



## **AGENDA**

Committee of the Whole

December 11, 2024

10:00 a.m.

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**1. CALL TO ORDER**

**2. CHANGES TO AGENDA & ADOPTION OF AGENDA**

**3. CONFIRMATION OF MINUTES**

**4. DELEGATIONS**

4.1 Vegreville and District FCSS – 10:00 a.m.

Julie Gottselig

*Presentation on community projects and the FCSS Strategic Plan*

4.2 Mannville–Minburn–Innisfree FCSS - 10:15 a.m.

FCSS Coordinator Carla Cavanagh, Director Jannette Riedel

*Presentation on programming and initiatives for County residents*

4.3 Shannon Paquette, STARS – 10:30 a.m.

*Presentation on STARS Air Ambulance Operations*

**5. REPORTS FOR DISCUSSION**

5.1 Bylaw Enforcement Officer Bylaw

**Administration Presenter:**

Davin Gegolick, Director of Planning and Community Services

5.2 Road Encroachments on CN Property

**Administration Presenter:**

Davin Gegolick, Director of Planning and Community Services

5.3 Range Road 82 Guardrail Design

**Administration Presenter:**

Davin Gegolick, Director of Planning and Community Services

5.4 Provincial Wildland Urban Interface (WUI) Team Application

**Administration Presenter:**

Mike Fundytus, Director of Protective Services

5.5 Master Rates Bylaw Amendment

**Administration Presenter:**

Kari Janzen, Senior Accountant

5.6 2025 Preliminary Budget Summary

**Administration Presenter:**

Kari Janzen, Senior Accountant

**6. COUNCILLOR REQUESTS (INFORMATION / PROGRAM REQUESTS)**

6.1 Division Reports

6.2 Councillor Request Report

**7. CLOSED SESSION**

7.1 CAO Evaluation

*FOIP Act Section 17, harmful to personal privacy*

**8. OPEN SESSION**

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

**10. ADJOURNMENT**



## Committee of the Whole Meeting Minutes

November 13, 2024  
10:00 a.m.

Members Present:

Reeve Roger Konieczny, Division 3  
Deputy Reeve Kevin Bentley, Division 7  
Councillor Joey Nafziger, Division 1 (virtual)  
Councillor Eric Anderson, Division 2  
Councillor Cliff Wowdzia, Division 4  
Councillor Tara Kuzio, Division 5  
Councillor Carl Ogrodnick, Division 6

Administration Present:

Norm De Wet, Acting Chief Administrative Officer  
Mike Fundytus, Director of Protective Services  
Jason Warawa, Director of Corporate Services  
Trudy Shukalak, Senior Administrative Support Specialist  
Audra Kropielnicki, Executive Coordinator

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### 1. CALL TO ORDER

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

### 2. CHANGES TO AGENDA & ADOPTION OF AGENDA

#### 2024-W073

**Moved by:** Councillor Anderson

THAT the Agenda for the November 13, 2024 Committee of the Whole meeting be adopted as presented.

**Carried**

### 3. CONFIRMATION OF MINUTES

#### 2024-W074

**Moved by:** Councillor Wowdzia

THAT the October 16, 2024 Committee of the Whole meeting minutes be adopted as presented.

**Carried**

4. DELEGATIONS - NIL

5. REPORTS FOR DISCUSSION

6. COUNCILLOR REQUESTS (INFORMATION/PROGRAM REQUESTS)

6.1 Divisional Reports

**2023-W075**

**Moved by:** Councillor Ogradnick

THAT the Divisional Reports be accepted as presented.

**Carried**

*Deputy Reeve Bentley left the meeting at 10:11 a.m.*

6.2 Councillor Request Report

**2023-W076**

**Moved by:** Councillor Kuzio

THAT the Councillor Request Report be accepted as amended.

**Carried**

*Deputy Reeve Bentley returned to the meeting at 10:12 a.m.*

*Reeve Konieczny recessed the meeting at 10:13 a.m.*

7. CLOSED SESSION

**2023-W077**

**Moved by:** Councillor Anderson

THAT the Committee of the Whole meet in private to discuss matters protected from disclosure under the *Freedom of Information and Protection of Privacy Act (FOIP)*, specifically *FOIP Section 16, disclosure harmful to business interest of a third party, Section 23, local body confidence, Section 24, advice from officials, and Section 27, privileged information* at 10:14 a.m.

**Carried**

7.1 Tax Sale

*FOIP Section 24, advice from officials*

Name	Reason/Purpose
Jason Warawa	Presenter
Norm De Wet	Strategic Leader of the Organization
Mike Fundytus	Strategic Leader of the Organization

7.2 Master Rates Bylaw

*FOIP Section 24, Advice from officials*

Name	Reason/Purpose
Jason Warawa	Presenter
Norm De Wet	Strategic Leader of the Organization
Mike Fundytus	Strategic Leader of the Organization

7.3 Interim Budget 2025

*FOIP Section 16, disclosure harmful to business interest of a third party, Section 23, local body confidence, Section 24, advice from officials, and Section 27, privileged information.*

Name	Reason/Purpose
Jason Warawa	Presenter
Norm De Wet	Strategic Leader of the Organization
Mike Fundytus	Strategic Leader of the Organization

**8. OPEN SESSION**

**2023-W078**

**Moved by:** Deputy Reeve Bentley

THAT the Committee of the Whole meeting revert to open session at 11:22 a.m.

**Carried**

**9. MOTIONS ARISING OUT OF CLOSED SESSION**

**2023-W079**

**Moved by:** Councillor Kuzio

THAT Council endorse the proposed changes to Schedule "A" of the Master Rates Bylaw so that a Bylaw amendment can be formally passed at the December Council meeting and come into effect January 1, 2025.

**10. ADJOURNMENT**

Reeve Konieczny declared the meeting adjourned at 11:23 a.m.

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Reeve

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Chief Administrative Officer

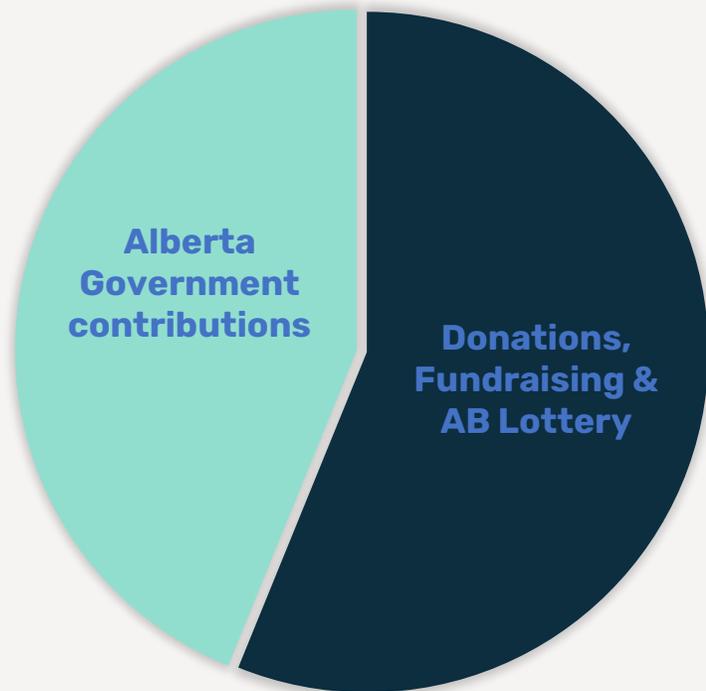


# CRITICAL CARE, ANYWHERE

The best hope, in a worst-case scenario.

 **STARS**<sup>®</sup>

## STARS ALBERTA, FY24-25



**Direct Operating Costs**  
**\$34.2 million**

**Government Contribution**  
**\$15 million**

Donations, Fundraising & lotteries are needed to cover **56%**  
of direct operational costs in Alberta



2023/24

# YEAR IN REVIEW



## STARS EMERGENCY LINK CENTRE

**37,365**

EMERGENCY REQUESTS HANDLED



## MISSIONS

**3,927**

YEARLY MISSIONS



## FUNDING

**\$11.4M**

APPROXIMATE ANNUAL COST PER BASE



## INCIDENT TYPES

STARS RESPONDS TO A VARIETY OF CRITICAL CARE CALLS

- CARDIAC **18.05%**
- ENVIRONMENTAL **0.30%**
- NEUROLOGICAL **12.48%**
- OBSTETRICAL **1.42%**
- PULMONARY **12.64%**
- VEHICLE INCIDENT **18.38%**
- OTHER MEDICAL **19.20%**
- OTHER TRAUMA **17.38%**

**102**

AVERAGE EMERGENCY REQUESTS A DAY



**1,720** **1,025** **1,182\***

AB SK MB

MISSIONS BY PROVINCE



- NET FUNDRAISING
- GOVERNMENT CONTRIBUTIONS\*
- INDUSTRY SERVICES
- OTHER

\* worth received in year

STARS FUNDING SOURCES

**37,345**

ANNUAL DONORS

**11**

AVERAGE DAILY MISSIONS

\* Includes fixed-wing missions

# ESSENTIAL SERVICES FOR ALL, RURAL

**New! 10 rural municipalities**

**New! 14 urban municipalities**

- Requests pending
- 94% Alberta municipalities in partnership
- 75% Regional Leaders (Includes County of Minburn)

**Partnership ensures robust health & safety network**

## (9) MUNICIPAL LEADERS

- Fixed Rate / Standing Motion
- Included in protective services budget

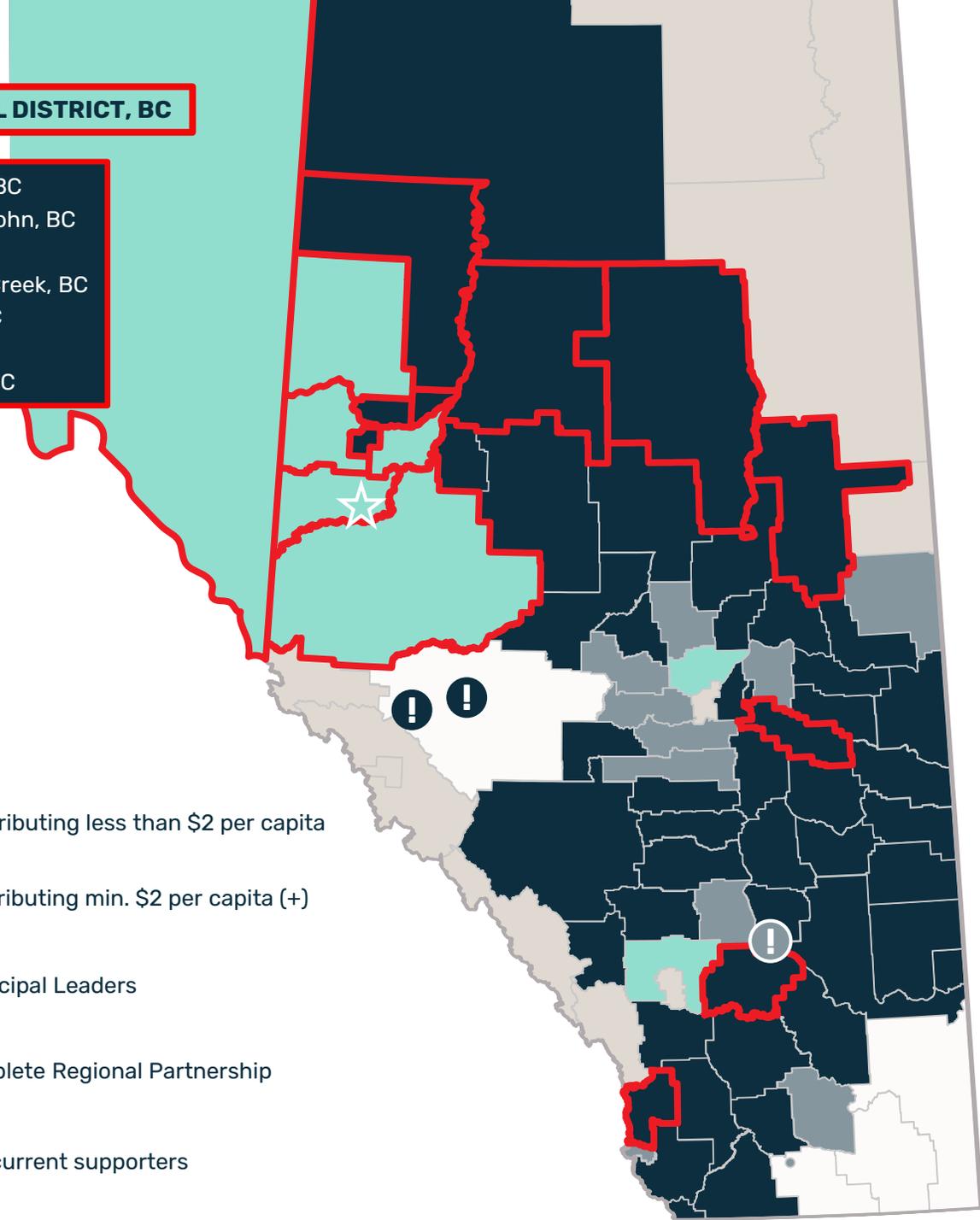
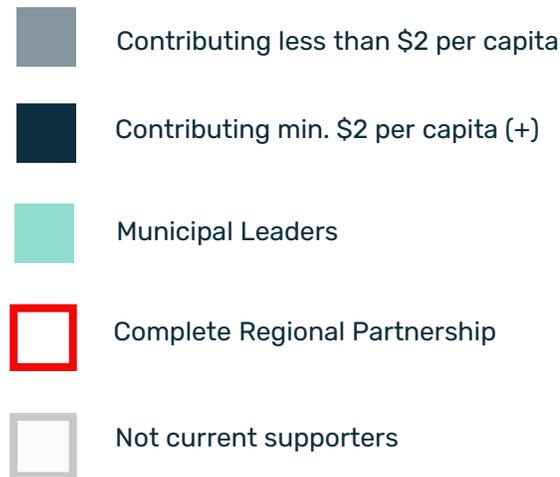
**2023 Welcome Sturgeon County**  
**2024 Welcome Birch Hills County**

## REGIONAL LEADERS

Building partnerships within.  
 Fixed rate to alleviate fluctuation  
 Based on minimum \$2 per capita

### PEACE RIVER REGIONAL DISTRICT, BC

- Hudson's Hope, BC
- City of Fort St. John, BC
- Taylor, BC
- City of Dawson Creek, BC
- Pouce Coupe, BC
- Chetwynd, BC
- Tumbler Ridge, BC

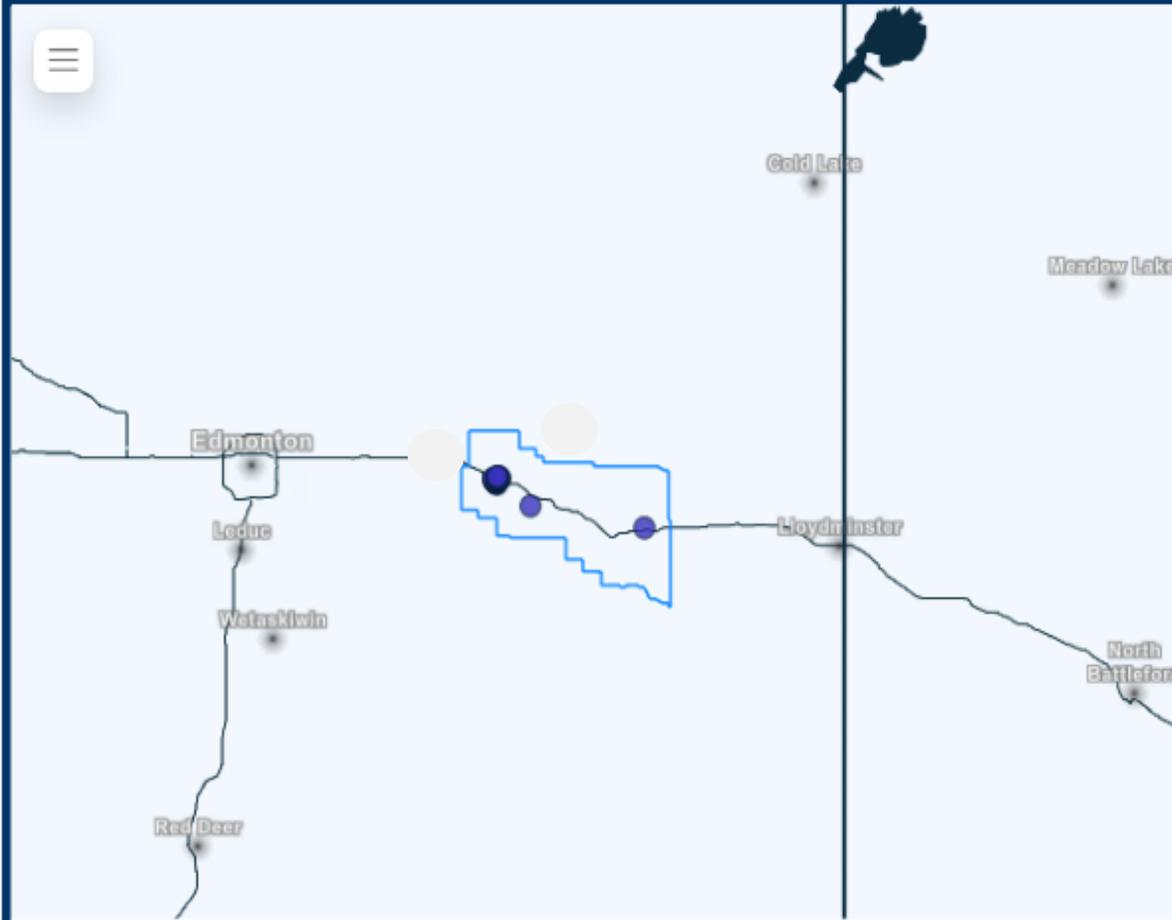


<b>COUNTY OF MINBURN @ OCTOBER 15, 2024</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>TOTAL</b>
NEAR INNISFREE			1		1	2
NEAR LAVOY	2		1	1		4
NEAR MANNVILLE	1					1
VEGREVILLE HOSPITAL CRITICAL INTER-FACILITY TRANSFERS (IFT)	8	8	3	5	9	33
NEAR VEGREVILLE	4	1		5	5	15
<b>TOTAL * Average 10 missions per year</b>	<b>15</b>	<b>9</b>	<b>5</b>	<b>11</b>	<b>15</b>	<b>55</b>

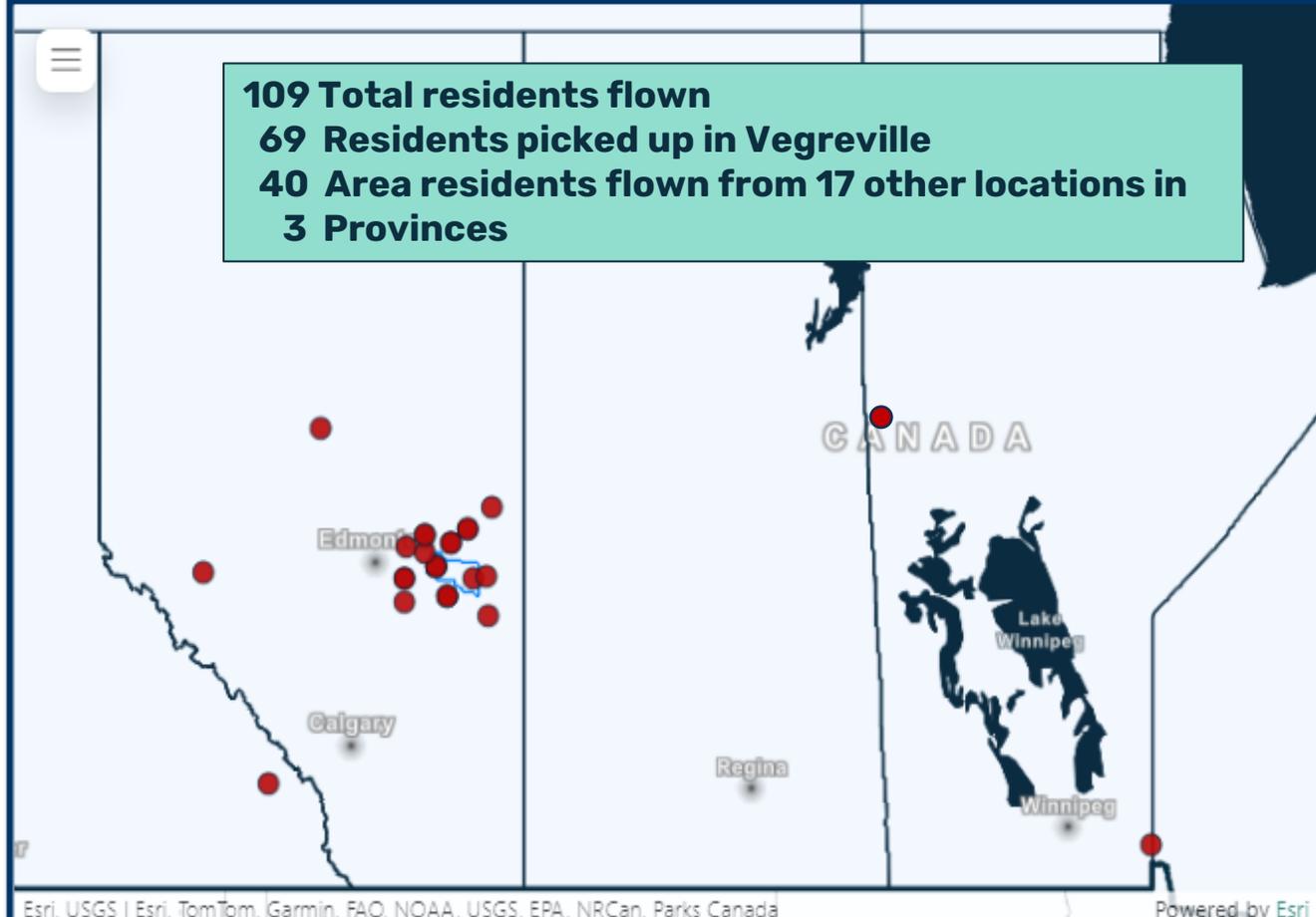


# Within County of Minburn Boundaries - Patients Flown by STARS (2010-Present)

## County of Minburn Residents Flown by STARS



## Locations where County of Minburn Residents Travelled and Needed STARS



**109 Total residents flown**  
**69 Residents picked up in Vegreville**  
**40 Area residents flown from 17 other locations in 3 Provinces**

Resident Community	5 Yrs Ago	4 Yrs Ago	3 Yrs Ago	2 Yrs Ago	Last Year	5 Year Total	Total Since 2010
Vegreville	3	5	4	4	3	19	81
Innisfree	0	1	1	0	0	2	4
Mannville	0	0	1	0	1	2	14
Lavoy	0	0	0	0	0	0	6
Minburn	1	0	0	0	0	1	4
<b>Total</b>	<b>4</b>	<b>6</b>	<b>6</b>	<b>4</b>	<b>4</b>	<b>24</b>	<b>109</b>

### Count by Pickup Location



**Accidents and illness happen . . . anywhere.**

# STARS IS BORDERLESS

## 6 BASES ACROSS WESTERN CANADA

- Average 11 MISSIONS PER DAY
- MORE THAN 60,000 (+) MISSIONS FLOWN
- AIR MEDICAL CREW (AMC) CROSS-TRAINED
- ALL CREW AND ASSETS CROSS BORDERS

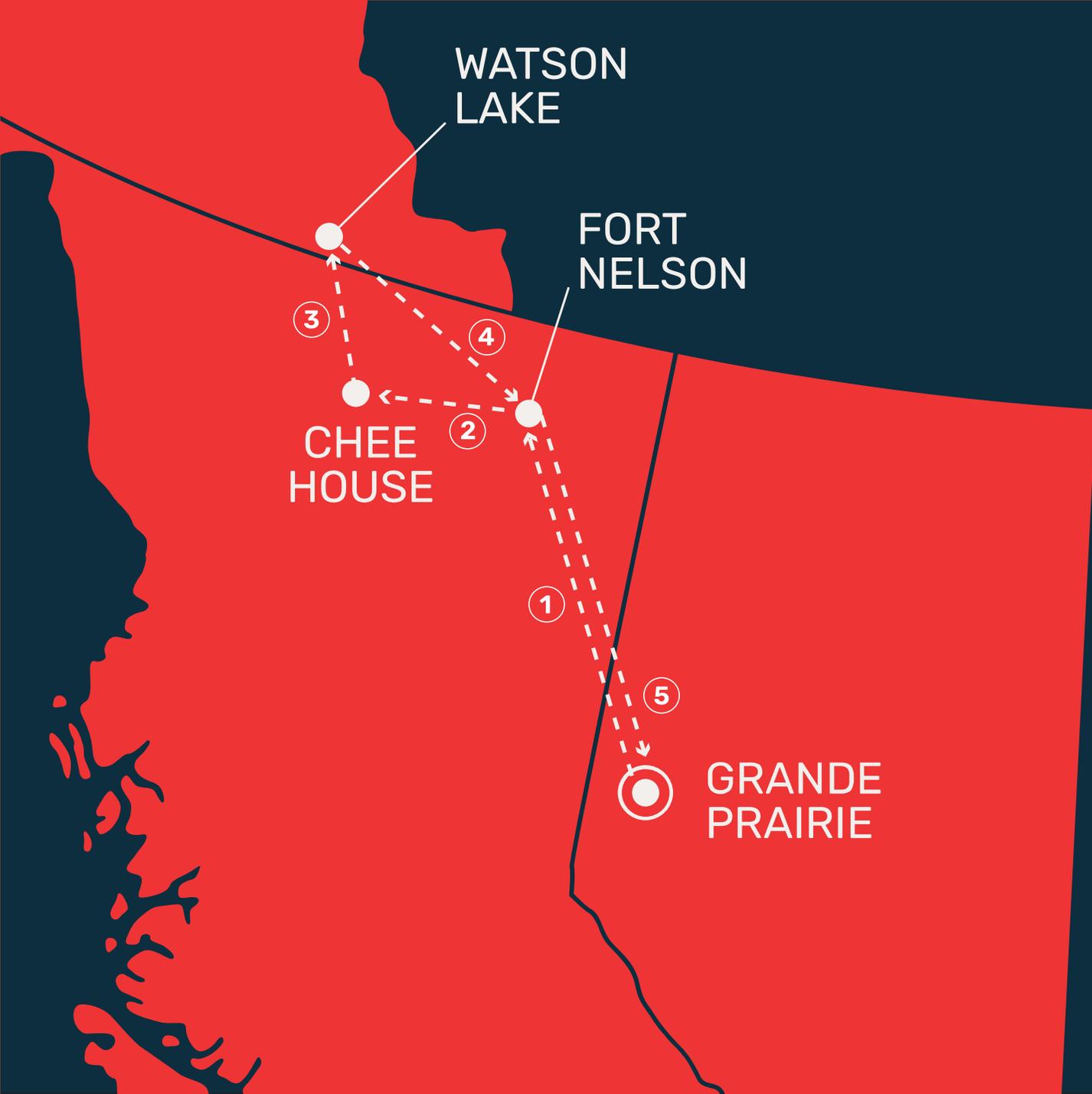
Mission Count	STARS Base	Mission Type	Description	Disposition
1	Calgary	IFT	Medical	PT TRANSPORTED - STARS
2	Calgary	Scene	Near Drowning / Trauma	PT TRANSPORTED - STARS
3	Calgary	IFT	NICU	PT TRANSPORTED BY GROUND WITH SPECIALTY TEAM
4	Calgary	IFT	COPD / Respiratory	PT TRANSPORTED - STARS
5	Edmonton	Scene	Cardiac	PT TRANSPORTED - STARS
6	Edmonton	Scene	Rollover	NMR MISSION CANCELLED - NO TRANSPORT
7	Edmonton	Scene	Workshop Explosion	MISSION CANCELLED - ALTERNATE TRANSPORT
8	Edmonton	Scene	GSW	PT TRANSPORTED - STARS
9	Grande Prairie	Scene	Stroke	PT TRANSPORTED - STARS
10	Grande Prairie	IFT	MVC	PT TRANSPORTED BY GROUND WITH STARS AMC
11	Grande Prairie	IFT	Motorcycle vs Deer	PT TRANSPORTED - STARS
12	Regina	IFT	Decreased LOC	PT TRANSPORTED - STARS
13	Regina	IFT	Pneumonia	PT TRANSPORTED - STARS
14	Saskatoon	Scene	Motocross Accident	PT TRANSPORTED - STARS
15	Saskatoon	IFT	Sepsis	PT TRANSPORTED - STARS
16	Winnipeg	Scene	MVC Polytrauma	PT TRANSPORTED - STARS
17	Winnipeg	IFT	Perforated Bowel	PT TRANSPORTED - STARS
18	Winnipeg	Scene	Seizures	PT TRANSPORTED - STARS



# NEW MEDICATION HEMORRHAGE CONTROL

STARS has bolstered its medical toolkit with an innovative new blood product to help form blood clots and assist with hemorrhage control.

- Now carrying 4 units of blood onboard
- Utilized in severe trauma cases
- Patients requiring more than two units of blood
- Fibrinogen helps blood clots to form



# OUR LONGEST MISSION

While hunting in the rugged mountains of northern B.C., Doug MacTavish suffered a major heart attack. Providing critical care to this patient in need resulted in our longest mission to date.

**2,408** LITRES OF FUEL

**1,763** KILOMETRES

**8.2** HOURS OF FLIGHT

**5.3** HOURS WITH PATIENT

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**1 LIFE SAVED**

# COUNTY OF MINBURN

## REGIONAL LEADERS

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\$6,376.00 (\$2 per capita)

STANDING MOTION

## OUR REQUEST

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\$7,000.00 Fixed Rate

STANDING MOTION

## BENEFITS

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- STARS provide physical and virtual response
- Together, we enhance rural healthcare
- Residents have access to STARS 24/7 across Western Canada
- 40 Years serving Albertans - No cost to the patient.

**A LIFE IS SAVED EVERY DAY. YOUR PARTNERSHIP MAKES IT POSSIBLE.**





## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic:** Bylaw Enforcement Officer Bylaw  
**Date:** December 11, 2024

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### **Background**

During the November 18, 2024 Council meeting and subsequent November 21 budget meeting, Council approved administration's recommendation to add bylaw enforcement to the Protective Services FTE position. This decision aims to enhance municipal bylaw enforcement services by offering the following benefits:

- safety and reduced risk by having employee in uniform and having applicable training
- efficient response to resident concerns
- cost savings/potential revenue generation through issuing tags/tickets
- maintaining property values, boosting economic growth
- reduced strain on police resources
- proactive community engagement through liaising with residents, educating the public, and promoting voluntary compliance
- consistency in bylaw application
- bylaw enforcement is a natural fit with the Protective Services portfolio, being more cost-effective than outsourcing and allows greater control by handling it in-house, while still being available for emergency calls

Pursuant to Section 556 of the MGA, the powers and duties of a bylaw officer must be specified through a bylaw. The bylaw must also outline the procedures for disciplining these officers.

### **Information for the Committee**

The draft Bylaw Enforcement Officer Bylaw is submitted for review and comment before its first reading at the December 16, 2024, Council meeting. This bylaw will empower the Bylaw Enforcement Officer to enforce the County Land Use Bylaw. Additionally, a community standards bylaw will be drafted in the future for Council's consideration, which will also fall under the enforcement duties of the Bylaw Enforcement Officer.

### **Recommendation**

THAT administration prepares an RFD for the December 16, 2024 meeting recommending first reading of Bylaw No. 1359-24.

**Attachment:** Draft Bylaw No. 1359-24

**COUNTY OF MINBURN NO. 27**  
**BYLAW NO. 1359-24**

A BYLAW OF THE COUNCIL OF THE COUNTY OF MINBURN NO. 27, IN THE PROVINCE OF ALBERTA TO APPOINT BYLAW ENFORCEMENT OFFICERS AND SPECIFY THE DUTIES OF THE COUNTY OF MINBURN NO. 27 BYLAW ENFORCEMENT OFFICERS.

**WHEREAS**, under the authority and pursuant to the Municipal Government Act, chapter M 26, R.S.A. 2000, and amendments thereto, Council may by bylaw, appoint Bylaw Enforcement Officers and specify the powers and duties of Bylaw Enforcement Officers and must establish disciplinary procedures for misuse of power, including penalties and an appeal process applicable to misuse of power by Bylaw Enforcement Officers;

**NOW THEREFORE** under the authority and pursuant to the provisions of the said Municipal Act, and by virtue of all other enabling powers, the Council of County of Minburn No. 27, duly assembled, enacts as follows:

**1. TITLE**

1.1 This Bylaw shall be known as the "Bylaw Enforcement Officer Bylaw."

**2. DEFINITIONS**

2.1 In this bylaw unless the context otherwise requires:

- a) "MGA" means the Municipal Government Act, Revised Statutes of the Province of Alberta, 2000, and amendments thereto;
- b) "Bylaw" means all bylaws of the County of Minburn No. 27 duly enacted under the MGA and/or any other statutes of the Province of Alberta;
- c) "Bylaw Enforcement Officer" means an employee of the County of Minburn No. 27 appointed as such and who, in the execution of their duties, is responsible for the enforcement of municipal bylaws and for the preservation and maintenance of the public peace;
- d) "CAO" means the Chief Administrative Officer of the County of Minburn No. 27, a person duly appointed pursuant to the MGA;
- e) "Council" means the Council of the County of Minburn No. 27, elected pursuant to the Local Authorities Election Act, Revised Statutes of Alberta;
- f) "County" means the County of Minburn No. 27;

g) "Proper Authorization" means obtaining written authorization from the CAO;

### **3. APPOINTMENT**

- 3.1 The CAO and/or their designate may establish Bylaw Enforcement Officer positions within the County.
- 3.2 The CAO and/or their designate may appoint, promote or dismiss individuals, to the position of Bylaw Enforcement Officer for the purpose of enforcing the County's bylaws. A Bylaw Enforcement Officer Appointment is Schedule "A" attached to and forming part of this Bylaw.
- 3.3 If the Bylaw Enforcement Officer is absent from their position, is off duty, or is out of office, the CAO and/or their designate may take on any duties and powers of a Bylaw Enforcement Officer or appoint an Interim Bylaw Enforcement Officer for the purpose of enforcing the County's bylaws.
- 3.4 A Bylaw Enforcement Officer shall take the official oath prescribed by the Oaths of Office Act before starting their duties.
- 3.5 The power and duties of a Bylaw Enforcement Officer for the County of Minburn No. 27 shall be as follows:
  - a) Ensure that all bylaws of the County are enforced.
  - b) Respond to and investigate complaints.
  - c) Conduct routine patrols.
  - d) Issue notices, tickets or tags.
  - e) Prosecution of any bylaw contravention including appearances in court to provide evidence.
  - f) Service of Summonses.
  - g) Ensure proper filing of information and documentation of circumstances.
  - h) Act as an agent for collecting of delinquent account.
  - i) Perform all other duties as may be assigned by the CAO and/or designate.

### **4. RULES, COMPLAINTS AND APPEALS**

- 4.1 The Council may, by resolution, make rules governing the operation of the Bylaw Enforcement Officers, including but not limited to:
  - a) Operational/Procedural Policy.
  - b) Selection of Provincial Statutes to be enforced.
  - c) Municipal Bylaw approval.
- 4.2 A Bylaw Enforcement Officer, respecting the conduct or performance of duty, may be liable to disciplinary action if the offences include:

#### 4.2.1 DISCREDITABLE CONDUCT, an Officer who

- a) Act in a disorderly or inappropriate manner, or in a manner prejudicial to discipline or likely to bring discredit upon the reputation of the County.
- b) Willfully or negligently makes a false complaint or lays a false complaint or statement against any person or another Bylaw Enforcement Officer, or
- c) Withholds or suppresses a complaint or report against any person or another Bylaw Enforcement Officer, or
- d) Is guilty of an indictable offence under a federal statute or an offence punishable upon summary conviction under the Criminal Code of Canada, or
- e) Abets, conspires or is knowingly an accessory to a general default described in this Bylaw.

#### 4.2.2 INSUBORDINATION, an Officer who

- a) By work or action, and without lawful excuses, disobeys, omits, or neglects to carry out a lawful order, or
- b) By word or action is unwilling to submit to the authority of the Director of Community Services and/or their designate.

#### 4.2.3 NEGLIGENCE OF DUTY, an Officer who

- a) Without lawful excuse, neglects or omits promptly and diligently to perform a duty as a Bylaw Enforcement Officer, or
- b) Fails to work in accordance with orders, or leave an area, detail or other place of duty without due permission or sufficient cause, or
- c) Fails to report a matter that is their duty to report.

#### 4.2.4 DECEIT, an Officer who

- a) Knowingly makes or signs a false statement in an official document or book, or
- b) Willingly or negligently makes a false, misleading or inaccurate statement pertaining to official duties, or
- c) Fails to report a matter that is their duty to report.

#### 4.2.5 BREACH OF CONFIDENCE, an Officer who

- a) Divulges any matter which it is their duty to keep secret, or
- b) Without proper authorization or in contravention of any rules of the department communicates to the news media or to any authorized person any law enforcement matter which could be injurious to any person or investigation, or
- c) Without proper authorization shows to any person not a Bylaw Enforcement Officer or any unauthorized member of the Protective Services Department,

any book or written or printed paper, document or report relating to any law enforcement matter that is the property of or is in the custody of the County.

4.2.6 CORRUPT PRACTICE, an Officer who

- a) Fails to account for or make a prompt, true return of money or property received in an official capacity, or
- b) Directly or indirectly solicits or receives a gratuity, present, pass, subscription or testimonial without the consent of the Director of Community Services and/or their designates, or
- c) Places himself under a pecuniary or obligation to a person of respect, whose conduct or business operation or employment the Officer may likely have to report or give evidence, or
- d) Improperly uses their position as a Bylaw Enforcement Officer for private advantage.

4.2.7 UNLAWFUL OR UNNECESSARY EXERCISE OF AUTHORITY, an Officer who

- a) Is unnecessarily discourteous or uncivil to a member of the public, or
- b) Uses excessive force in the execution of their duties without just cause as a Bylaw Enforcement Officer, or
- c) Uses excessive authority of their position with their co-workers.

4.2.8 USE OF INTOXICATING LIQUOR OR DRUGS IN A MANNER DETRIMENTAL TO DUTY, an Officer who

- a) While on shift is unfit for duty due to the personal use of liquor, drugs and/or intoxicants, or
- b) Reports for a shift and is unfit for duty due to personal use of liquor, drugs and/or intoxicants prior to reporting for work, or
- c) Personally uses, consumes and/or receives from other persons liquor drugs and/or intoxicants while on duty.

4.3 Any Bylaw Enforcement Officer who contravenes or disobeys, or refuses, or neglects to obey any provisions of this Bylaw by:

- a) Doing any act or think which they are prohibited from doing herein;
- b) Failing to do any act that they are required to do herein;

Shall be subject to an inquiry by the Director of Community Service and/or their designate, and upon conclusion of the inquiry, the Director of Community Services and/or their designate shall, in writing with reason, do the following:

- a. Reprimand the Officer, or
- b. Dismiss the claim, or

- c. Suspend the Officer from acting as a Bylaw Enforcement Officer, but such period of suspension shall not exceed (1) month, or
- d. Terminate the appointment/employment of the Officer.

**5. EFFECTIVE DATE**

5.1 This Bylaw shall come into force and effect upon third and final reading.

FIRST READING.....December 16, 2024

SECOND READING.....January 23, 2025

THIRD AND FINAL READING.....January 23, 2025

\_\_\_\_\_  
Reeve

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

DRAFT

**Schedule "A"**  
**Bylaw Enforcement Officer Bylaw No. 1359-24**

**BYLAW ENFORCEMENT OFFICER**  
**APPOINTMENT**

*Pursuant to the Municipal Government Act of Alberta and Section 3 of County of  
Minburn No. 27 Bylaw No. 1359-24*

I, \_\_\_\_\_, the Chief Administrative Officer of County of  
Minburn No. 27, hereby appoint

\_\_\_\_\_

A **BYLAW ENFORCEMENT OFFICER** as detailed below:

The person appointed under this document has the authority, while employed by  
County of Minburn No. 27, and while acting within the scop of his/her employment,  
to enforce all bylaws of County of Minburn No. 27.

This appointment expires upon termination of employment with County of Minburn  
No. 27.

The Bylaw Enforcement Officer must abide by all of the Policies, Procedures and this  
Bylaw, as amended from time to time, issued by County of Minburn No. 27

DATED at Town of Vegreville, in the Province of Alberta, this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

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



## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic:** Road Encroachments on CN Property  
**Date:** December 11, 2024

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### Background

There are two locations, one in Ranfurly and one in Minburn, where public roads intersect with Canadian National Railway's (CN) right of way without a registered road plan. The County has looked after maintenance of these roads in the past. CN has previously contacted the County about these encroachments and has recently reached out again to seek a resolution.

*Ranfurly* - Twp Rd 512A is located within CN's right of way and was used to provide access to a grain elevator that was removed in 1993. Road is unimproved and provides an additional secondary access to the private residence at Lot A, Plan 2822MC (primary access to adjacent properties are via Ranfurly Road). The west end of this road is located within a registered road allowance.

*Minburn* - Twp Rd 502A is located within CN's right of way. This unimproved road provides the only access to a private residence located at NW 14-50-10-4.

### Information for the Committee

#### Ranfurly:

#### Option 1:

- Hire a surveyor to prepare a Descriptive Plan at a cost of ~\$1,400
- Purchase ~2.92 acres from CN for \$8,000 (\$2,700/ac)

#### Option 2:

- Lease rental agreement with CN for \$1,000 per year

#### Option 3:

- Close/block off those portions of road within CN's right of way to prevent any public access
- Wouldn't require a road cancellation through ATEC, but would result in a dead end (from access off Twp Rd 513)
- Cost of concrete blocks plus signage is \$1,600 plus 1-day County labour

#### Option 4:

- Close/block off both ends of the road to prevent any public access
- Would require surveying and a formal road cancellation application through ATEC at a cost of ~\$7,500
- Cost of concrete blocks plus signage is \$1,600 plus 1-day County labour

Minburn:

Option 1:

- Hire a surveyor to subdivide and prepare a Plan of Survey at a cost of ~\$8,200
- Purchase ~5.59 acres from CN for \$15,000 (\$2,700/ac)

Option 2:

- Lease rental agreement with CN for \$1,500 per year

Option 3:

- Close/block off east end and relocate adjacent landowner's access on the road allowance on plan 5450CL, with access to Rge Rd 102. Thus, removing any access roads on CN lands.
- Cost to construct the new road ~\$150,000

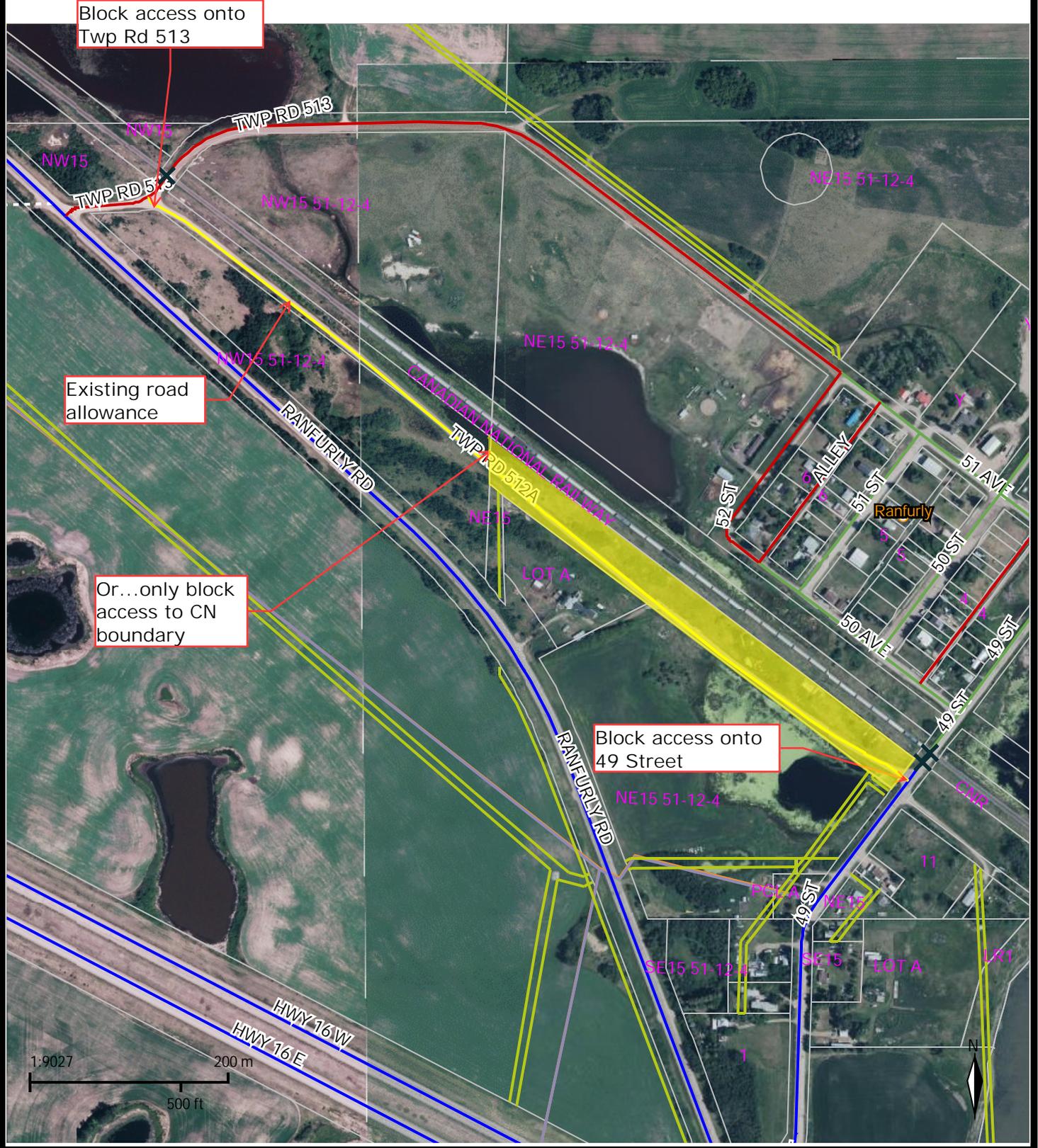
**Recommendation**

THAT administration prepares an RFD recommending Option 3, closing access to the road in Ranfurly.

That administration prepares an RFD recommending Option 1 to initiate the process for subdivision and land purchase from CN in Minburn.

**Attachment:** Ranfurly and Minburn Plans

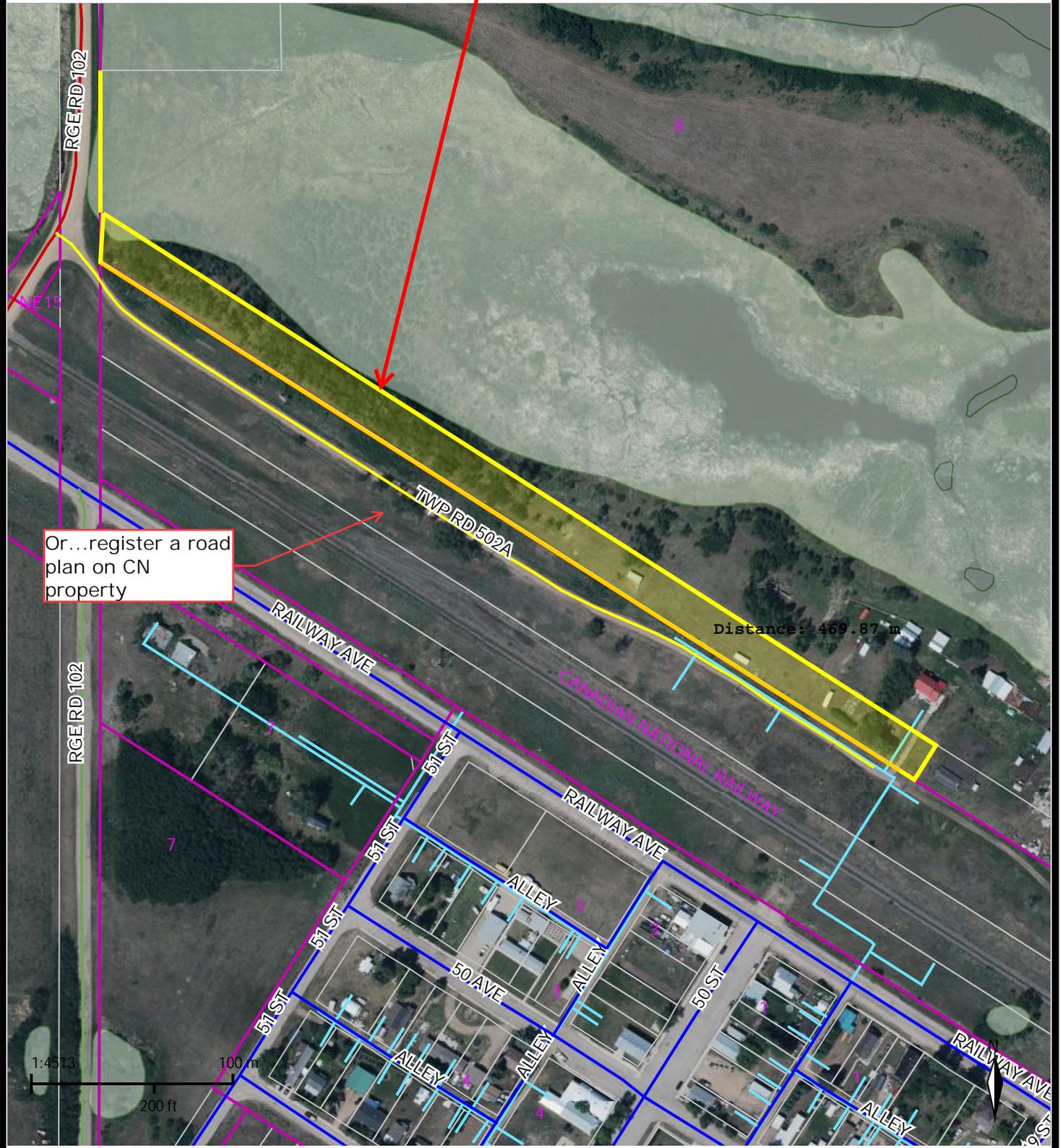
# Block Road in Ranfurly



The makes no representation as to the completeness, timeliness and accuracy of the information contained on this website. The expressly disclaims liability for any and all damages and losses arising from or in any way related to the use of this website.



Minburn  
Road to Construct - 470m



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## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic:** Rge Rd 82 Guardrail Design  
**Date:** December 11, 2024

---

### Background

In 2022, ATCO Electric constructed its 7LA65 transmission line project (Grizzly Bear project) southeast of Mannville. One structure (2 power poles) on the line is located adjacent to a curve on Rge Rd 82, south of Hwy 16 and north-west corner of NW 23-50-8-4.

The installed poles are located within the roadside desirable clear zone, posing a hazard that requires traffic barriers to mitigate, contain, and redirect an errant vehicle and protect the poles from potential impacts while adding a visual barrier for motorists to exercise care while travelling on this road curve.

ATCO Electric engaged an engineering consultant, Allnorth Consultants, to review the scope and provide recommendations for roadside protection of this structure. Roadside improvements are required to prepare the site for the installation of concrete barriers; these include re-grading road shoulder, ditch relocation and regrading, and culvert lengthening – all costs borne by ATCO Electric. In both options and due to the proximity of a Telus line, pre-cast concrete barriers would be installed at 0.6m from the edge of the ditch and 4m from the shoulder edge pursuant to Policy PDS 7004-02. Speed limit (80 km/hr) will not be altered with either option.

At the October 16, 2024 COW, Council requested we table this decision until after Councillor Nafziger had a chance to discuss the options with the neighbouring landowner.

### Information for the Committee

#### Option 1: North Roadside Improvement

- north roadside will be regraded to accommodate the new roadside slopes
- existing culvert will be extended approximately 5.5m on the north side
- most cost-effective option
- this is the preferred option as there is no change to the existing road geometry or gravel structure and doesn't present any illusion of road widening

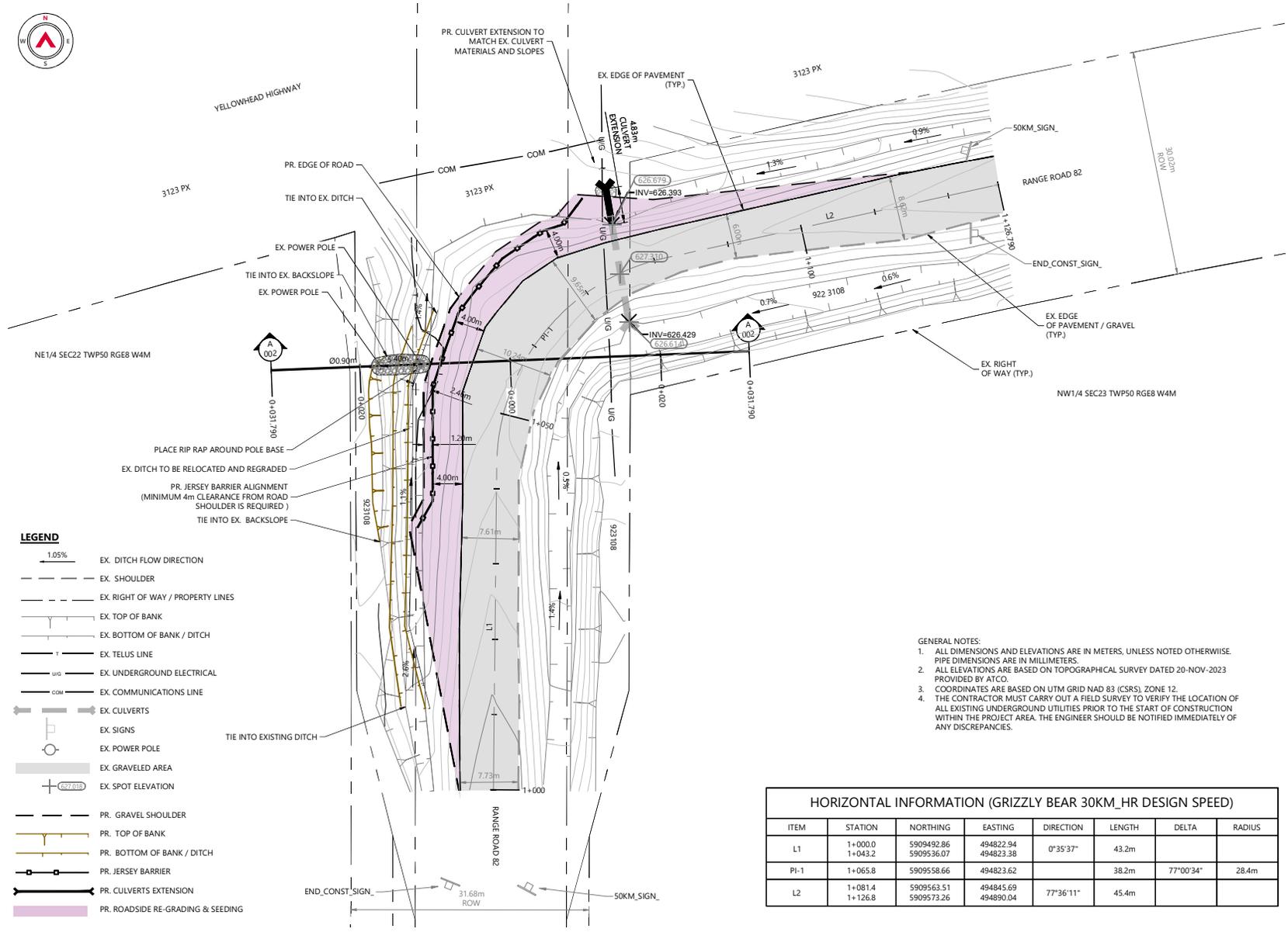
#### Option 2: Road Widening on the South Side

- road will be widened a minimum of 1m on the south shoulder and 4m on the north
- existing culvert will be extended approximately 5.5m on the north side and 4m on the south side
- the existing gravel road surface would be increased by 4m on the south side at the curve
- this option creates a wider section of road which is not desirable

**Recommendation**

THAT administration prepares an RFD for the December 16, 2024 meeting recommending Option 1 for Rge Rd 82 guardrail design.

***Attachment:*** Conceptual Design Drawings



- LEGEND**
- 1.05% EX DITCH FLOW DIRECTION
  - EX SHOULDER
  - EX RIGHT OF WAY / PROPERTY LINES
  - EX TOP OF BANK
  - EX BOTTOM OF BANK / DITCH
  - EX TELUS LINE
  - U/G EX UNDERGROUND ELECTRICAL
  - COM EX COMMUNICATIONS LINE
  - EX CULVERTS
  - EX SIGNS
  - EX POWER POLE
  - EX GRAVELED AREA
  - EX SPOT ELEVATION
  - PR GRAVEL SHOULDER
  - PR TOP OF BANK
  - PR BOTTOM OF BANK / DITCH
  - PR JERSEY BARRIER
  - PR CULVERTS EXTENSION
  - PR ROADSIDE RE-GRADING & SEEDING

- GENERAL NOTES:**
- ALL DIMENSIONS AND ELEVATIONS ARE IN METERS, UNLESS NOTED OTHERWISE. PIPE DIMENSIONS ARE IN MILLIMETERS.
  - ALL ELEVATIONS ARE BASED ON TOPOGRAPHICAL SURVEY DATED 20-NOV-2023 PROVIDED BY ATCO.
  - COORDINATES ARE BASED ON UTM GRID NAD 83 (CSRS), ZONE 12.
  - THE CONTRACTOR MUST CARRY OUT A FIELD SURVEY TO VERIFY THE LOCATION OF ALL EXISTING UNDERGROUND UTILITIES PRIOR TO THE START OF CONSTRUCTION WITHIN THE PROJECT AREA. THE ENGINEER SHOULD BE NOTIFIED IMMEDIATELY OF ANY DISCREPANCIES.

HORIZONTAL INFORMATION (GRIZZLY BEAR 30KM_HR DESIGN SPEED)							
ITEM	STATION	NORTHING	EASTING	DIRECTION	LENGTH	DELTA	RADIUS
L1	1+000.0 1+043.2	5908492.85 5909536.07	494822.94 494823.38	0°35'37"	43.2m		
PI-1	1+065.8	5909558.66	494823.62		38.2m	77°00'34"	28.4m
L2	1+081.4 1+126.8	5909563.51 5909573.26	494845.69 494890.04	77°36'11"	45.4m		

**EXISTING ALIGNMENT SITE PLAN**  
SCALE: 1:500

REFERENCE DRAWINGS		
DRAWING NO	DRAWING DESCRIPTION/TITLE	REV

**ABBREVIATIONS:**

EL	ELEVATION
EX	EXISTING
INV	INVERT
PR	PROPOSED

PERMIT TO PRACTICE

ENGINEER SEAL:

NOT FOR CONSTRUCTION

REV	DATE	DESCRIPTION	BY	CHKD	APVD
B	24/09/24	RE-ISSUED FOR REVIEW	TMM	CM	SM
A	24/08/09	ISSUED FOR REVIEW	TMM	CM	SM

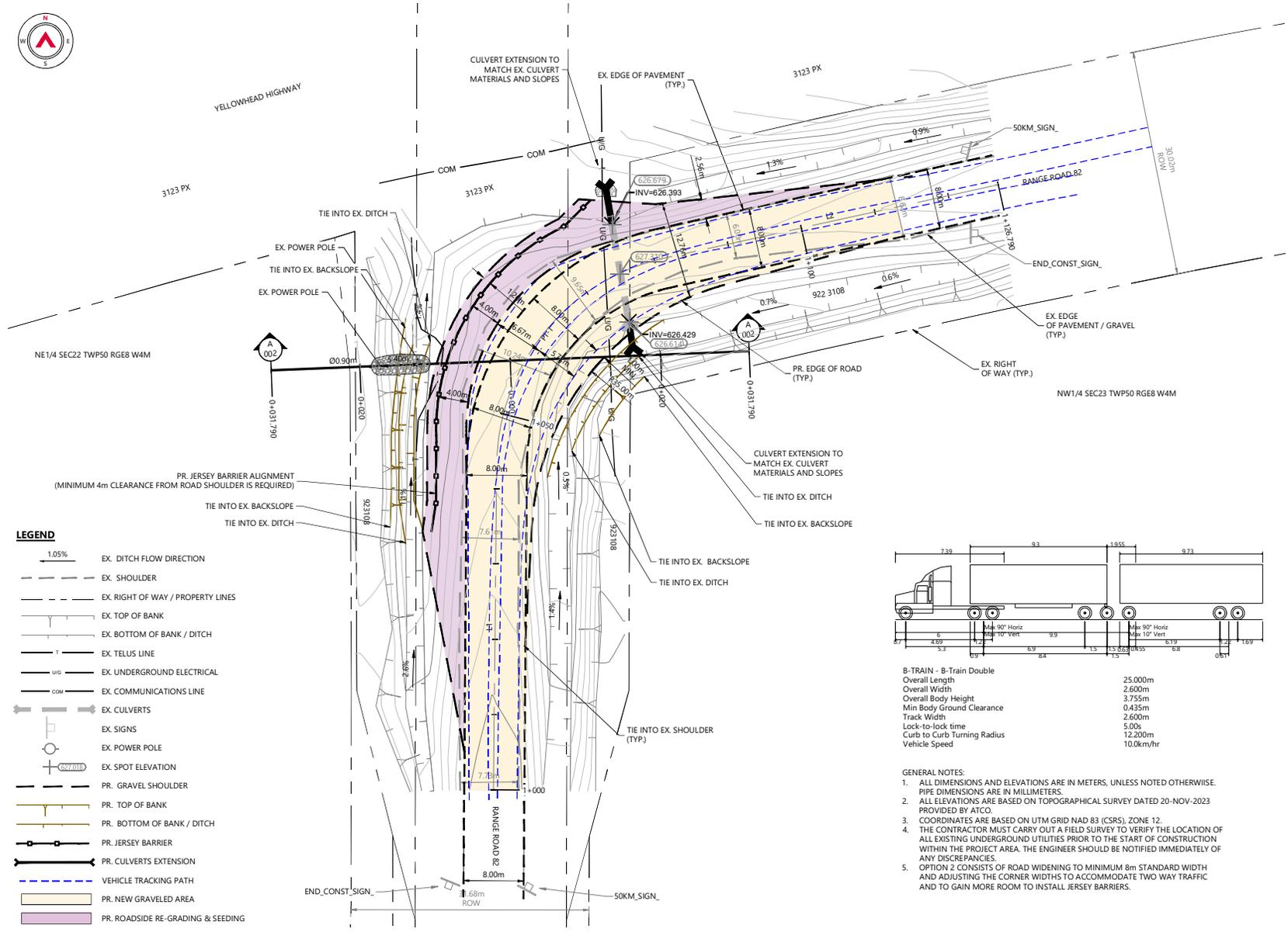


CLIENT NO:	DRWN:	TMM	DATE:	24/07/25
PROJECT NO:	2402560	DSGN:	DATE:	
DRAWING SIZE:	ANSI 'B'	CHKD:	DATE:	
SCALE:	AS NOTED	APVD:	DATE:	

**ATCO ELECTRIC  
GRIZZLY BEAR (RGE RD 82)  
ROADSIDE PROTECTION**

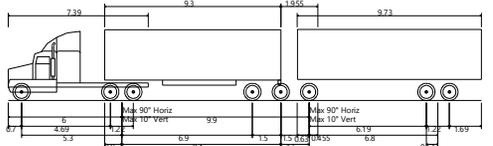
**SITE PLAN  
OPTION 1  
(NO CHANGE TO EXISTING  
ROAD PAVEMENT)**

DWG NO:	2402560-000-1920-001	REV:	B
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- LEGEND**
- 1.05% EX. DITCH FLOW DIRECTION
  - EX. SHOULDER
  - EX. RIGHT OF WAY / PROPERTY LINES
  - EX. TOP OF BANK
  - EX. BOTTOM OF BANK / DITCH
  - EX. TELUS LINE
  - EX. UNDERGROUND ELECTRICAL
  - EX. COMMUNICATIONS LINE
  - EX. CULVERTS
  - EX. SIGNS
  - EX. POWER POLE
  - EX. SPOT ELEVATION
  - PR. GRAVEL SHOULDER
  - PR. TOP OF BANK
  - PR. BOTTOM OF BANK / DITCH
  - PR. JERSEY BARRIER
  - PR. CULVERTS EXTENSION
  - VEHICLE TRACKING PATH
  - PR. NEW GRAVELED AREA
  - PR. ROADSIDE RE-GRAVING & SEEDING

**ROAD PAVEMENT IMPROVEMENT PLAN**  
SCALE: 1:500



- B-TRAIN - B-Train Double**
- Overall Length 25.000m
  - Overall Width 2.600m
  - Overall Body Height 3.755m
  - Min Body Ground Clearance 0.425m
  - Track Width 2.600m
  - Lock-to-lock time 5.00s
  - Curb to Curb Turning Radius 12.200m
  - Vehicle Speed 10.0km/hr

- GENERAL NOTES:**
1. ALL DIMENSIONS AND ELEVATIONS ARE IN METERS, UNLESS NOTED OTHERWISE. PIPE DIMENSIONS ARE IN MILLIMETERS.
  2. ALL ELEVATIONS ARE BASED ON TOPOGRAPHICAL SURVEY DATED 20-NOV-2023 PROVIDED BY ATCO.
  3. COORDINATES ARE BASED ON UTM GRID NAD 83 (CSRS), ZONE 12.
  4. THE CONTRACTOR MUST CARRY OUT A FIELD SURVEY TO VERIFY THE LOCATION OF ALL EXISTING UNDERGROUND UTILITIES PRIOR TO THE START OF CONSTRUCTION WITHIN THE PROJECT AREA. THE ENGINEER SHOULD BE NOTIFIED IMMEDIATELY OF ANY DISCREPANCIES.
  5. OPTION 2 CONSISTS OF ROAD WIDENING TO MINIMUM 8m STANDARD WIDTH AND ADJUSTING THE CORNER WIDTHS TO ACCOMMODATE TWO WAY TRAFFIC AND TO GAIN MORE ROOM TO INSTALL JERSEY BARRIERS.

REFERENCE DRAWINGS		
DRAWING NO	DRAWING DESCRIPTION/TITLE	REV

**ABBREVIATIONS:**

EL	ELEVATION
EX	EXISTING
INV	INVERT
PR	PROPOSED

PERMIT TO PRACTICE

ENGINEER SEAL:

NOT FOR CONSTRUCTION

REV	DATE	DESCRIPTION	BY	CHKD	APVD
B	24/09/24	RE-ISSUED FOR REVIEW	TMM	CM	SM
A	24/08/09	ISSUED FOR REVIEW	TMM	CM	SM



CLIENT NO:	2402560	DRWN:	TMM	DATE:	24/07/23
PROJECT NO:	2402560	DSGN:		DATE:	
DRAWING SIZE:	ANSI	CHKD:		DATE:	
SCALE:	AS NOTED	APVD:		DATE:	

**ATCO ELECTRIC  
GRIZZLY BEAR (RGE RD 82)  
ROADSIDE PROTECTION**

**SITE PLAN  
OPTION 2  
(ROAD PAVEMENT WIDEN)**

DWG NO:	2402560-000-1920-002	REV:	B
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## **COMMITTEE OF THE WHOLE DISCUSSION PAPER**

**Topic:** Provincial WUI Team Application

**Date:** Dec 11, 2024

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### **Background**

The Province of Alberta has announced they are expanding the Provincial Wildland Urban Interface (WUI) program from 2 team to 6 teams. Interested municipalities are to submit an expression of interest package, if they are willing to be considered for one of the 4 new WUI teams. WUI teams are the first call for wildfire deployments within the province.

### **Information for the Committee**

The WUI program expansion will provide the 4 municipalities selected with 1,250,000.00 in funding over a 3-year period with an end date of March 31, 2027 (\$416,666.67 annually). This funding can be used to cover the following:

- Regular wages and benefits for four (4) personnel
- Administrative support
- Fuel, equipment, maintenance.

The services the municipality would be performing may include;

- Provincial/interprovincial wildfire response
- Curriculum development and delivery for WUI training
- Reviews of community protection plans
- Support to the provincial WUI Advisory Committee.

If selected as part of the expansion the County would be responsible for hiring and housing a 4 person WUI team available for deployments on short notice to provincial wildfires. While not engaged in WUI deployments the team members would be integrated into our fire department and be available for response to all types of emergency calls.

If selected for the WUI team the county would have to make available, the following apparatus for use on a provincial deployment:

- Unit 918 Type 6 Wildland Engine
- Unit 912 Type 1 Tactical Tender

To have our submission seriously considered by the province the county would also have to commit to purchasing a Type 2 WUI sprinkler protection trailer. Cost estimates for a Type 2 sprinkler protection trailer are approximately \$230,000.00.

These apparatus are eligible to bill out as normal when on deployment the rates for the equipment would be as follows:

- Type 6 Wildland Engine \$200/ Hour approximately \$2400 per day deployed
- Type 1 Tactical tender \$250/hour approximately \$3000 per day deployed.
- Type 2 Sprinkler Protection Unit Trailer \$3,200 per day when operating at an incident. \$1,600 a day when deployed to an incident but not operating.

Any overtime incurred by the WUI team is also eligible for cost recovery. A typical WUI team deployment would have a Type 6 Engine and the Type 2 SPU. This would equate to \$5,600 per day in deployment revenue when both are operational for an incident.

In talks with the current municipalities that are in the WUI program they said you can expect the WUI team to be deployed on fires or training for 3 to 6 months of the year. The remainder of the year the members would be engaged in our fire service.

High Level indicated that the grant funding covers the cost of the WUI team for entire year to be employed by the municipality if there were zero days deployed, and time was spent either in the municipality or training other municipalities in the province. If there are deployments is when the municipality begins to see positive revenue streams similar to what we have when our paid-on call members deploy.

The real benefit to having the WUI team housed is being first in line for deployment calls as well as having a 4-person crew during working hours when we are critically short of staffing for 1/3 to 1/2 of the year.

Using 2024 as a baseline here are the figures if we had a provincially funded WUI team in 2024.

#### Revenue

43 days of deployment

Type 6 Engine	\$103,200.00	
Type 2 Sprinkler Trailer	\$137,600.00	
Type 1 Tender	\$129,000.00	
2 man crew for tender	\$25,800.00	Staffed by Paid on call members
WUI Team Grant	\$416,666.67	
Total	\$812,266.67	

#### Expenses

WUI Team Wages/Benefits	\$380,000.00
Paid on Call wages (deployment)	\$20,640.00
Other Expenses	\$30,000.00
Total	\$430,640.00

## **Recommendation**

Administration feels that housing a WUI team would both strongly enhance our fire department at minimal to no cost as well as create more opportunities to generate revenue through provincial deployments. Administration is recommending that council endorse the submission of the expression of interest package for consideration from the province to house one of the WUI team expansions.



## **COMMITTEE OF THE WHOLE DISCUSSION PAPER**

**Topic:** Master Rates Bylaw Amendment

**Date:** December 11, 2024

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### **Background**

On an annual basis, Administration reviews its current schedule of fees and provides recommendations to Council, typically in the form of fee increases, fees for new services or the removal of fees for services/goods that are no longer offered. These changes are enacted through a new bylaw which amends the original Master Rates Bylaw 1281-19.

The last changes to the Maser Rates Bylaw were passed on December 18, 2023 – Bylaw 1345-23.

Changes relating to Master Rate Bylaw Schedule A were presented to Council on November 13, 2024 and included several fee increases, additions for new merchandise being sold, additions for the sale of cemetery plots, and the addition of three ASB appeal fees.

### **Information for the Committee**

The Master Rates Schedule A has been previously approved by Council on November 13, 2024. See attached for current fee schedule that includes approved changes.

### **Recommendation**

**It is recommended that Council instruct Administration to prepare an amending bylaw with an updated fee schedule for the December Council meeting that reflects approved changes.**

### ***Attachment:***

Master Rates Schedule A – with revisions included.

# MASTER RATES BYLAW #1358-24

## SCHEDULE "A"

### COUNTY OF MINBURN FEES, RATES AND CHARGES

*Effective January 1, 2025*

<b>CORPORATE SERVICES FEES</b>			
Description	Total Fee	GST*	<u>Additional Information</u>
<b>County Merchandise / Apparel</b>			
T-shirt	\$ 31.50	I	Per shirt
3/4 sleeve	\$ 42.00	I	Per shirt
Hoodie sweater	\$ 52.50	I	Per shirt
<b>County of Minburn County Maps</b>			
Purchased at the County office	\$ 21.00	I	Per Map
County maps mailed	\$ 21.00	I	Per Map (Add \$5.00 for Postage)
<b>Photocopying/Faxing</b>			
Photocopying and faxing	\$ 0.26	I	Per Page (maximum 100 pages)
<b>Returned Item Fee</b>			
Chargebacks, NSF, returned item fee	\$ 35.00	E	Per Occurrence
<b>Tax Certificates/Searches</b>			
Tax Certificate	\$ 25.00	E	Per Certificate
<b>GIS Mapping</b>			
GIS Mapping (no charge for landowners)	\$ 10.50	I	Per 8½" x 11" Sheet
Land (Ortho) Photo (no charge for landowners)	\$ 10.50	I	Per 8½" x 11" Sheet
<b>County Publications</b>			
County History Book	\$ 26.25	I	Each book
County Map Book	\$ 26.25	I	Each book
<b>Freedom of Information &amp; Protection of Privacy (FOIP) Act Fees</b>			
<i>Fees are determined by Provincial Legislation. If the total cost of processing a FOIP request is more than \$150, a 50% deposit is required</i>			
FOIP Requests	\$ 25.00	E	Per request
Preparing and handling a record for disclosure	\$ 6.75	E	Per 15 minutes
Searching, locating and retrieving a record	\$ 6.75	E	Per 15 minutes
Supervising the examination of a record	\$ 6.75	E	Per 15 minutes
<b>Property Assessment Appeal Fees</b>			
Residential and Farmland	\$ 50.00	E	Per parcel
Non-residential	\$ 650.00	E	Per parcel
<b>Tax Penalties</b>			
<i>Property Tax penalties shall form part of the total outstanding balance due and will be applied to the total outstanding balance on the dates specified in Bylaw 1137-99 Addition of Penalties on Current and Arrears of Taxes</i>			
Current Property Taxes including Special Taxes outstanding as of November 1 <sup>st</sup> of the current year	12% Penalty Imposed		
On all Property Taxes including Special Taxes outstanding as of February 1 <sup>st</sup> of the following year and every year thereafter	5% Penalty Imposed		
<b>Tax Recovery</b>			
<i>Division 8 and 8.1 of the Municipal Government Act (MGA)</i>			
Registration of Tax Recovery Notification	\$ 200.00	E	Per roll number
Registration of Tax Recovery Lien	\$ 100.00	E	Per roll number
Properties Advertised for Public Auction	\$ 100.00	E	Per roll number
Preparation of Reserve Price	\$ 300.00	E	Per roll number

<b>* GST Code</b>
I >> GST is Included in Fee
E >> GST is Exempt

# MASTER RATES BYLAW #1358-24

## SCHEDULE "A"

### COUNTY OF MINBURN FEES, RATES AND CHARGES

*Effective January 1, 2025*

<b>AGRICULTURAL SERVICE BOARD (ASB) FEES</b>			
<b>Description</b>	<b>Fee</b>	<b>GST*</b>	<b>Additional Information</b>
<b>ASB Rental Equipment</b>			
Squeeze Chute	\$ 35.00	I	Per Day
Weigh Scale	\$ 50.00	I	Per Day
Tree Planters	\$ -	E	No charge
Shelterbelt Insecticide Sprayer	\$ 30.00	I	Per Day
Trailer Mount Herbicide Sprayer	\$ 30.00	I	Per Day
<b>Custom Work</b>			
Grass mowing, weed notice enforcement, etc.	Current Market Rates (as determined by the County)		
<b>ASB Appeal Fees</b>			
Agricultural Pests Act Appeal	\$ 100.00	E	Per Appeal
Soil Conservation Act Appeal	\$ 50.00	E	Per Appeal
Weed Act Appeal	\$ 500.00	E	Per Appeal

<b>* GST Code</b>
I >> GST is Included in Fee
E >> GST is Exempt

# MASTER RATES BYLAW #1358-24

## SCHEDULE "A"

### COUNTY OF MINBURN FEES, RATES AND CHARGES

Effective January 1, 2025

<b>PLANNING AND COMMUNITY SERVICES FEES</b>			
<b>Description</b>	<b>Fee</b>	<b>GST*</b>	<b>Additional Information</b>
<b>Construction of Pipelines and Burial of Utility Lines Affecting County Road Allowances</b>			
Residential hookup pipeline for Gas Co-ops	\$ 10.00	E	Per crossing
Interconnected pipeline	\$ 100.00	E	Per crossing
Major transmission pipeline	\$ 125.00	E	Per crossing
Burial of residential utility lines in or across County road allowances	\$ -	E	Per crossing
Burial of transmission utility lines in or across County road allowances	\$ 100.00	E	Per crossing
Review of revised plan after approval was given; % of original fee	50%	E	Per crossing
<b>Fees for Approaches to County Roads which are Developed by Energy Resource and Utility Activity</b>			
Utilize existing approach with/without upgrading	\$ 100.00	E	Per approach
Construct new permanent or temporary approach	\$ 100.00	E	Per approach
Review of revised plan after approval was given; % of original fee	50%	E	Per approach
<b>Statutory Plans/Zoning Compliance</b>			
Copy of Land Use Bylaw	\$ 26.25	I	Per copy
Copy of Municipal Development Plan	\$ 26.25	I	Per copy
Copy of Area Structure Plan	\$ 26.25	I	Per copy
Letter of Compliance	\$ 105.00	I	Per letter
File search with written response	\$ 78.75	I	Per lot
Environmental site assessment file search with written response	\$ 78.75	I	Per lot
Written zoning confirmation	\$ 52.50	I	Per lot
Application to amend Land Use Bylaw and/or a Statutory Plan – Policy PDS 4	\$ 500.00	E	Per application submitted
<b>Road Closures/Diversions</b>			
Closure of regular road allowance/road diversion	\$ 1,000.00	E	Old road plans
	\$ 1,000.00	E	Regular plans
<b>Cemeteries</b>			
Purchase of cemetery plot	\$367.50	I	Each
<b>Subdivision Fees</b>			
1st Parcel Out	\$800.00	E	
2 Parcels	\$900.00	E	
3 Parcels	\$1,000.00	E	
Boundary adjustment	\$800.00	E	
Endorsement	\$300.00	E	
Revision after notifications sent out	Half the original fee		
<b>Development Permits</b>			
Dwelling or semi-detached Dwelling	\$ 150.00	E	
Multi-family dwelling	\$ 150.00	E	
Addition to dwelling	\$ 100.00	E	
Accessory building/use/accessory building addition	\$ 100.00	E	

# MASTER RATES BYLAW #1358-24

## SCHEDULE "A"

### COUNTY OF MINBURN FEES, RATES AND CHARGES

*Effective January 1, 2025*

<b>PLANNING AND COMMUNITY SERVICES FEES</b>			
<b>Description</b>	<b>Fee</b>	<b>GST*</b>	<b>Additional Information</b>
Public or institutional development/use	\$ 150.00	E	
<b>Development Permits (continued)</b>			
Sign	\$ 100.00	E	
Home Occupation or Bed and Breakfast	\$ 150.00	E	
Commercial or Industrial Development:			
- Value less than \$250,000	\$200.00	E	
- Value \$250,000 to \$1,000,000	\$250.00	E	
- Value over \$1,000,000	\$300.00	E	
Application which involves notification (variance, discretionary use)	\$100.00	E	In addition to regular fee
Extension request	\$ 50.00	E	Per request
Development commenced prior to permit approval	Double the regular fee		
Revision after decision	Half the original fee		
Subdivision and Development Appeal Board application fees <i>(\$100.00 of fee will be refunded if appeal is successful)</i>	\$300.00	E	

<b>* GST Code</b>
I >> GST is Included in Fee
E >> GST is Exempt

# MASTER RATES BYLAW #1358-24

## SCHEDULE "A"

### COUNTY OF MINBURN FEES, RATES AND CHARGES

*Effective January 1, 2025*

<b>OPERATIONS FEES</b>			
Description	Fee	GST*	Additional Information
<b>Dust Control</b>			
Dust control with oil and calcium - Policy OP 9001-02	-	I	Fee is reviewed annually
<b>Road Permits/Agreements</b>			
Field inspection and assessment of roads under agreement	\$ 70.00	E	Per hour for County staff plus any associated engineering costs
<b>Rural Address Signage</b>			
Rural address sign	\$ 50.00	E	Per Sign (Installation included on new signs only)
<b>Geophysical Companies Conducting Exploration Programs as per Policy OP 9026-01-A</b>			
Inspections for seismic activity	\$ 50.00	E	Inspection fee levy for pre and post inspections is \$50.00 per hour to a total of \$200.00 per project
<b>Custom Work (GST Chargable)</b>			
Manpower Rate	Per Hour According to County of Minburn's Current Salary Grid		
<i>Hourly rates will be charged at one and one-half (1&amp;1/2) times the employee's basic rate, plus 25% for benefits, administration, etc.</i>			
Equipment Rates	Per Hour as per ARHCA Rates		
<i>Hourly rates charged will be based on the most current edition of the Alberta Roadbuilders &amp; Heavy Construction Association (ARCHA) Equipment Rental Rate Guide</i>			

<b>* GST Code</b>
I >> GST is Included in Fee
E >> GST is Exempt

# MASTER RATES BYLAW #1358-24

## SCHEDULE "A"

### COUNTY OF MINBURN FEES, RATES AND CHARGES

*Effective January 1, 2025*

<b>Water, Wastewater and Solid Waste Services</b>
---

<b>HAMLET OF LAVOY</b>
------------------------

<b>Water, Wastewater and Solid Waste Services</b>
---

**Description**

Hamlet of Lavoy urban users will pay a monthly fee comprise of two parts, a fixed service charge and a usage charge as follows. *(GST Exempt)*

Commercial Water		Residential Water	
Description	Fee / m <sup>3</sup>	Description	Fee / m <sup>3</sup>
Usage Charge	\$3.40	Usage Charge	\$3.40
Description	Monthly Fee	Description	Monthly Fee
Fixed Service Charge 1" Line	\$118.35	Fixed Service Charge	\$88.65
Fixed Service Charge 1¼" Line	\$147.76		
Fixed Service Charge 2" Line	\$236.43		

<b>Water Connection and Reconnection Fees for Hamlet of Lavoy Users</b>
---

Description	One Time Fee	Description	One Time Fee
Water Connection Fee	\$50.00	Disconnection Fee	\$150.00

Any account that is for a non-water user pays the commercial rate for sanitary sewer. Commercial usage above normal volumes will be at the sole discretion of the County and will be charged a negotiated rate.

<b>Solid Waste for Hamlet of Lavoy Users</b>
--

Description	Monthly Fee	Description	Monthly Fee
Residential	\$13.50	Commercial	\$18.00

Any large commercial or industrial customer will need to negotiate a rate with the County based on the volume of waste to be expected.

<b>Wastewater Charges for Hamlet of Lavoy Users</b>
---

Description	Monthly Fee	Description	Monthly Fee
Residential	\$17.85	Commercial	\$24.30

# MASTER RATES BYLAW #1358-24

## SCHEDULE "A"

### COUNTY OF MINBURN FEES, RATES AND CHARGES

*Effective January 1, 2025*

<b><i>Water, Wastewater and Solid Waste Services</i></b>
<b>HAMLET OF MINBURN WASTEWATER SPECIAL TAX</b>
<b>Hamlet of Minburn Wastewater Users</b>
Hamlet of Minburn property owners that are connected to the wastewater system will be levied for the service through a special tax enacted through bylaw which will be established annually.

<b>REGIONAL WATER SYSTEM</b>	
<b>Rural Residential Users - Usage Charge</b>	
<b>Description</b>	<b>Fee / m3</b>
Usage Charge	\$3.40
Rural users who connect to the ACE regional water system will pay a monthly fee comprising of three parts: service charge, usage charge and ACE regional water system maintenance fee.	

<b>Rural Residential Users - Monthly Service Charges (Based on Service Size)</b>				
Number of Dwellings Served	Service Size (gallons/minute flow)	County Monthly Fixed Charges	ACE Monthly Capital Reserve Fee	Total Monthly Fixed Charges
1	0.5	\$25.00	\$25.00	\$50.00
2	2 at 0.5	2 at \$25.00	\$25.00	2 at \$37.50
2	0.75	\$34.00	\$37.50	\$71.50
3 - 4	1	\$40.00	\$50.00	\$90.00
5 - 7	1.75	\$50.00	\$81.50	\$131.50
8 - 11	2.5	\$70.00	\$125.00	\$195.00
12 - 15	3.5	\$100.00	\$175.00	\$275.00
16-20	4.5	\$127.00	\$225.00	\$352.00

<b>Regional Water Connection Fees</b>	
Description	Fee
One Time Connection Fee to ACE Water Main	Cost as per ACE Water
Disconnection Fee	\$3,000.00
Reconnection Fee	\$1,000.00

**MASTER RATES BYLAW #1358-24**  
**SCHEDULE "A"**  
**COUNTY OF MINBURN FEES, RATES AND CHARGES**

*Effective January 1, 2025*

<b><i>Water, Wastewater and Solid Waste Services</i></b>	
<b>TRUCK FILL WATER SYSTEM</b>	
<b>Connection Fee for Truckfill Users</b>	
<b>Description</b>	<b>One Time Fee</b>
Water Connection Fee	\$50.00

<b>Bulk Water Rates at Truck Fills</b>		
<b>Description</b>	<b>Fee per m<sup>3</sup></b>	<b>Location</b>
Ranfurly Truck Fill	\$6.76	51231 Range Road 121; NW 13-51-12-W4M
Minburn Truck Fill	\$6.76	50318 Range Road 102; NE 22-50-10-W4M
Lavoy Truck Fill	\$6.76	5128 – 51 Avenue; Block C, Plan 4185R

<b>UTILITY ACCOUNTS</b>	
<b><i>(Excluding Hamlet of Minburn)</i></b>	
<b>Description</b>	<b>Fee</b>
Penalty on unpaid utility bills that remain outstanding after the last business day of the month	1.50% per month on outstanding balance
User requested water meter testing	\$300.00 unless determined to be outside of tolerances specified in Utilities Bylaw

# MASTER RATES BYLAW #1358-24

## SCHEDULE "A"

### COUNTY OF MINBURN FEES, RATES AND CHARGES

*Effective January 1, 2025*

<b>PROTECTIVE SERVICES FEES</b>			
Description	Fee	GST*	Additional Information
<b>Fire Fees</b>			
<b>Response to deliberately set or gross negligent structure fires, wildland fires</b>			
Pumper	\$ 350.00	E	Per Hour
Rescue	\$ 350.00	E	Per Hour
Rapid Attack	\$ 350.00	E	Per Hour
Tender/Tanker	\$ 350.00	E	Per Hour
ATV/UTV	\$ 150.00	E	Per Hour
Command Unit	\$ 185.00	E	Per Hour
<b>Response to Motor Vehicle Collisions</b>			
Pumper	\$ 720.00	E	Per Hour
Rescue	\$ 720.00	E	Per Hour
Rapid Attack	\$ 720.00	E	Per Hour
Tender/Tanker	\$ 720.00	E	Per Hour
Command Unit	\$ 210.00	E	Per Hour
Rates subject to change in accordance with Alberta Infrastructure and Transportation Policy TCE-DC-501.			
<b>Fire Bans/No Fire Permit</b>			
Burning during a fire ban/restriction or without a fire permit	\$ 750.00	E	Per Incident
<b>False Alarms</b>			
1 <sup>st</sup> Callout	\$ 250.00	E	Per Incident
<b>Inspections/Investigations</b>			
Fire Code Inspections and Investigations	\$ 100.00	E	Per Hour
<b>Mutual Aid</b>			
As per the rates defined in the mutual aid agreement with the requesting municipality.			

<b>* GST Code</b>
I >> GST is Included in Fee
E >> GST is Exempt



## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic:** 2025 Preliminary Budget

**Date:** December 11, 2024

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### **Background**

At the November 24 Budget meeting, Council and Administration worked through the base budget, proposed decision papers as well as other factors that will impact the municipality from a financial standpoint.

Significant progress was made as the base budget as well as eleven decision papers were passed. Also included were three previous Council approvals that make up the 2025 Preliminary Budget. As a result of the changes to the Decision Paper Listing, the repayment of future expenditures will increase by \$25,000 to nearly \$755,000.

It is the expectation that consensus is reached at the COW meeting so that a preliminary budget can be approved at the December 16, 2024 Council meeting. Having an approved budget with approved projects and equipment purchases will enable Administration to proceed with procurement opportunities early in 2025 to solidify pricing prior to final budget.

### **Recommendation**

THAT Council endorse the preliminary budget as presented so that it can be brought forward for approval at the December 16, 2024 Council meeting.

*Attachments:*                      *2025 Preliminary Budget Summary*  
   *2025 Tentatively Approved Decision Paper Listing*



# County of Minburn No. 27

## 2025 Budget - Financial Summary December 11, 2024

2025 BUDGET DETAILS	2025 BUDGET \$
<b>Operating Revenue</b>	<b>22,930,472</b>
<b>Funds available for Operations</b>	<b>22,930,472</b>
Less:	
Operating Expenses - Base Budget	(18,370,506)
Existing Annual Reserve Transfers	(1,696,695)
Non-Cash Inventory Adjustment - Gravel	(1,706,753)
Plus:	
Transfers from Reserve	-
<b>Funds Available for Operating &amp; Capital Decision Papers</b>	<b>1,156,518</b>
<b>Operating Decision Papers</b>	
Less:	
5 Approved Operational Decision Papers	(397,200)
Plus:	
Grants & Draws from Reserves (Various)	31,375
<b>Projected Operational Surplus</b>	<b>790,693</b>
<b>Capital Decision Papers</b>	
Less:	
6 Approved Capital Decision Papers	(293,300)
3 Previously Approved Capital Projects	(3,651,620)
Plus:	
Grants, Other Sources & Draws from Reserves	3,908,920
<b>Projected Deficit from Capital Projects</b>	<b>(36,000)</b>
Repayment of Future Expenditures Reserve Draw	(754,693)
<b>2025 Budget Surplus (Operating &amp; Capital)</b>	<b>\$ -</b>



# County of Minburn No. 27

## 2025 PRELIMINARY BUDGET DECISION PAPERS PLUS PREVIOUS COUNCIL APPROVALS

#/Type	Description	Recurring/ One Time	Department	Cost
<b>~ OPERATING DECISION PAPERS ~</b>				
ODP25-001	Staff Remuneration	Recurring	Admin	140,000
ODP25-002	Emergency Responder Permanent Employee	One Time	Fire	97,200
ODP25-003	MRF 360 Degree Video of County	Recurring	Econ Dev	40,000
ODP25-004	Crossroads Capacity Building Projects	One Time	Econ Dev	60,000
ODP25-005	Lavoy Infrastructure Assessment	One Time	Water/Sewer	60,000
<b>Total Operating Decision Papers:</b>				<b>397,200</b>
<b>~ CAPITAL DECISION PAPERS ~</b>				
CDP25-001	Fire Fighting Utility Terrain Vehicle	One Time	Fire	65,000
CDP25-002	Innisfree Fire Turnout Gear Mobile Lockers	One Time	Fire	13,000
CDP25-003	Turn Out Gear Decontamination Extractors (2)	One Time	Fire	23,000
CDP25-005	Fleet Truck Replacement (2)	One Time	Operations	130,000
CDP25-006	Skidsteer Sweeper	One Time	Operations	15,000
CDP25-007	Ranfury Sidewalk Rehabilitation	One Time	Operations	47,300
<b>Total Capital Decision Papers:</b>				<b>293,300</b>
<b>Total Operating &amp; Capital Decision Papers:</b>				<b>\$ 690,500</b>
<b>~ PREVIOUS COUNCIL APPROVALS ~</b>				
CA25-001	2025 CAT 160 Motor Graders (2)	One Time	Operations	1,339,620
CA25-002	Vegreville Fire Truck (Total County \$409,750)	One Time	Fire	320,000
CA25-003	Bridges (STIP Approved 4 Capital Bridges)	One Time	Operations	1,992,000
<b>Total Council Approvals:</b>				<b>3,651,620</b>
<b>Total Previous Council &amp; 2024 Carry Overs:</b>				<b>\$ 3,651,620</b>
<b>Total Decision Papers &amp; Previous Approvals:</b>				<b>\$ 4,342,120</b>



**COMMITTEE OF THE WHOLE  
DIVISION REPORT**

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

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

**For Presentation at** \_\_\_\_\_ **Committee of the Whole Meeting**

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

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

**Resident Concerns:**



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