



## **AGENDA**

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

**10:00 a.m.**

- 1. Call to Order**
- 2. Changes to Agenda and Adoption of Agenda**
- 3. Confirmation of Minutes**
  - 3.1 December 15, 2025 Council Meeting
- 4. Delegations**
- 5. Council Priorities**
- 6. Requests for Decision**
  - 6.1 Subdivision File #13-2025
  - 6.2 Subdivision File #14-2025
  - 6.3 "Buy a Lot for a Loonie" Program Amendment
  - 6.4 VTSS - Transportation Service Annual Funding Request
  - 6.5 Vegreville FCSS - Family Day Breakfast Funding Support for Advertising
  - 6.6 Fleet Trucks 2026
  - 6.7 Coulter's Gravel Crushing Project 2026
  - 6.8 Canadian Food Inspection Agency (CFIA) Proposed Changes to Livestock Identification and Traceability Regulations
- 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 Meeting with Minister of Municipal Affairs at RMA Spring Convention
  - 8.2 Alberta Transportation & Economic Corridors re STIP Funding
- 9. Councillor Requests (Information Requests and Notices of Motion)**
  - 9.1 Action Item List
- 10. Closed Session**
  - 10.1 BF 72570 - Division 2  
*ATIA Section 26(1)(ii), Intergovernmental Relations*
- 11. Open Session**
- 12. Motions Arising out of the Closed Session**
- 13. Adjournment**



## COUNCIL MEETING MINUTES

December 15, 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 Ogradnick, 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  
Davin Gegoick, Director of Planning and Community Services  
Audra Kropielnicki, Executive Coordinator

### 1. CALL TO ORDER

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

### 2. ADOPTION OF AGENDA

#### 2025-314

**Moved by:** Councillor Ziegler

THAT the December 15, 2025 regular Council meeting agenda be adopted as presented.

**Carried**

### 3. CONFIRMATION OF MINUTES

3.1 November 24, 2025 County Council Meeting

#### 2025-315

**Moved by:** Deputy Reeve Kuzio

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

**Carried**

### 4. DELEGATIONS

### 5. COUNCIL PRIORITIES

#### 2025-316

**Moved by:** Councillor Nafziger

THAT the Council Priorities be accepted as information.

**Carried**

### 6. REQUESTS FOR DECISION

6.1 Unit 915 Firefighting Skid Unit Tender

#### 2025-317

**Moved by:** Councillor Nafziger

THAT County Council award the tender to PTTO Fire Trucks for a total of \$37,500.00.

**Carried**

6.2 Unit 915 Emergency Vehicle Upfit Tender

**2025-318**

**Moved by:** Deputy Reeve Kuzio

THAT County Council award the tender to Megatech for the supply of the Emergency Vehicle Uplift for \$41,758.32.

**Carried**

6.3 Village Fire Agreements

**2025-319**

**Moved by:** Councillor Nedzielski

THAT County Council move to have Administration proceed with Fire Agreement Fee Structure negotiations with the Villages of Mannville and Innisfree in 2026.

**Carried**

6.4 Subdivision File #12-2025

**2025-320**

**Moved by:** Councillor McCutcheon

THAT County Council moves to conditionally approve subdivision file #12-2025 per the recommendations of the report.

**Carried**

6.5 ACP Program Application - Regional Residential Utility Master Plan

**2025-321**

**Moved by:** Councillor Nafziger

THAT County Council approves to participate in an application under the Alberta Community Partnership (ACP) Program to conduct a Regional Residential Utility Master Plan/Feasibility Study, with the Village of Mannville acting as the managing partner.

**Carried**

6.6 ACP Program Application - Alberta HUB Skyway's Project

**2025-322**

**Moved by:** Councillor Nafziger

THAT County Council approves to participate in an application under the Alberta Community Partnership (ACP) Program to complete the Alberta HUB Skyway's Project, with St. Paul County acting as the managing partner.

**Carried**

6.7 Policy ASB 2001-02, Beaver Control on Private Land

**2025-323**

**Moved by:** Councillor Ogradnick

THAT County Council moves to approve updated draft policy ASB 2001-02, Beaver Control on Private Land.

**Carried**

6.8 Policy ASB 2002-02, Beaver Harvest Incentive Program

**2025-324**

**Moved by:** Councillor Ziegler

THAT County Council moves to approve updated draft policy ASB 2002-02, Beaver Harvest Incentive Program.

**Carried**

6.9 Policy ASB 2004-02, Equipment Rental

**2025-325**

**Moved by:** Councillor Nedzielski

THAT County Council moves to approve updated draft policy ASB 2004-02, Equipment Rental.

**Carried**

6.10 Policy ASB 2005-03, 4-H Grant Programs

**2025-326**

**Moved by:** Councillor McCutcheon

THAT County Council moves to approve updated draft policy ASB 2005-03, 4-H Grant Programs.

**Carried**

6.11 Policy ASB 2006-02, Soil Conservation

**2025-327**

**Moved by:** Councillor Ziegler

THAT County Council moves to approve updated draft policy ASB 2006-02, Soil Conservation.

**Carried**

6.12 Policy ASB 2007-02, Right of Way Brushing

**2025-328**

**Moved by:** Deputy Reeve Kuzio

THAT County Council moves to approve updated draft policy ASB 2007-02, Right of Way Brushing.

**Carried**

6.13 Policy ASB 2008-02, Private Land Weed Control

**2025-329**

**Moved by:** Councillor Nedzielski

THAT County Council moves to approve updated draft policy ASB 2008-02, Private Land Weed Control.

**Carried**

6.14 Policy ASB 2009-02, Control of Clubroot

**2025-330**

**Moved by:** Councillor Nafziger

THAT County Council moves to approve updated draft policy ASB 2009-02, Control of Clubroot.

**Carried**

6.15 Policy ASB 2010-02, Equipment Borrowing

**2025-331**

**Moved by:** Councillor Ogrodnick

THAT County Council moves to approve updated draft policy ASB 2010-02, Equipment Borrowing.

**Carried**

6.16 Wildlife Management Fund Support-Coyote Harvest Incentive Program

**2025-332**

**Moved by:** Councillor Nafziger

THAT County Council moves to approve that Administration apply for funding for the Coyote Harvest Incentive Program from the Alberta Professionals Outsider Society (APOS) Wildlife Management fund.

**Carried**

**2025-333**

**Moved by:** Councillor Nedzielski

THAT County Council moves to approve the implementation of the Coyote Harvest Incentive Program contingent on APOS funding.

**Carried**

6.17 Innisfree Seed Cleaning Plant: Co-op Agribusiness Grant Program

**2025-334**

**Moved by:** Councillor Nedzielski

THAT County Council moves to send a letter of support to the Ministry of Agriculture and Irrigation for the creation of the Co-op Agribusiness Grant Program.

**Carried**

6.18 Heartland Training & Support Hub Financial Request

**2025-335**

**Moved by:** Councillor Ogrodnick

THAT County Council moves to approve a donation of \$3,033 to the Heartland Training & Support Hub Safety Smarts Program.

**Carried**

6.19 Master Rates Amendment Bylaw #1371-25

**2025-336**

**Moved by:** Councillor Nafziger

THAT County Council give First Reading to Master Rates Amendment Bylaw #1371-25.

**Carried**

**2025-337**

**Moved by:** Councillor Nedzielski

THAT County Council give Second Reading to Master Rates Amendment Bylaw #1371-25.

**Carried**

**2025-338**

**Moved by:** Councillor McCutcheon

THAT County Council consider giving unanimous consent to go to Third Reading of Master Rates Amendment Bylaw #1371-25 that establishes fees, rates and charges for various services, goods, licenses and permits.

**Carried**

**2025-339**

**Moved by:** Councillor Nedzielski

THAT County Council give Third Reading to Master Rates Amendment Bylaw #1371-25.

**Carried**

6.20 Town of Vegreville Recreation Agreement

**2025-340**

**Moved by:** Deputy Reeve Kuzio

THAT County Council approves Town of Vegreville's proposal for a two-year extension of the existing recreation agreement.

**Carried**

6.21 Town of Vegreville Solid Waste Agreement

**2025-341**

**Moved by:** Councillor Nafziger

THAT County Council approves Town of Vegreville's proposal for a two-year extension of the existing solid waste agreement.

**Carried**

6.22 PERC and DIRC Application

**2025-342**

**Moved by:** Councillor Ogrodnick

THAT County Council direct Administration to apply to the Province of Alberta for the Provincial Education Requisition Credit (PERC) for

uncollected taxes on oil and gas properties in the approximate amount of \$44,573.

**Carried**

**2025-343**

**Moved by:** Councillor Nafziger

THAT County Council direct Administration to apply to the Province of Alberta for the Designated Industrial Requisition Credit (DIRC) for uncollected taxes on oil and gas properties in the approximate amount of \$1,088.

**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

**2025-344**

**Moved by:** Deputy Reeve Kuzio

THAT Council accepts the reports as presented.

**Carried**

**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

**2025-345**

**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

**2025-346**

**Moved by:** Deputy Reeve Kuzio

THAT Council accept the Action Item List as information.

**Carried**

*Reeve Konieczny recessed the meeting at 11:04 a.m.*

*Reeve Konieczny reconvened the meeting at 11:19 a.m.*

**10. CLOSED SESSION**

**2025-347**

**Moved by:** Councillor Nedzielski

THAT County Council meet in private to discuss matters protected from disclosure under the Access to Information Act (ATIA) specifically Section 22, Confidential Evaluations at 11:19 a.m.

**Carried**

- 10.1 CAO Evaluation  
*ATIA Section 22, Confidential evaluations*

Name	Reason/Purpose
Pat Podoborzny	Strategic Leader of the Organization

*CAO Podoborzny left the meeting at 12:20 p.m.*

*CAO Podoborzny returned to the meeting at 12:27 p.m.*

**11. OPEN SESSION**

**2025-348**

**Moved by:** Councillor Nafziger

THAT County Council move to revert to Open Session at 12:28 p.m.

**Carried**

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

12.1 CAO Salary

**2025-349**

**Moved by:** Councillor Nafziger

THAT County Council approve the salary adjustment for the Chief Administrative Officer as agreed upon in Closed Session.

**Carried**

**13. ADJOURNMENT**

Reeve Konieczny declared the meeting adjourned at 12:30 p.m.

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Reeve

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Chief Administrative Officer

# STRATEGIC PRIORITIES CHART (January 2026)

## COUNCIL PRIORITIES

### **NOW**

1. **UPDATED HEALTH AND SAFETY MANUAL**
2. **ERP CONVERSION PROJECT**
3. **PROJECTS – PLANNING for 2026**

### **TIMELINE**

- March 2026  
February 2026  
March 2026

### **NEXT**

- STRATEGIC PLAN – July 2026
- VILLAGE FIRE SERVICE AGREEMENTS - July 2026
- LAVOY ACTION SOCIETY AND ROTARY PEACE PARK LEASE AGREEMENTS – February 2026

### **ADVOCACY**

- *Policing Services/Costs (RMA)*
- *Bridge Funding Continuity (RMA)*
- *Reinstatement of Gopher Control (Federal)*
- *On-Farm Slaughter Sales (Provincial)*
- *SL3/SL4 Seniors Facility Support (AHS)*
- *Non-Potable Water Resources for Ag Producers (AEP)*
- *Rural Medical Services (RMA)*

## ADMINISTRATIVE INITIATIVES

### **OFFICE OF THE CAO**

1. Year end reports – February 2026
2. Directors PPRs – February 2026
3. Policy and Bylaw Review – February 2026
4. STRATEGIC PLAN – July 2026
5. Non-profit and Society agreement review- May 2026
6. Town of Vegreville Recreation & Waste Agreements – July 2026

### **CORPORATE SERVICES**

1. **ERP CONVERSION PROJECT** – February 2026
2. Investment Policy – February 2026
3. Update HR Handbook – January 2026
4. Financial Year End & Audit – February 2026
5. Update Procurement Policies – March 2026

### **Planning and Community Services**

1. LAVOY ACTION SOCIETY AND ROTARY PEACE PARK LEASE AGREEMENTS – February 2026
2. Automated DP permitting: Initiating Phase – January 2026
3. Cemetery Workshop – February 2026
4. Community Standards Bylaw: Draft – March 2026
5. Crossroads Newcomer's Pkg – March 2026
6. Update Complaint Procedures – April 2026
7. Update Rural Broadband Policy – July 2026
8. New Cemetery Signage – August 2026

### **Protective Services**

1. **UPDATED HEALTH AND SAFETY MANUAL** – March 2026
2. Bylaw Enforcement Role – Ongoing
3. Fire Fighter Recruitment – Ongoing
4. Review Mutual Aid Agreements – January 2026
5. VILLAGE FIRE SERVICE AGREEMENTS - July 2026

### **OPERATIONS**

1. Operations Shop Concept Investigation –needs strategic plan from Council
2. **PROJECTS - PLANNING for 2026**
3. Asphalt Asset Management Plan – March 2026

### **AGRICULTURE & UTILITIES**

1. Provincial ASB Conference – January 2026
2. Northern Alberta Farm Family Award – May 2026

### **CODES:**

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

### **2 – 3 Year OUTLOOK**

1. *Service Level Review* – **Infrastructure replacement and maintenance**
2. *Facility Review* – **Costing, replacement, ongoing maintenance**



# Council Request for Decision (RFD)

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

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

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

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

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

**A. BACKGROUND:**

<b>File Number:</b>	13-2025
<b>Legal:</b>	NE 11-51-11-W4M
<b>Owner:</b>	David and Linda Mackney
<b>Applicant:</b>	Krawchuk Land Surveys Ltd.
<b>Date Application Deemed Complete:</b>	December 12, 2025
<b>Decision Due Date:</b>	February 10, 2026
<b>Existing Use:</b>	Agricultural/Rural Residential
<b>Proposed Use:</b>	Rural Residential
<b>Gross Area:</b>	66.76 Ha (164.93 ac)
<b>Proposed Area:</b>	Lot 1, Block 1 – 13.0 Ha (32.1 ac)
<b>Zoning:</b>	A: Agricultural District
<b>Division:</b>	2

**B. DESCRIPTION OF PROPOSAL:**

The subject property is located on NE 11-51-11-W4M in Division 2, approximately 2.5 km northeast of Innisfree on Twp Rd 512 and Rge Rd 111. The applicant is proposing to separate the existing yard site from the quarter. Proposed Lot 1 is 13.0 Ha (32.1 ac) and contains the dwelling, outbuildings, treed area, and wetland. The remnant parcel contains productive farmland.

Access to proposed Lot 1 is via an existing approach off Twp Rd 512, and there are three existing approaches to the proposed remnant – 2 via Rge Rd 111 and 1 via Twp Rd 512. Road widening has already been dedicated towards Twp Rd 512, but not towards Rge Rd 111.

**C. NOTIFICATION:**

Adjacent property owners and agencies were notified on December 16, 2025 – no objections.

**D. COMPLIANCE:**

The proposed subdivision is located northeast of the Village of Mannville sewer lagoons. However, the residence and subdivision site are setback more than the required 300 m, ensuring compliance with the Subdivision and Development Regulation as well as applicable 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 the registered owner(s) enter into a development agreement by way of Caveat with the County of Minburn pursuant to Sections 661 and 662 of the Municipal Government Act, 2000 as amended, pertaining to the provision of land for future road widening as required.
3. That all outstanding property taxes 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 January 12, 2026

# LOCATION MAP FOR TENTATIVE PLAN

SHOWING PROPOSED SUBDIVISION WITHIN

N.E. SEC.11 TWP.51 RGE.11 W.4 M.

COUNTY OF MINBURN NO. 27

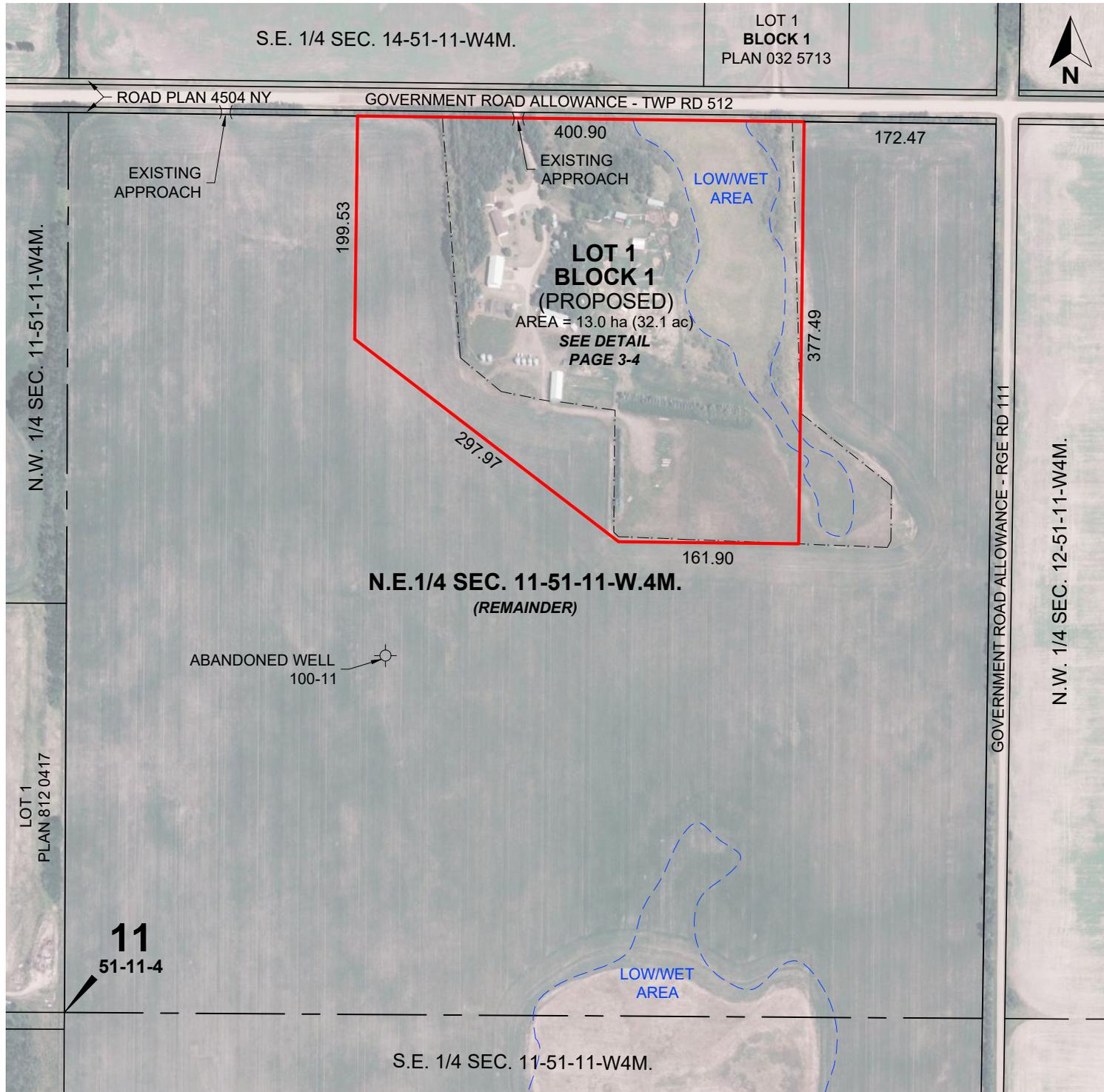


# TENTATIVE PLAN

## SHOWING PROPOSED SUBDIVISION WITHIN

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

### COUNTY OF MINBURN NO. 27



- Notes:
- Preliminary survey conducted on May 6th, 2025, dimensions and areas are more or less and **subject to change**.
  - Distances are in metres and decimals thereof.
  - Aerial imagery: © HxGN (Tarin Resources) May 22, 2018
  - Location of low/wet areas derived from aerial imagery



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

Legend:

- Building
- Subject parcel boundaries
- Fence Line
- Low/Wet area

Abbreviations:

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

Scale 1:5000

Date issued: Dec. 12, 2025  
 File: 25-01-0022 Rev 0

# TENTATIVE PLAN

## SHOWING PROPOSED SUBDIVISION WITHIN

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

### COUNTY OF MINBURN NO. 27



**Notes:**

- Preliminary survey conducted on May 6th, 2025, dimensions and areas are more or less and **subject to change**.
- Distances are in metres and decimals thereof.
- Aerial imagery: © HxGN (Tarin Resources) May 22, 2018.
- Location of low/wet areas derived from aerial imagery.
- Buildings are farm buildings unless noted otherwise.
- House and South shop positions derived by field survey. Accessory building positions derived using aerial imagery.

**Table of Offsets:**

<b>Pumpout to Boundaries:</b>	
N -	154.3
E -	310.9
S.W. -	90.0
W -	90.0
<b>Pumpout to:</b>	
House -	60.5
Wet area -	+/- 205
Water well -	+/- 48



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**Legend:**

- Building
- Pumpout
- Water well
- Fence line
- Low/Wet area
- Subject parcel boundaries

**Abbreviations:**

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

Scale 1:2500

Date issued: Dec. 12, 2025  
 File: 25-01-0022 Rev 0

Drone photos of proposed Lot 1 facing south: includes the dwelling, outbuildings, treed area, and low/wet area. Farm land west 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 flat/rolling farm land. Access to proposed Lot 1 is via an existing approach off Twp Rd 512.



Facing SW: Innisfree sewer lagoons can be seen in the distance.



Proposed Lot 1 facing North



Septic pump out located in the trees SW of the dwelling



Water well located on north side of the shop, south the dwelling



Approach of Twp Rd 512 providing access to the proposed remnant parcel.



Approach of Rge Rd 111 providing access to the proposed remnant parcel.



Another approach further south on Twp Rd 512 providing access to the proposed remnant parcel.



**Inspection Summary:**

- Topography – flat/rolling
- Soil characteristics – loam/clay
- Nature of vegetation and water – trees within proposed Lot 1, wetland east of the dwelling, predominantly productive farm land on the remnant land.
- Private Sewage/water well – confirmed by existing septic pump out, and water well.
- Use of land in the vicinity – Agricultural, rural residential, Village of Mannville sewer lagoons (quarter to the west) – proposed subdivision/dwelling is over 300m from the nearest lagoon cell – no compatibility issues.



# Council Request for Decision (RFD)

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

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

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

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

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

**A. BACKGROUND:**

<b>File Number:</b>	14-2025
<b>Legal:</b>	Block A, Plan 8322366 (Pt. SE 20-52-14-W4M)
<b>Owner/Applicant:</b>	Walter and Edie Gegolick
<b>Date Application Deemed Complete:</b>	December 15, 2025
<b>Decision Due Date:</b>	February 13, 2026
<b>Existing Use:</b>	Agricultural/Recreational
<b>Proposed Use:</b>	Rural Residential
<b>Gross Area:</b>	16.10 Ha (39.74 ac)
<b>Proposed Area:</b>	5.90 Ha (14.7 ac)
<b>Zoning:</b>	A: Agricultural District
<b>Division:</b>	6

**B. DESCRIPTION OF PROPOSAL:**

The subject property is located on Block A, Plan 8322366 (Pt. SE 20-52-14-W4M) in Division 6, approximately 0.5 km east of Vegreville along Twp Rd 523A and Rge Rd 144. It borders the Vegreville Airport to the north, the Vegreville sanitary landfill to the northeast, and the Vegreville sewer lagoons to the east.

This quarter section has already been subdivided into six lots, which include agricultural and rural residential (acreage) parcels to the west, the Vegreville Cemetery to the southwest, and an agricultural parcel to the south. The applicant proposes to separate the old yard site from Block A, which is naturally divided by the Vermilion River and adjacent remnant parcels. The proposed lot is 5.9 hectares (14.7 ac) and includes a driveway, garden, treed area, and several outbuildings. The remaining parcel consists of recreational/hay land. This configuration aligns with the Town of Vegreville’s future annexation plans for assets such as the sewage lagoon, airport, and cemetery, which will eventually be incorporated to create contiguous municipal boundaries.

Access to the proposed lot is via an existing approach off Twp Rd 523A. However, there is currently no legal access to the remaining parcel. Road widening has already been dedicated along Twp Rd 523A and Rge Rd 144.

**C. NOTIFICATION:**

Adjacent property owners and agencies were notified on December 16, 2025 – the adjacent landowner at Lot 1, Block 2, Plan 1820349 responded that they have no objections so long as the proposed subdivision would not affect the Agricultural zoning of their property.

**D. COMPLIANCE:**

The proposed subdivision is near the Vegreville landfill and sewer lagoons; however, the future residential site meets all required setbacks—over 300 m from the sewer lagoon and 450 m from the nearest landfill cell—ensuring compliance with the Subdivision and Development Regulation. The proposal also aligns with the Town-County IDP regarding future land uses (agricultural/rural residential). While the quarter section is already significantly fragmented, the new lot would be only the second rural residential parcel within the quarter, meeting the requirements of Part 3.1.11(e)ii of the MDP. The landowner has received a variance from The Inspections Group Inc. for installing a future septic pump out on the proposed Lot, with a lesser setback to the eastern proposed property boundary (bank of Vermilion River).

**E. RESERVES:**

Cash-in-lieu of municipal reserve was already taken by the County of Minburn when Pt. SE 20-52-14-W4M was subdivided in 1970 (file #79-D-770) and therefore no further reserves may be taken.

**F. RECOMMENDATION**

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

1. That prior to endorsement, a registerable instrument be prepared by an Alberta Land Surveyor and submitted to the County, and the registerable instrument shall be in conformance with the approved tentative plan of subdivision.
2. That the registered owner(s) enter into a development agreement by way of Caveat with the County of Minburn pursuant to Sections 661 and 662 of the Municipal Government Act, 2000 as amended, pertaining to the provision of land for a future approach as required.
3. 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. Dwelling, 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 the proposed lot. Please contact Municipal Assessment Services at 780-939-3310 with regards to any questions about assessment.

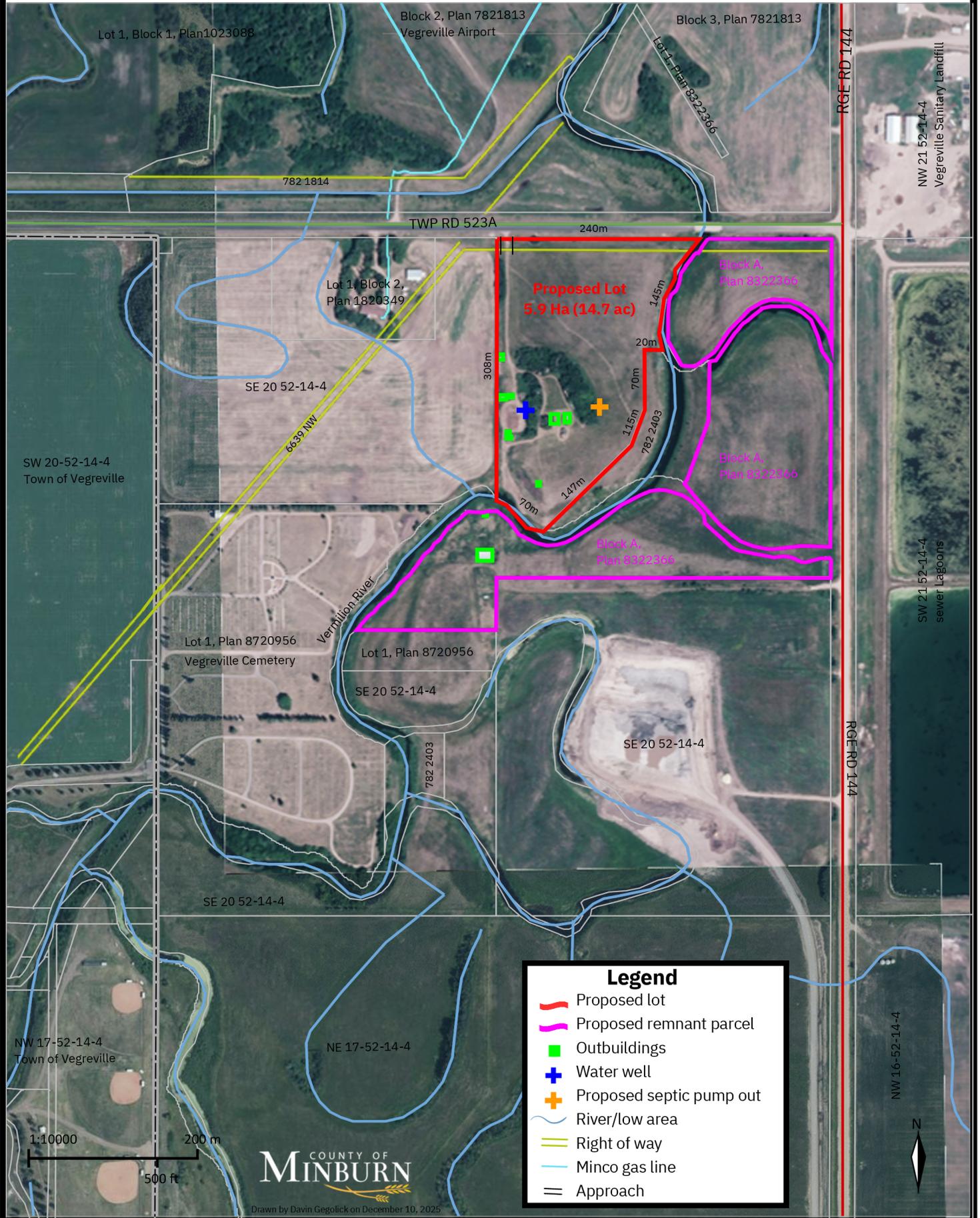
4. The proposed subdivision may be affected by a permanent, naturally occurring body of water or watercourse. The Province has an interest in the Crown ownership of Provincial waterbodies/or Public Land boundaries in Alberta. **Development or water diversion may not occur in waterbodies including wetlands, 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



# Tentative Plan of Subdivision - Block A, Plan 8322366 (Pt. SE 20-52-14-W4M)



**Legend**

- ▬ Proposed lot
- ▬ Proposed remnant parcel
- Outbuildings
- + Water well
- + Proposed septic pump out
- ~ River/low area
- ▬ Right of way
- ▬ Minco gas line
- ▬ Approach

COUNTY OF  
**MINBURN**

Drawn by Davin Gegolick on December 10, 2025

Drone photos of proposed Lot facing north: includes the treed area, garden, outbuildings, naturally surrounded by Twp Rd 523A to the north and Vermilion River to the south and east. Vegreville airport is to the north, Vegreville Sanitary Landfill to the NE, Vegreville sewer lagoons to the east, rural residential/farmland to the west, recreational land to the south, and Vegreville Cemetery to the SW.



Facing east: Vegreville Sanitary landfill and sewer lagoons can be seen to the quarter to the east



Facing SE: access to proposed Lot is via an existing approach off Twp Rd 523A. Remnant parcel (land between sewer lagoons and south of proposed Lot) is flat hay land/recreational land. ACE regional water line runs along the frontage of proposed Lot 1 within Twp Rd 523A road allowance.



Facing west: Neighbouring parcel to the west contains an acreage and farmland. Vegreville Cemetery and Town boundary can be seen in the distance



Existing water well within proposed Lot



There is an existing ACE water line connection at the approach to proposed Lot.



### Inspection Summary:

- Topography – flat, sloping banks around the Vermilion River
- Soil characteristics – loam/clay
- Nature of vegetation and water – trees within proposed Lot, surrounded by the Vermilion River, remnant parcel is agricultural hay land/recreational land. Parcel is outside 1:100 year flood area
- Private Sewage/water well – confirmed the existing water well. Future water line connection and septic pump out.
- Use of land in the vicinity – Agricultural, rural residential, Vegreville landfill and sewer lagoons (proposed subdivision/residential area is over 300m from the nearest lagoon and over 450m from the nearest landfill cell), Vegreville airport, Vegreville cemetery – no compatibility issues.



# Council Request for Decision (RFD)

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

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

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

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

Reviewed By: Pat Podoborzny



# Council Request for Decision (RFD)

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

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

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**Recommendation:**

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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**

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

Box 550, 4909-50 Street, Vegreville, AB, T9C 1R6 Phone: 780-632-2082  
<https://www.minburncounty.ab.ca>

Date: Dec. 29/25

Organization Name: Vegreville Transportation Services Society

Mailing Address: Box 1113 Vegreville T9C1S3  
Street and number Town Postal Code

Contact Person: Elaine Kucher [Redacted]

Phone Number: [Redacted] Email Address: [Redacted]

What is the nature of your group?  
 Ad Hoc group of citizens     Group of citizens who meet regularly     Registered society  
 Non-profit group     Registered charity     Municipality

Name of Event/Project: \_\_\_\_\_ Date of Event (if applicable): \_\_\_\_\_

Are you requesting **financial support** (please indicate value) or an **in-kind donation** (gift basket, County promo items, etc.): 5000.00

**Describe your event or project (please submit your letter for this section):**  
 Provide as much detail as possible to give a clear idea of what your event/project will include.

- Number of local residents served
- Number of local volunteers
- Mitigation of barriers to services for people with mental and physical disabilities and minority groups
- Level of involvement with other community partners
- Indicate who can participate
- Explanation of how the County's support will be recognized for this event/project

Not required for requests under \$1,000 → Total projected revenue related to this request: \$ 5000.00  
 Total projected expenditure related to this request: \$ \_\_\_\_\_

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

Print Full Name: Elaine Kucher Signature: [Redacted]

Position/Capacity: Program Co-ordinator Date: Dec. 29/25

**Before you submit your application to [planning@minburncounty.ab.ca](mailto:planning@minburncounty.ab.ca), confirm that you have completed these steps:**

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

**OFFICE USE ONLY**

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

**Collection and Use of Personal Information**  
 Personal information is collected in accordance with Section 4 of the Protection and Privacy Act (PPA). If you have any questions about the collection, use, or disclosure of personal information, contact Planning and Community Services at 780-632-2082.

**VEGREVILLE TRANSPORTATION SERVICES SOCIETY**  
**BOX 1113**  
**VEGREVILLE, AB**  
**T9C 1S3**  
*Phone (780)632-7363/Fax (780)632-7414*

December 29, 2025

County of Minburn  
Box 550  
Vegreville, AB  
T9C 1R6

Re: Community Investment Program  
Letter of Request

Vegreville Transportation Services Society (VTSS) has been working towards the removal of transportation barriers in Vegreville and area since its beginnings in 2004. We presently provide HandiVan service and subsidized taxi vouchers to eligible residents in the Town of Vegreville and County of Minburn. This service, as one would expect, has contributed significantly to the quality of life for those who use our services.

VTSS currently operates with a board of seven volunteers along with a handful of participants who assist with fundraising events. We currently provide services to approximately 400 eligible residents. Subsidy is provided to those who qualify through an application process: Senior (65 years of age or older), anyone who has a permanent or temporary disability which prevents them from using standard methods of transportation with comfort and ease and persons experiencing financial hard ship that limits their ability in accessing local transportation.

VTSS has been visible in the community for many years with established partnerships with the Town of Vegreville/FCSS, Vegreville & District Chamber of Commerce and the Vegreville Agricultural Society on various events.

Any funds received from the County of Minburn will be used to maintain the level of service we are currently providing. The County of Minburn's continued support has been recognized as sponsor on our Handivan.

Thank you for your time and consideration.

Elaine Kucher  
Program Coordinator

**VTSS**

*Striving to provide affordable and accessible transportation for  
residents of Vegreville and area*



# Council Request for Decision (RFD)

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

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

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

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

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



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

Box 550, 4909-50 Street, Vegreville, AB, T9C 1R6 Phone: 780-632-2082  
<https://www.minburncounty.ab.ca>

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

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

(Payment will be issued in this name)

Mailing Address: \_\_\_\_\_  
Street and number Town Postal Code

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

What is the nature of your group?

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

**Name of Event/Project:** \_\_\_\_\_ **Date of Event (if applicable):** \_\_\_\_\_

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

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

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

*Not required for requests under \$1,000* →

Total projected revenue related to this request: \$ \_\_\_\_\_

Total projected expenditure related to this request: \$ \_\_\_\_\_

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

Print Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Position/Capacity: \_\_\_\_\_ Date: \_\_\_\_\_

**Before you submit your application to [planning@minburncounty.ab.ca](mailto:planning@minburncounty.ab.ca), confirm that you have completed these steps:**

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

**OFFICE USE ONLY**

CAO Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Collection and Use of Personal Information**

Personal information is collected in accordance with Section 4 of the Protection and privacy Act (POPA.) If you have any questions about the collection, use, or disclosure of your personal information, contact Planning and Community Services at 780-632-2082.

January 8, 2026

County of Minburn  
4909-50 Street P.O. Box 550  
Vegreville, AB T9C 1R6

Dear CAO Pat Podoborzny,

**Re: Annual Family Day**

I hope this letter finds you well. On behalf of the Vegreville Family Day Committee, I would like to extend our sincere gratitude for your continued support and commitment to our annual Family Day event.

We are requesting additional funding from the County of Minburn for the Community Wide Family Day 2026 event in the amount of \$300. This free, community-wide celebration focuses on strengthening connections, increasing awareness of local supports, and providing inclusive opportunities for residents across both the Town of Vegreville and the County of Minburn.

Family Day 2026 will involve more than 15 community partners, including municipal departments, nonprofit organizations, emergency services, service providers, and volunteer groups, with the County of Minburn as a valued partner. The requested funding would be used specifically to enhance advertising and promotional efforts to expand our reach within the County, increase attendance, and further highlight the important work being done by FCSS and partner organizations.

The event is expected to serve approximately 400 to 600 residents and will be supported by 40 to 60 volunteers, including municipal and county staff, service clubs, youth volunteers, and community members.

Family Day is intentionally designed to reduce barriers to participation. The event is free with no registration requirements. Participation is open to all residents of the Town of Vegreville and the County of Minburn, regardless of age, ability, or background.

The County of Minburn's support will be recognized through logo placement on promotional materials, acknowledgement in digital and social media campaigns, recognition on event signage, verbal acknowledgement during the event, and inclusion as a valued partner in post event communications.

Thank you for your continued support of community wellbeing. We appreciate your consideration and would be pleased to provide any additional information if required.

Sincerely,



Litania Sankey  
FCSS Community Development Coordinator

Town of Vegreville  
4829 50 Street  
Postal Drawer 640  
VEGREVILLE, ALBERTA T9C 1R7

T: 780-632-2606 | F: 780-632-3088  
[vegtown@vegreville.com](mailto:vegtown@vegreville.com) | [www.vegreville.com](http://www.vegreville.com)



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



# Tender/Request for Quotation

## *Unofficial Results*

**Project: Two (2) 3/4-ton 4x4 SuperCab Pickup Trucks**

**Closing Date/Time: January 9, 2026 2:00pm**

**Opening Date/Time:**

**Public Opening:**

Yes

No

#	Contractor	Tender/RFQ Price (\$) & Comments
1	<b>Maddigan Chrysler</b>	<b>DQ-submitted incorrect documents</b>
2	<b>Vegreville Ford</b>	<b>\$ 124,380</b>
3	<b>Grant Miller Motors LTD.</b>	<b>\$ 137,728</b>
4		
5		
6		
7		
8		
9		
10		

**County representatives present at opening:**

\_\_\_\_\_  
Name: Norm De Wet

\_\_\_\_\_  
Name: Graham Hopper



# Council Request for Decision (RFD)

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

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

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

**Recommendation:**

**Background:**

See Appendix

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Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

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



## RFD Appendix

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



# Council Request for Decision (RFD)

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

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

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

**Recommendation:**

**Background:**

See Appendix

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*Details:*

**Previous Council Direction:**

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Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

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



## RFD Appendix

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## REEVE AND COUNCIL REPORTS

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

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

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

---

**County Meetings (include date):**

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

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

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



## REEVE AND COUNCIL REPORTS

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

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

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

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**County Meetings (include date):**

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## REEVE AND COUNCIL REPORTS

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

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

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

---

**County Meetings (include date):**

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

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## REEVE AND COUNCIL REPORTS

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

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

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

---

**County Meetings (include date):**

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

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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):**

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



## REEVE AND COUNCIL REPORTS

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

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

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

---

**County Meetings (include date):**

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



## REEVE AND COUNCIL REPORTS

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

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

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

---

**County Meetings (include date):**

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

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

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



## **Office of the CAO Report**

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

**From Date:** December 13, 2025

**To Date:** January 16, 2026

---

### **Internal Meetings:**

- County Council Meeting – December 15
- Committee of the Whole Meeting – January 14

### **External Meetings:**

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

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

- Council and Committee meeting packages
- Occupational Health and Safety Program
- CAO Bylaw
- Election 2025 wrap up
- Admin building repairs
- County of Minburn History Book
- Social Media Toolkit for Councillors
- Winter maintenance



## ADMINISTRATION REPORTS

**Name:** Norm De Wet

**Department:** Operations

**Reviewed by:** Pat Podoborzny

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

**From Date:** December 16, 2025

**To Date:** January 16, 2026

---

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

- The CAT 627G (Unit 522) refurb is ongoing. It is expected that the machine will enter the final stages, with painting scheduled for February 2026.
- The Fleet tender for the purchase of two  $\frac{3}{4}$ -ton trucks closed on January 9, 2026. Results will be shared at the January 19, 2026, County Council meeting.

### **Public Works Update:**

- Maintenance crews are completing ongoing winter maintenance as required by policy.
- Asphalt asset management planning is underway, with the options to be presented to Council at the March 2026 County Council meeting.
- The Coulters' crushing tender closed on December 19, 2025. Results and a recommendation are being presented at the January 19, 2026, County Council meeting.

### **Contracted Services:**

- The asbestos abatement has been completed in the Senior Accountant's office in the administration building. Following the abatement, contractors need to complete the plumbing repairs and reinstall the T-bar and ceiling tiles.

### **Waste Management**

- Administration signed a six-month contract with Lusso Auto Leather for the operations of the Mannville Waste Transfer Station.
- Administration is currently working on pricing for the groundwater monitoring for the three post-closure transfer sites that need to have testing completed

biennial as part of our AEPA approval from 2022. Testing needs to be completed in 2026, 2028, and 2030.

### **Utilities**

- Handover meeting with (County of Minburn, County of Two Hills, and Town of Vegreville), December 16, 2025, regarding the County of Two Hills taking over contracted operations of the County of Minburn water system effective January 1, 2026.

### **Agricultural Services Update:**

- The Ag and Municipal Services Manager met with residents who responded to the letters sent regarding the roadside ROW (right-of-way) brushing program.
- The mulching program is underway and following the schedule on the brushing map provided to Council in late November 2025.

### **Attachments**

- Operations: Year In Review 2025



# Operations Department

— Year In Review • 2025 —

- Infrastructure Management
- Waste and Utilities
- Recreation
- Agricultural Services

## 2025 Operations Year in Review

### Executive Summary

In 2025, Operations delivered core municipal services across roads, agriculture, utilities, waste management, and asset management. The department's primary focus was maintaining road networks, agricultural services, protecting critical infrastructure, managing environmental risks, and delivering essential services efficiently and safely.

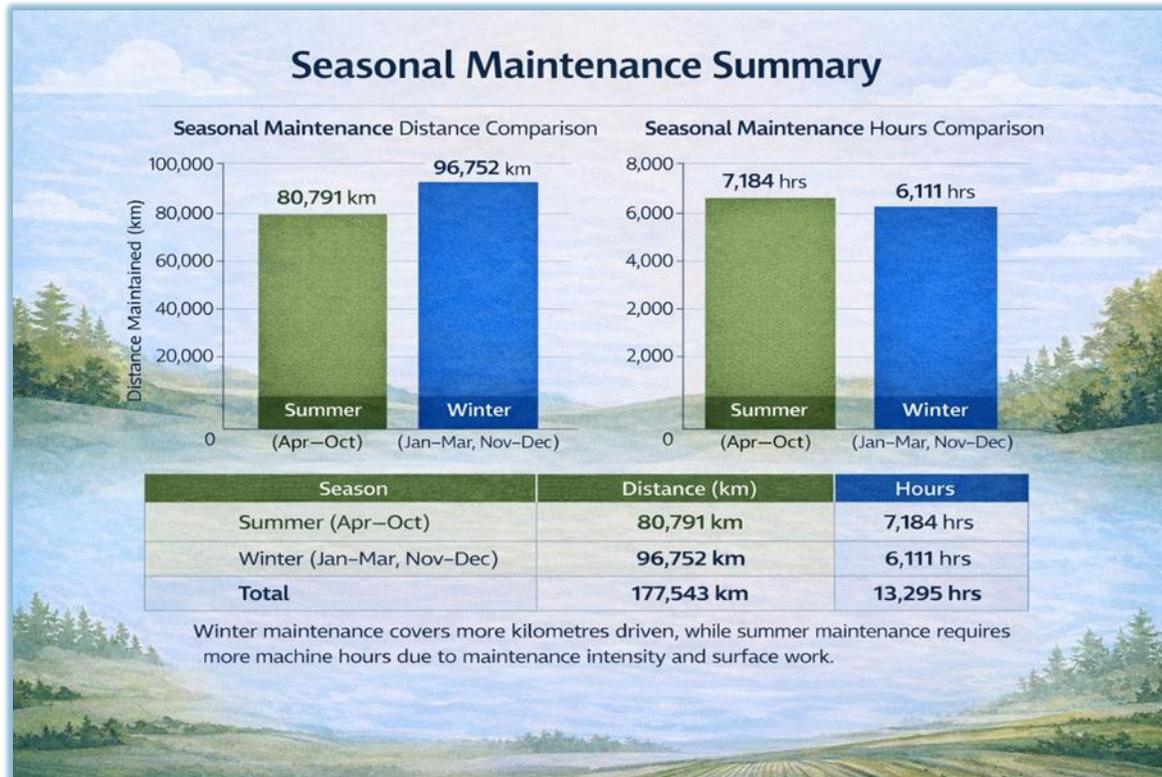
Key efforts concentrated on road maintenance and winter operations, gravel placement and dust control, drainage and beaver management, agricultural right-of-way maintenance, bridge and culvert asset management, and targeted infrastructure upgrades. These activities supported safe transportation, protected long-term municipal assets, and reduced service interruptions across the County.

---

### Roads and Transportation

#### Road Maintenance (Seasonal Maintenance)

Road maintenance activities were carried out throughout the year, with operational demands varying significantly between summer and winter seasons. Summer operations focused on maintenance grading, and gravel management, while winter operations prioritized snow removal, ice control, and maintaining safe access across the road network.



## Gravel and Dust Control

The gravel and dust control program supported road longevity, surface stability, and public safety across the County.

- **Gravel program:** 94,099.54 tonnes placed on 441.94 miles of roadway
- **Patch gravel for maintenance:** 1,187 tonnes
- **Dust control:** 587,890 litres of calcium applied on 131,355 feet of roadway

## 2025 Oiling Program

Reoiling Projects				
Project	Meters	Total Cost	Liters	Tonnes
O25-5-49	240	\$25,264.62	10,296.62	223.63
O25-5-50	195	\$71,010.94	34,590.79	387.90
O25-7-524	300	\$12,515.31	7,059.79	0.00
O25-7-540	300	\$17,409.83	14,157.44	92.85
O25-6-152	1600	\$141,982.10	86,322.53	783.39
O25-6-152N	400	\$7,737.37	1,124.27	158.41
O25-6-152S	80	\$4,518.58	1,203.76	21.09
O25-4-540E	200	\$10,864.34	5,727.33	25.38
O25-4-540W	200	\$4,272.19	1,097.77	0.00

Rip and Relay Projects				
Project	Meters	Total Cost	Liters	Tonnes
RR25-6-143	1500	\$10,554.12	0	0
RR25-5-50 (Lavoy)	100	\$2,763.78	0	27.91
RR25-6-520H	400	\$2,126.12	0	0
RR25-6-520E	400	\$2,240.46	0	0
RR25-6-520W	700	\$2,854.06	0	0

Grand Total: All Projects	
• Total Cost (All Projects):	\$316,113.83
• Total Liters (All Projects):	161,580.30 L
• Total Gravel (All Projects):	1,720.56 tonnes
• Total Machine Hours:	559.1 hrs

---

## Fleet

Fleet investments in 2025 focused on maintaining operational reliability and ensuring we can meet future service demands.

- Two fleet trucks purchased: one half-ton F-150 and one three-quarter ton F-250
- Two CAT 160 graders ordered, with delivery expected by the end of January 2026
- Unit 518 (CAT 627G scraper) refurbishment completed

## Fuel:

- Diesel: 449,634.63
- Gas: 149,157.45



### Capital Road Improvements

- 4,140 metres (2.6 miles) of road upgraded
- Fire truck access pad constructed for the Minburn backup water well

## Construction Summary

Project	Total Cost	Machine Hours	Man Hours
C25-2-484	\$365,504.18	983	1,879
C25-3-85	\$444,361.27	1,297	2,425
C25-1-490	\$313,971.69	834	1,649

#### Grand Total

Total Cost: \$1,123,837.14

Total Machine Hours: 3,114

Total Man Hours: 5,953

**Project references:**

**C25-1-490**



**C25-2-484**



**C25-3-85**



**Minburn Well Access**



**ATCO Barrier Protection – RR82: Div. 1**



**Bridge Culvert Replacement**

**BF 01819 – RR123 north of Twp 510 (Division 5)**



**BF 75589 – Twp 532 west of RR155 (Division 7)**



**BF 75604 – RR145 south of Hwy 631 (Division 7)**



**BF 78718 – Twp 512 west of RR80 (Division 3)**



## Bridge Maintenance Projects:

### BF 1865 – Twp 532 west of RR142 (Division 4)

- Replace all timber caps
- Reset Girders
- Pile driving (5)
- Concrete repairs
- Bridgerail repairs
- Guardrail repairs
- Backwall repairs
- Headslope repairs
- Heavy rock riprap install



**BF 0931 – RR142 north of Twp 540 (Division 4)**

- Replace all timber caps



**BF 74718 – Twp 502 west of RR84 (Division 1)**

- Replace timber stringers
- Pile repairs
- Backwall repairs and concrete
- Replace all struts



## Sidewalks: Ranfurly

- As part of the County's continues focus on infrastructure replacement, 530 feet of sidewalk was replaced in Ranfurly.



## Agricultural Services

### Roadside Operations

- Brushing: 32,250 metres completed
- Roadside mowing: 1,414.55 miles
- Roadside spraying: 334.53 miles (25.34% of County right-of-ways)

These activities supported road safety, visibility, and vegetation management.



## **Beaver Management Program**

The Beaver Management Program continued to play a key role in drainage protection and flood risk reduction.

### **Program Activity:**

- 62 beavers collected (\$1,240 paid)
- 11 beavers trapped
- 42 dams cleared
- 145 culverts cleaned
- 15 bridges cleaned
- 6 dams blasted
- 4 ditch cleans completed



## Culverts and Flow Controls

- 14 culverts installed
- 94 culverts GPS-located
- 1 flow control installed



## Utilities Services

### Bulk Water Utility

- Total bulk water sold: 16,811.25 m<sup>3</sup>

### Lavoy Infrastructure Upgrades

- Distribution building pump runs and headers upgraded to stainless steel
- Lavoy Asset Management Assessment completed

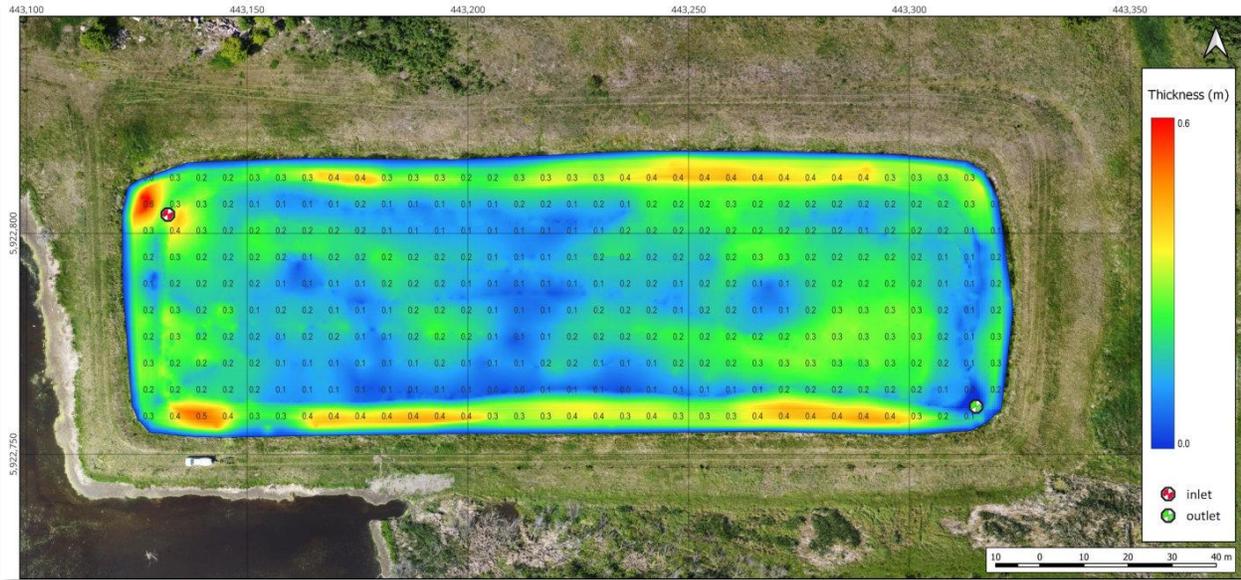
These upgrades improve reliability, and longevity and allow for long-term planning for water and wastewater infrastructure.

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## Lagoon Assessment Completed - Lavoy

- Lavoy Lagoon has 19% of it's volume occupied by sludge.
- Shoreline vegetation (cattails) and subaquatic vegetation was considered an issue to be dealt with to ensure proper maintenance of both Lavoy and Minburn lagoon.



## Waste Management and Recycling

- 834 tonnes

### Recycling Program Results

- Paint cans: 2,182 kg
- Aerosol cans: 164 units
- Electronics: 5.715 tonnes
- Tires: 20 tonnes
- Scrap metal: 52.31 tonnes



## Recreation

The new Wapasu Gazebo was constructed following a fire earlier in the year that destroyed the original cook shack, which was built in 1975. The project restored a valued community facility and included additional new picnic tables and bearproof garbage cans.

**Rebuild Completed**



**Fire Damage**



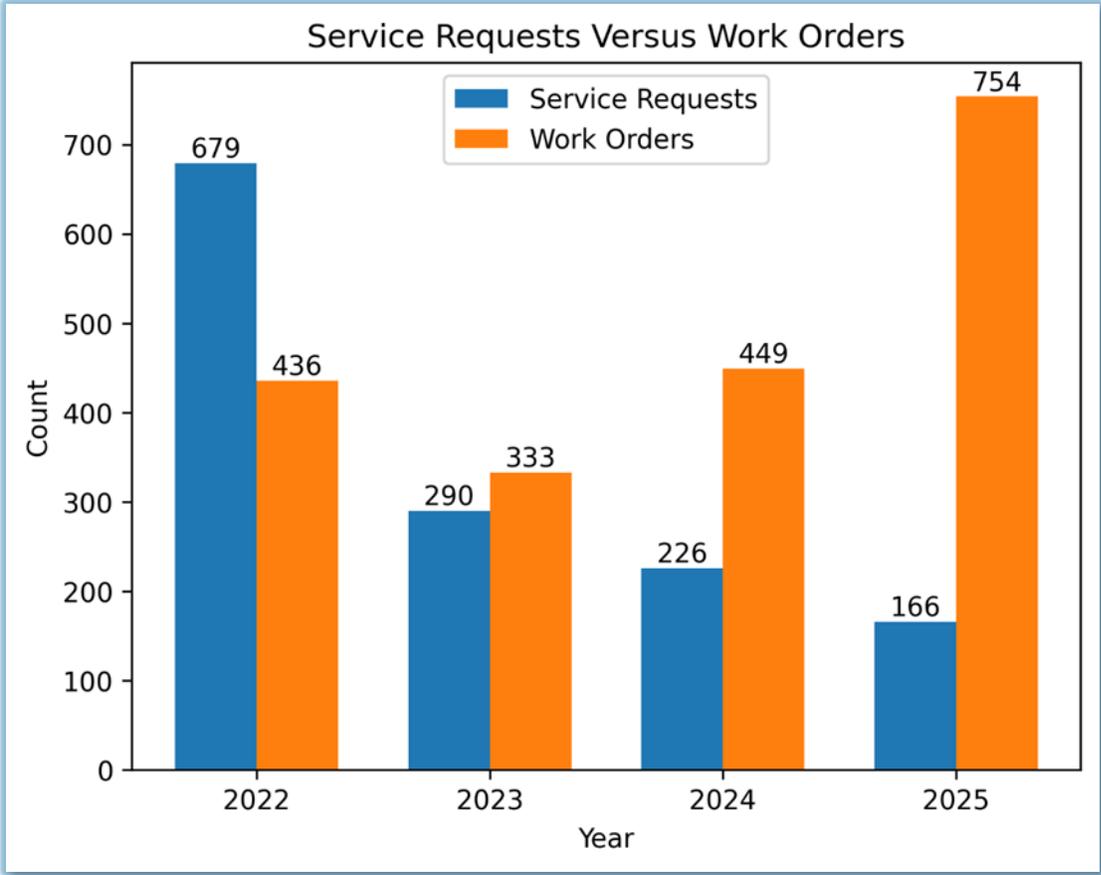
**Community Engagement**

Operations assisted by decorating for 7 parades, and the ordering and sorting of \$3,075.00 of candy for the enjoyment of the communities we support.



**Service Requests and Work Orders**

Operations continued to respond to service requests and work orders throughout the year, balancing reactive needs with planned maintenance and asset protection priorities.





## **ADMINISTRATION REPORTS**

**Name:** Davin Gegolick

**Department:** Planning and Community Services

**Reviewed by:** Pat Podoborzny

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

**From Date:** December 11, 2025

**To Date:** January 14, 2026

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### **Planning Update:**

- Issued Stop Order for property in Minburn – junked vehicles

### **Subdivision Update:**

- Received subdivision: file #13-2025, 14-2025
- Complete subdivision inspection: file #13-2025, 14-2025
- Completed subdivision endorsement: file #10-2024, 11-2025, 12-2025

### **Economic Development Update:**

- Interest in Minburn lots – “Buy a Lot for a Loonie” Program
- EATL Local to Global Forum in Vegreville – April 8-10

### **Community Services:**

- Signed 5-year lease agreement with Lavoy Action Society
- Sale of plot – Lavoy Cemetery
- Cemetery Workshop planned on February 5

### **Attachments:**

- 2025 Year in Review - Planning and Community Services
- RFD – Subdivision file #13-2025
- RFD – Subdivision file #14-2025
- RFD – “Buy a Lot for a Loonie” Program Amendment
- RFD – VTSS Funding Request
- RFD – Vegreville Family Day Funding Request

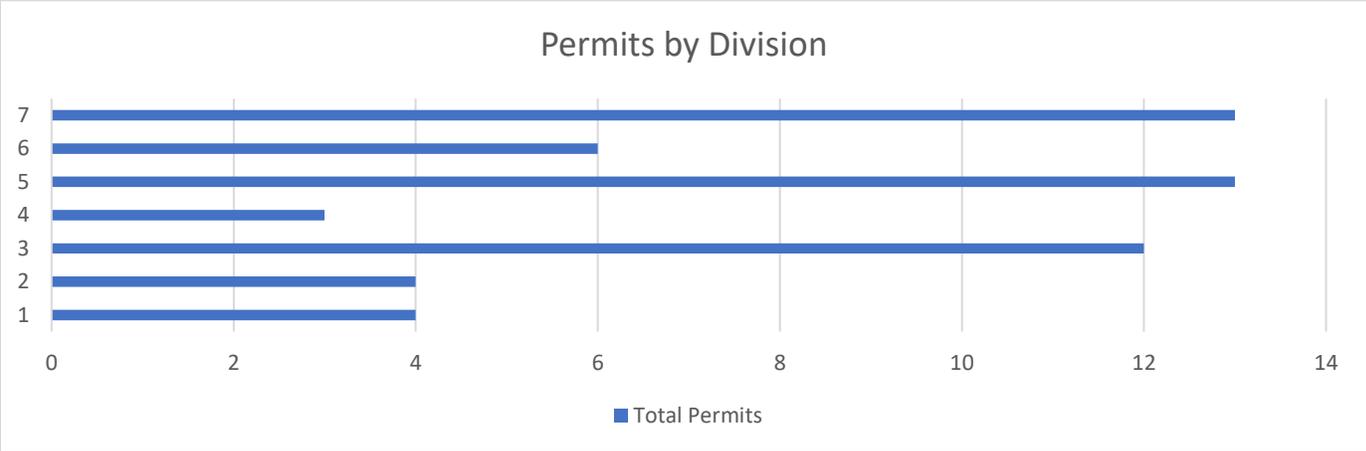
# 2025 Year in Review: Planning & Community Services

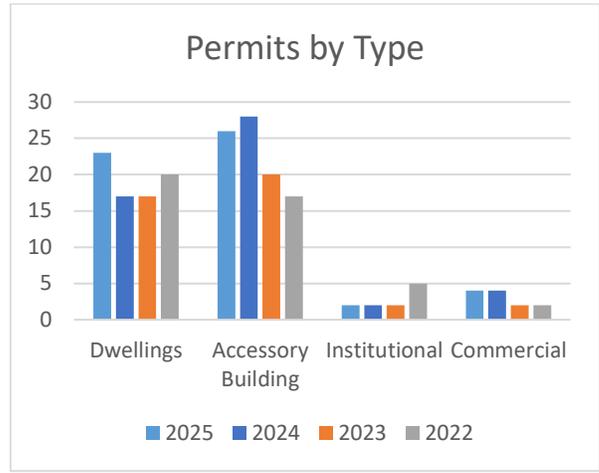
## Summary

In 2025, 55 development permits were issued with a total value of \$9.4 million which is on par with last year’s values. The average number of days to render a decision on a completed development application was 2.3 days, demonstrating the County’s continued commitment to efficiency in planning and development! Residential makes up 97% of development at about \$9.2 million with commercial making up 2.6% and institutional making up the rest. The number of permits issued has slightly increased from last year, with most development occurring in Divisions 3, 5, and 7. Permit activity was steady throughout the year with the busiest times being during the spring and fall. Dwellings and Accessory Buildings traditionally make up the bulk of the permits for the year.

Permit Values				
	2025	2024	2023	2022
<b>Residential</b>	\$9,182,466.00	\$8,457,540.00	\$7,909,600.00	\$7,111,568.00
<b>Commercial</b>	\$250,200.00	\$89,500.00	\$389,000.00	\$307,000.00
<b>Industrial</b>	\$0.00	\$130,000.00	\$0.00	\$3,600,000.00
<b>Institutional</b>	\$34,500.00	\$900,000.00	\$465,000.00	\$30,000.00
<b>Total Permit Values</b>	<b>\$9,467,166.00</b>	<b>\$9,577,040.00</b>	<b>\$8,763,600.00</b>	<b>\$11,048,568.00</b>

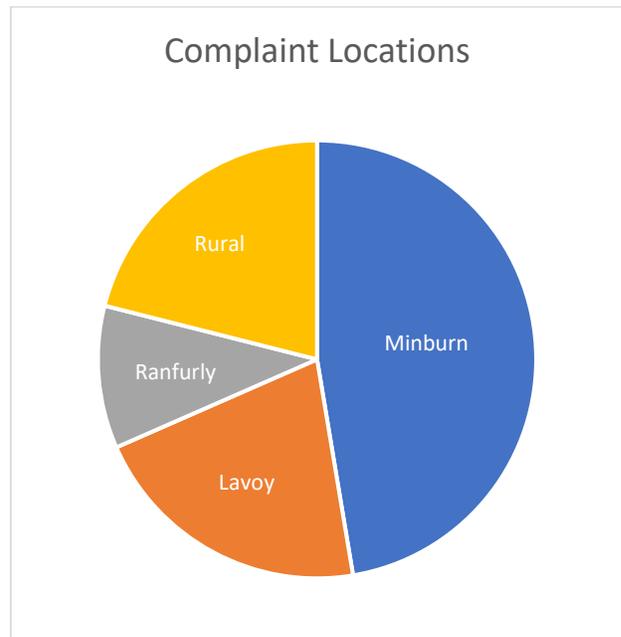
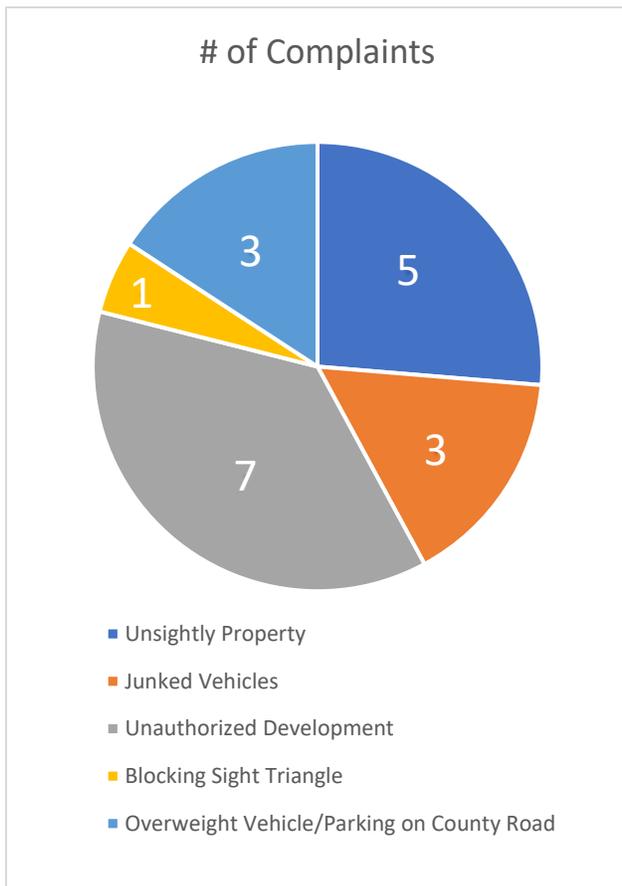
Types of Permits - Years					
	Dwellings	Accessory Building	Institutional	Commercial	Total Permits
2025	23	26	2	4	<b>55</b>
2024	17	28	2	4	<b>51</b>
2023	17	20	2	2	<b>41</b>
2022	20	17	5	2	<b>44</b>





In 2025, 14 subdivision applications were received, an increase from the previous year. Most were for separating rural residential yard sites, with one application creating five industrial lots and another creating six commercial lots.

Throughout the year, 19 bylaw complaints were filed, resulting in 39 inspections. Four cases remain open, and the average time to close a file was 93 days. The most frequent complaints involved unauthorized development and unsightly properties. The Hamlet of Minburn accounted for the highest number of complaints during the year.



The County of Minburn’s Community Investment Program, officially launched in 2025, provides funding to local organizations, events, and initiatives that enhance quality of life and deliver public benefits within the County. The program is designed to strengthen community engagement by supporting projects that encourage participation and celebrate important milestones. The following applications were received in 2025, contributing to over \$25,000 in municipal funding and several non-financial donations provided to local organizations:

Organization	Type of Group	Event	Amount/Donation
Heather Curling Club	Non-Profit Group	Curling Bonspiel	Gift Basket
Vegreville and District FCSS	Municipality	Annual Family Day Breakfast	Gift Bags
Rotary Club of Vegreville	Non-Profit Group	Fundraiser Event	Gift Basket
Royal Canadian Legion Branch 39	Non-Profit Group	Fundraiser Event	Gift Basket
Composite High School	Grad Class	Perogy Supper Fundraiser	Gift Basket
Heritage House	Senior’s Center	Silent Auction	Gift Basket
Sich Community Centre	Non-Profit Group	Gift Card Bingo	Prize for Bingo
Town of Vegreville	Municipality	Annual Family Day Breakfast	\$500.00
Vegreville Chamber of Commerce	Non-Profit Group	Pysanka 50 <sup>th</sup> Anniversary Celebration	\$1,000.00
Vegreville and District FCSS	Municipality	National Volunteer Appreciation BBQ	\$500.00
Ranfurly & District Recreation & Agricultural Society	Registered Society	Ranfurly Farmer’s Day Dinner & Dance	\$500.00
Mannville-Minburn-Innisfree FCSS	Non-Profit Group	Community Connect and Learn Conference	\$2,000.00
Yellowhead Community Support Society (YCSS)	Non-Profit Group	Transportation – Neighborly Ride Service	\$5,000.00
Vegreville Attraction and Retention Committee	Committee	Financial Support for 2025	\$2,000.00
Shock Trauma Air Rescue Services (STARS)	Non-Profit Group	Standing annual financial support	\$7,000.00
		<b>TOTAL</b>	<b>\$25,825.50</b>



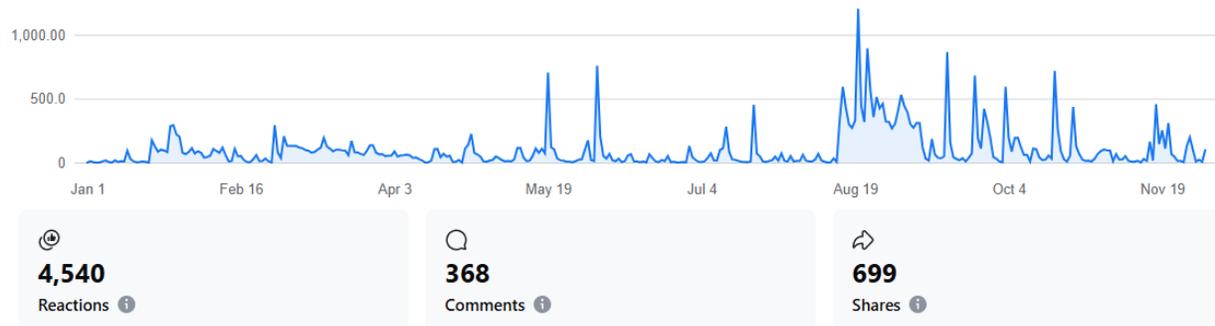
Four plots were sold at the Lavoy Cemetery, and three burials were completed.

Since launching in July, the County website has received 40,850 page views from 14,000 users, along with 120,000 event interactions (such as button clicks, form submissions, and downloads). This indicates that visitors are not only viewing the site but actively engaging with its content.

In 2025, the County's Facebook page received: 634,809 views, recorded 37,088 engagements (a 19.2% increase from the previous year), 4,540 reactions (post likes), 368 comments, 699 shares, and gained 310 new followers (a 51.9% increase from the previous year).

37,088 Engagement ⓘ

+19.2% from previous 365 days



### Notable projects include:

- Hiring of a full-time Administrative Support Assistant to assist the Planning and Community Services department and oversee the County's social media platforms.
- Received an application to amend the Land Use Bylaw to redistrict a portion of NW 8-52-14-W4M from Direct Control to General Commercial to develop 6 commercial lots at the Hwy 16/857 intersection.
- Initiated the sale of a lot in Lavoy to develop industrial lots.
- The County has welcomed two new businesses to Lavoy: Garon Apiaries and Lavoy General Store, both expected to begin operations in 2026. Additionally, a new business, Mama K's Homemade Salsa, was approved near Innisfree.
- Completed the Cemetery Survey/GIS project - creating detailed survey plans for all four County-owned cemeteries: Lavoy, Ranfurly, Innisfree, and Minburn. The resulting data enhanced the County's ability to track cemetery plots effectively and improve the management of the cemetery database.
- Transitioned energy company approach and road crossing approvals to an automated system through RoaData Services.
- Secured \$100,000 in funding through the Small Community Opportunity Program (SCOP) and an additional \$30,000 from the CanExport Community Investment (CECI) program to support the Crossroads Economic Development Alliance and its initiatives, including the Developer's Package, Welcome Package, and Foreign Direct Investment project.
- Launched a brand-new website to reflect the County's recent branding update and improve information sharing.
- Completed 360-degree video of all County roads, updating roadside assets and providing administration with remote access to detailed video information through our GIS system.



## ADMINISTRATION REPORTS

**Name:** Mike Fundytus

**Department:** Protective Services

**Reviewed by:** Pat Podoborzny

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

**From Date:** December 10, 2025

**To Date:** January 13, 2026

### Fire Department Update:

Call Type	Date	Details	Station Dispatched
Medical	Dec 14	County medical	Vegreville
Medical	Dec 20	County Medical 9:33 am. 5 POC 1 FT member attended	Innisfree
Medical	Dec 20	Village Medical 11:43 pm 1 POC 1 FT member attended	Innisfree
Medical	Dec 21	Village Medical 8:19 pm 2 POC members attended	Mannville
Medical	Dec 22	Village Medical 5:02 pm 3 POC members attended	Mannville
Medical	Dec 23	Village Medical 9:00 am 1 POC 1 Ft member attended	Innisfree
MVC	Dec 27	MVC Hwy 16 RR 93 8:30 am 4 POC members attended	Mannville
Medical	Dec 28	Village Medical 9:38 pm 5 POC 1 FT member attended	Innisfree
Alarms	Dec 30	4819 51 street Innisfree CO Alarm 6:10 pm 2 POC 1 FT member attended	Innisfree
Medical	Dec 31	Village medical 1:30 pm 3 POC and 1 FT member attended	Innisfree
MVC	Dec 31	MVC Hwy 16 Hwy 631 3:07 pm	Vegreville
MVC	Dec 31	Hwy 857 Hwy 631 8:10 pm	Vegreville
Medical	Jan 1	County medical 9:00 pm	Vegreville
Medical	Jan 7	County medical 7:45 pm 2 POC members attended	Mannville
Medical	Jan 7	Village Medical 11:43am 2 POC members 1 FT member attended	Innisfree

MVC	Jan 8	Hwy 16 Hwy 36 12:25 pm 2 POC 2 FT members attended	Innisfree
Fire	Jan 9	132224 Twp 522 Shed Fire 1 POC 1 Ft member attended	Innisfree & Vegreville
Fire	Jan 14	51504 RR 123 Dozer on fire 2 POC 2 FT members attended	Innisfree

- Total Fire Responses:
  - Mannville – 4
  - Innisfree – 10
  - Vegreville – 5
- Currently issuing burn permits until January 31,2026
- Current staffing in protective services is 1 FT Director, 1 FT Public Safety Officer, 29 paid on call firefighters (13 Innisfree Station 16 Mannville station) 1 member on medical leave. Two members resigned from the fire department from the Innisfree station.

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

- Public Safety Officer attending emergency management training in Lamont and Wainwright

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

- Vehicle and Equipment manual is completed, and Operations are receiving the training.

#### **Bylaw Enforcement:**

- Public Safety Officer completed two inspections for LUB complaints.

#### **RCMP Liaison :**

- Nothing to report.

# 2025 Year in Review

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## Protective Services

### Department Overview

Protective Services is a diverse portfolio looking after multiple areas of need for the County

- Fire and Emergency Services
- Emergency Management
- Occupational Health and Safety
- Bylaw Enforcement

**Staffing and Resources:** Protective Services consists of 2 full-time staff and 30 paid on-call firefighters.

### Fire and Emergency Services

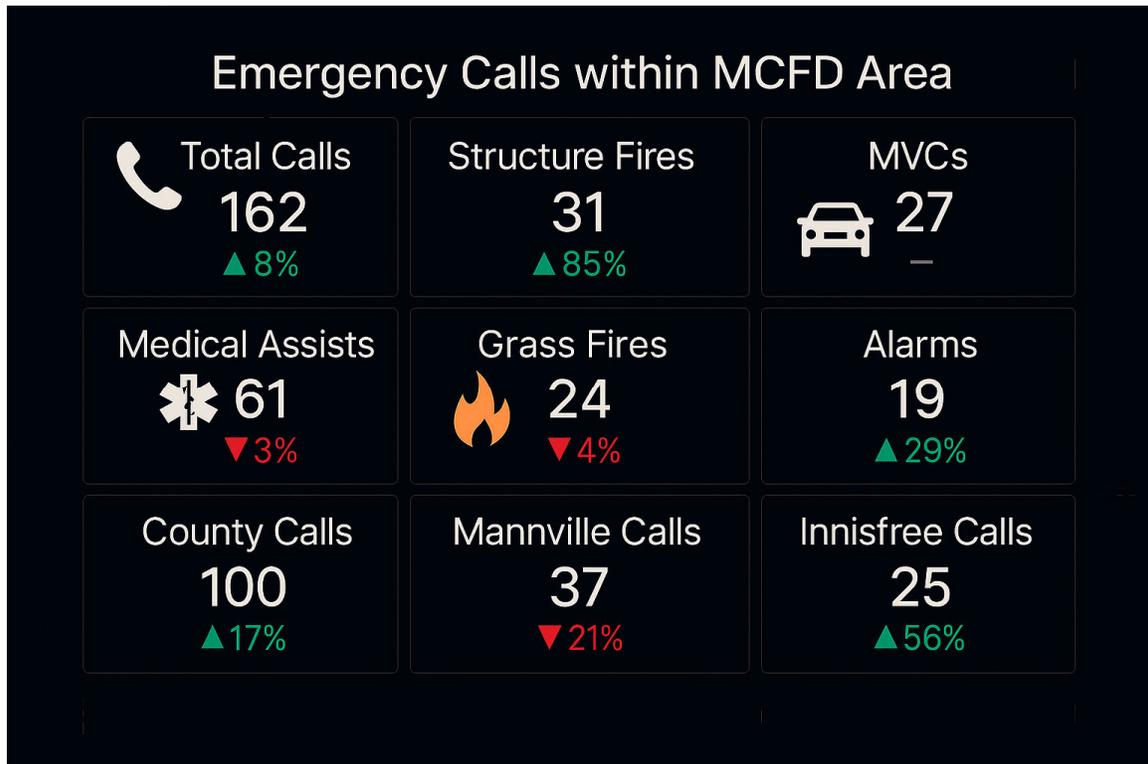
The County has a unique way of delivering fire and emergency services to its residents and visitors. The County operates its own fire department - Minburn County Fire Department (MCFD)- for fire protection in the County, from Highway 36 east to the County border. MCFD also provides fire services to the Villages of Mannville and Innisfree. From Highway 36 west to the County border, we contract the Town of Vegreville to provide fire and emergency Services.

MCFD operates two fire stations located in the two villages within our borders. Innisfree station has 14 paid on call firefighters and houses: 1 Pump Rescue, 1 Water Tender, 1 Brush Truck, 1 UTV. Innisfree station is also the primary work location for the Director of Protective Services.

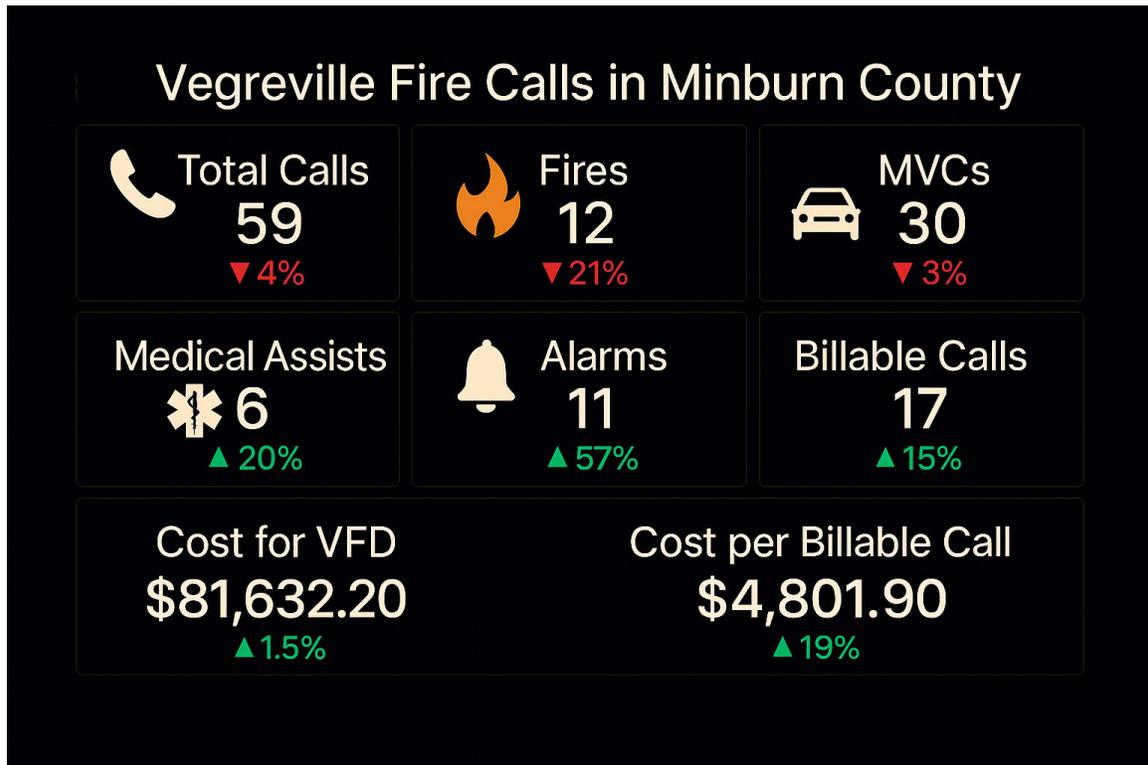
Mannville station has 16 paid on call firefighters and houses: 1 Pump Rescue, 1 Water Tender, 2 Brush Trucks. Mannville station is the primary work location for the Public Safety Officer.

## 2025 By The Numbers

### Emergency Calls within MCFD Area



## Vegreville Statistics



In 2025, MCFD saw an increase in call volumes and a decrease to the number of members available during daytime. The staffing challenges of the paid on-call service model continued to plague departments. This has led to change in our operating procedures where multiple stations/fire departments are called to single events. While we experience staffing challenges, we have a core group of paid on-call members that are extremely dedicated to the department and have increased their commitment level to ensure we are providing core services to our residents and visitors of the area.

## Emergency Management

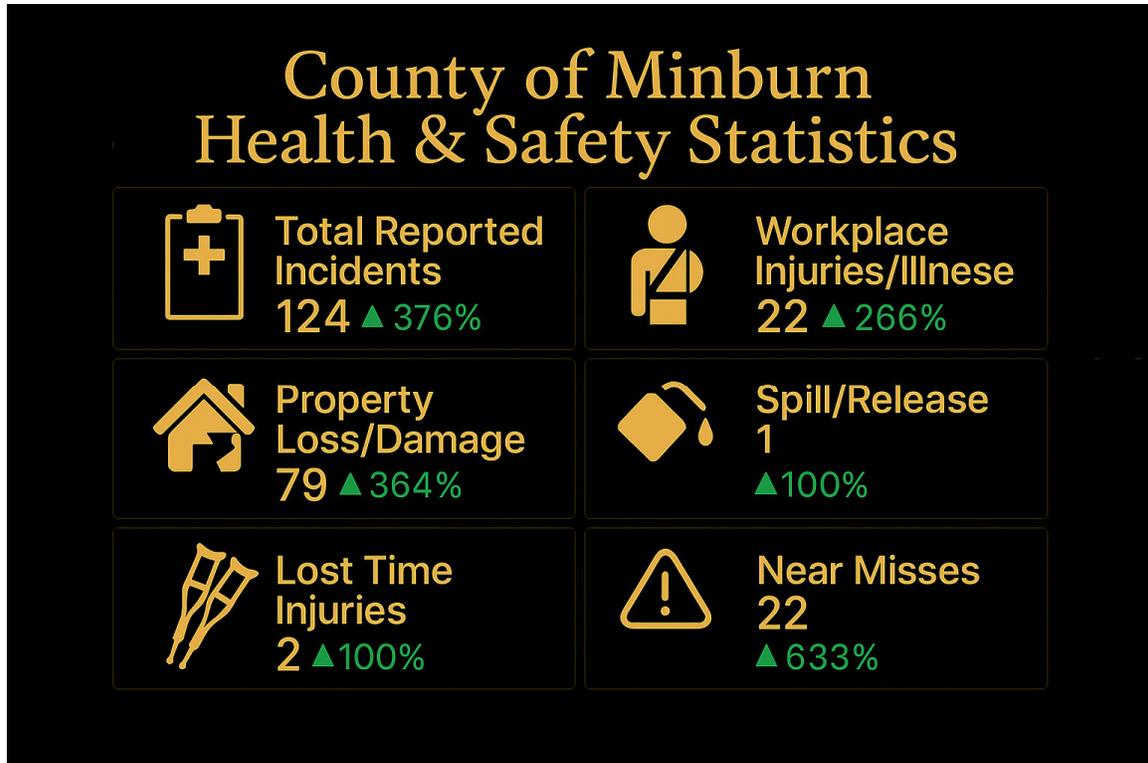
In 2025 Vegreville was the chair for the Regional Emergency Management Agency. Internally, county staff worked towards ICS training, staff in protective services obtained more specialized training for position specific sections within ICS.

As a region, we had two training exercises and Vegreville was a host community for evacuees from wildfires that plagued Northern Saskatchewan in 2025.

2025 saw lots of changes within the region. The Town of Vegreville, along with the Villages of Innisfree and Mannville, had changes to their Directors of Emergency Management.

## Health and Safety

In 2025, the County continued working toward updating our Health & Safety Program. Below is a snapshot of our health and safety statistics.



The large increases are due to increased reporting of incidents, showing our staffs increased commitment to our health and safety program. By reporting incidents supervisory staff can review processes and procedures and work to prevent future incidents.

## Bylaw Enforcement

Bylaw enforcement was introduced into Protective Services in late 2025. Currently bylaw enforcement is strictly related to development and land use bylaws. Bylaw enforcement is conducted jointly by Planning and Development and Protective Services. Planning and development handle the administrative actions for the enforcement and Protective Services handles the field work. In 2025, Protective Services carried out twenty four inspections in relation to bylaw enforcement.

## **Conclusion**

In 2025, Protective Services demonstrated resilience and adaptability in the face of staffing challenges and evolving community needs. Despite increased call volumes and limited daytime availability of paid on-call firefighters, the department maintained its commitment to delivering essential fire and emergency services. Progress in emergency management training, health and safety initiatives, and the introduction of bylaw enforcement reflects our dedication to continuous improvement and public safety.



## 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 December 31, 2025 Interim*

<b>FINANCIAL ASSETS</b>	<b>Dec/2025</b>	<b>Nov/2025</b>	<b>Dec/2024</b>
Cash & Temporary Investments	32,018,002	34,061,781	28,466,857
Receivables			
Taxes & Grants in Place of Taxes Receivable	784,524	837,565	392,128
Due From Governments	146,098	82,791	130,155
Trade & Other Receivables	565,801	577,453	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>\$ 33,815,484</b>	<b>\$ 35,860,649</b>	<b>\$ 30,673,426</b>
<b>LIABILITIES</b>	<b>Dec/2025</b>	<b>Nov/2025</b>	<b>Dec/2024</b>
Accounts Payable & Accrued Liabilities	7,904,824	8,015,739	11,742,616
Asset Retirement Obligation	3,388,544	3,388,544	3,388,544
Deposit Liabilities	-	-	-
Deferred Revenue	3,911,615	2,927,693	729,290
Employee Benefit Obligations	- 115,769	- 112,754	330,460
<b>Total Liabilities:</b>	<b>\$ 15,089,214</b>	<b>\$ 14,219,223</b>	<b>\$ 16,190,910</b>
<b>Net Financial Assets:</b>	<b>\$ 18,726,270</b>	<b>\$ 21,641,426</b>	<b>\$ 14,482,516</b>
<b>NON-FINANCIAL ASSETS</b>	<b>Dec/2025</b>	<b>Nov/2025</b>	<b>Dec/2024</b>
Tangible Capital Assets	35,961,352	36,404,608	36,404,608
Inventory for Consumption	21,125,195	20,913,763	21,935,517
Prepaid Expenses	274,018	263,773	285,476
<b>Total Non-Financial Assets:</b>	<b>\$ 57,360,564</b>	<b>\$ 57,582,144</b>	<b>\$ 58,625,600</b>
<b>ACCUMULATED SURPLUS:</b>	<b>\$ 76,086,834</b>	<b>\$ 79,223,570</b>	<b>\$ 73,108,117</b>
<b>Difference:</b>	<b>\$ 2,978,718</b>	<b>\$ 6,115,453</b>	



**County of Minburn No. 27**  
**2025 Revenue & Expenditure Report**  
*For Month Ending December 31, 2025 Interim*

<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	- 906,868	19,218,291	18,984,421	101.2%	100.2%
User Fees & Sale of Goods	27,826	366,984	325,550	112.7%	94.1%
Government Transfers	10,071	740,606	4,830,449	15.3%	19.6%
Investment Income	- 7,650	401,731	529,500	75.9%	88.0%
Penalties & Costs on Taxes	381	181,377	122,400	148.2%	107.6%
Gain on Disposal of Tangible Assets	- 203,043	168,456	-	N/A	102.4%
Other	41,195	455,686	179,000	254.6%	364.8%
<b>Totals:</b>	<b>-\$ 1,038,088</b>	<b>\$ 21,196,221</b>	<b>\$ 24,971,320</b>	<b>84.9%</b>	<b>90.4%</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	215,589	2,433,511	3,101,545	78.5%	73.8%
Fire Protection & Safety Services	56,465	1,086,980	1,673,021	65.0%	80.9%
Emergency Dispatch Services	-	27,289	18,000	151.6%	82.4%
Policing Services	-	53,694	250,000	21.5%	93.1%
Bylaw Enforcement, Health & Safety	4,635	48,213	45,400	106.2%	32.7%
Roads, Streets, Walks, Lights	972,039	11,789,467	15,752,865	74.8%	62.8%
Water Supply & Distribution	13,770	214,771	291,304	73.7%	66.8%
Wastewater Treatment & Disposal	14,294	92,615	117,861	78.6%	50.7%
Waste Management	121,274	301,248	360,030	83.7%	87.4%
Family & Community Support Services	-	168,409	168,409	100.0%	102.1%
Cemeteries	3,176	94,024	119,156	78.9%	117.3%
Planning & Economic Services	114,434	484,566	584,845	82.9%	65.8%
Agricultural Services Board	28,726	544,691	629,518	86.5%	78.5%
Recreation & Library Services	313,997	878,024	878,775	99.9%	86.1%
<b>Totals:</b>	<b>\$ 1,858,398</b>	<b>\$ 18,217,503</b>	<b>\$ 23,990,729</b>	<b>75.9%</b>	<b>64.1%</b>

**Difference:** \$ 2,978,718

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

Decision Papers - Operating								
Project Name	20%	40%	60%	80%	100%	Budget	Spent	Comments
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	Project complete.
Crossroads Capacity Building Projects						\$ 60,000	\$ 30,000	2025 CECI grant approved for \$30K (matched by \$30K partner funds). Project will continue into 2026.
Communications Project/Dev. Package						\$ 100,000	\$ 75,000	Developer's pkg complete. Newcomer's welcome pkg/website additions planned to be complete by March 2026.
Lavoy Infrastructure Assessment						\$ 60,000	\$ 35,969	Approved with MPE Engineering
Cemetery Survey / GIS Project						\$ 140,000	\$ 115,388	Project complete. Lavoy signage to be installed in spring 2026.

Decision Papers - Capital								
Project Name	20%	40%	60%	80%	100%	Budget	Spent	Comments
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	\$ 1,239,601	All TerraPro projects and one WestCan project done. One project deferred to 2026.

Road Maintenance Activities								
Road Projects	20%	40%	60%	80%	100%			Comments
Road Construction								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: Attached Request Form - Meeting request with Minister Williams – RMA Spring Convention 2026  
**Attachments:** 2026 RMA Meeting Template.xlsx

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**From:** Lisa Klemp <[Lisa.Klemp@gov.ab.ca](mailto:Lisa.Klemp@gov.ab.ca)> **On Behalf Of** MA Engagement Team  
**Sent:** Tuesday, January 6, 2026 8:18 AM  
**To:** MA Engagement Team <[ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca)>  
**Subject:** Attached Request Form - Meeting request with Minister Williams – RMA Spring Convention 2026

Please find attached meeting request form to be completed. Please accept my appology for missing in first email.

Thank you,



Dear Chief Administrative Officer:

I am writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Dan Williams, Minister of Municipal Affairs, at the 2026 Rural Municipalities of Alberta (RMA) spring convention, scheduled to take place at the Edmonton Convention Centre from March 16-18, 2026. These meetings will be in person at the Edmonton Convention Centre [or the Alberta Legislature], as scheduling permits.

Should your council wish to meet with Minister Williams during the convention, please submit a request by email with up to three potential topics for discussion to [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca) no later than **January 23, 2026**.

We generally receive more requests than can be reasonably accommodated over the course of the convention. Requests meeting the following criteria will be given priority for meetings during the convention:

- Municipalities that identify up to three discussion topics related to policies or issues directly relevant to the Minister of Municipal Affairs and the department.
  - Please ensure details on the discussion topics are provided.
- Priority will be given to requests from municipalities at a distance from Edmonton and to municipalities that Minister Williams has not yet met with.

Meeting requests received after the deadline will not be considered for the convention.

All municipalities that submit meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative meeting opportunities throughout the remainder of the year for municipalities the Minister is unable to accommodate during the convention.

Engagement Team  
Municipal Services Division  
Municipal Affairs

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Meeting Request:  
**Rural Municipalities Spring 2026 Convention**

If you have questions, require support and to submit form, please email: [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca)

**Municipal Information**

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

**Meeting Topics**

Please provide additional details about the topic for discussion

Topic 1	Topic 2	Topic 3

**Meeting Participants**

- 1 \_\_\_\_\_ Mayor/Reeve
- 2 \_\_\_\_\_ Chief Administrator
- 3 \_\_\_\_\_ Councillor
- 4 \_\_\_\_\_ Councillor
- 5 \_\_\_\_\_ Councillor
- 6 \_\_\_\_\_ Councillor
- 7 \_\_\_\_\_ Councillor
- 8 \_\_\_\_\_ Councillor
- 9 \_\_\_\_\_ Councillor

January 12, 2026

Reeve Roger Konieczny  
Reeve  
County of Minburn No. 27  
PO Box 550  
4909-50 Street  
Vegreville, AB T9C 1R6

Dear Reeve Konieczny:

**Re: Strategic Transportation Infrastructure Program**

Thank you for your letter of November 2025 regarding grant funding for the following projects under the Strategic Transportation Infrastructure Program:

- BF 00239, BF 01105, BF 6530, BF 07089, BF 8311, BF 13740 and BF 72570 under the Local Road Bridge Program

Your proposed projects have been entered into our grants database and will be considered as part of the 2025 program intake. The County of Minburn will be notified once your projects have been evaluated. Please note that if you begin construction prior to project approval, the projects will no longer be eligible for grant funding.

Please submit any updated project estimates to our office to update our records. If you have any questions or concerns, please call me at (403) 340-5069.

Sincerely,



Denette Leask  
Infrastructure Technologist

**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
2474	2025-260	15-Oct-25	Advise County of Two Hills of Council's approval to enter into contract as discussed in closed session.	100%	Jay	8-Dec-25	Agreement Executed
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
2485	2025-313	24-Nov-25	Advise Municipal Assessment Services Group of Council's approval of 1-year extension	100%	Jay	02-Dec-25	Agreement Executed
2486	2025-317	15-Dec-25	Notify PTTO Fire Trucks of successful tender for Unit 915 Firefighting Skit Unit	100%	Mike	16-Dec-25	Completed
2487	2025-318	15-Dec-25	NotifyMegatech of successful tender for Unit 915 Emergency Vehicle Upfit	100%	Mike	16-Dec-25	Completed
2488	2025-319	15-Dec-25	Administration proceed with Fire Agreement Fee Structure negotiations with Villages of Mannville and Innisfree	50%	Mike/CAO	16-Dec-25	Municipalities have been notified, negotiations to proceed in first quarter of 2026.
2489	2025-320	15-Dec-25	Process Subdivision File #12-2025	100%	Davin	15-Dec-25	Sent decision letters
2490	2025-321	15-Dec-25	Notify Village of Mannville of Council's approval to support them in their ACP Application for Regional Residential Utility Master Plan/Feasibility Study	100%	Davin	15-Dec-25	Notified Village of Mannville
2491	2025-322	15-Dec-25	Notify Alberta HUB of Council's approval to support them in their ACP application for the Skyway's Project	100%	Davin	15-Dec-25	Notified Alberta HUB
2492	2025-323 to 2025-331	15-Dec-25	Replace approved updated ASB Policies 2001-02, 2002-02, 2024-02, 2005-03, 2006-02, 2007-02, 2008-02, 2009-02, 2010-02 on server	100%	Audra	16-Dec-25	Completed. Newly updated policies on server
2493	2025-332	15-Dec-25	Apply for funding for Coyote Harvest Incentive Program from APOS Wildlife Management Fund	100%	Norm	12-Jan-26	Application sent, pending application approval
2494	2025-333	15-Dec-25	Upon approval of APOS Wildlife Management Funding, implement Coyote Harvest Incentive Program	50%	Norm	12-Jan-26	Pending application approval
2495	2025-334	15-Dec-25	Prepare letter to Agriculture & Irrigation Minister in support of Innisfree Seed Cleaning Plant's request for the Co-op Agribusiness Grant Program	100%	CAO/Norm	12-Jan-26	Letter sent to Minister
2496	2025-335	15-Dec-25	Provide \$3,033 in funding to Heartland Training & Support Hub Safety Smarts Program	100%	Jay	23-Dec-25	Payment issued
2497	2025-336 to 2025-339	15-Dec-25	Ensure Master Rates Bylaw Amendments establishing fees, rates and charges for various services, goods, etc. are updated on County website effective January 1, 2026	100%	Audra	16-Dec-25	Updated fees were provided to Website Coordinator for updating Jan. 1/26
2498	2025-340	15-Dec-25	Provide Town of Vegreville with signed Recreation 2 Yr Extension Agreement	100%	Office of the CAO	16-Dec-25	Completed. Provided copy to Town and saved agreement for our files
2499	2025-341	15-Dec-25	Provide Town of Vegreville with signed Solid Waste 2 Yr Extension Agreement	100%	Office of the CAO	16-Dec-25	Completed. Provided copy to Town and saved agreement for our files
2500	2025-342	15-Dec-25	Submit PERC application for uncollected taxes on oil and gas properties, approx. \$44,573 for the 2025 fiscal year	100%	Jay	09-Jan-26	Info compiled, application submitted in January 2026
2501	2025-343	15-Dec-25	Submit DIRC application for uncollected taxes on oil and gas properties, approx. \$1,088 for the 2025 fiscal year	100%	Jay	09-Jan-26	Info compiled, application submitted in January 2026