



## AGENDA

**August 19, 2024 – County Council Meeting – 10:00 AM**

- 1. Call to Order**
- 2. Changes to Agenda and Adoption of Agenda**
- 3. Confirmation of Minutes**
  - 3.1 July 15, 2024 Council Meeting
- 4. Delegations – NIL**
- 5. Council Priorities**
- 6. Requests for Decision**
  - 6.1 Amendment to Closure of Undeveloped Road Allowance Policy PDS 7005-01
  - 6.2 Sale of Undeveloped Road Allowance – File #01-2024 (Wagner)
  - 6.3 Utilities within Road Allowance Special Approval Request
  - 6.4 Conceptual Scheme – Block C, Plan 4185R
  - 6.5 Subdivision File#07-2024
  - 6.6 Vegreville FCSS Funding Agreement
  - 6.7 Innisfree Fire Hall Renovation Change Order
  - 6.8 2024 Updated Construction Program
  - 6.9 Yield Sign Installation: Intersection of RR 142 and Twp 514
  - 6.10 Council Procedural Bylaw
  - 6.11 Policy CC 3013-01 Elected Officials Business Expense Policy
  - 6.12 Rescind Policy CC 3007-01 Travel and Subsistence Policy
- 7. Reports**
  - 7.1 Reeve
  - 7.2 Council
  - 7.3 CAO
  - 7.4 Operations
  - 7.5 Planning & Community Services
  - 7.6 Protective Services
  - 7.7 Corporate Services
- 8. Correspondence and Information Items**
  - 8.1 Alberta Municipal Affairs re Canada Community-Building Fund Allocation
  - 8.2 Alberta Municipal Affairs re Meeting with Minister Ric McIver
  - 8.3 Alberta Transportation and Economic Corridors re STIP Funding
  - 8.4 AGLC re Rural Non-Profit Gaming Model
  - 8.5 Vermilion RCMP re Quarterly Policing Report
  - 8.6 Mannville Agricultural Society re Recreation Board Funding
  - 8.7 MADD Sponsorship Request
  - 8.8 Battle River Watershed Alliance Funding Request
  - 8.9 Orphan Well Association re Annual Report
- 9. Councillor Requests (Information Requests and Notices of Motion)**
  - 9.1 Action Item List
- 10. Closed Session**
  - 10.1 Tax Agreement  
*FOIP Section 16, Disclosure harmful to business interests of a third party*
  - 10.2 Human Resources Matter  
*FOIP Section 17, Disclosure harmful to personal privacy*
- 11. Open Session**
- 12. Motions arising out of the Closed Session**
- 13. Adjournment**



## Council Meeting Minutes

July 15, 2024

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

Administration Present: Pat Podoborozny Chief Administrative Officer  
Norm De Wet, Director of Operations  
Jason Warawa, Director of Corporate Services  
Mike Fundytus, Director of Protective Services  
Davin Gegolick, Director of Planning and Community Services  
Trudy Shukalak, Senior Administrative Support Specialist

- 1 CALL TO ORDER**  
Reeve Konieczny called the meeting to order at 10:00 a.m.
- 2 ADOPTION OF AGENDA**  
  
**2024-132**  
**Moved by:** Councillor Kuzio  
THAT the July 17, 2024, regular Council meeting Agenda be adopted as presented. **Carried**
- 3 CONFIRMATION OF MINUTES**  
  
**3.1 June 17, 2024, Council Meeting**  
  
**2024-133**  
**Moved by:** Councillor Wowdzia  
THAT the June 17, 2024, regular Council meeting minutes be adopted as presented. **Carried**
- 4 DELEGATIONS**
- 5 Council Priorities**  
  
**2024-134**  
**Moved by:** Councillor Bentley  
THAT the Council Priorities be accepted as information. **Carried**
- 6 REQUESTS FOR DECISION**  
  
**6.1 Subdivision File No. 06-2024**  
  
**2024-135**  
**Moved by:** Councillor Ogrodnick

THAT the Subdivision Authority approve Subdivision Application File No. 06-2024 regarding SE 16-52-15-W4M as per the required conditions of the report presented.

**Carried**

**6.2 Appointment of Agricultural Fieldman**

**2024-136**

**Moved by:** Councillor Anderson

THAT Council appoint Quentin Bochar as Agricultural Fieldman for the County of Minburn in accordance with Section 8 of the *Agricultural Service Board (ASB) Act*.

**Carried**

**6.3 Rescind Farm Family Award Policy ASB 2003-02**

**2024-137**

**Moved by:** Deputy Reeve Kuzio

THAT Council rescind Farm Family Award Policy ASB 2003-02, as Explore Edmonton no longer supports the Farm Family Award Program.

**Carried**

**6.4 2024 Updated Construction Program**

**2024-138**

**Moved by:** Deputy Reeve Kuzio

THAT Council postpone the discussion regarding the 2024 Updated Road Construction Program to the August 2024 regular Council meeting.

**Carried**

**6.5 Bridge Maintenance Tender**

**2024-139**

**Moved by:** Councillor Nafziger

THAT Council award the Bridge Maintenance Tender for repairs of BF 01306, BF 06729 and BF 08790 to Griffin Contracting Ltd. for a total cost of \$450,650 excluding GST and including engineering and contingency.

**Carried**

**6.6 August and September Committee of the Whole Meeting and September Regular Council Meeting Date/Time Change**

**2024-140**

**Moved by:** Councillor Wowdzia

THAT Council reschedule the August 14, 2024, Committee of the Whole meeting to August 15, 2024; and further

THAT Council reschedule the September 11, 2024, Committee of the Whole meeting to 9:00 a.m.; and further

THAT Council reschedule the September 16, 2024, regular Council meeting to September 11, 2024, immediately following the Committee of the Whole meeting.

**Carried**

**6.7 2024 Recreation Funding**

**2024-141**

**Moved by:** Councillor Ogradnick

THAT Council approve payment of the 2024 Recreation Funding in the amount of \$243,300 to the six external organizations as presented with the budget overrun of \$25,800 to be funded through the Future Expenditures Reserve; and further

THAT Council approve to advance recreational funding to the Town of Vegreville in the amount of \$328,348.55 as per the two-year extension agreement that was signed in late December 2023.

**Carried**

**6.8 Elected Officials Business Expense Policy CC 3013-01**

**2024-142**

**Moved by:** Deputy Reeve Kuzio

THAT Council postpone discussion on Elected Officials Business Expense Policy CC 3013-01 to the August 2024 regular Council meeting.

**Carried**

**6.9 Rescind Travel and Subsistence Policy CC 3007-01**

**2024-143**

**Moved by:** Councillor Ogrodnick

THAT Council postpone discussion on the rescinding of Travel and Subsistence Policy CC 3007-01 to the August 2024 regular Council meeting.

**Carried**

**7 REPORTS**

**7.1 Reeve**

**7.2 Council**

**7.3 CAO**

**7.4 Operations**

*CAO Pat Podoborzny left the meeting at 10:18 a.m.*

*CAO Pat Podoborzny returned to the meeting at 10:19 a.m.*

**7.5 Planning and Community Services**

**7.6 Protective Services**

*Reeve Konieczny recessed the meeting at 10:52 a.m.*

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

**7.7 Corporate Services**

**2024-144**

**Moved by:** Deputy Reeve Kuzio

THAT Council accept the reports as presented.

**Carried**

**8 CORRESPONDENCE AND INFORMATION ITEMS**

**8.1 Alberta Transportation – STIP Grant Application**

Letter received from Alberta Transportation and Economic Corridors advising that the County of Minburn's grant application under the Strategic Transportation Infrastructure Program (STIP), Local Municipal Initiatives component, was unfortunately not approved due to the limited program budgets.

**8.2 Rural Municipalities of Alberta – Victim Services**

E-mail received from Rural Municipalities of Alberta (RMA) containing a Victim Services Issue Backgrounder regarding the proposed regionalization of victim services delivery in Alberta.

**8.3 Vegreville Transportation Services Society – Handi-van**

Letter received from Vegreville Transportation Services Society (VTSS) advising that due to the generosity of service groups, regular donors, fundraising and special bequests, a new handi-van will be purchased in 2024. VTSS will acknowledge donations over \$1,000 by having the person's, business's or service clubs' names placed on their new handi-van and is asking the County if they would like their name placed on the handi-van.

**2024-145**

**Moved by:** Councillor Nafziger

THAT Council accept the correspondence as presented.

**Carried**

**2024-146**

**Moved by:** Councillor Anderson

THAT Council send a letter to the Minister of Transportation and Economic Corridors with a copy of the letter to MLA Jackie Armstrong-Homeniuk thanking him for the approval of Strategic Transportation Infrastructure Program (STIP) funding for local road bridge projects in the County of Minburn.

**Carried**

**9 COUNCILLOR REQUESTS (INFORMATION REQUESTS AND NOTICES OF MOTION)**

**9.1 Action Item List**

**2024-147**

**Moved by:** Councillor Bentley

THAT Council accept the Action Item List as information.

**Carried**

**11 CLOSED SESSION**

**12 OPEN SESSION**

**13 MOTIONS ARISING OUT OF THE CLOSED SESSION**

**14 ADJOURNMENT**

Reeve Konieczny adjourned the meeting at 11:09 a.m.

\_\_\_\_\_  
Reeve

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

# STRATEGIC PRIORITIES CHART (August 2024)

## COUNCIL PRIORITIES

### NOW

1. **RECREATION AGREEMENT VEGREVILLE:** Intermunicipal
2. **REGIONAL ECONOMIC DEVELOPMENT FRAMEWORK:** Consultant

### TIMELINE

September 2024  
December 2024

### NEXT

- BYLAW OFFICER CONTRACTED SERVICES (October 2024)
- POLICY AND BYLAW REVIEW- (October 2024)

### ADVOCACY

- *Policing Services/Costs (RMA)*
- *Bridge Funding Continuity (RMA)*
- *Wind Energy Restoration Strategies (RMA)*
- *Broadband Speeds (RMA)*
- *SL3/SL4 Seniors Facility Support (AHS)*
- *Water Act Enforcement and Approvals (AEP)*
- *Rural Medical Services (RMA)*

## OPERATIONAL INITIATIVES

### OFFICE OF THE CAO

1. *WIND ENERGY PROJECTS – Soil Segregation/End of Life Advocacy – Awaiting action from the Province*
2. **RECREATION AGREEMENT: VEGREVILLE –** September 2024
3. Drought and/or Water Shortage Plan – September 2024
4. Website Updates – October 2024
5. *AlphaBow Energy tax recovery initiative with ARMAA – Ongoing*
6. 2025 Municipal Election Preparation – December 2024
7. Establishment of Regional SDAB and ARB

### CORPORATE SERVICES

1. Council Procedural Bylaw – Adoption – August 2024
2. Departmental 2025 Budget Meetings – August 2024
3. Managed IT Service Contract Negotiation – August 2024
4. Part Time FTE Recruitment – August 2024
5. Regional ARB Investigation – September 2024
6. Update Procurement Policy – September 2024
7. Vermilion Health Providers Committee – Terms of Reference and Agreement – September 2024
8. ERP Conversion Project – August 2024 to May 2025

### PLANNING AND COMMUNITY SERVICES

1. Regional GIS Project: proposal submitted – March 2024
2. **REGIONAL ECONOMIC DEVELOPMENT FRAMEWORK: BRE SURVEY –** August 2024
3. Cemetery Survey and Software: December 2024
4. Economic Development Communications Project: December 2025

### PROTECTIVE SERVICES

1. Updated Health & Safety Manual – Ongoing
2. BYLAW OFFICER CONTRACTED SERVICES – Ongoing
3. AFRRCS Migration Sept 2024
4. Design and tender new fire truck – September 2024

### OPERATIONS

1. Grader Beat Review – Ongoing
2. Operations Shop Concept Investigation –needs strategic plan from Council
3. Tenders – Projects being completed as approved

### AGRICULTURE & UTILITIES

1. Program and service delivery review – November 2024
2. Policy review – Winter 2024-2025
3. Lavoy Backup generator: Generator ordered as per Policy AD 1008-01

### CODES:

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

## 2 – 3 Year OUTLOOK

1. *Service Level Review – December 2024*
2. *Strategic Plan Workshops – December 2024*



# 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: P. Podobrosny



## PLANNING AND DEVELOPMENT SERVICES

**Title:** Closure of Undeveloped Road Allowance

**Policy Number:** PDS 7005-02

**Supersedes Policy Number:** PDS 7005-01

**Approved by Council:** TBD

**Next Review Date:** 2028

**Resolution No:** TBD

**Last Review Date:** June 19, 2023

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### POLICY STATEMENT

The *Municipal Government Act* grants the County the ability to request the closure of a road plan, or undeveloped road allowance, that they have determined is no longer needed for the travelling public.

### PURPOSE

County Council recognizes that under certain circumstances, it can be advantageous to allow ratepayers the opportunity to request closure of a road allowance or of a whole or any part of a road described in a surveyed road plan that is determined to be no longer required for use by the travelling public owing the existence of an alternate route.

### DEFINITIONS

- a. "Assessor" means a registered land appraiser and/or the County's Tax Assessor, as defined in the *Municipal Government Act*, who will determine what Fair Market Value shall be.
- b. "Adjacent Landowner" means the registered landowner(s) of the parcels directly adjacent to the road plan or undeveloped road allowance.
- c. "Council" means the Municipal Council of the County of Minburn No. 27
- d. "County" means the County of Minburn No. 27
- e. "Fair Market Value (FMV)" means a purchase rate based on a professionally prepared market value assessment to determine a fair market rate for the subject lands.
- f. "MGA" means the *Municipal Government Act*, RSA 2000, c M-26
- g. "Public Hearing" means a hearing held in accordance with Part 7 of the *MGA* and advertised in accordance with Section 606 of the *MGA*.
- h. "Administration" means internal departments of the County.
- i. "Road" as defined in the *MGA*

- j. "Undeveloped Road Allowance" means any land dedicated as a road right of way that has not been fully developed or has not yet been required for vehicular traffic. The right of way may or may not be shown as a road on a plan of survey that has been filed or registered in a land titles office.

## GENERAL PRINCIPLES

1. Planning and Development will manage the road closure process as defined in this Policy.
2. Administration will receive Road Closure Applications (Schedule "A") in accordance with the *MGA*.
3. The County will not consider closing a road, undeveloped road allowance or portion thereof, unless it is determined that it is no longer needed for public travel. When considering the initial road closure request, Council will consider the implications on the existing and future road network for the community.
4. If Council refuses the initial application review, the application fee will be refunded to the applicant.
5. A road closure cannot land lock or remove legal access to a property.
6. Council will review and decide on the application's approval or refusal.
7. Fair Market Value (FMV) shall be determined by **County Council in consultation with the Assessor. This amount is based on similar and comparable uses of land in the area. The Assessor's County Council's** FMV is final. However, the rate shall be agreed upon prior to the bylaw receiving first reading.
8. ~~If the applicant does not agree with the FMV rate determined by the Assessor, the applicant may wish to hire their own professional to provide an alternate FMV rate. If both assessments are different, Council will decide on which rate to apply.~~
9. The applicant may apply to purchase a road or undeveloped road allowance, or a portion thereof at FMV. If the road or undeveloped road allowance severs the applicant's property and where the applicant has land on both sides of the road or undeveloped road allowance, only that landowner will have the ability to apply to purchase the lands. If the landowner does not wish to purchase the area at FMV, the land will not be sold and will be retained by the County.
10. The County will not accept applications for a road closure from landowners who do not have ownership of lands adjacent to the undeveloped road.
11. When an applicant wishes to purchase a road or undeveloped road allowance, or portion thereof that adjoins property owned by two or more landowners, the municipality will offer the lands to the highest bidder, but not less than the current FMV. If there is only one bidder, the land will be sold at FMV. If two or more bidders offer the same purchase price, Council may choose to split the area and sell a portion to each bidder or may choose not to sell the lands and re-tender the sale.
12. The road closure process shall be in accordance with the requirements set out in the *MGA*.

13. The purchaser will be required to pay all costs associated with the road closure. This may include but does not limit to the cost of obtaining the land appraisal, surveying costs, registration costs, and legal fees.
14. This policy shall not apply for License of Occupation agreements with Public Lands.

Draft



## ROAD CLOSURE APPLICATION

This form is to be completed **IN FULL** by the **registered owner(s)** of the land that is subject of the application or by a **person authorized to act on behalf of the** registered owner(s).

All road closure applications are required to include:

- Road closure application fee** pursuant to County of Minburn Master Rates Bylaw #1281-19
- Complete application form** including signature, payment, and all necessary information including a site plan of the proposed road closure.
- Certificate of Title** obtained no more than 14 days prior to the date of application. The title search can be obtained from Alberta Registries.

### WHAT YOU SHOULD KNOW ABOUT THE ROAD CLOSURE PROCESS

Applicants should be fully aware that a successful application to close a road will result in additional costs to the applicant, over and above the initial application as follows:

- Land purchase and associated legal costs;
- Surveying costs;
- Any required environmental assessments;
- Relocation and/or removal of sewer, water, gas, or utility lines; and
- Additional costs which may be case specific.

### GENERAL ROAD CLOSURE PROCEDURE

1. Applicant submits completed application with application fee.
2. Council provides initial review of the application and either refuses it (your application fee is refunded), or approves for administration to process the road closure in accordance with the Municipal Government Act (MGA). You will be notified of Council's initial decision.
3. If Council approves initial review, applicant hires an Alberta Land Surveyor to prepare the survey plan and description of road closure area.
4. County prepares an offer to sell for signature(s) of landowner(s).
5. County circulates notice of application to internal departments and referral agencies, including Alberta Transportation and Economic Corridors.
6. Application receives first reading by Council and a public hearing is scheduled.
7. Public hearing is advertised for two consecutive weeks.
8. County circulates a notice of public hearing to referral agencies and adjacent landowners.
9. Application is taken to Council for second and third reading.
10. County submits bylaw and package to Alberta Transportation and Economic Corridors for approval.
11. If approved by Alberta Transportation and Economic Corridors, County submits applicable land transfer documents for registration at Alberta Land Titles.

In the event of a road plan closure, steps 6 to 10 will be replaced with a Council Resolution.

*\*Please note that additional steps and information may be required.*

**Please submit all required documents and fees with the application to the below address or email:**

County of Minburn No. 27 | Box 550, 4909 – 50 Street, Vegreville, AB T9C 1R6 | [dgegolick@minburncounty.ab.ca](mailto:dgegolick@minburncounty.ab.ca)



# ROAD CLOSURE APPLICATION

## APPLICANT INFORMATION

Registered Landowner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Town/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*\*By providing an email address, you authorize the County to contact you via email*

## LAND INFORMATION

Legal Land Location: \_\_\_\_\_ ¼ of Sec. \_\_\_\_\_ Twp. \_\_\_\_\_ Range \_\_\_\_\_ W4M

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_ Hamlet/Subdivision: \_\_\_\_\_

The subject road allowance is located immediately

N  S  E  W  NE  NW  SE  SW

of my property

**Note:** This application is for road closure and/or consolidation only.

Please identify the purpose for requesting the closure in the space provided below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/We, \_\_\_\_\_ hereby certify that  
(FULL NAME OF REGISTERED LANDOWNER(S))

I am the registered owner and that the information provided on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for road closure.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

The personal information collected on this form is being collected under the authority of the *Freedom of Information and Protection of Privacy Act*, and Section 301.1 of the *Municipal Government Act*. The information will be used to process your application(s); your name, contact telephone number and address may be used to carry out current and/or future construction and operating programs, services or activities of the Municipality. If you have any questions about the collection, use or disclosure of the personal information provided, please contact the CAO at 780-632-2082.

**FOR ADMINISTRATIVE USE:**

APPLICATION NO: \_\_\_\_\_

APPLICATION DEEMED COMPLETE (DATE): \_\_\_\_\_

ROLL NUMBER: \_\_\_\_\_



# 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: P. Podobny



## ROAD CLOSURE APPLICATION

This form is to be completed **IN FULL** by the **registered owner(s)** of the land that is subject of the application or by a **person authorized to act on behalf of the** registered owner(s).

All road closure applications are required to include:

- Road closure application fee** pursuant to County of Minburn Master Rates Bylaw #1281-19
- Complete application form** including signature, payment, and all necessary information including a site plan of the proposed road closure.
- Certificate of Title** obtained no more than 14 days prior to the date of application. The title search can be obtained from Alberta Registries.

### WHAT YOU SHOULD KNOW ABOUT THE ROAD CLOSURE PROCESS

Applicants should be fully aware that a successful application to close a road will result in additional costs to the applicant, over and above the initial application as follows:

- Land purchase and associated legal costs;
- Surveying costs;
- Any required environmental assessments;
- Relocation and/or removal of sewer, water, gas, or utility lines; and
- Additional costs which may be case specific.

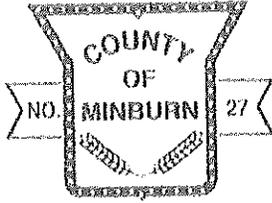
### GENERAL ROAD CLOSURE PROCEDURE

- ✓1. Applicant submits completed application with application fee.
- ✓2. Council provides initial review of the application and either refuses it (your application fee is refunded), or approves for administration to process the road closure in accordance with the Municipal Government Act (MGA). You will be notified of Council's initial decision.
- ✓3. If Council approves initial review, applicant hires an Alberta Land Surveyor to prepare the survey plan and description of road closure area.
4. County prepares an offer to sell for signature(s) of landowner(s).
5. County circulates notice of application to internal departments and referral agencies, including Alberta Transportation.
6. Application receives first reading by Council and a public hearing is scheduled.
7. Public hearing is advertised for two consecutive weeks.
8. County circulates a notice of public hearing to referral agencies and adjacent landowners.
9. Application is taken to Council for second and third reading.
10. County submits bylaw and package to Alberta Transportation for approval.
11. If approved by Alberta Transportation, County submits applicable land transfer documents for registration at Alberta Land Titles.

*\*Please note that additional steps and information may be required.*

**Please submit all required documents and fees with the application to the below address or email:**

County of Minburn No. 27 | Box 550, 4909 – 50 Street, Vegreville, AB T9C 1R6 | [dgegolick@minburncounty.ab.ca](mailto:dgegolick@minburncounty.ab.ca)



# ROAD CLOSURE APPLICATION

Registered Landowner(s): JAMES D. WAGNER  
 Mailing Address: Box 351 Town/City: MANNVILLE Postal Code: T0B2W0  
 Phone: 780 853 7792 Email: wagner63@telus.net  
 \*By providing an email address, you authorize the County to contact you via email

Legal Land Location: NE 1/4 Sec. 23 Twp. 50 Range 9 W4M  
 Lot: N/A Block: \_\_\_\_\_ Plan: \_\_\_\_\_ Hamlet/Subdivision: \_\_\_\_\_

The subject road allowance is located immediately  
 N and  S  E  W  NE  NW  SE  SW  
 of my property S.

**Note:** This application is for road closure and/or consolidation only.  
 Please identify the purpose for requesting the closure in the space provided below:  
I am proposing a subdivision on the NE 1/4 23-50-94  
The present sewage disposal crosses the E/W Road Allowance  
and the pumpout is on the SE 1/4 26-50-9-w4. Council will not  
support the subdivision where the sewage disposal is not totally  
within the parcel being subdivided.

I/We, JAMES D. WAGNER hereby certify that  
 (FULL NAME OF REGISTERED LANDOWNER(S))

I am the registered owner and that the information provided on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for road closure.

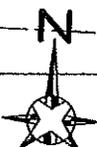
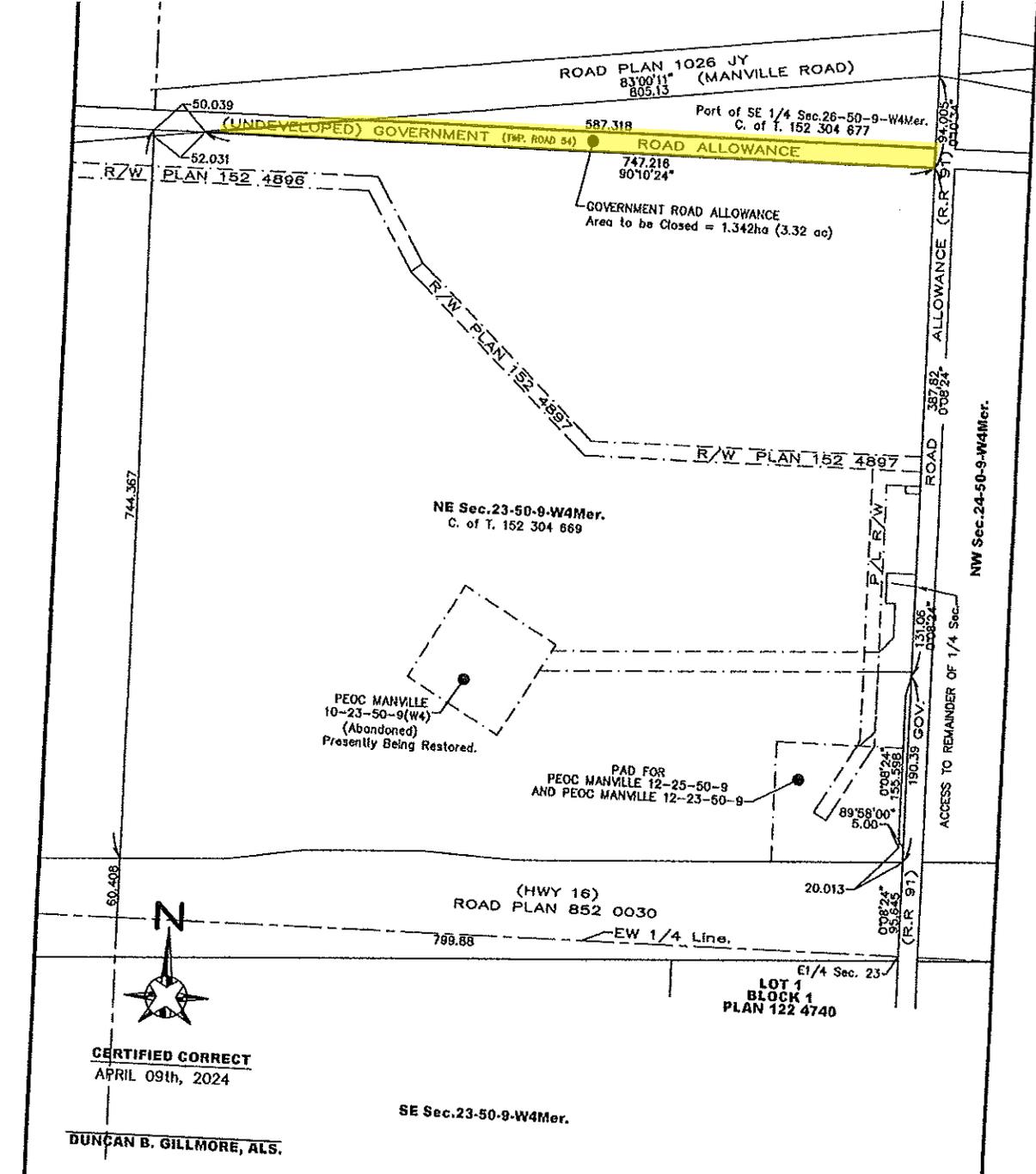
Applicant Signature J Wagner

Date April 10/2024

Applicant Signature \_\_\_\_\_

The personal information collected on this form is being collected under the authority of the Freedom of Information and Protection of Privacy Act, and Section 301.1 of the Municipal Government Act. The information will be used to process your application(s); your name, contact telephone number and address may be used to carry out current and/or future construction and operating programs, services or activities of the Municipality. If you have any questions about the collection, use or disclosure of the personal information provided, please contact the CAO at 780-632-2082.

APPLICATION NO: 01-2024 (Wagner)  
 APPLICATION DEEMED COMPLETE (DATE): April 25, 2024  
 ROLL NUMBER: 281401.279500



**CERTIFIED CORRECT**  
APRIL 09th, 2024

**DUNCAN B. GILLMORE, ALS.**

**SITE PLAN SHOWING AREA OF GOVERNMENT ROAD ALLOWANCE TO BE CLOSED BETWEEN NE 1/4 Sec.23-50-9-W4Mer. AND SE 1/4 Sec.26-50-9-W4Mer. WITHIN COUNTY OF MINBURN NO. 27, ALBERTA**

**LEGAL DESCRIPTION**  
NE 1/4 Sec.23-50-9-W4Mer. and  
SE 1/4 Sec.26-50-9-W4Mer.  
COUNTY OF MINBURN NO. 27  
CIVIC ADDRESS:

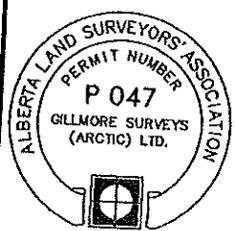
DATE : APRIL 09th, 2024

**OWNER:**  
JAMES WAGNER  
BOX 351, MANNVILLE, T0B 2W0  
ALBERTA

**GILLMORE SURVEYS (ARCTIC) LTD.**  
7322 - 101 AVENUE  
EDMONTON - ALBERTA  
T6A 0J2  
PH. (780) 465-0096 Fax (780) 468-7072

DATE: APRIL 09th, 2024  
SCALE: 1: 5000  
GSAL: 2140-39  
WS: 23-0145

PAGE 1 OF 1



Drwg: **23-0145\_SITE**



## PLANNING AND DEVELOPMENT SERVICES

**Title:** Closure of Undeveloped Road Allowance

**Policy Number:** PDS 7005-02

**Supersedes Policy Number:** PDS 7005-01

**Approved by Council:** TBD

**Next Review Date:** 2028

**Resolution No:** TBD

**Last Review Date:** June 19, 2023

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### POLICY STATEMENT

The *Municipal Government Act* grants the County the ability to request the closure of a road plan, or undeveloped road allowance, that they have determined is no longer needed for the travelling public.

### PURPOSE

County Council recognizes that under certain circumstances, it can be advantageous to allow ratepayers the opportunity to request closure of a road allowance or of a whole or any part of a road described in a surveyed road plan that is determined to be no longer required for use by the travelling public owing the existence of an alternate route.

### DEFINITIONS

- a. "Assessor" means a registered land appraiser and/or the County's Tax Assessor, as defined in the *Municipal Government Act*, who will determine what Fair Market Value shall be.
- b. "Adjacent Landowner" means the registered landowner(s) of the parcels directly adjacent to the road plan or undeveloped road allowance.
- c. "Council" means the Municipal Council of the County of Minburn No. 27
- d. "County" means the County of Minburn No. 27
- e. "Fair Market Value (FMV)" means a purchase rate based on a professionally prepared market value assessment to determine a fair market rate for the subject lands.
- f. "MGA" means the *Municipal Government Act*, RSA 2000, c M-26
- g. "Public Hearing" means a hearing held in accordance with Part 7 of the *MGA* and advertised in accordance with Section 606 of the *MGA*.
- h. "Administration" means internal departments of the County.
- i. "Road" as defined in the *MGA*

- j. "Undeveloped Road Allowance" means any land dedicated as a road right of way that has not been fully developed or has not yet been required for vehicular traffic. The right of way may or may not be shown as a road on a plan of survey that has been filed or registered in a land titles office.

## GENERAL PRINCIPLES

1. Planning and Development will manage the road closure process as defined in this Policy.
2. Administration will receive Road Closure Applications (Schedule "A") in accordance with the *MGA*.
3. The County will not consider closing a road, undeveloped road allowance or portion thereof, unless it is determined that it is no longer needed for public travel. When considering the initial road closure request, Council will consider the implications on the existing and future road network for the community.
4. If Council refuses the initial application review, the application fee will be refunded to the applicant.
5. A road closure cannot land lock or remove legal access to a property.
6. Council will review and decide on the application's approval or refusal.
7. Fair Market Value (FMV) shall be determined by **County Council in consultation with the Assessor. This amount is based on similar and comparable uses of land in the area. The Assessor's County Council's** FMV is final. However, the rate shall be agreed upon prior to the bylaw receiving first reading.
8. ~~If the applicant does not agree with the FMV rate determined by the Assessor, the applicant may wish to hire their own professional to provide an alternate FMV rate. If both assessments are different, Council will decide on which rate to apply.~~
9. The applicant may apply to purchase a road or undeveloped road allowance, or a portion thereof at FMV. If the road or undeveloped road allowance severs the applicant's property and where the applicant has land on both sides of the road or undeveloped road allowance, only that landowner will have the ability to apply to purchase the lands. If the landowner does not wish to purchase the area at FMV, the land will not be sold and will be retained by the County.
10. The County will not accept applications for a road closure from landowners who do not have ownership of lands adjacent to the undeveloped road.
11. When an applicant wishes to purchase a road or undeveloped road allowance, or portion thereof that adjoins property owned by two or more landowners, the municipality will offer the lands to the highest bidder, but not less than the current FMV. If there is only one bidder, the land will be sold at FMV. If two or more bidders offer the same purchase price, Council may choose to split the area and sell a portion to each bidder or may choose not to sell the lands and re-tender the sale.
12. The road closure process shall be in accordance with the requirements set out in the *MGA*.

13. The purchaser will be required to pay all costs associated with the road closure. This may include but does not limit to the cost of obtaining the land appraisal, surveying costs, registration costs, and legal fees.
14. This policy shall not apply for License of Occupation agreements with Public Lands.

Draft



## ROAD CLOSURE APPLICATION

This form is to be completed **IN FULL** by the **registered owner(s)** of the land that is subject of the application or by a **person authorized to act on behalf of the** registered owner(s).

All road closure applications are required to include:

- Road closure application fee** pursuant to County of Minburn Master Rates Bylaw #1281-19
- Complete application form** including signature, payment, and all necessary information including a site plan of the proposed road closure.
- Certificate of Title** obtained no more than 14 days prior to the date of application. The title search can be obtained from Alberta Registries.

### WHAT YOU SHOULD KNOW ABOUT THE ROAD CLOSURE PROCESS

Applicants should be fully aware that a successful application to close a road will result in additional costs to the applicant, over and above the initial application as follows:

- Land purchase and associated legal costs;
- Surveying costs;
- Any required environmental assessments;
- Relocation and/or removal of sewer, water, gas, or utility lines; and
- Additional costs which may be case specific.

### GENERAL ROAD CLOSURE PROCEDURE

1. Applicant submits completed application with application fee.
2. Council provides initial review of the application and either refuses it (your application fee is refunded), or approves for administration to process the road closure in accordance with the Municipal Government Act (MGA). You will be notified of Council's initial decision.
3. If Council approves initial review, applicant hires an Alberta Land Surveyor to prepare the survey plan and description of road closure area.
4. County prepares an offer to sell for signature(s) of landowner(s).
5. County circulates notice of application to internal departments and referral agencies, including Alberta Transportation and Economic Corridors.
6. Application receives first reading by Council and a public hearing is scheduled.
7. Public hearing is advertised for two consecutive weeks.
8. County circulates a notice of public hearing to referral agencies and adjacent landowners.
9. Application is taken to Council for second and third reading.
10. County submits bylaw and package to Alberta Transportation and Economic Corridors for approval.
11. If approved by Alberta Transportation and Economic Corridors, County submits applicable land transfer documents for registration at Alberta Land Titles.

In the event of a road plan closure, steps 6 to 10 will be replaced with a Council Resolution.

*\*Please note that additional steps and information may be required.*

**Please submit all required documents and fees with the application to the below address or email:**

County of Minburn No. 27 | Box 550, 4909 – 50 Street, Vegreville, AB T9C 1R6 | [dgegolick@minburncounty.ab.ca](mailto:dgegolick@minburncounty.ab.ca)



# ROAD CLOSURE APPLICATION

## APPLICANT INFORMATION

Registered Landowner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Town/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*\*By providing an email address, you authorize the County to contact you via email*

## LAND INFORMATION

Legal Land Location: \_\_\_\_\_ ¼ of Sec. \_\_\_\_\_ Twp. \_\_\_\_\_ Range \_\_\_\_\_ W4M

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_ Hamlet/Subdivision: \_\_\_\_\_

The subject road allowance is located immediately

N  S  E  W  NE  NW  SE  SW

of my property

**Note:** This application is for road closure and/or consolidation only.

Please identify the purpose for requesting the closure in the space provided below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/We, \_\_\_\_\_ hereby certify that  
(FULL NAME OF REGISTERED LANDOWNER(S))

I am the registered owner and that the information provided on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for road closure.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

The personal information collected on this form is being collected under the authority of the *Freedom of Information and Protection of Privacy Act*, and Section 301.1 of the *Municipal Government Act*. The information will be used to process your application(s); your name, contact telephone number and address may be used to carry out current and/or future construction and operating programs, services or activities of the Municipality. If you have any questions about the collection, use or disclosure of the personal information provided, please contact the CAO at 780-632-2082.

**FOR ADMINISTRATIVE USE:**

APPLICATION NO: \_\_\_\_\_

APPLICATION DEEMED COMPLETE (DATE): \_\_\_\_\_

ROLL NUMBER: \_\_\_\_\_



# 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: P. Podobny

August 14, 2024

Davin Gegolick  
Director of Planning and Community Services  
County of Minburn  
4909 – 50 Street  
Vegreville, Alberta T9C 1R6

Attn: Mr. Gegolick

**RE: ATCO Electric Ltd. Requesting Approval to Place Structures in Road Allowance  
7L65 Rebuild Project – Phase 3**

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#### REQUEST FOR APPROVAL - SUMMARY

ATCO is requesting the County of Minburn's approval of the proposed position of six (6) electrical structures within the road allowance. The proposed placement of structures within the road allowance will not cause damage to the County's infrastructure and will not impede the safe operation of the road right-of-way.

#### BACKGROUND

In April 2020, ATCO Electric Ltd. (ATCO) received approval from the Alberta Utilities Commission (AUC) to rebuild its 7L65 transmission line in a new alignment. Construction of the project is occurring in three phases, separated into regional sections of the line. Construction of Phases 1 and 2 is now complete, and construction of Phase 3 is scheduled to begin in October 2024. Phase 3 of the project is located in the County of Minburn, between the communities of Ranfurly and Mannville. The majority of Phase 3 of the project is aligned to be 0.6 metres (m) inside the municipal road allowance boundary, primarily adjacent to Township Road 510.

In December 2023, ATCO requested County approval to place 51 electrical structures that were not in compliance with County Policy PDS 7004-02 within the municipal road allowance. Council provided approval for four (4) structures to be placed within a road widening plan (previous application Item #2) and denied the special request for the remaining structures.

Since that time, ATCO has undertaken additional landowner consultation and engineering assessment of the project in order to find an appropriate solution for the remaining structures that were not in compliance with County Policy PDS 7004-02. The outcomes of these assessments are summarized in the enclosed summary table. ATCO received mixed feedback from landowners, with some approving placement of structures on their property, some explicitly objecting to the placement of structures on their property, and some wishing to remain neutral on the matter. Following guidance received during a meeting with County representatives on August 13<sup>th</sup>, 2024, ATCO will defer to the County's direction to shift structures to the adjacent private land on parcels where the landowner remained neutral to the proposed changes.

As a result of ATCO's additional assessments, the number of structures requiring special approval by Council has been reduced to six (6) structures.

## REVISED APPLICATION

### Proposal

ATCO is requesting the County of Minburn's approval of the proposed position of six (6) structures within the municipal road allowance, as outlined in Table 1. All structures have been offset an additional 0.3 m from the AUC-approved centreline. Based on the approximate structure diameters, this is generally the maximum offset available to shift the structures further from the roadway while keeping the structure footprint fully within the road allowance.

**Table 1 Structures Proposed in Road Allowance**

Structure Number	Structure Diameter at Ground Level (m)	Distance from Edge of Proposed Structure to Centre of Road (m)
285	0.46	8.77
299	0.45	8.08
301	0.46	8.37
302	0.46	8.47
373	0.42	8.79
374	0.53	8.64

### Justification

ATCO designs its transmission lines based on Alberta Transportation's Roadside Design Guide, specifically the clear zone distances outlined in Table H3.1. All structures in this application have been assessed by ATCO's civil engineering team and are in compliance with the guide; therefore, ATCO is confident that the proposed placement will not impede the safe operation of the road right-of-way.

In order to shift these structures to the adjacent private landowner properties, ATCO would need to undertake additional regulatory efforts including a revised application to the AUC for the proposed changes. This may result in a lengthy hearing process due to the known landowner objections and may also result in further applications to the Land and Property Rights Tribunal being required for the project.

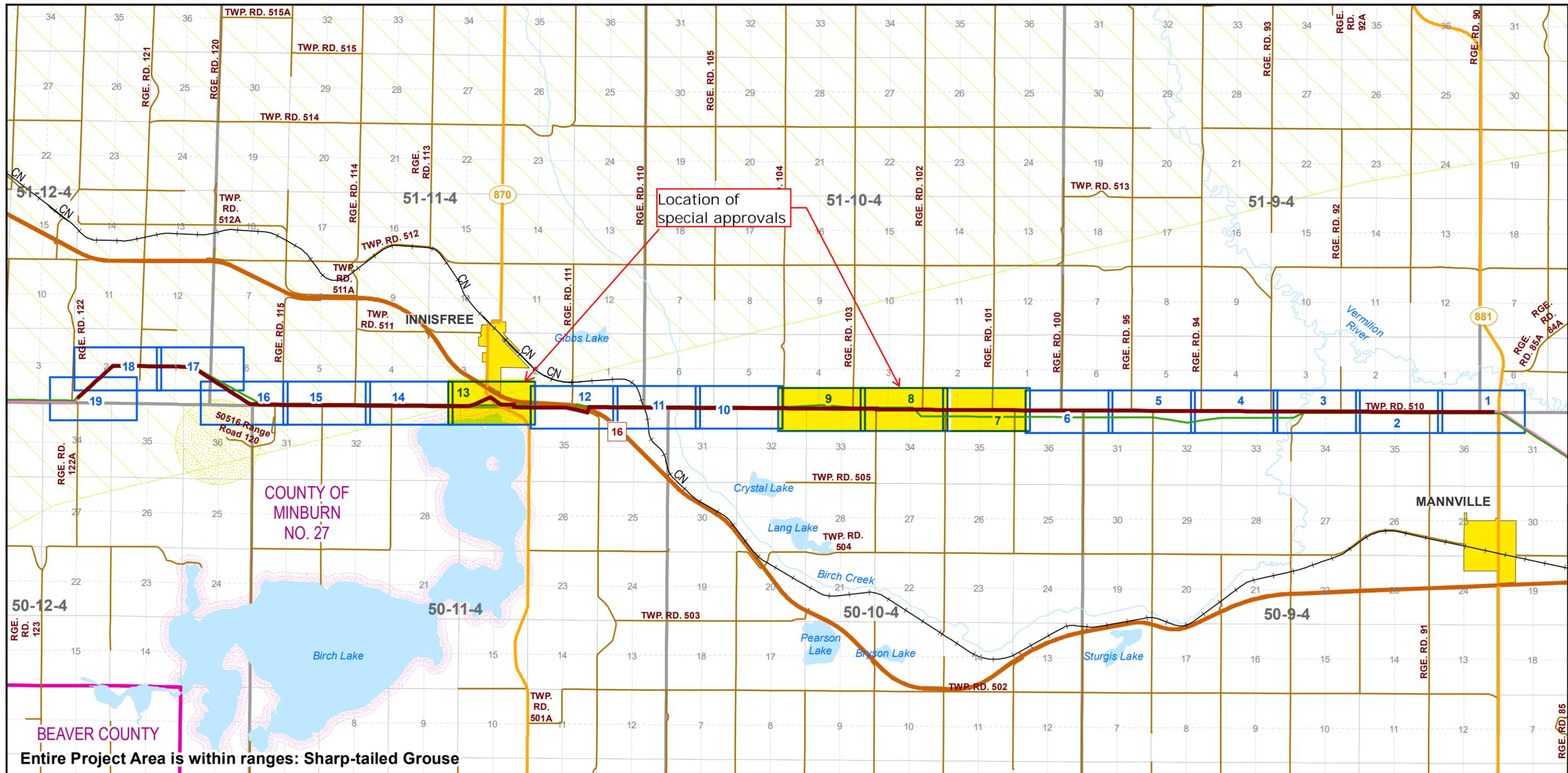
Phase 3 construction is currently scheduled to commence in October 2024. If further design changes and regulatory efforts are required, ATCO will be unable to meet this timeline, the project will be delayed, and additional costs associated with these delays will be incurred.

### Request for Approval

ATCO is requesting the County of Minburn's approval of the six (6) proposed structure locations within the road allowance as outlined above. Placement along the proposed alignment will not cause damage to the County's infrastructure and will not impede the safe operation of the road and road right-of-way.

## CONTACT

Please let us know if you have any question or concerns regarding this request for approval. You can reach ATCO by contacting me by telephone at 780-220-9584 or by email at [stephanie.hannem@atco.com](mailto:stephanie.hannem@atco.com).



BEAVER COUNTY  
 Entire Project Area is within ranges: Sharp-tailed Grouse

EMM Sheets	Watercourse
Centreline (Phase 3) - 20230428	City/ Town/ Village
Centreline (Phase 1 & 2)	Municipal Boundary
Existing 7L65 Line To Be Removed	Piping Plover Waterbodies
Railway	Piping Plover Buffers
Primary Highway	Colonial Nesting Birds
Secondary Highway	
Road	
Waterbody	

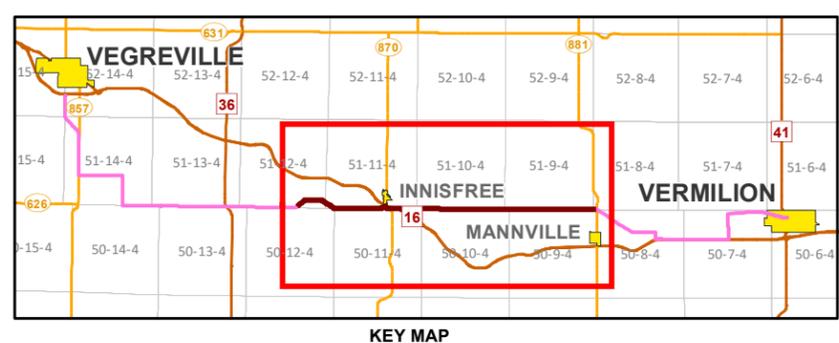
**CREDIT NOTES**  
 Alberta Data Partnerships, Government of Alberta, IHS Markit

**Disclaimer:**  
 Environmental Mitigation Overview Map to be used in conjunction with Execution Environmental Protection Plan, Environmental Mitigation Table and Environment & Lands Release Package.

0 1 2 Kilometres  
 0 0.45 0.9 Miles

**NOTES:**  
 - Only facilities in the vicinity of the project are shown.

This map is the property of ATCO. This map is not intended to be used in place of Alberta One Call.  
 Always practice extreme caution when near power lines!



**ATCO**

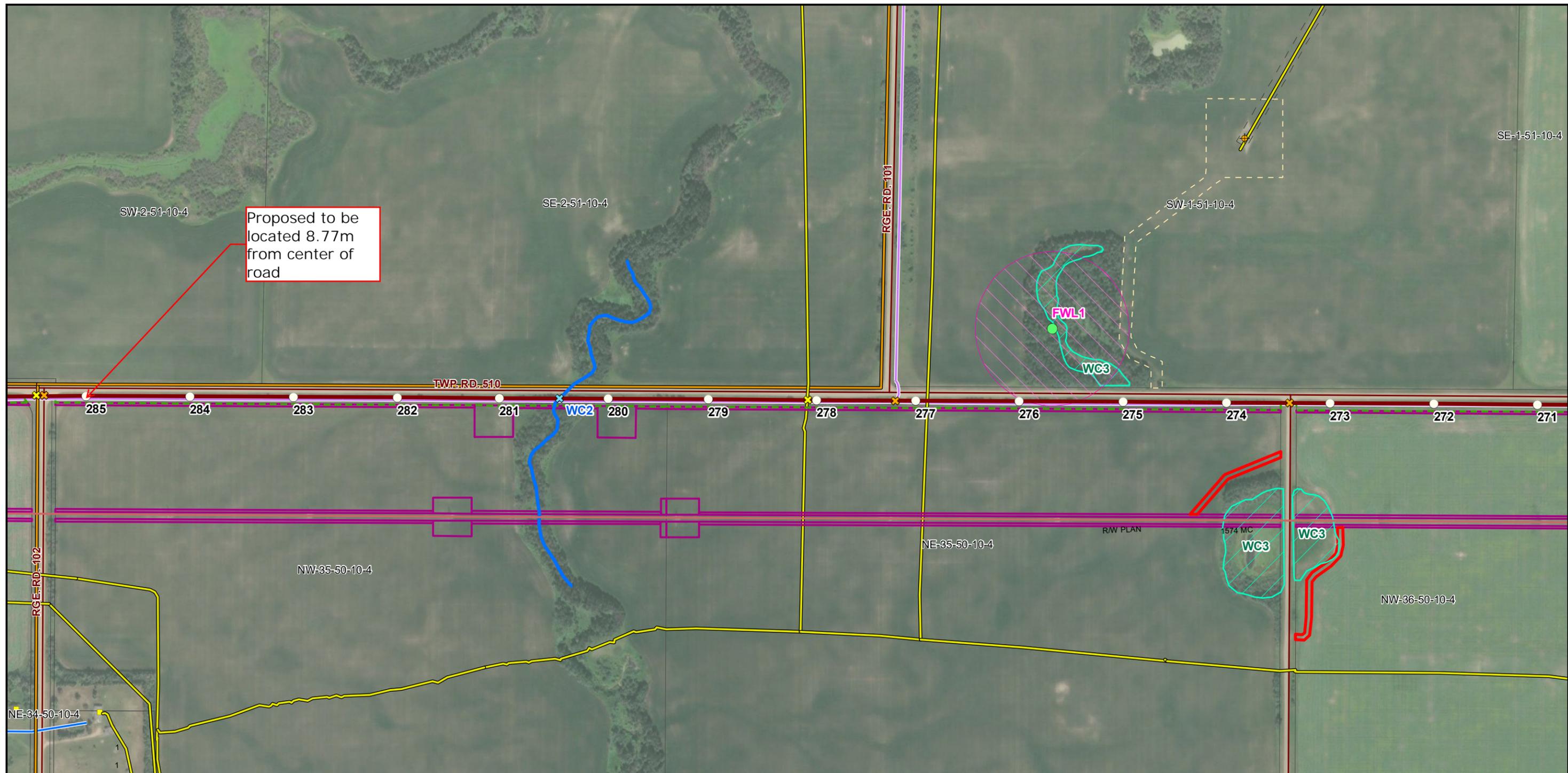
7L65 Line Rebuild Project

ENVIRONMENTAL MITIGATION OVERVIEW MAP (PHASE 3)

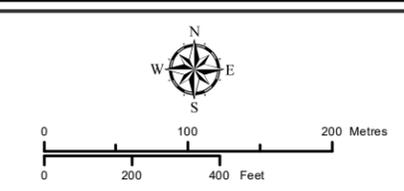
**WORKING DRAFT**

May 2, 2023

RS-7L65 - EMM - 01



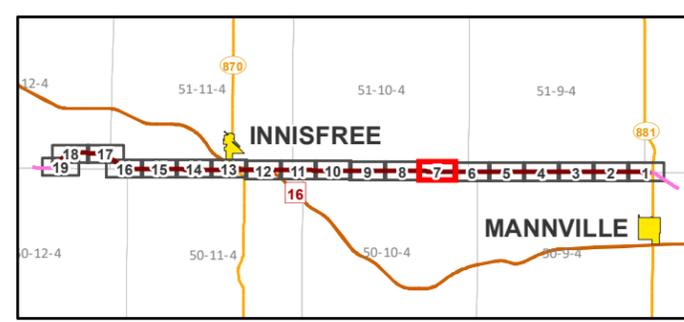
- |                                                  |                                      |                                          |
|--------------------------------------------------|--------------------------------------|------------------------------------------|
| ○ Structure (Phase 3) - 20240715                 | ▭ Wetland Delineation - 20240715     | — Existing Easement R/W                  |
| ● Structure (Phase 1 & 2)                        | ▭ Watercourse Delineation - 20240715 | — Highway                                |
| — Centreline (Phase 3) - 20240715                | ⊗ Watercourse Crossings - 20240715   | — Road                                   |
| — Centreline (Phase 1 & 2)                       | ■ Vegetation Weed Species - 20180829 | <b>Active Nests And Colonies</b>         |
| — Existing 7L65 Line To Be Removed               | ● Surface Well Sites                 | ● Red-tailed Hawk                        |
| — Existing Distribution Line (ATCO)              | ⊗ Third Party Crossing               | ● Swainson's Hawk                        |
| — Existing Distribution Line (REA)               | ⊗ Pipeline Crossing                  | ● Unknown                                |
| — Right of Way - 20240708                        | — Pipelines                          | ▭ Active Nests And Colonies 100m Setback |
| — Temporary Workspace - 20231005                 | — Telus                              |                                          |
| — Access Trail - 20231005                        | ■ Residence                          |                                          |
| — Third Party Access - To Be Acquired - 20231005 | — Private Wells and Access           |                                          |



**NOTES:**  
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**ATCO**

7L65 Line Rebuild Project

ENVIRONMENTAL MITIGATION SHEET 7 of 19 (PHASE 3)

**FOR TENDERING PURPOSES ONLY**

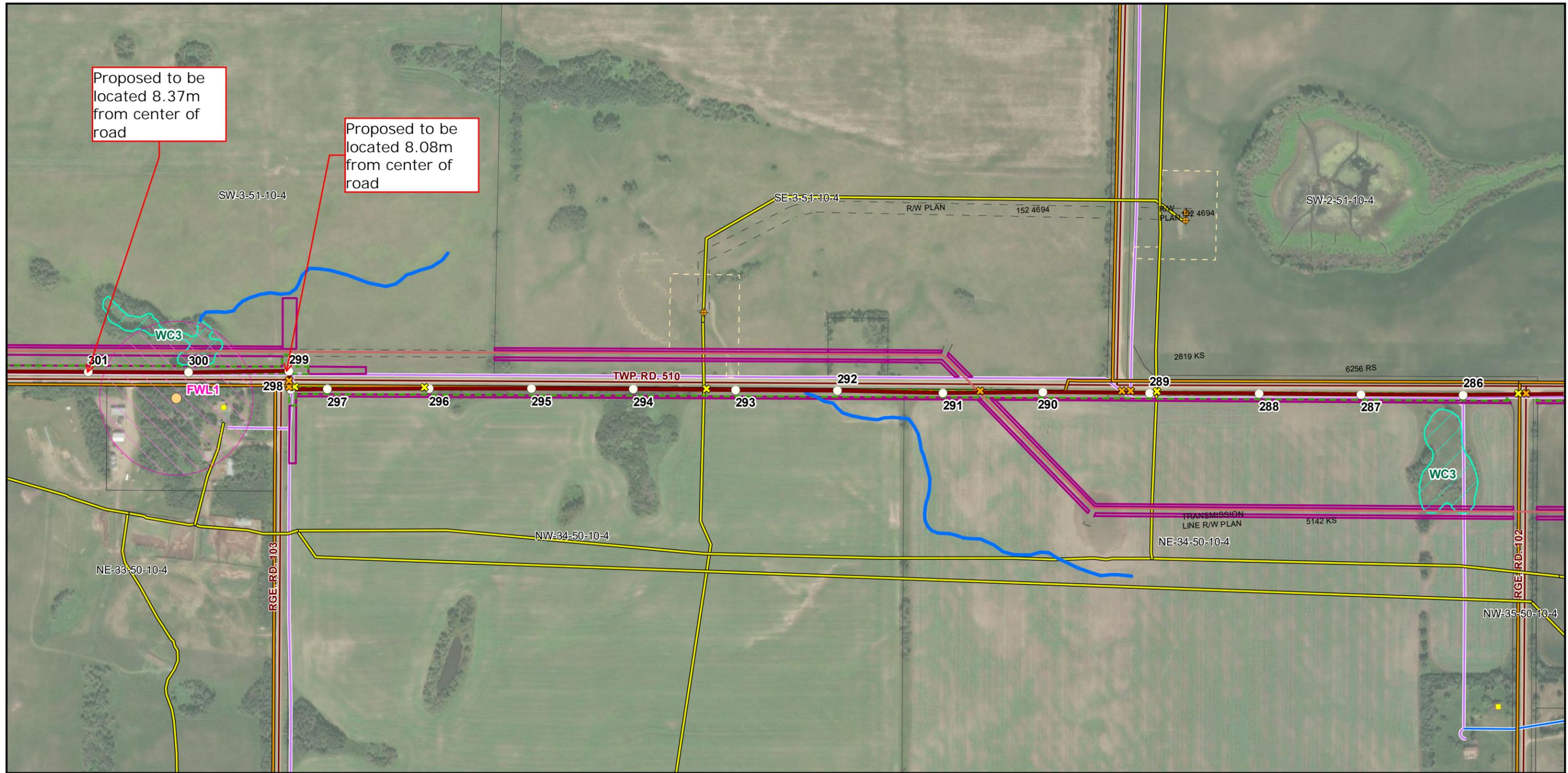
July 18, 2024

RS-7L65 - EMM - 02 - 19

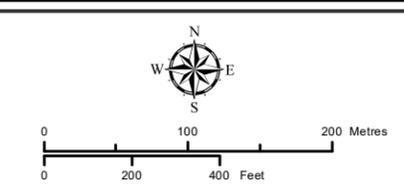
Str. 285

Location of  
Structure 285  
(single-pole)  
to be located an  
additional 0.3m  
further from the  
road





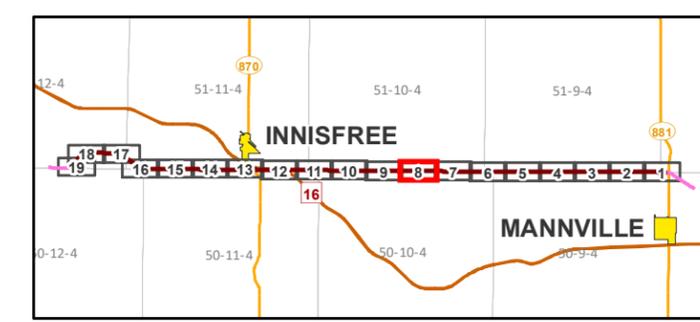
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|--------------------------------------------------|--------------------------------------|------------------------------------------|
| ○ Structure (Phase 3) - 20240715                 | ▭ Wetland Delineation - 20240715     | --- Existing Easement R/W                |
| ● Structure (Phase 1 & 2)                        | ▭ Watercourse Delineation - 20240715 | — Highway                                |
| — Centreline (Phase 3) - 20240715                | ⊗ Watercourse Crossings - 20240715   | — Road                                   |
| — Centreline (Phase 1 & 2)                       | ■ Vegetation Weed Species - 20180829 | <b>Active Nests And Colonies</b>         |
| — Existing 7L65 Line To Be Removed               | ● Surface Well Sites                 | ● Red-tailed Hawk                        |
| — Existing Distribution Line (ATCO)              | ⊗ Third Party Crossing               | ● Swainson's Hawk                        |
| — Existing Distribution Line (REA)               | ⊗ Pipeline Crossing                  | ● Unknown                                |
| ▭ Right of Way - 20240708                        | — Pipelines                          | ▭ Active Nests And Colonies 100m Setback |
| ▭ Temporary Workspace - 20231005                 | — Telus                              |                                          |
| ▭ Access Trail - 20231005                        | ■ Residence                          |                                          |
| ▭ Third Party Access - To Be Acquired - 20231005 | ▭ Private Wells and Access           |                                          |



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**ATCO**

7L65 Line Rebuild Project

ENVIRONMENTAL MITIGATION SHEET 8 of 19 (PHASE 3)

**FOR TENDERING PURPOSES ONLY**

July 18, 2024

RS-7L65 - EMM - 02 - 19

Facing west towards **Str. 300**

Approx. location  
of Structure 301  
(single-pole)

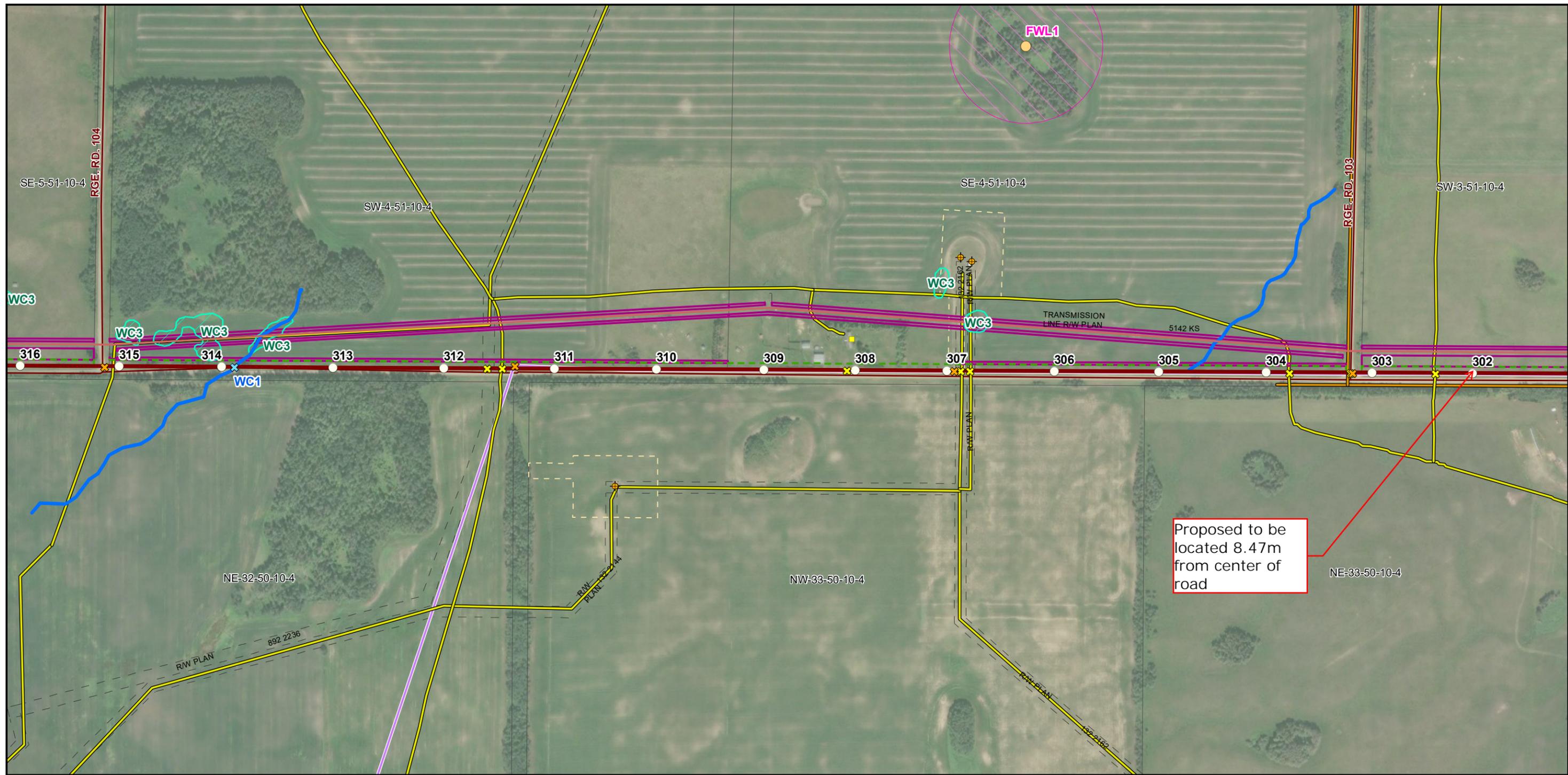


Facing east towards

Str. 300

Approx. location of Structure 299 (2-pole guyed corner structure) - southern most pole of this structure planned to be 0.3m inside the road allowance, second pole is planned to be within private land.





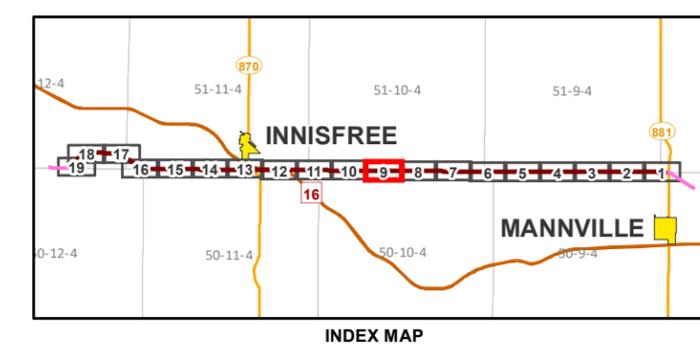
- |                                                  |                                      |                                          |
|--------------------------------------------------|--------------------------------------|------------------------------------------|
| ○ Structure (Phase 3) - 20240715                 | ▭ Wetland Delineation - 20240715     | --- Existing Easement R/W                |
| ● Structure (Phase 1 & 2)                        | ▭ Watercourse Delineation - 20240715 | — Highway                                |
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| ▭ Temporary Workspace - 20231005                 | — Telus                              |                                          |
| ▭ Access Trail - 20231005                        | ■ Residence                          |                                          |
| ▭ Third Party Access - To Be Acquired - 20231005 | ▭ Private Wells and Access           |                                          |

  
 0 100 200 Metres  
 0 200 400 Feet

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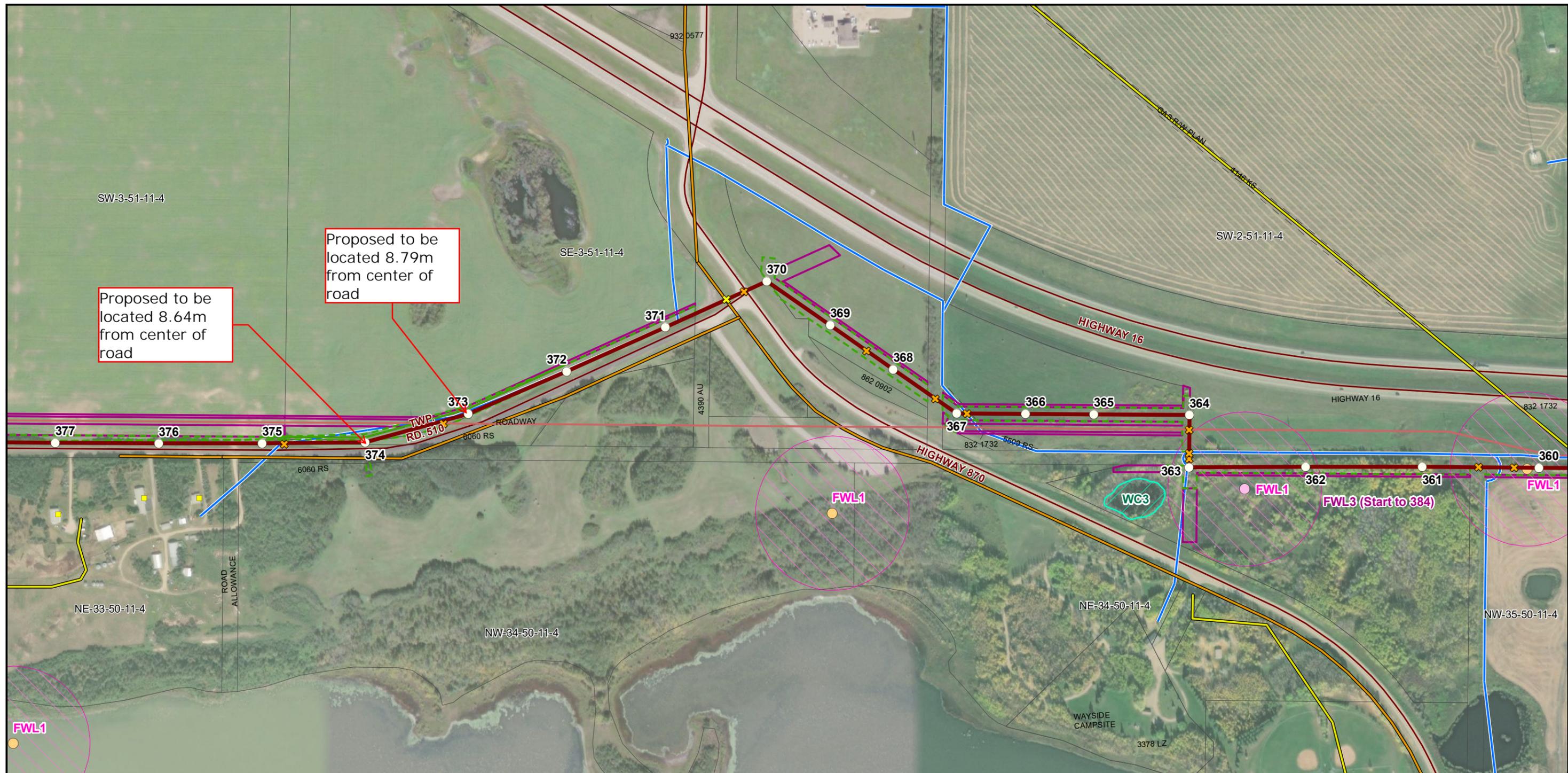
**ATCO**

7L65 Line Rebuild Project  
 ENVIRONMENTAL MITIGATION SHEET 9 of 19  
 (PHASE 3)  
**FOR TENDERING PURPOSES ONLY**  
 July 18, 2024  
 RS-7L65 - EMM - 02 - 19  
 File Name: 7L65\_Rebuild\_EMM\_Sheets\_Ph3

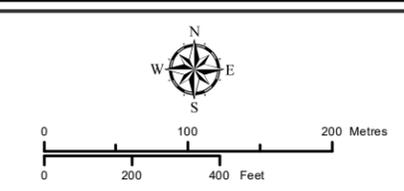
Location of  
Structure 302  
(single pole)  
to be located an  
additional 0.3m  
further from the  
road

Str. 302





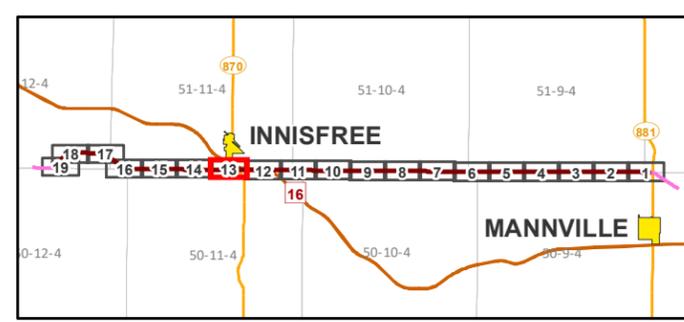
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| ○ Structure (Phase 3) - 20240715                 | ▭ Wetland Delineation - 20240715     | — Existing Easement R/W                  |
| ● Structure (Phase 1 & 2)                        | ▭ Watercourse Delineation - 20240715 | — Highway                                |
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| ▭ Access Trail - 20231005                        | ■ Residence                          |                                          |
| ▭ Third Party Access - To Be Acquired - 20231005 | ▭ Private Wells and Access           |                                          |



**NOTES:**  
- Only facilities in the vicinity of the project are shown.

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**ATCO**

7L65 Line Rebuild Project

ENVIRONMENTAL MITIGATION SHEET 13 of 19 (PHASE 3)

**FOR TENDERING PURPOSES ONLY**

July 18, 2024

RS-7L65 - EMM - 02 - 19



Location of southern pole (2-pole structure) to be located an additional 0.3m further from the road.

Str. 374





# Policy

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## Utilities within County Road Allowance

---

**Policy Number:** PDS 7004-02

**Supersedes Policy Number:** PDS 7004-01-A

**Approved by Council:** October 16, 2023    **Next Review Date:** October 2027

**Resolution No:** 2023-212

**Last Review Date:** October 16, 2023

---

### **POLICY STATEMENT**

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

### **PURPOSE**

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

### **SCOPE**

This policy applies to all utility companies.

### **POLICY PRINCIPLES**

1. Utilities must be installed within utility rights-of-way adjacent to municipal road allowances wherever possible. Pipelines running parallel to the road cannot be installed within the County's road rights-of-way.
2. Utilities that are proposed to be installed within or adjacent to municipal road allowances require the approval of the County prior to installation.
3. Where Utility rights-of-way adjacent to a municipal road allowance is unattainable, the County may grant approval for the placement of such Utilities within the municipal road allowance.
4. Electrical utilities shall be located no further than 0.6 m (2.0 ft.) from the boundary of the road allowance **and shall be located no closer than 9.0 m (29.5 ft.) from the center of the road.**

5. Written requests for approval along with plans for all proposed Utilities within the municipal road allowance shall be submitted by the Company to the County of Minburn No. 27 at least thirty (30) days prior to the proposed construction/installation date.
6. In addition to the construction plans and 3D drawings identifying the location of the proposed Utilities in relation to the municipal road (including setbacks), if available, the Company shall provide the County with shape files of the proposed Utilities for use in the County's GIS system.
7. The Company must restore all ground disturbances or damage that occurs as the result of the installation and placement of the Utility in municipal road allowances to pre-existing or better conditions to the satisfaction of the County.
8. The placement of any Utility in municipal road allowances must not result in the disturbance of any driving surface or road infrastructure without the prior approval of the County.
9. The Company shall be liable to the County for all losses, costs, damages and expenses whatsoever which the County may suffer, sustain, pay or incur.
10. Subject to any applicable requirements, the Company, its successors and assigns shall indemnify and save harmless the County of and from any and all losses, costs, charges, liabilities, damages and expenses (including without limiting the generality of the foregoing any and all liabilities to third parties, whether in contract, tort, or otherwise) which the Company at any time or times hereafter shall or may bear, suffer, sustain or incur for or by reason of the Company, its successors or assigns use of the road allowance area or by reason of the negligence of the Company, its successors and assigns servants, agents, employees or contractors.
11. Neither party shall be held responsible for damages or other losses caused by delay or failure to perform the provisions of this Policy where such delay or failure is directly or indirectly caused by or results from events beyond the control of either party. These events shall include fire, flood, earthquake, accident, civil disturbances, war, rationing, embargoes, strikes or labour stoppages, acts of God, or acts of government.
12. Should relocation, locating or protection of the Utility be required by the County in the future, with no other alternative being identified, the Company, its successors or assigns agree to relocate, locate, or protect the Utility within the existing right of way with all reasonable costs relative thereto being borne by the Company, its successors or assigns. The County shall provide written notice to the Company, its successors or assigns at least sixty (60) days prior to the relocation, locating, or protecting being required.

#### **EXEMPTIONS:**

1. Council may exempt a road from this policy by a resolution of Council.

#### **DEFINITIONS**

1. '*Company*' means the utility company

2. '*Council*' means the duly elected Council of the County of Minburn No. 27
3. '*County*' means the County of Minburn No. 27
4. '*Utility*' means public or private infrastructure to provide transmission service for (but not limited to) telecommunications, power, gas, water, storm sewer or sanitary sewer.

### **Responsibilities**

1. Council: to amend this policy from time to time, ensure it is meeting the overall objectives of the municipality, and consider special permission requests as presented by the Director of Planning and Community Services.
2. CAO: to ensure compliance to this policy.
3. Director of Operations: to provide guidance to the Planning and Development Officer and Municipal Clerk on adherence to this policy and on discretionary decisions that need to be made.
4. Director of Planning and Community Services: to ensure the Municipal Clerk is provided with clear direction on the principles of this policy and that they are being applied in a consistent manner across the entire County. Presenting special permission requests to Council for consideration.
5. Municipal Clerk: to process applications for utilities within County road allowances while adhering to and carrying out the principles of 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: P. Podchorożny

---

# **BLOCK C, PLAN 4185R**

## **CONCEPTUAL SCHEME**



Prepared for: Paul Garon  
Presented by: Select Engineering Consultants Ltd.  
Date: July 24, 2024  
RPT-414-24001-8.5-LavoyCS-240724

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# 1.0 Introduction

## 1.1 Purpose

The purpose of this Conceptual Scheme (CS) is to provide a document to establish a land use framework and plan for development of Block C, Plan 4185R within the County of Minburn No.27. This 3.5-hectare site is located in the Hamlet of Lavoy which is located east of the town of Vegreville and adjacent to Highway 16. The CS has been prepared and submitted in accordance with the County of Minburn's Municipal Development Plan (MDP), Hamlet of Lavoy's Area Structure Plan (ASP) and Land Use Bylaw (LUB).

A subdivision application for the north section of this lot is submitted concurrently with this Conceptual Scheme. The subdivision will require the County's approval prior to any development in the Conceptual Scheme area. Redistricting will not be required as the north section of the lot is currently districted as Acreage Residential (AR), while the remnant south parcel is districted for the County as Recreational and Institutional (RI).

## 1.2 Location

The amendment area is located in the Hamlet of Lavoy which is found east of the town of Vegreville and adjacent to Highway 16 (**Figure 1**).

## 1.3 Vision

The concept for the amendment area envisions an Acreage Residential with minor agricultural uses consistent with the surrounding rural development. This subdivision will maintain the existing natural topography to the extent possible to minimize grading activities so as to have minimal impact on adjacent land uses.

## 1.4 Property Ownership

The parcel Block C, Plan 4185R is currently owned by the County of Minburn No.27 (**Figure 1**). Through subdivision, the County will sell approximately a 1.4 hectare parcel to a private owner, while the County will continue ownership of the remaining area.

## 2.0 Implementation

This Conceptual Scheme has been prepared in accordance with the objectives and policies within the County of Minburn No.27 statutory plans.

### 2.1 Municipal Development Plan Bylaw 1339-23

The County of Minburn No.27 *Municipal Development Plan (MDP) Bylaw 1339-23* is a statutory policy document outlining the framework for growth within Minburn County. The MDP manages future land uses and development guidelines for the County. The vision for the MDP focuses on four central priorities including:

- Agriculture
- Sustainable Rural Lifestyle
- Economic Diversification
- Environmental Stewardship

MDP POLICY #	MDP POLICY	MDP Compliance
Policy #	Policy Statement	
<b>3.2.4</b>	The County shall not support acreage residential subdivisions which would require an increase in the types or levels of services beyond what would normally be provided by the County.	The Conceptual Scheme area including the acreage residential will connect seamlessly to the Hamlet of Lavoy’s water system and have private sewage, therefore providing a level of service that matches the surrounding residential areas.
<b>3.11.5</b>	The County may require that an Area Structure Plan or Conceptual Scheme be prepared by qualified person to provide more detailed planning direction in specific areas	The Conceptual Scheme has been prepared by a qualified planner to help provide detailed planning direction.
<b>3.11.27</b>	The County should continue to support and promote its ‘Buy a lot for a Loonie’ program to attract potential investments.	The Acreage Residential area in the Conceptual Scheme will be obtained and supported through the County’s ‘Buy a lot for a Loonie’ program.

## 2.2 Land Use Bylaw 2021-13

The County of Minburn No.27 *Land Use Bylaw No. 1348-24* (LUB) is utilized to regulate land use and development within the County and to achieve orderly growth. This LUB will be used to implement this Conceptual Scheme land use concept as appropriate.

The Conceptual Scheme area is split into the two districts of Acreage Residential and Recreational and Institutional. The AR area allows for low density country residential development. Whereas the RI district accommodates a range of institutional, educational and recreational uses for the County. As districting is in place, no redistricting is required.

## 3.0 Public Consultation

---

Public Consultation is not required as confirmed by the County at the Pre-application meeting on June 13, 2024.

## 4.0 Site Analysis

### 4.1 Surrounding Site Features

The Conceptual Scheme site is surrounded by Hamlet Residential (HR) to the south, General Commercial (GC) to the west and Agricultural (A) to the north and east.

The general land use within the area consists of a mixture of Hamlet Residential subdivisions, agricultural land uses and natural environment. There are multiple waterbodies located on the west side of Range Road 134. While the town of Vegreville is located just over 14km to the northwest.

### 4.2 Existing Site Features

The plan area is generally cleared. On the southern portion of the site, there is an existing County owned water fill station, grader shop, fenceline, seacan and a gravel roadway leading to it that is anticipated to remain as is. A large tree stand and Saskatoon bushes are also located in the south portion of the site and will be retained in the plan.

The north section of the site, which will be sold to a private owner consists of a cleared area with trees located along the north and east perimeter (**Figure 2**). Two pre-existing cisterns/tanks and two manholes also are present on the site. These will be investigated at the time of the development permit and detailed design.

### 4.3 Hazard Lands and Development Constraints

Hazard lands are defined by the County of Minburn MDP as lands having inadequate drainage, having high water table, susceptible to flooding, susceptible to soil erosion, having a high wildlife risk, with slope greater than 15% or in proximity to sour gas lines and facilities.

At the time of Conceptual Scheme, the site does not meet the County of Minburns hazard land definition, so no additional studies or engineering is required.

### 4.4 Supporting Technical Documentation

As per the pre-application meeting with the County of Minburn No.27 on June 13, 2024, technical studies are not required.

## 5.0 Development Concept

The Conceptual Scheme contains approximately 3.55-hectares with direct access to 51 Avenue which connects to Range Road 134 to the northwest. The subdivision application submitted concurrently subdivides this site into approximately one 1.40-hectare currently zoned as AR and a 2.15-hectare site zoned as RI (**Figure 3**).

### 5.1 Acreage Residential

The site currently designated as Acreage Residential (AR) is suitable and complies with the districts’ intent to provide low density country residential development with limited agricultural pursuits.

The future owner of this AR lot will reside on this parcel and maintain several bee hives which has been discussed with the County. The presence of bee hives is a discretionary use under the AR district and requires the landowner to demonstrate that they have adequate arrangements for the maintenance in an acceptable manner and they would not unduly affect the surrounding properties. This information will be prepared at the time of development permit.

### 5.2 Open Space

#### 5.2.1 Municipal Reserve

On June 13, 2024, the County of Minburn No.27 confirmed that no Municipal Reserve dedication was required.

#### 5.2.2 Environmental Reserve

There is no Environmental Reserve present on the site.

Land Uses	Ha	%	Units	%	Pop.	%
<b>GROSS AREA</b>	<b>3.55</b>					
<b>GROSS DEVELOPABLE AREA</b>	<b>3.55</b>	100				
<b>LAND USES</b>						
Acreage Residential	1.40	39.4%				
Recreational and Institutional	2.15	60.6%				
<b>SUBTOTAL – LAND USES</b>	<b>3.55</b>	<b>100.0%</b>				

## 5.3 Transportation

Currently, there are two access locations, one off 51 Ave and one off Elm Street. These gravel accesses currently lead to the existing water fill station and ensure all season access with adequate turning movements. A future access will be required to provide a driveway to the future subdivided site. Details of this access and location will be confirmed at detailed design. **(Figure 3).**

## 6.0 Utility Services

### 6.1 Water Servicing

The County of Minburn operates a water distribution system within the Hamlet of Lavoy, providing potable water to residents and businesses throughout the community. This Conceptual Scheme is adjacent to an existing 150mm watermain within the road allowance of 51<sup>st</sup> Avenue, and currently has no infrastructure associated with the supply of water within the boundary of the site.

The proposed development will be serviced with water from 51<sup>st</sup> Avenue, with the installation of a water service directly to the proposed property line (**Figure 4**).

### 6.2 Sanitary Servicing

Although the County of Minburn operates a sanitary sewer collection system and wastewater lagoon within the Hamlet of Lavoy, sanitary sewer mains are not currently installed within adequate proximity to the Conceptual Scheme area. Currently there are three manholes and two tanks installed in the Northern section zoned as Acreage Residential, which were previously used to provide sanitary sewer servicing to the site.

The proposed development will utilize a private sewer system installed entirely within the site boundaries, in accordance with the current regulations and requirements of the Alberta Private Sewage Systems – Standard of Practice and the County of Minburn’s development permit requirements. This private sewer system may incorporate some or all of the existing manholes and tanks if they meet the current regulations and development permit requirements at the time of servicing. Please refer to Figure 4 for details regarding the sanitary servicing.

### 6.3 Stormwater Management

Within the site boundary, runoff and snowmelt sheet flow off of the property and onto adjacent lands. This development will not impact the existing drainage patterns, and no infrastructure or development requirements in relation to Stormwater Management are required.

## 6.4 Shallow Utilities

The planned shallow utilities for this development include natural gas, power, and communication services. The developer will contact each utility owner, providing them with the tentative legal plan and detailed design drawings to initiate design and construction planning. All shallow utilities will be installed as underground infrastructure, except for necessary street furniture such as pedestals, transformers, and meters. Utility alignments will adhere to the standards set out in the County of Minburn's development guidelines.

It is anticipated that the shallow utilities will be extended from the existing system. The alignment and required easements or rights-of-way will be confirmed during the detailed design stage.

## 6.5 Emergency Services

The existing adjacent road network will provide accesses to the site from 51<sup>st</sup> Avenue, ensuring all season access with adequate turning movements for emergency vehicles.

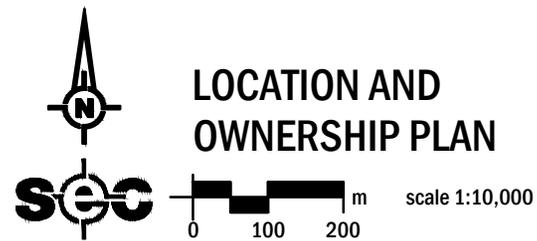
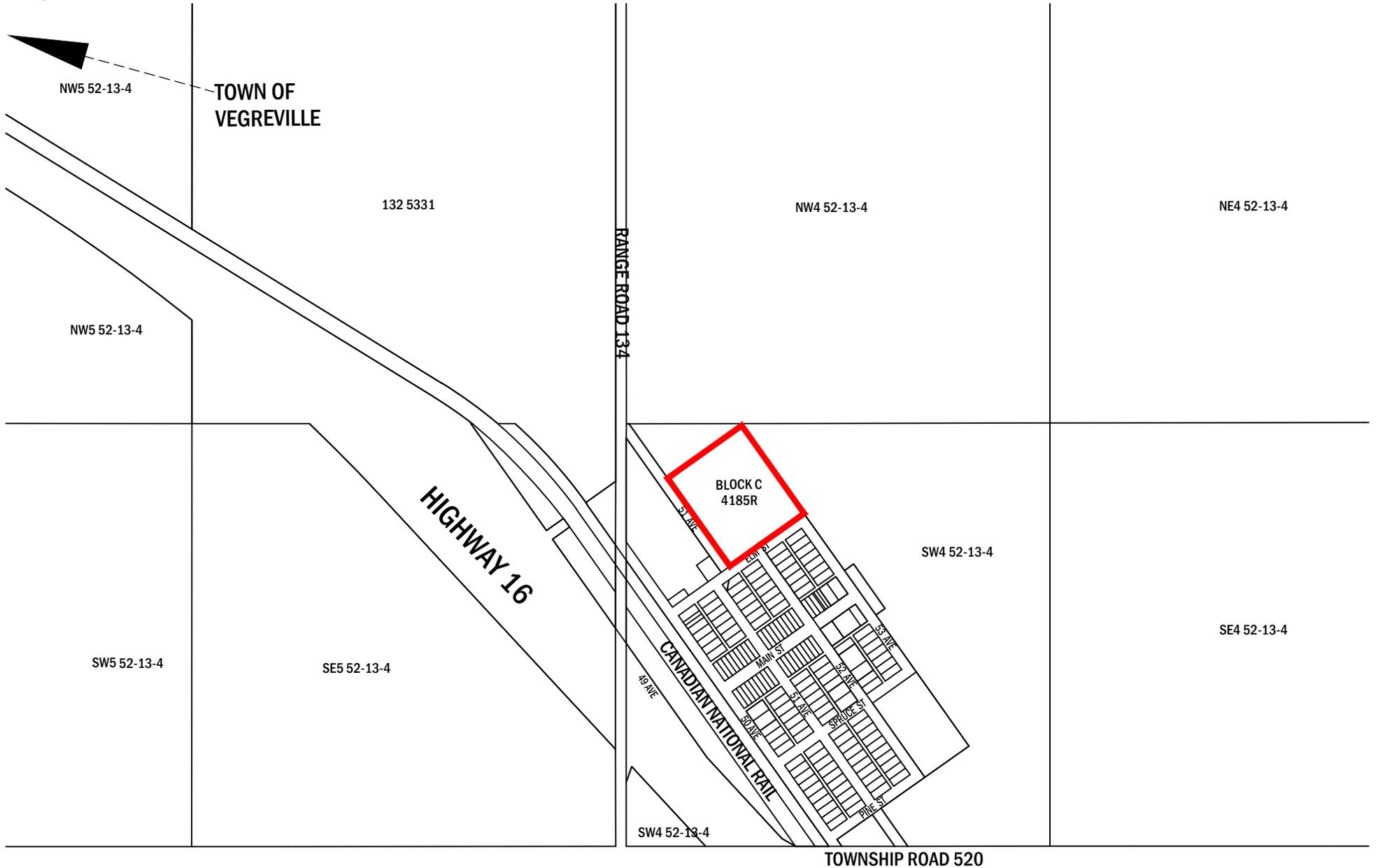
## 6.6 Staging

The Conceptual Scheme area will be developed in one stage of construction.

---

# APPENDIX A

Maps

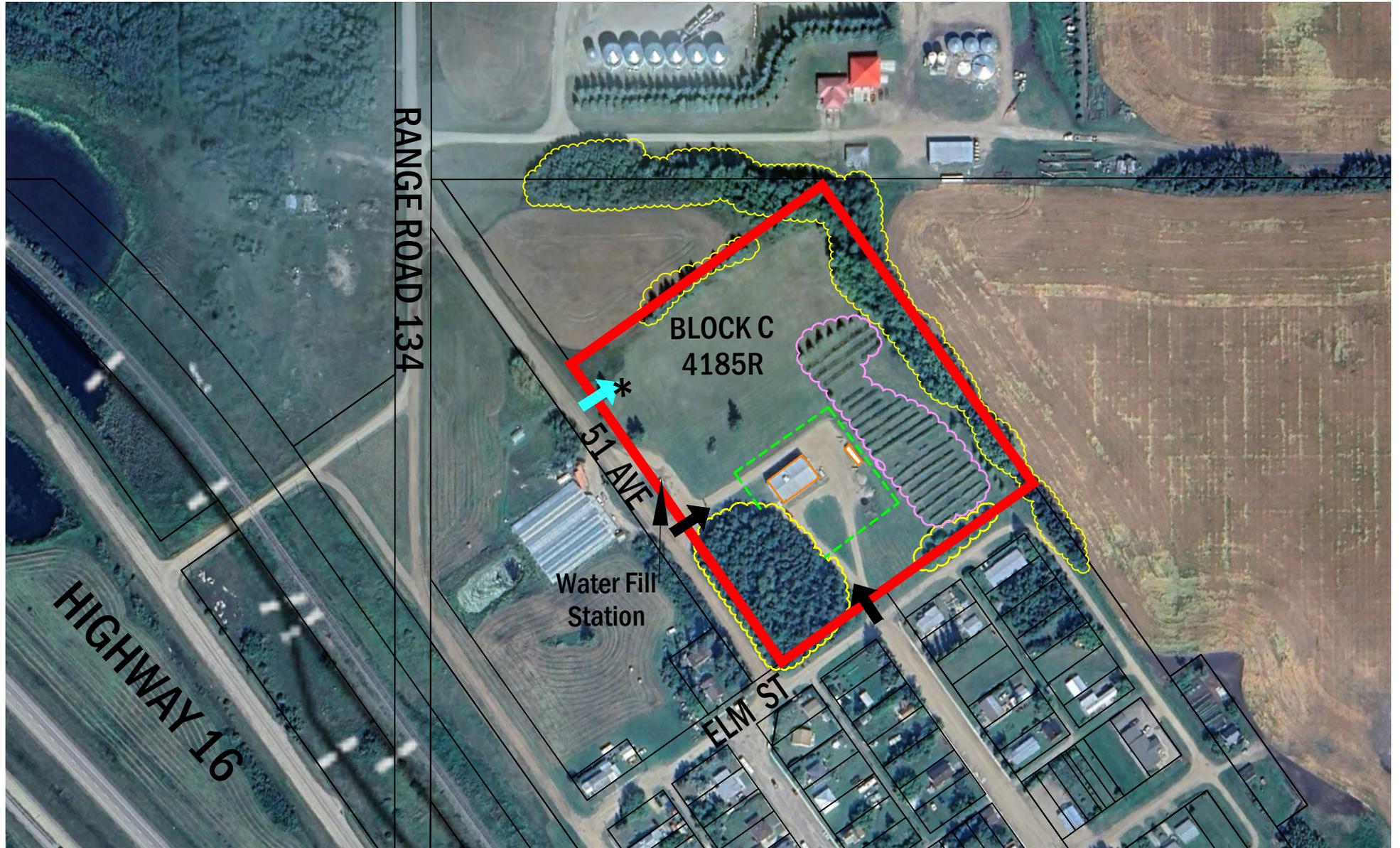


**LOCATION AND OWNERSHIP PLAN**

**LEGEND**

— Conceptual Scheme Boundary

BLOCK C, PLAN 4185R  
COUNTY OF MINBURN NO. 27



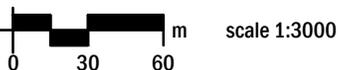
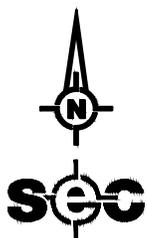
NOTE: LINEWORK  
SUBJECT TO CHANGE  
WITH LEGAL  
BOUNDARY SURVEY.

**EXISTING SITE FEATURES**

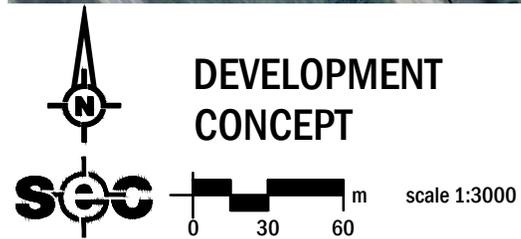
**LEGEND**

-  Tree Stand
-  Saskatoon Bushes
-  County Grader Shop and Sea Can

-  Current Access
-  Proposed Future Access
-  Existing Septic Tanks
-  County Grader Shop Fence
-  Conceptual Scheme Boundary

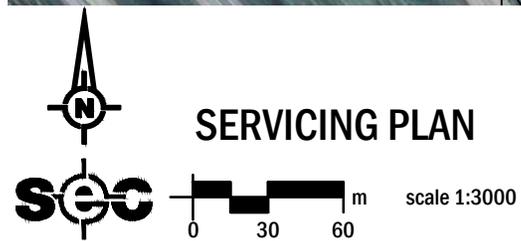


BLOCK C, PLAN 4185R  
COUNTY OF MINBURN NO. 27



LEGEND	
	Acreage Residential
	Recreational and Institutional
	Proposed Future Access
	Current Access
	Conceptual Scheme Boundary
	Existing Septic Tanks

BLOCK C, PLAN 4185R  
COUNTY OF MINBURN NO. 27



**LEGEND**

- Proposed Water Service
- Existing Water Main

- \* Existing Septic Tanks
- Property Boundary

- Conceptual Scheme Boundary

BLOCK C, PLAN 4185R  
COUNTY OF MINBURN NO. 27



# 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: P. Podchorzyny



# COUNTY OF MINBURN NO. 27

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Vegreville, Alberta  
Canada T9C 1R6

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## **COUNTY OF MINBURN NO. 27 SUBDIVISION AUTHORITY OFFICER REPORT**

### **A. BACKGROUND:**

**File Number:** 07-2024

**Legal:** Block C, Plan 4185C (Lavoy)

**Owner:** County of Minburn

**Applicant:** Justin Wong (Select Engineering Consultants Ltd.)

**Date Accepted:** July 25, 2024

**Decision Due Date:** September 23, 2024

**Existing Use:** Recreational and Institutional

**Proposed Use:** Acreage Residential/Recreational and Institutional

**Gross Area:** 3.55 Ha (8.76 ac)

**Proposed Area:** 1.40 Ha (3.45 ac)

**Zoning:** AR: Acreage Residential and RI: Recreational and Institutional

**Division:** 5

### **B. DESCRIPTION OF PROPOSAL:**

The subject property is located on Block C, Plan 4185 within the Hamlet of Lavoy, currently owned by the County. The proposed subdivision would separate approximately 1.4 Ha (3.4 ac) of vacant land on the north section of this lot which is planned to be sold through the "Buy a Lot for a Loonie" program and used for future acreage residential development. The remaining 2.15 Ha (5.3 ac) south portion would remain owned by the County (Lavoy grader shop, water fill station, saskatoon bushes, and treed area).

The purchaser intends to reside on the proposed site, maintaining several bee hives in a manner that would not unduly affect the surrounding properties. This information would be prepared at the time of development permit application.

There is existing access via two approaches: one via 51 Avenue and one from Elm Street. A future access would be required of 51 Avenue to provide access to the future subdivided site. Road widening dedication hasn't yet been dedicated towards 51 Avenue. The parcel is proposed to be serviced with a water connection from the existing 150mm watermain along 51 Avenue. The future owner would also be required to install shallow utilities by contacting the local utility providers.

A Conceptual Scheme has been prepared in conjunction of this subdivision application and provides supporting documentation to this subdivision proposal.

**C. NOTIFICATION:**

Adjacent property owners, agencies, and internal departments were notified on July 25, 2024. A notice of subdivision was also posted on the bulletin at the mailboxes in Lavoy on July 25. At the time of report preparation, no parties opposed this subdivision. ATCO Gas and Pipelines provided details on the installation of utilities which will be forwarded to the applicant. Director of Operations advised that there may be a level of disturbance with an acreage located in proximity to the municipal shop and water truck fill. Additionally, the County applies calcium chloride to 51 Avenue and there is no driveway snow removal available in the Hamlet. Comments will be provided in the decision letter.

**D. COMPLIANCE:**

The proposed subdivision complies with the Subdivision and Development Regulation, municipal statutory plans, and aligns with the future vision for the development of Lavoy. A future private sewage disposal system must be installed in accordance with Private Sewage Disposal System regulation.

**E. RESERVES:**

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

**F. RECOMMENDATION**

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

1. That prior to endorsement, a registerable instrument be prepared by an Alberta Land Surveyor and submitted to the County, and the registerable instrument shall be in conformance with the approved tentative plan of subdivision.
2. That the registered owner/applicant enter into a development agreement by way of Caveat with the County of Minburn pursuant to Section 655 of the Municipal Government Act, 2000 as amended, for the provision of access and services (water, private sewage, and shallow utilities).

Information Items (these are not conditions of approval):

1. That a development permit application is required for any proposed future development of the subject lot (i.e. dwelling, intensive agriculture, shipping container, etc.). Please contact County of Minburn Planning and Community Services at 780-632-2082 for further information.

2. That the County is not responsible for any disturbances as a result of proximity of the proposed lot to the County municipal shop and/or water fill station.
3. That the County applies calcium chloride dust suppression on 51 Avenue and there is no driveway snow removal available within the Hamlet of Lavoy.
4. That the registered owner/applicant contact ATCO Gas and Pipelines regarding their obligations as outlined in the subdivision referral email dated August 2, 2024 and enclosed herein.
5. That the necessary Safety Code Permits, which include building, plumbing, electrical, gas and private sewage permits would be required prior to any and all new construction, alteration, or change in use or occupancy of a building on-site. Please contact the Inspections Group for further information on Safety Code Permit requirements.
6. That registration of the proposed subdivision at the Land Titles office may result in a change in the assessment of the proposed lot. Please contact Municipal Assessment Services at 780-939-3310 with regards to any questions about assessment.
7. It is advised that a private sewage disposal system permit application will be required to ensure a future private sewage disposal systems conform to the Alberta Private Sewage Disposal System Regulation (AR 229/97).
8. That approval of this application does not excuse the applicant from ascertaining and complying with the requirements of other municipal bylaws, easements, environmental reserve easements, covenants, conservation agreements, development agreements, or Provincial or Federal statutes, regulations, licenses or codes or standards of practice.

**G. ATTACHMENTS:**

- ◆ Application form
- ◆ Conceptual Scheme
- ◆ Inspection Summary

Prepared by Davin Gegolick on August 15, 2024



# SUBDIVISION APPLICATION

For Office Use Only	
Date Received: July 25/24	File #07-2024
Date Complete: July 25/24 Roll # 701001	

### 1. NAME AND MAILING ADDRESS OF THE APPLICANT

Justin Wong (Select Engineering Consultants Ltd.)

Email:	
Phone:	
Cell:	

By checking this box I accept correspondence by email only

### 2. NAME AND MAILING ADDRESS OF THE OWNER (if not the applicant)

Check if owner is the same as the applicant

County of Minburn		
Box 550, 4909 50 Street, Vegreville, Alberta		
	P/C	T9C 1R6

Email:	info@minburncounty.ab.ca
Phone:	
Cell:	

### 3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED (ie: existing titled area)

All part of the  ¼ sec.  twp.  range  west of the 4<sup>th</sup> meridian

Being all parts of Lot  Block  C Plan  4185R

Certificate of Title No.  072 567 688

Area of the above parcel of land to be subdivided  3.5 hectares (ie: existing titled area)

Municipal address (if applicable)  5124 51 Avenue

### 4. LOCATION OF LAND TO BE SUBDIVIDED

a. Is the land in the County of Minburn?  Yes  No

b. Is the land adjacent to a municipal boundary?  Yes  No

If "yes", the adjacent municipality is

c. Is the land located within 1.6 km of the highway right-of-way?  Yes  No

If "yes", the highway is No.  16

d. Is the land located within 450m of a landfill/waste facility?  Yes  No

e. Is the land located within 300m of a sewage lagoon?  Yes  No

f. Is the land located within 800m of a Confined Feeding Operation (feedlot, dairy)?  Yes  No

g. Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water, or by a drainage ditch or canal?  Yes  No

If "yes", state its name (if known):

h. Is the proposed parcel within 1.5 km of a sour gas facility?  Yes  No

i. Is the land the subject of a license, permit, approval or other authorization granted by the Natural Resources Conservation Board, Energy Resources Conservation Board, Alberta Energy Regulator, Alberta Energy & Utilities Board or Alberta Utilities Commission?  Yes  No

If "yes" please describe:  Existing gas utilities on this parcel.

j. Is the land the subject of the application is the subject of a license, permit, approval or other authorization granted by the Minister or granted under any Act the Minister is responsible for

under s.16 of the Government Organization Act?

Yes

No

If yes, please describe:

*\*The Minister is responsible for the following Acts: AB Land Stewardship Act, Environmental Protection Act, Public Lands Act, Surveys Act, Water Act. Please see attached list of resources for identifying this information.*

**5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED – describe the following:**

Existing use of the land (agricultural, rural residential, etc.):

Agriculture / Institutional

Proposed use of the land:

Institutional and Residential

Land Use District (Agricultural, Hamlet Residential, etc.):

Acreeage Residential and Recreational and Institutional

**6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED (WHERE APPROPRIATE)**

Describe the nature of the topography of the land (flat, rolling, steep, mixed):

Flat

Describe the nature of the vegetation and water on the land (brush, shrubs, treed, woodlots, sloughs, creeks, etc.):

Mostly cleared besides the South tree stand and existing Saskatoon bushes

Describe the kind of soil on the land (sandy, loam, clay, etc.):

Loam

**7. EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED**

Describe any building and any structures on the land and whether they are to be demolished or moved:

An existing County waterfill station, County grader shop, County sea can and County owned fence on the South portion that will remain.

**8. WATER AND SEWER SERVICES**

If the proposed subdivision is to be served by other than a water distribution system and a wastewater collection system, describe the manner of providing water and treating sewage:

The water will tie into Lavoy's system and there will be private sewage.

**9. CERTIFICATION**

I hereby certify that I am the  registered owner(s)  authorized agent and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of facts relating to the condition of the property referred to in this application for the subdivision.

  
Signature

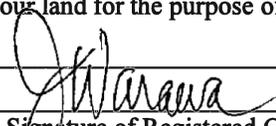
Signature

07/24/2024

Date

**10. RIGHT OF ENTRY**

I/We, Jason Warawa authorize staff of the County of Minburn to enter upon my/our land for the purpose of conducting a site inspection with respect to my subdivision application.

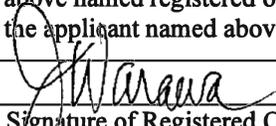
  
Signature of Registered Owner

Signature of Registered Owner

Are there any access restrictions/hazards we should be aware of prior to accessing the lands for inspection (dogs, locked gates, tenants, etc.)?

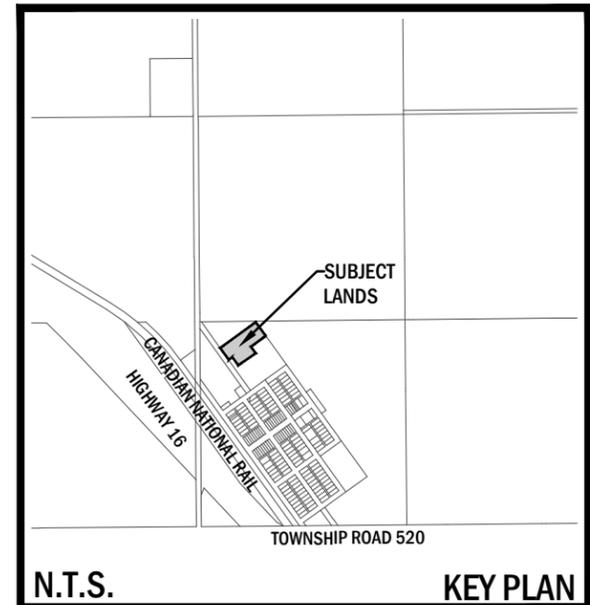
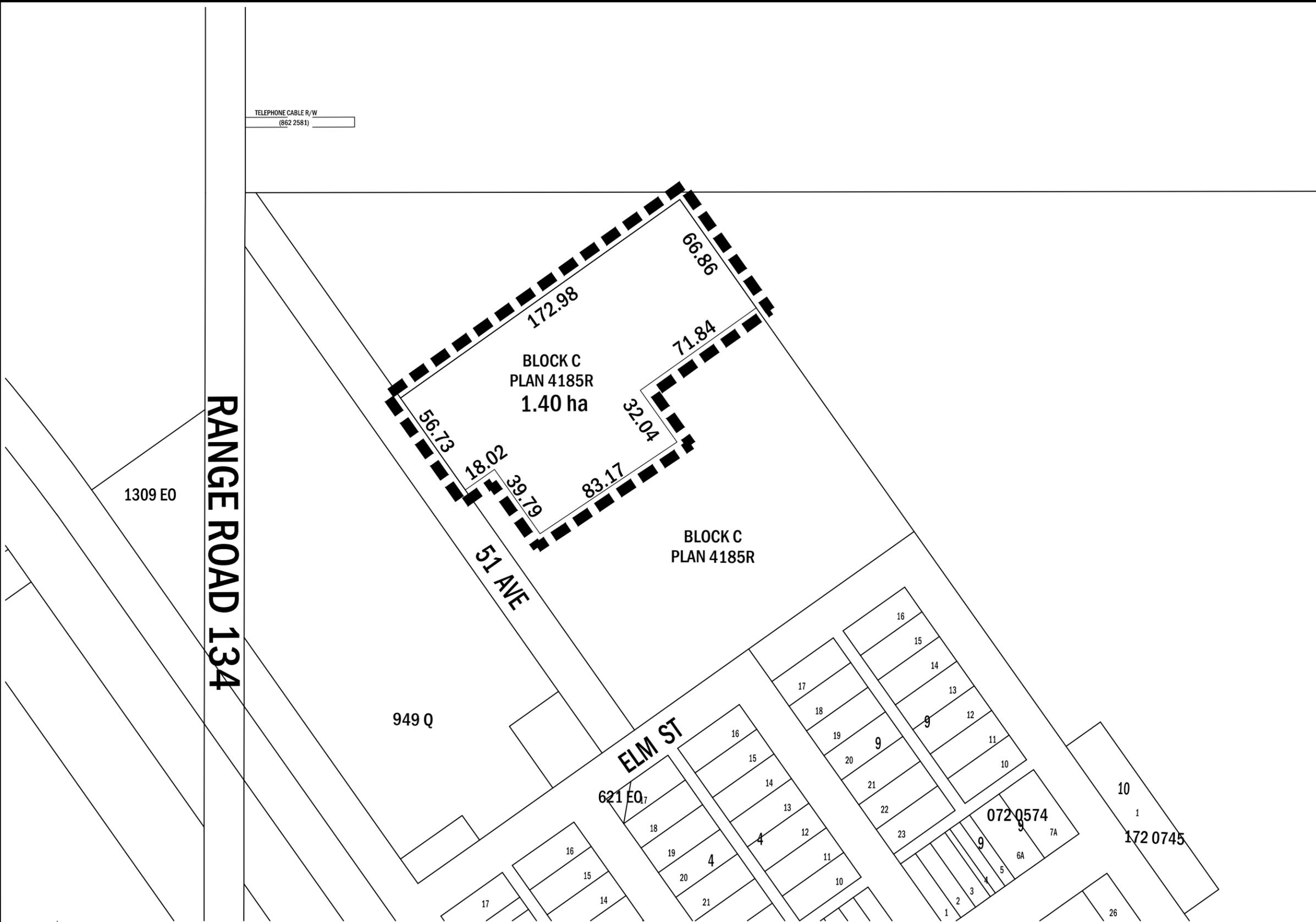
**11. REGISTERED OWNER'S CONSENT**

I/We, the above named registered owner(s) of Block C, Plan 4185R (Lavoy) (legal description) do hereby authorize the applicant named above to make application for subdivision.

  
Signature of Registered Owner

Signature of Registered Owner

This personal information is being collected under the authority of the *Municipal Government Act Subdivision and Development Regulation 43/2002* and will be used to process the subdivision application. If you have any questions or require further information please contact Planning and Development, County of Minburn, Box 550, Vegreville, Alberta, T9C 1R6, telephone 780.632.2082 or email [dgegolick@minburncounty.ab.ca](mailto:dgegolick@minburncounty.ab.ca)



PART OF: BLOCK C, PLAN 4185R

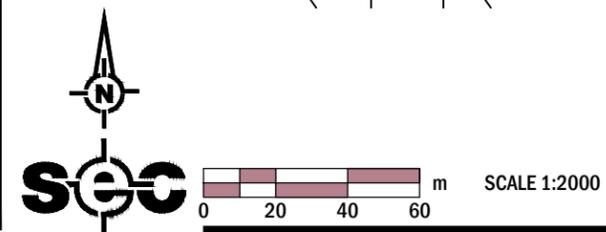
**NOTES:**

SUBDIVISION INCLUDES AREA OUTLINED BY [Dashed Line Symbol] AND CONTAINS = 1.40 ha

ACREAGE RESIDENTIAL = 1.40 ha  
TOTAL RESIDENTIAL AREA = 1.40 ha

# OF ACREAGE RESIDENTIAL LOTS = 1  
TOTAL # OF RESIDENTIAL LOTS = 1

**SUBDIVISION PLAN**  
**BLOCK C, PLAN 4185R**





**LEGEND**

NOTE: LINEWORK  
SUBJECT TO CHANGE  
WITH LEGAL  
BOUNDARY SURVEY.

-  Tree Stand
-  Saskatoon Bushes
-  County Grader Shop and Sea Can

-  Current Access
-  Proposed Future Access
-  Existing Septic Tanks

-  County Grader Shop Fence
-  Subdivision Boundary



**CONTEXT PLAN**

BLOCK C, PLAN 4185R  
COUNTY OF MINBURN No.27

JULY 24, 2024

---

# **BLOCK C, PLAN 4185R**

## **CONCEPTUAL SCHEME**



Prepared for: Paul Garon  
Presented by: Select Engineering Consultants Ltd.  
Date: July 24, 2024  
RPT-414-24001-8.5-LavoyCS-240724

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# 1.0 Introduction

## 1.1 Purpose

The purpose of this Conceptual Scheme (CS) is to provide a document to establish a land use framework and plan for development of Block C, Plan 4185R within the County of Minburn No.27. This 3.5-hectare site is located in the Hamlet of Lavoy which is located east of the town of Vegreville and adjacent to Highway 16. The CS has been prepared and submitted in accordance with the County of Minburn's Municipal Development Plan (MDP), Hamlet of Lavoy's Area Structure Plan (ASP) and Land Use Bylaw (LUB).

A subdivision application for the north section of this lot is submitted concurrently with this Conceptual Scheme. The subdivision will require the County's approval prior to any development in the Conceptual Scheme area. Redistricting will not be required as the north section of the lot is currently districted as Acreage Residential (AR), while the remnant south parcel is districted for the County as Recreational and Institutional (RI).

## 1.2 Location

The amendment area is located in the Hamlet of Lavoy which is found east of the town of Vegreville and adjacent to Highway 16 (**Figure 1**).

## 1.3 Vision

The concept for the amendment area envisions an Acreage Residential with minor agricultural uses consistent with the surrounding rural development. This subdivision will maintain the existing natural topography to the extent possible to minimize grading activities so as to have minimal impact on adjacent land uses.

## 1.4 Property Ownership

The parcel Block C, Plan 4185R is currently owned by the County of Minburn No.27 (**Figure 1**). Through subdivision, the County will sell approximately a 1.4 hectare parcel to a private owner, while the County will continue ownership of the remaining area.

## 2.0 Implementation

This Conceptual Scheme has been prepared in accordance with the objectives and policies within the County of Minburn No.27 statutory plans.

### 2.1 Municipal Development Plan Bylaw 1339-23

The County of Minburn No.27 *Municipal Development Plan (MDP) Bylaw 1339-23* is a statutory policy document outlining the framework for growth within Minburn County. The MDP manages future land uses and development guidelines for the County. The vision for the MDP focuses on four central priorities including:

- Agriculture
- Sustainable Rural Lifestyle
- Economic Diversification
- Environmental Stewardship

MDP POLICY #	MDP POLICY	MDP Compliance
Policy #	Policy Statement	
<b>3.2.4</b>	The County shall not support acreage residential subdivisions which would require an increase in the types or levels of services beyond what would normally be provided by the County.	The Conceptual Scheme area including the acreage residential will connect seamlessly to the Hamlet of Lavoy’s water system and have private sewage, therefore providing a level of service that matches the surrounding residential areas.
<b>3.11.5</b>	The County may require that an Area Structure Plan or Conceptual Scheme be prepared by qualified person to provide more detailed planning direction in specific areas	The Conceptual Scheme has been prepared by a qualified planner to help provide detailed planning direction.
<b>3.11.27</b>	The County should continue to support and promote its ‘Buy a lot for a Loonie’ program to attract potential investments.	The Acreage Residential area in the Conceptual Scheme will be obtained and supported through the County’s ‘Buy a lot for a Loonie’ program.

## 2.2 Land Use Bylaw 2021-13

The County of Minburn No.27 *Land Use Bylaw No. 1348-24* (LUB) is utilized to regulate land use and development within the County and to achieve orderly growth. This LUB will be used to implement this Conceptual Scheme land use concept as appropriate.

The Conceptual Scheme area is split into the two districts of Acreage Residential and Recreational and Institutional. The AR area allows for low density country residential development. Whereas the RI district accommodates a range of institutional, educational and recreational uses for the County. As districting is in place, no redistricting is required.

## 3.0 Public Consultation

---

Public Consultation is not required as confirmed by the County at the Pre-application meeting on June 13, 2024.

## 4.0 Site Analysis

### 4.1 Surrounding Site Features

The Conceptual Scheme site is surrounded by Hamlet Residential (HR) to the south, General Commercial (GC) to the west and Agricultural (A) to the north and east.

The general land use within the area consists of a mixture of Hamlet Residential subdivisions, agricultural land uses and natural environment. There are multiple waterbodies located on the west side of Range Road 134. While the town of Vegreville is located just over 14km to the northwest.

### 4.2 Existing Site Features

The plan area is generally cleared. On the southern portion of the site, there is an existing County owned water fill station, grader shop, fenceline, seacan and a gravel roadway leading to it that is anticipated to remain as is. A large tree stand and Saskatoon bushes are also located in the south portion of the site and will be retained in the plan.

The north section of the site, which will be sold to a private owner consists of a cleared area with trees located along the north and east perimeter (**Figure 2**). Two pre-existing cisterns/tanks and two manholes also are present on the site. These will be investigated at the time of the development permit and detailed design.

### 4.3 Hazard Lands and Development Constraints

Hazard lands are defined by the County of Minburn MDP as lands having inadequate drainage, having high water table, susceptible to flooding, susceptible to soil erosion, having a high wildlife risk, with slope greater than 15% or in proximity to sour gas lines and facilities.

At the time of Conceptual Scheme, the site does not meet the County of Minburns hazard land definition, so no additional studies or engineering is required.

### 4.4 Supporting Technical Documentation

As per the pre-application meeting with the County of Minburn No.27 on June 13, 2024, technical studies are not required.

## 5.0 Development Concept

The Conceptual Scheme contains approximately 3.55-hectares with direct access to 51 Avenue which connects to Range Road 134 to the northwest. The subdivision application submitted concurrently subdivides this site into approximately one 1.40-hectare currently zoned as AR and a 2.15-hectare site zoned as RI (**Figure 3**).

### 5.1 Acreage Residential

The site currently designated as Acreage Residential (AR) is suitable and complies with the districts’ intent to provide low density country residential development with limited agricultural pursuits.

The future owner of this AR lot will reside on this parcel and maintain several bee hives which has been discussed with the County. The presence of bee hives is a discretionary use under the AR district and requires the landowner to demonstrate that they have adequate arrangements for the maintenance in an acceptable manner and they would not unduly affect the surrounding properties. This information will be prepared at the time of development permit.

### 5.2 Open Space

#### 5.2.1 Municipal Reserve

On June 13, 2024, the County of Minburn No.27 confirmed that no Municipal Reserve dedication was required.

#### 5.2.2 Environmental Reserve

There is no Environmental Reserve present on the site.

Land Uses	Ha	%	Units	%	Pop.	%
<b>GROSS AREA</b>	<b>3.55</b>					
<b>GROSS DEVELOPABLE AREA</b>	<b>3.55</b>	100				
<b>LAND USES</b>						
Acreage Residential	1.40	39.4%				
Recreational and Institutional	2.15	60.6%				
<b>SUBTOTAL – LAND USES</b>	<b>3.55</b>	<b>100.0%</b>				

## 5.3 Transportation

Currently, there are two access locations, one off 51 Ave and one off Elm Street. These gravel accesses currently lead to the existing water fill station and ensure all season access with adequate turning movements. A future access will be required to provide a driveway to the future subdivided site. Details of this access and location will be confirmed at detailed design. **(Figure 3).**

## 6.0 Utility Services

### 6.1 Water Servicing

The County of Minburn operates a water distribution system within the Hamlet of Lavoy, providing potable water to residents and businesses throughout the community. This Conceptual Scheme is adjacent to an existing 150mm watermain within the road allowance of 51<sup>st</sup> Avenue, and currently has no infrastructure associated with the supply of water within the boundary of the site.

The proposed development will be serviced with water from 51<sup>st</sup> Avenue, with the installation of a water service directly to the proposed property line (**Figure 4**).

### 6.2 Sanitary Servicing

Although the County of Minburn operates a sanitary sewer collection system and wastewater lagoon within the Hamlet of Lavoy, sanitary sewer mains are not currently installed within adequate proximity to the Conceptual Scheme area. Currently there are three manholes and two tanks installed in the Northern section zoned as Acreage Residential, which were previously used to provide sanitary sewer servicing to the site.

The proposed development will utilize a private sewer system installed entirely within the site boundaries, in accordance with the current regulations and requirements of the Alberta Private Sewage Systems – Standard of Practice and the County of Minburn’s development permit requirements. This private sewer system may incorporate some or all of the existing manholes and tanks if they meet the current regulations and development permit requirements at the time of servicing. Please refer to Figure 4 for details regarding the sanitary servicing.

### 6.3 Stormwater Management

Within the site boundary, runoff and snowmelt sheet flow off of the property and onto adjacent lands. This development will not impact the existing drainage patterns, and no infrastructure or development requirements in relation to Stormwater Management are required.

## 6.4 Shallow Utilities

The planned shallow utilities for this development include natural gas, power, and communication services. The developer will contact each utility owner, providing them with the tentative legal plan and detailed design drawings to initiate design and construction planning. All shallow utilities will be installed as underground infrastructure, except for necessary street furniture such as pedestals, transformers, and meters. Utility alignments will adhere to the standards set out in the County of Minburn's development guidelines.

It is anticipated that the shallow utilities will be extended from the existing system. The alignment and required easements or rights-of-way will be confirmed during the detailed design stage.

## 6.5 Emergency Services

The existing adjacent road network will provide accesses to the site from 51<sup>st</sup> Avenue, ensuring all season access with adequate turning movements for emergency vehicles.

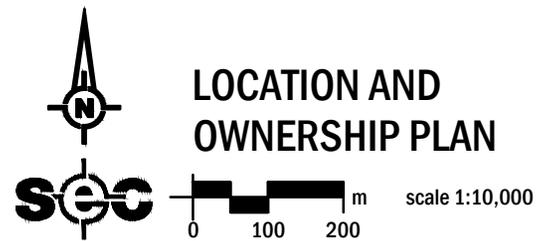
## 6.6 Staging

The Conceptual Scheme area will be developed in one stage of construction.

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# APPENDIX A

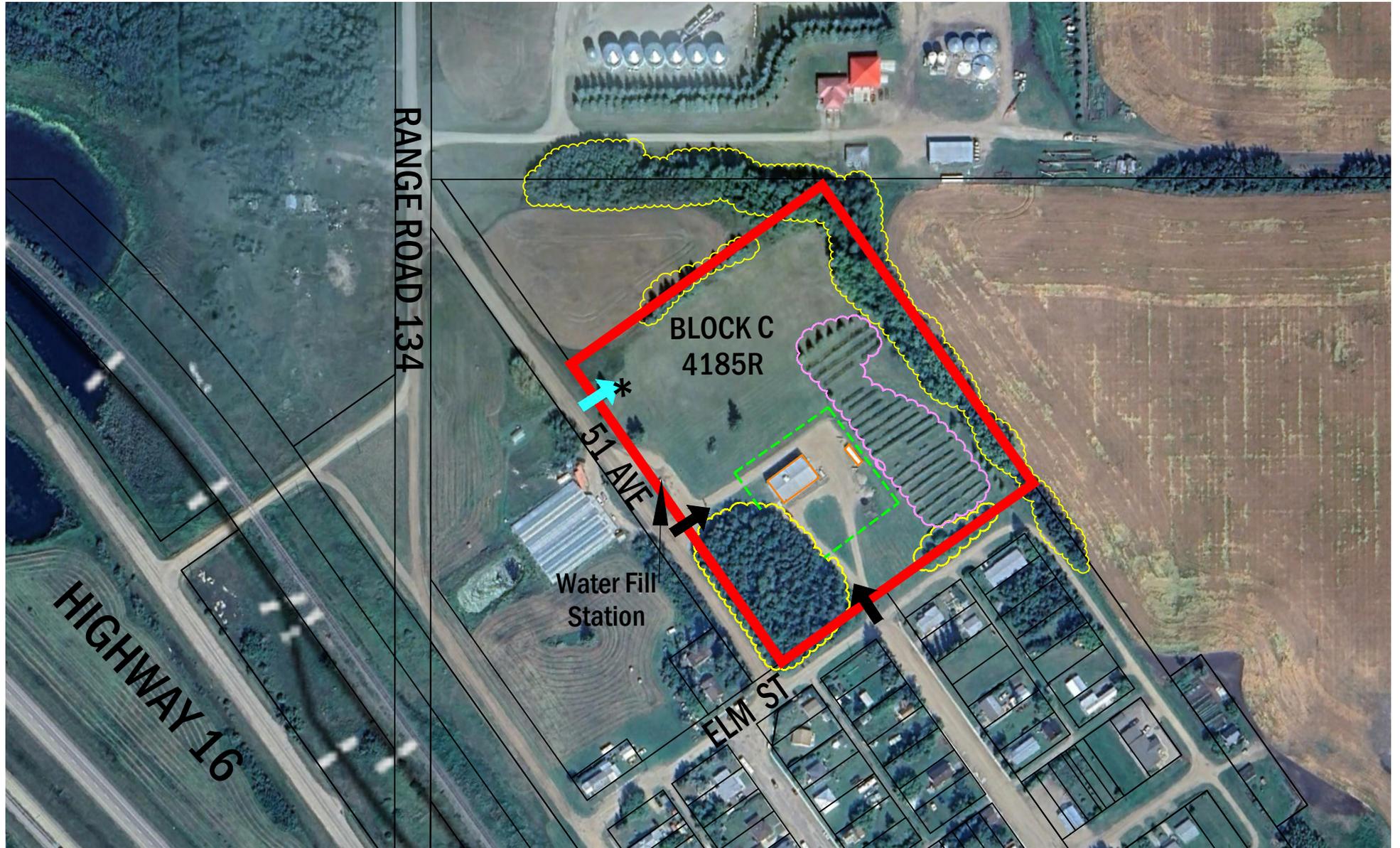
Maps



**LEGEND**

— Conceptual Scheme Boundary

BLOCK C, PLAN 4185R  
 COUNTY OF MINBURN NO. 27



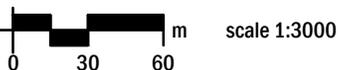
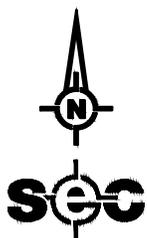
NOTE: LINEWORK  
SUBJECT TO CHANGE  
WITH LEGAL  
BOUNDARY SURVEY.

**EXISTING SITE FEATURES**

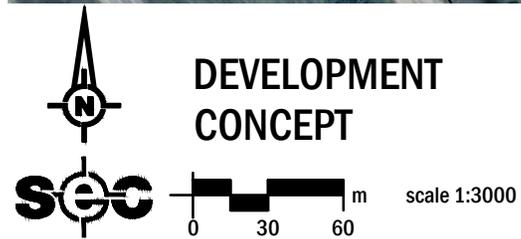
**LEGEND**

-  Tree Stand
-  Saskatoon Bushes
-  County Grader Shop and Sea Can

-  Current Access
-  Proposed Future Access
-  Existing Septic Tanks
-  County Grader Shop Fence
-  Conceptual Scheme Boundary



BLOCK C, PLAN 4185R  
COUNTY OF MINBURN NO. 27



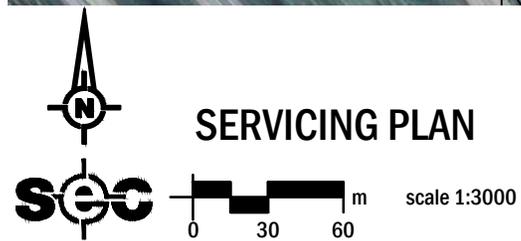
**LEGEND**

- Acreage Residential
- Recreational and Institutional

- Proposed Future Access
- Current Access

- Existing Septic Tanks
- Conceptual Scheme Boundary

BLOCK C, PLAN 4185R  
COUNTY OF MINBURN NO. 27



**LEGEND**

-  Proposed Water Service
-  Existing Water Main
-  Existing Septic Tanks
-  Property Boundary
-  Conceptual Scheme Boundary

BLOCK C, PLAN 4185R  
COUNTY OF MINBURN NO. 27

**March 20, 2024 Drone Images/July 25, 2024 ground photos taken by Davin Gegolick**

**Block C, Plan 4185R (Lavoy)**

Drone images taken on March 20 of Block C. Redline indicates the proposed acreage residential subdivision which excludes the County shop property/fencing, water fill station, treed area, and saskatoon bushes.





Facing north towards front of parcel. Acreage residential area is generally flat, surrounded by mature trees. Adjacent farm yard can be seen north of the tree line (north property boundary). Access to the proposed lot would be directly off 51 Ave, west of the water fill station.



Ground view from the front of parcel, facing north. Note "Lot for Sale" sign posted pursuant to the "Buy a Lot for a Loonie" program.



2 man holes located on the SW corner of the parcel, planned to be utilized for private sewage or removed by the future landowner.



Saskatoon bushes will remain with the remnant parcel for public use.



### **Inspection Summary:**

- Topography – flat
- Soil characteristics – loam
- Nature of vegetation and water – mostly cleared besides the south tree line and existing saskatoon bushes.
- Private Sewage/water well – proposed lot with either utilize the existing tanks for private sewage or install a new private sewage disposal system (contractor will be assessing the existing tanks to determine suitability). Water will be via a water line connection to the line at 51 Avenue.
- Use of land in the vicinity – Hamlet Residential to the south, General Commercial to the west, and Agricultural to the north and east – other than noise and traffic associated with the Lavoy grader shop and water fill station, disturbances will be minimal.



# 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: P. Podchorzny

## FCSS FUNDING AGREEMENT

Agreement made this 7th day of AUGUST 2024

BETWEEN

County of Minburn No. 27  
Box 550  
Vegreville, AB T9C 1R6

*(hereinafter referred to as "the County")*

and

Town of Vegreville  
Family and Community Support Services (FCSS)  
Box 640  
Vegreville, AB T9C 1R7

*(hereinafter referred to as "Vegreville")*

**WHEREAS** pursuant to the *Family and Community Support Services Act ("Act")* and the Family and Community Support Services Regulation ("Regulation") thereto.

The Council of the Town of Vegreville has provided for the establishment, administration and operation of a Family and Community Support Services program for the municipality hereinafter referred to as "Vegreville".

**WHEREAS** Vegreville provides for FCSS programs and services to its residents and others according to the FCSS regulations as outlined in their list of projects submitted, reviewed and acceptable to the County. It is understood that Vegreville has represented to the County that it has the proper Board, administration, knowledge and expertise necessary to provide the services required. Projects are added and/or deleted from time to time when necessary for the needs of the residents and change under the relevant provincial legislation and regulations.

**WHEREAS** the County requires FCSS programs and services for its residents similar to Vegreville.

**WHEREAS** Vegreville has requested that the County provide financial assistance for their FCSS programs and agreed that Vegreville will provide FCSS programs and services to County residents.

**WHEREAS** the County shall provide financial assistance to Vegreville for FCSS programs and services on the terms and subject to the conditions hereinafter set forth in this agreement.

1. Vegreville will carry out FCSS programs and services in the County for the area as agreed to with Mannville-Minburn-Innisfree FCSS who is the other FCSS provider for the County. Any resulting conflicts, concerns about the service area and/or duplication of services between Vegreville and Mannville-Minburn-Innisfree FCSS will be the responsibility of the County to address.
2. The County adopts Vegreville FCSS programs and services, and the County will make recommendations for the same when appropriate.
3. The County has the option to appoint a voting representative and/or alternate to the Vegreville FCSS Board and/or attend the Vegreville FCSS Board meetings.
4. The County has entered into an FCSS Funding Agreement with Government of Alberta Community and Social Services effective from January 1, 2023 until December 31, 2025 to receive monies granted under the *Family and Community Support Services Act* and Regulations.
5. The County will allocate funds to Vegreville as follows:
  - 5.1 \$65,104.96 in conditional grant funding and \$26,811.40 as the required municipal contribution for a total of \$91,916.36 for the term January 1, 2023 to December 31, 2023.
  - 5.2 \$65,813.47 in conditional grant funding and \$26,811.40 as the required municipal contribution for a total of \$92,624.87 for the term January 1, 2024 to December 31, 2024.
  - 5.3 \$65,813.47 in conditional grant funding and \$26,811.40 as the required municipal contribution for a total of \$92,624.87 for the term January 1, 2025 to December 31, 2025.

Provincial funding reduction/increases during the year will be adjusted on the amounts payable.

6. The County shall pay Vegreville one-fourth (1/4) of the annual funding amount payable for each year of the term in January, April, July, and October of that respective year.
7. Vegreville must submit to the County and Minister of Community and Social Services as per the *Family and Community Support Services Act* and Regulations by the stated time period as follows:
  - 7.1 Year End Audited Financial Report
  - 7.2 FCSS Annual Outcome Report that meets FCSS legislative requirements.
8. Vegreville will indemnify and save harmless the County against all claims, damages and expenses that relate to the performance and carrying out of its FCSS programs and services.

9. This Agreement shall be effective from January 1, 2023 until December 31, 2025 subject to Clause 10 of this Agreement.
10. This Agreement may be terminated:
- 10.1 at any time upon mutual written agreement of the parties; or
  - 10.2 by either party for any reason by providing one-hundred and eighty (180) days written notice to the other party.

IN WITNESS WHEREOF the County and Vegreville have affixed their corporate seals by their proper officers duly authorized.

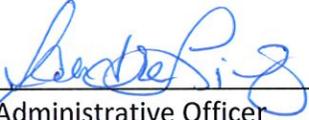
**County of Minburn No. 27**

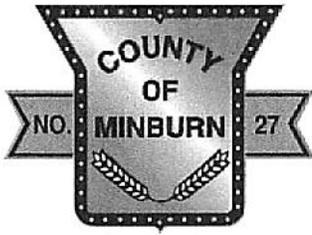
**Town of Vegreville  
Family and Community Support Services**

\_\_\_\_\_  
Reeve Roger Konieczny

  
\_\_\_\_\_  
Mayor Tim MacPhee

\_\_\_\_\_  
Chief Administrative Officer  
Pat Podoborzny

  
\_\_\_\_\_  
Chief Administrative Officer  
Sandra Ling



## Council Request for Decision (RFD)

Title: Innisfree Firehall Renovation Change Order

Meeting Date: 08/19/2024

Department: Protective Services

### Recommendation:

THAT Council approves the change orders for the Innisfree firehall renovations for a total of \$15,000.

### Background:

See Appendix

See Appendix

### Legislative Guidance:

Provincial  Municipal  None

### Council Priorities Chart:

Yes  No

*Details:*

*Details:*

### Previous Council Direction:

Council approved the renovation of the fire hall in Budget 2024.

### Financial Implications:

Capital  Operations  Other

*Details:*

Project was funded from reserves in the 2024 Budget for \$115,000. The additional work will be within the original budget approved by Council.

### Communication and Engagement:

Administration will notify contractor of change order and work will be completed.

### Implementation Timeline:

### Attachments:

Prepared By: Mike Fundytus

Reviewed By: 



## RFD Appendix

Council approved \$115,000.00 for the Innisfree firehall renovations project. After the tender process council awarded the renovation of Innisfree Fire Hall to Fullswing Construction for \$72,723.00.

Administration would like to add the following to the scope of work for the project:

1. Replace 2 panels on overhead doors:
  - During prep for floor pouring and exterior apron pouring it was noticed that there was a significant change in elevation. To make the front exterior pad level with the existing pad we had to raise the floor level of cold storage. This changed the measurement for the opening for the overhead door to close properly. Cost to modify overhead door panels \$2,100.00
2. Add eavestrough to cold storage to address leaks in the roof.
3. Replace flooring and windows in office/training area:
  - The windows are original from when the building was constructed and are prone to wind and cold weather leaks. The linoleum flooring in the training area is beginning to lift in areas and needs to be replaced. Contractor recommends installing vinyl plank flooring in training room and office area as an economical solution.

Costs:

Cost to modify overhead door panels	\$2,100.00
Add eavestrough to cold storage	\$1,377.60
Repair leak in roof of cold storage	\$ 315.00
Replace 2 windows and flooring	\$9,785.38

Total cost of change orders to project \$13,575.98.

Administration is seeking a \$15,000.00 increase to the tender award for the Innisfree firehall renovation. The change orders would increase the total renovation cost of the fire hall to \$87,723.00, which is still \$27, 277.00 below the original total budget for the project.



**Fullswing  
Construction**

Casey Jackson  
GST # 802 930 925 RT001  
50404 rd 92  
Box 264 TOB 2W0  
7805810914  
fullswingconstructionltd@gmail  
.com

ESTIMATE

ESTO136

DATE

05/07/2024

TOTAL

CAD \$2,100.00

TO

**Minburn County**

DESCRIPTION	RATE	QTY	AMOUNT
21"x 12' replacement panels for OH doors	\$725.00	2	\$1,450.00
Labour to change panels	\$275.00	2	\$550.00
	<b>SUBTOTAL</b>		<b>\$2,000.00</b>
	<b>GST (5%)</b>		<b>\$100.00</b>
	<b>TOTAL</b>		<b>CAD \$2,100.00</b>

Estimate will change with variations in material and delivery cost







**Fullswing  
Construction**

Casey Jackson  
 GST # 802 930 925 RT001  
 50404 rd 92  
 Box 264 T0B 2W0  
 7805810914  
 fullswingconstructionltd@gmail  
 .com

ESTIMATE  
EST0137

DATE  
06/12/2024

TOTAL  
CAD \$9,783.38

TO

**County of Minburn**

Mike Fundytus

DESCRIPTION	RATE	QTY	AMOUNT
Vinyl plank flooring Average sqft price	\$3.00	640 Sqft	\$1,920.00
Baseboard and casing Average price Price will change on what trims are picked Painting not included	\$2.50	375 Lnft	\$937.50
Exterior windows* Rough price waiting on exact Casement No jambs	\$600.00	2	\$1,200.00
Install flooring Remove baseboard and door casing Install flooring over old lanolium flooring Price will have to be adjusted if the removal of lanolium is required. Cut down doors if required	\$4.00	640 Sqft	\$2,560.00
Install new baseboard and door casing Painting not included	\$1,000.00	1	\$1,000.00





# 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: P. Padonozny



## RFD Appendix

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

## 2024 Construction Overview (Updated)

**Total Cost Estimate:** \$502,166.52

**Total Days:** 121.85

### **Div. 4 - RRd 140, S of Twp Rd 524**



- Historical ditch Erosion and Intersection Flooding - 1/2 mile of ditch repair, ditch block installations and potential additional culvert installations.
- Potential Clay Source: Sawiak
- Estimated Time: 7.67 days.
- Estimated Cost: \$61,081.15

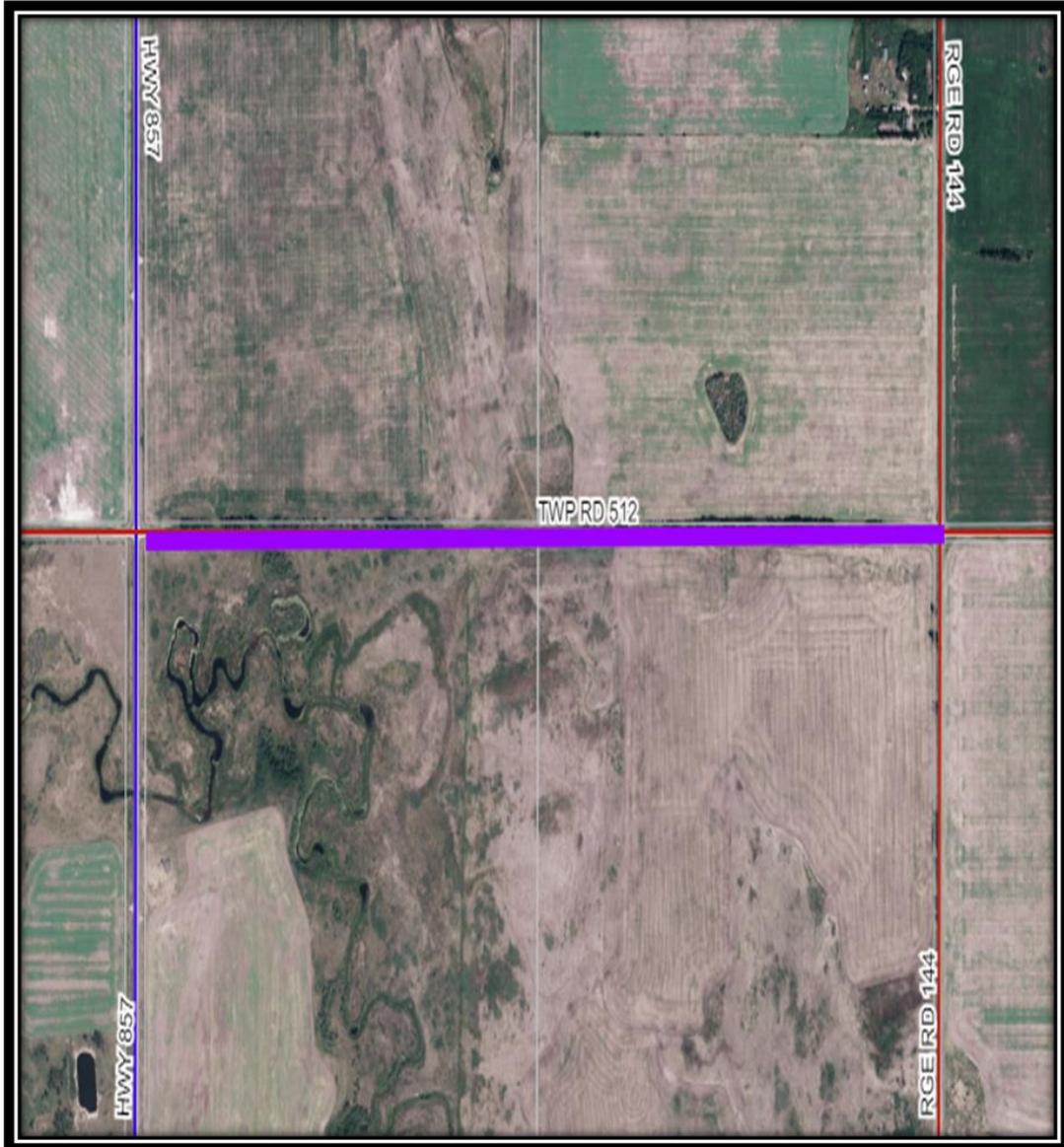
**Div. 5 – RR 135, N of Twp 512**



Road Rebuild: 1 mile – Bus route, narrow road with soft spots.

- Potential Clay Source: Yakimetz
- Estimated Time: 37.39 days.
- Estimated Cost: \$144,449.72

**Div. 6 – Twp RRd 512, Hwy 857, to RR 144**



- Potential Clay Source: Corner View L&C, Miller
- Estimated Time: 34.85 days
- Estimated Cost: \$135,097.50

**Div. 7 – Rge. Rd 152, Hwy 16A – Hwy 631**



- Soft Areas, Drifting: 1.6 Miles – Poor Drainage, High Traffic
- Potential Clay Source: Ziegler, Durie
- Estimates Time: 41.94 days
- Estimates Cost: \$161,488.15



# 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:**

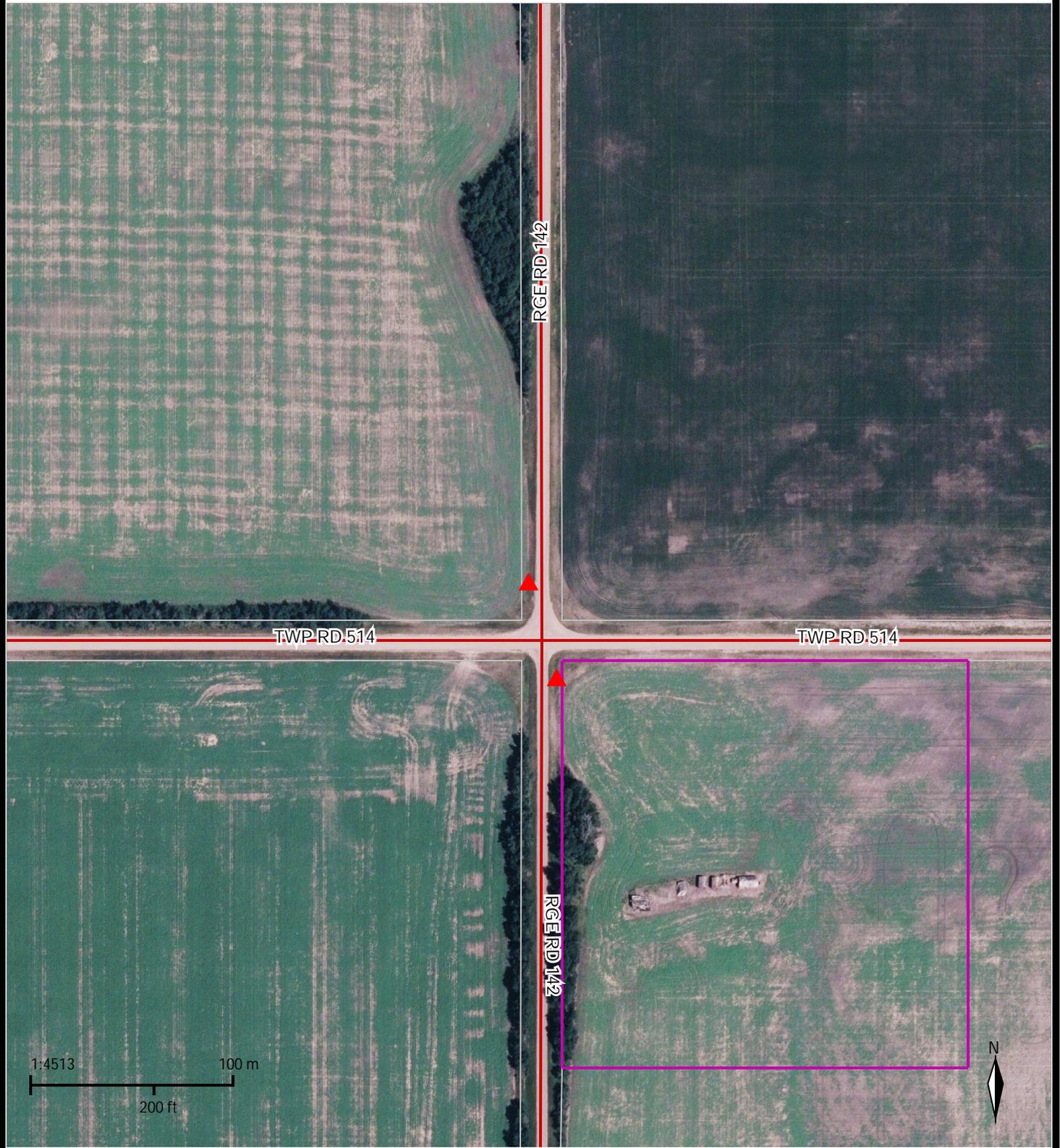
**Implementation Timeline:**

**Attachments:**

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

Reviewed By: P. Pedotborofny

# Yield Sign Installation - Intersection of RR 142 & TWP 514



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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: P. Podoborsky

**COUNTY OF MINBURN NO. 27**

**BYLAW NO. 1351-24**

A BYLAW OF THE COUNCIL OF THE COUNTY OF MINBURN NO. 27, VEGREVILLE, IN THE PROVINCE OF ALBERTA TO REGULATE THE PROCEEDINGS OF COUNCIL AND COUNCIL COMMITTEE MEETINGS AND OTHER BODIES ESTABLISHED BY COUNCIL.

**WHEREAS**, Section 145 of the *Municipal Government Act*, provides that a Council may pass bylaws in relation to the establishment and functions of Council Committees and other bodies, and procedures to be followed by Council, Council Committees and other bodies established by Council.

**NOW THEREFORE**, the Council of the County of Minburn No. 27, in the Province of Alberta, duly assembled hereby enacts to establish the following rules and regulations to provide for the orderly conduct of all meetings of Council:

**1. INTERPRETATION**

- (a) This Bylaw shall be cited as the “**Council Procedural Bylaw**” and governs all meetings of Council.

**2. DEFINITIONS**

- (a) “**Act**” means the *Municipal Government Act (MGA)*, Revised Statutes of Alberta 2000, Chapter M-26 as amended or repealed and replaced from time to time.
- (b) “**Administration**” means the administrative and operational arm of the County of Minburn No. 27 comprised of the various departments, including all employees who operate under the leadership and supervision of the Chief Administrative Officer.
- (c) “**Agenda**” means the order of business for a meeting and the associated reports, bylaws and other related documents.
- (d) “**Chairperson or Chair**” means the Reeve, Deputy Reeve or other person authorized to preside over a meeting.
- (e) “**Chief Administrative Officer**” (**CAO**) means the person appointed to the position by Council under the provisions of the *Act*.
- (f) “**Closed Session**” means all or part of a meeting which only members of Council and other persons designated by Council may attend, approved by motion including the related section of the *Freedom of Information and Protection of Privacy (FOIP) Act*, and at which no resolution may be passed, except a resolution to revert back to a meeting of a Council or Council Committee held in public.
- (g) “**Committee of the Whole**” (**COW**) means a committee comprised of all members of Council established under Section 145(a) of the *Act*.
- (h) “**Council**” means all members of the elected officials of the County of Minburn No. 27.
- (i) “**Council Committee**” means a committee consisting entirely of Councillors or a combination of Councillors and other persons but does not include the Committee of the Whole.

- (j) **“Councillor”** means a single member of Council elected pursuant to the *Local Authorities Election Act* (LAEA).
- (k) **“County”** means the municipal corporation of the County of Minburn No. 27.
- (l) **“Deputy Reeve”** means the Councillor who is appointed by resolution of Council to act as Reeve in the absence or incapacity of the Reeve or if the office of the Reeve is vacant.
- (m) **“Delegation”** means an individual acting independently or a group of persons chosen to represent others on a matter before Council or a Committee.
- (n) **“Electronic Communication”** means an electronic or telephonic communication method that enables all persons attending a meeting to hear and communicate with each other.
- (o) **“Electronic Meeting”** is a meeting or conference format of Council or Council Committee that allows for the audio and video transmission of that meeting to the public in real time. May also be referred to as livestreaming.
- (p) **“Inaugural Meeting”** means the first Organizational Meeting following a general election in accordance with requirements under the *Act*.
- (q) **“Meeting”** means any Regular or Special Meetings of Council or a Council Committee where municipal business is conducted, or issues are discussed.
- (r) **“Minutes”** means the official record of decisions of a meeting recorded in the English language without note or comment.
- (s) **“Motion”** means standard terminology used by Council to describe the original statement of business that is presented and voted upon, and either passed or defeated by a majority of Council thus becoming the direction of Council. For the purposes of this bylaw the terms “motion” and “resolution” mean the same.
- (t) **“Notice of Motion”** means the manner in which a Councillor brings business before Council.
- (u) **“Organizational Meeting”** means the annual meeting to determine Council structure and Committee composition that must be held no later than two weeks after the third Monday in October in accordance with the *Act*.
- (v) **“Pecuniary Interest”** means the interest of an individual Councillor that renders them to be ineligible from participating in debate or voting on an issue as identified by Sections 169 and 170 of the *Act*.
- (w) **“Point of Order”** means the statement by a Councillor raising a departure from this bylaw.
- (x) **“Postpone”** means to delay consideration of any matter on the agenda to a definite or future time when further specific conditions relevant to the matter have been met.
- (y) **“Private Interest”** means interests in matters that are of general application, matters that affect a Councillor as one of a broad class of the public, or matters that concern the remuneration and benefits of a Councillor.
- (z) **“Privileged Motion”** means a motion that does not relate to pending business but does relate to special matters of immediate and overriding importance which,

without debate, should be allowed to interrupt the consideration of anything else.

- (aa) “**Public Hearing**” means a meeting of Council convened to hear matters including presentations from members of the public pursuant to the *Act*.
- (bb) “**Quorum**” means the majority of the members of Council or a committee.
- (cc) “**Recorded Vote**” means when a Councillor calls prior to the vote on a motion, for a record of the Councillors voting for and/or against the said motion.
- (dd) “**Recess**” means to take a short break in the order of business on the agenda with the intent of returning to that order of business at the same meeting.
- (ee) “**Reeve**” means the Chief Elected Official as defined in the *Municipal Government Act*.
- (ff) “**Special Council Meeting**” means a meeting called by the Reeve whenever the Reeve considers it appropriate to do so, and in accordance with Section 194 of the *Act*.
- (gg) “**Table**” means to delay consideration of any matter of the agenda with more pressing matters and which does not set a specific time to resume consideration of that matter.

### 3. **APPLICATION OF THIS BYLAW**

- (a) This bylaw shall govern all meetings of Council, and to the extent applicable, Council Committees.
- (b) When any matter relating to the meeting proceedings is not addressed in this bylaw or in the *Act*, reference shall be made to *Robert’s Rules of Order* if applicable.
- (c) The precedence of rules governing the procedures of Council is:
  - i. the *Act*;
  - ii. other provincial legislation;
  - iii. this bylaw; and
  - iv. *Robert’s Rules of Order, Newly Revised*.

### 4. **MEETINGS OF COUNCIL**

#### **INAUGURAL ORGANIZATIONAL MEETING**

- (a) The first meeting of Council after a general election shall be held on the date and time established by the previous Council, typically at the previous year’s Organizational Meeting.
- (b) The business of the inaugural Organizational Meeting will follow the format listed in Schedule “A”.
- (c) At the inaugural meeting, the CAO will call the meeting to order.
- (d) Newly elected Councillors are required to take an Oath of Office as prescribed by the *Oath of Office Act* before undertaking any Council duties.
- (e) Each Oath of Office must be recited verbally, signed accordingly, and deposited with the CAO.

- (f) The CAO will continue to preside over the meeting until members of Council elect the Reeve, who will then be required to take the Oath of the Chief Elected Official.
- (g) The newly appointed Reeve will then become the Chair and preside over the election of the Deputy Reeve, who will also be required to take an additional Oath of Office, and all subsequent business on the Organizational Meeting agenda.
- (h) During the election of the Reeve and Deputy Reeve at the inaugural, as well as at the subsequent Organizational Meetings, the following procedures apply:
  - i. the Chair will call for nominations for the position of Reeve or Deputy Reeve;
  - ii. if only one nomination is received for the position of Reeve or Deputy Reeve, the nominee is declared elected by acclamation; or
  - iii. if more than one nomination is received for the position of Reeve or Deputy Reeve, an election is conducted by secret ballot using the following exhaustive ballot procedure;
  - iv. if no Councillor receives a clear majority of votes on the first ballot, the Councillor who received the least number of votes is dropped from the ballot, and a subsequent ballot is conducted; and
  - v. on any subsequent ballots, the Councillor who receives the least number of votes is dropped from the ballot until a Councillor receives a clear majority of votes.

#### **ORGANIZATIONAL MEETING OF COUNCIL**

- (a) Council shall hold an annual Organizational Meeting pursuant to the *Act* for the purpose of:
  - i. electing the Reeve and Deputy Reeve to serve for the ensuing year;
  - ii. establishing Council and Committee dates;
  - iii. appointing Councillors to Committees, including determining Chair and Vice-Chair positions on these Committees as well as appointments for members and large positions; and
  - iv. any other business required by the *Act* or included or added to the meeting agenda.
- (b) The business of the Organizational Meeting will follow the format listed in Schedule "A".
- (c) At the Organizational Meeting, the CAO calls the meeting to order, presides over the election of the Reeve as identified earlier in this Bylaw, and administers the Oaths of Office.
- (d) Once elected, the Reeve presides over the election of the Deputy Reeve as described above and all subsequent business on the Organizational Meeting agenda.
- (e) The appointments of Council members shall be for a term of one (1) year unless otherwise specified and reviewed at the Organizational Meeting.

#### **REGULAR MEETINGS OF COUNCIL**

- (a) Regular Council Meetings shall be held in the Council Chambers on the time and dates established at the Organizational Meeting.

- (b) When the date of a regular Council Meeting falls on a holiday, the meeting shall take place on the next business day following the holiday.
- (c) Council may change the time, date, or location of any meeting by way of motion.
- (d) Council Meetings will start at 10:00 a.m. on the meeting dates that are established and end before 4:00 p.m. on the same date unless a time extension is approved by two-thirds of Council in order to complete the meeting agenda.
- (e) The schedule of regular Council Meetings shall be posted on the County website. If the date, time, or place of the regularly scheduled meeting changes, the County must give at least twenty-four (24) hours' notice of the change, post the notice in the County's Administration building and notify the public by posting a notice of the change on the County website and social media.
- (f) The business of the regular Council Meetings will follow the format listed in Schedule "A".
- (g) All regular meetings are open to members of the public, except for Closed Session portions of the meeting in accordance with the provisions of the *FOIP Act*.

#### **COMMITTEE OF THE WHOLE**

- (a) This Bylaw hereby establishes a Committee of the Whole (COW).
- (b) The Reeve may call for a meeting of the COW at any time, including during a regular Council or Special Council Meeting.
- (c) Council, by majority vote, may schedule a COW meeting or may resolve itself into a COW at any time during a duly constituted meeting of Council.
- (d) Notice of the COW meetings is not required for those meetings approved by Council resolution or occur as listed above in Sections 8(b) and 8(c).
- (e) The purpose of the COW is to:
  - i. receive updates on emerging and ongoing projects and initiatives;
  - ii. provide opportunities to interact with Administration to focus on matters that may have broad policy implications; and
  - iii. meet principally as a forum for discussion rather than as a decision-making arena.
- (f) The COW may also be used to conduct non-statutory public hearings, receive delegations and submissions, and to meet with other municipalities and other levels of government.
- (g) The operation of the COW is purposely kept informal to encourage deliberation of information and ideas.
- (h) The business of COW meetings will follow the format listed in Schedule "A".
- (i) The COW is limited to make the following motions:
  - i. for "procedural" purposes including but not limited to adoption of the agenda, approving previous COW minutes;

- ii. to make recommendations to Council or other Council Committees regarding a matter discussed at the COW meeting;
  - iii. to direct Administration in the investigation, preparation and/or the development of a matter being reviewed at the COW meeting; and
  - iv. to move into a Closed Session or to revert back to an open meeting.
- (j) All COW recommendations shall be directed to the regular or special meetings of Council for decision by way of motion.
  - (k) The COW has no power to commit funds.
  - (l) All COW meetings are open to the members of the public, except for Closed Session portions of the meeting in accordance with the provisions of the *FOIP Act*.

### **SPECIAL MEETINGS OF COUNCIL**

- (a) The Reeve may call a Special Council Meeting whenever he/she considers it appropriate to do so or upon the written request by a majority of Councillors by giving at least twenty-four (24) hours' notice to the Councillors by electronic mail, and to the public by posting it on the County website and social media, stating the purpose of the meeting, date, time, and place at which it is to be held.
- (b) A Special Council Meeting may be held with less than twenty-four (24) hours' notice to all Councillors and without notice to the public if at least two-thirds of the whole Council agrees to this in writing before the beginning of the meeting.
- (c) No matter other than that stated in the notice, calling the Special Council Meeting may be transacted at the meeting unless all Councillors in attendance provide unanimous consent to deal with the matter in question.
- (d) The business of Special Meetings will follow the format listed in Schedule "A".

## **5. GENERAL MEETING PROCEDURES**

### **AGENDA**

- (a) The agenda for every Committee of the Whole, Regular and Special Council Meeting shall be prepared by the CAO in consultation with administration and the Reeve, shall include all pertinent correspondence, statements and reports.
- (b) When an agenda item requires a decision of Council, the CAO shall ensure that all information required has been identified, and any recommendations are listed in the form of a Request for Decision (RFD) included in the agenda, when appropriate.
- (c) All material for inclusion in the agenda shall be submitted to the CAO not later than five (5) calendar days prior to the meeting.
- (d) Any member of Council wishing to have an item of business placed on the agenda for a regular Council Meeting shall make the request in the form of a Notice of Motion, ensuring that the submission contains adequate

information, to the satisfaction of the CAO so as to enable the Council to consider the matter.

- (e) The CAO will compile and electronically distribute the agenda to each member of the Council at least four (4) calendar days prior to the meeting.
- (f) Any information that is received too late to be included with the regular agenda may, at the discretion of the CAO, be made available as supplementary agenda materials and will be delivered to Council members no later than noon the day before a Council Meeting.
- (g) The CAO shall make the agenda, as well as any subsequent amendments, available to the public via the County website after it has been distributed to Council and as soon as it is practical to do so.
- (h) A member of Council or Administration may bring forward an item of urgent or emergent business that cannot wait to be included on the next regular Council Meeting agenda subject to the following conditions:
  - i. the matter relates to an emergency;
  - ii. there is sufficient information available so as to enable Council to consider the matter;
  - iii. Council agrees to add the matter to the agenda by way of resolution.
- (i) After adoption of the agenda, Council may alter the order of the items on the agenda, by majority vote, for convenience of the meeting.

#### **QUORUM**

- (a) As soon as there is a quorum after the time fixed for a regular Council Meeting or Special Council Meeting, the Reeve shall call the meeting to order.
- (b) If there is a quorum present at the time set for the commencement of a Council Meeting, but the Reeve and Deputy Reeve are absent, the CAO shall call the meeting to order and shall call for a Presiding Officer to be chosen by resolution. Upon their arrival, the Reeve or Deputy Reeve will assume the chair.
- (c) If a quorum is not constituted within fifteen (15) minutes from the time set for commencement of a Council Meeting, the CAO shall record the names of the Councillors present and adjourn the meeting.
- (d) The agenda for the adjourned meeting will be dealt with at the beginning of the next regular Council Meeting, unless a Special Council Meeting is called before the next regular Council Meeting to deal with the business of the adjourned meeting.
- (e) In the event a quorum is lost after the meeting is called to order, the meeting shall be suspended until a quorum is obtained. If a quorum is not obtained within thirty (30) minutes, the meeting shall stand adjourned.
- (f) Whenever a vote on one motion before Council cannot be taken because of a loss of quorum resulting from:
  - i. the declaration of pecuniary interest; or
  - ii. from a Councillor or the Reeve not being present for all or part of a Public Hearing;

Then the motion shall be the first order of business to be proceeded with and disposed of at the next meeting of Council under that order of business.

## **MEETINGS THROUGH ELECTRONIC COMMUNICATIONS**

- (a) Pursuant to the *Municipal Government Act*, a meeting of Council or Committee may be conducted by means of electronic or other communication facilities if:
  - i. notice is given to the public of the meeting, including the way in which it is to be conducted;
  - ii. the facilities enable the public to watch or listen to the meeting at the place specified in that notice and a designated officer is in attendance at that place; and
  - iii. the facilities enable all the meeting's participants to watch or hear each other.
- (b) Councillors participating in a meeting held by an electronic or other communication facility are deemed to be present at the meeting for whatever period of time the connection via the electronic communications system remains active.
- (c) A Councillor may attend regular Council, COW, or Special Council Meetings by means of electronic communications a maximum of four (4) consecutive meetings, unless otherwise approved by Council by way of Council resolution.
- (d) A member of Council may participate in a Council or Committee meeting through electronic or other communication facility if:
  - i. the member is in a location outside of the County of Minburn for any reason;
  - ii. the member is in a location within the County of Minburn but is unable to attend a meeting for good reason, including medical, weather, or other unforeseen circumstances.
  - iii. there is a quorum of other members of Council situated in the actual meeting place to ensure the meeting could continue if the communication facility failed or should the meeting go into Closed Session.
  - iv. the location is able to support its use, ensuring that all Council members participating in the meeting are able to communicate effectively.
  - v. the location is secure, appropriate for Council interaction and public viewing, and free from outside distractions.
- (e) The number of people participating by using the electronic or communication facility will be limited by the system's capacity.
- (f) The use of electronic or other communication systems cannot be implemented during a closed session.
- (g) The Chair of the meeting must attend in person.
- (h) The Chair shall announce to those in attendance at the Council Meeting that a Council member or Administration member is attending the meeting by means of electronic or other communication facility.
- (i) When a vote is called, Council members attending the meeting by means of electronic communications shall be asked to state their vote only after all of Council members present at the meeting have cast their votes.

## **RECORDING AND LIVESTREAMING MEETINGS**

- (a) Council and committee meetings, except for closed session, may be recorded and livestreamed to the public. Public planning and development hearings must be held by electronic means.
- (b) The link to the agenda and the access point for a regular Council meeting shall be posted on the County's website no later than three (3) days prior to the meeting date and no later than twenty-four (24) hours prior to a special meeting of Council.
- (c) At the start of a meeting, the Chair is to notify those present that the meeting is being recorded and that a recording of the meeting will be made available upon request.
- (d) The Chair may, at any time, ask those attending electronically to identify themselves, if identity is in question.
- (e) The Chair may, at any time and at their discretion, call for a motion to terminate or interrupt the recording.
- (f) If there are technical difficulties while recording, the Chair can advise those present at the meeting that the recording is not available. Notice of the technical difficulties will be provided on the County's public website.
- (g) Meeting recordings will be retained and provided in accordance with the County's records management bylaws, policies and procedures.
- (h) Meeting recordings will only be transcribed by the County if required by the CAO in connection with any litigation, audit, or investigation or if required under the *FOIP Act*.
- (i) The use of audio or video recording devices by the public during a meeting is prohibited. Media are exempt from this restriction provided it is used for reporting purposes only.

## **CANCELLATION OF MEETINGS**

- (a) A regular meeting of Council may be cancelled by a vote of the majority of Council members at a previously held meeting of Council.
- (b) A Special Meeting may be cancelled:
  - i. by the Reeve if twenty-four (24) hours' written notice is provided to all members of Council and the public, or
  - ii. by the Reeve, with written consent of two-thirds (2/3) of the members of Council, if less than twenty-four (24) hours' notice is provided.

## **GENERAL RULES OF COUNCIL**

- (a) Members who have a reasonable belief that they have a pecuniary interest (as defined in the *Act*) in any matter before Council, Committee or Board of Council shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussion and voting on a question relating to the matter. Members of Council or Committees shall remove themselves from the meeting room, except as described in Section 172 of the *Act*, until the matter is concluded. The minutes shall indicate the declaration of

disclosure, the general nature of the pecuniary interest, the time at which the member left the room and the time the member returned.

- (b) Members who have a reasonable belief that they have a private interest in any matter before Council, Committee or Board of Council may, if present, declare and disclose the general nature of the private interest prior to any discussion of the matter and may abstain from discussion and voting on a question relating to the matter. Members of Council or Committees also may remove themselves from the meeting room, except as described in Section 172 of the Act, until the matter is concluded. The minutes shall indicate the declaration of disclosure if stated, the general nature of the private interest, the time at which the member left the room and the time the member returned, if applicable.
- (c) Every person wishing to speak during a Council Meeting shall address their comments through the Reeve. No person shall be permitted to speak unless and until the Reeve has granted that person permission.
- (d) A meeting may be recessed or adjourned by a motion of Council or by declaration of the Reeve. A declaration to adjourn a meeting may be appealed through a motion of Council decided by a majority of members.
- (e) No member shall:
  - i. speak to a subject, except upon the question in debate;
  - ii. reflect upon any vote of Council except for the purpose of moving that such vote be rescinded or reconsidered; or
  - iii. resist the rules of Council or disobey a decision of the Reeve or of Council on any question of order or practice or interpretation of the rules of Council.

## **MINUTES**

- (a) The minutes are the official record(s) of business transacted by Council and shall be kept and maintained by the CAO or designate.
- (b) If a member of Council or Administration attends or does not attend, arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be recorded in the minutes.
- (c) The CAO or designate shall also record in the minutes each time a member of Council refrains from discussion and voting by reason of absence or pecuniary interest, as well as the general nature of the pecuniary interest of any other reason for abstaining from voting.
- (d) The Reeve or other presiding officer shall request a resolution of Council to confirm the minutes of the preceding meeting as presented or with amendments to correct any inaccuracies or omissions.
- (e) Minor changes may be made to the minutes by the CAO without Council approval to correct errors in grammar, spelling and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change by the CAO may be made which would alter a decision made by Council.
- (f) The approved minutes of these meetings shall include the signatures and initials of the Reeve, or other presiding officer and the CAO.

## **MOTIONS**

- (a) A main motion brings new business before Council.
- (b) Unless otherwise determined by the Reeve or Chair, no matter may be debated or voted on by Council or Committee unless it is in the form of a motion that has been verbally moved by a member of Council.
- (c) A member of Council may move a motion regardless of whether the member intends to support the motion and without requiring the motion to be seconded by another member.
- (d) After a motion has been verbally moved by a member of Council, the motion becomes the property of Council or the Committee as a whole, and may only be withdrawn by the mover with the unanimous consent of the members present.
- (e) When a motion has been made and is being considered, no other actions may be considered except:
  - i. a motion to refer to administration for consideration and/or research of further information;
  - ii. a motion to withdraw;
  - iii. a motion to amend the motion by any member to insert or strike out words or paragraphs, or substitute whole paragraphs or resolutions;
  - iv. a motion to table the motion;
  - v. a motion to postpone the motion to a future date so as long it is not beyond the third month from when the motion was presented;
  - vi. a motion to recess or adjourn the meeting; or
  - vii. a motion of privilege, an incidental or subsidiary motion.
- (f) A motion to refer, table, postpone, recess, adjourn, until it is voted upon, shall preclude amendments to the main motion. A motion to refer or postpone is debatable by the members which a motion to table is not.
- (g) A motion to reconsider a motion may not be applied to:
  - i. any vote which has caused an irrevocable action, or
  - ii. a motion to reconsider.
- (h) A motion to reconsider a motion shall:
  - i. only be made at the same meeting the motion was decided;
  - ii. only be made by a member who voted on the prevailing side may and must state the reason(s) for the motion to be reconsidered; and
  - iii. be decided by a majority of the members of Council present.
- (i) Council shall only consider previously defeated motions after a six (6) month period has passed unless there is emergent information to be considered and that reconsideration is unanimously passed by a motion of Council.
- (j) A motion to rescind a previous motion of Council may be accepted by the Reeve, and, if passed by a majority vote of the members present, the previous motion referred to is declared null and void.

- (k) A motion is required to excuse a member of Council who is not present at the Council or Committee of the Whole meeting.

### **NOTICE OF MOTIONS**

- (a) Members of Council may bring forward notices of motion as an item on the agenda or at a regular Council Meeting. Once a Notice of Motion is stated, it will be recorded as part of the meeting minutes.
- (b) A written or electronic copy of the Notice of Motion shall be provided to the CAO prior to the meeting's adjournment and must give sufficient details so the subject of the motion and any proposed action can be determined.
- (c) The Notice of Motion will be placed on the next regular Council Meeting agenda that the member of Council who initiated the notice is present to vote whether the matter will proceed.
- (d) A Notice of Motion is not debatable until a member of Council moves the motion at a subsequent meeting.

### **VOTING**

- (a) When the Reeve or Chair ascertains that no further information is required or debate ends on a motion, the Reeve or Chair will immediately submit the motion to a vote of the members present (i.e. call the question), and no further discussion will take place until the vote has been completed.
- (b) Votes on all motions must be taken as follows:
  - i. the Reeve or Chair call the question on the motion;
  - ii. the Reeve or Chair calls for those in favor of the motion and asks for a show of hands and followed by a request for a verbal vote of any member attending electronically; and
  - iii. the Reeve or Chair calls for those opposed to the motion and asks for a show of hands, followed by a request for verbal vote for any member attending electronically.
- (c) A motion is carried when a simple majority of the members present vote in favour of the motion or, when otherwise required by this bylaw, the required number of members vote in favour of the motion.
- (d) A motion is defeated when a simple majority of the members present vote in opposition of the motion, or when otherwise required by this bylaw, the required number of members vote in opposition of the motion.
- (e) If there are an equal number of votes for and opposed to a motion or bylaw, the motion or bylaw is defeated in accordance with Section 186 of the Act.
- (f) Members must cease any distractions and remain in their seats once the voting process begins and until the vote is taken and the results declared.
- (g) After the Reeve or Chair declares the results of the vote, members may not change their vote.
- (h) Every member present, including the Reeve or Chair, shall vote on every matter consistent with Section 183 of the Act, unless:

- i. the member is required to abstain from voting under this or any other bylaw or enactment; or
  - ii. the member is permitted to abstain from voting under this or any other bylaw or enactment.
- (i) Before a vote on a motion is taken, a member may request the results of the vote be recorded.
- (j) When a vote is a recorded vote, the meeting minutes shall show the names of the members who moved the motion, who voted in favour and in opposition to the motion, who abstained, or were absent from the vote, and whether the motion was carried or defeated.

### **CLOSED SESSIONS**

- (a) Council and Committee may hold all or part of a meeting in a Closed Session in accordance with the *Municipal Government Act* and the *FOIP Act*.
- (b) Resolutions cannot be passed by Council or a Committee during Closed Session except for a resolution to revert to an Open Meeting.
- (c) Information presented and any discussion occurring during a Closed Session must be held in confidence by those in attendance during the Closed Session.
- (d) A Closed Session shall include all members of Council as long as a Councillor has not abstained from the matter under discussion or is not required to abstain from participating in the matter under discussion.
- (e) Council, as it considers appropriate, may allow other persons to attend Closed Sessions. When other persons attend Closed Sessions, the meeting minutes shall record the names of those persons and the reason for their attendance.
- (f) Participants must turn off electronic devices when in Closed Sessions, and participants must not record, take notes, or otherwise document Closed Session proceedings.
- (g) After Closed Sessions have ended and a meeting reverts back to being open, any members of the public who are present outside of the meeting room must be given reasonable notice that they are able to return to the meeting before it continues.

### **DELEGATIONS**

- (a) Individuals or groups may request an appointment to be heard by Council as a delegation.
- (b) Requests for appointments with Council from individuals or groups shall be made to the CAO in writing or electronically at least seven (7) days prior to a regular Council or Committee of the Whole meeting.
- (c) The request to be heard as a delegation must clearly identify the reason or purpose of the presentation.
- (d) After reviewing the request to be heard as a delegation, the CAO will schedule the delegation to be heard by Council at a regular Council Meeting or Committee of the Whole meeting.

- (e) The CAO has the authority to deny or postpone delegation requests for any reason, unless otherwise directed by Council.
- (f) Presentations shall be limited to fifteen (15) minutes unless prior arrangements and approval have been received by the CAO.
- (g) Presentations shall only speak on the matters which they have submitted to Council, and which have been included in the agenda.
- (h) Council will not accept submissions from the public on issues that are before the Subdivision and Development Appeal Board, the courts, or that require a statutory Public Hearing.
- (i) Delegations shall not address Council on the same subject matter more than once every three (3) months.
- (j) If the matter can be resolved prior to the delegation appearing before Council, Administration has the authority to do so.
- (k) Council will accept delegation presentations as information and will provide a decision, if required, at a later date.

#### **PUBLIC CONDUCT AT COUNCIL MEETINGS**

- (a) When in attendance at a Council or Committee of the Whole meeting, members of the public must maintain order, decorum and quietness and must not:
  - i. approach or attempt to address Council without prior permission being granted; or
  - ii. disturb or interrupt the proceedings of Council.
- (b) The Chair may order that a member or members of the public be expelled from the meeting for disturbing or interrupting the proceedings of Council or for otherwise acting improperly during the meeting.

### **6. SPECIAL PROCEDURES**

#### **COMMITTEES AND BOARDS**

- (a) Council shall appoint Council representatives to such Committees, Boards and Commissions as required by legislation, agreement, or bylaw as they deem necessary.
- (b) Appointments shall be made at the Annual Organizational Meeting unless an immediate appointment is required mid-term.
- (c) A Council Committee may at any time be established by Council by bylaw, specifying the business to be dealt with by the Committee as captured through a Terms of Reference.
- (d) Of the number of members appointed to compose any Committee of the Council, a majority shall constitute a quorum.
- (e) The Reeve is an ex-officio member of all Council Committees and may attend the meeting of the respective Committee but shall not be required to do so. When in attendance at any such Committee, the Reeve shall have all the rights of a member of the Committee. The CAO is an ex-officio non-voting member of all Council Committees.

- (f) Meetings of the Council Committees may be called by the CAO or Committee Chair, and notice must be given to the members of the Committees and the public at least twenty-four (24) hours' prior to the scheduled meeting.
- (g) If, at the time scheduled for a meeting of a Council Committee and for the ensuing half hour no quorum is present, the Chair shall take down the names of the members present for the purpose of attending the meeting, and the meeting shall be deemed cancelled.
- (h) The CAO and/or his designate and department personnel, may attend Committee meetings.
- (i) The minutes of all transactions of every Council Committee meeting shall be accurately recorded and circulated to the members of the Committee prior to the next meeting.
- (j) No action of any Council Committee, unless power to take such action is expressly conferred on the Council Committee, shall be binding on the County unless and until the same has been reported to Council by such Council Committee, and such report has been adopted by Council.
- (k) Appointed Council members shall keep the rest of Council informed of the actions of Committees or Boards to which they are appointed by Council by providing activity highlights through Councillor Reports.

#### **PUBLIC HEARINGS**

- (a) Public hearings shall be held during when required in accordance with Section 216.4 of the *Act* and shall be advertised in accordance with Section 606 of the *Act*.
- (b) A public hearing may be part of a regular Council Meeting, however, a Special Council Meeting for the purpose of holding a public hearing may be called.
- (c) A public hearing related to public planning and development matters shall be recorded and livestreamed for the public.
- (d) A statutorily required public hearing on any proposed bylaw or resolution must be held before a second reading of the bylaw, or before Council votes on the resolution.
- (e) Wherever possible, persons interested in speaking at the public hearing should register with the CAO and forward a written submission no later than seven (7) business days prior to the commencement of the public hearing.
- (f) The procedure for conducting a public hearing is as follows:
  - i. The Chair will declare the public hearing open and shall outline public hearing procedures; a motion is not required.
  - ii. Administration will be called upon to introduce the proposed bylaw or resolution and provide a brief statement on the intended purpose, followed by an applicant (if applicable) who may have up to fifteen (15) minutes to provide additional commentary on the application.
  - iii. The Chair shall then open the floor to public presentations.
  - iv. Interested persons who have registered shall speak first, followed by other persons who have not registered to speak but wish to address Council.

- v. Persons addressing Council shall give their name and legal land description. Anyone who does not identify themselves will not be given the opportunity to speak.
- vi. Verbal presentations shall be limited to five (5) minutes to present their position unless Council consents to extend the allotted time.
- vii. Council shall limit questions of clarifications to a total of five (5) minutes per presentation, unless Council consents to extend the allotted time.
- viii. If written submissions were received prior to the close of the public notice, administration will read aloud the written submissions. They will be retained and form part of the official record.
- ix. At the discretion of the Chair, after everyone has had an opportunity to speak once, those interested in speaking a further time to provide new information may be granted further opportunity to speak.
- x. At the conclusion of the business of the public hearing, the Chair shall declare the public hearing closed or call for a continuance and establish a date for reconvening the public hearing.
- xi. Once the public hearing is closed, Council or Administration shall not receive any additional information on the proposed bylaw or resolution without reopening the public hearing.
- xii. The minutes of the Council Meeting during which a public hearing is held must contain the names of each speaker and a summary of the nature of representations made at the public hearing.
- xiii. Debate concerning matters raised at the public hearing shall take place during a regular Council Meeting following a public hearing and at the discretion of the Reeve and Council.
- xiv. When a public hearing on a proposed bylaw or resolution is held, a member of Council must abstain from voting on the bylaw or resolution if the Council member was absent from all of the public hearing and may abstain from voting on the bylaw or resolution if the Council member was only absent from part of the public hearing.

## **BYLAWS**

- (a) All proposed bylaws shall be subject to the requirements for advertising as mandated by the *Act*.
- (b) Where a bylaw is presented at a meeting for enactment, the CAO shall ensure, at minimum, the number, short title, and a brief description appear on the agenda.
- (c) The following shall apply to the passage of all bylaws:
  - i. Every proposed bylaw shall have three (3) separate and distinct readings. The title or identifying bylaw number must be read at each reading;
  - ii. A proposed bylaw shall be introduced for first reading by way of motion that the bylaw be introduced and read a first time. Council should vote on this motion for first reading of a bylaw without amendment or debate;
  - iii. That bylaw shall be introduced for second reading by way of motion that the bylaw be read a second

time. The following options exist for Council preceding the second reading:

- a. Council may debate the substance of the bylaw;
  - b. Council may propose and consider amendments to the bylaw; and
  - c. Council may, by way of motion, refer the bylaw to Administration or a Committee for further information or review prior to second reading.
- iv. That bylaw shall be introduced for third reading by way of motion that the bylaw be read a third time. The same options exist for Council preceding the third reading:
- a. Council may debate the substance of the bylaw;
  - b. Council may propose and consider amendments to the bylaw; and
  - c. Council may by way of motion refer the bylaw to Administration or a Committee for further information or review prior to second reading.
- v. A proposed bylaw shall not be given more than two readings at one meeting unless the Councillors present at the meeting unanimously agree, by way of motion, that the proposed bylaw may be presented for third and final reading at the same meeting at which it received two readings; and
- vi. A proposed bylaw shall be passed when a majority of Councillors vote in favour of third reading, provided that any applicable provincial statute does not require a greater majority.
- (d) After passage, a bylaw shall be signed by the Reeve and CAO.
- (e) Once a bylaw has successfully received three readings and is signed in accordance with the *Act*, it is considered an enactment of the County and is effective immediately unless the bylaw or an applicable provincial statute provides otherwise.
- (f) The previous readings of a proposed bylaw are rescinded if the proposed bylaw:
- i. does not receive third reading within two (2) years of the date of first reading; or
  - ii. is defeated on second or third reading.
- (g) Clerical, typographical, and grammatical errors in bylaws may be corrected by the CAO provided the intent of the bylaw is not changed.
- (h) The CAO is responsible for updating and keeping current all bylaws of the County that are subject to amendments, expiration, or repeal.

### **EDUCATION SESSIONS**

- (a) Sessions for educational purposes may be held as required, based on the following criteria:
- i. sessions are optional and do not require quorum;
  - ii. Councillor Orientation Training is mandatory and does not require quorum, as there may be multiple opportunities for the same session;

- iii. are strictly educational (one-way information), allowing for clarifying questions;
- iv. do not progress matters within Council's jurisdiction;
- v. minutes shall not be taken;
- vi. information provided may be shared with the public (not confidential);
- vii. where no directions or instructions shall be given to Administration; and
- viii. where no procedural or business decisions are made by the members of Council present at the session.

**REPEAL AND EFFECTIVE DATE**

- (a) Bylaws 1290-19, 1313-20, and 1332-22 are hereby repealed.
- (b) Bylaw 1351-24 is passed when it received third reading and is signed by the Reeve and the CAO or designate, as per the Act.

FIRST READING ..... August 19, 2024

SECOND READING ..... August 19, 2024

THIRD READING..... August 19, 2024

\_\_\_\_\_  
REEVE

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

## **Schedule "A"** **Agenda Structure**

The Inaugural and Organizational Meeting agenda includes the following sections as required:

1. Call to Order
2. Oath of Office – Council (Inaugural Organizational Meeting only)
3. Changes to Agenda and Adoption of Agenda
4. Election of Reeve
5. Oath of Office – Reeve
6. Election of Deputy Reeve
7. Oath of Office – Deputy Reeve
8. Motion to Destroy Ballots
9. Motion to Establish Date and Time of Regular Council and Committee of the Whole Meetings
10. Motion to Designate the County's Banking Institution(s)
11. Council Appointment to Boards and Committees Required by Legislation
12. Council Appointment to Internal Boards and Committees
13. Council Appointments to External Boards and Committees
14. Public-at-Large Member Appointments
15. Appointment of Reeve to Boards and Committees – Ex-Officio
16. Other Business
17. Adjournment

The Regular Council Meeting Agenda includes the following sections as required:

1. Call to Order
2. Changes to Agenda and Adoption of Agenda
3. Confirmation of Minutes
4. Delegations
5. Council Priorities
6. Requests for Decision
7. Reports
8. Correspondence and Information Items
9. Councillor Requests (Information Requests and Notices of Motion)
10. Closed Session
11. Open Session
12. Motions Arising out of Closed Session
13. Adjournment

The Committee of the Whole Meeting Agenda includes the following sections as required:

1. Call to Order
2. Changes to Agenda and Adoption of Agenda
3. Confirmation of Minutes
4. Delegations
5. Reports for Discussion
6. Councillor Requests (Information/Program Requests)
7. Closed Session
8. Open Session
9. Motions Arising out of Closed Session
10. Adjournment

The Special Council Meeting Agenda includes the following sections as required:

1. Call to Order
2. Deletions from the Agenda and Adoption of Agenda
3. Special Council Meeting Item(s)
4. Closed Session
5. Open Session
6. Motions Arising Out of Closed Session
7. Adjournment



# 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: P. Podchorzyny



# Policy

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## Elected Officials Business Expense Policy

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**Policy Number:** CC 3013-01

**Supersedes Policy Number:** New

**Approved by Council:** TBD

**Next Review Date:** 2028

**Resolution No:** TBD

**Last Review Date:** N/A

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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** – the Agricultural Service Board.

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

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

**CAO** - the person appointed by Council to the position of Chief Administrative Officer under the Municipal Government Act for the County or designate.

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

**Convention** - 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** - the duly elected Council members of the County of Minburn No.27.

**Council Business** - 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.

**Councillors** - the Elected Officials of the County of Minburn No.27, excluding the Reeve.

**County** - the municipality of the County of Minburn No.27 having jurisdiction under the Municipal Government Act and other applicable legislation.

**Designate** - 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** – Reeve and Councillors for the County of Minburn.

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

**Hospitality Event** - 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 of Minburn.

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

**Resident Meeting** - 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** - the Rural Municipalities of Alberta Association.

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

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

## **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 charge the ticket or registration fee to their Elected Officials' Expense Budget.
  - b) Sponsorships:  
Elected Officials may provide door prizes or auction items for community events, charitable and non-profit fundraisers.
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 Schedule "D" hereto.

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.
- 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 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".

#### 8.3 Conferences and Conventions

- a) Elected Officials are expected to represent the County of Minburn 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.

#### 8.4 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 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.

### 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".
- 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 Schedule "D"
  - iii. Per diems are based on Government of Alberta meal allowance rates.
  - iv. 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.
  - v. 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 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, 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.
- j) Special Provisions: If an Elected Official incurs business expenses not specifically authorized by this policy, the CAO may, subject to availability of funds in an appropriate budget, authorize payment of such a business expense claim.
- k) 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 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 *Freedom of Information and Protection of Privacy Act*, 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 year

## **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)

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

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

<b>Conference/Activity</b>
Federation of Canadian Municipalities Conference (FCM) – 2 members of Council
Alberta Economic Development Conference – 1 member 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)
- Freedom of Information Privacy (FOIP) 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
- Reynolds Mirth Richards Farmer Municipal Law Seminar

**SCHEDULE "D"**  
**Elected Official Business Expense Form**



# 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: P. Padolabony



## COUNTY COUNCIL

**Title:** Travel and Subsistence

**Supersedes Policy Number:** CC 16

**Policy Number:** CC 3007-01

**Next Review Date:** July 2024

**Approved by Council:** June 15, 2020

**Last Review Date:** N/A

**Resolution No:** 89-20

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### POLICY STATEMENT

The County of Minburn shall reimburse expenses occurred while travelling on County business for councillors, staff, and authorized individuals.

### PURPOSE

To provide for a consistent, fair, and transparent travel and expense policy for elected officials, staff, and authorized individuals at the County Minburn No. 27.

### POLICY PRINCIPLES

#### 1. General

- 1.1 The County will pay the cost of all reasonable expenses incurred while travelling on County business.
- 1.2 All business travel outside the County must be approved in advance by the claimants direct designated supervisor.
- 1.3 Official receipts are required for all expenses (excluding per diem allowances, alternative accommodations), regardless of the method of payment or amount. If no receipt is available, an explanation must be provided and a statutory declaration completed.
- 1.4 The County will only reimburse for expenses that are business related. When combining vacation with business travel, claimants are responsible for all incremental costs associated with the personal component of the trip. Claimants are also responsible for any incremental costs associated with accompanying personal travel companions. The County does not reimburse for any spousal expenses related to conferences or travel.
- 1.5 The County will not reimburse for any tickets, fines, or penalties resulting from a violation of any local, provincial, or federal statute, including but not limited to photo radar, failing to stop, speeding tickets, seat belt or distracted driving infractions. If a fine or other financial penalty is charged against a County owned vehicle, the driver is responsible for paying the amount in full.

- 1.6 Any reimbursement for travel expenses received from a third party that have been previously reimbursed by the County, shall be remitted to the County.
- 1.7 All travel and subsistence claims must be submitted via the County of Minburn's *Travel and Expense Form*, attached as schedule 'A', and as amended.

## **2. Transportation**

- 2.1 Mileage calculations for staff shall be based on the County administration office as a departure point, unless otherwise approved by a supervisor.
- 2.2 Mileage for Councillors and other individuals will generally be based on the place of residence as a departure point.
- 2.3 On any County business trip where two or more staff are travelling to the same destination, the use of more than one vehicle must be approved by a direct supervisor.
- 2.4 If two or more people travel together on County business in one vehicle, only one person may claim reimbursement for mileage.
- 2.5 Taxis, ridesharing services, and other forms of public transportation shall be eligible for reimbursement at cost; gratuities shall be limited to 10% of the total bill.
- 2.6 Rental vehicles will be authorized only when the cost is economically justified or where no other alternative exists. Official receipts and rental agreements must be submitted.
- 2.7 For airfare expenses, the County will only reimburse for economy seating, seat selection, and fees for one checked bag and one carry-on bag.

## **3. Meals and Accommodations**

- 3.1 Meal reimbursement shall occur when no complimentary meal is available or consumed. It is expected that when meals are provided or consumed, no claim for those meals will be submitted.
- 3.2 Reimbursement for meals relating to hospitality, promotion, or 3<sup>rd</sup> parties must be approved by a supervisor prior to incurring the expense.
- 3.3 Meal gratuities are limited to 10% of the total bill.
- 3.4 For staff accommodation expenses that are to exceed \$250 per night, approval must be obtained in advance from a direct supervisor.
- 3.5 An alternative accommodation allowance of \$50 may be claimed for an overnight stay resulting from County business where no hotel charges are incurred or reimbursed by the County.

## **4. Travel and Subsistence Rates**

- 4.1 The following rates shall apply to all reimbursement for County related travel:
  - a. Mileage: as per the CRA automobile rate for kilometers driven (adjusted annually)
  - b. Breakfast: \$20 per day
  - c. Lunch: \$25 per day
  - d. Dinner: \$35 per day
  - e. Hotel: Actual Cost
  - f. Airfare: Actual Cost
  - g. Taxi/Ride Share: Actual Cost
  - h. Parking: Actual Cost
  - i. Registration Fees: Actual Cost

## 5. Definitions

- 5.1 “*Authorized Individual*” means a person granted authority to conduct business on behalf of the County, such as Returning Officers, Board Members, Board Clerks, and others as required.
- 5.2 “*Claimant*” means employees, councillors, and other authorized individuals travelling on County business.
- 5.3 “*County*” means the County of Minburn No. 27.
- 5.4 “*Official Receipt*” means a vendor supplied payment document that shows all expenses and taxes separately. Debit and credit card receipts are not official.
- 5.5 “*Supervisor*” means the person who the claimant reports to.

## 6. Responsibilities

- 6.1 Council: to periodically review and amend this policy as required.
- 6.2 CAO: to ensure department heads are made aware of this policy and their responsibilities under it; and to resolve any disputes resulting from the interpretation of this policy.
- 6.3 Director of Finance and Administration: to implement and monitor the principles of this policy and report any diversions or discrepancies.
- 6.4 Claimants: to complete and submit accurate Travel and Expense forms with any official receipts in a timely manner to a direct supervisor.

Reeve





## REEVE AND COUNCIL REPORTS

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

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

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

---

**County Meetings (include date):**

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

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

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



## REEVE AND COUNCIL REPORTS

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

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

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**County Meetings (include date):**

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

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**County Meetings (include date):**

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## REEVE AND COUNCIL REPORTS

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

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

---

**County Meetings (include date):**

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

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

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## REEVE AND COUNCIL REPORTS

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

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

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

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**County Meetings (include date):**

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

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

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



## REEVE AND COUNCIL REPORTS

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

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

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

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**County Meetings (include date):**

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

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

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



## **Office of the CAO Report**

**For Presentation at** August 19, 2024 **Council Meeting**

**From Date:** July 15, 2024

**To Date:** August 18, 2024

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### **Internal Meetings:**

- Council meeting – July 15
- Committee of the Whole meeting – August 15

### **External Meetings:**

- Quad CAO meeting – August 8
- RMA Townhall Virtual Meeting – August 13

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

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

- Regional Water Emergency Response Plan
- Regional Drought and/or Water Shortage Plan
- 2025 Municipal Election and Elected Official Training
- Boards and Committees Terms of Reference
- Website Updates
- IT Service Delivery
- Social Media Posts
- Council Packages
- Budget 2025
- Policy and bylaw research
- SDAB and ARB regionalization
- ASB Strategic Planning



## ADMINISTRATION REPORTS

**Name: Norm De Wet**

**Department: Operations**

**Reviewed by:** *P. Paduchowski*

**For Presentation at: August 19, 2024 County Council meeting.**

**From Date: July 16, 2024**

**To Date: August 16, 2024**

### **Fleet/Shop Update:**

- The Fleet Truck tender closed on July 30, 2024, for the two fleet trucks. Two bids were received for each unit. With approval from the CAO, the 2007 Ford F150 was sold for \$2,010.00. The highest bid for the 2015 Chev 3500 HD, which was \$5,288, was rejected. We will retender this vehicle with a wider reach, hoping to achieve better results.
- Administration is working on updating the pricing for Unit 518 Scraper Refurbishment to have this project ready for the fall.

### **Public Works Update:**

- The oil program is ongoing and will be finished with reclamation projects.
- The gravel program is operating out of the Zaparose pit and has hauled 93,000 tons as of August 13, 2024. The program should be completed by August 16, 2024.
- The construction crew has completed work on RR140 (south of Twp 524) in Division 4 and is now working on RR152 south of Hwy 631 in Division 7.
- Traffic counts are ongoing on Hwy 16As, asphalt roads, and some low structural rating bridges.
- The aggregate seal sealing program, as approved by Council, has been completed. Emcon Services will complete the line painting later this year.

### **Operations Update:**

- The Directors of Operations & Planning and Community Services attended the Orphan Well Association open house in relation to Sequoia Resources. The open house was an opportunity to explain how orphaned wells, pipelines, and facilities are managed. The AER, Farmers' Advocate Office, and Land and Property Tribunal also participated in the session.

**Agricultural Services Update:**

- Bertha Army Worm surveys are completed, with no threat of an outbreak for the season.
- Roadside weed spraying was completed on July 31, 2024.
- Roadside mowing started on August 1<sup>st</sup>, 2024, and is approximately 20% completed.

**Water and Sewer Utility Update:**

- The abandonment of services at the Lavoy campground has been completed, and the service to the old washroom removed. Landscaping will be completed once the ground has settled.
- A water valve repair on Railway Ave. in Lavoy has been completed.

**Waste Management:**

- The scrap metal cleanup at the transfer stations is booked for August 2024.



## ADMINISTRATION REPORTS

**Name:** Davin Gegolick

**Department:** Planning & Community Services

**Reviewed by:** *P. Pedoborofny*

**For Presentation at:** August 19, 2024 Council Meeting

**From Date:** July 12, 2024

**To Date:** August 15, 2024

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### Planning Update:

- Issued development permits:
  - farm shop (NW 29-50-8-4)
  - covered shelter (Minburn Ag Society)
  - change in use from secondary dwelling to storage building (NE 10-51-10-4)
  - manufactured dwelling (Pt. NW 23-50-9-4)
- Buyer of Lot 14A, Block 5, Plan 0722955 in Lavoy successfully met the conditions of the "Buy a Lot for a Loonie" program.
- Sold Lots 1&2, Block 5, Lots 3&4, Block 5, and Lots 5&6, Block 5 in Ranfurly
- Received complaint: buildings constructed on NW 21-52-8-4, tiny homes and permanent RV without permit approval in Minburn, fence close to Road in Lavoy
- Orga Energy Ltd. Planning to drill up to 6 additional oil wells at SE 23-48-8-4 between Q3 2024 – Q1 2025, up to 9 oil wells at NE 14-48-8-4 between Q3 2024 – Q1 2025, and a multi-well oil battery at SW 26-48-08-4 in Q3 2024.
- Revised Notice of Intent of Mannville 2024 3D seismic program – previous program has not commenced as the program changed in size, energy source, and timing. This program is now planned to commence October 15, 2024 and will mostly be done by vibroseis, using dynamite if required in certain areas.
- Attended Orphan Well Association open house – July 31 at Vegreville Social Center

### Subdivision Update:

- Accepted subdivision and conduct site inspection for file: 07-2024
- Provided endorsement to subdivision file: 04-2024

### **Economic Development Update:**

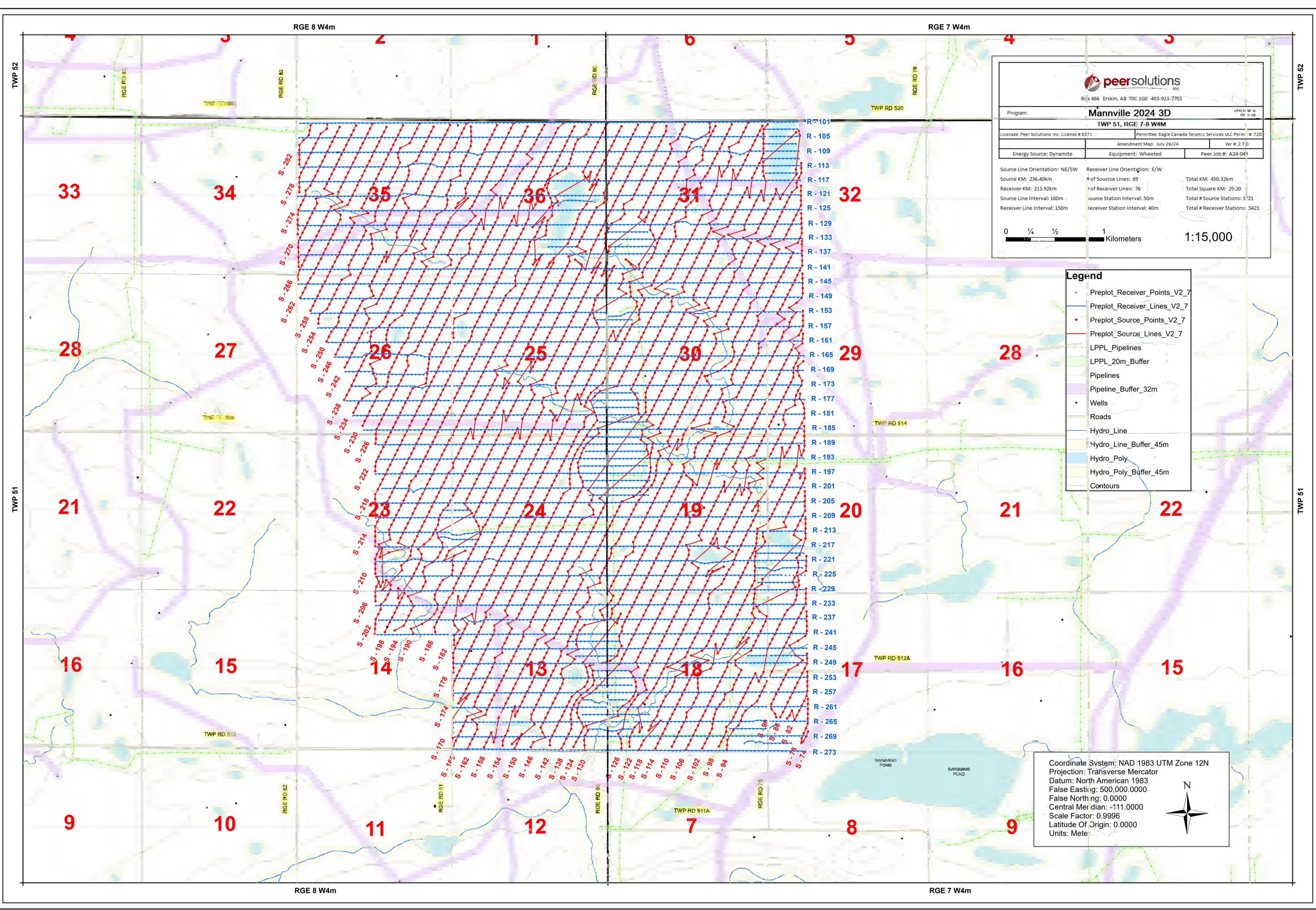
- Responded to a site selector request – Ontario based arms manufacturing facility
- Crossroads Economic Development Alliance meeting – July 16
  - Mannville did not support LGFF model, instead supporting equalized assessment model. Further discussion is required at next Crossroads meeting.
  - \$10,000 municipal contribution (SCOP grant) will be evenly split among the 4 partner municipalities
- Recognizing new businesses with a plaque presented by division Councillor and Crossroads Regional EDO.

### **Community Services:**

- Met with surveyor and cemetery groups. Surveying is planned to be completed by the end of September, followed by GIS referencing by MRF in October.

### **Attachments:**

- Mannville 2024 3D proposed seismic program map
- RFD – PDS 7005-01 Review
- RFD – Sale of Undeveloped Road Allowance – File #01-2024 (Wagner)
- RFD – Utilities Within Road Allowance Special Approval Request
- RFD – Conceptual Scheme – Block C, Plan 4185R
- RFD – Subdivision file#07-2024
- RFD – FCSS Funding Agreement



**peersolutions inc.**  
 Box 466 Erskin, AB T0C 1G0 403-923-7703

Program: **Mannville 2024 3D**  
 TWP 51, RGE 7-8 W4M

Licensee: Peer Solutions Inc. License # 6371 | Permittee: Eagle Canada Seismic Services ULC Permit # 720  
 Amendment Map: July 26/24 | Ver #: 2.7 D

Energy Source: Dynamite | Equipment: Wheeled | Peer Job #: A24-043

Source Line Orientation: NE/SW | Receiver Line Orientation: E/W  
 Source KM: 236.40km | # of Source Lines: 69 | Total KM: 450.32km  
 Receiver KM: 213.92km | # of Receiver Lines: 76 | Total Square KM: 29.20  
 Source Line Interval: 160m | Source Station Interval: 50m | Total # Source Stations: 3721  
 Receiver Line Interval: 150m | Receiver Station Interval: 40m | Total # Receiver Stations: 5421

0 1/4 1/2 1 Kilometers  
 1:15,000

**Legend**

- Preplot\_Receiver\_Points\_V2\_7
- Preplot\_Receiver\_Lines\_V2\_7
- Preplot\_Source\_Points\_V2\_7
- Preplot\_Source\_Lines\_V2\_7
- LPPL\_Pipelines
- LPPL\_20m\_Buffer
- Pipelines
- Pipeline\_Buffer\_32m
- Wells
- Roads
- Hydro\_Line
- Hydro\_Line\_Buffer\_45m
- Hydro\_Poly
- Hydro\_Poly\_Buffer\_45m
- Contours

Coordinate System: NAD 1983 UTM Zone 12N  
 Projection: Transverse Mercator  
 Datum: North American 1983  
 False Easting: 500,000.0000  
 False Northing: 0.0000  
 Central Meridian: -111.0000  
 Scale Factor: 0.9996  
 Latitude Of Origin: 0.0000  
 Units: Meter



## ADMINISTRATION REPORTS

**Name: Mike Fundytus**

**Department: Protective Services**

**Reviewed by:** *P. Padolunsky*

**For Presentation at: August 19th , Council Meeting**

**From Date: July 9<sup>th</sup>, 2024**

**To Date: Aug 12th, 2024**

### **Fire Department Update:**

<b>Call Type</b>	<b>Date</b>	<b>Details</b>	<b>Station Dispatched</b>
MVC	July 11	Hwy 16 Hwy 870 Vehicle vs Motorcycle 06:58 pm	Innisfree/Mannville
Medical	July 12	Village Medical CPR 12:20 pm Fire arrived 7 minutes before EMS.	Mannville
MVC	July 15	Hwy 16 Hwy 631 10:57 am	Vegreville
Fire	July 18	Grass Fire by Nutrien 7:09 pm	Innisfree
False Alarm	July 19	False alarm 5:37 am	Mannville
MVC	July 20	Hwy 16 RR 135 2:09 pm	Vegreville
False Alarm	July 23	Iphone crash notification no accident found 9:50pm	Mannville
Medical	July 29	Village Medical Fire arrived same time as EMS 4:03am	Mannville
False Alarm	July 30	False alarm in Village 5:28 am	Mannville
Medical Assist	July 31	Village medical 1:53 am Fire arrived 18 minutes 2 seconds before EMS	Innisfree
Medical Assit	July 31	County Medical 8:24 pm Fire arrived 15 minutes before EMS	Vegreville
Fire	August 1	Hwy 16 RR 93 Ditch Fire	Mannville
MVC	August 3	Hwy 16 RR 135 7:48 pm	Vegreville
Medical	August 7	County Medical 1:25 pm Fire arrived 1 minute 16 seconds before EMS	Mannville
Medical	August 7	Village Medical 5:26pm stood down by EMS en route. Call was	Innisfree

		outside of our scope	
MVC	August 11	Hwy 619 Hwy 881 Vehicle rollover 8:16 am	Mannville
False Alarm	August 11	Passerby on RR saw smoke believed windmill was on fire. Fire found to be an active burn permit from Mannville Hutterites	Mannville
Medical	August 12	Village medical assist 12:20am EMS time of arrival was not noted on sheet	Mannville
Medical	August 12	Village medical assist 10:30 am Fire arrived 2 minutes 32 seconds before EMS	Mannville
Medical	August 12	County medical assist. 12:52 pm. Fire arrived 5 minutes 39 seconds before EMS	Innisfree

- Total Fire Responses:
  - Mannville – 12
  - Innisfree – 5
  - Vegreville - 4
- Currently issuing fire permits till August 30<sup>th</sup>
- No new members joined. Current staffing in protective services is 1 FT Director, 1 FT Emergency Responder (term), 30 paid on call firefighters (13 Innisfree Station 17 Mannville station). 1 paid on call firefighter is on medical leave, 6 members have not been attending regularly to calls or practices.
- Unit 912 deployed on July 11<sup>th</sup>, we have been rotating out crew members. We have received many positive comments from the WUI teams and AEMA about our truck and crew on this deployment.
- On July 25<sup>th</sup> Vegreville Fire deployed County owned wildland truck to Jasper.

### **Emergency Management Update:**

July 18 Regional Emergency Management Agency meeting. We elected Jen Hodel from Mannville to be the chair of the agency for this year.

Aug 21 Regional Emergency Management Committee meeting in Mannville.

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

- Conducting field H&S inspections for our work crews.

### **RCMP Liaison:**

- Quarterly Report Attached



**ADMINISTRATION REPORTS**

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

**Reviewed by:** *P. Podchorny*

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

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

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**Department Updates:**

**Department Updates Cont'd.:**

**Attachments:**



**County of Minburn No. 27**  
**2023 Statement of Financial Position**  
*As At July 31, 2024*

<b>FINANCIAL ASSETS</b>	<b>Jul/2024</b>	<b>Jun/2024</b>	<b>Dec/2023</b>
Cash & Temporary Investments	14,546,934	14,165,469	22,912,309
Receivables			
Taxes & Grants in Place of Taxes Receivable	20,502,509	20,674,119	329,578
Due From Governments	37,826	63,969	336,862
Trade & Other Receivables	399,243	347,961	1,294,260
Long Term Receivables	318,288	325,545	514,159
Land Held for Resale	169,407	169,407	169,407
<b>Total Financial Assets:</b>	<b>\$ 35,974,208</b>	<b>\$ 35,746,470</b>	<b>\$ 25,556,576</b>
<b>LIABILITIES</b>	<b>Jul/2024</b>	<b>Jun/2024</b>	<b>Dec/2023</b>
Accounts Payable & Accrued Liabilities	10,575,941	10,592,544	13,645,998
Asset Retirement Obligation	3,211,917	3,211,917	3,211,917
Deposit Liabilities	-	-	-
Deferred Revenue	1,607,289	225,707	90,250
Employee Benefit Obligations	- 81,331	- 80,464	204,678
<b>Total Liabilities:</b>	<b>\$ 15,313,816</b>	<b>\$ 13,949,704</b>	<b>\$ 17,152,844</b>
<b>Net Financial Assets:</b>	<b>\$ 20,660,392</b>	<b>\$ 21,796,766</b>	<b>\$ 8,403,732</b>
<b>NON-FINANCIAL ASSETS</b>	<b>Jul/2024</b>	<b>Jun/2024</b>	<b>Dec/2023</b>
Tangible Capital Assets	34,398,308	34,398,308	34,398,308
Inventory for Consumption	21,245,553	21,992,191	22,405,825
Prepaid Expenses	3,818	3,083	277,705
<b>Total Non-Financial Assets:</b>	<b>\$ 55,647,679</b>	<b>\$ 56,393,582</b>	<b>\$ 57,081,838</b>
<b>ACCUMULATED SURPLUS:</b>	<b>\$ 76,308,072</b>	<b>\$ 78,190,348</b>	<b>\$ 65,485,570</b>
<b>Difference:</b>	<b>\$ 10,822,501</b>	<b>\$ 12,704,778</b>	



## County of Minburn No. 27

### 2024 Revenue & Expenditure Report

*For Month Ending July 31, 2024*

REVENUE	2024 Current Month	2024 Year-To-Date	2024 Budget	% of Budget Used	Same Period Last Year	
Net Municipal Taxes	-	3,760	19,421,130	18,099,043	107.3%	108.6%
User Fees & Sale of Goods	121,778	228,885	283,300	80.8%	54.0%	
Government Transfers	270,742	329,130	4,309,847	7.6%	3.9%	
Investment Income	-	11,328	98,881	529,500	18.7%	46.0%
Penalties & Costs on Taxes	356	74,686	122,000	61.2%	45.2%	
Gain on Disposal of Tangible Assets	-	510,500	29,400	1736.4%	60.6%	
Other	5,578	154,812	869,625	17.8%	215.9%	
<b>Totals:</b>	<b>\$ 383,367</b>	<b>\$ 20,818,025</b>	<b>\$ 24,242,715</b>	<b>85.9%</b>	<b>87.7%</b>	

EXPENDITURES	2024 Current Month	2024 Year-To-Date	2024 Budget	% of Budget Used	Same Period Last Year
Administrative & Legislative	202,763	1,420,652	5,764,789	24.6%	46.5%
Fire Protection & Safety Services	41,812	575,455	1,407,762	40.9%	41.2%
Emergency Dispatch Services	-	14,178	11,000	128.9%	82.4%
Policing Services	-	229,995	245,569	93.7%	68.9%
Bylaw Enforcement, Health & Safety	2,009	18,900	38,350	49.3%	15.7%
Roads, Streets, Walks, Lights	1,613,644	6,534,558	16,732,643	39.1%	36.8%
Water Supply & Distribution	64,695	124,664	329,316	37.9%	39.2%
Wastewater Treatment & Disposal	5,308	25,573	83,761	30.5%	24.3%
Waste Management	6,989	172,394	369,032	46.7%	65.5%
Family & Community Support Services	-	84,204	168,409	50.0%	74.8%
Cemeteries	-	5,761	9,034	63.8%	94.5%
Planning & Economic Services	22,579	197,201	447,386	44.1%	33.0%
Agricultural Services Board	60,809	216,838	619,148	35.0%	29.4%
Recreation & Library Services	245,035	375,152	836,575	44.8%	14.1%
<b>Totals:</b>	<b>\$ 2,265,643</b>	<b>\$ 9,995,524</b>	<b>\$ 27,062,774</b>	<b>36.9%</b>	<b>38.3%</b>

**Difference:**

**\$ 10,822,501**

**COUNTY OF MINBURN NO. 27**  
**2024 Monthly Progress Report - At July 31, 2024**

<b>Decision Papers - Operating</b>								
<u>Project Name</u>	<u>20%</u>	<u>40%</u>	<u>60%</u>	<u>80%</u>	<u>100%</u>	<u>Budget</u>	<u>Spent</u>	<u>Comments</u>
Staff Remuneration / Compensation	<div style="width: 100%; height: 10px; background-color: #006400;"></div>					\$ 217,000	N/A	Implemented January 1/2024 - Ongoing costs
Admin Bldg. Mechanical & Electrical Study	<div style="width: 0%; height: 10px; background-color: #006400;"></div>					\$ 52,500	\$ -	
Financial ERP System Replacement	<div style="width: 25%; height: 10px; background-color: #006400;"></div>					\$ 200,000	\$ -	Contract awarded, kick off meeting scheduled
Surfaced Road & Fac. Reserve Allocations	<div style="width: 0%; height: 10px; background-color: #006400;"></div>					\$ 225,000	\$ -	
Fire Reserve Transfer - Annual Increase	<div style="width: 0%; height: 10px; background-color: #006400;"></div>					\$ 50,000	\$ -	
ArcGIS Software	<div style="width: 100%; height: 10px; background-color: #006400;"></div>					\$ 12,010	\$ 12,010	Purchased and in use
Communications Project/Dev. Package	<div style="width: 25%; height: 10px; background-color: #006400;"></div>					\$ 10,000	\$ -	Received SCOP Program funding approval; project to commence in 2025
Wapasu Lake Campground Upgrades	<div style="width: 100%; height: 10px; background-color: #006400;"></div>					\$ 23,000	\$ 11,245	Projects complete
Asphalt Maintenance - Crack Sealing	<div style="width: 100%; height: 10px; background-color: #006400;"></div>					\$ 37,200	\$ -	Crack-sealing project complete
Unit #528 Excavator - Undercarriage Rpr	<div style="width: 100%; height: 10px; background-color: #006400;"></div>					\$ 24,814	\$ 24,576.68	Work complete
Land Use Bylaw Review (Carry Over)	<div style="width: 100%; height: 10px; background-color: #006400;"></div>					\$ 16,175	\$ 22,506	Adopted at June Council meeting
Cemetery Survey / GIS Project	<div style="width: 25%; height: 10px; background-color: #006400;"></div>					\$ 135,000	\$ -	Surveying is underway and planned to be completed by the end of September.
<b>Decision Papers - Capital</b>								
<u>Project Name</u>	<u>20%</u>	<u>40%</u>	<u>60%</u>	<u>80%</u>	<u>100%</u>	<u>Budget</u>	<u>Spent</u>	<u>Comments</u>
Council Chambers Rehabilitation	<div style="width: 100%; height: 10px; background-color: #000080;"></div>					\$ 30,000	\$ 7,638	Work has been completed
Admin Bldg. Front Entry Rehabilitation	<div style="width: 0%; height: 10px; background-color: #000080;"></div>					\$ 78,000	\$ -	Trying to identify potential alternative suppliers
New Fire Truck - Unit #910 Replacement	<div style="width: 0%; height: 10px; background-color: #000080;"></div>					\$ 275,000	\$ -	
Innisfree Fire Station Cold Storage Upgrade	<div style="width: 75%; height: 10px; background-color: #000080;"></div>					\$ 115,000	\$ 34,000	Tender awarded to Fullswing Construction; work is underway
AB First Responder Radio Comm. System	<div style="width: 75%; height: 10px; background-color: #000080;"></div>					\$ 143,000	\$ 160,765	Radios are being programmed by supplier; will likely arrive in August 2024
2024 CAT 160M Motor Grader	<div style="width: 100%; height: 10px; background-color: #000080;"></div>					\$ 655,000	\$ 649,000	Equipment received and in use
Unit #518 Motor Scraper - Refurbishment	<div style="width: 0%; height: 10px; background-color: #000080;"></div>					\$ 183,000	\$ -	Refurbishment planned for fall 2024
2024 Fleet Truck Replacements (2)	<div style="width: 100%; height: 10px; background-color: #000080;"></div>					\$ 150,000	\$ 128,711	Both vehicles received and in use
2024 Excavator & Mulching Head	<div style="width: 100%; height: 10px; background-color: #000080;"></div>					\$ 452,000	\$ 452,995	Equipment received and in use
Lavoy Water Reservoir Generator Unit	<div style="width: 75%; height: 10px; background-color: #000080;"></div>					\$ 60,500	\$ -	Generator been ordered and is 2 weeks out
BF75589 Bridge Work / Engineering	<div style="width: 75%; height: 10px; background-color: #000080;"></div>					\$ 646,000	\$ 53,466	Project to be completed in 2025 with all other STIP projects
TWP 524 Aggregate Seal Coat	<div style="width: 75%; height: 10px; background-color: #000080;"></div>					\$ 276,000	\$ -	Construction underway
<b>Road Maintenance Activities</b>								
<u>Road Projects</u>	<u>20%</u>	<u>40%</u>	<u>60%</u>	<u>80%</u>	<u>100%</u>			<u>Comments</u>
Road Construction	<div style="width: 60%; height: 10px; background-color: #808080;"></div>							Crews working on RR 152 in Div. 7
Gravel Haul Program	<div style="width: 80%; height: 10px; background-color: #808080;"></div>							Program underway from Zaparose Pit
Oiling Projects	<div style="width: 60%; height: 10px; background-color: #808080;"></div>							Oiling projects ongoing
Dust Controls	<div style="width: 100%; height: 10px; background-color: #808080;"></div>							All residential dust controls complete
Roadside Mowing	<div style="width: 0%; height: 10px; background-color: #808080;"></div>							Program starting August 2024
Roadside Brushing	<div style="width: 0%; height: 10px; background-color: #808080;"></div>							Spring program finished; program to continue in fall 2024



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister*

*MLA, Calgary-Hays*

AR115493

July 23, 2024

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

Dear Reeve Konieczny:

I am pleased to announce that Canada and Alberta have signed an agreement renewing the Canada Community-Building Fund (CCBF) to March 31, 2034. I can also confirm that Alberta will receive \$265 million in funding in 2024 under the newly negotiated CCBF agreement. This partnership between the province and the federal government will help ensure local governments in Alberta can continue to make needed investments in local infrastructure.

To that end, I am happy to confirm the allocation amounts to your community for the CCBF program. For the County of Minburn, the 2024 CCBF allocation is \$225,587.

Payments to local governments are anticipated to flow by the end of summer, as communities meet the payment criteria.

CCBF funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at [open.alberta.ca/publications](https://open.alberta.ca/publications).

Your community's allocation reflects an updated allocation formula under the CCBF agreement, which ensures base funding for all local governments, with the remainder of funds allocated on a per capita basis.

In addition, the renewed CCBF agreement involves several other changes, including to local government reporting and new housing-related reporting requirements for larger local governments. Municipal Affairs will share the updated CCBF program guidelines reflecting these changes as soon as possible.

.../2

The department will also be providing a Memorandum of Agreement for the renewed CCBF. Execution of this agreement is a condition to receive your community's 2024 CCBF allocation.

I look forward to working together with you and the federal government to help your community in addressing its infrastructure needs.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver". The signature is written in a cursive, slightly slanted style.

Ric McIver  
Minister

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

---

**Subject:** FW: Meeting request with Minister Ric Mclver – 2024 RMA Fall Convention  
**Attachments:** Meeting\_Request\_Template.xlsx

---

**From:** MA Engagement Team <[ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca)>  
**Sent:** Tuesday, August 6, 2024 2:51 PM  
**Subject:** Meeting request with Minister Ric Mclver – 2024 RMA Fall Convention

You don't often get email from [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca). [Learn why this is important](#)

Dear Chief Administrative Officer:

I am writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Ric Mclver, Minister of Municipal Affairs, at the 2024 Rural Municipalities of Alberta (RMA) Fall Convention, scheduled to take place at the Edmonton Convention Centre from November 4-7, 2024. These meetings will be in person at the convention centre or the Alberta Legislature, as scheduling permits.

Should your council wish to meet with Minister Mclver during the convention, please submit a request by email with potential topics for discussion on the attached meeting request template to [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca) no later than August 30, 2024.

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

- Municipalities that identify up to three discussion topics related to policies or issues directly relevant to the Minister of Municipal Affairs and the department.
  - It is highly recommended to provide details on the discussion topics.
- Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with whom Minister Mclver has not yet had an opportunity to meet.
- Meeting requests received after the deadline will not be considered for the convention.

Meeting times with the Minister are scheduled for approximately 15 minutes. This allows the Minister to engage with as many councils as possible. All municipalities that submit meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

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

If you encounter any issues with the meeting request template, please email the Engagement Team for assistance.

Engagement Team  
Municipal Services Division  
Municipal Affairs

---

Meeting Request:  
**Rural Municipalities of Alberta Fall 2024 Convention**

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

**Municipal Information**

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

**Meeting Topics**

Please provide additional details about the topic for discussion

Topic 1	Topic 2	Topic 3

**Meeting Participants**

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

Office of the Infrastructure Manger  
Central Region

401,4920-51 Street  
Red Deer, Alberta  
Canada T4N 6K8

Telephone 403/340-5166  
Fax 403/340-4810

1560-CTMIN-LRB

August 8, 2024

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

Dear Reeve Konieczny:

**Re: Strategic Transportation Infrastructure Program (STIP)  
Local Road Bridge Program**

Please be advised that a grant in the amount of \$90,000.00 is being processed for the County of Minburn No. 27. This represents the first payment for the BF 06729 – Bridge Maintenance project, under the Local Road Bridge Program component of the Strategic Transportation Infrastructure Program (STIP).

Please complete a Final Agreement Payment Claim Form and return it to this office, along with copies of all related invoices upon the completion of the project. The County of Minburn No.27 will be responsible for any applicable Goods and Services Tax associated with this project.

If you have any questions, please contact me at (403) 340-5069.

Sincerely,



Denette Leask  
Infrastructure Technologist

Office of the Infrastructure Manger  
Central Region

401,4920-51 Street  
Red Deer, Alberta  
Canada T4N 6K8

Telephone 403/340-5166  
Fax 403/340-4810

1560-CTMIN-LRB

August 8, 2024

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

Dear Reeve Konieczny:

**Re: Strategic Transportation Infrastructure Program (STIP)  
Local Road Bridge Program**

Please be advised that a grant in the amount of \$45,000.00 is being processed for the County of Minburn No. 27. This represents the first payment for the BF 78718 – Culvert Replacement project, under the Local Road Bridge Program component of the Strategic Transportation Infrastructure Program (STIP).

Please complete a Final Agreement Payment Claim Form and return it to this office, along with copies of all related invoices upon the completion of the project. The County of Minburn No.27 will be responsible for any applicable Goods and Services Tax associated with this project.

If you have any questions, please contact me at (403) 340-5069.

Sincerely,



Denette Leask  
Infrastructure Technologist

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Central Region

401,4920-51 Street  
Red Deer, Alberta  
Canada T4N 6K8

Telephone 403/340-5166  
Fax 403/340-4810

1560-CTMIN-LRB

August 8, 2024

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

Dear Reeve Konieczny:

**Re: Strategic Transportation Infrastructure Program (STIP)  
Local Road Bridge Program**

Please be advised that a grant in the amount of \$40,000.00 is being processed for the County of Minburn No. 27. This represents the first payment for the BF 1819 – Culvert Replacement project, under the Local Road Bridge Program component of the Strategic Transportation Infrastructure Program (STIP).

Please complete a Final Agreement Payment Claim Form and return it to this office, along with copies of all related invoices upon the completion of the project. The County of Minburn No.27 will be responsible for any applicable Goods and Services Tax associated with this project.

If you have any questions, please contact me at (403) 340-5069.

Sincerely,



Denette Leask  
Infrastructure Technologist

Office of the Infrastructure Manager  
Central Region

401,4920-51 Street  
Red Deer, Alberta  
Canada T4N 6K8

Telephone 403/340-5166  
Fax 403/340-4810

1560-CTMIN-LRB

August 8, 2024

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

Dear Reeve Konieczny:

**Re: Strategic Transportation Infrastructure Program (STIP)  
Local Road Bridge Program**

Please be advised that a grant in the amount of \$50,000.00 is being processed for the County of Minburn No. 27. This represents the first payment for the BF 75589 – Culvert Replacement project, under the Local Road Bridge Program component of the Strategic Transportation Infrastructure Program (STIP).

Please complete a Final Agreement Payment Claim Form and return it to this office, along with copies of all related invoices upon the completion of the project. The County of Minburn No.27 will be responsible for any applicable Goods and Services Tax associated with this project.

If you have any questions, please contact me at (403) 340-5069.

Sincerely,



Denette Leask  
Infrastructure Technologist

Office of the Infrastructure Manager  
Central Region

401,4920-51 Street  
Red Deer, Alberta  
Canada T4N 6K8

Telephone 403/340-5166  
Fax 403/340-4810

1560-CTMIN-LRB

August 8, 2024

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

Dear Reeve Konieczny:

**Re: Strategic Transportation Infrastructure Program (STIP)  
Local Road Bridge Program**

Please be advised that a grant in the amount of \$30,000.00 is being processed for the County of Minburn No. 27. This represents the first payment for the BF 75604 – Culvert Replacement project, under the Local Road Bridge Program component of the Strategic Transportation Infrastructure Program (STIP).

Please complete a Final Agreement Payment Claim Form and return it to this office, along with copies of all related invoices upon the completion of the project. The County of Minburn No.27 will be responsible for any applicable Goods and Services Tax associated with this project.

If you have any questions, please contact me at (403) 340-5069.

Sincerely,



Denette Leask  
Infrastructure Technologist

Office of the Infrastructure Manger  
Central Region

401,4920-51 Street  
Red Deer, Alberta  
Canada T4N 6K8

Telephone 403/340-5166  
Fax 403/340-4810

1560-CTMIN-LRB

August 8, 2024

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

Dear Reeve Konieczny:

**Re: Strategic Transportation Infrastructure Program (STIP)  
Local Road Bridge Program**

Please be advised that a grant in the amount of \$30,000.00 is being processed for the County of Minburn No. 27. This represents the first payment for the BF 01195– Culvert Replacement project, under the Local Road Bridge Program component of the Strategic Transportation Infrastructure Program (STIP).

Please complete a Final Agreement Payment Claim Form and return it to this office, along with copies of all related invoices upon the completion of the project. The County of Minburn No.27 will be responsible for any applicable Goods and Services Tax associated with this project.

If you have any questions, please contact me at (403) 340-5069.

Sincerely,



Denette Leask  
Infrastructure Technologist

---

**From:** Todd Stearns <Todd.Stearns@aglc.ca>  
**Sent:** July 23, 2024 12:31 PM  
**To:** Audra Kropielnicki  
**Subject:** RE: Rural Non-Profits Gaming Model  
**Attachments:** Rural Non Profits Gaming Model.pdf

You don't often get email from todd.stearns@aglc.ca. [Learn why this is important](#)

Dear Reeve, R. Konieczny,

Thank you for your letter regarding concerns on the charitable gaming model in Alberta.

The charitable gaming model has been reviewed over the last several years with input from charities and organizations across Alberta. You can find more information on this on our website at AGLC.ca (<https://aglc.ca/gaming/charitablegaming/charitable-gaming-review>) as well as the survey results we received (<https://aglc.ca/charitablegaming/surveyresults>) during that review. AGLC is focused on maintaining and maximizing charitable gaming proceeds, which support the programs and services charities offer to Albertans.

We acknowledge there are imbalances in the proceed distribution between the rural and urban pooling regions. However, the issues with charitable gaming and pooling are complex and no easy solutions are evident.

AGLC will continue to reduce red tape where appropriate, and to identify emerging opportunities to support the long-term sustainability of Alberta's charitable organizations.

Thank you,



**Todd Stearns**

Acting Sr. Manager, Inspections Gaming  
Regulatory Services Division

**Phone** 1 (825) 480-4755 **Fax** (780) 447-8913

**Toll Free** 1 (800)272-8876 **Email** [Todd.Stearns@aglc.ca](mailto:Todd.Stearns@aglc.ca) **Web**  
[aglc.ca](http://aglc.ca)

**Mailing Address** 50 Corriveau Avenue, St. Albert AB T8N 3T5

**AGLC Licensing Portal coming soon! In early 2024, AGLC is launching online licensing for liquor and cannabis applications, licence reissues, payment of fees and public special event licences.**

---

Protected A

**From:** Audra Kropielnicki <[akrop@minburncounty.ab.ca](mailto:akrop@minburncounty.ab.ca)>  
**Sent:** Wednesday, July 17, 2024 4:03 PM  
**To:** Gaming Inspections <[Gaming.Inspections@aglc.ca](mailto:Gaming.Inspections@aglc.ca)>

Cc: CAO <[cao@minburncounty.ab.ca](mailto:cao@minburncounty.ab.ca)>; 'fortsaskatchewan.vegreville@assembly.ab.ca'  
<[FortSaskatchewan.Vegreville@assembly.ab.ca](mailto:FortSaskatchewan.Vegreville@assembly.ab.ca)>

Subject: [EXTERNAL] Rural Non-Profits Gaming Model

**AGLC ATTACHMENT ALERT**

*Please take a moment to ensure the email is legitimate prior to opening any attachment.*

*If in doubt, click the "Report Phish" button.*

---

Good afternoon,

Please see attached letter.

**Audra Kropielnicki**  
EXECUTIVE COORDINATOR



Ph. 780-632-2082 ext. 1109  
Fx. 780-632-6296  
[www.minburncounty.ab.ca](http://www.minburncounty.ab.ca)

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# COUNTY OF MINBURN NO. 27

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

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

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

July 16, 2024

Alberta Gaming, Liquor & Cannabis (AGLC)  
50 Corriveau Avenue  
St. Albert, AB T8N 3T5

Email: [gaming.inspections@aglc.ca](mailto:gaming.inspections@aglc.ca)

Dear AGLC Board Members,

## **RE: Rural Non-Profits Gaming Model**

On behalf of the County of Minburn Council, I am writing to express my concerns regarding the current inequities in the AGLC gaming model as it pertains to rural communities. There are significant disparities in both revenue generation and wait times for charitable gaming events that are adversely affecting the viability and sustainability of rural charitable organizations.

The inequitable AGLC charitable gaming model is a concern for rural communities. Rural charitable services are suffering from the high cost of living, impacting a range of essential services from help for the less fortunate, to educational supports, to local youth sports clubs and community service groups that build playgrounds, parks and wellness centers. These services are critical to the well-being and development of rural communities.

It has come to our attention that charitable events hosted in urban centers such as Edmonton can earn up to six times more annualized revenue than those held in rural communities. This significant difference in revenue potential places rural charities at a distinct disadvantage, limiting their capacity to fund essential services and community initiatives.

Moreover, the wait times for rural charities to access a charitable gaming event are disproportionately long compared to their urban counterparts. In Edmonton, charities can secure an event in approximately 23 months. However, in rural areas like Camrose, the wait time extends to 41 months, and even in smaller urban centers such as St. Albert, the wait time is around 31 months. These prolonged delays create considerable challenges for rural charities, impeding their ability to plan and deliver critical programs and services effectively.

It is imperative that the AGLC takes immediate steps to address these disparities to ensure a fair and equitable distribution of resources and opportunities across all communities in Alberta. Rural charities play a vital role in maintaining the social fabric of their communities, and they should be afforded the same opportunities and support as those in urban centers.

I urge the AGLC to review and revise its current gaming model to create a more balanced system that supports the needs of all Albertans, regardless of their geographic location. This could include measures such as adjusting the allocation of gaming events to reduce wait times for rural charities and implementing strategies to increase revenue potential for rural events.

Thank you for your attention to this matter. I look forward to your prompt action in creating a more equitable gaming model that supports the diverse needs of our province.

Sincerely,

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

Reeve Roger Konieczny

c: Honourable Minister Dale Nally, Minister of Service Alberta and Red Tape Reduction  
Honourable Jackie Armstrong-Homeniuk, ECA, MLA for Fort Saskatchewan-Vegreville



2024-07-30

Reeve Roger Konieczny  
County of Minburn, AB

Dear Reeve Konieczny,

Please find attached the quarterly Community Policing Report for the period from April 1<sup>st</sup> to June 30<sup>th</sup>, 2024. This report provides a detailed overview of human resources, financial data, and crime statistics for the Vermilion Detachment.

As we progress through summer, I would like to reflect on the 2023 wildfire season, which was one of the most devastating in Alberta's history. In preparation for the 2024 wildfire season, the Alberta RCMP has ensured that we are well-prepared to meet the needs of the communities we serve. This proactive approach involved early staffing of our Division Emergency Operations Center to facilitate the processing of information and the deployment of additional resources to communities under threat. Although the moderate weather in May and June resulted in fewer wildfires compared to 2023, we have observed an increase in wildfire activity towards the end of July. The Alberta RCMP remains vigilant and ready to respond as these wildfires continue to threaten our citizens and communities.

Additionally, the recently announced G7 meeting scheduled to take place in Kananaskis in 2025 will require significant coordination and effort. While the specific dates have yet to be released, planning is already underway. As more information becomes available regarding the event and the expectations for the Alberta RCMP, we will keep our communities informed.

Thank you for your ongoing support and engagement. I am always available to discuss your community-identified policing priorities and any ideas you may have to enhance our service delivery. As the Chief of Police for your community, please do not hesitate to contact me with any questions or concerns.

Best regards,

*Corey Buckingham*

Sergeant Corey Buckingham  
Chief of Police  
Vermilion Detachment





## RCMP Provincial Policing Report

### Detachment Information

Name of Detachment

Vermilion

Name of Detachment Commander

Sgt. Corey Buckingham

Quarter

Q1

Date of Report (yyyy-mm-dd)

2024-07-30

FTE Utilization Plan

2024/25

### Community Consultations

#### Consultation No. 1

Date (yyyy-mm-dd)

2024-04-17

Meeting Type

Community Connection

Topics Discussed

Rural Crime

Notes /Comments

Detachment Commander attended County of Vermilion River Rural Crime Watch meeting in Kitscoty. Various topics discussed.

#### Consultation No. 2

Date (yyyy-mm-dd)

2024-04-19

Meeting Type

Meeting with Elected Officials

Topics Discussed

Rural Crime

Notes /Comments

Detachment Commander met with elected official from County of Two Hills to discuss various topics.

#### Consultation No. 3

Date (yyyy-mm-dd)

2024-05-07

Meeting Type

Meeting with Stakeholder(s)

Topics Discussed

Vermilion Fair / Emergency Response

Notes /Comments

Detachment Commander met with Vermilion Ag Society representatives to discuss/prepare for the 2024 Vermilion Fair.

#### Consultation No. 4

Date (yyyy-mm-dd)

2024-05-14

Meeting Type

Meeting with Elected Officials

Topics Discussed

Vermilion Detachment / Resource levels

Notes /Comments

Detachment Commander met with Vermilion Council to discuss the Vermilion Detachment and resource levels.



## Consultation No. 5

Date (yyyy-mm-dd) Meeting Type  
2024-05-14 Meeting with Elected Officials

### Topics Discussed

Regular reporting information sharing, Annual planning

### Notes /Comments

Detachment Commander attended County of Vermilion River Council meeting to present quarterly report and discuss the new fiscal year's Annual Performance Plan and initiatives.

## Consultation No. 6

Date (yyyy-mm-dd) Meeting Type  
2024-05-21 Meeting with Elected Officials

### Topics Discussed

Regular reporting information sharing, Annual planning

### Notes /Comments

Detachment Commander attended Innisfree Council meeting to present quarterly report and discuss the new fiscal year's Annual Performance Plan and initiatives.

## Consultation No. 7

Date (yyyy-mm-dd) Meeting Type  
2024-05-21 Meeting with Elected Officials

### Topics Discussed

Regular reporting information sharing, Annual planning

### Notes /Comments

Detachment Commander attended Vermilion Council meeting to present quarterly report and discuss the new fiscal year's Annual Performance Plan and initiatives.

## Consultation No. 8

Date (yyyy-mm-dd) Meeting Type  
2024-05-21 Meeting with Elected Officials

### Topics Discussed

Regular reporting information sharing, Annual planning

### Notes /Comments

Detachment Commander attended Mannville Council meeting to present quarterly report and discuss the new fiscal year's Annual Performance Plan and initiatives.

## Consultation No. 9

Date (yyyy-mm-dd) Meeting Type  
2024-06-12 Meeting with Elected Officials

### Topics Discussed

Regular reporting information sharing, Annual planning



Notes /Comments

Detachment Commander attended County of Minburn Council meeting to present quarterly report and discuss the new fiscal year's Annual Performance Plan and initiatives.



## Community Priorities

### Priority No. 1

**Priority**

Crime Reduction - Property Crime

**Current Status and Results**

36 curfew checks were completed during Q1. During this time, the detachment went from 7 offenders on conditions in April to 5 by the end of June. This initiative is on track to meet the annual target of 100 checks.

### Priority No. 2

**Priority**

Police / Community Relations - Consultations and Connections

**Current Status and Results**

12 public communications were completed through Q1. This initiative is on track of the annual target of 50.

0 of 2 Town Hall meetings have been completed during Q1.

### Priority No. 3

**Priority**

Police / Community Relations - Police Visibility

**Current Status and Results**

163 documented vehicle stops were completed during Q1. This initiative is ahead of the annual target of 360.

1 checkstop was completed during Q1. The annual target is 6 checkstops.



## Crime Statistics<sup>1</sup>

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	April - June			January - December		
	2023	2024	% Change Year-over-Year	2022	2023	% Change Year-over-Year
Persons Crime	63	57	-9.52 %	194	243	25 %
Property Crime	195	157	-19.5 %	734	648	-12 %
Other Criminal Code	89	59	-33.7 %	209	245	17 %
<b>Total Criminal Code</b>	<b>347</b>	<b>273</b>	<b>-21.3 %</b>	<b>1,137</b>	<b>1,136</b>	<b>0 %</b>
<b>Drugs Offences</b>	<b>12</b>	<b>7</b>	<b>-41.7 %</b>	<b>28</b>	<b>24</b>	<b>-14 %</b>
<b>Total Federal Acts</b>	<b>14</b>	<b>15</b>	<b>7.1 %</b>	<b>35</b>	<b>35</b>	<b>0 %</b>
<b>Total Provincial Acts</b>	<b>56</b>	<b>68</b>	<b>21.4 %</b>	<b>176</b>	<b>217</b>	<b>23 %</b>
<b>Municipal By-Laws</b>	<b>3</b>	<b>2</b>	<b>-33.3 %</b>	<b>12</b>	<b>7</b>	<b>-42 %</b>
<b>Motor Vehicle Collisions</b>	<b>60</b>	<b>42</b>	<b>-30 %</b>	<b>370</b>	<b>281</b>	<b>-24 %</b>
Provincial Code Traffic	465	375	-19.4 %	1,626	1,697	4 %
Other Traffic	1	2	100 %	8	6	-25 %
Criminal Code Traffic	26	24	-7.7 %	99	97	-2 %
<b>Total Traffic Offences</b>	<b>492</b>	<b>401</b>	<b>-18.5 %</b>	<b>1,733</b>	<b>1,800</b>	<b>4 %</b>

1. Data extracted from a live database (PROS) and is subject to change over time.

### Trend / Points of Interest

All criminal code areas are trending down compared to Q1 2023.



## Provincial Service Composition<sup>2</sup>

Staffing Category	Established Positions	Working	Soft Vacancies <sup>3</sup>	Hard Vacancies <sup>4</sup>
Police Officers	9	8	0	1
Detachment Support	3	2	0	1

2. Data extracted on June 30, 2024 and is subject to change.

3. 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.

4. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

### Comments

Police Officers: Of the nine established positions, eight officers are currently working with one hard vacancy. There is an officer slated to arrive in Vermilion soon, along with another officer that will be transferring out.

Detachment Support: Of the three established positions, two resources are currently working. There is one hard vacancy, however, a staffing action has concluded and the process is now awaiting security clearance to proceed.



## Vermilion Provincial Detachment Crime Statistics (Actual) April – June: 2020 - 2024

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

July 5, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	0	0	0	1	N/A	N/A	0.2
Robbery		0	0	0	2	1	N/A	-50%	0.4
Sexual Assaults		1	3	2	6	3	200%	-50%	0.7
Other Sexual Offences		1	5	2	0	1	0%	N/A	-0.5
Assault		19	20	18	33	25	32%	-24%	2.5
Kidnapping/Hostage/Abduction		1	0	0	1	2	100%	100%	0.3
Extortion		0	0	0	1	0	N/A	-100%	0.1
Criminal Harassment		12	8	14	5	13	8%	160%	-0.1
Uttering Threats		6	10	10	15	11	83%	-27%	1.5
<b>TOTAL PERSONS</b>		<b>40</b>	<b>46</b>	<b>46</b>	<b>63</b>	<b>57</b>	<b>43%</b>	<b>-10%</b>	<b>5.1</b>
Break & Enter		26	15	13	18	33	27%	83%	1.7
Theft of Motor Vehicle		16	6	15	22	15	-6%	-32%	1.4
Theft Over \$5,000		2	2	4	6	12	500%	100%	2.4
Theft Under \$5,000		37	21	43	44	25	-32%	-43%	-0.1
Possn Stn Goods		14	6	13	23	12	-14%	-48%	1.3
Fraud		14	12	23	29	12	-14%	-59%	1.3
Arson		1	1	1	3	5	400%	67%	1.0
Mischief - Damage To Property		26	25	17	27	25	-4%	-7%	0.0
Mischief - Other		24	14	25	23	18	-25%	-22%	-0.3
<b>TOTAL PROPERTY</b>		<b>160</b>	<b>102</b>	<b>154</b>	<b>195</b>	<b>157</b>	<b>-2%</b>	<b>-19%</b>	<b>8.7</b>
Offensive Weapons		5	6	7	17	5	0%	-71%	1.1
Disturbing the peace		4	14	8	12	18	350%	50%	2.6
Fail to Comply & Breaches		20	35	31	49	29	45%	-41%	3.2
<b>OTHER CRIMINAL CODE</b>		<b>7</b>	<b>12</b>	<b>12</b>	<b>11</b>	<b>7</b>	<b>0%</b>	<b>-36%</b>	<b>-0.1</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>36</b>	<b>67</b>	<b>58</b>	<b>89</b>	<b>59</b>	<b>64%</b>	<b>-34%</b>	<b>6.8</b>
<b>TOTAL CRIMINAL CODE</b>		<b>236</b>	<b>215</b>	<b>258</b>	<b>347</b>	<b>273</b>	<b>16%</b>	<b>-21%</b>	<b>20.6</b>



## Vermilion Provincial Detachment Crime Statistics (Actual) April – June: 2020 - 2024

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

July 5, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		3	4	5	7	6	100%	-14%	0.9
Drug Enforcement - Trafficking		1	2	5	5	1	0%	-80%	0.3
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>4</b>	<b>6</b>	<b>10</b>	<b>12</b>	<b>7</b>	<b>75%</b>	<b>-42%</b>	<b>1.2</b>
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		1	0	1	2	8	700%	300%	1.6
<b>TOTAL FEDERAL</b>		<b>5</b>	<b>6</b>	<b>11</b>	<b>14</b>	<b>15</b>	<b>200%</b>	<b>7%</b>	<b>2.8</b>
Liquor Act		5	2	0	3	6	20%	100%	0.3
Cannabis Act		3	3	2	2	3	0%	50%	-0.1
Mental Health Act		16	19	22	20	28	75%	40%	2.5
Other Provincial Stats		27	36	27	31	31	15%	0%	0.3
<b>Total Provincial Stats</b>		<b>51</b>	<b>60</b>	<b>51</b>	<b>56</b>	<b>68</b>	<b>33%</b>	<b>21%</b>	<b>3.0</b>
Municipal By-laws Traffic		0	0	0	1	1	N/A	0%	0.3
Municipal By-laws		8	8	1	2	1	-88%	-50%	-2.0
<b>Total Municipal</b>		<b>8</b>	<b>8</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>-75%</b>	<b>-33%</b>	<b>-1.7</b>
Fatals		0	0	1	0	0	N/A	N/A	0.0
Injury MVC		11	5	5	5	6	-45%	20%	-1.0
Property Damage MVC (Reportable)		44	48	57	52	33	-25%	-37%	-1.8
Property Damage MVC (Non Reportable)		4	4	5	3	3	-25%	0%	-0.3
<b>TOTAL MVC</b>		<b>59</b>	<b>57</b>	<b>68</b>	<b>60</b>	<b>42</b>	<b>-29%</b>	<b>-30%</b>	<b>-3.1</b>
Roadside Suspension - Alcohol (Prov)		0	10	6	8	9	N/A	13%	1.6
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
<b>Total Provincial Traffic</b>		<b>241</b>	<b>493</b>	<b>626</b>	<b>465</b>	<b>375</b>	<b>56%</b>	<b>-19%</b>	<b>24.0</b>
<b>Other Traffic</b>		<b>6</b>	<b>37</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>-67%</b>	<b>100%</b>	<b>-4.4</b>
<b>Criminal Code Traffic</b>		<b>16</b>	<b>19</b>	<b>33</b>	<b>26</b>	<b>24</b>	<b>50%</b>	<b>-8%</b>	<b>2.3</b>
<b>Common Police Activities</b>									
False Alarms		20	23	11	10	17	-15%	70%	-1.9
False/Abandoned 911 Call and 911 Act		13	25	25	13	11	-15%	-15%	-1.6
Suspicious Person/Vehicle/Property		46	24	15	32	32	-30%	0%	-2.0
Persons Reported Missing		2	3	3	7	3	50%	-57%	0.6
Search Warrants		1	1	0	1	0	-100%	-100%	-0.2
Spousal Abuse - Survey Code (Reported)		11	29	20	36	24	118%	-33%	3.3
Form 10 (MHA) (Reported)		2	3	5	1	0	-100%	-100%	-0.6

### Occurrence Stats (All Violations)

Violation group - Traffic Offences - Traffic Accidents				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9930 0020 Traffic Collision(s) - Non - Fatal Injury	3	0	3	0	0	0.0%
9930 0030 Traffic Collision(s) - Property Damage - Reportable	9	0	9	0	1	11.1%
9930 0040 Traffic Collision(s) - Property Damage - Non - Reportable	1	0	1	0	0	0.0%
	13	0	13	0	1	7.7%

Violation group - Traffic Offences - Provincial Traffic Offences				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9900 0030 Moving Traffic - Speeding Violations - Provincial/Territorial	18	0	18	5	1	33.3%
9900 0040 Other Moving Traffic Violations - Provincial/Territorial	17	0	17	1	4	29.4%
9900 0070 Other Non-Moving Traffic - Provincial/Territorial	12	0	12	5	4	75.0%
9900 0110 Driving without Due Care or Attention - Provincial/Territorial	1	0	1	1	0	100.0%
9910 0020 Roadside Suspensions - alcohol related	1	0	1	0	1	100.0%
	49	0	49	12	10	44.9%

Violation group - Traffic Offences - Other Criminal Code Traffic Offences				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9320 0020 Operation while prohibited	0	0	0	1	0	0.0%
	0	0	0	1	0	0.0%

Violation group - Traffic offences - Impaired Operation Related Offences				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9230 0070 Operation while impaired (alcohol)/over 80mg% of Motor Vehicle	5	0	5	1	1	40.0%
9233 0010 Operation while impaired (alcohol and drug) / over 80mg% of a Motor Vehicle	1	0	1	0	0	0.0%
	6	0	6	1	1	33.3%

Violation group - Traffic offences - Dangerous Operation of Motor Veh./Vessel/Aircraft				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9133 0030 No Pursuit Involved - Flight From Peace Officer	1	0	1	0	1	100.0%
	1	0	1	0	1	100.0%

### Occurrence Stats (All Violations)

Violation group - Provincial Statutes {except traffic}	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
7100 0012 Liquor Act (Provincial/Territorial) - Offences Only	1	0	1	1	0	100.0%
8840 0281 Liquor Act (Provincial/Territorial) - Other Activities	1	0	1	0	0	0.0%
8840 0311 Fire Prevention Act - Other Activities	1	0	1	0	0	0.0%
8840 0336 Mental Health Act - Other Activities	3	0	3	0	0	0.0%
8840 0341 911 Act - Other Activities	3	0	3	0	0	0.0%
8840 0376 Trespass Act - Provincial/Territorial - Other Activities	1	0	1	0	0	0.0%
	10	0	10	1	0	10.0%
Violation group - Other Criminal Code - Other Criminal Code	Reported	Unfounded	Actual	Clearance		
3410 0050 Failure to comply with undertaking	3	1	2	2	0	100.0%
3410 0060 Failure to comply with order	5	0	5	3	1	80.0%
3520 0010 Fail to comply probation order	1	0	1	0	0	0.0%
3540 0010 Uttering Threats Against Property or an Animal	1	0	1	0	1	100.0%
	10	1	9	5	2	77.8%
Violation group - Other Criminal Code - Offensive Weapons	Reported	Unfounded	Actual	Clearance		
3720 0010 Careless use of a firearm	1	0	1	0	0	0.0%
	1	0	1	0	0	0.0%
Violation group - National Survey Codes	Reported	Unfounded	Actual	Clearance		
8999 3057 Prisoners Held	1	0	1	1	0	100.0%
8999 3064 Written Traffic Offence Warnings - Provincial/Territorial	1	0	1	0	1	100.0%
8999 3065 Victim Services Offered - Accepted	7	0	7	3	2	71.4%
8999 3066 Victim Services Offered - Declined	17	0	17	0	4	23.5%
8999 3071 Victim Services - Proactive Referral	1	0	1	2	0	200.0%
	27	0	27	6	7	48.1%

### Occurrence Stats (All Violations)

Violation group - FES - Other FES Statutes				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
6900 0195 Corrections & Conditional Release Act - Offences Only	1	0	1	1	0	100.0%
8840 0171 Family Orders & Agreements Enforcement Assistance Act - Other Activities	3	0	3	0	0	0.0%
	4	0	4	1	0	25.0%
Violation group - FES - Consumer Protection				Clearance		
Reported	Unfounded	Actual	By Charge	Otherwise	Rate	
6900 0520 Tobacco Act - Offences Only	1	0	1	0	0	0.0%
	1	0	1	0	0	0.0%
Violation group - Drug Enforcement - Trafficking				Clearance		
Reported	Unfounded	Actual	By Charge	Otherwise	Rate	
4220 0020 Possession for the Purpose of Trafficking - Schedule I: Cocaine	1	0	1	1	0	100.0%
	1	0	1	1	0	100.0%
Violation group - Drug Enforcement - Possession				Clearance		
Reported	Unfounded	Actual	By Charge	Otherwise	Rate	
4120 0010 Possession - Schedule I: Cocaine	1	0	1	1	0	100.0%
4150 0010 Possession - Schedule I: Methamphetamine (Crystal Meth)	1	0	1	1	0	100.0%
	2	0	2	2	0	100.0%
Violation group - Crimes Against the Person - Sexual Offences				Clearance		
Reported	Unfounded	Actual	By Charge	Otherwise	Rate	
1330 0010 Sexual Assault	1	0	1	1	0	100.0%
	1	0	1	1	0	100.0%
Violation group - Crimes Against the Person - Robbery/Extortion/Harassment/Threats				Clearance		
Reported	Unfounded	Actual	By Charge	Otherwise	Rate	
1625 0010 Criminal Harassment	5	2	3	2	1	100.0%
1626 0040 Harassing communications	2	0	2	0	2	100.0%
1627 0010 Uttering threats against a person	5	1	4	1	0	25.0%
	12	3	9	3	3	66.7%

### Occurrence Stats (All Violations)

Violation group - Crimes Against the Person - Assaults {excluding sexual assaults}	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
1410 0010 Aggravated Assault	1	0	1	1	0	100.0%
1420 0010 Assault With Weapon or Causing Bodily Harm	1	0	1	1	0	100.0%
1430 0010 Assault	2	0	2	1	2	150.0%
	4	0	4	3	2	125.0%
Violation group - Crimes Against Property - Theft under \$5000.00	Reported	Unfounded	Actual	Clearance		
2140 0011 Other theft under \$5000	6	0	6	0	0	0.0%
2140 0120 Theft from mail under \$5000	2	0	2	0	0	0.0%
2142 0011 Theft under or equal to \$5000 From a motor vehicle	1	0	1	0	0	0.0%
	9	0	9	0	0	0.0%
Violation group - Crimes Against Property - Theft over \$5000.00	Reported	Unfounded	Actual	Clearance		
2135 0101 Theft of truck	2	0	2	0	0	0.0%
	2	0	2	0	0	0.0%
Violation group - Crimes Against Property - Possession of Stolen Goods	Reported	Unfounded	Actual	Clearance		
2153 0010 Possession of property obtained by crime over \$5000	1	0	1	0	0	0.0%
	1	0	1	0	0	0.0%
Violation group - Crimes Against Property - Mischief	Reported	Unfounded	Actual	Clearance		
2170 0090 Mischief - Damage to property	1	0	1	0	0	0.0%
2170 0100 Mischief - Obstruct enjoyment of property	5	1	4	0	0	0.0%
	6	1	5	0	0	0.0%

### Occurrence Stats (All Violations)

Violation group - Crimes Against Property - Fraud				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2160 0075 Fraud (money/property/security) less than or equal to \$5000	1	0	1	0	0	0.0%
	1	0	1	0	0	0.0%
Violation group - Crimes Against Property - Break and Enter				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2120 0010 Break and Enter - Business	8	0	8	0	0	0.0%
2120 0020 Break and Enter - Residence	2	0	2	0	0	0.0%
2120 0040 Break and Enter - Other	1	0	1	0	0	0.0%
	11	0	11	0	0	0.0%
Violation group - Crimes Against Property - Arson (excluding offences related to death)				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2110 0010 Arson - damage to property	2	0	2	0	0	0.0%
	2	0	2	0	0	0.0%
Violation group - Common Police Activities - Related Police Activities				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8500 0150 Emergency Protection Order (EPO) / Emergency Intervention Order (EIO)	1	0	1	0	0	0.0%
8550 0020 Abandoned Vehicles	5	0	5	0	0	0.0%
8550 0030 Suspicious Person/ Vehicle/ Property	5	0	5	0	0	0.0%
8550 0040 Animal Calls	7	0	7	0	0	0.0%
8550 0050 False Alarms	2	0	2	0	0	0.0%
8550 0060 Items Lost/Found - except passports	6	0	6	0	0	0.0%
	26	0	26	0	0	0.0%
Violation group - Common Police Activities - Assistance to General Public				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8546 0010 Assist General Public	2	0	2	0	0	0.0%

### Occurrence Stats (All Violations)

Violation group - Common Police Activities - Assistance to General Public				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8550 0190 Wellbeing Check	4	0	4	0	0	0.0%
	6	0	6	0	0	0.0%
<b>Totals</b>	206	5	201	37	27	31.8%

## Audra Kropielnicki

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**Subject:** FW: County of Minburn Recreation Board Grant

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**From:** Mannville Ag Society <[mannagsoc@gmail.com](mailto:mannagsoc@gmail.com)>

**Sent:** Tuesday, August 6, 2024 11:32 AM

**To:** Trudy Shukalak <[tshukalak@minburncounty.ab.ca](mailto:tshukalak@minburncounty.ab.ca)>

**Subject:** Re: County of Minburn Recreation Board Grant

Hi Trudy

On behalf of the Mannville Ag Society board, I would like to thank the County of Minburn for these grant funds. We truly appreciate your continued support.

I'm sorry about my late response. I have been away on summer vacation. I hope you are having a nice summer!

Chantal Foster

Treasurer

Mannville Ag Society

On Jul 18, 2024, at 9:50 AM, Trudy Shukalak <[tshukalak@minburncounty.ab.ca](mailto:tshukalak@minburncounty.ab.ca)> wrote:

A copy of this letter has also been sent to you by mail.

**Trudy Shukalak**

**SENIOR ADMINISTRATIVE SUPPORT SPECIALIST**

<image001.jpg>

*This communication is intended for the recipient to whom it is addressed, and may contain confidential, personal, and or privileged information. Please contact the sender immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.*

<Mannville Ag Society Recreation Grant.pdf>

## Audra Kropielnicki

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**Subject:** FW: MADD Message Yearbook Advertising Information  
**Attachments:** your\_ad.jpg

-----Original Message-----

From: message@maddmessage.ca <message@maddmessage.ca>  
Sent: Monday, July 22, 2024 11:50 AM  
To: Audra Kropielnicki <akrop@minburncounty.ab.ca>  
Subject: MADD Message Yearbook Advertising Information

Dear Council, c/o Audra

I wanted to take a moment to re-connect. I hope that everyone is enjoying their Summer. Thank you again for your many years of past support. Please accept this email as our official sponsorship renewal request for the 2024 campaign. I have added our size/rate chart below. Thanks for your time. Please feel free to email or call the office at 1-866-767-1736. We hope to have the County of Minburn No. 7 join us once again in support of MADD Canada. We look forward to hearing from you. Have a great day!

<https://can01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.maddmessage.ca%2F&data=05%7C02%7Cakrop%40minburncounty.ab.ca%7C1f7d750b3b734638c5fe08dcaa76b9f5%7Cc12eba1e6c40477da2e5c44931105313%7C0%7C0%7C638572674139370096%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikl1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=Xnd%2FSfXD4uC%2BqzeuEm0JAAI8iQwnsLyzTzKJ%2B3Vbwog%3D&reserved=0>

Thank you to the County of Minburn No. 7 for placing your 1/8th page supportive ad in our past edition of the MADD Message Yearbook. For your consideration, please find attached a copy of your previous ad. By placing an ad in the publication, you have demonstrated your support for stopping impaired driving while publicly promoting your commitment to the cause, all the while backing important programs and services such as educational seminars in schools for new young drivers. For additional information, to see our rates, and to see a recent e-copy, please visit our website,

<https://can01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.maddmessage.ca%2F&data=05%7C02%7Cakrop%40minburncounty.ab.ca%7C1f7d750b3b734638c5fe08dcaa76b9f5%7Cc12eba1e6c40477da2e5c44931105313%7C0%7C0%7C638572674139383463%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikl1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=sPydYz9gWypj9Z2NmGUFdCfzPn6zYdeB9Tvjpg1HRlI%3D&reserved=0>. Without the support of the business community, this important publication would not be possible. We hope to once again count on your support in our upcoming edition.

Yours truly,  
Stacey Biekx  
T: (866) 767-1736  
E: message@maddmessage.ca  
W:

<https://can01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.maddmessage.ca%2F&data=05%7C02%7Cakrop%40minburncounty.ab.ca%7C1f7d750b3b734638c5fe08dcaa76b9f5%7Cc12eba1e6c40477da2e5c44931105313%7C0%7C0%7C638572674139391401%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikl1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=zvacJuCNxoOTt06kwHNpjKNkP9Pq5A23ZNwtE6b9MbU%3D&reserved=0>

Sponsorship Advertising Rate/Size Chart

Back Covers \$2200.00  
Inside Covers \$1600.00  
Full page \$1300.00  
1/2 page \$899.00  
1/4 page \$699.00  
Banner \$599.00  
1/8th page \$419.00  
Business Card \$319.00  
Honour Roll Listing \$199.00 (three lines-non-graphical)



**We support  
MADD Canada**

**Box 550  
Vegreville, AB T9C 1R6**

**(780) 632-2082  
[minburncounty.ab.ca](http://minburncounty.ab.ca)**

RECEIVED



County of Minburn  
Box 550  
Vegreville, AB T9C 1R6

AUG 12 2024

DATE: August 6, 2024

COUNTY OF MINBURN NO. 27

Dear Reeve and Councillors

### **Municipal Funding Request from the Battle River Watershed Alliance**

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This past year has presented significant challenges in the Battle River and Sounding Creek watersheds, with drought and extreme weather conditions impacting water flows, water quality, fish, and water availability for farmers. Flows in the Battle River are currently between 0 to 1.3 cubic meters per second and are expected to drop. As a result, emergency management and long-term resilience have been common themes as the Battle River Watershed Alliance (BRWA) interacts with municipalities across the watershed. BRWA achievements over the last year represent important services in our watershed and would not be possible without the collaboration and financial support from municipalities and stakeholders. The Board of Directors is grateful for the County of Minburn's ongoing support and asks you to *Invest 50* in the watershed with a contribution to the BRWA of fifty cents per capita.

The ongoing support and funding from municipalities is critical. Municipal support enables the BRWA team to keep residents up to date on the state of the watershed, host events, deliver place-based watershed education programs, support on-the-ground stewardship, and engage across sectors for informed and collaborative efforts to support a sustainable community. To engage municipalities, BRWA presented to more than 30 municipal councils and collaborated with staff from municipalities across the watershed. We are also fortunate to have the guidance of the new Land & Water Committee. As a multi-stakeholder committee, there are seven municipalities represented. The committee advises on watershed management planning, state of the watershed engagement activities, and strategies for supporting stakeholders in the implementation of watershed management recommendations. This year, BRWA:

- Delivered 8 workshops on Building Resiliency to Multi-Year Drought, engaging 60 municipalities and 235 participants
- Invested more than \$225,000 in conservation and restoration projects to protect shorelines, wetlands and overall riparian health
- Released data on over 2,000 km of creek and lake riparian intactness in the Sounding Creek watershed. This information may be used to identify priority areas for conservation and restoration, and is available on the Riparian Web Portal.
- Engaged with over 200 stakeholders to share state of the watershed data
- Received recognition as a finalist in the Water Canada Awards for the Riparian Web Portal
- Engaged with more than 3,500 students and 641 teachers across 83 schools through our place-based watershed education programs. These programs are provided free of charge to schools and BRWA pays for field trip busing.

As a municipality in the Battle River or Sounding Creek Watershed, we thank you for your ongoing stewardship of the land and water. We ask for your support in two key ways in the coming year:  
1) We would like to meet with you to learn more about the sustainability efforts you have initiated in your community and discuss our shared priorities.

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Suite 3, Mirror Lake Centre, 5415 49 Ave,  
Camrose, Alberta T4V 0N6

2) We ask you to Invest 50. For your convenience, we have enclosed an invoice for \$158.62. The invoice of fifty cents per capita is based on the recent census showing the County of Minburn's population as 3,080 and the portion of the County of Minburn (10.3%) located in the watershed. All funds remain in the watershed to support local programs. Funding is very important to preserve our watershed for future generations. Thank you for considering our request.

Sincerely,

Handwritten signatures of Alan Corbett and Ryley Andersen in blue ink.

Alan Corbett and Ryley Andersen, BRWA Co-Chairs

## ABOUT THE BATTLE RIVER WATERSHED ALLIANCE

The Battle River Watershed Alliance (BRWA) was created in November 2006 as a non-profit society. Shortly after its formation, BRWA was designated by Alberta Environment, under Water for Life: Alberta's Strategy for Sustainability, as a Watershed Planning and Advisory Council for the Battle River and Sounding Creek watersheds. We are a multi-stakeholder non-governmental organization dedicated to preserving and enhancing the land and water in these basins. Our vision is to have a watershed that sustains all life by using sound knowledge, wisdom and wise actions to preserve our watershed for future generations. We achieve our vision by providing relevant science, social science, policies and education for a diverse community of people to create solutions to our watershed's challenges. The BRWA has grown into a well-respected community organization. Our work takes a balanced approach for healthy natural areas, resilient communities, and a stable economy.

## MEET THE BOARD OF DIRECTORS

### **Agriculture**

Khalil Ahmed, Battle River Research Group

Terry Vockeroth, County of Paintearth

### **Business/Industry**

Ryley Andersen, BRWA Co-Chairperson

Dustin Owens, Heartland Generation

### **Health**

Marilyn Weber, Healthcare Professional

### **Individual**

Al Corbett, BRWA Co-Chairperson

Peter Pullishy

Greg Smith, BRWA Treasurer

### **Government Bodies (Municipal, Provincial or Federal)**

Bruce Cummins, MD of Wainwright

Preston Weran, Town of Blackfalds

Dale Pederson, Beaver County

Jamie Bruha, Alberta Environment and Protected Areas

### **Ex-Officio**

Melissa Orr-Langner, Alberta Agriculture and Irrigation

Lorne Ferguson, Past BRWA Board Treasurer

Catherine Peirce, Battle River Watershed Alliance Executive Director

## BOARD OPENINGS

There are Director positions open for a 2-year term in the following sectors: Academia, Health/Wellness, Indigenous, and Environment. According to BRWA bylaws, there can be a maximum of two people allowed for each of these categories up to a total of 15 Directors. If your municipality is able to provide expertise in one of the open categories, please contact: [sheila@battleriverwatershed.ca](mailto:sheila@battleriverwatershed.ca).

**INVOICE**



Invoice # 2024-123

FROM:  
 Battle River Watershed Alliance (BRWA)  
 Suite 3, Mirror Lake Centre  
 5415 49 Avenue  
 Camrose, Alberta

To:  
 County of Minburn  
 Box 550  
 Vegreville, AB T9C 1R6

AUGUST 7, 2024		POPULATION	\$ .50 PER CAPITA
County of Minburn		3,080	
DESCRIPTION			
% of the County of Minburn in the Battle River Watershed and/or Sounding Creek Watershed		10.3%	
2024-2025 Battle River Watershed Alliance support request			\$158.62
			\$158.62
<p><u>Please make your cheque payable to:</u>                      Battle River Watershed Alliance                      Suite 3, 5415-49 Ave                      Mirror Lake Centre                      Camrose, Alberta, T4V 0N6                      Thank you for your support!</p>			

Battle River and Sounding Creek Watersheds



## Orphan Well Association

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Alberta Oil and Gas Orphan Abandonment and Reclamation Association  
1800, 222 – 3 Avenue SW, Calgary Alberta, T2P 0B4  
[www.orphanwell.ca](http://www.orphanwell.ca)

RECEIVED

JUL 25 2024

COUNTY OF MINBURN NO. 27

July 8, 2024

Reeve Roger Konieczny  
4909-50 Street, Box 550  
Minburn County, Alberta  
T9C 1R6

Dear Reeve Konieczny,

As a neighbour in Minburn County, and a partner with Alberta businesses, I've enclosed for your information our 2023/24 Orphan Well Association (OWA) annual report. It outlines our work across the province in the principled, safe, efficient and environmentally responsible closure of orphaned sites, as well as oil and gas properties with closure orders that the OWA has entered agreements to manage. We have supplemented province-wide summaries in this letter with information specifically about Minburn County.

When a well, pipeline, facility or associated site in Alberta no longer has a legally or financially responsible party that can be held accountable, it may be designated as an orphan by the Alberta Energy Regulator (AER) and becomes the responsibility of the OWA. Our role is to decommission the site and restore the land similar to its original state. Every site that is closed is then available for farming, pastureland, wildlife habitat, recreation or a growing community.

In 2023/24, our typical cost for closing an orphan site was about \$44,000, although specific projects may vary significantly depending on technical complexity. A study by Enserva, which represents oil and gas service companies, found between 41 and 57 people are employed in the closure of a single well.

In the three fiscal years from April 1, 2021 to March 31, 2024, the OWA invested about \$1,710,000 in Minburn County, hiring 90 vendors to safely perform a variety of activities, ranging from inspections and decommissioning to remediation and reclamation, but also including other related spending such as accommodation and food.

There remain other orphan properties in Minburn County, including 21 sites that require decommissioning and then reclamation, and 20 sites that require reclamation only. Of the sites that require reclamation only, we have completed our work on 13, or 65 per cent, and are waiting on vegetation to be fully established before we apply for a reclamation certificate from the AER. Our complete inventory is available on our website at [orphanwell.ca](http://orphanwell.ca).

In addition to orphan properties, Minburn County also has 435 inactive well licenses. These properties have solvent owners and operators, and so are not the responsibility of the OWA. However, there are a

number of sites in Minburn County and neighbouring areas licensed to Sequoia Resources. At the time of writing, the litigation has been resolved and the final stages of the insolvency processes involving Sequoia are nearing completion. We expect a number of the Sequoia assets will be transferred to new parties, but we do anticipate a material number of new orphan sites to be designated by the AER in and around Minburn County later in 2024.

With the support of the oil and gas industry, as well as provincial and federal government loans fully expended in 2023, we have decommissioned orphan wells at an accelerated rate for the past several years, ensuring they are in a safe state for Albertans and our shared environment. The loan funding is now completely deployed for field activities, and we have already repaid nearly \$160 million of the Alberta loan from industry levies, as of July 2024. Note that these loans are not part of the \$1 billion grant for the Alberta Site Rehabilitation Program, which concluded earlier this year and for which the OWA's orphan inventory was not eligible.

Following the surge in decommissioning, we have seen a larger portion of our expenditures shift toward the final stages of site closure – remediation and reclamation. This builds on previous years of work, which has resulted in substantially more sites closed in the last year than any previous year of operations.

Although Alberta's energy sector has rebounded with more stable oil prices, natural gas prices remain volatile and we are still feeling the impact of a years-long downturn, so we expect to see new sites added to our inventory. However, over the longer term, this should be mitigated by significant regulatory enhancements aimed at reducing the risk of future potential orphans.

For more than two decades, meeting our mandate and investing in our economy has been funded nearly entirely by the oil and gas industry. This truly takes accountability to an elevated level, with diligent and responsible operators conducting their own site closure planning, while paying to clean up orphans left by others. In 2023/24, these companies funded our work with a levy of \$135 million, bringing the total industry contribution to around three-quarters of a billion dollars. We are reviewing the 2025 levy with the AER and expect it will be in this range for the near future.

Underpinning all the OWA's efforts are our relationships with industry partners and contractors – close to 500 large and small businesses across Alberta this year. They are critical to how we do our job, meet our goals and perform our mandate.

We've had a successful year of reducing environmental liabilities, improving cost-efficiencies, supporting local communities and building our role as a trusted partner of government, industry and landowners – and we are confident we will meet the challenges ahead.

For more information, I invite you to read our annual report or contact me directly at 403-297-3398.

Yours truly,

A handwritten signature in black ink, appearing to read 'Lars De Pauw', with a long horizontal line extending to the right.

Lars De Pauw  
President  
Orphan Well Association

**COMMITTEE OF THE WHOLE  
AND 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>
2265	2023-149	19-Jun-23	Review Code of Conduct Bylaw No. 1280-19.	50%	Pat		Draft of new bylaw is being prepared and will be presented to Council in early 2024.
2339	2024-W042	12-Jun-24	Present the draft Council Procedural Bylaw at the July 2024 COW meeting.	50%	Pat/Jay		Presented at July COW meeting and incorporating changes into document for approval at August Council meeting.
2340	2024-121	17-Jun-24	Send letter to local MLA and Minister of Service Alberta and Red Tape Reduction supporting the advocacy for fairer fundraising opportunities for rural non-profit organizations and charities provided by AGLC at casino events.	100%	Pat	27-Jun-24	Letter sent to the Honourable Dale Nally, Minister of Service Alberta and Red Tape Reduction. Copy sent to the Honourable Jackie Armstrong-Homeniuk.
2341	2024-140	15-Jul-24	Prepare letters to 2024 Recreation Board grant applicants notifying them of Council's decision to approve funding. Issue payment July 31, 2024.	50%	Trudy/Dwight	18-Jul-24	Letters sent July 18, 2024. Payment issued on July 24, 2024.
2342	2024-144	15-Jul-24	Send letter to Minister of Transportation and Economic Corridors with copy to MLA Jackie Armstrong-Homeniuk thanking him for the approval of STIP funding for local bridge projects.	100%	Pat	16-Jul-24	Letter sent to the Honourable Minister Dreeshan with copies to the Honourable Jackie Armstrong-Homeniuk and Mike Damberger, Regional Director of Transportaion and Economic Corridors