



## **AGENDA**

**February 17, 2026 – County Council Meeting**

**9:00 a.m.**

- 1. Call to Order**
- 2. Changes to Agenda and Adoption of Agenda**
- 3. Confirmation of Minutes**
  - 3.1 January 19, 2026 Council Meeting
- 4. Delegations**
- 5. Council Priorities**
- 6. Requests for Decision**
  - 6.1 County Reserve Land Lease and Future Use
  - 6.2 Vegreville Fire Services Raffle Sponsorship
  - 6.3 Alberta Lamb Producers Livestock Guardian Dog Best Management Practices Funding Request
  - 6.4 Dust Abatement Policy
  - 6.5 Oiled Roads Policy
  - 6.6 Light Vehicle Replacement Policy
  - 6.7 Emergent Road Repair/Gravelling Policy
  - 6.8 Road Improvements and Construction Contracts Policy
  - 6.9 Disposal of Capital Equipment
  - 6.10 Borrowing Bylaw No. 1372-26 - Bridge File 72570
  - 6.11 Elected Officials Business Expense Policy
  - 6.12 Regional Recreation Feasibility Study
- 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 2025 Fall Convention
  - 8.2 Vegreville RCMP re Attendance RMA Fall Convention
  - 8.3 Vegreville RCMP re Quarterly Community Policing Report
  - 8.4 Vegreville Cultural Association re Furniture Donation
- 9. Councillor Requests (Information Requests and Notices of Motion)**
  - 9.1 Action Item List
- 10. Closed Session**
  - 10.1 County of Minburn - Village of Innisfree Municipal Boundary  
*ATIA Section 30, Disclosure harmful to economic and other interests of a public body*
- 11. Open Session**
- 12. Motions Arising out of the Closed Session**
- 13. Adjournment**



## COUNCIL MEETING MINUTES

January 19, 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  
Davin Gegolick, Director of Planning and Community Services  
Trudy Shukalak, Administrative Support Assistant

### 1. CALL TO ORDER

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

### 2. ADOPTION OF AGENDA

#### 2026-001

**Moved by:** Councillor Ziegler

THAT the January 19, 2026 regular Council meeting agenda be adopted as presented.

**Carried**

### 3. CONFIRMATION OF MINUTES

3.1 December 15, 2025 County Council Meeting

#### 2026-002

**Moved by:** Councillor Nedzielski

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

**Carried**

### 4. DELEGATIONS

### 5. COUNCIL PRIORITIES

#### 2026-003

**Moved by:** Deputy Reeve Kuzio

THAT the Council Priorities be accepted as information.

**Carried**

### 6. REQUESTS FOR DECISION

6.1 Subdivision File #13-2025

#### 2026-004

**Moved by:** Member Nedzielski

THAT County Council moves to conditionally approve subdivision file #13-2025 per the recommendations of the report.

**Carried**

6.2 Subdivision File #14-2025

**2026-005**

**Moved by:** Member Ogradnick

THAT County Council moves to conditionally approve subdivision file #14-2025 per the recommendations of the report.

**Carried**

6.3 "Buy a Lot for a Loonie" Program Amendment

**2026-006**

**Moved by:** Deputy Reeve Kuzio

THAT County Council moves to increase the deposit for properties purchased under the "Buy a Lot for a Loonie" Program from \$1,000 per lot to \$5,000 per lot.

**Carried**

6.4 VTSS - Transportation Service Annual Funding Request

**2026-007**

**Moved by:** Councillor Nafziger

THAT County of Minburn Council approves a financial contribution of \$5,000 in support of the Vegreville Transportation Services Society (VTSS) transportation service.

**Carried**

6.5 Vegreville FCSS - Family Day Breakfast Funding Support for Advertising

**2026-008**

**Moved by:** Councillor McCutcheon

THAT County of Minburn Council approves a financial contribution of \$300 to the Town of Vegreville to support enhanced advertising for the 2026 Community Family Day Event.

**Carried**

6.6 Fleet Trucks 2026

**2026-009**

**Moved by:** Councillor Nafziger

THAT County Council moves to approve the purchase of two (2) 3/4-ton F250 4x4 SuperCab's from Vegreville Ford for a cost of \$124,380.00 excluding GST.

**Carried**

6.7 Coulter's Gravel Crushing Project 2026

**2026-010**

**Moved by:** Councillor Nafziger

THAT County Council moves approve a contract with Paragon Custom Crushing to complete the final crush at the Coulters gravel pit, based on 150,000 m<sup>3</sup>, for an estimated cost of \$2,380,500.00, excluding GST, which includes stripping, crushing, and reclamation of the pit.

**Carried**

6.8 Canadian Food Inspection Agency (CFIA) Proposed Changes to Livestock Identification and Traceability Regulations

**2026-011**

**Moved by:** Deputy Reeve Kuzio

THAT County Council direct Administration to draft a letter to the CFIA regarding Council's concerns with the proposed

changes to livestock identification and traceability requirements under Health of Animals Regulations.

**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

**2026-012**

**Moved by:** Councillor Nafziger

THAT Council accepts the reports as presented.

**Carried**

*Reeve Konieczny recessed the meeting at 10:57 a.m.*

*Reeve Konieczny reconvened the meeting at 11:07 a.m.*

**Contact Alberta Central East (ACE) Water Corporation – Bulk Water Station**

**2026-013**

**Moved by:** Councillor McCutcheon

THAT County Council direct Administration contact Alberta Central East (ACE) Water Corporation to discuss the possibility of establishing a bulk water station in the Vegreville area.

**February County Council Meeting – Time Change**

**2026-014**

**Moved by:** Deputy Reeve Kuzio

THAT County Council reschedule the time of the February 17, 2026, County Council meeting from 10:00 a.m. to 9:00 a.m.

**Carried**

**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

**2026-015**

**Moved by:** Councillor Ziegler

THAT Council accept the correspondence as information.

**Carried**

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

- 9.1 Action Item List

**2026-016**

**Moved by:** Deputy Reeve Kuzio

THAT Council accept the Action Item List as information.

**Carried**

**10. CLOSED SESSION**

**2026-017**

**Moved by:** Councillor Nafziger

THAT County Council meet in private to discuss matters protected from disclosure under the Access to Information Act (ATIA) specifically Section 26(1)(ii), Intergovernmental Relations at 11:45 a.m.

**Carried**

- 10.1 BF 72570 - Division 2  
*ATIA Section 26(1)(ii), Intergovernmental Relations*

Name	Reason/Purpose
Pat Podoborzny	Strategic Leader of the Organization
Norm De Wet	Strategic Leader of the Organization

**11. OPEN SESSION**

**2026-018**

**Moved by:** Councillor Nafziger

THAT County Council move to revert to Open Session at 11:53 a.m.

**Carried**

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

- 12.1 BF 72570 - Division 2

**2026-019**

**Moved by:** Councillor Ogradnick

THAT County Council moves to approve that BF 72570 be replaced in 2026 with a bridge-sized culvert, with the municipal portion of the capital costs being funded by way of a debenture.

**Carried**

**13. ADJOURNMENT**

Reeve Konieczny declared the meeting adjourned at 11:55 a.m.

\_\_\_\_\_  
Reeve

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

# STRATEGIC PRIORITIES CHART (February 2026)

## COUNCIL PRIORITIES

### NOW

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

### TIMELINE

- March 2026  
May 2026  
March 2026

### NEXT

- STRATEGIC PLAN – July 2026
- VILLAGE FIRE SERVICE AGREEMENTS - July 2026
- LAVOY ACTION SOCIETY AND ROTARY PEACE PARK LEASE AGREEMENTS – March 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 – March 2026
2. Privacy Management Program – June 2026
3. Policy and Bylaw Review – May 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** – March 2026
2. Investment Policy – March 2026
3. Update HR Handbook – March 2026
4. Financial Year End & Audit – February 2026
5. Update Procurement Policies – April 2026
6. Artificial Intelligence Policy – April 2026
7. 2026 Final Budget & Tax Rate Bylaw – April 2026

### Planning and Community Services

1. ROTARY PEACE PARK LEASE AGREEMENT – February 2026
2. County Scholarship Proposal: Research – February 2026
3. Crossroads Newcomer's Pkg – March 2026
4. New Business Recognitions – March 2026
5. Update Complaint Procedures – April 2026
6. Update Rural Broadband Policy – July 2026
7. Automated DP Permitting Implementation – 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 – March 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. Northern Alberta Farm Family Award – May 2026
2. Rollout of Coyote Harvest Program – March 2026
3. Summer Project Planning for 2026 – April 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:** County Reserve Land Lease and Future Use

**Meeting Date:** 02/17/2026

**Department:** Planning & Community Services

**Recommendation:**

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

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

**Background:**

See Appendix

The Warwick subdivision includes two one-acre parcels designated as Municipal and Park Reserve. Since 2001, the County has leased this land to a nearby resident for gardening and maintenance, but it was recently identified that such leasing is not permitted under the MGA unless the reserve designation is formally removed. With the lease expiring in March 2026, the County must decide between a short-term maintenance agreement and initiating the statutory process to remove the reserve designation for any future sale, lease, and/or development.

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

Section 675 of the MGA

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

This property has been leased since 2001. Direction from the February 11, 2026 COW was for administration to prepare an RFD to pursue a maintenance-type agreement and initiate the process to remove the reserve designation.

**Financial Implications:**

Capital  Operations  Other

*Details:*

Legal fees associated with drafting a maintenance-type agreement. Admin costs associated with advertising the Public Hearing. Any future funds collected from the lease or sale of these parcels must be put into a reserve for future recreational use.

**Communication and Engagement:**

Advertising for the Public Hearing will be conducted in accordance with the MGA.

**Implementation Timeline:**

Administration will pursue a maintenance-type agreement to enter into with the current lessee following the lease expiry in March 2026. Administration will initiate the statutory process to remove the reserve designation which would be removed by the end of 2026, subject to the Public Hearing.

**Attachments:** Aerial Photo

**Prepared By:** Davin Gegolick

**Reviewed By:** Pat Podoborzny

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



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



# 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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## Mike Fundytus

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**From:** VFD PublicEd <vfd.publiced@vegreville.com>  
**Sent:** February 1, 2026 4:34 PM  
**To:** Mike Fundytus  
**Cc:** Gary Faas; Vicky Collison  
**Subject:** 2026 VFS raffle tickets sponsorship

You don't often get email from vfd.publiced@vegreville.com. [Learn why this is important](#)

Good morning Chief,

I hope this email finds you well. I am reaching out to inquire if Minburn County would consider providing support for the upcoming Vegreville Fire Service raffle ticket fundraiser. The funds raised will help cover the cost of the next addition to our training center.

To give you some background on the progress and vision for our training center: As you are aware, it has been a significant journey to develop our training center to its current state. We have raised funds in every way possible and have also received financial support from local businesses and municipalities. Our training center is a key component of our department's development and growth, and we believe it provides valuable training not just for us, but for other fire departments within the county as well.

We have seen an improvement in our training since establishing this training center. However, as you know, the standards and requirements in the fire service are constantly evolving. We want to ensure we have the proper training facilities and equipment to provide the best training for our current and future firefighters. Furthermore, we aim to be a fire department that provides an excellent training facility for surrounding departments.

The improvement to our current training center is ongoing, but it requires financial viability to continue. One of our most successful fundraising methods in the past has been the sale of raffle tickets. Therefore, in 2026, we are bringing back the raffle ticket sales to raise funds to cover the cost for the next addition to our training center.

Regarding what we are seeking from Minburn County for our upcoming raffle ticket sales: We have Gold and Silver sponsorship levels. All Gold sponsorships have already been secured by local businesses, but we have some open spots for our Silver sponsorship. The cost of a Silver sponsorship is \$2,500.

This sponsorship would include your business logo being featured on our 1000 raffle ticket, posters and in our posts on social media. You would also receive recognition, including mentions on the local radio. We will ensure all our sponsors receive valuable recognition throughout the community, and since our tickets will be sold across Alberta, there will be opportunities for all sponsors to gain exposure throughout the province. We will also provide a receipt for your support.

I am always available to answer any questions you may have and to explain the details as needed.

Please let us know your final decision as soon as possible.

Thanks,  
Captain Webeshet

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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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Agriculture Centre,  
97 East Lake Ramp NE,  
Airdrie, Alberta T4A 0C3

[www.ablamb.ca](http://www.ablamb.ca)

Tel 403 948 8533  
E-mail: [info@ablamb.ca](mailto:info@ablamb.ca)

**Date: February 4, 2026**

**Re: Request for Support – Livestock Guardian Dog (LGD) Best Management Practices and Public Education Project**

**Dear Agricultural Service Board Managers, Supervisors, and Fieldmen,**

**Alberta Lamb Producers (ALP) is reaching out to Agricultural Service Boards across Alberta to request your support for a new provincial initiative focused on Livestock Guardian Dog (LGD) best management practices and public education.**

**Predation continues to be one of the most significant challenges for sheep and livestock producers in every region of the province. Coyotes, bears, cougars, wolves, and birds of prey place ongoing pressure on flocks, particularly in areas experiencing rural growth or increased recreational activity. As traditional predator management tools become more restricted or less suitable, producers are relying more heavily on Livestock Guardian Dogs as an effective, humane, and environmentally responsible option.**

**However, the success of LGDs depends on proper management and—critically—on improved public and municipal understanding. Many of you regularly field calls related to LGDs, ranging from public concerns to producer questions. This project is designed to support you directly in that work.**

**ALP has secured \$54,900 in Sustainable Canadian Agricultural Partnership (S-CAP) funding toward this initiative, as part of a \$91,500 total project budget. With this support, the project will deliver:**

- A comprehensive LGD Best Management Practices learning module for livestock producers**
- Practical tools and resources for municipalities, enforcement personnel, and ASB staff responding to LGD-related inquiries**

**We empower the sheep industry through education, innovative research, and advocacy. Our focus is on working in the best interests of our producers by building connected relationships through accountability and transparency.**

- **Public education materials to reduce conflict and improve understanding of working LGDs in agricultural landscapes**

**Agricultural Service Boards have consistently recognized the importance of LGDs in reducing predation, improving animal welfare outcomes, and decreasing reliance on lethal or chemical predator control. This project directly supports your mandate by strengthening producer knowledge, improving municipal response capacity, and reducing conflict within rural communities.**

**To complete the project and ensure strong representation from municipalities and ASBs across Alberta, ALP is requesting contributions from Agricultural Service Boards at a level that aligns with your county's capacity. Your support will:**

- **Ensure the project proceeds on schedule under S-CAP requirements**
- **Provide early access to LGD training materials and public education tools**
- **Strengthen coordinated responses to LGD-related concerns in your region**
- **Reduce conflict between producers, municipalities, and the public**

**We respectfully request confirmation of support by February 23, 2026, to meet the S-CAP agreement signature deadline of March 1, 2026. All contributing Agricultural Service Boards will be acknowledged within project materials.**

**This initiative represents a timely and proactive opportunity to address a growing issue across Alberta's rural regions. By investing in education and shared understanding, we can improve outcomes for producers, municipalities, and rural residents alike.**

**Thank you for your consideration. I would be pleased to speak with your colleagues or provide any additional information you may need.**

**Sincerely,**



**Jolene Airth**  
**Executive Director, Alberta Lamb Producers**  
**jolene@ablamb.ca | 403-948-8533**



# 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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## Dust Abatement

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**Policy Number:** OP 9001-03

**Supersedes Policy Number:** OP 9001-02

**Approved by Council:** March 21, 2022      **Next Review Date:** February 2030

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

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### PURPOSE

To provide rural residents in the County the option to have dust control applied to County roads adjacent to their residences on a cost share basis.

### DEFINITIONS

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

### GUIDELINES

1. The County will advertise dust control application procedures annually. Payment in full is to be submitted with the application.
2. The application deadline will be no later than April 15th of any calendar year.
3. Late applications submitted after April 15 will be subject to a \$100.00 late application fee. No applications will be accepted after April 30 of each calendar year.
4. All requests for dust control shall be made to the County Administration office on or before the annual date specified by the Director of Operations.
5. The applicant will enter into a Dust Control Agreement with the County prior to commencement of the dust control application.
  - a) Oil dust controls will be applied in increments of 300 feet, 600 feet and 900 feet.
  - b) MG30 dust controls will be applied in increments of 400 feet, 600 feet and 900 feet.

6. Requests for MG30 dust controls that exceed 900 feet will be considered on a case-by-case basis. The requesting party is responsible for 100% of cost recovery for every foot past 900 feet.
7. Requests by landowners to cost share two or more separate dust controls will be approved with the following conditions:
  - a) The additional dust controls are not to be adjoining in a linear fashion (i.e. must be on two separate roadways or, separate dust controls in different locations).
  - b) That any additional dust controls are only using calcium as the dust control product.
8. The cost for MG30 dust control applications will be determined annually by the Director of Operations based on fifty per cent cost recovery to the County. The cost calculation includes labour, equipment, and materials, and these inputs may fluctuate annually.
9. The cost for oiled dust control applications will be determined annually by the Director of Operations based on a cost share, with the requesting property owner paying 100% of material costs (i.e., oil and gravel) and the County covering 100% of installation costs.
10. The cost of dust control will be made known to applicants on application forms prior to entering a Dust Control Agreement with the County.
11. Any dust control abatement product applied under this policy is intended to last for the current calendar year only and the County offers no warranty on the longevity or the effectiveness of the dust suppression agent.
12. The County reserves the right to maintain or remove dust control applications on roadways, as necessitated, to ensure the safety of the travelling public is not jeopardized.
13. The County reserves the right to limit the amount of dust control applications approved each year.



# Council Request for Decision (RFD)

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

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

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

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

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



# Policy

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## Oiled Roads

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**Policy Number:** OP 9002-02

**Supersedes Policy Number:** OP 9002-01

**Approved by Council:** March 21, 2022      **Next Review Date:** February 2030

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

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### **POLICY STATEMENT**

The County of Minburn shall establish rationale for the existence and maintenance of oiled roads in the County.

### **PURPOSE**

To provide direction on the County's long-term oiled road plan and how oiled roads not identified in inventory are returned to gravel.

### **DEFINITIONS**

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

**CAO** means the Chief Administrative Officer.

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

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

**Hard Surface Road** means a roadway constructed with a permanent, engineered wearing surface, such as asphalt or concrete.

**Oiled Road** means a gravel road treated with oil or an asphalt based product for dust control and surface stabilization.

## **GUIDELINES**

### **1. Scope**

All County hamlets and the subdivision of Brookwood Estates shall have hard surfaces on all primary roadways. Non-primary roadways shall be defined and surfaced at the discretion of administration.

### **2. Criteria**

The accepted criteria for oiled roads in the County are:

- Recreation Access
- Highway Connector
- Residential Access

### **3. Inventory**

a) The following roads shall comprise the County's oiled road inventory:

<b>Road</b>	<b>Location</b>	<b>Rationale</b>
Township Road 540	Highway 857 to Range Road 140	Highway Connector
Range Road 145	Vegreville to Highway 631	Recreation Access
Range Road 145	Highway 631 to Brookwood Estates	Residential Access
Township Road 524	Highway 857 to Range Road 145	Residential Access
Range Road 152	Highway 16 to Highway 626	Highway Connector
Range Road 144	Highway 16 south 1 mile	Residential Access
Township Road 510	Highway 16 to Range Road 114	Recreation Access
Township Road 510A	Highway 881 to Range Road 84	Recreation Access

b) The County considers this inventory and their rationale grandfathered.

c) Council shall not consider further additions to the County's oiled road inventory for any reason but recreation access.

d) Any additional oiled roads require a resolution of Council.

### **4. Maintenance**

a) The County shall maintain its oil roads in a manner that ensures safe travel in accordance with Council's annual budget and oiling plan.

b) All oiled roads shall be banned at a minimum of 75% of axel weight.

### **5. Reoiling**

a) Administration shall present an annual reoiling plan for Council's consideration.

b) Oiled roads are expected to last approximately ten years before requiring reoiling.

c) Any oiled roads that deteriorate before ten years shall be brought to Council attention for further discussion.

## **6. Removing Inventory**

- a) Removing oiled roads from inventory shall occur only by resolution of Council amending this policy as such.
- b) Any oiled roads not included in section 3 of this policy at its time of passing, shall be scheduled for removal in accordance with this policy.
- c) Oiled roads identified for removal shall not receive patching maintenance unless determined necessary by the Director of Operations.
- d) Administration shall develop a procedure for removing oil roads that includes:
  - Public communication
  - Timelines for removal
  - Method of removal
  - Traffic safety considerations
- e) Once a Council resolution is passed, administration is responsible for commencing the removal procedure in accordance with this policy.



# Council Request for Decision (RFD)

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

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

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

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

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



# Policy

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## Light Vehicle Replacement

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**Policy Number:** OP 9029-02

**Supersedes Policy Number:** OP 9029-01-A

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

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

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### POLICY STATEMENT

The County of Minburn recognizes that a well-maintained light vehicle fleet is integral to municipal operations. As such, the County endeavors to manage these assets through a lifecycle replacement program that not only emphasizes cost, but also condition, utility, overall value, and aesthetics.

### PURPOSE

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

### DEFINITIONS

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

**CAO** means the Chief Administrative Officer.

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

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

**High-Use** means a light-vehicle that is used year-round, with significant highway miles, and is considered essential for the operational effectiveness of the County.

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

**Light Vehicle** means an SUV or truck that has a designation of being a 1-ton or smaller that are generally used for transporting personnel, tools, and small equipment.

**Low-Use** means a light vehicle that is used seasonally or on an infrequent basis, may be nearing the end of its useful life, or can be down for repair without significant operational impacts.

**Medium-Use** means a vehicle that is used seasonally or on a semi-frequent basis but has regular payloads of cargo rather than high km or is at the mid-way point of its useful life and is in a sound mechanical state.

**GUIDELINES**

1. Light vehicle purchases are considered capital and are to be approved by Council via the annual budget process based on recommendations from administration.
2. Light vehicles shall be purchased in accordance with legislated procurement processes and County approved procurement policies.
3. Administration may consider the leasing of light vehicles when economically feasible.
4. Administration will purchase light vehicles that offer the greatest value and meet departmental needs.
5. The County shall endeavour to keep its light vehicle fleet mechanically sound in order to keep its operators safe and to ensure that the fleet are productive assets while in service.
6. Light vehicles will be categorized based on their use and current level of fitness for that use.
7. The County shall utilize the following lifecycle schedule for the replacement of its light vehicle assets:

<b>Light Vehicle Type</b>	<b>High-Use</b>	<b>Medium-Use</b>	<b>Low-Use</b>
<b>Vehicle Mileage</b>	175,000	225,000	275,000
<b>Vehicle Age</b>	6	9	12
<b>Examples</b>	Fire Command Unit	Divisional Operators	Admin SUV
	Director of Operations	Construction Crew	Weed/Spray Crew
	PW Manager	Pest Control	
	AG Manager	Gravel Checker	

8. Vehicles that have either exceeded their lifecycle in years or in kilometers (km) may be targeted for replacement but can also be cycled to a lower category of use to extend their life depending on the asset condition and operational requirements of the County.

9. Vehicles within a category that have exceeded performance expectations and have a satisfactory maintenance record should be repurposed whenever possible.
10. Vehicles that have been costly to maintain, have repairs that are cost prohibitive, or have spent considerable time out of service should be disposed once they have reached their lifecycle maximums.
11. Vehicle aesthetics including body and interior condition as well as public image may also serve as factors that influence light vehicle replacement recommendations and decisions.
12. All County light vehicles that have been cycled to Low-Use will be taken out of service and disposed once reaching 300,000 km or exceeding 15 years past its original in-service date.
13. The County may, with the approval of Council, deviate from this policy and dispose of a vehicle prior to the end of its established lifecycle where the unit experiences extraordinary mechanical issues, is involved in a serious accident, or presents ongoing or unacceptable safety concerns.
14. Light vehicles shall be disposed of in accordance with County policy *AD 1014-01: Asset Disposal Policy*.

## **RESPONSIBILITIES**

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



# Council Request for Decision (RFD)

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

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

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

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



# RFD Appendix

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## OPERATIONS

**Title:** Emergent Road Repair/Gravelling

**Supersedes Policy Number:** PW 32

**Policy Number:** OP 9020-01-A

**Next Review Date:** September 2022

**Approved by Council:** December 19, 1990

**Last Review Date:** September 17, 2018

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### POLICY STATEMENT

This policy relates to actioning the repair of County roads where deemed emergent.

### GENERAL PRINCIPLES

1. The Director of Operations in consultation with the Chief Administrative Officer (CAO) and area Councillor is authorized to undertake any emergent repair/gravelling work within County boundaries.
2. Any emergent road repair work undertaken shall be reported by the Chief Administrative Officer (CAO) to County Council for ratification.



# 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



## RFD Appendix

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## OPERATIONS

**Title:** Road Improvement/Construction Contracts

**Supersedes Policy Number:** PW 6

**Policy Number:** OP 9007-01-A

**Next Review Date:** 2022

**Approved by Council:** December 19, 1990

**Last Review Date:** February 18, 1999

**Resolution No:** 57-99

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### POLICY STATEMENT

This policy relates to entering into contract for road improvement/construction of roads using private contractors.

### PURPOSE

The Director of Operations is empowered to engage contractors road improvement/construction projects as per County contract. Actions of the Director of Operations must be ratified by motion of County Council.

A handwritten signature in black ink, appearing to be "S. S.", written over a horizontal line.

Chief Administrative Officer



# Council Request for Decision (RFD)

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

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

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

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

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



## RFD Appendix

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# Council Request for Decision (RFD)

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

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

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

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

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

**COUNTY OF MINBURN NO. 27**

**BYLAW NO. 1372-26**

A BYLAW OF THE COUNTY OF MINBURN NO. 27, VEGREVILLE, IN THE PROVINCE OF ALBERTA THAT AUTHORIZES THE COUNTY OF MINBURN NO. 27 TO INCUR INDEBTEDNESS BY THE ISSUANCE OF DEBENTURE(S) IN THE AMOUNT OF \$490,000.00 FOR THE PURPOSE OF CONSTRUCTION OF LOCAL BRIDGE BF72570.

WHEREAS the Council of the County of Minburn No. 27 of Vegreville (hereinafter referred to as "the Municipality") has decided to issue a bylaw pursuant to Section 258 of the *Municipal Government Act* to authorize the financing, undertaking and completion of the construction of local bridge BF72570.

WHEREAS plans and specifications have been prepared and the total cost of the project is estimated to be \$490,000.00 and the Municipality estimates the following grants and contributions will be applied to the project:

Capital Reserves:	\$	0.00
Provincial Grants:	\$	0.00
Debentures:	\$	<u>490,000.00</u>
Total Costs:	\$	490,000.00

WHEREAS in order to complete the project it will be necessary for the municipality to borrow the sum of \$490,000.00, for a period not to exceed twenty (20) years, from the Province of Alberta or another authorized financial institution, by the issuance of debentures and on terms and conditions referred to in this bylaw.

WHEREAS the estimated lifetime of the project financed under this bylaw is equal to, or in excess of fifty (50) years.

WHEREAS the principal amount of the outstanding debt of the Municipality at December 31, 2025 is \$0.00 and no part of the principal or interest is in arrears.

WHEREAS all required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

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. That for the purpose of constructing local bridge BF72570, the sum of Four Hundred Ninety Thousand (\$490,000.00) Dollars be borrowed from the Province of Alberta or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of \$490,000.00 is to be paid by the Municipality at large.
2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely the construction of local bridge BF72570.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest installments not to exceed twenty (20) years calculated at a rate not exceeding the interest rate fixed by the Province of Alberta, or another authorized financial institution, on the date of the borrowing, and not to exceed six (6) percent.

4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.
7. This Bylaw comes into force on the date of the third and final reading.

READ A FIRST TIME THIS 17TH DAY OF FEBRUARY, 2026

READ A SECOND TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2026

READ A THIRD TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2026

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



# Council Request for Decision (RFD)

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

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

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

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

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



# Policy

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## Elected Officials Business Expense

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**Policy Number:** CC 3013-03

**Supersedes Policy Number:** CC 3013-02

**Approved by Council:** August 19, 2024

**Next Review Date:** February 2030

**Resolution No:** TBD

**Last Review Date:** February 2026

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### POLICY STATEMENT

To address matters affecting the County of Minburn, the County's Elected Officials must meet with stakeholders and participate in various community, committee, regional, and national events.

~~Elected Officials' duties often occur outside regular work hours requiring time away from family and personal life.~~

The Business Expense Policy provides clarity on which expenses will be reimbursed by the municipality and which expenses will not. The list of events in the policy is meant to provide examples and is not exhaustive. Expenses categorized as Public Relations or Professional Development, subject to conditions set out in the policy, are to be charged from the approved Elected Officials' operating budget.

The reimbursement of expenses adheres to the following principles:

- a) Taxpayer dollars are used prudently and responsibly with a focus on accountability and transparency;
- b) Expenses for travel, meals, and hospitality support County business objectives;
- c) Plans for travel, meals, accommodation, and hospitality are necessary and economical with due regard for health and safety; and
- d) Only legitimate authorized expenses incurred during the course of undertaking County business are reimbursed.

### PURPOSE

The purpose of this policy is to provide clear direction on Elected Officials' business expenses; enhance public confidence in the oversight of expenses incurred by the County's Elected Officials; and to enhance accountability and transparency through routine reporting of Elected Officials' business expenses.

## DEFINITIONS

**Alternate** means the individual(s) who is appointed to a board/committee/commission as an alternate member and is expected to attend on behalf of the appointed Elected Official when they are unable to attend, or when invited by the appointed Elected Official or board/committee chair.

**ASB** means the Agricultural Service Board.

**Board** means any board or other body established by the Council of the County, or any external board or other body to which a Councillor is appointed by the Council of County of Minburn.

**CAO** means the Chief Administrative Officer.

**Committee** means any committee or other body established by the Council of the County or, any external board or other body to which a Councillor is appointed by the Council of the County of Minburn.

**Conference** means a formal meeting at which individuals participate in the exchange of ideas, information, and expertise in work-related subject areas.

**Convention** means an assembly, usually of members of a professional group or delegates, whose primary purpose is to elect officers, report progress and obtain approval for future activities.

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

**Council Business** means the activities conducted by Council in keeping with the provisions of the Municipal Government Act. Examples of Council business includes, but is not limited to, attendance at Council and Committee meetings, municipally sanctioned events, meetings with the CAO, and meetings with constituents.

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

**Designate** means the person authorized by Council to conduct the duties and functions assigned to the Reeve by Council under the *Municipal Government Act* and under this or any other bylaw or policy.

**Elected Officials** means Reeve and Councillors for the County.

**Expenses** means the costs incurred by Elected Officials when conducting Council business.

**Hospitality Event** means an event or function where the provision of food, beverages, accommodations, transportation, and other amenities are provided, at public expense, to people who are not engaged in work for the County.

**Professional Development** means a process of enhancing a Council member's ability to perform in relation to their governance role.

**Reeve** means the Chief Elected Official as defined in the *Municipal Government Act*.

**Resident Meeting** means a meeting of a small, focused group of Division residents for informing or discussing a specific issue of interest or concern to those residents rather than to the Division as a whole. A Resident Meeting may be initiated by an Elected Official or by Administration. A Resident Meeting is generally held at a County facility or within a public facility in a Division.

**RMA** means the Rural Municipalities of Alberta Association.

**Working Session** means a function where food, beverages, accommodations, transportation and other amenities are provided only for people who work for the County.

## **GUIDELINES**

### 1. Boards and Committee's Functions

Elected Officials can charge the ticket or registration fee for a function related to any Council Committee appointment.

### 2. Community Events, Charitable and Non-Profit Fundraisers

#### a) Tickets and registration fees:

Elected Officials invited to a community or regional charitable event or non-profit fundraiser by the charitable organization can ~~claim-charge the ticket or registration fee.~~ **the expense for the ticket or registration fee.**

#### b) Sponsorships:

Elected Officials may provide door prizes or auction items for community events, charitable and non-profit fundraisers **based on Policy AD 1019-01.**

### 3. Federal Political Events

The Federal *Canada Elections Act*, SC 2000, c. C-9, as amended, provides that no person or entity other than an individual who is a citizen or permanent resident shall make a contribution to a registered party, a registered association, a candidate, a leadership contestant or a nomination contestant. A municipality, being a corporation, is an ineligible contributor and cannot make contributions. Accordingly, any tickets, registration fees or donations to any federal registered party, registered association, a candidate, a leadership contestant or a nomination contestant are personal expenses of an Elected Official.

### 4. Provincial Political Events

The Provincial *Election Finances and Contributions Act Disclosure Act*, RSA 2000, c. E-2 provides that a municipality is a prohibited corporation and may not make any contributions to a registered party, registered constituency association or registered candidate. Any ticket purchases or contributions,

including items for door prizes, auctions, and the costs of attending political conventions, shall be Personal Expenses. An Elected Official attending a fundraiser, if attendance has been approved by County Council, may claim a meal expense as set out in the Elected Officials Business Expense Form.

5. Reeve's Representative

If a Councillor is designated by the Reeve to represent the Reeve in an official capacity, the cost of the tickets for that Councillor and his or her spouse or guest, where applicable, pursuant to subsection 6(b), will be charged to the Elected Officials' Expense Budget.

6. Guests

- a) If a guest accompanies an Elected Official to an out-of-town conference or convention, any expenses of the guest for travel, meals, or registration is considered a personal expense.
- b) Notwithstanding section 6(a), when a guest accompanies the Elected Official to a banquet or reception, their ticket may be charged to the Elected Official's Business expense budget.
- c) When an Elected Official is invited to a social or fundraising function in an official capacity, the ticket for a guest may be paid from the Elected Official's Expense Budget.

7. Resident Meetings

- a) Elected Official initiated Resident Meetings may be held at the discretion of the Elected Official and expenses for facility rental and light refreshments may be charged to the Elected Officials' Expense budgets. Expenses incurred for resident meetings initiated by Administration will be charged to the County department initiating the meeting.

**Reworded to:**

Elected Official initiated resident meetings may be held at the Elected Official's discretion, with facility rental and light refreshment costs charged to the Elected Officials' Expense budgets, while expenses for resident meetings initiated by Administration will be charged to the County department that initiates them.

- b) An Elected Official may book space at a public facility for committee meetings to which the Elected Official serves in their capacity as an Elected Official. ~~There will be no rental charges for rooms booked in a public facility.~~ In the event space in a community hall is booked for a meeting, the rental cost, if any, will be reimbursed. ~~After hours security costs for events before or after normal business hours and the costs of any refreshments, if required, will be charged to the Elected Official's Expense budget.~~

8. Business Expenses

Business expenses must remain within the operating budget of an Elected Official. Expenses which exceed an Elected Official's total annual budget must be authorized by Council resolution prior to the expenditure being made. If

expenses exceed the Elected Official's total annual budget and have not been authorized by Council prior to the expenditure, then the Elected Official is personally responsible to reimburse the municipality for these costs.

### 8.1 Mileage Expenses

- a) Elected Officials shall be reimbursed for actual distance travelled outside of the County boundary, based on the automobile allowance rates posted annually by the Canada Revenue Agency.
- b) Elected Officials completing an Expense Claim shall include details of the business purpose, location, departure dates, and distance travelled with each claim.
- c) If two or more Elected Officials travel together in the same vehicle while on Council business, only one Elected Official may claim mileage for the distance travelled.
- d) An Elected Official who is required by his/her insurance company to be insured for business use of his/her motor vehicle for travel on County business shall be reimbursed for the full amount of applicable business premium up to a maximum outlined in Schedule "A" and pro-rated if coverage applies to a lesser period, upon submission of proof of payment.

### 8.2 Conferences and Conventions

- a) Elected Officials are expected to represent the County at conferences and conventions. Pre-approved conferences and conventions are identified in Schedule "B". These will be discussed at the annual organizational meeting and included in the annual operating budget.
- b) All additional conferences and conventions require approval by Council motion.

### 8.3 Training and Professional Development

- a) Elected Officials are encouraged to participate in professional training and development opportunities to enhance their skills and knowledge to effectively fulfill their governance roles and responsibilities.
- b) Mandatory and pre-approved training will be budgeted as general training in the Council budget. Mandatory and pre-approved training is identified in Schedule "C".

### 8.4 Office Expenses

- a) Office expenses including telephone lines, facsimile transmission equipment, internet hook-up and monthly service fees, office space, furniture, cellular phones, local or long-distance charges, postage, photocopying, promotion or entertainment expenses are not eligible for business expense reimbursement.

## 8.5 Electronic Devices

- a) While in office, Elected Officials will be provided with a technology allowance for the purchase a laptop, ~~or iPad and tablet, mobile device, or~~ printer to assist with carrying out their duties, and for attendance at Council and Council Committee meetings. If the Elected Official leaves before the end of the four-year term, the technology allowance will be prorated for length of service. The current rates are outlined in Schedule "A".
- b) Should an Elected Official wish to use their own mobile device instead of a laptop or iPad for Council business, a monthly allocation may be expensed from their technology allowance. The current rates are outlined in Schedule "A".
- c) Printer cartridges will be supplied by Administration.

## 9. Criteria for Reimbursement of Expenses

### 9.1 Mandatory Requirements – General

- a) Alcohol will not be reimbursed as part of Travel or Meal expense except for Hospitality Events.
- b) Hospitality is only provided when the event involves participants from outside the County. Functions involving only people who work for the County are not considered Hospitality Events; they are considered Working Sessions.

#### Reworded to:

- b) Hospitality is only provided when the event involves participants ~~from outside~~ not affiliated with the County. Events attended exclusively by County employees are not considered Hospitality Events; they are classified as Working Sessions.

### 9.2 Elected Official's Responsibilities

- a) Identify and review required business expenses to ensure cost effective options for travel, accommodation, etc. are selected.
- b) Submit a completed Elected Official Business Expense Form to the CAO for each event attended.
- c) Any expenses for the Reeve shall be reviewed and approved by the Deputy Reeve and CAO or designate.
- d) Any expenses for Councillors shall be reviewed and approved the Reeve and CAO or designate.
- e) Submit Elected Official Business Expense Forms accompanied by all necessary receipts and/or documentation monthly. Receipts must be detailed and show the GST amount. A Visa/Mastercard slip is not a receipt for business expense purposes. ~~The current Elected Official Business Expense Form is as per Schedule "D".~~

### 9.3 Reimbursement of Expenses

- a) Travel: The most direct, economical and time efficient mode of transportation shall be utilized or, if an Elected Official chooses an alternate method, then reimbursement shall be limited to an amount equal to the cost of the most direct, economical and time efficient mode.
- b) Airfare: Economy class is preferred for travel. Business class may also be booked or if a medical condition or business reason necessitates an upgraded travel class.
- c) Ground Transportation: Taxis or Ride Share are the preferred method of ground transportation. In a situation where a rental car is practical, the size and type of rental car should be appropriate for the number of people in the car, road conditions, and nature of need.
- d) Accommodations: When an Elected Official is required to travel on County business and accommodation away from the Elected Official's regular residence is necessary, the Elected Official may claim the actual cost of accommodation for a single room rate or a per diem for stays in a private residence in an amount set out in ~~Schedule "D"~~ **the Elected Official Expense Form.**
- e) Meals:
  - i. When travelling on County related business, an Elected Official may claim either the actual cost of the meal or the per diem. The actual cost of the meal is the amount shown on the receipt, excluding alcoholic beverages, plus a gratuity not to exceed fifteen percent of the meal cost.
  - ii. The maximum reimbursement for food and beverages as per ~~Schedule "D"~~ **Elected Official Expense Form.**
  - iii. When an Elected Official attends a conference, meeting, or other event where a meal has been provided, the Elected Official shall not claim a per diem.
  - iv. Expense claims for meals shall be submitted with a detailed receipt.
  - vi. When an Elected Official is travelling on County related business, the Elected Official may be reimbursed for the following per diems:
    - ~~Breakfast—if departure or return time is earlier than 7:30 a.m.~~
    - Lunch—if the departure time ~~is earlier~~ **or return time** is later than 1:00 p.m.
    - Dinner—if the departure or return time is later than 6:30 p.m.
  - vii. When Elected Officials submit expense claims for County related beverage/meal meetings (excluding alcoholic beverages), the names of those in attendance and the purpose of the meeting shall be recorded on the receipt.

- viii. If a meal is included in the cost of airfare, an Elected Official shall not claim a per diem or meal expense unless the flight is delayed.
- f) Transportation and Communication: An Elected Official may claim the following expenses with a receipt: bus fare, railway fare, limousine/taxi fare, parking charges, air fare, **or** automobile rental, ~~facsimile or e-mail charges.~~
- h) Medical Insurance: An Elected Official authorized to travel outside of Canada, who is not covered by Extended Health Care, shall arrange for and may claim for the cost of medical insurance to cover the period of authorized travel.
- ~~i) The Miscellaneous category of expenses is to provide for personal items such as internet connectivity, business centre costs and while on county business.~~
- i) Special Provisions: If an Elected Official incurs business expenses not specifically authorized by this policy, the CAO **and Reeve** may, subject to availability of funds in an appropriate budget, authorize payment of such a business expense claim.
- j) A receipt is not required for a reimbursement of an expense for which an allowance can be claimed.

#### 10. Additional Expenses

- a) In addition to those expenses authorized for Elected Officials in the policy, Elected Officials may have additional business expenses arising from the promotion of the interests of the County of Minburn which, subject to pre-approval from Council, and subject to normal administration approvals, will be treated as Elected Officials' Business Expense. This includes such expenses as golf tournament registrations, additional tours outside of conference and convention registrations and events hosted by other municipalities.
- b) Hospitality Business Expenses: An Elected Official engaged in authorized County business may claim for alcoholic beverages purchased at special events for consumption while promoting the interests of the County of Minburn. Functions or events of this nature are considered Hospitality Events. A detailed expense claim stating the names of all individuals involved and the purpose of the Hospitality Event shall be included with any such claim.

#### 11. Administration

The administration of the regulations set out in this Policy is the responsibility of each individual Elected Official in cooperation with the CAO. The CAO **and Reeve** must approve each expense claim prior to payment.

#### 12. Public Disclosure of Elected Official's Business Expense

Elected Officials' expense reports will be posted monthly on the County of Minburn website.

Expense reports must, at a minimum, include the following components:

- i. name of Elected Official who incurred the expense;
- ii. date of transaction(s);
- iii. transaction amount(s); and
- iv. expense category (travel, including transportation, accommodation, meals and incidentals; and hospitality).

Information that would normally be withheld under the Protection of Privacy Act (POPA), such as personal information, must be redacted from supporting documentation and will not be publicly disclosed.

**SCHEDULE "A"**

**Allowance**

Mobile Device	\$50.00 per month
Technology Allowance	Up to \$2600.00 per term of office
Vehicle Business Insurance	Up to a maximum of \$150.00 per y

## **SCHEDULE "B"**

### **Pre-Approved Conferences and Conventions**

Funds will be budgeted annually for Elected Officials to attend the following pre-approved events (includes travel and conference fees):

<b>Conference/Activity</b>
ASB Provincial Conference
ASB Regional Conference
Rural Municipalities of Alberta Conventions (Spring and Fall)
Rural Municipalities of Alberta District 5 Conferences

*Note: County representation is encouraged, however, attendance by all Councillors is not required.*

Others pre-approved by Council at the annual Organizational Meeting:

<b>Conference/Activity</b>
Federation of Canadian Municipalities Conference (FCM) – 2 members of Council
Alberta Economic Development Conference – 2 members of Council
Alberta Seniors Housing Association Conference – 2 members of Council
Lamont County Reeve's Charity Golf Tournament – All of Council
<b>RMA District 5 Golf Tournament - All of Council</b>
<b>RMA Charity Golf Tournament - All of Council</b>

## **SCHEDULE "C"**

### **Mandatory and Pre-Approved Training**

#### **Mandatory**

Before the organizational meeting following a municipal election, or the day a Councillor is elected through a by-election takes the oath of office, all Councillors are required to participate in the following training events:

- Role of Municipalities in Alberta
- Municipal Organization and Function
- Council and Councillor Roles and Responsibilities
- Code of Conduct
- Roles and responsibilities of the CAO and staff

Before the first regularly scheduled Council meeting following a municipal election or 90 days from the day a Councillor is elected through a By-Election takes the oath of office, Councillors are required to participate in the following training events:

- County of Minburn Elected Official Orientation
  - key municipal plans, policies and projects;
  - budgeting and financial administration
  - public participation; and
  - any other topic prescribed by provincial regulations

Ninety days from the day a Councillor takes the oath of office, Councillors are required to participate in the following training events:

- Media Training (Communications)
- Protection of Privacy Act (POPA) for Elected Officials
- Access to Information Act (ATIA) for Elected Officials
- Basic Emergency Management for Elected Officials

#### **Pre-Approved**

Funds will be budgeted annually for Elected Officials to attend the following pre-approved training events (includes travel and conference fees):

- Elected Officials Education Program – Municipal Elected Leaders Certificate courses
- Brownlee LLP Emerging Trends **Seminars**
- Reynolds Mirth Richards Farmer Municipal Law **Seminars**



# Policy

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## Elected Officials Business Expense

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**Policy Number:** CC 3013-03

**Supersedes Policy Number:** CC 3013-02

**Approved by Council:** August 19, 2024

**Next Review Date:** February 2030

**Resolution No:** TBD

**Last Review Date:** February 2026

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### **POLICY STATEMENT**

To address matters affecting the County of Minburn, the County's Elected Officials must meet with stakeholders and participate in various community, committee, regional, and national events.

The Business Expense Policy provides clarity on which expenses will be reimbursed by the municipality and which expenses will not. The list of events in the policy is meant to provide examples and is not exhaustive. Expenses categorized as Public Relations or Professional Development, subject to conditions set out in the policy, are to be charged from the approved Elected Officials' operating budget.

The reimbursement of expenses adheres to the following principles:

- a) Taxpayer dollars are used prudently and responsibly with a focus on accountability and transparency;
- b) Expenses for travel, meals, and hospitality support County business objectives;
- c) Plans for travel, meals, accommodation, and hospitality are necessary and economical with due regard for health and safety; and
- d) Only legitimate authorized expenses incurred during the course of undertaking County business are reimbursed.

### **PURPOSE**

The purpose of this policy is to provide clear direction on Elected Officials' business expenses; enhance public confidence in the oversight of expenses incurred by the County's Elected Officials; and to enhance accountability and transparency through routine reporting of Elected Officials' business expenses.

## DEFINITIONS

**Alternate** means the individual(s) who is appointed to a board/committee/commission as an alternate member and is expected to attend on behalf of the appointed Elected Official when they are unable to attend, or when invited by the appointed Elected Official or board/committee chair.

**ASB** means the Agricultural Service Board.

**Board** means any board or other body established by the Council of the County, or any external board or other body to which a Councillor is appointed by the Council of County of Minburn.

**CAO** means the Chief Administrative Officer.

**Committee** means any committee or other body established by the Council of the County or, any external board or other body to which a Councillor is appointed by the Council of the County of Minburn.

**Conference** means a formal meeting at which individuals participate in the exchange of ideas, information, and expertise in work-related subject areas.

**Convention** means an assembly, usually of members of a professional group or delegates, whose primary purpose is to elect officers, report progress and obtain approval for future activities.

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

**Council Business** means the activities conducted by Council in keeping with the provisions of the Municipal Government Act. Examples of Council business includes, but is not limited to, attendance at Council and Committee meetings, municipally sanctioned events, meetings with the CAO, and meetings with constituents.

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

**Designate** means the person authorized by Council to conduct the duties and functions assigned to the Reeve by Council under the *Municipal Government Act* and under this or any other bylaw or policy.

**Elected Officials** means Reeve and Councillors for the County.

**Expenses** means the costs incurred by Elected Officials when conducting Council business.

**Hospitality Event** means an event or function where the provision of food, beverages, accommodations, transportation, and other amenities are provided, at public expense, to people who are not engaged in work for the County.

**Professional Development** means a process of enhancing a Council member's ability to perform in relation to their governance role.

**Reeve** means the Chief Elected Official as defined in the *Municipal Government Act*.

**Resident Meeting** means a meeting of a small, focused group of Division residents for informing or discussing a specific issue of interest or concern to those residents rather than to the Division as a whole. A Resident Meeting may be initiated by an Elected Official or by Administration. A Resident Meeting is generally held at a County facility or within a public facility in a Division.

**RMA** means the Rural Municipalities of Alberta Association.

**Working Session** means a function where food, beverages, accommodations, transportation and other amenities are provided only for people who work for the County.

## **GUIDELINES**

### 1. Boards and Committee's Functions

Elected Officials can charge the ticket or registration fee for a function related to any Council Committee appointment.

### 2. Community Events, Charitable and Non-Profit Fundraisers

#### a) Tickets and registration fees:

Elected Officials invited to a community or regional charitable event or non-profit fundraiser by the charitable organization can claim the expense for the ticket or registration fee.

#### b) Sponsorships:

Elected Officials may provide door prizes or auction items for community events, charitable and non-profit fundraisers based on Policy AD 1019-01.

### 3. Federal Political Events

The Federal *Canada Elections Act*, SC 2000, c. C-9, as amended, provides that no person or entity other than an individual who is a citizen or permanent resident shall make a contribution to a registered party, a registered association, a candidate, a leadership contestant or a nomination contestant. A municipality, being a corporation, is an ineligible contributor and cannot make contributions. Accordingly, any tickets, registration fees or donations to any federal registered party, registered association, a candidate, a leadership contestant or a nomination contestant are personal expenses of an Elected Official.

### 4. Provincial Political Events

The Provincial *Election Finances and Contributions Act Disclosure Act*, RSA 2000, c. E-2 provides that a municipality is a prohibited corporation and may not make any contributions to a registered party, registered constituency association or registered candidate. Any ticket purchases or contributions,

including items for door prizes, auctions, and the costs of attending political conventions, shall be Personal Expenses. An Elected Official attending a fundraiser, if attendance has been approved by County Council, may claim a meal expense as set out in the Elected Officials Business Expense Form.

5. Reeve's Representative

If a Councillor is designated by the Reeve to represent the Reeve in an official capacity, the cost of the tickets for that Councillor and his or her spouse or guest, where applicable, pursuant to subsection 6(b), will be charged to the Elected Officials' Expense Budget.

6. Guests

- a) If a guest accompanies an Elected Official to an out-of-town conference or convention, any expenses of the guest for travel, meals, or registration is considered a personal expense.
- b) Notwithstanding section 6(a), when a guest accompanies the Elected Official to a banquet or reception, their ticket may be charged to the Elected Official's Business expense budget.
- c) When an Elected Official is invited to a social or fundraising function in an official capacity, the ticket for a guest may be paid from the Elected Official's Expense Budget.

7. Resident Meetings

- a) Elected Official initiated resident meetings may be held at the Elected Official's discretion, with facility rental and light refreshment costs charged to the Elected Officials' Expense budgets, while expenses for resident meetings initiated by Administration will be charged to the County department that initiates them.
- b) An Elected Official may book space at a public facility for committee meetings to which the Elected Official serves in their capacity as an Elected Official. In the event space in a community hall is booked for a meeting, the rental cost, if any, will be reimbursed.

8. Business Expenses

Business expenses must remain within the operating budget of an Elected Official. Expenses which exceed an Elected Official's total annual budget must be authorized by Council resolution prior to the expenditure being made. If expenses exceed the Elected Official's total annual budget and have not been authorized by Council prior to the expenditure, then the Elected Official is personally responsible to reimburse the municipality for these costs.

8.1 Mileage Expenses

- a) Elected Officials shall be reimbursed for actual distance travelled outside of the County boundary, based on the automobile allowance rates posted annually by the Canada Revenue Agency.

- b) Elected Officials completing an Expense Claim shall include details of the business purpose, location, departure dates, and distance travelled with each claim.
- c) If two or more Elected Officials travel together in the same vehicle while on Council business, only one Elected Official may claim mileage for the distance travelled.
- d) An Elected Official who is required by his/her insurance company to be insured for business use of his/her motor vehicle for travel on County business shall be reimbursed for the full amount of applicable business premium up to a maximum outlined in Schedule "A" and pro-rated if coverage applies to a lesser period, upon submission of proof of payment.

## 8.2 Conferences and Conventions

- a) Elected Officials are expected to represent the County at conferences and conventions. Pre-approved conferences and conventions are identified in Schedule "B". These will be discussed at the annual organizational meeting and included in the annual operating budget.
- b) All additional conferences and conventions require approval by Council motion.

## 8.3 Training and Professional Development

- a) Elected Officials are encouraged to participate in professional training and development opportunities to enhance their skills and knowledge to effectively fulfill their governance roles and responsibilities.
- b) Mandatory and pre-approved training will be budgeted as general training in the Council budget. Mandatory and pre-approved training is identified in Schedule "C".

## 8.4 Office Expenses

- a) Office expenses including telephone lines, facsimile transmission equipment, internet hook-up and monthly service fees, office space, furniture, cellular phones, local or long-distance charges, postage, photocopying, promotion or entertainment expenses are not eligible for business expense reimbursement.

## 8.5 Electronic Devices

- a) While in office, Elected Officials will be provided with a technology allowance for the purchase a laptop, tablet, mobile device, or printer to assist with carrying out their duties, and for attendance at Council and Council Committee meetings. If the Elected Official leaves before the end of the four-year term, the technology allowance will be prorated for length of service. The current rates are outlined in Schedule "A".

- b) Should an Elected Official wish to use their own mobile device instead of a laptop or iPad for Council business, a monthly allocation may be expensed from their technology allowance. The current rates are outlined in Schedule "A".
- c) Printer cartridges will be supplied by Administration.

## 9. Criteria for Reimbursement of Expenses

### 9.1 Mandatory Requirements – General

- a) Alcohol will not be reimbursed as part of Travel or Meal expense except for Hospitality Events.
- b) Hospitality is only provided when the event involves participants not affiliated with the County. Events attended exclusively by County employees are not considered Hospitality Events; they are classified as Working Sessions.

### 9.2 Elected Official's Responsibilities

- a) Identify and review required business expenses to ensure cost effective options for travel, accommodation, etc. are selected.
- b) Submit a completed Elected Official Business Expense Form to the CAO for each event attended.
- c) Any expenses for the Reeve shall be reviewed and approved by the Deputy Reeve and CAO or designate.
- d) Any expenses for Councillors shall be reviewed and approved the Reeve and CAO or designate.
- e) Submit Elected Official Business Expense Forms accompanied by all necessary receipts and/or documentation monthly. Receipts must be detailed and show the GST amount. A Visa/Mastercard slip is not a receipt for business expense purposes.

### 9.3 Reimbursement of Expenses

- a) Travel: The most direct, economical and time efficient mode of transportation shall be utilized or, if an Elected Official chooses an alternate method, then reimbursement shall be limited to an amount equal to the cost of the most direct, economical and time efficient mode.
- b) Airfare: Economy class is preferred for travel. Business class may also be booked or if a medical condition or business reason necessitates an upgraded travel class.
- c) Ground Transportation: Taxis or Ride Share are the preferred method of ground transportation. In a situation where a rental car is practical, the size and type of rental car should be appropriate for the number of people in the car, road conditions, and nature of need.

- d) Accommodations: When an Elected Official is required to travel on County business and accommodation away from the Elected Official's regular residence is necessary, the Elected Official may claim the actual cost of accommodation for a single room rate or a per diem for stays in a private residence in an amount set out in the Elected Official Expense Form.
- e) Meals:
  - i. When travelling on County related business, an Elected Official may claim either the actual cost of the meal or the per diem. The actual cost of the meal is the amount shown on the receipt, excluding alcoholic beverages, plus a gratuity not to exceed fifteen (15) percent of the meal cost.
  - ii. The maximum reimbursement for food and beverages as per Elected Official Expense Form.
  - iii. When an Elected Official attends a conference, meeting, or other event where a meal has been provided, the Elected Official shall not claim a per diem.
  - iv. Expense claims for meals shall be submitted with a detailed receipt.
  - vi. When an Elected Official is travelling on County related business, the Elected Official may be reimbursed for the following per diems:
    - Lunch—if the departure time or return time is later than 1:00 p.m.
    - Dinner—if the departure or return time is later than 6:30 p.m.
  - vii. When Elected Officials submit expense claims for County related beverage/meal meetings (excluding alcoholic beverages), the names of those in attendance and the purpose of the meeting shall be recorded on the receipt.
  - viii. If a meal is included in the cost of airfare, an Elected Official shall not claim a per diem or meal expense unless the flight is delayed.
- f) Transportation and Communication: An Elected Official may claim the following expenses with a receipt: bus fare, railway fare, limousine/taxi fare, parking charges, air fare, automobile rental.
- h) Medical Insurance: An Elected Official authorized to travel outside of Canada, who is not covered by Extended Health Care, shall arrange for and may claim for the cost of medical insurance to cover the period of authorized travel.
- i) Special Provisions: If an Elected Official incurs business expenses not specifically authorized by this policy, the CAO and Reeve may, subject to availability of funds in an appropriate budget, authorize payment of such a business expense claim.
- j) A receipt is not required for a reimbursement of an expense for which an allowance can be claimed.

10. Additional Expenses

- a) In addition to those expenses authorized for Elected Officials in the policy, Elected Officials may have additional business expenses arising from the promotion of the interests of the County of Minburn which, subject to pre-approval from Council, and subject to normal administration approvals, will be treated as Elected Officials' Business Expense. This includes such expenses as golf tournament registrations, additional tours outside of conference and convention registrations and events hosted by other municipalities.
- b) Hospitality Business Expenses: An Elected Official engaged in authorized County business may claim for alcoholic beverages purchased at special events for consumption while promoting the interests of the County of Minburn. Functions or events of this nature are considered Hospitality Events. A detailed expense claim stating the names of all individuals involved and the purpose of the Hospitality Event shall be included with any such claim.

11. Administration

The administration of the regulations set out in this Policy is the responsibility of each individual Elected Official in cooperation with the CAO. The CAO and Reeve must approve each expense claim prior to payment.

12. Public Disclosure of Elected Official's Business Expense

Elected Officials' expense reports will be posted monthly on the County of Minburn website.

Expense reports must, at a minimum, include the following components:

- i. name of Elected Official who incurred the expense;
- ii. date of transaction(s);
- iii. transaction amount(s); and
- iv. expense category (travel, including transportation, accommodation, meals and incidentals; and hospitality).

Information that would normally be withheld under the Protection of Privacy Act (POPA), such as personal information, must be redacted from supporting documentation and will not be publicly disclosed.

**SCHEDULE "A"**

**Allowance**

Mobile Device	\$50.00 per month
Technology Allowance	Up to \$2600.00 per term of office
Vehicle Business Insurance	Up to a maximum of \$150.00 per y

## **SCHEDULE "B"**

### **Pre-Approved Conferences and Conventions**

Funds will be budgeted annually for Elected Officials to attend the following pre-approved events (includes travel and conference fees):

<b>Conference/Activity</b>
ASB Provincial Conference
ASB Regional Conference
Rural Municipalities of Alberta Conventions (Spring and Fall)
Rural Municipalities of Alberta District 5 Conferences

*Note: County representation is encouraged, however, attendance by all Councillors is not required.*

Others pre-approved by Council at the annual Organizational Meeting:

<b>Conference/Activity</b>
Federation of Canadian Municipalities Conference (FCM) – 2 members of Council
Alberta Economic Development Conference – 2 members of Council
Alberta Seniors Housing Association Conference – 2 members of Council
Lamont County Reeve's Charity Golf Tournament – All of Council
RMA District 5 Golf Tournament - All of Council
RMA Charity Golf Tournament - All of Council

## **SCHEDULE "C"**

### **Mandatory and Pre-Approved Training**

#### **Mandatory**

Before the organizational meeting following a municipal election, or the day a Councillor is elected through a by-election takes the oath of office, all Councillors are required to participate in the following training events:

- Role of Municipalities in Alberta
- Municipal Organization and Function
- Council and Councillor Roles and Responsibilities
- Code of Conduct
- Roles and responsibilities of the CAO and staff

Before the first regularly scheduled Council meeting following a municipal election or 90 days from the day a Councillor is elected through a By-Election takes the oath of office, Councillors are required to participate in the following training events:

- County of Minburn Elected Official Orientation
  - key municipal plans, policies and projects;
  - budgeting and financial administration
  - public participation; and
  - any other topic prescribed by provincial regulations

Ninety days from the day a Councillor takes the oath of office, Councillors are required to participate in the following training events:

- Media Training (Communications)
- Protection of Privacy Act (POPA) for Elected Officials
- Access to Information Act (ATIA) for Elected Officials
- Basic Emergency Management for Elected Officials

#### **Pre-Approved**

Funds will be budgeted annually for Elected Officials to attend the following pre-approved training events (includes travel and conference fees):

- Elected Officials Education Program – Municipal Elected Leaders Certificate courses
- Brownlee LLP Emerging Trends Seminars
- Reynolds Mirth Richards Farmer Municipal Law Seminars



# Council Request for Decision (RFD)

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

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

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

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

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



## REEVE AND COUNCIL REPORTS

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

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

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

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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

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**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** February 17, 2026 **Council Meeting**

**From Date:** January 17, 2026

**To Date:** February 13, 2026

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### **Internal Meetings:**

- County Council Meeting – January 19
- Cemetery Workshop – February 5
- Committee of the Whole Meeting – February 11

### **External Meetings:**

- Innisfree and County of Minburn CAO & CEO meeting – February 5
- Cenera PMP Meeting – February 9

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

- Emerging Trends in Municipal Law – February 12, 2026
- Planning 101 – February 13

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

- Council and Committee meeting packages
- Occupational Health and Safety Program
- CAO Bylaw
- Privacy Management Program development
- County of Minburn History Book
- Social Media Toolkit for Councillors
- Regional Emergency Management Agency
- Summer 2026 Staffing
- Vacation coverage



## ADMINISTRATION REPORTS

**Name:** Norm De Wet

**Department:** Operations

**Reviewed by:** Pat Podoborzny

**For Presentation at:** Feb 17, 2026, County Council meeting.

**From Date:** January 20, 2026.

**To Date:** February 13, 2026.

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

- The CAT 627G (Unit 522) refurb is ongoing. The machine refurb is in the final stages, with delivery to the County expected towards the end of March 2026.

### **Public Works Update:**

- Maintenance crews are completing ongoing winter maintenance as required by policy.
- The Coulters' crushing tender contract has been signed Paragon LTD. Administration is planning a preconstruction meeting for March 13<sup>th</sup>, 2026.

### **Contracted Services:**

- The asbestos abatement and reinstallation of the T-bar ceiling is completed in the Senior Accountant's office in the administration building.

### **Waste Management**

- Administration is currently awaiting pricing for groundwater monitoring at three post-closure transfer sites that require biennial testing.

For Council's information, Alberta Environment and Protected Areas (AEPA) requires groundwater monitoring for a minimum of 25 years following landfill closure. After this period, Administration must submit a groundwater monitoring report and analysis to AEPA, along with a request to deregister the site.

AEPA has also advised that even if deregistration is approved, the land remains classified as "nuisance ground," and standard development setbacks continue to apply unless a specific variance is granted.

The County's post-closure landfill sites are:

- Mannville Landfill (SW-16-50-09-W4)  
Closure: 2023  
25-year minimum monitoring period ends in 2048
- Ranfurly Landfill (SE-03-52-12-W4)  
Closure: 2018  
25-year minimum monitoring period ends in 2043
- Lavoy Landfill (NW-33-51-13-W4)  
Closure: 2003  
25-year minimum monitoring period ends in 2028, at which time  
Administration will apply for deregistration with supporting  
groundwater data.

### **Utilities**

- Administration has identified an issue with the backup generator at the Lavoy water distribution system. The generator is not automatically engaging during testing, although it operates normally when switched manually and fully supports the distribution system. Administration is working with Total Power and Generac to resolve the issue. In the event of a power outage before repairs are completed, Two Hills utility contractors will manually engage the generator to maintain service.
- The hydrant replacement tender for 8 hydrants in the Hamlet of Lavoy has been posted on the Alberta Purchasing Connection with the tender closing on March 3, 2026. Tender results will be brought to Council at the March 2026 meeting.

### **Agricultural Services Update:**

- The County has received APOS funding to operate a Coyote Harvest Incentive Program up until April 1, 2026. Eligible residents may receive \$20 per legally harvested coyote, up to program limits, with a maximum total funding of \$20,000. Coyotes must be harvested within County boundaries with proof of landowner permission and will be verified at the Ag Fieldman by appointment only at the Operations office. Continued funding after April 1, 2026, is subject to reapplication and approval through APOS.
- The mulching program is underway and following the schedule on the bushing map provided to Council in late November 2025.



## ADMINISTRATION REPORTS

Name: Davin Gegolick

Department: Planning and Community Services

Reviewed by: Pat Podoborzny

For Presentation at: February 17, 2026 Council Meeting

From Date: January 15, 2026

To Date: February 11, 2026

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### Planning Update:

- Issued development permits:
  - Dwelling (NW 22-53-13-4)
  - Farm shop (NE 35-50-11-4)
- Conducting research on animal control operations, local shelter capacity, and partnership opportunities, and meeting with an individual interested in developing an animal sanctuary within the County

### Subdivision Update:

- Received subdivision: file #01-2026, 02-2026
- Complete subdivision inspection: file #01-2026
- Completed subdivision endorsement: file #09-2025, 14-2025

### Economic Development Update:

- Finalized lot sale in Lavoy – Lots 1, 4, and 5, Block 1, Plan 2522695
- Crossroads update:
  - supporting a regional Alberta Open Farm Days consultant to increase regional participation in Alberta Open Farm Days events
  - business relations are improving
  - news release on Developers pkg
  - welcome pkg planned to be completed in March
- Met with owner of Lavoy General Store – planning community events
- Responded to an RFI from Invest Alberta for an investor looking for a suitable location to develop a steel processing facility.

#### Community Services:

- Enhancing information on regional transportation services on the County website and promoting through social media to increase public awareness
- Held cemetery workshop on February 5 to discuss:
  - cemetery survey and GIS integration overview
  - History/discussion on Lavoy cemetery transition to the County
  - Bylaws, operating agreement, and insurance
  - Signage replacement

#### Attachments:

- RFD – County Reserve Land Lease and Future Use



## ADMINISTRATION REPORTS

**Name:** Mike Fundytus

**Department:** Protective Services

**Reviewed by:** Pat Podoborzny

**For Presentation at:** February 17, 2026 Council Meeting

**From Date:** January 14, 2025

**To Date:** Feb 9, 2026

### Fire Department Update:

Call Type	Date	Details	Station Dispatched
MVC	Jan 15	Hwy 16 RR 101 11:30am 3 POC 2 FT members attended.	Mannville
False Alarm	Jan 15	SW 14 50 9 W4 5:35pm 4 POC members attended	Mannville
False Alarm	Jan 16	5119 46 <sup>th</sup> Street 11:00 am 1 POC and 1 FT member attended	Mannville
MVC	Jan 20	Hwy 16 RR 133 8:00am	Vegreville
Medical	Jan 23	Village medical 12:03 pm 2 POC members attended	Mannville
Medical	Jan 24	Village Medical 7:20 am 2 POC attended	Innisfree
Medical	Jan 24	Village Medical 7:12 pm 3 POC members attended	Mannville
Medical	Jan 29	County medical 11:10 am 3 POC 1 Ft member attended	Innisfree
Gas Leak	Feb 1	Petrocanada 3:50pm 4 POC 1 FT member attended	Innisfree
MVC	Feb 2	Hwy 631 Hwy 870 11:35 am Driver hit ditch and was nonresponsive. 2 POC 2 FT members attended	Innisfree
MVC	Feb 4	Hwy 36 Hwy 16 2 Vehicle MVC 9:30am	Vegreville
Fire	Feb 5	5247 47 Street 4:33 pm 2 POC attended. Mannville ATV on fire, owner had ATV extinguished before arrival	Mannville

- Total Fire Responses:
  - Mannville – 6
  - Innisfree – 4
  - Vegreville – 2
- Currently issuing burn permits till March 31, 2026
- Current staffing in protective services is 1 FT Director, 1 FT Public Safety Officer, 29 paid on call firefighters (13 Innisfree Station 16 Mannville station) 1 member on medical leave.
- We outfitted unit 247 with HAAS Alert notification system in January and have installed two more of the transponders on Unit 914 and Unit 910. All three vehicles are the primary response vehicles. The HAAS Alert system delivers car notifications to participating manufacturers as well through navigation apps such as Waze or Apple Maps. In the month of January, the 3 MVC we responded to on provincial highways HAAS Alert delivered 973 in cab alerts of fire vehicles ahead to drivers.

### **Emergency Management Update:**

- Regional Emergency Management Agency meeting January 5. The Director of Protective services is the new chair of the agency.
- Replaced the warning beacon on the Innisfree Tower, and it was upgraded to an LED light to increase the lifespan of the warning lights for the tower.

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

- Nothing to report.

### **Bylaw Enforcement:**

- Public Safety Officer completed two inspections for LUB complaints.

### **RCMP Liaison :**

- Nothing to report.



## 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:**





ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Peace River*

AR121124

December 10, 2025

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

Dear Reeve Konieczny:

I would like to extend my apologies for the necessary change in venue on short notice and for our meeting not taking place as originally planned.

I truly value the opportunity to hear your perspectives and understand your concerns. The work municipal leaders do is essential to the strength and success of communities across our province, and I remain committed to maintaining a strong relationship built on respect and collaboration.

I look forward to connecting with you at the next convention. Alternatively, if you would prefer to meet sooner, please contact my office to arrange a time.

Thank you for your understanding, and I appreciate your continued dedication to serving your community.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Dan Williams', with a long horizontal flourish extending to the right.

Dan Williams, ECA  
Minister of Municipal Affairs

cc: Pat Podoborzny, Chief Administrative Officer, County of Minburn No. 27

## Audra Kropielnicki

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**From:** Shamblaw, Kenneth (RCMP/GRC) <kenneth.shamblaw@rcmp-grc.gc.ca>  
**Sent:** February 5, 2026 10:33 AM  
**To:** Info  
**Subject:** RMA Meetings

Some people who received this message don't often get email from kenneth.shamblaw@rcmp-grc.gc.ca. [Learn why this is important](#)

Good morning,

I am inquiring if Minburn County Representatives are attending the RMA meetings and if so, do they wish to have a meeting with the Commanding Officer of the Alberta RCMP at the event.

If they do want a meeting with the CO could you please supply me with the name, email address and phone numbers of the person requesting the meeting. I would also need to submit what the municipality would like to discuss with him.

If you have any questions, please feel free to contact me.

I look forward hearing from you.

Regards, Ken

Sgt. Ken Shamblaw

Vermilion RCMP Detachment Commander

[kenneth.shamblaw@rcmp-grc.gc.ca](mailto:kenneth.shamblaw@rcmp-grc.gc.ca)

5115 50<sup>th</sup> Avenue

Vermilion, Alberta

T9X 1A9

Office : 780 853-4441

Cell: 587 385-9385



February 2, 2026

Pat Podoborzny  
CAO  
Minburn County, Alberta

Dear Mrs. Podoborzny,

Please find attached the quarterly Community Policing Report for Vegreville RCMP. It outlines staffing, financial information, and crime trends for the Vegreville detachment, and supports our commitment to transparency and ongoing collaboration with our community partners.

Through both provincial and municipal policing contracts, the RCMP serves roughly 40% of Albertans across 95% of the province, including your community. That is why it is so important that our work is centered on people — the frontline members serving your community, the support teams behind the scenes, and the Albertans who rely on us every day.

The Government of Alberta's Police Funding Model (PFM) has strengthened our ability to meet those needs. With your contributions, we have added 279 police officers, 136 directly to detachments, along with 242 civilian staff, including 77 supporting detachment operations. These investments have also enabled the development of a Real-Time Operations Centre to support frontline officers, the expansion of our drone program, enhanced investigative capacity, and the addition of a third specialized Emergency Response Team.

These resources, along with the dedication of our employees and the support of your community, have helped bring Alberta's crime rates to their lowest point in five years — and we are committed to building on this progress together.

I welcome continued conversations about your community's policing priorities and any ideas that can help us strengthen our service. Working collaboratively is essential to maintaining this forward progress, and I encourage you to reach out at any time with questions, concerns, or suggestions.

Sincerely,

S/Sgt. Colin Folk  
NCO i/c  
Vegreville RCMP



## Vegreville Provincial Detachment Crime Statistics (Actual) October - December: 2021 - 2025

All categories contain "Attempted" and/or "Completed"

January 13, 2026

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		0	0	0	0	1	N/A	N/A	0.2
Other Sexual Offences		0	0	1	0	0	N/A	N/A	0.0
Assault		10	3	3	4	7	-30%	75%	-0.5
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		1	0	0	0	1	0%	N/A	0.0
Criminal Harassment		1	0	1	1	1	0%	0%	0.1
Uttering Threats		2	3	2	1	1	-50%	0%	-0.4
<b>TOTAL PERSONS</b>		<b>14</b>	<b>6</b>	<b>7</b>	<b>6</b>	<b>11</b>	<b>-21%</b>	<b>83%</b>	<b>-0.6</b>
Break & Enter		7	14	14	8	4	-43%	-50%	-1.2
Theft of Motor Vehicle		6	8	11	6	4	-33%	-33%	-0.6
Theft Over \$5,000		0	6	0	2	3	N/A	50%	0.2
Theft Under \$5,000		9	16	14	16	10	11%	-38%	0.2
Possn Stn Goods		12	8	5	4	3	-75%	-25%	-2.2
Fraud		4	5	3	4	9	125%	125%	0.9
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		7	13	7	8	4	-43%	-50%	-1.1
Mischief - Other		3	1	6	0	2	-33%	N/A	-0.3
<b>TOTAL PROPERTY</b>		<b>48</b>	<b>71</b>	<b>60</b>	<b>48</b>	<b>39</b>	<b>-19%</b>	<b>-19%</b>	<b>-4.1</b>
Offensive Weapons		0	0	2	0	4	N/A	N/A	0.8
Disturbing the peace		0	2	0	2	1	N/A	-50%	0.2
Fail to Comply & Breaches		10	3	4	6	3	-70%	-50%	-1.1
<b>OTHER CRIMINAL CODE</b>		<b>2</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>-50%</b>	<b>-50%</b>	<b>0.0</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>12</b>	<b>5</b>	<b>7</b>	<b>10</b>	<b>9</b>	<b>-25%</b>	<b>-10%</b>	<b>-0.1</b>
<b>TOTAL CRIMINAL CODE</b>		<b>74</b>	<b>82</b>	<b>74</b>	<b>64</b>	<b>59</b>	<b>-20%</b>	<b>-8%</b>	<b>-4.8</b>



## Vegreville Provincial Detachment Crime Statistics (Actual) October - December: 2021 - 2025

All categories contain "Attempted" and/or "Completed"

January 13, 2026

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		2	1	0	1	3	50%	200%	0.2
Drug Enforcement - Trafficking		1	1	0	1	1	0%	0%	0.0
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>3</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>33%</b>	<b>100%</b>	<b>0.2</b>
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		1	3	0	0	3	200%	N/A	0.1
<b>TOTAL FEDERAL</b>		<b>4</b>	<b>5</b>	<b>0</b>	<b>2</b>	<b>7</b>	<b>75%</b>	<b>250%</b>	<b>0.3</b>
Liquor Act		1	0	1	1	1	0%	0%	0.1
Cannabis Act		0	0	0	0	1	N/A	N/A	0.2
Mental Health Act		22	23	10	9	2	-91%	-78%	-5.4
Other Provincial Stats		24	24	24	16	17	-29%	6%	-2.2
<b>Total Provincial Stats</b>		<b>47</b>	<b>47</b>	<b>35</b>	<b>26</b>	<b>21</b>	<b>-55%</b>	<b>-19%</b>	<b>-7.3</b>
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		1	1	2	2	4	300%	100%	0.7
<b>Total Municipal</b>		<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>300%</b>	<b>100%</b>	<b>0.7</b>
Fatals		1	1	0	0	1	0%	N/A	-0.1
Injury MVC		3	2	5	9	5	67%	-44%	1.1
Property Damage MVC (Reportable)		43	46	43	27	41	-5%	52%	-2.3
Property Damage MVC (Non Reportable)		10	14	4	7	6	-40%	-14%	-1.5
<b>TOTAL MVC</b>		<b>57</b>	<b>63</b>	<b>52</b>	<b>43</b>	<b>53</b>	<b>-7%</b>	<b>23%</b>	<b>-2.8</b>
Roadside Suspension - Alcohol (Prov)		5	1	1	1	1	-80%	0%	-0.8
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
<b>Total Provincial Traffic</b>		<b>341</b>	<b>208</b>	<b>158</b>	<b>122</b>	<b>294</b>	<b>-14%</b>	<b>141%</b>	<b>-18.0</b>
<b>Other Traffic</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>N/A</b>	<b>0.0</b>
<b>Criminal Code Traffic</b>		<b>10</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>10</b>	<b>0%</b>	<b>900%</b>	<b>-0.1</b>
<b>Common Police Activities</b>									
False Alarms		2	10	3	3	3	50%	0%	-0.5
False/Abandoned 911 Call and 911 Act		0	2	3	5	3	N/A	-40%	0.9
Suspicious Person/Vehicle/Property		4	16	18	12	7	75%	-42%	0.2
Persons Reported Missing		0	0	4	0	0	N/A	N/A	0.0
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		6	0	4	8	5	-17%	-38%	0.6
Form 10 (MHA) (Reported)		0	2	1	1	0	N/A	-100%	-0.1



## Alberta RCMP - Provincial Policing Report

### Detachment Information

**Detachment Name**

Vegreville RCMP

**Detachment Commander**

S/Sgt. Colin Folk

**Report Date**

February 9, 2026

**Fiscal Year**

2025-26

**Quarter**

Q3 (October - December)

### Community Priorities

**Priority #1: Crime Reduction - Property Crime & Drug Trafficking****Updates and Comments:**

During the third quarter, the Vegreville RCMP conducted 25 prolific offender management checks within the detachment policing area. As a result of these checks, 4 individuals were breached for failing to comply with the conditions of release and were charged accordingly.

**Priority #2: Traffic - Impaired Driving & Distracted Driving****Updates and Comments:**

During the third quarter, the Vegreville RCMP issued 52 violation tickets and conducted 35 alcohol screening demands. Of those 35 demands, 4 individuals were found to be operating motor vehicle while impaired and administered Provincial sanctions.

**Priority #3: Police / Community Relations - Police Visibility****Updates and Comments:**

During the third quarter, the Vegreville RCMP conducted numerous meaningful community engagement activities such as, multiple recruitment initiatives, organized a Christmas hamper, attended numerous school Christmas events, numerous community sporting events and other in school activities.





## Community Consultations

### Consultation #1

<b>Date</b>	<b>Meeting Type</b>
Click or tap to enter a date.	Choose an item.
<b>Topics Discussed</b>	
Click or tap here to enter text.	
<b>Notes/Comments:</b>	
Click or tap here to enter text.	



## Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	4	3	0	1
Detachment Support	1	1	0	0

### Notes:

1. Data extracted on December 31, 2025 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

### Comments:

Police Officers: Of the four established positions, three officers are working. Currently, there is one hard vacancy.

Detachment Support: There is one established position that is currently filled. There are no hard vacancies at this time.





## Vegreville Cultural Association

Sponsoring.....

CANADIAN SHOWCASE OF UKRAINIAN CULTURE

UKRAINIAN PYSANKA FESTIVAL

4737-45 Avenue , Box 908,

VEGREVILLE, ALBERTA CANADA T9C 1S1

Phone: (780) 632-2777

[www.pysankafestival.com](http://www.pysankafestival.com) ~ [info@pysankafestival.com](mailto:info@pysankafestival.com)



January 29, 2026

County of Minburn No. 27

4909 – 50 Street

Vegreville AB T9C 1R1

**Re: Furniture Donation**

On behalf of the Vegreville Cultural Association, I want to extend our sincere thanks for the furniture you provided to us. We truly appreciate your generosity and the effort involved in making it available.

We would also like to recognize the staff who assisted throughout the process. From coordination to delivery, everyone we worked with was professional, courteous, and extremely helpful. We are very grateful for their time and support.

The pieces are a wonderful addition to our workspace and are being put to excellent use.

As a small token of our appreciation, we would be pleased to provide your office with four tickets to a grandstand show performance at this year's 53rd Annual Pysanka Festival, July 3-5, 2026. We will deliver the ticket package to your office in June.

Thank you again for your kindness and support. It is very much appreciated.

Sincerely,

Patricia Shewchuk

Pysanka Festival Coordinator

**2026 Pysanka Festival – July 3-4-5.2026 – FREE Main Gate Admission**

**[www.pysankafestival.com](http://www.pysankafestival.com)**



on behalf of the  
**VEGREVILLE CULTURAL ASSOCIATION**

*thank you!*



**WWW.PYSANKAFESTIVAL.COM**



*We appreciate you!*

*Mary-Kate*  
*president*  
*Larissa Bombard*

*Buddy*  
*Drest Alneck*

*D.J.*

*P. Reed*

*Executive + Staff*

**VEGREVILLE CULTURAL ASSOCIATION**

PO Box 908, 4737-45 Avenue, Vegreville, AB T9C 1S1  
info@pysankafestival.com | 780-632-2777

**WWW.PYSANKAFESTIVAL.COM**

**COUNCIL MEETING ACTION ITEMS**

<b>Action List Item No.</b>	<b>Motion No.</b>	<b>Meeting Date</b>	<b>Description</b>	<b>Percentage Completed</b>	<b>Person Responsible</b>	<b>Date Completed</b>	<b>Notes</b>
2376	2025-031	23-Jan-25	Increase Non-Residential Education Tax rate for 2025 and 2026 years.	75%	Jay		Included tax rate deferral adjustment in 2025 tax rate bylaw. 2nd stage won't be completed until 2026
2475	2025-261	15-Oct-25	Enter into agreement for purchase of tax forfeiture property with purchase price including land title fees associated with reviving title, registering a caveat.	25%	Jay		Leslie Marshall notified of a conditional acceptance. In process of finalizing the conditions and logistics of the title revival
2488	2025-319	15-Dec-25	Administration proceed with Fire Agreement Fee Structure negotiations with Villages of Mannville and Innisfree	50%	Mike/CAO		Municipalities have been notified, negotiations to proceed in first quarter of 2026. Received notification of funding approval and advertising has been completed for Coyote Harvest Incentive Program.
2494	2025-333	15-Dec-25	Upon approval of APOS Wildlife Management Funding, implement Coyote Harvest Incentive Program	100%	Norm	27-Jan-26	
2495	2026-004	19-Jan-26	Process Subdivision File 13-2025	100%	Davin	19-Jan-26	Emailed decision letter
2496	2026-005	19-Jan-26	Process Subdivision File 14-2025	100%	Davin	19-Jan-26	Emailed decision letter
2497	2026-006	19-Jan-26	Implement \$5000 deposit for lots/properties purchased under the "Buy a Lot for a Loonie Program"	100%	Davin	21-Jan-26	Updated agreement template and website
2498	2026-007	19-Jan-26	Notify Vegreville Transportation Services Society of Council's approval to provide transportation funding in the amount of \$5000, and schedule payment	100%	Davin	21-Jan-26	Emailed decision to VTSS (will attend Feb 11 COW for photo op) and sent A/P requisition to Dwight
2499	2026-008	19-Jan-26	Advise Town of Vegreville Council approved \$300 for advertising costs for annual Community Family Day event. Issue payment	100%	Davin	19-Jan-26	Emailed decision to Veg FCSS Community Development Coordinator and sent A/P requisition to Dwight
2500	2026-009	19-Jan-26	Advise Vegreville Ford of approval to purchase two 3/4-ton F250 4X4 Supercabs for \$124,380 excluding GST	100%	Norm	22-Jan-26	Vegreville Ford was notified and PO has been issued
2501	2026-010	19-Jan-26	Enter into contract with Pragon Custom Crushing to complete final crush at Coulter's gravel pit for estimated cost of \$2,380,500 excluding GST	100%	Norm	11-Feb-26	Contract signed with Paragon Custom Crushing
2502	2026-011	19-Jan-26	Administration prepare letter to the Canadian Food Inspection Agency regarding Council's concerns with the proposed changes to livestock identification and traceability requirements under Health of Animals Regulations	100%	Norm	27-Jan-26	Letter was sent
2503	2026-013	19-Jan-26	Administration contact Alberta Central East Water Corporation to discuss the possibility of establishing a bulk water station in the Vegreville area	100%	Norm	11-Feb-26	Ace was contacted and based on information received from ACE, administratin does not recommend proceeding with the project
2504	2026-014	19-Jan-26	Administration update calendars/social media on rescheduled time from 10 am to 9 am for the Feburary 17, 2026 Council Meeting	100%	Davin	03-Feb-26	Updated website and posted on social media
2505	2026-019	19-Jan-26	Add BF 72570 bridge-sized culvert replacement work to 2026 year with municipal portion of capital costs to be funded by way of debenture	75%	Norm		Borrowing Bylaw will be advertised starting in February and brought to Council for final reading in March