



AGENDA

May 15, 2023 – County Council Meeting – 10:00 AM

- 1. Call to Order**
- 2. Changes to Agenda and Adoption of Agenda**
- 3. Confirmation of Minutes**
 - 3.1 April 17, 2023 Council Meeting
- 4. Delegations - NIL**
- 5. Council Priorities**
- 6. Requests for Decision**
 - 6.1 Cancellation of General Municipal Property Tax
 - 6.2 Temporary Change to Payroll Advance Eligibility
 - 6.3 New Corporate Credit Card Policy AD 1022-01
 - 6.4 Rescind Policy AD 1007-01 Credit Card Authorizations
 - 6.5 Flag Protocol Policy
 - 6.6 Subdivision File 04-2023, S½ NW 24-52-16-W4M
 - 6.7 Alberta HUB FCC AgriSpirit Fund
- 7. Reports**
 - 7.1 Reeve
 - 7.2 Council
 - 7.3 Office of the CAO
 - 7.4 Operations Report
 - 7.5 Agriculture and Utilities Report
 - 7.6 Planning and Development Report
 - 7.7 Protective Services Report
 - 7.8 Financial Report
- 8. Correspondence and Information Items**
 - 8.1 Alberta Municipal Affairs re ICF Timeline Extension
 - 8.2 Alberta Municipal Affairs re PERC Program
 - 8.3 Town of Vegreville re Establish Meeting Date
 - 8.4 Northern Lights Library System re 2024 Levy
 - 8.5 Vegreville RCMP Quarterly Report
- 9. Closed Session**
- 10. Open Session**
- 11. Motions arising out of the Closed Session**
- 12. Councillor Requests (Information Requests and Notices of Motion)**
 - 12.1 Councillor Request Report
- 13. Adjournment**



Council Meeting Minutes

April 17, 2023

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

Administration Present: Pat Podoborzny, Chief Administrative Officer
 Norm De Wet, Director of Operations
 Trudy Shukalak, Legislative Services Coordinator

Councillor Eric Anderson, Division 2 was absent from the meeting.

1 CALL TO ORDER

Reeve Konieczny called the meeting to order at 10:02 a.m.

2 ADOPTION OF AGENDA

2023-68

Moved by: Councillor Ogrodnick

THAT the April 17, 2023, regular Council meeting Agenda be adopted as amended.

Addition: 10. Closed Session – *Freedom of Information and Protection of Privacy Act (FOIP)*, specifically Section 19(2) “Confidential evaluations”.

Carried

3 CONFIRMATION OF MINUTES

2023-69

Moved by: Councillor Wowdzia

THAT the March 27, 2023, regular Council minutes be adopted as presented.

Carried

4 EMERGING ITEMS

5 DELEGATIONS

6 COUNCIL PRIORITIES

2023-70

Moved by: Councillor Nafziger

THAT the Council Priorities be accepted as presented.

Carried

7 REQUESTS FOR DECISIONS

7.1 100 Year Agricultural Award

2023-71

Moved by: Deputy Reeve Kuzio

THAT Council approve 100 Year Agricultural Award Policy CC 3011-01 which recognizes the significant contributions of farmers and ranchers in the County of Minburn who have continuously owned and actively farmed the same land for 100 years or more.

Carried

Councillor Wowdzia left the meeting at 10:09 a.m.

7.2 Bridge File (BF) 7640 Tender

2023-72

Moved by: Councillor Bentley

THAT the County of Minburn enter into a contract with Griffin Contracting Ltd. for the repairs of BF 7640 on Range Road 144 in Division 7 for a total cost of \$365,030 excluding G.S.T., and including engineering and contingency, with the funding to come from bridge reserves.

Carried

Councillor Wowdzia rejoined the meeting at 10:10 a.m.

7.3 Tender Award – Leasing of County Owned Land

2023-73

Moved by: Councillor Ogrodnick

THAT Council award Dwayne Gawryliuk the lease of Pt. NW 9-52-14-W4M (approximately 33.45 acres) for a three-year term beginning April 1, 2023, for a cost of \$700 per year plus property taxes.

Carried

7.4 Lease Renewals – Undeveloped Road Allowances

2023-74

Moved by: Councillor Ogrodnick

THAT Council renew undeveloped road allowance lease in NW 12-52-15-W4M for approximately 0.60 acres to David Stashko for a three-year term at a cost of \$10 per year effective April 1, 2023.

Carried

2023-75

Moved by: Deputy Reeve Kuzio

THAT Council renew undeveloped road allowance lease in SE 29-51-12-W4M for approximately 1.93 acres to Donald Sarafinchan for a three-year term for a cost of \$10 per year effective April 1, 2023.

Carried

7.5 2023 Final Budget

2023-76

Moved by: Councillor Nafziger

THAT Council approve the 2023 budgetary amendments of \$4,517,872 as well as the 2023 operating and capital budgets, each totalling \$29,831,211 plus a non-cash operating expense of \$1,749,320 for amortization.

Carried

2023-77

Moved by: Deputy Reeve Kuzio

THAT Council approve the three-year operating plan and five-year capital plan as presented.

Carried

7.6 2023 Tax Rate Bylaw

2023-78

Moved by: Deputy Reeve Kuzio

THAT Council give first reading to Bylaw No. 1340-23, a bylaw to authorize the taxation rates to be levied against assessable property within the County of Minburn for 2023.

Carried

2023-79

Moved by: Councillor Nafziger

THAT Council give second reading to Bylaw No. 1340-23.

Carried

2023-80

Moved by: Councillor Wowdzia

THAT Council unanimously and in full agreement give Bylaw No. 1340-23 third reading at this meeting.

Carried

2023-81

Moved by: Councillor Ogradnick
THAT Council give third reading to Bylaw No. 1340-23.

Carried

Councillor Nafziger left the meeting at 10:30 a.m.

Councillor Nafziger rejoined the meeting at 10:32 a.m.

7.7 Hamlet of Minburn Special Tax Bylaw 2023

2023-82

Moved by: Councillor Bentley
THAT Council give first reading to Bylaw No. 1341-23, a bylaw that authorizes a special tax to be levied against parcels of land in the Hamlet of Minburn to raise revenue to pay for sewer services.

Carried

2023-83

Moved by: Deputy Reeve Kuzio
THAT Council give second reading to Bylaw No. 1341-23.

Carried

2023-84

Moved by: Councillor Nafziger
THAT Council unanimously and in full agreement give Bylaw No. 1341-23 third reading at this meeting.

Carried

2023-85

Moved by: Councillor Wowdzia
THAT Council give third reading to Bylaw No. 1341-23.

Carried

7.8 Repeal Bylaw No. 528-1964 – Location of County Office

2023-86

Moved by: Councillor Bentley
THAT Council repeal Bylaw No. 528-1964 which authorized the County of Minburn to hold a plebiscite to determine the location of the County office.

Carried

7.9 Establish County Office

2023-87

Moved by: Councillor Ogradnick
THAT Council designate 4909–50 Street, Vegreville, Alberta as the municipal office for the County of Minburn No. 27, as per Section 204 of the *Municipal Government Act (MGA)*.

Carried

7.10 May Committee of the Whole Meeting – Date Change

2023-88

Moved by: Councillor Wowdzia
THAT Council reschedule the May 10, 2023, Committee of the Whole meeting to May 15, 2023, at 9:00 a.m. followed by the regular Council meeting.

Carried

7.11 Lights on Afterschool Alberta Day

2023-89

Moved by: Councillor Nafziger
THAT Council recognizes the Lights on Afterschool Alberta Initiative and put forward a proclamation declaring April 21, 2023, as "Lights on Afterschool Alberta Day" in the County of Minburn.

Motion Defeated

7.12 Electoral Boundaries Review

2023-90

Moved by: Councillor Wowdzia

THAT Council not proceed with the electoral boundary review with the recent population figures in electoral divisions one and two by Statistics Canada.

Carried

7.13 Billboard Partnership

2023-91

Moved by: Councillor Bentley

THAT Council approves the billboard partnership with Brock Boards with the condition the content is limited to business advertising only.

Carried

7.14 Utility within Road Allowance Special Request

2023-92

Moved by: Councillor Nafziger

THAT Council approve Option 1 contained in the special request received from FortisAlberta to install a utility structure within the road allowance along Range Road 82 between Township Road 474 and 480.

Carried

7.15 Subdivision File No. 020-2023

2023-93

Moved by: Member Nafziger

THAT Subdivision File No. 020-2023 regarding NW 26-49-9-W4M in Division 1 be approved as per the recommendations of the report presented.

Carried

Reeve Konieczny recessed the meeting at 10:53 a.m.

Reeve Konieczny reconvened the meeting at 11:06 a.m.

8 REPORTS

8.1 Reeve

8.2 Council

Councillor Wowdzia left the meeting at 11:22 a.m.

Councillor Wowdzia returned to the meeting at 11:24 a.m.

8.3 Office of the CAO

8.4 Operations Report

8.5 Agriculture and Utilities Report

Reeve Konieczny recessed the meeting at 11:53 a.m.

Reeve Konieczny reconvened the meeting at 11:58 a.m.

8.6 Planning and Development Report

8.7 Protective Services Report

2023-94

Moved by: Deputy Reeve Kuzio

THAT Administration prepare a municipal firefighter wage survey and present at the June 19, 2023, regular Council meeting.

Carried

8.8 Financial Report

2023-95

Moved by: Councillor Wowdzia
 THAT the reports be accepted as presented.

Carried

9 CORRESPONDENCE AND INFORMATION ITEMS

9.1 National Volunteer Week Letter and Invitation

Letter received from Vegreville & District FCSS recognizing April 16 to 22, 2023 as National Volunteer Week, and inviting County Council to their "Souper Tuesday" event on April 18, 2023, at the Vegreville Senior Citizens Sunshine Club.

9.2 RMA District Update

Rural Municipalities of Alberta (RMA) District Update dated April 2023 featuring the latest municipal, provincial and federal news affecting rural Alberta.

9.3 NSWA March Newsletter

North Saskatchewan Watershed Alliance (NSWA) March 2023 Newsletter containing highlights on NSWA membership deadlines, watershed webinar and Riparian web portal training.

9.4 Joint Use Planning Agreements

Letter received from the Minister of Alberta Municipal Affairs advising municipalities the deadline for municipalities to complete the Joint Use and Planning Agreements with school boards operating within municipal boundaries has been extended to June 10, 2025.

9.5 Mannville Library Funding Request

Letter received from the Mannville Centennial Library dated April 4, 2023, requesting the County of Minburn assist them with their technology replacement.

2023-96

Moved by: Deputy Reeve Kuzio
 THAT the County deny the request received from the Mannville Centennial Library requesting funding to assist with their technological update replacement.

Carried

2023-97

Moved by: Councillor Ogradnick
 THAT the correspondence and information items be accepted for information.

Carried

10 CLOSED SESSION

2023-98

Moved by: Councillor Bentley

THAT Council meet in private to discuss matters protected from discourse under the *Freedom of Information and Protection of Privacy Act (FOIP)*, specifically Section 19(2) "Confidential evaluations". Time 12:53 p.m.

Name	Reason/Purpose
Pat Podoborzny	Strategic Leader of the Organization

Carried

11 OPEN SESSION

2023-99

Moved by: Deputy Reeve Kuzio
 THAT Council revert to open session at 1:34 p.m.

Carried

12 MOTIONS ARISING OUT OF THE CLOSED SESSION

13 COUNCILLOR REQUEST (Information Request and Notices of Motion)

13.1 2023-100

Moved by: Councillor Wowdzia

THAT Council receive the Councillor request reports as information.

Carried

14

ADJOURNMENT

Reeve Konieczny declared the meeting adjourned at 1:36 p.m.

Reeve

Chief Administrative Officer

STRATEGIC PRIORITIES CHART (May 2023)

COUNCIL PRIORITIES

NOW

1. **MDP REVIEW:** Legislative
2. **RECREATION AGREEMENT VEGREVILLE:** Intermunicipal
3. **REGIONAL FIRE CAPITAL PLAN VEGREVILLE:** Protective Services
4. **REGIONAL ECONOMIC DEVELOPMENT FRAMEWORK:** Consultant

TIMELINE

- April 2023
- May 2023
- June 2023
- September 2023

NEXT

- BYLAW OFFICER CONTRACTED SERVICES (May 2023)
- LONG TERM CAPITAL EQUIPMENT REPLACEMENT PLAN (May 2023)

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 – MAY 2023**
3. POLICY AND BYLAW REVIEW- October 2023
4. Staff Job Descriptions and Salary Grid – May 2023
5. BYLAW OFFICER CONTRACTED SERVICES – MAY 2023

FINANCE and ADMIN

1. Reserve Policy – May 2023
2. 2022 Grant Reporting – May 2023
3. Financial System Investigation – June 2023
4. Auditors RFP – June 2023
5. Tax Notices – June 2023
6. Budget 2024 – August 2023

PLANNING AND DEVELOPMENT

1. **REGIONAL ECONOMIC DEVELOPMENT FRAMEWORK: TENDER PROCUREMENT – JUNE 2023**
2. **MDP REVIEW – JUNE 2023**
3. EAST INDUSTRIAL PARK ASP - JULY 2023
4. Orthophoto update: flight completion - Sept 2023
5. LUB Review - December 2023

PROTECTIVE SERVICES

1. REGIONAL FIRE CAPITAL PLAN VEGREVILLE – June 2023
2. Updated Health & Safety Manual – July 2023
3. Emergency Management Operations Centre (Admin building basement) – Sept 2023

OPERATIONS

1. LONG TERM CAPITAL EQUIPMENT REPLACEMENT PLAN – July 2023
2. Grader Beat Review – Ongoing
3. Operations Shop Concept Investigation –needs strategic plan for Council

AGRICULTURE & UTILITIES

1. Solid Waste MOU – Innis/Mann/Min – complete
2. Waste Collection and Disposal RFP – complete
3. Roadside Mowing Contract RFQ - complete
4. Parks and Recreation Mowing Contract RFQ– complete

CODES:

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

2 – 3 Year OUTLOOK

1. *Solid Waste Agreement – Mar. 2023*
2. *Service Level Review – Dec. 2023*



Council Request for Decision (RFD)

Title: Cancellation of the 2023 Seed Cleaning Plant's/Golf Course's General Municipal Tax

Meeting Date: 05/15/2023

Department: Administration

Recommendation:

That Council cancels the General Municipal Property Taxes for the Vegreville Municipal Seed Cleaning Association Ltd., Innisfree Municipal Seed Cleaning Association Ltd., Village of Mannville (Riverview Golf Course), and Vegreville Golf Association.

Background:

See Appendix

- Council has offered tax relief to these organizations for several years and continued relief will help to ensure that their services remain available to rate payers.
- Organizations are still responsible for paying the school, provincial policing, recreation, and seniors' tax amounts

Legislative Guidance:

Provincial Municipal None

Details:

Section 347 of the MGA allows municipalities to reduce or cancel taxes.

Council Priorities Chart:

Yes No

Details:

Previous Council Direction:

Council cancelled the 2022 General Municipal Property Taxes. The total amount cancelled in 2022 was \$17,528.72.

Financial Implications:

Capital Operations Other

Details:

2023 Property Tax: Vegreville Seed Plant \$ 9,835.30, Innisfree Seed Plant \$ 2,867.46, Mannville Golf Course \$ 2,039.10, Vegreville Golf Course \$ 3,504.54 = TOTAL \$ 18,246.40

Communication and Engagement:

Notify organizations of cancelled levies.

Implementation Timeline:

The cancellations will be shown on the 2023 tax notices as a credit, which will be mailed out in June.

Attachments: n/a

Prepared By: Dwight Hopper

Reviewed By: P. Paduchorazny



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. Podchorozny



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



ADMINISTRATION

Title: Corporate Credit Card

Supersedes Policy Number: NEW

Policy Number: AD 1022-01

Next Review Date: May 15, 2027

Approved by Council:

Last Review Date: N/A

Resolution No:

POLICY STATEMENT

The County of Minburn No.27 recognizes that the use of a corporate credit card to support travel costs of staff, for isolated and/or small dollar transactions and where purchase orders are not accepted, or charge accounts are not permitted or practical.

This policy establishes procedures to ensure that all corporate credit cards are properly authorized and are used only in accordance with the guidelines contained in this policy.

PURPOSE

To provide a convenient, cost-effective, and less cumbersome method of procuring and paying for low value goods and services thru streamlined procurement processes, reducing accounting paperwork, speeding up vendor payments and empowering staff who have procurement responsibilities.

DEFINITIONS

"Cardholder" means a County employee who have been issued a credit card and who are authorized to make purchase in accordance with this policy.

"CAO" means the Chief Administrative Office for the County of Minburn No. 27.

"Contractor" means a person that undertakes a contract to provide materials or labor to perform a service or job.

"Corporate Credit Card Administrator" means the Director of Corporate Services.

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

“Employee Agreement Form” means a contract to define the limits of use for County issued credit cards provided to certain employees to make purchases of goods and/or services.

“Supplier” means a company from which a cardholder is purchasing materials and/or equipment or services under the provisions of this policy.

GENERAL PRINCIPLES

Corporate Credit Card Administrator will:

1. Maintain and control a central record of all cardholders, limits, etc;
2. Conduct periodic audits to ensure policy compliance, examine buying patterns;
3. Evaluate and provide updates to this document;
4. Provide ongoing education and training programs so as to ensure that each cardholder is informed of the transaction and credit limits of their corporate credit card as well as responsibilities and restrictions regarding the use of the corporate credit card;
5. Provide updates on GST policies;
6. Distribute program updates;
7. Provide general information on the Corporate Credit Card program; and
8. Assist in rectifying disputed credit card charges with suppliers and the credit card company.

Cardholders will

1. Agree to the program responsibilities and restrictions;
2. Sign the employee/contractor agreement of the program responsibilities;
3. Reconcile their monthly transaction records against the monthly credit card statement;
4. Forward to the Director of Corporate Services all documentation required for audit purposes;
5. Take appropriate action to resolve any problem;
6. Ensure their credit card is secure to avoid risk of unauthorized use; and
7. Return the credit card to the Director of Corporate Services upon request.

Card Approval

All corporate credit card applications must be approved by the CAO, and then forwarded to the Corporate Credit Card Program Administrator for processing.

Acknowledgement and Agreement Form

Cardholders must be willing to sign an Acknowledgement and Agreement Form indicating their understanding of the policy and their agreement to adhere to the guidelines as established.

Credit Limits

Each corporate credit card will be assigned an individual credit limit by the Corporate Credit Card Administrator. The limit will be based on previous purchasing activity. If the credit limit is too low to accommodate the purchasing requirements, a re-evaluation will be conducted by the Corporate Credit Card Administrator and a decision made on whether to increase the credit limit will be made by the CAO.

GENERAL GUIDELINES FOR CREDIT CARD USE

1. The corporate credit card is a County of Minburn No. 27 credit card that is issued to staff members as an individual.
2. It is the cardholder's responsibility to ensure that both internal and external guidelines that govern the account are complied with.
3. Any service charges or interest incurred that are not an allowable expense are cardholder's responsibility.
4. Accountability for any related County of Minburn No. 27 processing deadlines lie with the cardholder.
5. Each cardholder is responsible for ensuring the corporate credit card expenses are recorded accurately and submitted in a timely manner designated by the Director of Corporate Services.
6. The primary intent of the credit card is that it be used when an employee is on duty travel, low value items where there is no ability to charge to the County account or when making isolated, non-recurring purchases where obtaining supplier credit would be impractical.
7. Credit cards shall not be used to make purchases from businesses where the County of Minburn No. 27 has an established charge account.
8. It is recommended that credit card purchases be made in person wherever practical, but purchases made by telephone, online or by fax may be permitted provided that employees undertake the appropriate due diligence to ensure that the business is reputable, the website secure and the credit card information will be safeguarded.

Permitted Purchases

The corporate credit card may be used at any vendor or supplier who accepts the credit card throughout Canada or any other country for the following:

- a) Subscriptions, seminars, books;
- b) Small business luncheons;

- c) Office supplies;
- d) Accommodations when on County business;
- e) Meals (including tips) when on County business;
- f) Purchases for special events;
- g) Non-recurring maintenance expenses; and
- h) Transportation (e.g. airline tickets).

Corporate Credit Card Restrictions

The corporate credit card will NOT be used for the following:

Personal Use

1. The corporate credit card will not be used to purchase items or services for personal use.
2. Personal purchase could jeopardize the County's tax status, permits or supplier contracts.
3. Personal purchases made in error must be reimbursed immediately for the amount of the purchase including all applicable taxes and/or charges.

Split Purchases

Corporate credit card transactions must not be split up to divide a large purchase to circumvent cardholder's single purchase limit and/or expenditure authority.

Inappropriate Purchases

The following are considered to be inappropriate or unauthorized purchases:

- a) To obtain cash;
- b) Liquor;
- c) Transactions valued over \$2,500 (an individual card limited may be lower or higher);
- d) Capital projects;
- e) Controlled items such as hazardous material, radioactive material, etc.;
- f) Contractor services;
- g) Maintenance contracts;
- h) Extended rentals or leasing of equipment; and
- i) Direct employment of individuals.

Non-compliance

The use of a corporate credit card may be revoked and the corporate credit card may be cancelled for any of the following reasons:

- a) Personal purchases;

- b) Split purchases;
- c) Inappropriate purchases;
- d) Failure to provide required documentation; and
- e) Failure to reconcile monthly statement.

Any violation of this policy will be investigated and could result in disciplinary action up to and including termination and/or criminal prosecution.

Receipts and Returns

It is the cardholder's responsibilities to:

- a) Ensure that goods have been received and/or the services rendered;
- b) Follow up with supplier to resolve any delivery problems, discrepancies and/or claims for damaged goods;
- c) To coordinate returns directly with the supplier;
- d) To secure the appropriate credit. At the time of the return, request that the supplier issue and send a credit transaction slip to verify that credit is given.

Process for Reconciliation

The Accounting Coordinator reviews and reconciles the credit card receipts to the credit card statement. Each cardholder will submit credit card receipts to the Accounting Coordinator as they are received. The Accounting Coordinator will send the credit card statement to cardholders to review if receipts have not been submitted.

Only an original receipt with the detail of the transaction of the expenditure will be accepted. Credit card and debit card receipts are not acceptable as originals. In circumstances where the employee has misplaced the original receipt, they must sign a statutory declaration explaining the situation.

The credit card statement is auto paid from the County bank account monthly. The Accounting Coordinator enters receipts into the accounts payable system as a direct debit to the general ledger and ensures that the batch total reconciles to the credit card statement.

The Direct Debit Register is then to be forwarded to the Director of Corporate Services for review and approval.

Card Rejection

The corporate credit card is subject to a transaction limit, a cardholder credit limit as well as an organizational limit. Therefore, if a purchase is unexpectedly declined it will be because the corporate credit card has reached one of the aforementioned limits. Please contact the Corporate Credit Card Administrator to inform them of the rejection.

Lost and Stolen Credit Cards

If a corporate credit card is lost, stolen or has been compromised, the Cardholder is responsible for advising the CAO and the Director of Corporate Services as soon as possible. The Director of Corporate Services will then contact the County's credit card provider to suspend, cancel and/or re-issue the card.

Credit Card Audits

The corporate credit card usage shall be audited at least on an annual basis.

DRAFT

COUNTY OF MINBURN No. 27
CARDHOLDERS ACKNOWLEDGMENT AND AGREEMENT

Your signature below is verification that you have read the policy and agree to comply with it as well as the following responsibilities:

1. I understand the card is for County approved purchases only, and I agree not to charge personal purchases. Improper use of this card can be considered misappropriation of County funds. This may result in disciplinary action including termination of employment.
2. If the card is lost or stolen, I will immediately notify the Chief Administrative Officer and Director of Corporate Services.
3. I agree to surrender the credit card immediately upon termination of employment or contract whether for retirement, voluntary or involuntary reasons.
4. The card is issued in my name. I will not allow any other person to use the card. I am considered responsible for any and all charges against the card.
5. I understand that in the event of willful or negligent default of these obligations, the County of Minburn No. 27 shall take recovery action, deemed appropriate, as permitted by law.
6. All charges will be billed directly to and paid directly by the County. The bank cannot accept any monies from me directly, therefore any personal charges billed to the County could be considered misappropriation of funds.
7. I understand the card has been issued to me as an official of the County of Minburn No. 27. I will under no circumstances be personally liable to the card company for any obligations arising from approved use of the card.
8. I will receive a Monthly Reconciliation Statement which will report all activity during the statement period. I am responsible for all charges (but not for payment) on the card, I will resolve any discrepancies by either contacting the supplier, the bank or the Chief Administrative Officer.
9. I will provide the Director of Corporate Services the proper General Ledger account breakdown for all transactions processed against this card.
10. I understand the Credit Card assignment is based on my need to purchase materials for the County. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement nor reflective of title or position.
11. I acknowledge I must follow the policies and procedures related to the use of County Credit Cards.

Cardholder's Signature

Cardholder's Printed Name:

Date: _____

Credit Card 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: Audra Kopicnicki

Reviewed By: _____



ADMINISTRATION

Title: County Credit Card Authorizations

Supersedes Policy Number: AD 3

Policy Number: AD 1007-01

Next Review Date: May 21, 2023

Approved by Council: May 21, 2019

Last Review Date: N/A

Resolution No:

POLICY STATEMENT

The County of Minburn No. 27 Council authorizes County credit card for use on behalf of the County for important business matters to expedite purchases or when the usual purchase/invoice process is not available.

POLICY:

1. Reeve.....Credit Limit \$10,000
2. Chief Administrative Officer (CAO).....Credit Limit \$10,000
3. Director of Protective Services (Fire Chief)Credit Limit \$3,000
4. Director of OperationsCredit Limit \$3,000
5. Agricultural Fieldman.....Credit Limit \$3,000
6. Director of Finance and AdministrationCredit Limit \$3,000
7. Planning and Development OfficerCredit Limit \$3,000
8. Shop Foreman/Supervisor.....Credit Limit \$3,000

Credit card holders are responsible to submit receipts/proof of purchases for each purchase on their card. These receipts should be coded, signed and submitted as they are received to avoid losing them.

Chief Administrative Officer



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____

Department: _____

Recommendation:

Background:

See Appendix

Legislative Guidance:

Provincial Municipal None

Details:

Council Priorities Chart:

Yes No

Details:

Previous Council Direction:

Financial Implications:

Capital Operations Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: Audra Kropielnicki

Reviewed By: _____



ADMINISTRATION

Title: Flag Protocol Policy

Supersedes Policy Number: New

Policy Number: AD 1021-01

Next Review Date:

Approved by Council:

Last Review Date:

Resolution No:

POLICY STATEMENT

Flags at the County of Minburn Administration building are flown to show respect and dignity. Proper flag etiquette is required to ensure the presentation and cultural significance of the flags are honoured.

The flying of flags at half-mast is a strong visual statement that speaks to a sense of loss shared by all and will be implemented only in circumstances that are of exceptional importance to the County.

The County of Minburn will lower flags to half-mast to commemorate solemn occasions. The lowering of flags to half-mast will be at the direction of the Province of Alberta and the Chief Administrative Officer.

PURPOSE

The purpose of this policy is to establish the protocols for flying flags at the County of Minburn Administration building, and to ensure appropriate procedures are exercised in a consistent manner.

DEFINITIONS

1. "County" means the County of Minburn No. 27.
2. "CAO" means the Chief Administrative Officer.
3. "RCMP" means the Royal Canadian Mounted Police.

GUIDELINES

Flags will be raised, lowered, flown, maintained, and disposed of by the County in accordance with Canadian Heritage's guidelines on Flag Etiquette in Canada and Rules for flying the Flag.

1. General Flag Protocol

- 1.1 If multiple flags are flown together in a set, all the flags must be flown at the same height (i.e. full-mast or half-mast).
- 1.2 All flags flown together in a set must be the same size in their vertical dimension.
- 1.3 Flags may be flown at night (i.e. flags do not need to be raised at sunrise and taken down at sunset daily).

2. Precedence of Flags

- 2.1 When a single flag is flown, the National Flag of Canada will be flown.
- 2.2. When two flags are flown, the National Flag of Canada and the Provincial Flag of Alberta will be flown.
- 2.3 Where three flags are flown, the National Flag of Canada, the Provincial Flag of Alberta, and the Flag of County of Minburn No. 27 will be flown.
- 2.4 Despite sections 2.1 to 2.3, the Canadian Heritage's guidelines on Flag Etiquette and Rules for flying the Flag may direct that another flag takes precedence (for example, the flag of the Sovereign). Those guidelines take precedence over any guidelines in this policy.

3. Lowering Flags to Half-Mast

Lowering flags in concert with Federal and Provincial Grants

- 3.1 County of Minburn will lower flags as directed by the Prime Minister's office and Canada Heritage (in relation to the Canadian Flag) and the Alberta Premier's office and Alberta Protocol (in relation to the Canadian Flag and the Alberta Provincial Flag).

Lowering flags at the County of Minburn Administration Building

- 3.2 County of Minburn will lower flags to half-mast at the County of Minburn Administration building:
 - a. from the time of notification of death until sunset the day of the funeral or memorial service for:
 - i. the Sovereign
 - ii. a member of the immediate Royal family
 - iii. a current or former Governor General of Alberta
 - iv. a current or former Prime Minister of Canada
 - v. a current or former Lieutenant Governor of Alberta
 - vi. a current or former Premier of Alberta
 - vii. a current Mayor or Councillor of the County of Minburn

Lowering flags at the CAO's Direction

- 3.3. The CAO at her/his discretion may direct that County of Minburn lower flags to half-mast at the County of Minburn Administration building, for such time and under such circumstances as the CAO directs.

4. Flag Display/Distribution

- 4.1 A new flag will be provided at no charge, when requested, for display at locations including entrances, facilities and properties that wish to present a visual statement of the County. The County may provide a flag at no charge to the following:
- a. Lavoy Action Society
 - b. Ranfurly & District Recreation & Agricultural Society
 - c. Innisfree & District Agricultural Society
 - d. Minburn & District Agricultural Society
 - e. Vegreville Agricultural Society
 - f. Village of Mannville
 - g. Village of Innisfree
 - h. M.D. of Minburn Foundation
 - i. Others at the discretion of the CAO

DRAFT



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



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

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

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

COUNTY OF MINBURN NO. 27 SUBDIVISION AUTHORITY OFFICER REPORT

A. BACKGROUND:

File Number: 04-2023

Legal: South ½ NW 24-52-16-W4M

Owners: John and Laura Chrapko

Applicant: Krawchuk Land Surveys Ltd.

Date Accepted: April 14, 2023

Decision Due Date: June 13, 2023

Existing Use: Agricultural

Proposed Use: Rural Residential

¼ Section Designation: Arable Quarter

Gross Area: 32.4 Ha (80 ac)

Proposed Area: Lot 1, Block 1 – 5.67 Ha (14 ac)

Zoning: A: Agricultural District

Division: 6

B. DESCRIPTION OF PROPOSAL:

The subject property is located on the South ½ NW 24-52-16-W4 in Division 6, approximately 10 km west of Vegreville on Rge Rd 161 south of Twp Rd 524. The applicant is proposing to separate the existing farmstead from the south half of the quarter. Proposed Lot 1 is 5.67 Ha (14 ac) and includes the dwelling, multiple outbuildings, corrals, two dugouts, and treed area. The proposed remnant parcel primarily consists of cultivated farmland with several low/wet areas. Road widening has not yet been dedicated towards Rge Rd 161. There is existing access to both proposed Lot 1 and to the proposed remnant parcel off Rge Rd 161.

C. NOTIFICATION:

Adjacent property owners and agencies were notified on April 18, 2023 – no objections.

COMPLIANCE:

It was noted that there is an active gas well located approximately 1800m from the proposed subdivision. However, the Hydrogen Sulfide (H₂S) content is only 0.180% which is not considered a sour gas well because the H₂S content is less than 1.0% threshold as defined in the Matters Related to Subdivision and Development Regulation.

D. RESERVES:

Pursuant to Section 663 of the *Municipal Government Act*, reserves are owed. It is recommended that the reserves owing for proposed Lot 1, Block 1 be collected by way of cash-in-lieu and defer the reserve owing for the proposed remnant parcel by way of a deferred reserve caveat pursuant to MDP Policy 3.8.4.

E. 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 pursuant to Division 8, Part 17 of the *Municipal Government Act*, 2000, as amended, cash-in-lieu of municipal reserve land owing for the area of the proposed Lot 1, Block 1 is to be paid to the County of Minburn No. 27. The calculation is as follows: begin with the area of the proposed Lot 1, Block 1 as shown on the registerable instrument, then multiply by \$2,990.00/acre, then multiply by 10%.
3. That pursuant to Division 8, Part 17 of the *Municipal Government Act*, 2000, as amended, a deferred reserve caveat is to be registered against the proposed remnant parcel calculated as follows: begin with the existing titled area (South ½ NW 24-52-16-W4M), subtract the amount of land within the proposed Lot 1, Block 1 as shown on the registerable instrument submitted for endorsement, then multiply by 10%.
4. That the registered owner/applicant enter into a development agreement by way of Caveat with the County of Minburn pursuant to Sections 661 and 662 of the *Municipal Government Act*, 2000 as amended, pertaining to the provision of land for future road widening as required.
5. That all outstanding property taxes are to be paid pursuant to Section 654 of the *Municipal Government Act*, 2000 as amended.

Information Items (these are not conditions of approval):

1. That a development permit application is required for any proposed future development of the subject lot (i.e. addition, change in use, Accessory Building, etc.).

Please contact County of Minburn Planning and Development at 780-632-2082 for further information.

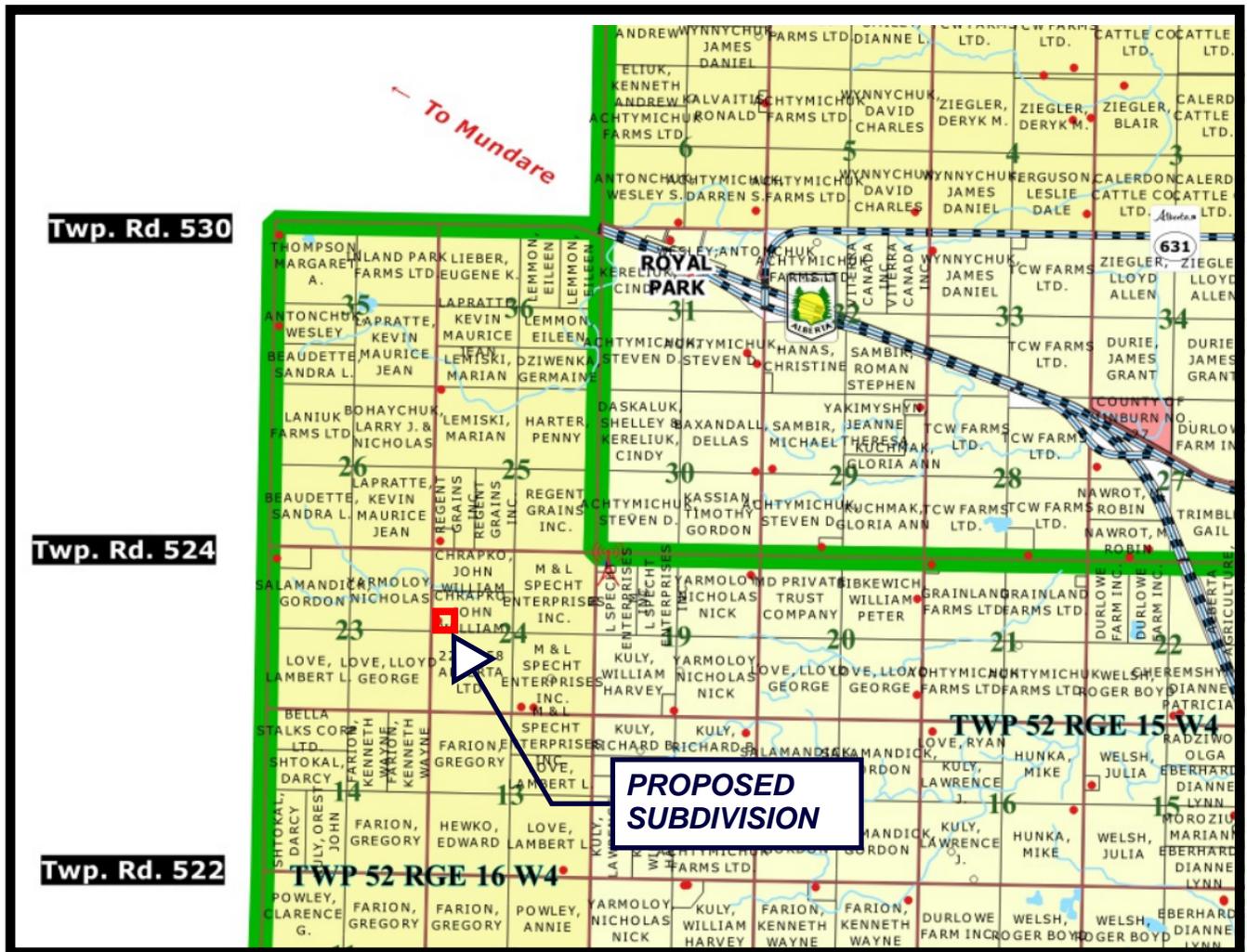
2. That the necessary Safety Code Permits, which include building, plumbing, electrical, gas and private sewage permits would be required prior to any and all new construction, alteration, or change in use or occupancy of a building on-site. Please contact the Inspections Group at 1-866-554-5048 for further information on Safety Code Permit requirements.
3. That registration of the proposed subdivision at the Land Titles office may result in a change in the assessment of proposed Lot 1, Block 1. Please contact Municipal Assessment Services at 780-939-3310 with regards to any questions about assessment.
4. The proposed subdivision may be affected by a permanent, naturally occurring body of water or watercourse. The Province has an interest in the Crown ownership of Provincial waterbodies/or Public Land boundaries in Alberta. **Development or water diversion may not occur in waterbodies including wetlands, watercourses, or Public Lands without prior consultation and approval from Alberta Environment and Protected Areas.** If you have any questions about development on or near water bodies, watercourses, or public land please contact Alberta Environment and Protected Areas prior to undertaking any activity (including construction of a private driveway) within or near the wetland.
5. That approval of this application does not excuse the applicant from ascertaining and complying with the requirements of other municipal bylaws, easements, environmental reserve easements, covenants, conservation agreements, development agreements, or Provincial or Federal statutes, regulations, licenses or codes or standards of practice.

F. ATTACHMENTS:

- ◆ Location plan
- ◆ Application form
- ◆ Tentative Plan/Air Photo
- ◆ Inspection Summary

Prepared by Davin Gegolick on May 9, 2023

Location Plan



Twp. Rd. 530

Twp. Rd. 524

Twp. Rd. 522

**PROPOSED
SUBDIVISION**



SUBDIVISION APPLICATION

For Office Use Only	
Date Received:	File #
Date Complete:	Roll #

1. NAME AND MAILING ADDRESS OF THE APPLICANT

	P/C	

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

	P/C	

Email:	
Phone:	
Cell:	

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

South 1/2 All part of the ¼ sec. twp. range west of the 4th meridian

Being all parts of Lot Block Plan

Certificate of Title No.

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

Municipal address (if applicable)

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.

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:

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: **Dugout/wetland within proposed subdivision**

**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.): **Agricultural**
Proposed use of the land: **Rural Residential**
Land Use District (Agricultural, Hamlet Residential, etc.): **Agricultural**

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

Describe the nature of the topography of the land (flat, rolling, steep, mixed): **Rolling**
Describe the nature of the vegetation and water on the land (brush, shrubs, treed, woodlots, sloughs, creeks, etc.):
Some trees within landscaped yard. 2x dugouts in low areas. Low area immediately East of proposed lot.
Describe the kind of soil on the land (sandy, loam, clay, etc.): **Loam. CLI Class 2 & 3. Agrasid: Black/Dk. Grey**

7. EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED

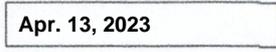
Describe any building and any structures on the land and whether they are to be demolished or moved:
House, garage, shop and farm buildings to remain.

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: **Existing water well and open discharge septic pumpout.**

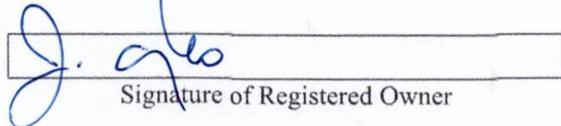
9. CERTIFICATION

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  **Apr. 13, 2023**
Date

10. RIGHT OF ENTRY

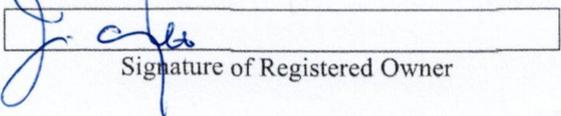
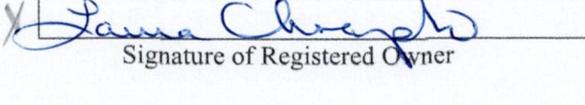
I/We, **John Chrapko and Laura Chrapko** authorize staff of the County of Minburn to enter upon my/our land for the purpose of conducting a site inspection with respect to my subdivision application.

X  Signature of Registered Owner X  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.)? **Dogs on property. Call landowner at 780-603-7042.**

11. REGISTERED OWNER'S CONSENT

I/We, the above named registered owner(s) of **S. 1/2 NW24-52-16-4** (legal description) do hereby authorize the applicant named above to make application for subdivision.

X  Signature of Registered Owner X  Signature of Registered Owner

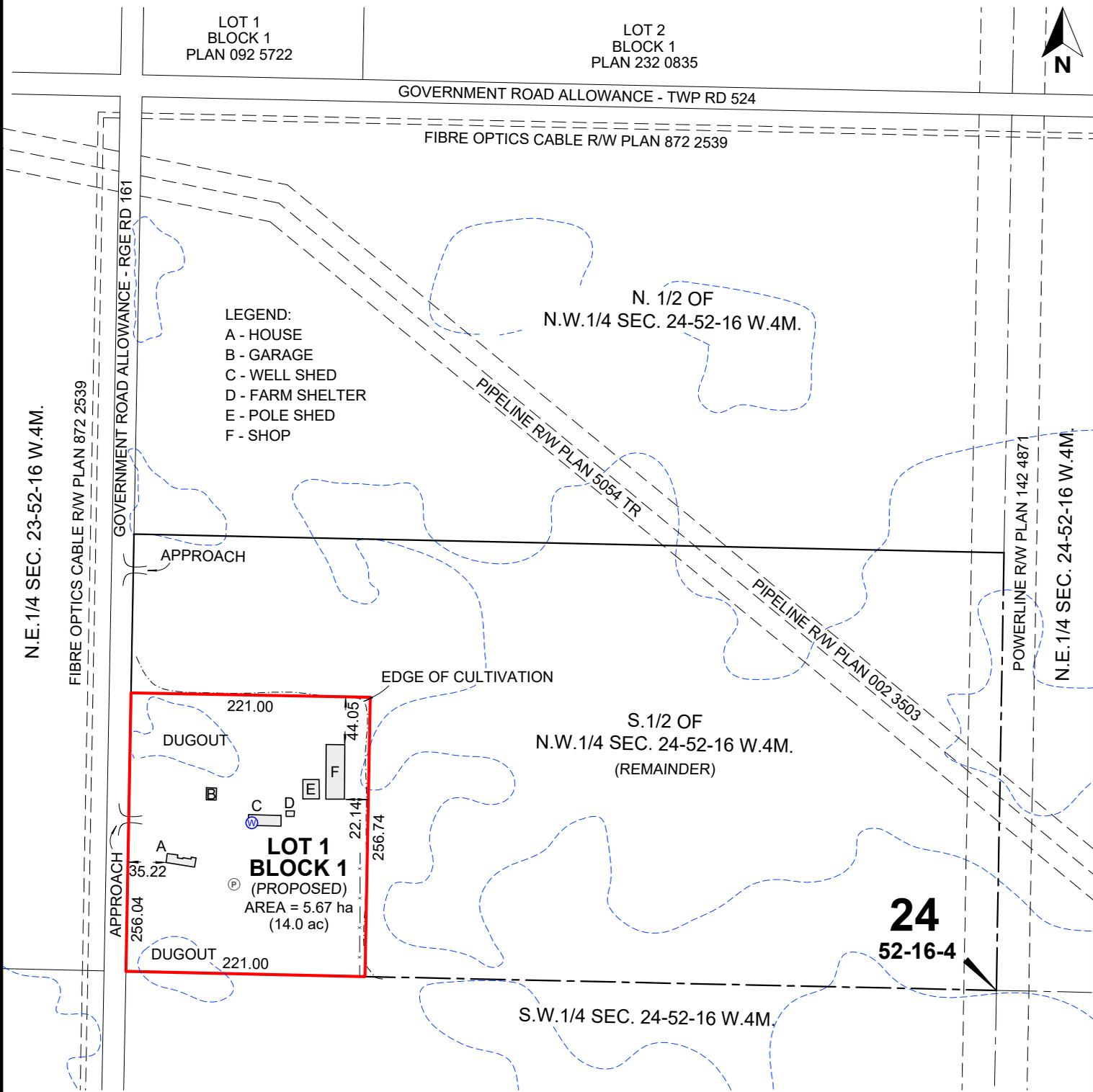
This personal information is being collected under the authority of the *Municipal Government Act Subdivision and Development Regulation 43/2002* and will be used to process the subdivision application. If you have any questions or require further information please contact Planning and Development,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

TENTATIVE PLAN

SHOWING PROPOSED SUBDIVISION WITHIN

S 1/2 S.W. SEC.24 TWP.52 RGE.16 W.4 M.

COUNTY OF MINBURN NO.27



- Notes:
- Preliminary survey conducted on April 12th, 2023, dimensions and areas are more or less and subject to change.
 - Distances are in metres and decimals thereof.
 - Aerial imagery: © Google Earth
 - Location of low/wet areas derived from aerial imagery dated October 2021
 - Movable structures exist within the proposed parcel and have not been shown
 - Aerial imagery can be toggle on/off using the "AIRPHOTO" layer

Table of Offsets:	
Pumpout to Boundaries:	
N -	177.7
E -	122.7
S -	81.9
W -	98.3
Pumpout to:	
Water well -	55.9
House -	57.4
Dugout	
North -	109.0
South -	66.5



Box 945, St. Paul, AB, T0A 3A0
 info@krawchuklandsurveys.ca
 Ph. 780-614-5653
 Fax. 833-859-4204

- Legend:
- Building
 - Corral Fence
 - Low/Wet area
 - Subject parcel boundaries
 - Pumpout
 - Water Well

- Abbreviations:
- ac. acre
 - E. East
 - ha. hectare
 - M. meridian
 - N. North
- R/W right of way
- S. South
 - W. West

Scale 1:5000

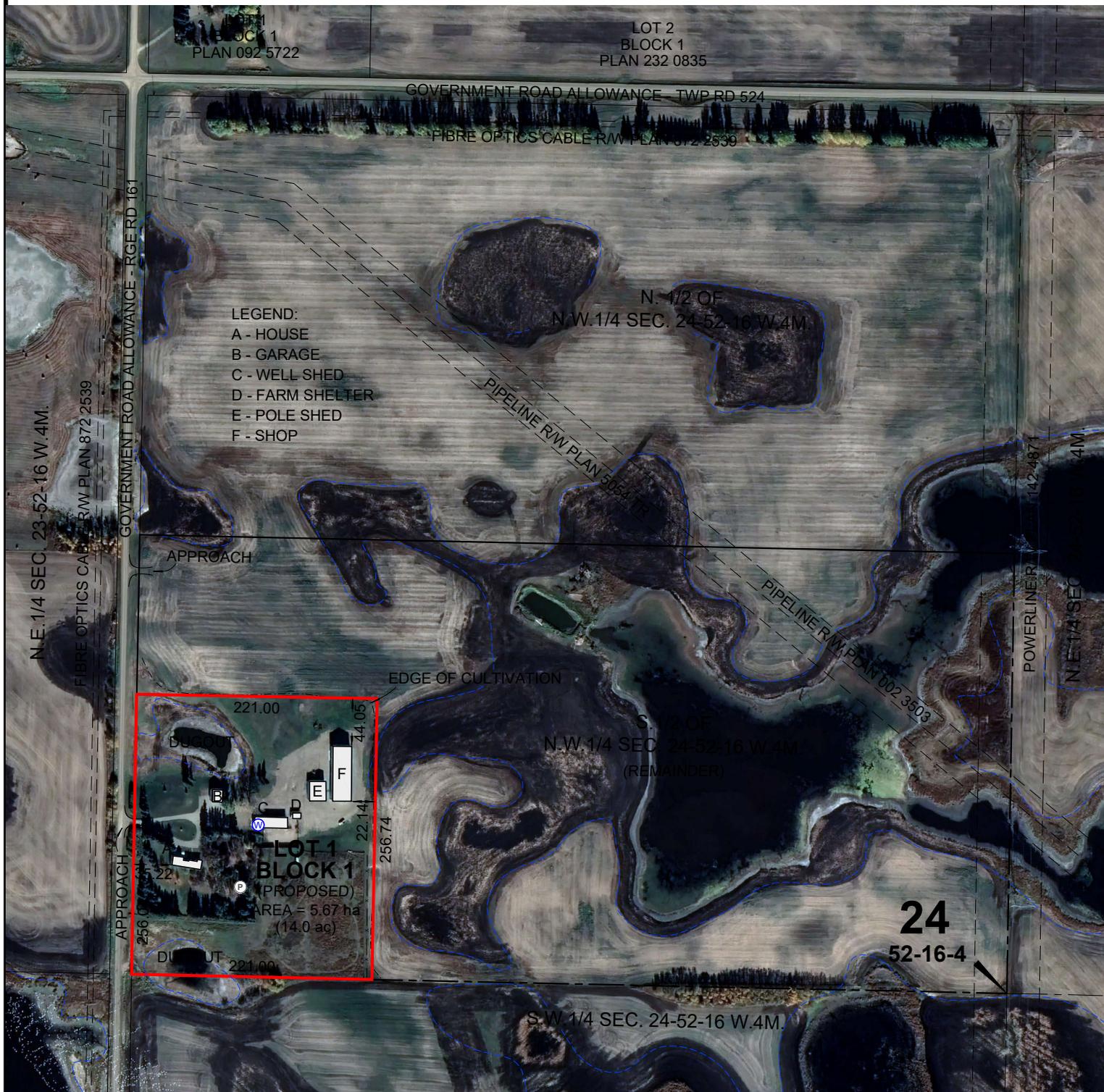
Date issued: Apr. 13, 2023
 File: 23-01-0030 Rev 0

TENTATIVE PLAN

SHOWING PROPOSED SUBDIVISION WITHIN

S 1/2 S.W. SEC.24 TWP.52 RGE.16 W.4 M.

COUNTY OF MINBURN NO.27



LEGEND:
 A - HOUSE
 B - GARAGE
 C - WELL SHED
 D - FARM SHELTER
 E - POLE SHED
 F - SHOP

LOT 1
BLOCK 1
 (PROPOSED)
 AREA = 5.67 ha
 (14.0 ac)

24
52-16-4

Notes:

- Preliminary survey conducted on April 12th, 2023, dimensions and areas are more or less and subject to change.
- Distances are in metres and decimals thereof.
- Aerial imagery: © Google Earth
- Location of low/wet areas derived from aerial imagery dated October 2021
- Movable structures exist within the proposed parcel and have not been shown
- Aerial imagery can be toggle on/off using the "AIRPHOTO" layer

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Legend:

- Building
- Corral Fence
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- Subject parcel boundaries
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Abbreviations:

- ac. acre
- E. East
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- M. meridian
- N. North
- R/W right of way
- S. South
- W. West

Scale 1:5000

Date issued: Apr. 13, 2023
 File: 23-01-0030 Rev 0

Drone photo of proposed Lot 1 facing SE. Access is via Rge Rd 161. Proposed Lot 1 contains the dwelling, outbuildings, treed area, 2 dugouts, and existing corrals. Proposed remnant is primarily farmland with low/wet areas throughout.



Another angle of proposed Lot 1, facing NW. Proposed property boundaries follow the existing fence line.



Another angle of proposed Lot 1, facing SW. Northern proposed boundary is about 22m from shop.



Septic pump out located in the bush SE of the dwelling



Water well located within existing shop (right door) as per discussion with Laura Chrapko during inspection.



Existing approach to proposed remnant parcel off Rge Rd 161 (north of proposed Lot 1)



Inspection Summary:

- Topography – proposed Lot 1 is mainly flat with low areas north and south of the dwelling. Remnant parcel is mixed with low/wet spots throughout.
- Nature of vegetation and water – mainly grass/pasture with some brush within proposed Lot 1. Dugouts located north and south of the dwelling. The proposed remnant is cultivated farmland with sloughs throughout.
- The location of the water well was confirmed to be within the shop as per my conversation with Laura Chrapko (landowner) during my site inspection. Confirmed existing water well (adjacent to the dwelling as identified on Tentative Plan of Subdivision)
- Confirmed the location of existing septic pump out.
- Use of land in the vicinity – Agricultural, rural residential, pipelines. Sour gas well located within 1800m of the proposed subdivision. Hydrogen sulfide content is 0.180% which is less than the 10 mol/kilomole cut-off to define as 'sour gas' within the Matters Related to Subdivision and Development Regulation – no compatibility issues.



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____

Department: _____

Recommendation:

Background:

See Appendix

Legislative Guidance:

Provincial Municipal None

Details:

Council Priorities Chart:

Yes No

Details:

Previous Council Direction:

Financial Implications:

Capital Operations Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Podoborszky



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

From Date: _____ **To Date:** _____

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

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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 the month of April 2023

Prepared by: Pat Podoborzny

Date: May 10, 2023

Department Updates:

- preparation of the May Committee of the Whole meeting agenda package
- preparation of the May regular meeting of Council agenda package
- preparation of the Special Meeting of Council, May 15, 2023
- regular communication with Council through weekly digital correspondence
- preparation of the annual newsletter
- attending operations leadership meeting
- reviewing employment agreements, job descriptions and staff grids
- reviewing staff accreditation and working on succession plan strategies
- working through roles and responsibilities to determine efficiencies
- updating website with current information
- social media posts on current Minburn activities
- information for public communication TV in admin office
- reviewing process for policy and bylaw review and retention
- updating policies and procedures
- virtual meeting with Wapasu residents
- toured Ranfurly and Mannville transfer stations
- attended operations spring meeting

Intermunicipal relations:

- Quad CAO meeting in Mannville

External relations:

- Yellowhead East Health Advisory Council Community Engagement
- Met with the Enel project team to discuss 2023 remediation plans
- Met with Elk Island Schools to discuss Joint Use Panning Agreement
- Attended ACE Shareholders Mtg

CAO Training and Development



ADMINISTRATION REPORTS

Name: Norm De Wet

Department: Operations

Reviewed by: *P. Padonogny*

For Presentation at: May 15th, 2023, Council Meeting

From Date: April 17, 2023

To Date: May 14, 2023

Fleet/Shop Update:

- Fleet maintenance is ongoing.
- Administration staff are working with equipment contractors to plan our 10-year capital equipment replacement/refurbishment plan for presentation at a future Council meeting.

Construction Update:

- All snow attachments have been removed from equipment.
- Seasonal Construction is expected to start on May 9 on Twp 504 in Division 1.

Transportation Update:

- The tentative start date for the gravel program with Ken-X Energy is May 23, 2023, and the haul will start in Division 1.
- The dust control application deadline was on April 15, and 89,150 linear feet of dust control have been staked. Crews are currently spraying and focusing on completing residential dust controls first, County dust controls will be applied once residential dust controls are completed.

Operations Update:

- Seasonal employees have started and have been allocated as follows:
 - Construction: 5 employees
 - PW Shop: 1 employee
 - Operations Admin: 1 employee
 - ASB: 2 employees
 - Oiling Crew: 2 employees

- The STIP applications were submitted for three bridges, and the GrainsConnect asphalt upgrade were not successful.

- A contract has been signed with ATCO for an additional streetlight on 50th street, Lavoy, for improved lighting over the mailboxes. Installation is expected to be in August 2023.

- The gravel program expression of interest has closed. We received very little interest and have only received one submission. The information will be analyzed and brought to a Committee of the Whole meeting within a few months.

- Mannville Landfill Reclamation Tentative Schedule:
 - Start Date: May 15, 2023.
 - Completion Date: June 6, 2023

Attachments:



ADMINISTRATION REPORTS

Name: Darwin Ullery

Department: Agriculture and Utilities

Reviewed by: *P. Podchorzyny*

For Presentation at: May 15, 2023, Council Meeting

From Date: April 12, 2023

To Date: May 14, 2023

Agricultural Service Board Update:

- Summer students have started and are busy with equipment maintenance right now and will be seeding last year's road construction projects the week of May 15.
- Grading of samples at the seed cleaning plants has been completed for 2023.
- Diamondback moth monitoring traps have been set up at each end of the County and weekly counts will commence the week of May 8.
- Brush mulching wrapped up on April 21 with 25,850 meters completed for the season. Please forward any information about potential brushing projects to be included in future programs.
- Weighing of 4-H calves for Innisfree Minburn club will be on June 1 and for Vegreville club on May 31.

Water and Sewer Utility Update:

- We are currently experiencing an air lock issue at the overhead fill at the Minburn Truck Fill Station. Summit Valve is still waiting on parts and hopefully this situation can be resolved quickly prior to the beginning of spraying season.

Waste Management:

- The change in operating hours at the transfer stations from 10:00 am until 1:00 pm to 4:00 pm until 7:00 pm on Wednesday's appears to be well accepted with the first week of operation showing a significant increase in users within the new evening hours.

Attachments:

- N/A



ADMINISTRATION REPORTS

Name: Davin Gegolick

Department: Planning & Development

Reviewed by: *P. Podchorozny*

For Presentation at: May 15, 2023 Council Meeting

From Date: April 12, 2023

To Date: May 10, 2023

Planning Update:

- Issued development permits: dwelling (Lavoy), farm shop (Pt. SE/SW 14-50-13-W4M), dwelling (Pt. N 1-52-15-W4M), dwelling addition (Pt. NE 36-51-14-W4M).
- MDP Review update – following Council’s direction on CN Rail’s comments at the May 15 Committee of the Whole meeting, administration will send Council the latest version and additionally post it on the website. This version will address comments from Alberta Transportation and the April Council meeting, including additional provisions for renewable energy. Advertising for the public hearing will be posted well in advance of the June 19 public hearing and there will be plenty of time for the public to review the 2nd Reading draft prior to the public hearing.
- Secured Tarin Resources to provide orthophoto update. Planned to be flown June 5-September 30.
- Lavoy Campground update – Lavoy Action Society will move the covered picnic shelter building, picnic tables, and waste containers to the playground property before June 15. Operations will hire a contractor to remove the remaining structures.
- Sent letter to all Wapasu residents regarding support for waste bin initiative. Deadline for responses is May 26.
- Prepared an Environmental File Search – SE 28 & SW 27-50-9-W4M
- Completed ICS 100 training.

Subdivision Update:

- Received applications: file# 03-2023, 04-2023
- Completed site inspection: file# 04-2023

Economic Development Update:

- East Industrial Park Joint ASP update:
 - Geotech and lagoon capacity studies from BAR Engineering are complete.
 - Main conclusions and recommendations of the study will be incorporated into the draft ASP.
 - After reviewing the draft ASP with the Village, document will be circulated to Council, agencies, and the public.
 - Red Willow Planning will provide highlights/discussion to Council at the June 14 COW, prior to 1st Reading on June 19.
- Regional Economic Development Framework – posted RFP to APC on April 21 with a tender closing date of May 19. Plan to award the tender before the end of the month and kick-off the project in June.

Attachments:

RFD – Subdivision File #04-2023



ADMINISTRATION REPORTS

Name: Mike Fundytus

Department: Protective Services

Reviewed by: *P. Podchorsky*

For Presentation at: May 15th Council Meeting

Department Updates:

Call Type	Date	Details
Medical	April 14	Village Medical Mannville attended.
Fire	April 15	Twp 522 and RR 92 Grass fire Mannville attended
Fire	April 16	12002 Twp 512 A Grass fire spread to small storage structures Innisfree and Mannville attended.
Fire	April 17	Small ditch fire due to downed power line. Mannville attended.
Fire	April 18	Near Brookwood estates. Landowner lit up straw piles with out permit. Vegreville and Innisfree attended.
MVC	April 19	Single Vehicle MVC Hwy 870 near Twp 502. Innisfree attended.
MVC	April 23	Hwy 16a Twp 524. Vegreville attended.
Fire	April 24	Hwy 16 RR 132. Ditch fire Vegreville attended.
Medical	April 27	Village medical Innisfree attended.
Medical	April 28	Village Medical Mannville attended.
Medical	April 28	Village medical Innisfree attended.
Fire	April 28	SW 27-50-09 W4 Brush piles had reignited. Mannville attended.
Fire	April 30	9119 Twp 522 Brush pile reignited spread in yard and neighbouring field. Mannville and Innisfree attended.
Fire	April 30	50426 RR 83 Fire ignited from grinding. Mannville Innisfree and Vegreville attended.
Fire	May 1	Hwy 16 RR 144 Fire along hwy spread to nearby yard. Vegreville attended
Fire	May 1	Hwy 16 RR 152. Fire along hwy spread to field. Vegreville attended.
Medical	May 2	Village medical Innisfree attended.
Fire	May 3	51101 RR 151. Owner had a brush pile smoking called fire dept to extinguish. Veg attended.
Fire	May 3	Hwy 16A RR 152 Grass fire cause by cutoff saw. Veg and Mannville attended.
Fire	May 4	Hwy 16 west veg overpass. Vegreville attended.

Medical	May 5	Village medical Mannville attended.
Fire	May 5	Grass Fire near 524312 RR 161 caused by brush piles that were stirred up with track hoe on May 4 th . Vegreville and Innisfree attended
False Alarm	May 5	5024 51 Ave Lavoy Innisfree/Veg attended.
Fire	May 5	Near 50225 Hwy 857 Ditch fire Vegreville attended.
Medical	May 5	Village medical Mannville attended.
Fire	May 6	Twp 514 and RR 85 old brush piles were smoking had sufficient fire guards, instructed owner to bury with a trackhoe. Mannville attended.
False Alarm	May 7	Mannville care center. Mannville attended.
MVC	May 8	Hwy 16 RR 93. Single vehicle rollover. Mannville attended

Mannville 13
Innisfree 10
Vegreville 8

Currently under fire ban. All surrounding municipalities are currently under fire ban except for Vermilion River being under restriction allowing recreational fires.

Tendered sale of unit 904 on APC & Alberta Fire Chiefs Association website. Received 1 bid for \$20,000.00 from Rocky Mountain Phoenix. Proceeded with sale in accordance with AD 1014-01 Asset Disposal Policy and council motion 2023-31

Entered into a mutual aid agreement with Parkland County for fire services.

3 members and a wildland brush truck deployed to assist Parkland County.

Results from Fire Underwriters Survey (Attached) Fire insurance rating increase for Village of Innisfree.

Completed annual pump testing of fire apparatus. All units passed with a few minor repairs to units in at Mannville station.

Summer staff H&S orientations completed.

Attachments:

Fire Underwriters Survey Letter



April 25th, 2023

Minburn County Fire Department
 Box 550, 4909 50-Street
 Vegreville, AB
 T9C 1R6

Attention: Mike Fundytus, Fire Chief

Fire Underwriters Survey – County of Minburn

Fire Underwriters Survey is a national organization that represents more than 90 percent of the private sector and casualty insurers in Canada. Fire Underwriters Survey provides data to program subscribers regarding public fire protection for fire insurance statistical and underwriting evaluation. The following letter provides a brief description of the grading process.

The Public Fire Protection Classification (PFPC) is a numerical grading system scaled from 1 to 10 that is used by Commercial Lines¹ insurers. Class 1 represents the highest grading possible, and Class 10 represents an unrecognized level of fire protection, or fire protection beyond 5 km by road travel distance. The PFPC grading system evaluates the ability of a community’s fire protection programs to prevent and control major fires that may occur in multi-family residential, commercial, industrial, institutional buildings, and course of construction developments.

Fire Underwriters Survey also assigns a second grade for fire protection. The second grading system, entitled Dwelling Protection Grade (DPG), assesses the protection available for small buildings such as single-family dwellings and is used by Personal Lines² insurers.

The DPG is a numerical grading system scaled from 1 to 5. One (1) is the highest grading possible and five (5) indicates little or no fire protection is present; Class 5 also represents fire protection beyond 8 km by road travel distance. This grading reflects the ability of a community to handle fires in small buildings.

We are pleased to inform that our analysis of the County of Minburn fire protection capacity is complete. The following two tables outline past and present Public Fire Protection Classification and the Dwelling Protection Grades attributed to the County of Minburn.

1 Commercial Lines: A distinction marking property and liability coverage written for business or entrepreneurial interests (includes institutional, industrial, multi-family residential and all buildings other than detached dwellings that are designated single-family residential or duplex) as opposed to Personal Lines.

2 Personal Lines: Insurance covering the liability and property damage exposures of private individuals and their households as opposed to Commercial Lines. Typically includes all detached dwellings that are designated single family residential or duplex.

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Table 1 – Public Fire Protection Classification (PFPC) Updates for the County of Minburn

SUB DISTRICT(S) and (contract protection areas)	PFPC 2010	PFPC 2023	COMMENTS
Innisfree - Fire Station (Hydrant Protected Area)	8	8	Hydrant Protected Area – Commercial Lines insured properties within 5 km of a fire hall, and within 150 m of a fire hydrant.
Innisfree - Fire Station (Fire Hall Protected Area)	9	9	Fire Hall Protected Area – Commercial Lines insured properties within 5 km of a fire hall, but not within 150 m of a fire hydrant.
Innisfree Fire Station (Contract Zone)	9	9	Contract Aid Area – Commercial Lines insured properties within 5 km by road of a fire station, but not within 150 m of a fire hydrant.
Mannville - Fire Station (Hydrant Protected Area)	7	7	Hydrant Protected Area – Commercial Lines insured properties within 5 km of a fire hall, and within 150 m of a fire hydrant.
Mannville - Fire Station (Fire Hall Protected Area)	9	9	Fire Hall Protected Area – Commercial Lines insured properties within 5 km of a fire hall, but not within 150 m of a fire hydrant.
Mannville - Fire Station (Contract Zone)	9	9	Contract Aid Area – Commercial Lines insured properties within 5 km by road of a fire station, but not within 150 m of a fire hydrant.
All Other Areas	10	10	Unprotected – Commercial Lines insured properties further than 5 km by road of a fire hall.

Table 2 – Dwelling Protection Grade (DPG) Updates for the County of Minburn

SUB DISTRICT(S) and (contract protection areas)	DPG 2010	DPG 2023	COMMENTS
Innisfree - Fire Station (Hydrant Protected Area)	3A	3A	Hydrant Protected Area – Personal Lines insured properties within 8 km of a fire hall, and within 300 m of a fire hydrant.
Innisfree - Fire Station (Fire Hall Protected Area)	3B	3B	Fire Hall Protected Area – Personal Lines insured properties within 8 km of a fire hall, but not within 300 m of a fire hydrant.
Innisfree - Fire Station (Contract Zone)	4	3B	Contract Aid Area – Personal Lines insured properties within 8 km of a fire hall, but not within 300 m of a fire hydrant.
Mannville - Fire Station (Hydrant Protected Area)	3A	3A	Hydrant Protected Area – Personal Lines insured properties within 8 km of a fire hall, and within 300 m of a fire hydrant.
Mannville - Fire Station (Fire Hall Protected Area)	3B	3B	Fire Hall Protected Area – Personal Lines insured properties within 8 km of a fire hall, but not within 300 m of a fire hydrant.
Mannville - Fire Station (Contract Zone)	3B	3B	Contract Aid Area – Personal Lines insured properties within 8 km of a fire hall, but not within 300 m of a fire hydrant.
All Other Areas	5	5	Unprotected – Personal Lines insured properties further than 8 km by road of a fire hall.

Fire Underwriters Survey has supplied Fire Insurance Grade Mapping of the above classifications attached within the email rather than within Appendix of this letter.

Of concern is the age of apparatuses at Innisfree Fire Station Pumper Hub 914 is approaching 20 years of service life. A similar situation with Mannville Fire Station Pumpers E-One 910 and Tanker Hub 912 is approaching 20 years of service life. Consideration should be given to replace Hub 914, E-One 910, and Hub 912 once they reach 20 years of age. Developing a replacement plan with reserve funding will be essential to maintaining the fleets and being rewarded with fire insurance classification recognition. Failure to replace apparatuses can have negative impacts on future fire insurance classifications.

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Fire Underwriters Survey has supplied a number of documents within the Appendix of this letter for the purpose of providing information to the County of Minburn with regards to; Frequency of Inspections, Apparatus Life Service Recognition, Minimum Requirements for each Dwelling Protection Grade (DPG) – Personal Lines Classifications, as well as corresponding dwelling and commercial fire insurance grade mapping.

Please note that this letter is private and confidential. The underlying data of this report has been developed for fire insurance grading and classification purposes. This letter may be used by the stakeholders to assist in planning the future direction of fire protection services for the County of Minburn.

Please contact our office if there are any questions or comments regarding the intent or content found throughout this letter.

Sincerely,

Donny Lin
 Fire Protection Specialist
 Fire Underwriters Survey

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Appendix A

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Appendix B

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TECHNICAL BULLETIN
FIRE UNDERWRITERS SURVEY™
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FIRE UNDERWRITERS SURVEY RECOMMENDED FREQUENCY OF FIRE PREVENTION INSPECTIONS

The frequency of fire prevention inspections for all occupancies should be specifically appropriate for the level of fire risk within the occupancy. The frequency of inspections will vary from one occupancy to another depending on:

1. Type of occupancy.
2. Occupant load.
3. Function.
4. Grade of hazard

As the fire risk increases, the frequency of inspections should also be increased.

The following table is a minimum frequency guideline for major occupancy classifications from the National Building Code of Canada.

<i>Group - Division National Building Code Occupancy</i>	Minimum Inspection Frequency
A-1	6 months
A-2	6 months
A-3	6 months
A-4	6 months
B-1	6 months
B-2	6 months
C	6 months
D	12 months
E	12 months
F-1	3 months
F-2	6 months
F-3	6 months

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Sample Customized Frequency Schedule

<i>Group - Division National Building Code Occupancy</i>	<i>Inspection Frequency</i>	<i>Group - Division National Building Code Occupancy</i>	<i>Inspection Frequency</i>				
A-1 Movie Theaters Theaters	6 months 6 months	C Apartments Boarding Houses Hotels (Unsprinklered) Hotels (Sprinklered) Lodging Houses Motels Residential Schools	6 months 6 months 2 months 4 months 6 months 6 months 6 months				
A-2 Bowling Alleys Churches Non-Residential Clubs Community Halls Dance Halls Exhibition Halls Gymnasiums Libraries Licensed Beverage Premises (Unsprinklered) Licensed Beverage Premises (Sprinklered) Museums Restaurants Schools Daycares Undertaker Premises	6 months 6 months 6 months 6 months 6 months 6 months 6 months 6 months 2 months 4 months 6 months 6 months 6 months 4 months 6 months 6 months		D Banks Barbers/Hairdressers Beauty Parlours Dental Offices Self-Services Laundries Medical Offices Offices Radio Stations Appliance Service/Rentals	12 months 12 months 12 months 12 months 12 months 12 months 12 months 12 months 12 months			
	A-3 Arenas Rinks Indoor Pools			6 months 6 months 6 months	E Department Stores Shops Stores Supermarkets	12 months 12 months 12 months 12 months	
	A-4 Stadiums			6 months		F-1 Feed Mills Spray Paint Booths	3 months 3 months
	B-1 Jails Police Stations			6 months 6 months			F-2 Warehouses, Service Stations
	B-2 Children's Custodial Homes Hospitals Nursing Homes			2 months 2 months 4months	F-3 Storage Garages, Medical Labs	12 months	

For further information regarding frequency of fire prevention inspections for fire insurance grading purposes, please contact a Fire Underwriters Survey office.

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Appendix C

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TECHNICAL BULLETIN
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Insurance Grading Recognition of Used or Rebuilt Fire Apparatus

The performance ability and overall acceptability of older apparatus has been debated between municipal administrations, the public fire service and many others for years. Fire Underwriters Survey (FUS) has reviewed experiences across Canada and in other countries and has developed a standard for acceptance of apparatus as the apparatus becomes less reliable with age and use.

The public fire service is unique compared to other emergency services in that fire apparatus vehicles are not continuously in use. However, when in use, the apparatus is subject to considerable mechanical stress due to the nature of its function. This stress does not normally manifest itself on the exterior of the equipment. It is effectively masked in most departments by a higher standard of aesthetic care and maintenance. Lack of replacement parts further complicates long term use of apparatus. Truck and pump manufacturers maintain a parts inventory for each model year for a finite time. After that period, obtaining necessary parts may be difficult. This parts shortage is particularly acute with fire apparatus due to the narrow market for these devices.

Fire Underwriters Survey lengthy experience in evaluating fire apparatus indicates that apparatus should be designed to an acceptable standard. The standard that is accepted throughout Canada by Fire Underwriters Survey is the Underwriters’ Laboratories of Canada (ULC) Standard S515 (most updated version) titled, “Automobile Fire Fighting Apparatus,” which was adopted as a National Standard of Canada in September 2004. Alternatively, NFPA 1901, the Standard for Automotive Fire Apparatus (most updated version) is also accepted by Fire Underwriters Survey with respect to apparatus design. Fire apparatus should be built by recognized manufacturers and tested by a suitably accredited third party.

Fire apparatus should respond to first alarms for the first fifteen years of service. During this period it has reasonably been shown that apparatus effectively responds and performs as designed without failure at least 95% of the time. For the next five years, it should be held in reserve status for use at major fires or used as a temporary replacement for out-of-service first line apparatus. Apparatus should be retired from service at twenty years of age. Present practice indicates the recommended service periods and protocols are usually followed by the first purchaser. However, at the end of that period, the apparatus is either traded in on new apparatus or sold to another fire department. At this juncture, the unit may have one or more faults which preclude effective use for emergency service. These deficiencies include:

- a. Inadequate braking system
- b. Slow pick-up and acceleration
- c. Structurally weakened chassis due to constant load bearing and/or overloading
- d. Pump wear

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FUS has modified its application of the age requirement for used or rebuilt apparatus. Due to municipal budget constraints within small communities we have continued to recognize apparatus over twenty years of age, provided the truck successfully meets the recommended annual tests and has been deemed to be in excellent mechanical condition. The specified service tests are outlined below under the heading “Recommended Service Tests for Used or Modified Fire Apparatus”. Testing and apparatus maintenance should only be completed by a technician who is certified to an appropriate level in accordance with NFPA 1071, *Standard for Emergency Vehicle Technician Professional Qualifications*.

Insurance grading recognition may be extended for a limited period of time if we receive documentation verifying that the apparatus has successfully passed the specified tests. If the apparatus does not pass the required tests or experiences long periods of “downtime” we may request the municipal authority to replace the equipment with new or newer apparatus. If replacement does not occur, fire insurance grading recognition may be revoked for the specific apparatus which may adversely affect the fire insurance grades of the community. This can also affect the rates of insurance for property owners throughout the community.

Table 1 Service Schedule for Fire Apparatus For Fire Insurance Grading Purposes

Apparatus Age	Major Cities ³	Medium Sized Cities ⁴	Small Communities ⁵ and Rural Centres
0 – 15 Years	First Line Duty	First Line Duty	First Line Duty
16 – 20 Years	Reserve	2 nd Line Duty	First Line Duty
20 – 25 Years ¹	No Credit in Grading	No Credit in Grading <i>or</i> Reserve ²	No Credit in Grading <i>or</i> 2 nd Line Duty ²
26 – 29 Years ¹	No Credit in Grading	No Credit in Grading <i>or</i> Reserve ²	No Credit in Grading <i>or</i> Reserve ²
30 Years +	No Credit in Grading	No Credit in Grading	No Credit in Grading

¹ All listed fire apparatus 20 years of age and older are required to be service tested by recognized testing agency on an annual basis to be eligible for grading recognition. (NFPA 1071)

² Exceptions to age status may be considered in a small to medium sized communities and rural centres conditionally, when apparatus condition is acceptable and apparatus successfully passes required testing.

³ Major Cities are defined as an incorporated or unincorporated community that has:

- a populated area (or multiple areas) with a density of at least 400 people per square kilometre; AND
- a total population of 100,000 or greater.

⁴ Medium Communities are defined as an incorporated or unincorporated community that has:

- a populated area (or multiple areas) with a density of at least 200 people per square kilometre; AND/OR
- a total population of 1,000 or greater.

⁵ Small Communities are defined as an incorporated or unincorporated community that has:

- no populated areas with densities that exceed 200 people per square kilometre; AND
- does not have a total population in excess of 1,000.

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Table 2 Frequency of Listed Fire Apparatus Acceptance and Service Tests

	Frequency of Test					
	@ Time of Purchase New or Used	Annual Basis	@ 15 Years	@ 20 Years See Note 4	20 to 25 Years (annually)	After Extensive Repairs See Note 5
Recommended For Fire Insurance Purposes	Acceptance Test if new; Service Test if used & < 20 Years	Service Test	Acceptance Test	Acceptance Test	Acceptance Test	Acceptance or Service Test depending on extent of repair
Required For Fire Insurance Purposes	Acceptance Test if new; Service Test if used & < 20 Years	No Test Required	No Test Required	Acceptance Test	Acceptance Test	Acceptance or Service Test depending on extent of repair
Factor in FUS Grading	Yes	Yes	Yes	Yes	Yes	Yes
Required By Listing Agency	Acceptance Test	No	No	No	N/A	Acceptance Test
Required By NFPA See Note 6	Acceptance Test	Annual Service Test	Annual Service Test	Annual Service Test	Annual Service Test	Service Test

Note 1: See: 'Service Tests for Used or Rebuilt Fire Apparatus' for description of applicable tests

Note 2: Acceptance Tests consist of 60 minute capacity and 30 minute pressure tests

Note 3: Service Tests consist of 20 minute capacity test and 10 minute pressure test in addition to other listed tests

Note 4: Apparatus exceeding 20 years of age may not be considered to be eligible for insurance grading purposes regardless of testing. Application must be made in writing to Fire Underwriters Survey for an extension of the grade-able life of the apparatus.

Note 5: Testing after extensive repairs should occur regardless of apparatus age within reason.

Note 6: Acceptance Tests: See NFPA 1901, Standard for Automotive Fire Apparatus

Service Tests: See NFPA 1911, Standard for Service Tests of Fire Pump Systems on Fire Apparatus, Article 5.1

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SERVICE TESTS FOR USED OR MODIFIED FIRE APPARATUS

The intent of this document is to ensure that all used or modified fire apparatus, equipped with a pump or used for tanker service, essentially meet the requirements of Underwriters' Laboratories of Canada (ULC) "Standard for Automobile Fire Fighting Apparatus" S515-04 or subsequent (current) editions of the Standard. Full adherence with the following specified tests is recommended when purchasing used apparatus.

Weight Tests

Load Balance Test:

When fully laden (including a 460kg (1000 lbs) personnel weight, full fuel and water tanks, specified load of hose and miscellaneous equipment), the vehicle shall have a load balance of 22% to 50% of total vehicle mass on the front axle and 50% to 78% of this mass on the rear axle.

Distribution of mass of 33% and 67% respectively on the front and rear axles is preferable for a vehicle having dual rear tires or tandem rear axles.

For a vehicle having tandem rear axles and dual tires on each axle, a loading of between 18% and 25% on the front axle with the balance of mass on the rear axles is permissible.

Road Tests

Acceleration Tests:

2.1.1) From a standing start, the apparatus shall attain a true speed of 55 km/h (35 mph) within 25 seconds for Pumpers carrying up to 3,150 litres (700 gallons) of water.

For apparatus carrying in excess of 3,150 litres (700 gallons) or apparatus equipped with aerial ladders or elevating platforms, a true speed of 55 km/h (35 mph) in 30 seconds should be attained.

2.1.2) The vehicle should attain a top speed of at least 80 km/h (50mph).

Braking Test:

The service brakes shall be capable of bringing the fully laden apparatus to a complete stop from an initial speed of 30 km/h (20 mph) in a distance not exceeding 9 metres (30 feet) by actual measurement. The test should be conducted on a dry, hard surfaced road that is free of loose material, oil and grease.

Pump Performance Tests

Hydrostatic Test

Recent evidence of hydrostatic testing of the pump for 10 minutes at a minimum pressure of 3,400 kPa (500 psi). APPLICABLE TO NEW OR REBUILT PUMPS ONLY (see 3.3).

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Priming and Suction Capability Tests

Vacuum Test:

The pump priming device, with a capped suction at least 6 metres (20 feet) long, shall develop -75 kPa (22 inches of mercury) at altitudes up to 300 metres (1000 feet) and hold the vacuum with a drop of not in excess of 34 kPa (10 inches of mercury) in 10 minutes.

For every 300 metres (1000 feet) of elevation, the required vacuum shall be reduced 3.4 kPa (1 inch mercury).

The primer shall not be used after the 10-minute test period has been started. The test shall be made with discharge outlets uncapped.

Suction Capability Test:

The pump (in parallel or series) when dry, shall be capable of taking suction and discharging water with a lift of not more than 3 metres (10 feet) through 6 metres (20 feet) of suction hose of appropriate size, in not more than 30 seconds and not over 45 seconds for 6000 L/min (1320 lpm) or larger capacity pumps. Where front or rear suction is provided on midship pumps, an additional 10 seconds priming time will be allowed. The test shall be conducted with all discharge caps removed.

Pump Performance

Capacity Test:

Consists of drafting water (preferably with a 10 feet lift) and pumping the rated capacity at 1000 kPa (150 psi) net pump pressure for a continuous period of at least 1 hour.

Pressure Test:

Under the same conditions as in 3.3.1 above pumping 50% of the rated capacity at 1700 kPa (250 psi) net pump pressure for at least ½ hour

For additional information on the above noted tests and test procedures, the following documents provide useful data:

- Underwriters Laboratories of Canada (ULC) publication titled S515 Standard for Automobile Fire Fighting Apparatus, latest edition.
- Fire Underwriters Survey (FUS) publication titled Fire Stream Tables and Testing Data latest edition.

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- International Fire Service Training Association (IFSTA) publication titled Fire Department Pumping Apparatus, latest edition.
- National Fire Protection Association (NFPA) 1901 Standard for Automotive Fire Apparatus, latest edition.
- National Fire Protection Association (NFPA) 1911 Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus, latest edition.
- National Fire Protection Association (NFPA) 1912 Standard for Fire Apparatus Refurbishing, latest edition.

For further information regarding the acceptability of emergency apparatus for fire insurance grading purposes, please contact:

Western Canada 3999 Henning Drive Burnaby, BC V5C 6P9 1 (800) 665-5661	Ontario 175 Commerce Valley Drive West Markham, ON L3T 7P6 1 (877) 642-4468	Quebec 1611 Cremazie Boulevard East Montreal, QC H2M 2P2 1 (800) 263-5361	Atlantic Canada 238 Brownlow Avenue, Suite 300 Dartmouth, NS B3B 1Y2 1 (800) 639-4528
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Appendix D

Western Canada 3999 Henning Drive Burnaby, BC V5C 6P9 1 (800) 665-5661	Ontario 175 Commerce Valley Drive West Markham, ON L3T 7P6 1 (877) 642-4468	Quebec 1611 Cremazie Boulevard East Montreal, QC H2M 2P2 1 (800) 263-5361	Atlantic Canada 238 Brownlow Avenue, Suite 300 Dartmouth, NS B3B 1Y2 1 (800) 639-4528
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TECHNICAL BULLETIN

FIRE UNDERWRITERS SURVEY™

A Service to Insurers and Municipalities

LADDERS AND AERIALS: WHEN ARE THEY REQUIRED OR NEEDED?

Numerous standards are used to determine the need for aerial apparatus and ladder equipment within communities. This type of apparatus is typically needed to provide a reasonable level of response within a community when buildings of an increased risk profile (fire) are permitted to be constructed within the community.

Please find the following information regarding the requirements for aerial apparatus/ladder companies from the Fire Underwriters Survey Classification Standard for Public Fire Protection.

Fire Underwriters Survey

Ladder/Service company operations are normally intended to provide primary property protection operations such as:

- 1.) Forcible entry;
- 2.) Utility shut-off;
- 3.) Ladder placement;
- 4.) Ventilation;
- 5.) Salvage and Overhaul;
- 6.) Lighting.

Response areas with five (5) buildings that are three (3) stories or 10.7 meters (35 feet) or more in height, or districts that have a Basic Fire Flow greater than 15,000 LPM (3,300 IGPM), or any combination of these criteria, should have a ladder company. The height of all buildings in the community, including those protected by automatic sprinklers, is considered when determining the number of needed ladder companies. When no individual response area/district alone needs a ladder company, at least one ladder company is needed if the sum of buildings in the fire protection area meets the above criteria.

The needed length of an aerial ladder, an elevating platform and an elevating stream device shall be determined by the height of the tallest building in the ladder/service district (fire protection area) used to determine the need for a ladder company. One storey normally equals at least 3 meters (10 feet). Building setback is not to be considered in the height determination. An allowance is built into the ladder design for normal access. The maximum height needed for grading purposes shall be 30.5 meters

Exception: When the height of the tallest building is 15.2 meters (50 feet) or less no credit shall be given for an aerial ladder, elevating platform or elevating stream device that has a length less than 15.2 meters (50 feet). This provision is necessary to ensure that the water stream from an elevating

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stream device has additional "reach" for large area, low height buildings, and the aerial ladder or elevating platform may be extended to compensate for possible topographical conditions that may exist. See Fire Underwriters Survey - Table of Effective Response (attached). Furthermore, please find the following information regarding communities' need for aerial apparatus/ladder companies within the National Fire Protection Association.

NFPA

Response Capabilities: The fire department should be prepared to provide the necessary response of apparatus, equipment and staffing to control the anticipated routine fire load for its community.

NFPA Fire Protection Handbook, 20th Edition cites the following apparatus response for each designated condition:

HIGH-HAZARD OCCUPANCIES (schools, hospitals, nursing homes, explosive plants, refineries, high-rise buildings, and other high-risk or large fire potential occupancies):

*At least four pumpers, **two ladder trucks** (or combination apparatus with equivalent capabilities), two chief officers, and other specialized apparatus as may be needed to cope with the combustible involved; not fewer than 24 firefighters and two chief officers.*

MEDIUM-HAZARD OCCUPANCIES (apartments, offices, mercantile and industrial occupancies not normally requiring extensive rescue or firefighting forces):

*At least three pumpers, **one ladder truck** (or combination apparatus with equivalent capabilities), one chief officer, and other specialized apparatus as may be needed or available; not fewer than 16 firefighters and one chief officer.*

LOW-HAZARD OCCUPANCIES (one-, two-, or three-family dwellings and scattered small businesses and industrial occupancies):

*At least two pumpers, **one ladder truck** (or combination apparatus with equivalent capabilities), one chief officer, and other specialized apparatus as may be needed or available; not fewer than 12 firefighters and one chief officer.*

In addition to the previous references, the following excerpt from the 2006 Ontario Building Code is also important to consider when selecting the appropriate level of fire department response capacity and building design requirements with regard to built-in protection levels (passive and active fire protection systems).

Excerpt: National Building Code 2006

A-3 Application of Part 3.

<p>Western Canada 3999 Henning Drive Burnaby, BC V5C 6P9 1 (800) 665-5661</p>	<p>Ontario 175 Commerce Valley Drive West Markham, ON L3T 7P6 1 (877) 642-4468</p>	<p>Quebec 1611 Cremazie Boulevard East Montreal, QC H2M 2P2 1 (800) 263-5361</p>	<p>Atlantic Canada 238 Brownlow Avenue, Suite 300 Dartmouth, NS B3B 1Y2 1 (800) 639-4528</p>
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In applying the requirements of this Part, it is intended that they be applied with discretion to buildings of unusual configuration that do not clearly conform to the specific requirements, or to buildings in which processes are carried out which make compliance with particular requirements in this Part impracticable. The definition of “building” as it applies to this Code is general and encompasses most structures, including those which would not normally be considered as buildings in the layman's sense. This occurs more often in industrial uses, particularly those involving manufacturing facilities and equipment that require specialized design that may make it impracticable to follow the specific requirements of this Part. Steel mills, aluminum plants, refining, power generation and liquid storage facilities are examples. A water tank or an oil refinery, for example, has no floor area, so it is obvious that requirements for exits from floor areas would not apply. Requirements for structural fire protection in large steel mills and pulp and paper mills, particularly in certain portions, may not be practicable to achieve in terms of the construction normally used and the operations for which the space is to be used. In other portions of the same building, however, it may be quite reasonable to require that the provisions of this Part be applied (e.g., the office portions). Similarly, areas of industrial occupancy which may be occupied only periodically by service staff, such as equipment penthouses, normally would not need to have the same type of exit facility as floor areas occupied on a continuing basis. It is expected that judgment will be exercised in evaluating the application of a requirement in those cases when extenuating circumstances require special consideration, provided the occupants' safety is not endangered.

The provisions in this Part for fire protection features installed in buildings are intended to provide a minimum acceptable level of public safety. It is intended that all fire protection features of a building, whether required or not, will be designed in conformance with good fire protection engineering practice and will meet the appropriate installation requirements in relevant standards. Good design is necessary to ensure that the level of public safety established by the Code requirements will not be reduced by a voluntary installation.

Firefighting Assumptions

The requirements of this Part are based on the assumption that firefighting capabilities are available in the event of a fire emergency. These firefighting capabilities may take the form of a paid or volunteer public fire department or in some cases a private fire brigade. If these firefighting capabilities are not available, additional fire safety measures may be required.

Firefighting capability can vary from municipality to municipality. Generally, larger municipalities have greater firefighting capability than smaller ones. Similarly, older, well established municipalities may have better firefighting facilities than newly formed or rapidly growing ones. The level of municipal fire protection considered to be adequate will normally depend on both the size of the municipality (i.e., the number of buildings to be protected) and the size of buildings within that municipality. Since larger buildings tend to be located in larger municipalities, they are generally, but not always, favoured with a higher level of municipal protection.

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Although it is reasonable to consider that some level of municipal firefighting capability was assumed in developing the fire safety provisions in Part 3, this was not done on a consistent or defined basis. The requirements in the Code, while developed in the light of commonly prevailing municipal fire protection levels, do not attempt to relate the size of building to the level of municipal protection. **The responsibility for controlling the maximum size of building to be permitted in a municipality in relation to local firefighting capability rests with the municipality. If a proposed building is too large, either in terms of floor area or building height, to receive reasonable protection from the municipal fire department, fire protection requirements in addition to those prescribed in this Code, may be necessary to compensate for this deficiency.** Automatic sprinkler protection may be one option to be considered.

The municipality may, in light of its firefighting capability, elect to introduce zoning restrictions to ensure that the maximum building size is related to available municipal fire protection facilities. This is, by necessity, a somewhat arbitrary decision and should be made in consultation with the local firefighting service, who should have an appreciation of their capability to fight fires.

The requirements of Subsection 3.2.3 are intended to prevent fire spread from thermal radiation assuming there is adequate firefighting available. It has been found that periods of from 10 to 30 minutes usually elapse between the outbreak of fire in a building that is not protected with an automatic sprinkler system and the attainment of high radiation levels. During this period, the specified spatial separations should prove adequate to inhibit ignition of an exposed building face or the interior of an adjacent building by radiation. Subsequently, however, reduction of the fire intensity by firefighting and the protective wetting of the exposed building face will often be necessary as supplementary measures to inhibit fire spread.

In the case of a building that is sprinklered throughout, the automatic sprinkler system should control the fire to an extent that radiation to neighboring buildings should be minimal. Although there will be some radiation effect on a sprinklered building from a fire in a neighboring building, the internal sprinkler system should control any fires that might be ignited in the building and thereby minimize the possibility of the fire spreading into the exposed building. NFPA 80A, "Protection of Buildings from Exterior Fire Exposures," provides additional information on the possibility of fire spread at building exteriors.

The water supply requirements for fire protection installations depend on the requirements of any automatic sprinkler installations and also on the number of fire streams that may be needed at any fire, having regard to the length of time the streams will have to be used. Both these factors are largely influenced by the conditions at the building to be equipped, and the quantity and pressure of water needed for the protection of both the interior and exterior of the building must be ascertained before the water supply is decided upon. Acceptable water supplies may be a public waterworks system that has adequate pressure and discharge capacity, automatic fire pumps, pressure tanks, manually controlled fire pumps in combination with pressure tanks, gravity tanks, and manually controlled fire pumps operated by remote control devices at each hose station.

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ADMINISTRATION REPORTS

Name: _____ **Department:** _____

Reviewed by: *P. Podchorzany*

For Presentation at: _____ **Council Meeting**

From Date: _____ **To Date:** _____

Department Updates:

Department Updates Cont'd.:

Attachments:



County of Minburn No. 27
2023 Statement of Financial Position
As At April 30, 2023

FINANCIAL ASSETS	Apr/2023	Mar/2023	Dec/2022
Cash & Temporary Investments	19,765,562	23,341,775	26,813,364
Receivables			
Taxes & Grants in Place of Taxes Receivable	201,438	246,306	341,330
Due From Governments	64,662	52,038	216,178
Trade & Other Receivables	29,230	157,264	393,821
Long Term Receivables	637,769	645,026	785,606
Land Held for Resale	169,407	169,407	169,407
Total Financial Assets:	\$ 20,868,068	\$ 24,611,816	\$ 28,719,706
LIABILITIES	Apr/2023	Mar/2023	Dec/2022
Accounts Payable & Accrued Liabilities	274,626	307,109	1,236,781
Asset Retirement Obligation	382,399	388,206	398,008
Deposit Liabilities	-	-	-
Deferred Revenue	1,337	1,337	37,722
Employee Benefit Obligations	- 21,613	- 16,554	224,462
Total Liabilities:	\$ 636,749	\$ 680,098	\$ 1,896,973
Net Financial Assets:	\$ 20,231,319	\$ 23,931,718	\$ 26,822,733
NON-FINANCIAL ASSETS	Apr/2023	Mar/2023	Dec/2022
Tangible Capital Assets	27,170,734	27,170,734	27,170,734
Inventory for Consumption	7,167,033	7,177,252	7,095,377
Prepaid Expenses	3,991	1,054	229,459
Total Non-Financial Assets:	\$ 34,341,758	\$ 34,349,040	\$ 34,495,570
ACCUMULATED SURPLUS:	\$ 54,573,077	\$ 58,280,758	\$ 61,318,303
Difference:	-\$ 6,745,226	-\$ 3,037,545	



County of Minburn No. 27

2023 Revenue & Expenditure Report

For Month Ending April 30, 2023

REVENUE	2023 Current Month	2023 Year-To-Date	2023 Budget	% of Budget Used	Same Period Last
Net Municipal Taxes	-	-	657,172	-4.9%	-4.6%
User Fees & Sale of Goods	42,841	89,989	342,950	26.2%	22.0%
Government Transfers	35,924	72,898	3,145,411	2.3%	2.0%
Investment Income	81,412	-	111,740	-21.0%	36.3%
Penalties & Costs on Taxes	375	50,344	112,900	44.6%	32.4%
Gain on Disposal of Tangible Assets	46,600	84,400	139,300	60.6%	0.0%
Other	13,908	58,702	189,723	30.9%	-328.1%
Totals:	\$ 221,059	-\$ 412,579	\$ 17,960,974	-2.3%	-4.0%

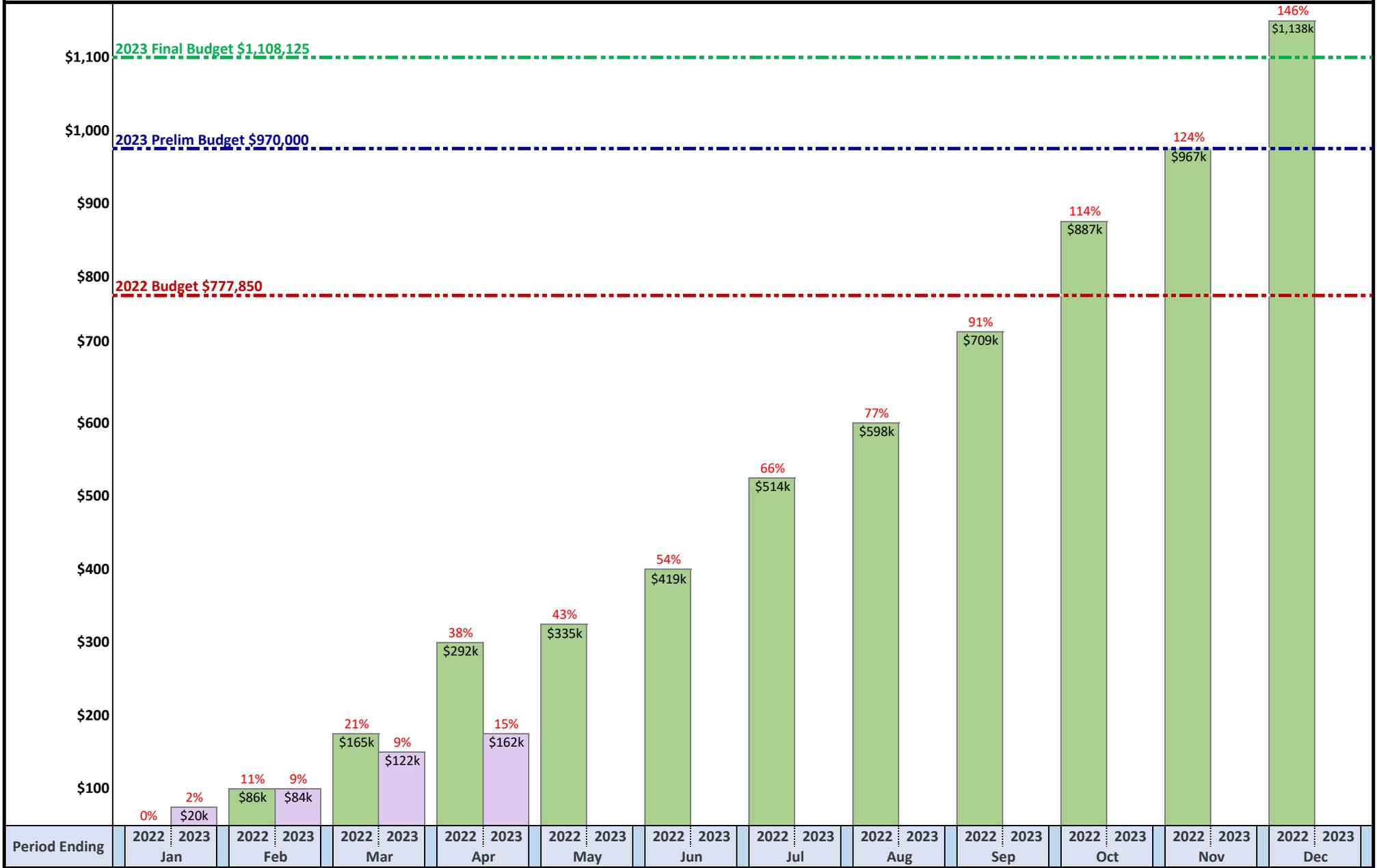
EXPENDITURES	2023 Current Month	2023 Year-To-Date	2023 Budget	% of Budget Used	Same Period Last
Administrative & Legislative	198,632	852,488	2,962,002	28.8%	29.0%
Fire Protection & Safety Services	24,951	177,878	974,507	18.3%	28.3%
Ambulance Services	-	9,060	11,000	82.4%	79.1%
Policing Services	158,483	158,483	230,000	68.9%	19.6%
Bylaw Enforcement, Health & Safety	1,530	6,120	77,650	7.9%	17.8%
Roads, Streets, Walks, Lights	3,427,114	4,653,347	19,931,007	23.3%	13.9%
Water Supply & Distribution	7,469	28,260	253,194	11.2%	8.6%
Wastewater Treatment & Disposal	3,466	10,139	86,596	11.7%	29.6%
Waste Management	26,226	157,881	789,339	20.0%	37.2%
Family & Community Support Services	40,814	81,628	163,756	49.8%	49.8%
Cemeteries	-	-	4,231	0.0%	0.0%
Planning & Economic Services	21,638	83,441	565,428	14.8%	11.4%
Agricultural Services Board	13,158	68,436	608,742	11.2%	9.9%
Recreation & Library Services	5,157	45,486	853,967	5.3%	6.1%
Totals:	\$ 3,928,637	\$ 6,332,646	\$ 27,511,419	23.0%	17.0%

Difference: **-\$ 6,745,226**

County of Minburn No. 27

County-Wide Fuel 2022 - 2023 Comparison

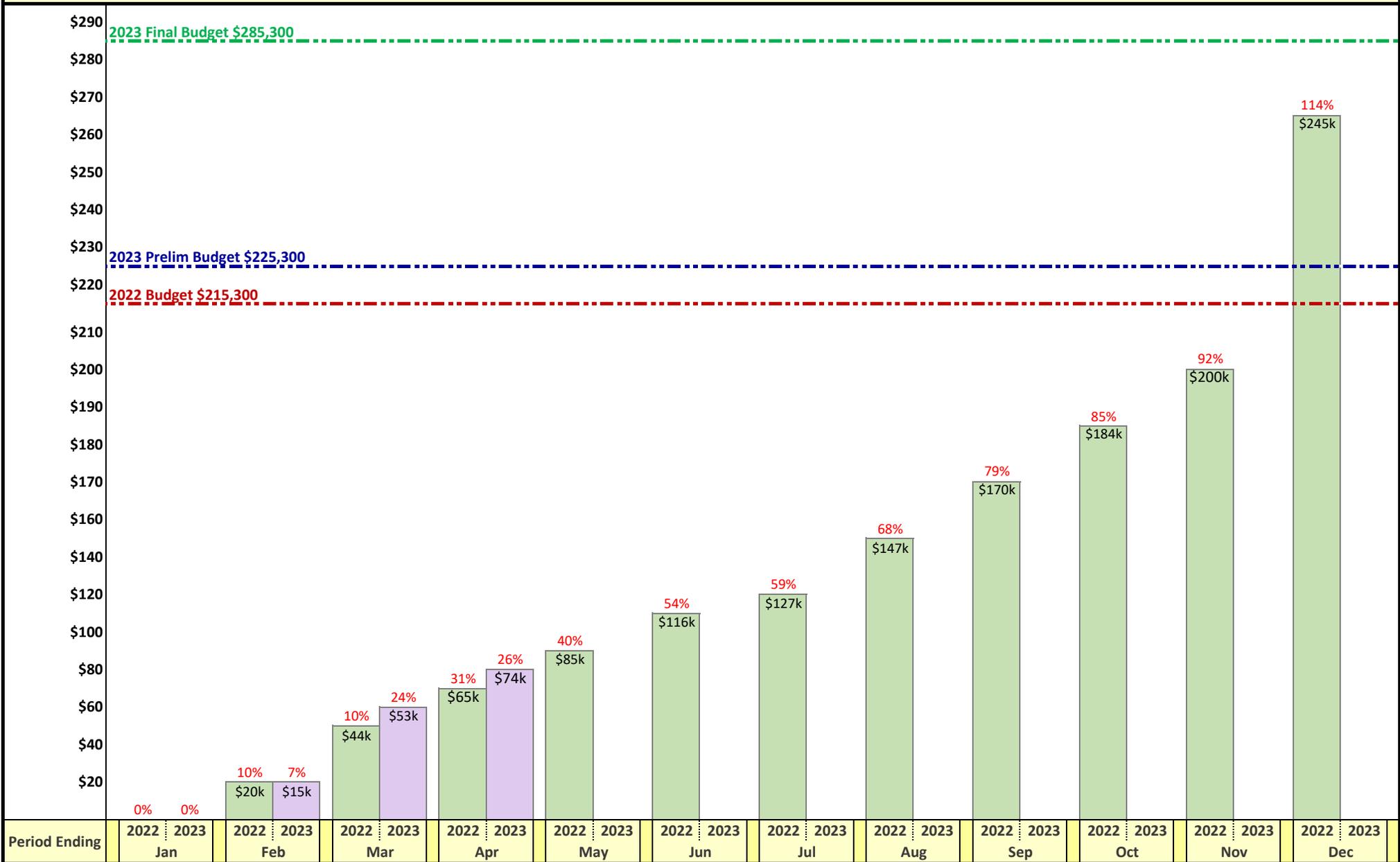
In Thousands



County of Minburn No. 27

County-Wide Utilities 2022 -2023 Comparison

In Thousands



COUNTY OF MINBURN NO. 27

2023 Monthly Progress Report - At April 30, 2023

Decision Papers - Operating							
Project Name	20%	40%	60%	80%	100%	Budget Spent	Comments
Staff Remuneration / Compensation	<div style="width: 100%; height: 10px; background-color: #006400;"></div>					\$ 153,000 N/A	Implemented January 1/2023 - Ongoing costs
Peace Park Funding Increase	<div style="width: 0%; height: 10px; background-color: #006400;"></div>					\$ 4,825 \$ -	Funded from Reserve if required at end of year
Wapasu Park Improvements	<div style="width: 0%; height: 10px; background-color: #006400;"></div>					\$ 35,400 \$ -	Wapasu Committee focus will be 12 new tables and new cookshack roof
Firefighter Training Wage Increase	<div style="width: 100%; height: 10px; background-color: #006400;"></div>					\$ 8,000 N/A	Implemented January 1/2023 - Ongoing costs
Land Use Bylaw Review	<div style="width: 40%; height: 10px; background-color: #006400;"></div>					\$ 50,000 \$ 5,099	Tender awarded to Beairsto & Assoc; project commencing in March
Reg. Economic Development Framework	<div style="width: 0%; height: 10px; background-color: #006400;"></div>					\$ 112,000 \$ -	RFP is currently underway, closes May 2023
Orthophoto Update	<div style="width: 0%; height: 10px; background-color: #006400;"></div>					\$ 75,000 \$ -	Work awarded to Tarin Resource Services; work to commence in May 2023
Traffic Counters	<div style="width: 100%; height: 10px; background-color: #006400;"></div>					\$ 7,315 \$ 5,365	Purchased and in use
Mannville WTS - Storage Area Expansion	<div style="width: 0%; height: 10px; background-color: #006400;"></div>					\$ 10,000 \$ -	
Mannville Landfill Reclamation	<div style="width: 60%; height: 10px; background-color: #006400;"></div>					\$ 444,800 \$ -	Tender awarded to PME Inc.; work to be completed summer 2023
Beaver Harvest Incentive Program	<div style="width: 100%; height: 10px; background-color: #006400;"></div>					\$ 6,000 \$ -	Implemented January 1/2023 - \$6,460 Carried over from 2022
Roadside Mowing Program	<div style="width: 60%; height: 10px; background-color: #006400;"></div>					\$ 130,000 \$ -	Tender awarded to A&R Contracting
Protective Services Assistant	<div style="width: 0%; height: 10px; background-color: #006400;"></div>					\$ 87,100 \$ -	No Grant funding rec'd; Admin Summer Student tasked with some PS duties
Decision Papers - Capital							
Project Name	20%	40%	60%	80%	100%	Budget Spent	Comments
Fleet Truck Replac. - 1 One Ton Truck	<div style="width: 0%; height: 10px; background-color: #000080;"></div>					\$ 79,000 \$ -	Fleet truck ordered through Ford Vegreville
Two CAT 160 Motor Graders	<div style="width: 0%; height: 10px; background-color: #000080;"></div>					\$ 1,298,000 \$ -	On order; to be delivered fall 2023
D6/D7 Loader Undercarriage Refurbish	<div style="width: 100%; height: 10px; background-color: #000080;"></div>					\$ 131,013 \$ 131,013	Equipment repairs complete; awaiting final invoices
Mannville Salt Shed	<div style="width: 0%; height: 10px; background-color: #000080;"></div>					\$ 155,750 \$ 21,000	Tender awarded to Sparkes Builders; deposit sent; work to be done summer 2023
Hwy 16A Upgrades - East	<div style="width: 0%; height: 10px; background-color: #000080;"></div>					\$ 555,200 \$ -	Tender awarded to ACP Applied Products; work to be completed summer 2023
Lavoy Drainage Improvements	<div style="width: 0%; height: 10px; background-color: #000080;"></div>					\$ 1,835,045 \$ -	Letter of Intent sent to AEPA to determine if this project can be funded
Lavoy Sidewalk Improvements	<div style="width: 0%; height: 10px; background-color: #000080;"></div>					\$ 33,400 \$ -	Tender awarded to Northwind Concrete
2020 Construction Program Addn'l Costs	<div style="width: 100%; height: 10px; background-color: #000080;"></div>					\$ 20,000 N/A	Implemented January 1/20223 - Ongoing costs; GraveLock ordered
BF7640 Repairs	<div style="width: 0%; height: 10px; background-color: #000080;"></div>					\$ 322,000 \$ -	Tender awarded to Griffen contracting; repairs scheduled for July
Ranfurly WTS Skid Shack Office	<div style="width: 0%; height: 10px; background-color: #000080;"></div>					\$ 54,200 \$ 15,925	Tender awarded to Coast Containers Ltd.; deposit sent
Mannville & Innisfree Fire Hall Repairs	<div style="width: 0%; height: 10px; background-color: #000080;"></div>					\$ 20,000 \$ -	
SCBA Purchase	<div style="width: 0%; height: 10px; background-color: #000080;"></div>					\$ 212,593 \$ -	Tender awarded to Associated Fire Safety Group; supply agreement signed
DJI M30T Drone Purchase	<div style="width: 0%; height: 10px; background-color: #000080;"></div>					\$ 20,000 \$ 18,695	Equipment purchased and in use
Unit #912 Portable Tank	<div style="width: 0%; height: 10px; background-color: #000080;"></div>					\$ 11,000 \$ -	Equipment is being quoted and ordered
Road Maintenance Activities							
Road Projects	20%	40%	60%	80%	100%	Comments	
Road Construction	<div style="width: 0%; height: 10px; background-color: #808080;"></div>					Agreements signed and schedule is set for the season	
Gravel Haul Program	<div style="width: 0%; height: 10px; background-color: #808080;"></div>					Contract has been awarded to Ken-X Energy Ltd.	
Oiling Projects	<div style="width: 0%; height: 10px; background-color: #808080;"></div>					Oiling list going to COW in May	
Dust Controls	<div style="width: 0%; height: 10px; background-color: #808080;"></div>					Application date closing April 15	
Roadside Mowing	<div style="width: 0%; height: 10px; background-color: #808080;"></div>					Contract been awarded to A&R Contracting	
Roadside Brushing	<div style="width: 60%; height: 10px; background-color: #808080;"></div>					Brushing is done for the season; to be continued in fall	



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Shaw*

AR111331

April 11, 2023

Dear Chief Elected Official:

Intermunicipal Collaboration Framework agreements (ICFs) between municipalities with shared boundaries are designed to provide for integrated and strategic planning, delivery, and funding of intermunicipal services.

ICFs are created with the understanding that things change over time, and there is a requirement to review those frameworks regularly to ensure they are current and meet the needs of the municipalities that are parties to the framework.

I have heard from some municipalities that it will be challenging to meet the review period of “at least every five years” from the date that their original ICF was signed while the ministry is concurrently reviewing the ICF provisions within the *Municipal Government Act*. Given those concerns, I have signed Ministerial Order No. MSD:24/23, extending the review period from five to seven years.

For clarity, this does not impact the obligation to have an ICF in place and current agreements are still in effect. In other words, the time extension does not mean municipalities can forfeit their obligations within their agreement, including cost-sharing, shared services, and any agreed-upon review period. We recommend municipalities hold off on renegotiation discussions in light of the potential for further amendments.

In addition to this extension, my ministry can provide additional supports to assist with mediation or facilitation services if needed. Questions regarding ICFs can be directed to a Municipal Collaboration Advisor at icf@gov.ab.ca or toll-free by first dialing 310-0000, then 780-427-2225.

Sincerely,

Rebecca Schulz
Minister

Attachment: Ministerial Order No. MSD:024/23

cc: Chief Administrative Officers



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Shaw*

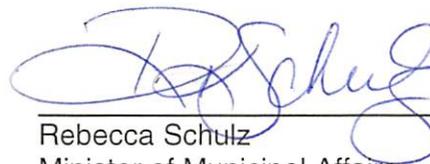
MINISTERIAL ORDER NO. MSD:024/23

I, Rebecca Schulz, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act*, make the following order:

The date by which a municipality must review an intermunicipal collaboration framework, as required by Section 708.32(1) of the *Municipal Government Act*, is amended from at least every five years to at least every seven years.

This order expires March 31, 2027.

Dated at Edmonton, Alberta, this 6th day of April, 2023.



Rebecca Schulz
Minister of Municipal Affairs



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Shaw*

AR111385

April 25, 2023

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

Dear Reeve Konieczny:

Thank you for applying to the Provincial Education Requisition Credit (PERC) program. The Government of Alberta is committed to supporting municipalities by providing a tax credit to offset uncollectable education taxes on delinquent oil and gas properties through this program.

The Honourable Adriana LaGrange, Minister of Education, and I have considered your PERC application, and I am pleased to inform you that your application has been approved. A credit adjustment of \$38,728 will be applied to your June 2023 Alberta School Foundation Fund requisition invoice.

Our government will continue working in collaboration with stakeholders to ensure oil and gas companies pay their fair share of taxes that municipalities rely on for effective and efficient local service delivery to Albertans. I appreciate your continued partnership with the province on this issue.

Sincerely,

Rebecca Schulz
Minister

cc: Honourable Adriana LaGrange, Minister of Education
Honourable Jackie Armstrong-Homeniuk, MLA, Fort Saskatchewan-Vegreville
Pat Podoborzny, Chief Administrative Officer, County of Minburn

Audra Kropielnicki

From: Sabrina Curtis <scurtis@vegreville.com> on behalf of Christopher Leggett, CLGA, CLGFA, CLGHRA <cleggett@vegreville.com>
Sent: April 27, 2023 9:52 AM
To: Pat Podoborozny; Christopher Leggett, CLGA, CLGFA, CLGHRA
Cc: Audra Kropielnicki
Subject: RE: Joint Meeting

Pat.

When you have a date in mind please reach out and we will make things work.

Than you.



People our core, innovation our strength, community our intention.



CHRISTOPHER LEGGETT, CLGA, CLGFA, CLGHRA
CHIEF ADMINISTRATIVE OFFICER

Town of Vegreville

4829 50 Street | PO Box 640

Vegreville, Alberta

T9C 1R7

Tel: 780.632.2606

Direct: 780.632.7951

Mobile: 780.632.8872

Email: cleggett@vegreville.com

www.vegreville.com

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From: Pat Podoborozny <ppodoborozny@minburncounty.ab.ca>
Sent: Thursday, April 27, 2023 9:26 AM
To: Christopher Leggett, CLGA, CLGFA, CLGHRA <cleggett@vegreville.com>
Cc: Audra Kropielnicki <akrop@minburncounty.ab.ca>
Subject: RE: Joint Meeting

Good Morning,

Unfortunately, we will have to look for a date in mid June at the earliest as our Council will be busy seeding.

Thanks in advance for your understanding.

From: Sabrina Curtis <scurtis@vegreville.com> **On Behalf Of** Christopher Leggett, CLGA, CLGFA, CLGHRA
Sent: Thursday, April 27, 2023 9:23 AM
To: Pat Podoborozny <ppodoborozny@minburncounty.ab.ca>; Christopher Leggett, CLGA, CLGFA, CLGHRA <cleggett@vegreville.com>
Cc: Audra Kropielnicki <akrop@minburncounty.ab.ca>
Subject: RE: Joint Meeting

Good Morning.

CAO Leggett has agreed to a joint supper plan between Councils. We are looking for a tentative date for May 23, 25, 26, or 27.

Please let me know a date that works for you. Thank you.

sc



People our core, innovation our strength, community our intention.



CHRISTOPHER LEGGETT, CLGA, CLGF
CHIEF ADMINISTRATIVE OFFICER

Town of Vegreville

4829 50 Street | PO Box 640

Vegreville, Alberta

T9C 1R7

Tel: 780.632.2606

Direct: 780.632.7951

Mobile: 780.632.8872

Email: cleggett@vegreville.com

www.vegreville.com

The content of this email is confidential and intended for the recipient specified in message only. It is strictly forbidden to share any part of this message with any third party, without a written consent of the sender. If you please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

From: Pat Podoborzny <ppodoborzny@minburncounty.ab.ca>

Sent: Friday, April 21, 2023 8:56 AM

To: Christopher Leggett, CLGA, CLGFA, CLGHRA <cleggett@vegreville.com>

Cc: Audra Kropielnicki <akrop@minburncounty.ab.ca>

Subject: Joint Meeting

Good morning,

Minburn Council was wondering if there would be an appetite to have a joint supper meeting with the Town of Vegreville? Maybe we could do a training opportunity?

Pat Podoborzny, C.E.T. CLGM

CHIEF ADMINISTRATIVE OFFICER





April 20, 2023

Dear County of Minburn Reeve and Council.

On March 1, 2023, Minister Schulz of Municipal Affairs announced changes to funding for public libraries and library systems. These changes include using the [Municipal Affairs 2019 population numbers](#) to calculate the per capita grants.

Northern Lights Library System's agreement stipulates that we use the same population list to assess the membership levy that the provincial government uses to calculate the operating grant. Therefore, your population for purposes of the 2024 library system levy is **3188**.

The Board is scheduled to meet on August 25, 2023, to discuss the draft budget for 2024 and then on November 24, 2023, to vote on the budget. We anticipate continuing with a modest, predictable increase in the levy of 1.5%. Therefore, your anticipated 2024 levy will be **\$34,366.64**.

Sincerely,

Vicky Lefebvre

Board Chair | Northern Lights Library System

E executivechair@nlls.ab.ca | www.nlls.ab.ca

P 780.573.1926

James MacDonald MLIS, DAS

Executive Director | Northern Lights Library System

E jmacdonald@nlls.ab.ca | www.nlls.ab.ca

P 780.545.5072

CC: NLLS Representative, Joey Nafziger



May 10th, 2023

Mrs. Pat Podoborzny
CAO Minburn County
Minburn, Alberta

Dear Mrs. Podoborzny,

Please find attached the quarterly Community Policing Report that covers the January 1st to March 31st, 2023 reporting period. This information serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Vegreville detachment. The sharing of quarterly reports demonstrates our ongoing commitment to transparency while delivering the high level of policing services that you, and the citizens you represent, have come to expect from the Alberta RCMP.

As we transition towards Spring, the safety and security of all Albertans will continue to be our main focus. In an effort to leverage technology to oversee and amplify our response to emergency incidents around the Province, your Alberta RCMP recently established a Real Time Operations Centre (RTOC). Working hand-in-hand with our Operational Communications Centre (OCC), the RTOC has senior police officers monitoring policing operations in real-time, assessing ongoing incident risk, coordinating specialized and expert resources, and managing the response. The existence of the RTOC provides our members real-time guidance, direction and support from seasoned and experienced police officers. The RTOC also ensures a coordinated response to cross-jurisdictional activities and significant events through enhanced interoperability with other policing agencies within the Province.

The attached reporting along with your valued feedback will help ensure that our service delivery to your community is meeting your needs on an ongoing basis. As the Chief of Police for your community, please do not hesitate to contact me if you have any questions or concerns.

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



Vegreville Provincial Detachment Crime Statistics (Actual) January to March: 2019 - 2023

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

April 5, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	0	0	1	N/A	N/A	0.2
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		1	1	1	2	1	0%	-50%	0.1
Other Sexual Offences		0	2	0	1	0	N/A	-100%	-0.1
Assault		3	14	7	6	6	100%	0%	-0.2
Kidnapping/Hostage/Abduction		1	1	0	0	0	-100%	N/A	-0.3
Extortion		0	0	0	2	1	N/A	-50%	0.4
Criminal Harassment		2	4	3	1	1	-50%	0%	-0.5
Uttering Threats		2	1	2	1	0	-100%	-100%	-0.4
TOTAL PERSONS		9	23	13	13	10	11%	-23%	-0.8
Break & Enter		16	7	10	9	4	-75%	-56%	-2.2
Theft of Motor Vehicle		9	4	3	5	5	-44%	0%	-0.7
Theft Over \$5,000		1	2	2	0	0	-100%	N/A	-0.4
Theft Under \$5,000		14	13	15	8	5	-64%	-38%	-2.3
Possn Stn Goods		16	8	9	2	2	-88%	0%	-3.4
Fraud		7	13	3	5	4	-43%	-20%	-1.4
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		0	7	10	3	4	N/A	33%	0.4
Mischief - Other		7	5	5	4	2	-71%	-50%	-1.1
TOTAL PROPERTY		70	59	57	36	26	-63%	-28%	-11.1
Offensive Weapons		1	0	0	2	1	0%	-50%	0.2
Disturbing the peace		1	2	2	1	1	0%	0%	-0.1
Fail to Comply & Breaches		5	1	10	4	4	-20%	0%	0.1
OTHER CRIMINAL CODE		6	3	10	2	1	-83%	-50%	-1.1
TOTAL OTHER CRIMINAL CODE		13	6	22	9	7	-46%	-22%	-0.9
TOTAL CRIMINAL CODE		92	88	92	58	43	-53%	-26%	-12.8

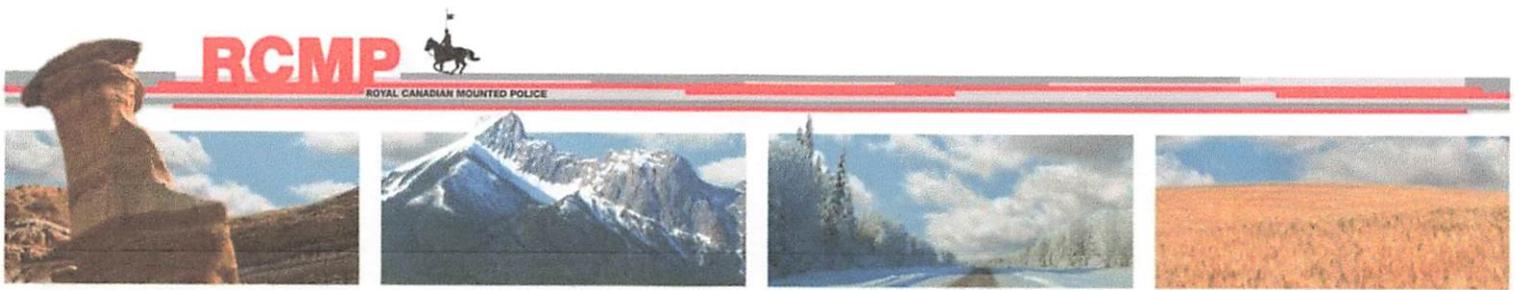


Vegreville Provincial Detachment Crime Statistics (Actual) January to March: 2019 - 2023

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

April 5, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	1	4	1	0	N/A	-100%	0.0
Drug Enforcement - Trafficking		0	0	0	1	0	N/A	-100%	0.1
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		0	1	4	2	0	N/A	-100%	0.1
Cannabis Enforcement		1	0	1	0	0	-100%	N/A	-0.2
Federal - General		2	0	0	2	2	0%	0%	0.2
TOTAL FEDERAL		3	1	5	4	2	-33%	-50%	0.1
Liquor Act		5	0	2	2	0	-100%	-100%	-0.8
Cannabis Act		0	0	1	0	0	N/A	N/A	0.0
Mental Health Act		5	10	23	13	24	380%	85%	4.1
Other Provincial Stats		12	10	18	12	10	-17%	-17%	-0.2
Total Provincial Stats		22	20	44	27	34	55%	26%	3.1
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		1	1	0	1	1	0%	0%	0.0
Total Municipal		1	1	0	1	1	0%	0%	0.0
Fatals		0	0	1	1	0	N/A	-100%	0.1
Injury MVC		5	2	3	6	0	-100%	-100%	-0.6
Property Damage MVC (Reportable)		37	18	23	35	23	-38%	-34%	-1.1
Property Damage MVC (Non Reportable)		6	9	7	17	1	-83%	-94%	-0.2
TOTAL MVC		48	29	34	59	24	-50%	-59%	-1.8
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	1	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		271	374	475	219	127	-53%	-42%	-44.3
Other Traffic		5	1	2	0	0	-100%	N/A	-1.1
Criminal Code Traffic		9	8	15	6	2	-78%	-67%	-1.6
Common Police Activities									
False Alarms		5	9	4	3	3	-40%	0%	-1.0
False/Abandoned 911 Call and 911 Act		3	1	2	2	0	-100%	-100%	-0.5
Suspicious Person/Vehicle/Property		0	4	2	2	9	N/A	350%	1.6
Persons Reported Missing		3	1	1	0	0	-100%	N/A	-0.7
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		12	7	8	2	2	-83%	0%	-2.5
Form 10 (MHA) (Reported)		0	1	0	0	0	N/A	N/A	-0.1



RCMP Provincial Policing Report

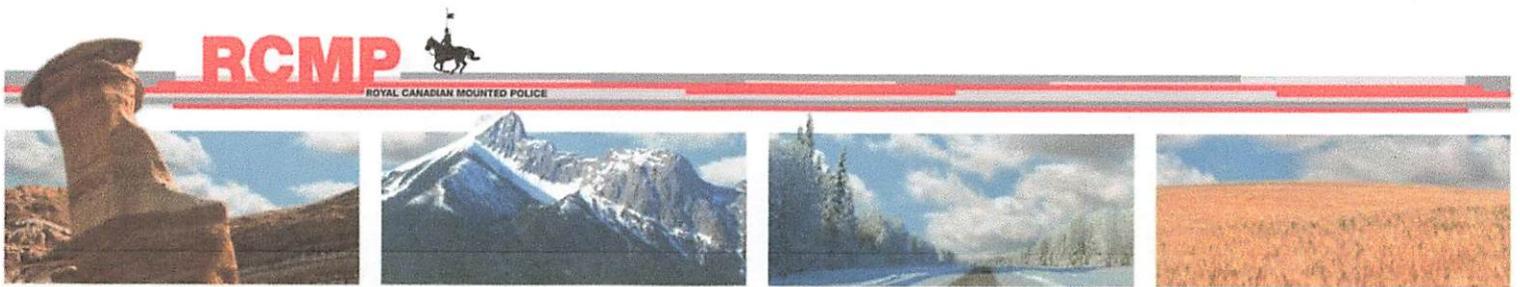
Detachment	Vegreville
Detachment Commander	
Quarter	Q4
Date of Report	

Community Consultations

Date	2023-01-24
Meeting Type	Community Connection
Topics Discussed	Education Session
Notes/Comments	Met with and provide Fraud education information, the scams affecting our area, the new scams arriving and the preventative methods with the Vegreville News paper. This was published for the paper viewed by all surrounding areas including Vegreville.

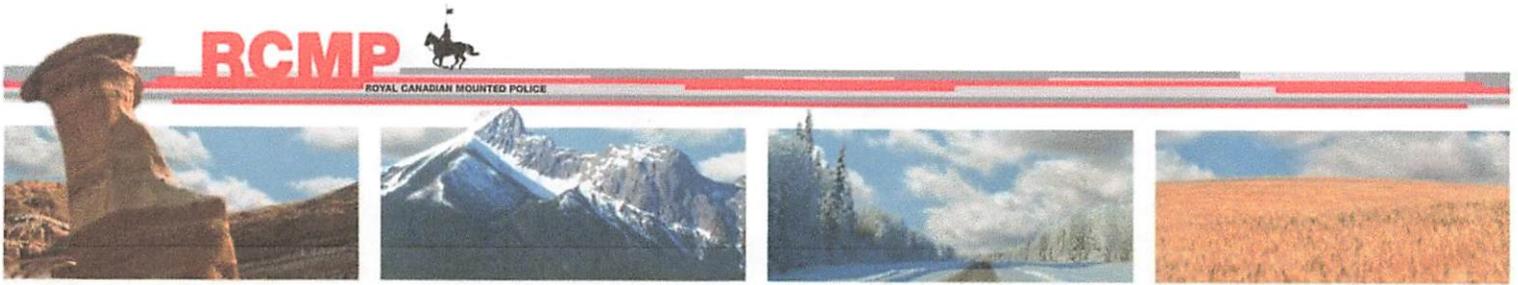
Date	2023-02-17
Meeting Type	Town Hall
Topics Discussed	Education Session
Notes/Comments	Guest speaker at the Vegreville Chamber of Commerce AGM in Vegreville. Spoke about staffing, rural property crimes and the Justice System. In attendance was multiple business owners from Vegreville and surrounding areas, mayor, council and media.

Date	2023-03-16
Meeting Type	Town Hall
Topics Discussed	Crime Reduction Initiatives
Notes/Comments	Town Hall held with all areas of policing communities for the Vegreville RCMP. Q and A held with information and questions answered. Upcoming years annual performance plan discussed.



Community Priorities

<p>Priority 1</p>	<p>Crime Reduction</p>
<p>Current Status & Results</p>	<p>In Q4, there were 8 street check submissions, 25 HOM compliance checks, while utilizing 5 informants to assist in drug and property related investigations. This work resulted in the recovery of significant amounts of stolen property and controlled substances with the charges being pursued against many prolific offenders who both frequent the area and find themselves temporarily residing here. Vegreville membership has been down in this quarter from 9 constables to 4 and were still able to do this work regardless of the limitations.</p>
<p>Priority 2</p>	<p>Community Engagement</p>
<p>Current Status & Results</p>	<p>In this quarter a town hall was conducted within the town of Vegreville, there were multiple school visits conducted by the members a few community meetings regarding events, such as family services and the agriculture society. For more details please the Community Engagement link.</p>
<p>Priority 3</p>	<p>Enhance Road Safety</p>
<p>Current Status & Results</p>	<p>During this quarter there were 7 investigations into impaired operation. One resulted in provincial sanctions and a seizure of vehicle. There were 16 investigations into distracted driving. In 14 of these cases charges were laid.</p> <p>Since January of this year our members have been in the school zones at local schools at the beginning of the day and at dismissal. They have been joined in this venture by Town CPO's. Members are engaged in traffic safety and providing a presence in the area. This enforcement activity is expected to continue on days that school is in session, providing members are not required for a priority activity. There has been positive feedback from local parents on this activity. Members recorded 52 patrols of school zones this quarter.</p>



Crime Statistics¹

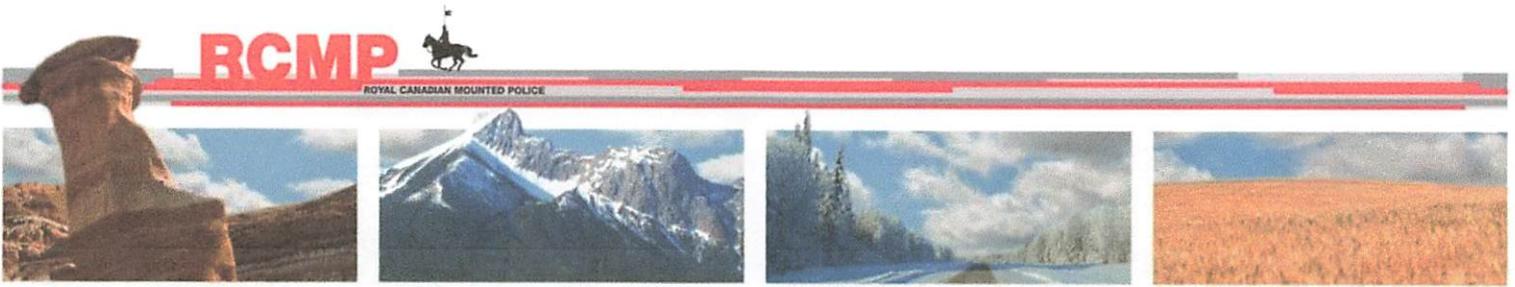
The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	January - March			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
Total Criminal Code	58	43	-26%	369	311	-16%
<i>Persons Crime</i>	13	10	-23%	53	53	0%
<i>Property Crime</i>	36	26	-28%	243	209	-14%
<i>Other Criminal Code</i>	9	7	-22%	73	49	-33%
Traffic Offences						
<i>Criminal Code Traffic</i>	6	2	-67%	53	21	-60%
<i>Provincial Code Traffic</i>	219	127	-42%	1,678	841	-50%
<i>Other Traffic</i>	0	0	N/A	4	2	-50%
CDSA Offences	2	0	-100%	14	12	-14%
Other Federal Acts	4	2	-50%	17	22	29%
Other Provincial Acts	27	34	26%	209	162	-22%
Municipal By-Laws	1	1	0%	3	6	100%
Motor Vehicle Collisions	59	24	-59%	166	193	16%

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

Trends/Points of Interest

Criminal code and Provincial traffic offenses are down significantly due to resource shortages and the inability to provide some aspects of proactive policing including traffic enforcement.



Provincial Police Service Composition²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	4	3	0	1
Detachment Support	1	1	0	0

²Data extracted on March 31, 2023 and is subject to change over time.

³Soft 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.

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

Comments

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

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

Quarterly Financial Drivers

The Provincial budget will see an increase in overtime this quarter due to drastic detachment shortages in Vegreville.

**COMMITTEE OF THE WHOLE
AND COUNCIL MEETING ACTION ITEMS**

Action List Item No.	Motion No.	Meeting Date	Description	Percentage Completed	Person Responsible	Date Completed	Notes
2242	2023-72	17-Apr-23	Enter into a contract with Griffin Contracting for repair of BF 7640 on Range Road 144.	50%	Norm		WSP completing contract documents.
2243	2023-73	17-Apr-23	Notify Dwayne Gawryliuk of his award of the lease of Pt. NW 9-52-14-W4M for a three-year term for \$700 per year. Ensure agreement is signed and invoice has been submitted.	90%	Shirley	21-Apr-23	Mailed agreement for signing. Will invoice once signed.
2244	2023-74	17-Apr-23	Notify David Stashko of undeveloped road allowance renewal for three-year term at \$10 per year. Ensure agreement is signed and invoice has been submitted.	90%	Shirley	21-Apr-23	Mailed agreement for signing. Will invoice once signed.
2245	2023-75	17-Apr-23	Notify Don Sarafinchan of undeveloped road allowance renewal for three-year term at \$10 per year. Ensure agreement is signed and invoice has been submitted.	90%	Shirley	21-Apr-23	Mailed agreement for signing. Will invoice once signed.
2246	2023-78	17-Apr-28	Post 2023Tax Bylaw and/or tax rates on County website.	100%	Audra/Dwight	21-Apr-23	
2247	2023-82	17-Apr-28	Post 2023 Hamlet of Minburn Special Tax Bylaw on website.	100%	Audra/Dwight	21-Apr-23	
2248	2023-91	17-Apr-23	Enter into billboard partnership with Brock Boards for billboard advertising.	100%	Davin	19-Apr-23	Agreement fully executed
2249	2023-92	17-Apr-23	Notify FortisAlberta that utility structure installation special request within road allowance along Range Road 82 between Township Road 474 and 480 has been approved.	100%	Davin	17-Apr-23	Emailed approval to Fortis
2250	2023-94	17-Apr-23	Prepare municipal firefighter wage survey and present at the June 19, 2023 regular Council meeting.	60%	Mike		Ongoing. Will be ready for June 19, 2023 regular Council meeting.
2251	2023-96	17-Apr-23	Deny request from Mannville Public Library for funding to assist them with technological update replacement.	100%	Pat	20-Apr-23	Letter completed and sent to Mannville Public Library.