed. Will be presented at the COW meeting
2484	2025-308	24-Nov-25	Send letter to Deputy Minister of Transportation and Ec Corridors with Council's input on safety concerns with increasing speed limits on divided rural highways specifically highways that intersect with Hwy 16 in our County	100%	Office of the CAO	26-Nov-25	Completed. Emailed letter to Deputy Minister Paul Smith with a copy to MLA Jackie Armstrong-Homeniuk
2485	2025-313	24-Nov-25	Advise Municipal Assessment Services Group of Council's approval of 1-year extension	50%	Jay	02-Dec-25	Notified MASG, awaiting County signatures