



**AGENDA**  
Committee of the Whole  
January 11, 2023  
10:00 a.m.

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1. Call to Order
2. Review of Agenda
3. Review of Committee Minutes
  - a. December 14, 2022 Committee Meeting Minutes
4. Delegation
  - 10:30 a.m. Northern Lights Library System  
per: James MacDonald and Vicky Lefebvre
5. New Business
  - 5.1 Discussion Paper: Town of Vegreville Sanitary Sewer Connection
  - 5.2 Discussion Paper: Policy OP 9008-01-A Temporary Road Closure
  - 5.3 Discussion Paper: 4-H Grant Program
  - 5.4 Discussion Paper: Explore Edmonton Farm Family Award
  - 5.5 Discussion Paper: Northern and Regional Economic Development Program
  - 5.6 Discussion Paper: Policies PS 8002-01-A and PS 9003-01
- 5 Adjournment



## County of Minburn Committee of the Whole Minutes

December 14, 2022

*In attendance were Reeve Roger Konieczny, Deputy Reeve Tara Kuzio, Councillors Joey Nafziger, Eric Anderson, Carl Ogrodnick and Kevin Bentley, Interim CAO Pat Vincent and Legislative Services Coordinator Trudy Shukalak*

1. **Call to Order**

Reeve Konieczny called the meeting to order at 10:39 a.m.

2. **Agenda**

Councillor Wowdzia moved the Agenda for the December 14, 2022 Committee of the Whole meeting be adopted as presented.

**Carried**

3. **Committee Minutes**

Councillor Nafziger moved the minutes of the November 16, 2022 Committee of the Whole meeting be adopted as presented.

**Carried**

4. **Delegations**

4.1 STARS Foundation

Glenda Farnden

- Presentation on new innovation and ways that the current life-saving partnership enhances the health and safety of County of Minburn residents, mission statistics and other information related to the County. STARS is considered an essential and vital asset of emergency protective services that have flown more than 50,000 missions since its inception in 1985.

Council was presented with a plaque recognizing nearly 30 years in partnership with STARS.

STARS is requesting that Council continue with their annual financial support at a fixed rate.

Councillor Wowdzia moved to accept the presentation as information.

**Carried**

#### 4.2 Myrnam River Ridge Riders Snowmobile Association

##### Addam Saruk

- The Myrnam River Ridge Riders Association was formed in 2001 which now has 165 kilometres of trail and four cabins. This club is growing with new members from the Mannville area wanting to join with a trail. There is a possibility that the Vermilion Club which currently has 16 kilometres of main trail may also consider joining the Myrnam River Ridge Riders Association in the future.

The Association is requesting to lease the road allowance on Range Road 90 north of Township Road 510 annually from November 1 to April 1 and construct a crossing deck on the old bridge foundation located along this route.

Deputy Reeve Kuzio moved to accept the presentation as information.

**Carried**

### 5. **New Business**

#### 5.1 Discussion Paper: Policy Review

- Several Operations policies require updating; therefore, these policies will systematically be presented to Council to update, accept as is, or rescind as required.

Administration is recommending that Gravel Rates/Machine Rates/Miscellaneous Rates Policy OP 9006-01-A be rescinded as control of accepted rates are already addressed in Master Rates Bylaw No. 1281-19 and Procurement Policy AD 1008-01.

Administration is also recommending that Buried Communication Lines/facilities Policy OP 9011-01-A be rescinded as it is in direct conflict of Planning and Development Policy PDS 7004-01-A which ensures utilities buried within the County right-of-way are controlled in a way that does not impede the safe operation of the road right-of-way.

Councillor Nafziger moved that Gravel Rates/Machine Rates/Miscellaneous Rates Policy OP 9006-01-A and Buried Communication Lines/Facilities Policy OP 9006-01-A be forwarded to County Council to be rescinded.

**Carried**

#### 5.2 Discussion Paper: 2023 Gravel Haul Program

- Director of Operations Norm De Wet presented a report on the 2023 gravel haul program tender requirements. The County will be tendering the 2023 Gravel Haul Program as required by the New West Partnership Trade Agreement requirements.

Councillor Bentley left Council Chambers. Time 11:26 a.m.

Councillor Ogrodnick moved the Committee accept the report as information.

**Carried**

Councillor Bentley returned to Council Chambers. Time 11:28 a.m.

5.3 Discussion Paper: Bykowski Sand & Gravel

- The County currently has a contract with Bykowski Sand & Gravel for the purchase of ¾” crushed gravel which will end on December 31, 2022.

Administration is recommending that the contract with Bykowski Sand & Gravel for the pit located at NW 5-52-9-W4M be extended for three years.

Councillor Anderson moved that the proposal to extend the contract with Bykowski Sand & Gravel be forwarded to County Council for approval.

**Carried**

Deputy Reeve Kuzio left Council Chambers. Time 11:36 a.m.

Deputy Reeve Kuzio returned to Council Chambers. Time 11:37 a.m.

5.4 Discussion Paper: Leasing of County Owned Land

- Council requested to remove the first and second right of refusal clauses for the current lessee and/or adjacent landowner(s) from the draft Leasing of County Owned Land Policy presented at the November 2022 Committee of the Whole meeting.

Director of Finance and Administration Jason Warawa presented a summary of potentially important considerations regarding the “refusal clauses” and is recommending that Council reconsider the inclusion of the “refusal clauses” and instruct Administration to bring the draft policy to the December 19, 2022 regular Council meeting for approval.

Councillor Bentley moved that the draft Leasing of County Owned Land Policy be forwarded to County Council for approval.

**Carried**

Councillor Anderson moved that Administration prepare a discussion paper on the Alberta Farm to Food Bank as it relates to County owned leased land and present at the January 2023 Committee of the Whole meeting.

**Carried**

5.5 Discussion Paper: Master Rates Bylaw Amendment

- Administration reviews its current schedule of fees and rates annually and provides recommended changes to Council which are enacted through an amending bylaw to Master Rates Bylaw No. 1281-19.

Administration presented Council a fees, rates and charges schedule of the proposed changes and explained the rationale for these changes as received from various departments.

Councillor Wowdzia moved that the Committee approve the fees, rates and charges as presented and instruct Administration to prepare an amending bylaw with the updated schedule for the December 19, 2022 regular Council meeting.

**Carried**

6. **Adjournment**

Councillor Bentley moved the meeting adjourned. Time 11:53 a.m.

**Carried**

\_\_\_\_\_  
Reeve

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



**County of Minburn No. 27**  
**COUNCIL MEETING DELEGATION FORM**

**Delegate Information**

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

Name of Organization/Person: \_\_\_\_\_

Name of Presenter(s): \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

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

**Delegation Information**

Topic/Issue/Concern/Etc.: \_\_\_\_\_

Please provide a brief description of the nature of the presentation and attach any relevant information for Council to consider:

Are you requesting a specific action be taken by Council? If so, please provide a brief outline of the request:

Have you reviewed and understand County of Minburn's Council Delegation Guidelines on page 2?

Yes     No

Does the delegation require any special equipment? (Overhead projector, laptop, etc.)

Yes     No

## Date and Signature

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

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

Signature: \_\_\_\_\_

## Delegation Information / Guidelines

*as outlined in County of Minburn Bylaw 1290-19*

### 9. **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 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 ten (10) minutes unless prior arrangements and approval have been received by the CAO.*



## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic:** Sanitary Sewer Connection

**Date:** 11 January 2023

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### Background

The Town of Vegreville has upgraded the sewer service line on 51 Ave to accommodate Prosperity Industrial Park. The new service line runs east to a newly built lift station.

### Information for the Committee

Considering the new sanitary service line, the Town is offering all businesses along 51 Ave the opportunity to connect to the line using a low-pressure connection. The offer to the County includes supplying and installing the required pump, electrical connection, and the tie-in to the new service line from the existing septic tank north of the Operations shop. The Town of Vegreville is willing to fund 50% of the project. The project will be completed in 2023 by Excalibur Mechanical Ltd.

### Cost

\$11,616.47 at 50% of the total cost to the Town of Vegreville.

50% of the cost of the electrical connection to the County Shop.

The Operations department currently empties this tank at the cost of \$165.00 per week and we would therefore save the cost back in less than a year and a half.

Administration recommends that this project be approved and that no additional funds be required to be added to the 2023 operating budget, as this would be expensed to the hiring/contractor budget line.

## **Recommendation**

That the Committee forwards the recommendation from administration to County Council for approval.

***Attachment:***

*Town of Vegreville Agreement*

Reviewed by Pat Vincent Interim CAO

# **Municipal Sanitary Sewer Service Connection and Installation Agreement Properties located on 51 Avenue from 43 Street east to quarter section line.**

This agreement made effective as of the \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

Between:

**Town of Vegreville**

4829-50 Street  
Vegreville, AB  
T9C 1R7

Herein referred to in this Agreement as the “Town”)

And

**County of Minburn #27**

Box 550  
Vegreville, AB  
T9C 1R6

Herein referred to in this Agreement as the “Owner”

WHEREAS the Town of Vegreville has approved 50% funding of the estimated cost to install and tie in the new service line from the main line to the Owner’s existing sewer holding or septic tank, supply and install required pump system and required electrical connections as specified by the Town.

The Town and the Owner agree as follows:

1. The Owner owns the following parcel of land:  
Municipal Address: **4105 – 51 Avenue**  
And Legally described as:

**Plan: 912-2009**

**Block: \_B**

**Lot: \_9**

Excepting thereout all mines and minerals (in this Agreement, the “Owner’s Lot”).

2. The Owner wishes to connect to the municipal sewer system.
3. The Owner agrees:
  - a. to have the Town contract:  
Excalibur Mechanical Ltd.  
301 Wye Road Suite 11  
Sherwood Park, AN T8B 0A5  
780-951-9038  
To complete the installation of the service line and the required pump.
  - b. to have the Town contract an electrical contractor to complete the electrical components of the job.

- c. to pay **\$11,616.47 plus G.S.T** as quoted by Excalibur Mechanical, representing 50% of the total cost to be paid to the Town.
  - d. to pay, to the Town, 50% of the electrical components' connection cost from the effluent pump to an on-site power supply.
4. The Owner shall indemnify and hold harmless the Town and their employees and authorized representatives and contractors from any and all claims, demands, actions and costs whatsoever may arise, directly or indirectly, out of any act or omission by the Town.
  5. The work completed will come with a one (1) year warranty from the date of substantial completion. The Owner will be responsible for ensuring that the system is operated according to the manufacturer's specifications.
  6. Following the end of the warranty period, the Owner will then assume ownership of all components of the system installed within the Owner's Lot and be responsible for all operations and maintenance of the sanitary sewer service system therein.
  7. At all times, the Owner will ensure that usage of the sanitary sewer service complies with the terms and conditions of the Town's Sanitary Sewer Bylaw as amended or repealed and replaced from time to time.

Signed in the Town of Vegreville, in the Province of Alberta, this \_\_\_\_ day of \_\_\_\_\_ 202\_\_.

**Owner**

Per: \_\_\_\_\_

Print: \_\_\_\_\_

Signed in the Town of Vegreville, in the Province of Alberta, this \_\_\_\_ day of \_\_\_\_\_ 202\_\_.

**Town of Vegreville**

Per: \_\_\_\_\_

Print: \_\_\_\_\_



## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic:** Policy OP 9008-01-A

**Date:** January 11, 2023

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### **Background**

Operations has several policies that need updating. Therefore, it is planned to systematically review policies with Council to either update, accept as is, or rescind policies as required.

### **Information for the Committee**

Policy OP 9008-01-A addresses allowing a temporary road closure due to the existence of a hazard from construction or maintenance using Section 25 of the Municipal Government Act (MGA).

Section 25 of the MGA has been repealed. However, the allowance for temporarily closing a road is still applicable and has been changed to Section 22(5) of the MGA.

### **Recommendation**

That the Committee moves that Policy OP 9008-01-A be updated to address the section change in the MGA and be forwarded to County Council for approval.

***Attachment:***

*Policy OP 9008-01-A*

Reviewed by Pat Vincent Interim CAO



## OPERATIONS

**Title:** Temporary Road Closure

**Supersedes Policy Number:** PW 7

**Policy Number:** OP 9008-01-A

**Next Review Date:** September 2022

**Approved by Council:** February 16, 1987

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

**Resolution No:**

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### POLICY STATEMENT

A Council by resolution or a designated officer if authorized by resolution of the Council may temporarily close the whole or a part of a road at any time that a construction or maintenance project on or adjacent to the road may create a hazard.

Section ~~25~~ 22(5)

*Municipal Government Act*

### PURPOSE

That the Chief Administrative Officer (CAO)/Director of Operations be given the authority to action temporary road closures within the County in accordance with Section ~~25~~ 22(5) of the *Municipal Government Act*.

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Chief Administrative Officer

Reviewed by Pat Vincent Interim CAO



## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic: Policy Update – 4H Grant Program ASB 2005-01-A**

**Date: January 14, 2023**

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### **Background:**

The 4-H Grant Program policy ASB 2005-01-A has not been reviewed since 2014 and as such it needs updating. The only change I am recommending here is an increase to \$30.00 per member from \$20.00. everything else in the policy remains as is. The change in the member rate would increase the budgeted amount from \$3,000 to \$4,000. In 2022, \$3,090 was used for the program.

### **Recommendation:**

To increase remuneration to \$30 per member from \$20.

Reviewed by

A handwritten signature in blue ink, appearing to read "E. J. [unclear]", is written over the printed name of the Interim CAO.

Interim CAO



## AGRICULTURAL SERVICE BOARD

**Title:** 4H Grant Program

**Supersedes Policy Number:**

**Policy Number:** ASB 2005-01-A

**Next Review Date:**

**Approved by Council:**

**Last Review Date:** October 20,2014

**Resolution No:**

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### **POLICY STATEMENT**

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

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

### **POLICY PROCEDURE**

1. Must have had representation at the Organizational Meeting of the 4-H District Council and also at two of three remaining meetings.
2. The club must have done at least three of the following:
  - a. had a majority of all members take part in Public Speaking at the club level;
  - b. had a majority of members take part in a community project;
  - c. had club members accompanied by one parent at 50 percent of all 4-H meetings; and
  - d. had a majority of all members complete their 4-H records books.
3. Eligible grant is based on ~~\$20.00~~ \$30.00 per member.
4. The application must reach the Agricultural Fieldman by September 1st. Upon approval of the application, the cheque will be sent to the leaders.
5. Mail application to:  
Darwin Ullery  
Agriculture and Utilities Foreman  
P.O. Box 550  
Vegreville, AB T9C 1R6
6. The County Agricultural Service Board will donate trophy/plaque to each category of public competitions at the County/Club level.

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Chief Administrative Officer



## AGRICULTURAL SERVICE BOARD

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

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

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

- Had a majority of all members take part in Public Speaking at the club level.
- Had a majority of members take part in a community project.

State project: \_\_\_\_\_

- Had club members accompanied by one parent at fifty percent (50%) of all 4-H meetings.
- Had a majority of all members complete their 4-H record books.

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

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

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

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

**Amount of Grant:** \_\_\_\_\_

(\$20 ~~\$30~~ per member)

**Mail forms to:** Darwin Ullery, Agriculture & Utilities Foreman  
P.O. Box 550, Vegreville, Alberta, T9C 1R6



## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic: Policy Update – Explore Edmonton Farm Family Awards**

**Date: January 14, 2023**

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### **Background:**

This Policy used to be named Northlands Farm Family Award however since Northlands has now disbanded and the new host of Farm fair in Edmonton is an organization called Explore Edmonton, it is appropriate to replace the word “Northlands” with the words “Explore Edmonton”. One more update I would also recommend is that the dollar value of the plaque we present the winners with should be updated to \$200.00 vs the existing \$60.00. In 2022 the cost of creating the plaque was \$200.00.

### **Recommendation:**

Change the host name from "Edmonton Northlands to "Explore Edmonton and increase the dollar amount for the County plaque from \$60.00 to \$200.00.

Reviewed by

Interim CAO



## AGRICULTURAL SERVICE BOARD

**Title:** ~~Northlands~~ Explore Edmonton Farm Family Award **Supersedes Policy Number:**  
**Policy Number:** ASB 2003-01 **Next Review Date:**  
**Approved by Council:** **Last Review Date:** November 26, 2002  
**Resolution No:**

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### POLICY STATEMENT

The ~~Northlands~~ Explore Edmonton Farm Family Award Committee requests the assistance of the County of Minburn No. 27 Agricultural Service Board in selection of a nominee for the ~~Northlands~~ Explore Edmonton Farm Family Award.

### PURPOSE

The purpose of this award is to better recognize the relationship between urban and rural people and to set before the general public the high ideals of agriculture and the opportunities of rural citizenship. The County of Minburn No. 27 Agricultural Service Board believes that the ~~Northlands~~ Explore Edmonton Farm Family Award be recognized within the County and therefore provide for the selection of a family deserving this recognition.

### POLICY GUIDELINES

1. Applications of nominees must be ratepayers who are living within the County of Minburn No. 27.
2. The Agricultural Societies within the County are requested to assist in the Farm Family Award by selecting a nominee from their agricultural area.
3. The Agricultural Societies are to submit the family nominated to the Final Selection Committee, c/o the Agricultural Fieldman, Vegreville. The submission must be made on prescribed Form ASB2003-01 on or before April 1.
4. The final selection committee is comprised of the Agricultural Service Board.
5. The Agricultural Service Board shall select from the nominees submitted the successful family nominated.
6. The application of the Farm Family selected is to be ~~mailed to:~~ emailed to Explore Edmonton.

~~Chairman, Northlands Farm Family Awards~~

~~Edmonton Northlands~~

~~P.O. Box 1480~~

~~Edmonton, Alberta T5J 2N5~~

7. The Farm Family selected will officially be announced by ~~Northlands~~ Explore Edmonton Farm Family Award Committee

The County of Minburn No. 27 will present the recipient with a plaque of congratulations in the approximate value of ~~\$60.00~~ \$200.00.

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Chief Administrative Officer

DRAFT



## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic:** Northern and Regional Economic Development Program (NRED) – Regional Economic Development Framework

**Date:** January 11, 2023

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### **Background:**

The Regional Economic Development Framework is a project that was a recommended outcome of the County's Economic Development Strategy, which Council has already approved to proceed with (in partnership with the Town of Vegreville and Villages of Innisfree and Mannville) if successful under the ACP Grant application. There is an opportunity to additionally apply for the NRED program in case we're not successful in the ACP funding.

### **Information for the Committee:**

- The NRED program was announced after we submitted the ACP application and therefore applying for the NRED grant will not affect our ACP application.
- Funding under the ACP program is preferred as it would cover 100% of eligible project costs (\$187,000).
- Funding under the NRED program would only cover 50% of eligible project costs (\$93,500 split between the partners).
- Project costs split by population (2021 data):
  - County - \$70,988
  - Village of Innisfree - \$4,857
  - Village of Mannville - \$17,655
- County portion would be funded by general taxation.
- The Town of Vegreville indicated that they would not be interested in proceeding with this project if it was not 100% grant funded.
- The Villages are reaching out to their respective Councils to determine if they would be interested in proceeding if it was not 100% grant funded.
- If we decide to additionally apply for the NRED program and are successful in the ACP grant (or if the Villages decline to participate), we can either withdraw our NRED application or decline the funding.
- Application deadline is January 22, 2023

### **Recommendation:**

1. That Council supports submitting an application for the NRED program.

Reviewed by Pat Vincent Interim CAO



## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic:** Policy PS 8002-01-A, PS 8003-01

**Date:**

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### **Background**

Protective Services have several policies that require review. A systematic review of the Protective Services Policies with council to update, accept as is, or rescind policies as required.

### **Information for the Committee**

Policy PS 8002-01-A County Fires, Permits, and Bans:

This policy provides direction upon fire permitting and fire bans. Fire permits and issuance of fire bans is directly covered in the Fire Services Bylaw.

Policy PS 8003-01 County Emergencies:

This policy relates to emergency management and is out of date and all is covered in the regional emergency management plan.

Both listed policies are covered off or are in contradiction to County Bylaws (1136-22 Fire Services Bylaw, and 1321-21 Emergency Management Bylaw).

### **Recommendation**

Administration proposes the Committee recommend to Council to rescind both policies.

Reviewed by Pat Vincent Interim CAO

**Attachment:**

**PS 8002-01-A PS 8003-0**



## PROTECTIVE SERVICES

**Title:** County Fires/Permits and Bans

**Supersedes Policy Number:** PS 2

**Policy Number:** PS 8002-01-A

**Next Review Date:** September 2022

**Approved by Council:** June 21, 2004

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

**Resolution No:**

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### POLICY STATEMENT

This Policy relates to the issuance, control and cancellation of fire permits and the implementation of fire bans within the County of Minburn No. 27 boundaries.

### GENERAL PRINCIPLES

1. All Fire Guardians appointed by Council may, at their discretion, issue to an applicant a fire permit in respect of any land within the boundaries of the County of Minburn.
2. The Fire Chief in consultation with the Chief Administrative Officer (CAO) and elected officials shall impose a fire ban when conditions warrant.
3. The Fire Chief or designate shall advertise the ban as deemed necessary (*print and/or radio*).
4. The Fire Chief shall request all Fire Guardians to advise any outstanding permit holders that a fire ban is in place.
5. During implementation of a **total** fire ban (*extremely dry conditions*) open fire pits and burning of garbage is strictly forbidden.
6. An attended, contained outdoor campfire which has been lit for cooking or warming purposes **may** be excluded from the ban if conditions warrant.
7. For control purposes, all Fire Guardians shall notify the County office (phone or fax) within 24 hours of any permit issuance (see Appendix A).

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Chief Administrative Officer



## County of Minburn No. 27

### APPENDIX "A"

## FIRE PERMIT ISSUANCE REPORT

Date of Issue:

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Name of Issuer:

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Permit #:

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Effective Dates:

\_\_\_\_\_ TO \_\_\_\_\_

Land Description:

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Name of Landowner: \_\_\_\_\_

Phone Number of Landowner: \_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Individual Recording Information: \_\_\_\_\_

Date Call Received: \_\_\_\_\_

***\*\*Form must be forwarded to County Fire Chief.***



## PROTECTIVE SERVICES

**Title:** County Emergencies

**Supersedes Policy Number:** PS 3

**Policy Number:** PS 8003-01

**Next Review Date:** 2022

**Approved by Council:** June 21, 2004

**Last Review Date:** January 20, 2009

**Resolution No:**

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### POLICY STATEMENT

This policy relates to non-fire emergency procedures.

### GENERAL PRINCIPLES

1. The Council of the County of Minburn No. 27 shall by resolution, on the recommendation of the Emergency Management Services Committee, appoint a Director of Emergency Management (DEM) and Deputy Director.
2. The DEM shall be appointed to the Minburn Emergency Management Agency.
3. The DEM shall prepare and coordinate the Municipal Emergency Plan and related plans and programs for the County of Minburn No. 27.
4. The DEM shall coordinate all emergency services and other resources used in an emergency or ensure that someone is designated to discharge the responsibilities as specified above.
5. The Municipal Emergency Plan may be activated in whole or in part by the DEM (*subject to immediate report to a member of Council and prompt ratification by Council*) when no declared state of emergency exists.
6. The formal deactivation of the plan or lowering of emergency levels shall be communicated to all agencies and organizations by the DEM.
7. When the Municipal Emergency Plan is activated, coordination of emergency response is delegated to the DEM. The DEM will appoint an on-site manager who may establish a site command post near the actual scene in order to manage and control overall emergency response operations. An off-site Emergency Operations Centre may be established under the management of the DEM.
8. The municipal DEM coordinates the overall emergency or disaster response from all parties responding to the incident within the municipality.

9. The municipal DEM will issue a warning to the public to evacuate and then coordinate evacuation operations as per outlined in Part 3 Emergency Response Plans of the County of Minburn No. 27 Emergency Plan.
10. The Director of Emergency Management, or designate, will activate the Reception Centre Plan by notifying the designate Social Services Manager.
11. In the event of a dangerous goods incident, the County will activate its municipal emergency plan. Upon receipt of incident report, the DEM will activate the emergency plan according to Level 1, 2, or 3 emergency response procedures.
12. In the event any school within the County limits implements their emergency plan, requests for emergency services above the normal police, fire, and ambulance services will be directed to the County DEM.
13. Requests for assistance for fire suppression from Alberta Sustainable Resource Development will originate from the DEM with authorization by Council.
14. The DEM, in liaison with local Alberta Emergency Management Agency (AEMA) District Officer will conduct on-site assessment of the situation and recommend the establishment of a Disaster Victims Assistance Centre.
15. The DEM shall be certified as an Authorized User of the Alberta Emergency Public Warning System for County of Minburn No. 27.
16. The DEM shall immediately advise AEMA Edmonton and the AEMA District Officer in the event that disaster assistance is required.
17. The Council of the County of Minburn, Director of Emergency Management, Emergency Management Services Committee and effected personnel shall abide by the provisions set forth in the County of Minburn No. 27 Bylaw No. 1194-08 cited as the Municipal Emergency Management Agency Bylaw.

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Chief Administrative Officer