



AGENDA

December 16, 2024 – County Council Meeting – 10:00 a.m.

- 1. Call to Order**
- 2. Changes to Agenda and Adoption of Agenda**
- 3. Confirmation of Minutes**
 - 3.1 November 18, 2024 Council Meeting
 - 3.2 November 21, 2024 Special Meeting
- 4. Delegations**
- 5. Council Priorities**
- 6. Requests for Decision**
 - 6.1 Intermunicipal Collaboration Framework (ICF) Review
 - 6.2 Range Road 82 Guardrail Design
 - 6.3 Bylaw Enforcement Officer Bylaw No. 1359-24
 - 6.4 Provincial Wildland Urban Interface (WUI) Team Application
 - 6.5 Unit 910 Replacement
 - 6.6 Disposal of Asset – Antique Fire Truck
 - 6.7 PERC and DIRC Application
 - 6.8 Master Rates Bylaw Amendment No. 1358-24
 - 6.9 2025 Preliminary Budget
 - 6.10 MD of Minburn Foundation
 - 6.11 2025 Joint Election Agreements with School Divisions
 - 6.12 Council Remuneration 2025
 - 6.13 2025 CAO Salary
- 7. Reports**
 - 7.1 Reeve
 - 7.2 Council
 - 7.3 CAO
 - 7.4 Operations
 - 7.5 Planning and Community Services
 - 7.6 Protective Services
 - 7.7 Corporate Services
- 8. Correspondence and Information Items**
 - 8.1 FCM Response Letter to Wheatland County re Advocacy Efforts
 - 8.2 Minister of Public Safety Letter to Town of Vegreville re Police Governance
 - 8.3 Innisfree School Council Thank You
- 9. Councillor Requests (Information Requests and Notices of Motion)**
 - 9.1 Action Item List
- 10. Closed Session**
- 11. Open Session**
- 12. Motions Arising out of the Closed Session**
- 13. Adjournment**



COUNCIL MEETING MINUTES
November 18, 2024

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

Administration Present: Norm De Wet, Acting Chief Administrative Officer
Jason Warawa, Director of Corporate Services
Mike Fundytus, Director of Protective Services
Davin Gegolick, Director of Planning and Community Services
Audra Kropielnicki, Executive Coordinator

Administration Absent: Pat Podoborzny, Chief Administrative Officer

1 CALL TO ORDER

Reeve Konieczny called the meeting to order at 10:01 a.m.

2024-223

Moved by: Councillor Anderson

THAT Council excuse Councillor Wowdzia from the November 18, 2024 regular Council meeting.

Carried

2 ADOPTION OF AGENDA

2024-224

Moved by: Councillor Ogradnick

THAT the November 18, 2024 regular Council meeting agenda be adopted as amended with the following addition:

Add additional Closed Session Item 11.4, Delegation.

Carried

3 CONFIRMATION OF MINUTES

3.1 October 16, 2024 Special Council Meeting

2024-225

Moved by: Councillor Kuzio

THAT the October 16, 2024, Special Council meeting minutes be adopted as presented.

Carried

3.2 October 21, 2024 Council Meeting

2024-226

Moved by: Deputy Reeve Bentley

THAT the October 21, 2024, regular Council meeting minutes be adopted as presented.

Carried

3.3 October 21, 2024 Organizational Meeting

2024-227

Moved by: Councillor Nafziger

THAT the October 21, 2024, Organizational meeting minutes be adopted as presented.

Carried

4 DELEGATIONS

4.1 Maxine Cartier

A request was made to Council for 2024 tax penalty forgiveness on NE 23-52-14-W4M.

External Presenter: Maxine Cartier

The delegation left the meeting at 10:07 a.m.

5 PUBLIC HEARING – Road Closure Bylaw No. 1353-24

Reeve Konieczny declared the Public Hearing open for Road Closure Bylaw No. 1353-24 at 10:19 a.m.

Administration introduced proposed Road Closure Bylaw No. 1353-24 and provided a brief overview.

There were no members of the public present.

There were no written submissions received.

Reeve Konieczny declared the Public Hearing closed at 10:23 a.m.

6 COUNCIL PRIORITIES

2024-228

Moved by: Councillor Kuzio

THAT the Council Priorities be accepted as information.

Carried

7 REQUESTS FOR DECISION

7.1 Subdivision Application File No. 08-2024

2024-229

Moved by: Councillor Ogrodnick

THAT the Subdivision Authority approve Subdivision Application File No. 08-2024 regarding NW 3-53-11-W4M in Division 4, subject to the recommendations of the report presented.

Carried

7.2 Deployment Revenue Transfer to Reserves

2024-230

Moved by: Councillor Anderson

THAT Council directs administration to transfer \$169,855.95 to Fire Reserves.

Carried

7.3 Policy PS 8006-01 Recovery of Expenses for Firefighting

2024-231

Moved by: Councillor Kuzio

THAT Council accepts the review of Protective Services Policy PS 8006-01 as information and approves that no changes be made at this time.

Carried

8 REPORTS

- 8.1 Reeve
- 8.2 Council
- 8.3 CAO
- 8.4 Operations
- 8.5 Planning and Community Services

Reeve Konieczny recessed the meeting at 10:48 a.m.

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

- 8.6 Protective Services
- 8.7 Corporate Services

2024-232

Moved by: Councillor Anderson

THAT Council accepts the reports as presented.

Carried

9 CORRESPONDENCE AND INFORMATION ITEMS

- 9.1 Vegreville Agricultural Society re Agricultural Societies Conference

Letter received from the Vegreville Agricultural Society inviting one County Councillor to attend the 2025 Alberta Association of Agricultural Societies Conference February 6 to 8th at the River Cree Resort in Edmonton.

- 9.2 Lamont County re Intermunicipal Collaboration Framework (ICF) and Intermunicipal Development Plan (IDP)

Letter received from Lamont County on the joint ICF agreement and IDP with the County of Minburn advising they are due for review. The ICF agreement and IDP were initially adopted in 2020. Lamont County is requesting Council extend the term of the ICF agreement to March 2027, and further that Council repeal the IDP with Lamont County.

2024-233

Moved by: Councillor Kuzio

THAT Council accept the correspondence as information and further direct Administration to prepare an RFD for the December Council meeting for decision.

Carried

- 9.3 County of Vermilion River re Intermunicipal Collaboration Framework (ICF)

Letter received from County of Vermilion River requesting Council to extend the term of the joint ICF agreement by two years to allow enough time to enhance mutual goals.

2024-234

Moved by: Deputy Reeve Bentley

THAT Council accept the correspondence as information, and further direct Administration to prepare an RFD for the December Council meeting for decision.

Carried

- 9.4 Vermilion RCMP re Real Time Operations Centre "Ride Along" Opportunity

Invitation received from Vermilion RCMP for interested Councillors to attend their Real Time Operations Centre in Edmonton to get a first hand look at how they manage situations and resource reallocation for a variety of events, whether planned or unplanned.

9.5 Bill C-293 Pandemic Preparedness

2024-235

Moved by: Councillor Kuzio

THAT Administration draft a letter on behalf of Council to the Senate of Canada expressing opposition to Bill C-293, specifically addressing the concerns of Alberta municipalities and producers regarding the potential impacts on agriculture and the economy.

Carried

9.6 4H Funding

2024-236

Moved by: Councillor Anderson

THAT Council directs Administration to prepare a letter to both the federal and provincial governments thanking them for their commitment to 4H Funding for the next 5 years.

Carried

2024-237

Moved by: Deputy Reeve Bentley

THAT Council accept the correspondence as information.

Carried

10 COUNCILLOR REQUESTS (Information Requests and Notices of Motion)

10.1 Action Item List

2024-238

Moved by: Councillor Nafziger

THAT Council accept the Action Item List as information.

Carried

11 CLOSED SESSION

2024-239

Moved by: Deputy Reeve Bentley

THAT Council meet in private to discuss matters protected from disclosure under the *Freedom of Information and Protection of Privacy (FOIP) Act*, specifically Section 17, Disclosure harmful to personal privacy and Section 24, Advice from officials at 11:40 a.m.

Carried

11.1 **Bylaw Officer**

*FOIP Section 17, Disclosure harmful to personal privacy
FOIP Section 24, Advice from officials*

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

Davin Gegolick and Mike Fundytus left the meeting at 11:45 a.m.

11.2 **Rural Waterlines**

FOIP Section 24, Advice from officials

| Name | Reason/Purpose |
|--------------|--------------------------------------|
| Jason Warawa | Presenter |
| Norm De Wet | Strategic Leader of the Organization |

Jason Warawa and Norm De Wet left the meeting at 12:05 p.m.

11.3 **Personnel**

FOIP Section 17, Disclosure harmful to personal privacy

11.4 **Delegation**

FOIP Section 17, Disclosure harmful to personal privacy

| Name | Reason/Purpose |
|--------------|--------------------------------------|
| Norm De Wet | Strategic Leader of the Organization |
| Jason Warawa | Strategic Leader of the Organization |

12 OPEN SESSION

2024-240

Moved by: Councillor Anderson

THAT Council revert to open session at 12:32 p.m.

Carried

13 MOTIONS ARISING OUT OF THE CLOSED SESSION

Delegation

2024-241

Moved by: Councillor Kuzio

THAT Council deny the request to cancel tax penalties on the NE 23-52-14-W4M.

Carried

14 ADJOURNMENT

Reeve Konieczny declared the meeting adjourned at 12:34 p.m.

Reeve

Acting Chief Administrative Officer



Special Council Meeting Minutes

November 21, 2024

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

Administration Present: Pat Podoborzny Chief Administrative Officer
Norm De Wet, Director of Operations
Jason Warawa, Director of Corporate Services
Mike Fundytus, Director of Protective Services
Davin Gegolick, Director of Planning and
Community Services

1 CALL TO ORDER

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

2024-242

Moved by: Councillor Nafziger

THAT Council excuse Councillor Anderson from the November 21, 2024, Special Council meeting.

Carried

2 ADOPTION OF AGENDA

2024-243

Moved by: Councillor Kuzio

THAT the November 21, 2024, Special Council meeting Agenda be adopted as presented.

Carried

3 2025 INTERIM BUDGET DISCUSSION

3.1 CAO Opening Remarks

3.2 Budget Summary

Councillor Wowdzia left the meeting at 10:26 a.m.

Councillor Wowdzia returned to the meeting at 10:34 a.m.

3.3 Budgetary Discussions and Analysis

Reeve Konieczny recessed the meeting at 11:01 a.m.

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

3.4 Operating Decision Papers

3.5 Capital Decision Papers

Reeve Konieczny recessed the meeting at 11:57 a.m.

Reeve Konieczny reconvened the meeting at 12:03 p.m.

4 CLOSED SESSION

2024-244

Moved by: Councillor Kuzio

THAT Council meet in private to discuss matters protected from disclosure under the *Freedom of Information and Protection of Privacy (FOIP) Act*, specifically Section 24, advice from officials at 12:03 p.m.

Carried

4.1 COLA Discussions

FOIP Act, Section 24, advice from officials

| Name | Reason Purpose |
|----------------|--------------------------------------|
| Pat Podoborzny | Strategic Leader of the Organization |

5 OPEN SESSION

2024-245

Moved by: Deputy Reeve Bentley

THAT Council revert to open session at 12:16 p.m.

6 MOTIONS ARISING OUT OF CLOSED SESSION

7 ADJOURNMENT

Reeve Konieczny declared the meeting adjourned at 12:16 p.m.

Reeve

Chief Administrative Officer

STRATEGIC PRIORITIES CHART (December 2024)

COUNCIL PRIORITIES

NOW

1. **RECREATION AGREEMENT VEGREVILLE:** Intermunicipal
2. **REGIONAL ECONOMIC DEVELOPMENT FRAMEWORK:** Consultant
3. **ASB STRATEGIC PLAN:** Consultant
4. **WASTE AGREEMENT VEGREVILLE:** Intermunicipal

TIMELINE

- February 2025
December 2024
December 2024
February 2025

NEXT

- 2025 MUNICIPAL ELECTION PREPARATION
- ASB POLICY REVIEW
- BYLAW OFFICER ROLE
- WINTER MAINTENANCE POLICY REVIEW

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 –** February 2025
3. *AlphaBow Energy tax recovery initiative with ARMAA – Ongoing*
4. 2025 MUNICIPAL ELECTION PREPARATION – December 2024
5. Legislative Services responsibilities transfer to the Office of the CAO – January 2025

CORPORATE SERVICES

1. Draft 2025 Interim Budget Compilation/Presentation – November 2024
2. Regional ARB Investigation – December 2024
3. ERP Conversion Project – August 2024 to May 2025
4. Year end & Draft Financial Statements – February 2025
5. Update Procurement Policy – January 2025
6. Update IT Policies/Procedures – February 2025

PLANNING AND COMMUNITY SERVICES

1. Administrative Support Assistant Interviews - December 2024
2. Crossroads Regional Investment Readiness Project and FDI Project – NRED Grant and CECI Grant applications - December 2024
3. **CROSSROADS ECONOMIC DEVELOPMENT FRAMEWORK** – Final BRE Report - January 2025
4. Cemetery Survey and Software - GIS Development - January 2025
5. Website Update – April 2025
6. Crossroads Communications Project - December 2025

PROTECTIVE SERVICES

1. Updated Health & Safety Manual – Ongoing
2. BYLAW OFFICER ROLE – Ongoing
3. Design and tender new fire truck – December 2024
4. FD Training Plan – January 2025
5. Exploring WUI opportunity – December 2024

OPERATIONS

1. Operations Shop Concept Investigation –needs strategic plan from Council
2. Projects – Planning underway for 2025
3. Bridges – Planning for the 2025 bridge projects
4. REVIEW WINTER MAINTENANCE POLICY – April 2025

AGRICULTURE & UTILITIES

1. Program and service delivery review – November/December 2024
2. ASB POLICY REVIEW – Winter 2024-2025
3. **WASTE AGREEMENT VEGREVILLE –** February 2025
4. **ASB STRATEGIC PLAN AND MEETING –** December 2024

CODES:

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

2 – 3 Year OUTLOOK

1. *Service Level Review – February 2025*
2. *Strategic Plan Workshops – February 2025*



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: _____



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Shaw*

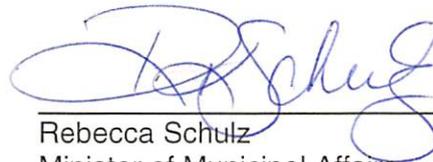
MINISTERIAL ORDER NO. MSD:024/23

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



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____

Department: _____

Recommendation:

Background:

See Appendix

Legislative Guidance:

Provincial Municipal None

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Council Priorities Chart:

Yes No

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Financial Implications:

Capital Operations Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: Pat Podoborzny



RFD Appendix

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Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

See Appendix

Legislative Guidance:

Provincial Municipal None

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Council Priorities Chart:

Yes No

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Capital Operations Other

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Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: Pat Podoborzny

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 NEGLECT 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

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



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.Podoborzny



Council Request for Decision (RFD)

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Prepared By: _____

Reviewed By: _____ P.Podoborzny



RFD Appendix

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Attachments:

Prepared By: _____

Reviewed By: Pat Podoborzny

COUNCIL RESOLUTION

County of Minburn No. 27

Apply for Provincial Requisition Credit (PERC) Program & Designated Industrial Requisition Credit (DIRC) Program

BE IT RESOLVED THAT County of Minburn Council authorizes Administration to apply to the Province of Alberta for the Provincial Requisition Credit (PERC) Program and Designated Industrial Requisition Credit (DIRC) Program to recover previously remitted education and designated industrial property taxes for these properties.

Carried.

Roger Konieczny
Reeve

Pat Podoborzny
Chief Administrative Officer

Approved this 16th day of December 2024.



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____

Department: _____

Recommendation:

Background:

See Appendix

Legislative Guidance:

Provincial Municipal None

Details:

Council Priorities Chart:

Yes No

Details:

Previous Council Direction:

Financial Implications:

Capital Operations Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Podobrosny

COUNTY OF MINBURN NO. 27

BYLAW NO. 1358-24

A BYLAW OF THE COUNCIL OF THE COUNTY OF MINBURN NO. 27, VEGREVILLE, IN THE PROVINCE OF ALBERTA TO AMEND BYLAW NO. 1281-19 AND ALL AMENDMENTS THERETO THAT ESTABLISHES FEES, RATES AND CHARGES FOR VARIOUS SERVICES, GOODS, LICENSES AND PERMITS.

WHEREAS Section 191 of the *Municipal Government Act*, Revised Statutes of Alberta (RSA), 2000, Chapter M-26 allows Council to pass a bylaw to amend a bylaw of the municipality.

AND WHEREAS the Council of the County of Minburn No. 27 wishes to amend Master Rates Bylaw No. 1281-19 and all amendments thereto that establishes fees, rates and charges for various services, goods, licenses and permits.

NOW THEREFORE the Council of the County of Minburn No. 27 in the Province of Alberta, duly assembled, pursuant to the terms of the *Municipal Government Act*, hereby enacts as follows:

1. TITLE

1.1 This Bylaw may be cited as the “**Bylaw to Amend Master Rates Bylaw No. 1281-19 amended by Bylaw No. 1298-20 amended by Bylaw No. 1324-21 amended by Bylaw No. 1336-22 amended by Bylaw No. 1345-23**” of the County of Minburn No. 27.

2. AMENDMENT

2.1 Schedule “A” of Bylaw No. 1358-24 and all amendments thereto is replaced with Schedule “A”, attached to and forming part of this Bylaw.

FIRST READING.....December 16, 2024

SECOND READING.....December 16, 2024

THIRD READINGDecember 16, 2024

Reeve

Chief Administrative Officer

MASTER RATES BYLAW #1358-24

SCHEDULE "A"

COUNTY OF MINBURN FEES, RATES AND CHARGES

Effective January 1, 2025

| CORPORATE SERVICES FEES | | | |
|---|---------------------|------|----------------------------------|
| Description | Total Fee | GST* | Additional Information |
| County Merchandise / Apparel | | | |
| T-shirt | \$ 31.50 | I | Per shirt |
| 3/4 sleeve | \$ 42.00 | I | Per shirt |
| Hoodie sweater | \$ 52.50 | I | Per shirt |
| County of Minburn County Maps | | | |
| Purchased at the County office | \$ 21.00 | I | Per Map |
| County maps mailed | \$ 21.00 | I | Per Map (Add \$5.00 for Postage) |
| Photocopying/Faxing | | | |
| Photocopying and faxing | \$ 0.26 | I | Per Page (maximum 100 pages) |
| Returned Item Fee | | | |
| Chargebacks, NSF, returned item fee | \$ 35.00 | E | Per Occurrence |
| Tax Certificates/Searches | | | |
| Tax Certificate | \$ 25.00 | E | Per Certificate |
| GIS Mapping | | | |
| 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 |
| County Publications | | | |
| County History Book | \$ 26.25 | I | Each book |
| County Map Book | \$ 26.25 | I | Each book |
| Freedom of Information & Protection of Privacy (FOIP) Act Fees | | | |
| <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 |
| Property Assessment Appeal Fees | | | |
| Residential and Farmland | \$ 50.00 | E | Per parcel |
| Non-residential | \$ 650.00 | E | Per parcel |
| Tax Penalties | | | |
| <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 st of the current year | 12% Penalty Imposed | | |
| On all Property Taxes including Special Taxes outstanding as of February 1 st of the following year and every year thereafter | 5% Penalty Imposed | | |
| Tax Recovery | | | |
| <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 |

| |
|-----------------------------|
| * GST Code |
| 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

| AGRICULTURAL SERVICE BOARD (ASB) FEES | | | |
|--|--|-------------|-------------------------------|
| Description | Fee | GST* | Additional Information |
| ASB Rental Equipment | | | |
| 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 |
| Custom Work | | | |
| Grass mowing, weed notice enforcement, etc. | Current Market Rates (as determined by the County) | | |
| ASB Appeal Fees | | | |
| 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 |

| * GST Code |
|-----------------------------|
| 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

| PLANNING AND COMMUNITY SERVICES FEES | | | |
|--|-----------------------|-------------|-------------------------------|
| Description | Fee | GST* | Additional Information |
| Construction of Pipelines and Burial of Utility Lines Affecting County Road Allowances | | | |
| 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 |
| Fees for Approaches to County Roads which are Developed by Energy Resource and Utility Activity | | | |
| 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 |
| Statutory Plans/Zoning Compliance | | | |
| 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 |
| Road Closures/Diversions | | | |
| Closure of regular road allowance/road diversion | \$ 1,000.00 | E | Old road plans |
| | \$ 1,000.00 | E | Regular plans |
| Cemeteries | | | |
| Purchase of cemetery plot | \$367.50 | I | Each |
| Subdivision Fees | | | |
| 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 | | |
| Development Permits | | | |
| 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

| PLANNING AND COMMUNITY SERVICES FEES | | | |
|--|------------------------|-------------|-------------------------------|
| Description | Fee | GST* | Additional Information |
| Public or institutional development/use | \$ 150.00 | E | |
| Development Permits (continued) | | | |
| 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 | |

| * GST Code |
|-----------------------------|
| 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

| OPERATIONS FEES | | | |
|--|---|------|---|
| Description | Fee | GST* | Additional Information |
| Dust Control | | | |
| Dust control with oil and calcium - Policy OP 9001-02 | - | I | Fee is reviewed annually |
| Road Permits/Agreements | | | |
| Field inspection and assessment of roads under agreement | \$ 70.00 | E | Per hour for County staff plus any associated engineering costs |
| Rural Address Signage | | | |
| Rural address sign | \$ 50.00 | E | Per Sign (Installation included on new signs only) |
| Geophysical Companies Conducting Exploration Programs as per Policy OP 9026-01-A | | | |
| 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 |
| Custom Work (GST Chargable) | | | |
| 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&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 & Heavy Construction Association (ARCHA) Equipment Rental Rate Guide</i> | | | |

| * GST Code |
|-----------------------------|
| 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

| |
|--|
| <i>Water, Wastewater and Solid Waste Services</i> |
|--|

| |
|------------------------|
| HAMLET OF LAVOY |
|------------------------|

| |
|---|
| Water, Wastewater and Solid Waste Services |
|---|

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 ³ | Description | Fee / m ³ |
| 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 | | |

| |
|---|
| Water Connection and Reconnection Fees for Hamlet of Lavoy Users |
|---|

| 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.

| |
|--|
| Solid Waste for Hamlet of Lavoy Users |
|--|

| 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.

| |
|---|
| Wastewater Charges for Hamlet of Lavoy Users |
|---|

| 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

| | |
|--|--|
| <i>Water, Wastewater and Solid Waste Services</i> | |
| HAMLET OF MINBURN WASTEWATER SPECIAL TAX | |
| Hamlet of Minburn Wastewater Users | |
| 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. | |

| | |
|--|-----------------|
| REGIONAL WATER SYSTEM | |
| Rural Residential Users - Usage Charge | |
| Description | Fee / m3 |
| 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. | |

| Rural Residential Users - Monthly Service Charges (Based on Service Size) | | | | |
|--|------------------------------------|------------------------------|---------------------------------|-----------------------------|
| 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 |

| | |
|---|-----------------------|
| Regional Water Connection Fees | |
| 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

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

| Bulk Water Rates at Truck Fills | | |
|--|------------------------------|---------------------------------------|
| Description | Fee per m³ | Location |
| 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 |

| UTILITY ACCOUNTS | |
|--|---|
| <i>(Excluding Hamlet of Minburn)</i> | |
| Description | Fee |
| 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

| PROTECTIVE SERVICES FEES | | | |
|---|-----------|------|------------------------|
| Description | Fee | GST* | Additional Information |
| Fire Fees | | | |
| Response to deliberately set or gross negligent structure fires, wildland fires | | | |
| 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 |
| Response to Motor Vehicle Collisions | | | |
| 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. | | | |
| Fire Bans/No Fire Permit | | | |
| Burning during a fire ban/restriction or without a fire permit | \$ 750.00 | E | Per Incident |
| False Alarms | | | |
| 1 st Callout | \$ 250.00 | E | Per Incident |
| Inspections/Investigations | | | |
| Fire Code Inspections and Investigations | \$ 100.00 | E | Per Hour |
| Mutual Aid | | | |
| As per the rates defined in the mutual aid agreement with the requesting municipality. | | | |

| * GST Code |
|-----------------------------|
| I >> GST is Included in Fee |
| E >> GST is Exempt |



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____

Department: _____

Recommendation:

Background:

See Appendix

Legislative Guidance:

Provincial Municipal None

Details:

Council Priorities Chart:

Yes No

Details:

Previous Council Direction:

Financial Implications:

Capital Operations Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: Pat Podoborzny



County of Minburn No. 27

2025 Preliminary Budget - Financial Summary December 16, 2024

| 2025 BUDGET DETAILS | 2025 BUDGET \$ |
|--|-------------------|
| Operating Revenue | 22,930,472 |
| Funds available for Operations | 22,930,472 |
| 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 | - |
| Funds Available for Operating & Capital Decision Papers | 1,156,518 |
| Operating Decision Papers | |
| Less: | |
| 5 Approved Operational Decision Papers | (397,200) |
| Plus: | |
| Grants & Draws from Reserves (Various) | 31,375 |
| Projected Operational Surplus | 790,693 |
| Capital Decision Papers | |
| 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 |
| Projected Deficit from Capital Projects | (36,000) |
| Repayment of Future Expenditures Reserve Draw | (754,693) |
| 2025 Budget Surplus (Operating & Capital) | \$ - |



County of Minburn No. 27

2025 PRELIMINARY BUDGET DECISION PAPERS PLUS PREVIOUS COUNCIL APPROVALS

| #/Type | Description | Recurring/ One Time | Department | Cost |
|--|--|------------------------|-------------|---------------------|
| ~ OPERATING DECISION PAPERS ~ | | | | |
| 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 |
| Total Operating Decision Papers: | | | | 397,200 |
| ~ CAPITAL DECISION PAPERS ~ | | | | |
| 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 |
| Total Capital Decision Papers: | | | | 293,300 |
| Total Operating & Capital Decision Papers: | | | | \$ 690,500 |
| ~ PREVIOUS COUNCIL APPROVALS ~ | | | | |
| 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 |
| Total Council Approvals: | | | | 3,651,620 |
| Total Previous Council & 2024 Carry Overs: | | | | \$ 3,651,620 |
| Total Decision Papers & Previous Approvals: | | | | \$ 4,342,120 |

Type: Municipal
PERIOD: 2025/12/31

2025 PRELIM
BUDGET

MUNICIPAL REVENUES

| | | |
|------------------------|----------------------------|----------------|
| 1-1-000-00-00-00-00-00 | GENERAL MUNICIPAL | -21,515,906.00 |
| 1-1-741-11-00-00-00-00 | LEGISLATIVE | -17,000.00 |
| 1-1-000-12-00-00-00-00 | ADMINISTRATIVE | -32,500.00 |
| 1-1-000-23-00-00-00-00 | FIRE SERVICES - REVENUE | -509,736.00 |
| 1-1-000-32-00-00-00-00 | TRANSPORTATION | -3,602,420.00 |
| 1-1-000-41-00-00-00-00 | WATER SUPPLY & DISTRIBUTIO | -205,950.00 |
| 1-1-000-42-00-00-00-00 | SANITARY SEWER SERVICE | -12,400.00 |
| 1-1-000-43-00-00-00-00 | ENVIRONMENTAL HEALTH SERVI | -149,200.00 |
| 1-1-000-51-00-00-00-00 | FAMILY & COMMUNITY SUPPORT | -119,660.00 |
| 1-1-000-56-01-00-00-00 | PUBLIC HEALTH & WELFARE | -1,000.00 |
| 1-1-000-61-00-00-00-00 | PLANNING/ZONING AND DEVELO | -48,874.00 |
| 1-1-000-62-00-00-00-00 | AGRICULTURAL SERVICE BOARD | -215,246.00 |
| 1-1-000-65-00-00-00-00 | ECONOMIC DEVELOPMENT | -133,875.00 |
| 1-1-400-66-00-00-00-00 | SUBDIVISION LAND & DEVELOP | -5,000.00 |
| 1-1-000-71-00-00-00-00 | RECREATION | -302,000.00 |

TOTAL MUNICIPAL REVENUES -26,870,767.00

MUNICIPAL EXPENSES

| | | |
|------------------------|----------------------------|---------------|
| 1-2-000-00-00-00-00-00 | GENERAL MUNICIPAL | 410,000.00 |
| 1-2-000-11-00-00-00-00 | LEGISLATIVE | 724,625.00 |
| 1-2-000-12-00-00-00-00 | ADMINISTRATIVE | 4,205,026.00 |
| 1-2-000-13-00-00-00-00 | HEALTH & SAFETY SERVICES | 45,400.00 |
| 1-2-000-21-00-00-00-00 | POLICING | 250,000.00 |
| 1-2-000-23-00-00-00-00 | FIRE SERVICES | 1,334,830.00 |
| 1-2-000-24-00-00-00-00 | EMERGENCY SERVICES | 5,700.00 |
| 1-2-000-25-00-00-00-00 | GRANTS-AMBULANCES | 18,000.00 |
| 1-2-000-32-00-00-00-00 | TRANSPORTATION | 14,393,544.00 |
| 1-2-000-41-00-00-00-00 | WATER SUPPLY & DISTRIBUTIO | 259,545.00 |
| 1-2-000-42-00-00-00-00 | SANITARY SEWER SERVICES | 95,550.00 |
| 1-2-000-43-00-00-00-00 | ENVIRONMENTAL HEALTH SERVI | 325,870.00 |
| 1-2-000-51-00-00-00-00 | FAMILY & COMMUNITY SUPPORT | 168,409.00 |
| 1-2-000-56-00-00-00-00 | PUBLIC HEALTH & WELFARE | 28,800.00 |
| 1-2-000-61-00-00-00-00 | PLANNING & DEVELOPMENT | 251,195.00 |
| 1-2-000-62-00-00-00-00 | AGRICULTURAL SERVICE BOARD | 586,911.00 |
| 1-2-000-65-00-00-00-00 | ECONOMIC DEVELOPMENT | 144,150.00 |
| 1-2-000-71-00-00-00-00 | RECREATION | 722,350.00 |
| 1-2-000-74-00-00-00-00 | LIBRARY | 146,899.00 |
| 1-2-000-81-00-00-00-00 | REQUISITIONS | 2,753,963.00 |

TOTAL MUNICIPAL EXPENSES 26,870,767.00



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____

Department: _____

Recommendation:

Background:

See Appendix

Legislative Guidance:

Provincial Municipal None

Details:

Council Priorities Chart:

Yes No

Details:

Previous Council Direction:

Financial Implications:

Capital Operations Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____

**MD of Minburn Foundation
Homestead Senior Citizen's Lodge**

Calculation for Municipal Share of Contribution for Homestead Lodge Expansion Proje

| | Equalized Assessment | % of Total | Municipal Requisitions |
|-----------------------------|-----------------------------|-------------------|-------------------------------|
| Village of Innisfree | \$ 13,795,778 | 0.7% | \$ 23,350 |
| Village of Mannville | \$ 52,431,824 | 2.8% | \$ 88,742 |
| Town of Vegreville | \$ 711,807,296 | 37.6% | \$ 1,204,748 |
| County of Minburn | \$ 1,112,636,979 | 58.8% | \$ 1,883,160 |
| Total | \$ 1,890,671,877.00 | 100% | \$ 3,200,000.00 |

Calculations as per Provincial 2025 Equalized Assessment Report
Report Dated November 1, 2024



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

See Appendix

Legislative Guidance:

Provincial Municipal None

Details:

Council Priorities Chart:

Yes No

Details:

Previous Council Direction:

Financial Implications:

Capital Operations Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: Pat Podoborzny

Reviewed By: Pat Podoborzny



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: _____



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____

Department: _____

Recommendation:

Background:

See Appendix

Legislative Guidance:

Provincial Municipal None

Details:

Council Priorities Chart:

Yes No

Details:

Previous Council Direction:

Financial Implications:

Capital Operations Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

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

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

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

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

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

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

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

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

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

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

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

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

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

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



Office of the CAO Report

For Presentation at December 16, 2024 **Council Meeting**

From Date: Nov 16, 2024

To Date: December 13, 2024

Internal Meetings:

- Budget meeting – November 21
- Staff AGM – November 22
- Committee of the Whole – December 11
- Agriculture Service Board - December 11
- Staff Annual One on One - Ongoing

External Meetings:

- Innisfree Seed Cleaning Plant AGM – November 19
- Town of Vegreville CAO & CEO – December 10
- MD of Minburn Foundation Expansion – December 10

Education and Professional Development:

- Employee Termination Webinar – November 27
- Public Works and Emergency Management – December 4
- WUI Expression of Interest Info Session – December 9
- Permanent Electors Register Webinar – December 12

Senior Leadership Team Support:

- 2025 Municipal Election and Elected Official Training
- Boards and Committees Terms of Reference
- Social Media posts
- Council meeting packages
- Budget 2025
- Policy and Bylaw development
- ICF and IDF agreement discussions
- ASB Strategic Planning
- Coverage for Executive Coordinator
- Coverage for Director of Corporate Services



ADMINISTRATION REPORTS

Name: Norm De Wet

Department: Operations

Reviewed by: Pat Podoborzny

For Presentation at: November 18, 2024 County Council meeting

From Date: November 18, 2024

To Date: December 13, 2024

Fleet/Shop Update:

- Regular updates are being received on the refurbishment of Unit 518, and so far, no significant challenges have been encountered. The refurbishment project is expected to be completed by March 2025.

Public Works Update:

- Operations staff continue to work on plans for the 2025 season.
- Snow plowing operations have been ongoing.
- STIP applications have been submitted for seven projects for completion in 2026 with a total value of \$992,000.00.

Contracted Services:

- Administration is currently working with MPA Engineering on land acquisitions and easements for the 2025 bridge projects.
- We have received a low-rating advisory for BF 01865, recommending a reduction in load capacity to 15 tonnes following the recent Level 2 coring conducted by our consultant engineer. BF 01865 is a precast concrete bridge built in 1965, located on Township Road 532, west of Range Road 142. The total replacement cost is estimated at approximately \$2.2 million, with anticipated repairs costing \$182,000. Signs have been installed on RR 532 leading to the bridge. Further information will be presented to Council as it becomes available.

Agricultural Services Update:

- Brushing has commenced on RR 135 north of Hwy 16. Crews will move to finish the 2022 brushing projects in Div. 5, 6 and 7.
- Administration attended the Innisfree Seed Cleaning Plant AGM on November 19, 2024.

Water and Sewer Utility Update:

- The generator for Lavoy Water Plant electrical has been installed. We're waiting on the Generac agent to commission the Generator.

Waste Management:

- Paint was picked up at Ranfurly Waste Transfer Site.
- One load of tires was taken out of the East Regional Waste Transfer Site.



ADMINISTRATION REPORTS

Name: Davin Gegolick

Department: Planning and Community Services

Reviewed by: Pat Podoborzny

For Presentation at: December 16, 2024 Council Meeting

From Date: November 5, 2024

To Date: December 11, 2024

Planning Update:

- Issued development permits:
 - Farm shop (NW 25-49-12-4)
 - Storage shed (Lavoy)
 - Dwelling (South ½ NW 11-51-15-4)
 - Billboard sign (Pt. NE 23-52-15-4)
 - Fascia sign (Pt. NW 8-52-14-4)
 - Dwelling addition (NE 22-52-12-4)
 - Accessory Secondary Suite (E 8-52-14-4)
- Launched regional GIS site with the Villages of Mannville and Innisfree
- Meeting with ATEC and landowner regarding proposed dwelling within future Hwy 857 interchange
- Attended Emergency Management training – December 4
- Safety Codes Council audit – December 9-13
- Advertised for Administrative Support Assistant – Planning and Community Services position and will be conducting interviews – December 16-20
- Website update – design underway with launch planned for spring 2025

Subdivision Update:

- Ongoing subdivision inquiries
- Received application file #09-2024, conducted inspection.

Economic Development Update:

- Finalizing Crossroads BRE final report for presentation in early 2025. Presenting winner will BRE survey prize package.

- Attended Northeast Alberta Food Marketers Association (NAFMA) meeting in Two Hills – November 29.
 - Appointed a new executive committee
 - Plan to continue Connect for Food initiative - connecting food producers with consumers while providing education on labels, shopping local, etc.

Community Services:

- Marked headstone location at Lavoy Cemetery
- Cemetery surveying update:
 - Surveyors completed markup plan of the cemeteries including headstone location, roads, trees, and fence line
 - Photos of each headstone have been captured
 - Plans finalized and will be sent to GIS contractor to build the GIS layers
 - Plot markers have been ordered and will be installed in spring 2025 (after snow melt)
 - Plot identification will change at the Lavoy cemetery to be consistent with the other cemeteries and for ease of reference

Attachments:

- RFD – Intermunicipal Collaboration Framework (ICF) Review
- RFD – Range Road 82 Guardrail Design
- RFD – Bylaw Enforcement Officer Bylaw No. 1359-24



ADMINISTRATION REPORTS

Name: Mike Fundytus

Department: Protective Services

Reviewed by: Pat Podoborzny

For Presentation at: December 16th Council Meeting

From Date: November 12, 2024

To Date: December 12, 2024

Fire Department Update:

| Call Type | Date | Details | Station Dispatched |
|-----------|----------------------|---|----------------------|
| MVC | Nov 19 th | Hwy 16 R 83 11:04pm | Mannville |
| Medical | Nov 21 st | Village Medical 10:16 pm | Mannville |
| MVC | Nov 23 rd | Hwy 631 Hwy 36 3:41 pm | Innisfree/Vegreville |
| MVC | Nov 24 th | Hwy 16 RR 143 5:38pm | Vegreville |
| Medical | Nov 25 th | Village Medical 12:08 pm | Mannville |
| MVC | Nov 25 th | Hwy 16 RR 111 4:10 pm | Innisfree |
| MVC | Nov 30 th | Hwy 16 RR 105 10:40 am | Innisfree |
| Medical | Dec 6 th | County Medical 2:14 pm Fire arrived 11 minutes before EMS | Mannville |
| Fire | Dec 8 th | Fire on powerline threatening shop 8:11 am | Mannville |
| Medical | Dec 8 th | Village Medical 11:33 pm fire arrived 21 minutes 46 seconds before EMS | Innisfree |
| Medical | Dec 11 th | Village medical 8:05 pm Lift assist for EMS. EMS was on scene prior to fire being dispatched. | Mannville |

- Total Fire Responses:
 - Mannville – 6
 - Innisfree – 4
 - Vegreville – 2

- Currently issuing fire permits till Dec 30th.
- Current staffing in protective services is 1 FT Director, 1 FT Emergency Responder (term), 29 paid on call firefighters (12 Innisfree Station 17 Mannville station). 1 paid on call firefighter is on medical leave, 3 members have not been attending regularly to calls or practices.
- Safety Codes Council Audit for the fire discipline. Couple minor deficiencies noted, procedures will be modified to ensure compliance.

Emergency Management Update:

- Dec 4th Emergency Management workshop.
- Bryson completed Basic Emergency Management training.
- Planning exercise with contractor in the first quarter of 2025.

OH&S Update:

- Conducting field H&S inspections for our work crews.
- Reviewing safety training required for winter months.

RCMP Liaison:

- Sgt. Corey Buckingham of the Vermilion detachment is asking for some possible dates in January for the tour of Real Time Operations Centre in Edmonton for the Councillors that requested a tour.
- Members of the RCMP who are front line police officers will be starting to wear body worn cameras in 2025.



ADMINISTRATION REPORTS

Name: _____ **Department:** _____

Reviewed by: Pat Podoborzny

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 November 30, 2024

| FINANCIAL ASSETS | Nov/2024 | Oct/2024 | Dec/2023 |
|---|----------------------|----------------------|----------------------|
| Cash & Temporary Investments | 29,885,328 | 30,126,026 | 22,912,309 |
| Receivables | | | |
| Taxes & Grants in Place of Taxes Receivable | 959,789 | 1,173,039 | 329,578 |
| Due From Governments | 61,582 | 44,162 | 336,862 |
| Trade & Other Receivables | 376,099 | 636,657 | 1,294,260 |
| Long Term Receivables | 296,517 | 303,774 | 514,159 |
| Land Held for Resale | 169,407 | 169,407 | 169,407 |
| Total Financial Assets: | \$ 31,748,721 | \$ 32,453,065 | \$ 25,556,576 |
| LIABILITIES | Nov/2024 | Oct/2024 | Dec/2023 |
| Accounts Payable & Accrued Liabilities | 10,475,431 | 10,485,015 | 13,645,998 |
| Asset Retirement Obligation | 3,211,917 | 3,211,917 | 3,211,917 |
| Deposit Liabilities | - | - | - |
| Deferred Revenue | 2,435,237 | 2,435,885 | 90,250 |
| Employee Benefit Obligations | - 84,750 | - 83,218 | 204,678 |
| Total Liabilities: | \$ 16,037,837 | \$ 16,049,600 | \$ 17,152,844 |
| Net Financial Assets: | \$ 15,710,885 | \$ 16,403,466 | \$ 8,403,732 |
| NON-FINANCIAL ASSETS | Nov/2024 | Oct/2024 | Dec/2023 |
| Tangible Capital Assets | 34,398,308 | 34,398,308 | 34,398,308 |
| Inventory for Consumption | 21,335,905 | 21,336,153 | 22,405,825 |
| Prepaid Expenses | 77,870 | 74,970 | 277,705 |
| Total Non-Financial Assets: | \$ 55,812,084 | \$ 55,809,431 | \$ 57,081,838 |
| ACCUMULATED SURPLUS: | \$ 71,522,968 | \$ 72,212,897 | \$ 65,485,570 |
| Difference: | \$ 6,037,398 | \$ 6,727,327 | |



County of Minburn No. 27

2024 Revenue & Expenditure Report

For Month Ending November 30, 2024

| REVENUE | 2024 Current Month | 2024 Year-To-Date | 2024 Budget | % of Budget Used | Same Period Last Year |
|-------------------------------------|-----------------------|----------------------|----------------------|------------------------|--------------------------------|
| Net Municipal Taxes | - | 38,925 | 18,256,517 | 100.9% | 103.8% |
| User Fees & Sale of Goods | 26,041 | 346,496 | 283,300 | 122.3% | 85.3% |
| Government Transfers | 364 | 406,659 | 4,309,847 | 9.4% | 19.6% |
| Investment Income | 61,469 | 458,297 | 529,500 | 86.6% | 79.3% |
| Penalties & Costs on Taxes | 75,580 | 151,152 | 122,000 | 123.9% | 107.6% |
| Gain on Disposal of Tangible Assets | - | 549,560 | 29,400 | 1869.3% | 63.4% |
| Other | 7,021 | 461,941 | 869,625 | 53.1% | 357.4% |
| Totals: | \$ 131,549 | \$ 20,630,623 | \$ 24,242,715 | 85.1% | 90.4% |

| EXPENDITURES | 2024 Current Month | 2024 Year-To-Date | 2024 Budget | % of Budget Used | Same Period Last Year |
|-------------------------------------|-----------------------|----------------------|----------------------|------------------------|--------------------------------|
| Administrative & Legislative | 170,167 | 2,123,960 | 5,535,539 | 38.4% | 67.4% |
| Fire Protection & Safety Services | 84,020 | 888,308 | 1,472,762 | 60.3% | 75.4% |
| Emergency Dispatch Services | - | 14,178 | 11,000 | 128.9% | 82.4% |
| Policing Services | - | 229,995 | 245,569 | 93.7% | 93.1% |
| Bylaw Enforcement, Health & Safety | 1,759 | 27,953 | 38,350 | 72.9% | 30.5% |
| Roads, Streets, Walks, Lights | 436,007 | 9,208,767 | 16,732,643 | 55.0% | 60.7% |
| Water Supply & Distribution | 52,150 | 284,502 | 329,316 | 86.4% | 62.9% |
| Wastewater Treatment & Disposal | 8,800 | 74,840 | 83,761 | 89.3% | 44.0% |
| Waste Management | 6,492 | 275,068 | 369,032 | 74.5% | 84.0% |
| Family & Community Support Services | - | 168,409 | 168,409 | 100.0% | 102.1% |
| Cemeteries | 11,232 | 21,313 | 144,034 | 14.8% | 94.5% |
| Planning & Economic Services | 31,069 | 291,012 | 476,636 | 61.1% | 58.4% |
| Agricultural Services Board | 16,128 | 490,272 | 619,148 | 79.2% | 75.0% |
| Recreation & Library Services | 3,667 | 494,648 | 836,575 | 59.1% | 85.6% |
| Totals: | \$ 821,493 | \$ 14,593,225 | \$ 27,062,774 | 53.9% | 64.1% |

Difference:

\$ 6,037,398

COUNTY OF MINBURN NO. 27
2024 Monthly Progress Report - At November 30, 2024

| 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> | | | | | \$ 217,000 N/A | Implemented January 1/2024 - Ongoing costs |
| Admin Bldg. Mechanical & Electrical Study | <div style="width: 0%; height: 10px; background-color: #006400;"></div> | | | | | \$ 52,500 \$ - | Awarded to TWS; site visit completed in November; waiting on report |
| Financial ERP System Replacement | <div style="width: 0%; height: 10px; background-color: #006400;"></div> | | | | | \$ 200,000 \$ 57,026 | Contract awarded; system process discovery in progress |
| Surfaced Road & Fac. Reserve Allocations | <div style="width: 100%; height: 10px; background-color: #006400;"></div> | | | | | \$ 225,000 \$ 225,000 | Budgeted transfer completed in August |
| Fire Reserve Transfer - Annual Increase | <div style="width: 100%; height: 10px; background-color: #006400;"></div> | | | | | \$ 50,000 \$ 50,000 | Budgeted transfer completed in August |
| ArcGIS Software | <div style="width: 100%; height: 10px; background-color: #006400;"></div> | | | | | \$ 12,010 \$ 12,010 | Purchased and in use |
| Communications Project/Dev. Package | <div style="width: 0%; height: 10px; background-color: #006400;"></div> | | | | | \$ 10,000 \$ - | Received SCOP Program funding approval; project to commence in 2025 |
| Wapasu Lake Campground Upgrades | <div style="width: 100%; height: 10px; background-color: #006400;"></div> | | | | | \$ 23,000 \$ 11,245 | Projects complete |
| Asphalt Maintenance - Crack Sealing | <div style="width: 100%; height: 10px; background-color: #006400;"></div> | | | | | \$ 37,200 \$ 14,207 | Crack-sealing project complete |
| Unit #528 Excavator - Undercarriage Rpr | <div style="width: 100%; height: 10px; background-color: #006400;"></div> | | | | | \$ 24,814 \$ 26,436.20 | Work complete |
| Land Use Bylaw Review (Carry Over) | <div style="width: 100%; height: 10px; background-color: #006400;"></div> | | | | | \$ 16,175 \$ 22,506 | Adopted at June Council meeting |
| Cemetery Survey / GIS Project | <div style="width: 0%; height: 10px; background-color: #006400;"></div> | | | | | \$ 135,000 \$ 4,320 | Survey plans will be delivered in December, GIS site to be developed in December, Monuments will be installed in spring 2025 |
| Decision Papers - Capital | | | | | | | |
| Project Name | 20% | 40% | 60% | 80% | 100% | Budget Spent | Comments |
| Council Chambers Rehabilitation | <div style="width: 100%; height: 10px; background-color: #000080;"></div> | | | | | \$ 30,000 \$ 7,638 | Work has been completed |
| Admin Bldg. Front Entry Rehabilitation | <div style="width: 0%; height: 10px; background-color: #000080;"></div> | | | | | \$ 78,000 \$ - | Finalizing quotation for restoration of front doors |
| New Fire Truck - Unit #910 Replacement | <div style="width: 0%; height: 10px; background-color: #000080;"></div> | | | | | \$ 275,000 \$ - | Tender closed in November; will be presented at December Council meeting for a decision |
| Innisfree Fire Station Cold Storage Upgrade | <div style="width: 100%; height: 10px; background-color: #000080;"></div> | | | | | \$ 115,000 \$ 48,710 | Tender awarded to Fullswing Construction; work is underway |
| AB First Responder Radio Comm. System | <div style="width: 100%; height: 10px; background-color: #000080;"></div> | | | | | \$ 143,000 \$ 160,765 | Equipment received and in use |
| 2024 CAT 160M Motor Grader | <div style="width: 100%; height: 10px; background-color: #000080;"></div> | | | | | \$ 655,000 \$ 649,000 | Equipment received and in use |
| Unit #518 Motor Scraper - Refurbishment | <div style="width: 100%; height: 10px; background-color: #000080;"></div> | | | | | \$ 183,000 \$ - | Refurbishment begun; progress photos being sent from Finning |
| 2024 Fleet Truck Replacements (2) | <div style="width: 100%; height: 10px; background-color: #000080;"></div> | | | | | \$ 150,000 \$ 128,711 | Both vehicles received and in use |
| 2024 Excavator & Mulching Head | <div style="width: 100%; height: 10px; background-color: #000080;"></div> | | | | | \$ 452,000 \$ 452,995 | Equipment received and in use |
| Lavoy Water Reservoir Generator Unit | <div style="width: 100%; height: 10px; background-color: #000080;"></div> | | | | | \$ 60,500 \$ 42,495 | Generator installed Dec 3; electrical has been installed; waiting on natural gas hookup |
| BF75589 Bridge Work / Engineering | <div style="width: 100%; height: 10px; background-color: #000080;"></div> | | | | | \$ 646,000 \$ 60,921 | Project to be completed in 2025 with all other STIP projects |
| TWP 524 Aggregate Seal Coat | <div style="width: 100%; height: 10px; background-color: #000080;"></div> | | | | | \$ 276,000 \$ 193,573 | All work completed; waiting on final invoicing |
| Road Maintenance Activities | | | | | | | |
| Road Projects | 20% | 40% | 60% | 80% | 100% | Comments | |
| Road Construction | <div style="width: 100%; height: 10px; background-color: #808080;"></div> | | | | | Road construction complete for 2024 | |
| Gravel Haul Program | <div style="width: 100%; height: 10px; background-color: #808080;"></div> | | | | | Gravel haul program complete for 2024 | |
| Oiling Projects | <div style="width: 100%; height: 10px; background-color: #808080;"></div> | | | | | Oiling projects complete for 2024 | |
| Dust Controls | <div style="width: 100%; height: 10px; background-color: #808080;"></div> | | | | | All residential dust controls complete for 2024 | |
| Roadside Mowing | <div style="width: 100%; height: 10px; background-color: #808080;"></div> | | | | | Program complete for 2024 | |
| Roadside Brushing | <div style="width: 0%; height: 10px; background-color: #808080;"></div> | | | | | Fall brushing plan complete; expected to start early December | |



**President
Présidente**

Rebecca Bligh

Councillor

City of Vancouver, BC

Conseillère municipale

Ville de Vancouver (C.-B.)

**First Vice-President
Premier vice-président**

Tim Tierney

Councillor

City of Ottawa, ON

Conseiller municipal

Ville d'Ottawa (Ont.)

**Second Vice-President
Deuxième vice-présidente**

Kathy Valentino

Deputy Mayor

City of Thompson, MB

Mairesse suppléante

Ville de Thompson (Man.)

**Third Vice-Presidence
Troisième vice-présidence**

Vacant

À pourvoir

**Past President
Président sortant**

Scott Pearce

Mayor

Township of Gore, QC

Maire

Municipalité du

Canton de Gore (Qc)

**Chief Executive Officer
Cheffe de la direction**

Carole Saab

Ottawa, ON

24, rue Clarence Street
Ottawa, Ontario, K1N 5P3

T. 613-241-5221

fcm.ca

December 2, 2024

Dear Wheatland County Council members,

We have received a copy of your recent letter circulated to rural Alberta municipalities and to provincial and territorial associations (PTAs), raising concerns regarding FCM's advocacy efforts on rural and regionally relevant issues. Please be assured that my FCM colleagues and I take this very seriously as part of our ongoing commitment to represent the voices of all municipalities.

Rural innovation and resiliency influences everything from the food on our tables, to the energy that powers our buildings and the materials that are used to build our homes. But rural communities also face unique challenges that need tailor-made policy and resource solutions. With limited budgets and staff resources as well as large geographic areas to service, you and many of your colleagues tend to have high infrastructure burdens and constraints when accessing federal and provincial funding that you need to improve the quality of life for your residents.

We understand this reality and have worked to incorporate this lens in all our major policy and advocacy submissions, including our advocacy paper on the Municipal Growth Framework, our response to the Canada Housing Infrastructure Fund, and our forthcoming paper on the future of rural and northern Canada.

At the recent Rural Municipalities of Alberta (RMA) conference, FCM Vice-President Kathy Valentino and Rural Forum Chair Neal Comeau had the opportunity to connect directly with many of your colleagues to discuss the work FCM is doing on behalf of rural, Western members, and hear directly from them about their priorities. They discussed the work our Rural Forum is doing and how we're continuing to advance the outstanding priorities of FCM's Western Economic Solutions Taskforce (WEST). They also heard how we can do better to communicate, show up and demonstrate our commitment to rural members, particularly in the west.

There are areas we can continue to improve, and the work has already begun.

Key elements of our current rural advocacy and engagement, along with opportunities for enhancement, include:

- Consistent dialogue with board members and staff from PTAs in all regions, to address rural priorities.
- Ongoing development of a rural-focused research paper, with input from members and PTAs, that will analyze key rural trends impacting municipalities and provide a strong foundation for rural advocacy into the next federal election and beyond.



- Ensuring relevant content at our Annual Conference that addresses the unique priorities and challenges of rural municipalities – your suggestions for session topics and speakers are welcome at any time.
- Creation of region-specific advocacy updates, which will be distributed in the coming months.
- Updating our communications to better reflect rural issues and better positioning FCM as a national rural advocate ahead of the next federal election.
- Increasing the presence of FCM’s Executive Committee members at PTA conferences and board meetings. For a start, FCM’s Director of Policy and Research, Matt Gemmel, and I will be attending the next Rural Municipalities of Alberta Board meeting next January to listen to your concerns and discuss how we can move forward.

In addition to these efforts, we are working to engage directly with FCM board members from rural communities. Our upcoming discussions at our December board meeting will be an important moment to organize around collectively strengthening and expanding the reach of our rural advocacy. Your feedback will be critical, and we’ll adjust our approach to be effective.

If you have any questions or would like to discuss this further, please don’t hesitate to reach out to me or CEO Carole Saab.

Thank you for your candor and your attention. I look forward to our upcoming discussions.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Bligh', with a stylized flourish extending to the right.

Rebecca Bligh
President, FCM



ALBERTA
PUBLIC SAFETY AND EMERGENCY SERVICES

Office of the Minister
Deputy Premier of Alberta
MLA, Calgary-West



AR 29969

November 20, 2024

His Worship Timothy Paul MacPhee
Mayor
Town of Vegreville
PO Box 640
Vegreville AB T9C 1R7

Dear Mayor MacPhee:

As a respected partner in the field of police governance in Alberta, I am writing to highlight how recently proclaimed legislative changes may affect your community.

The Government of Alberta is enhancing civilian governance of the Royal Canadian Mounted Police (RCMP) by proclaiming sections of the *Police Amendment Act, 2022*, and creating the Police Governance Regulation and Police Governance (Ministerial) Regulation. These amendments will ensure communities policed by the RCMP have a voice in setting local and province-wide policing priorities and performance goals by creating municipal and regional policing committees, as well as a Provincial Police Advisory Board.

These changes will take effect on March 1, 2025, after a transition period to allow municipalities to pass and implement relevant bylaws. Every community in Alberta served by the RCMP will be required to be represented by one of the following types of governance bodies, depending on their population size and type of police service agreement.

Communities with a population of 15,000 or greater, policed under a Municipal Police Service Agreement

- These communities are required to establish a Municipal Policing Committee (MPC), through bylaws, by March 1, 2025.
- MPCs will consist of between three and seven members appointed by the municipality's council.
- The Minister may also appoint committee members based on the size of the committee.

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Communities with a population of less than 15,000, policed under a Municipal Police Service Agreement

- These communities are required to establish a Regional Policing Committee, through bylaws, by March 1, 2025.
- Each RCMP district is a region (e.g., South, Central, East, and West), and each region contains five to 10 municipalities required to work with other communities in the same RCMP district to form a Regional Policing Committee (RPC).
- RPCs will consist of at least one member appointed by each municipality represented.
- Communities may opt out of a RPC in favour of establishing their own municipal committee, or a joint committee with another municipality, with ministerial approval.

Communities policed under the Provincial Police Service Agreement

- Small and rural communities policed under the Provincial Police Service Agreement, including municipalities with a population under 5,000, municipal districts and counties, and Metis Settlements, will be represented by the Provincial Police Advisory Board.
- The province will appoint up to 15 members to the Provincial Police Advisory Board, including representation from First Nations, Métis communities, Rural Municipalities of Alberta, Alberta Municipalities, and all four provincial RCMP districts.
- Costs for the Provincial Police Advisory Board will be borne by the province.
- The Provincial Police Advisory Board will be operational by March 1, 2025.

Attached for further reference is a Frequently Asked Questions document with more information about the new requirements for RCMP local governance bodies. You can also find the Police Governance (Order in Council) Regulation, the Police Governance (Ministerial) Regulation, and the proclamation of the *Police Act* sections establishing these governance bodies on the Alberta.ca website at www.alberta.ca/alberta-kings-printer.

Please note that in the next few weeks your administration will receive communication from department representatives with details about planned information sessions regarding these governance bodies. If you have any questions or require support in the set-up of these governance bodies, please contact the department at: AlbertaPoliceGovernance@gov.ab.ca.

Thank you for everything you do to help ensure Albertans can live, work, and raise families in safe and secure communities.

Sincerely,



Honourable Mike Ellis
Deputy Premier of Alberta
Minister of Public Safety and Emergency Services

Attachment

Dear Pat, Norm + Tara and all of
Minbunn County. 🌻

Thank-you for your generous
donation and support in helping
us get a crosswalk in
Innisfree. We believe it will
benefit many people in the
community and save lives. Your
help is very appreciated.

Innisfree School Council



thank you



**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 |
|-----------------------------|-------------------|---------------------|--|-----------------------------|---------------------------|-----------------------|---|
| 2265 | 2023-149 | 19-Jun-23 | Review Code of Conduct Bylaw No. 1280-19. | 50% | Pat | | Draft of new bylaw is being prepared. |
| 2257 | 2024-230 | 18-Nov-24 | Transfer Deployment Revenue collected from 2024 fire season in the amount of \$169,855 to Fire Reserves | 100% | Kari | Dec 11/2024 | Complete |
| 2258 | 2024-233 | 18-Nov-24 | Prepare RFD to extend ICF agreements with Lamont County, County of Vermilion River and Beaver County and repeal IDP with Lamont County | 50% | Davin | | Waiting to hear back from Two Hills County and MD of Wainwright if they'd also like to renew their ICF agreements. We don't have an IDP with Lamont County, so no need to repeal. RFD will be presented at January Council meeting. |
| 2259 | 2024-235 | 18-Nov-24 | Send letter to Senate of Canada opposing Bill C-293 Pandemic Preparedness | 100% | Pat | 29-Nov-24 | Complete |
| 2260 | 2024-236 | 18-Nov-24 | Send letter to federal and provincial governments for their commitment to 4H Funding | 100% | Pat | 29-Nov-24 | Complete |
| 2261 | 2024-241 | 18-Nov-24 | Send letter to ratepayer regarding Council's decision on tax penalty cancellation request | 100% | Pat | 29-Nov-24 | Complete |