



## **AGENDA**

**February 20, 2024 – County Council Meeting – 10:00 AM**

- 1. Call to Order**
- 2. Changes to Agenda and Adoption of Agenda**
- 3. Confirmation of Minutes**
  - 3.1 January 15, 2024 Council Meeting
- 4. Delegations**
  - 4.1 Glenda Farden, STARS – 10:30 a.m.
- 5. Council Priorities**
- 6. Requests for Decision**
  - 6.1 Subdivision File #01-2024, NW 17-51-10-W4M
  - 6.2 Subdivision File #02-2024, NE 22-52-14-W4M
  - 6.3 AFRRCS Radio System
  - 6.4 Fleet Truck Tender 2024
  - 6.5 2024 Construction Program
  - 6.6 Lavoy Cemetery Bylaw No. 1346-24
- 7. Reports**
  - 7.1 Reeve
  - 7.2 Council
  - 7.3 Operations
  - 7.4 Planning and Development
  - 7.5 Protective Services
  - 7.6 Corporate Services
- 8. Correspondence and Information Items**
  - 8.1 MLA Jackie Armstrong Homeniuk re Agricoverly Financial Support
  - 8.2 Resident Information Request on Wapasu Committee
  - 8.3 National Police Federation Budget and Policing Requirements
  - 8.4 Elk Island Public Schools 2022-23 School Year Overview
  - 8.5 RMA Unpaid Oil and Gas Advocacy Webinar
  - 8.6 Alberta Municipal Affairs ACP Grant – Regional Water Services Reservoir Infrastructure Assessment Project
  - 8.7 Alberta Municipal Affairs ACP Grant – Regional Recreation Feasibility Study Project
  - 8.8 Correspondence from Canalta Panels
- 9. Councillor Requests (Information Requests and Notices of Motion)**
  - 9.1 Action Item List
- 10. Closed Session**
  - 10.1 Lycos Energy Tank Fire - *FOIP Section 27, privileged information*
  - 10.2 2024 Gravel Haul Tender - *FOIP Section 16, disclosure harmful to business interests of a third party*
  - 10.3 Unsold Tax Sale Properties - *FOIP Section 24, advice from officials*
  - 10.4 CAO Evaluation - *FOIP Section 19, confidential evaluations*
- 11. Open Session**
- 12. Motions arising out of the Closed Session**
- 13. Adjournment**



## Council Meeting Minutes

January 15, 2024

Council Members Present:

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

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  
Trudy Shukalak, Legislative Services Coordinator

- 1 CALL TO ORDER**  
Reeve Konieczny called the meeting to order at 10:00 a.m. **Carried**
- 2 CHANGES TO AGENDA AND ADOPTION OF AGENDA**  
  
**2024-001**  
**Moved by:** Deputy Reeve Kuzio  
THAT the January 15, 2024 regular Council meeting Agenda be adopted as presented. **Carried**
- 3 CONFIRMATION OF MINUTES**  
  
**3.1 December 18, 2023 Regular Council Meeting**  
  
**2024-002**  
**Moved by:** Deputy Reeve Kuzio  
THAT the December 18, 2023 regular Council meeting minutes be adopted as presented. **Carried**
- 4 DELEGATIONS**
- 5 COUNCIL PRIORITIES**  
  
**2024-003**  
**Moved by:** Councillor Anderson  
THAT the Council Priorities be accepted as presented. **Carried**
- 6 REQUESTS FOR DECISION**

**6.1 Utilities within Road Allowance – Special Approval Request**

**2024-004**

**Moved by:** Councillor Nafziger

THAT Council refuse Item 1 regarding the locating of electrical utilities within the road allowance on Township Road 510 as proposed by ATCO Electric for Phase 3 of the 7L65 Rebuild Project, as per the plans submitted.

**Carried**

**2024-005**

**Moved by:** Councillor Nafziger

THAT Council approve Item 2 regarding the locating of electrical utilities within the road allowance on Township Road 510 as proposed by ATCO Electric for Phase 3 of the 7L65 Rebuild Project, as per the plans submitted.

**Carried**

**2024-006**

**Moved by:** Councillor Wowdzia

THAT Council refuse Item 3 regarding the locating of electrical utilities within the road allowance on Township Road 510 as proposed by ATCO Electric for Phase 3 of the 7L65 Rebuild Project, as per the plans submitted.

**Carried**

**6.2 Subdivision File No. 14-2023**

**2024-007**

**Moved by:** Member Wowdzia

THAT the Subdivision Authority approve Subdivision File No. 14-2023 regarding Lot 3, Block 1, Plan 222-2480 in NW 25-52-14-W4M as per the required conditions of the report presented.

**Carried**

**6.3 SCOP Application- County Economic Development Communications Project**

**2024-008**

**Moved by:** Councillor Nafziger

THAT Council approve to submit an application for grant funding under the Small Community Opportunity Program (SCOP) for the County of Minburn Economic Development Communications Project; and further the County allocate the ten percent cash contribution towards the total eligible project costs as required by the SCOP application guidelines.

**Carried**

**6.4 Town of Vegreville Family Day Breakfast**

**2024-009**

**Moved by:** Councillor Bentley

THAT Council approve providing a monetary donation in the amount of \$250 to the Town of Vegreville to help offset the costs of the 2024 Vegreville Family Day Breakfast.

**Carried**

**2024-010**

**Moved by:** Councillor Bentley

THAT Council direct Administration to include an annual donation of \$250 in the annual operating budget for the Town of Vegreville's Family Day Breakfast.

**Carried**

**6.5 MD of Minburn Foundation Support Request**

**2024-111**

**Moved by:** Councillor Ogradnick

THAT Council direct Administration to send a conditional letter of support to the MD of Minburn Foundation for their grant application under the Affordable Housing Partnership Program.

**Carried**

**7 REPORTS**

**7.1 Reeve**

**7.2 Council**

**7.3 Operations Report**

**7.4 Agriculture and Utilities Report**

**7.5 Planning and Community Services Report**

**7.6 Protective Services Report**

**7.7 Corporate Services Report**

**2024-012**

**Moved by:** Councillor Anderson

THAT Council accept the reports as presented.

**Carried**

*Reeve Konieczny recessed the meeting at 10:59 a.m.*

*Reeve Konieczny reconvened the meeting at 11:08 a.m.*

**8 CORRESPONDENCE AND INFORMATION ITEMS**

**8.1 Vegreville Kinsmen Golf Course – County Representative**

E-mail received from the Vegreville Kinsmen Golf Course asking Council if they are interested in having a County representative on their Board.

**8.2 Vegreville Agriculture and Irrigation – AgriRecovery Program**

Letter received from the Honourable Minister of Agricultural and Irrigation, RJ Sigurdson, thanking the County for their letter dated November 27, 2023 regarding the AgriRecovery Program for the 2023 growing season. The Honourable Minister further explains that the Alberta Government advocated for a province-wide program without geographic eligibility, however, area-specific eligibility was a requirement set by the federal government as a condition of the funding program. The letter also identifies a number of additional provincial programs and services that are available to producers to help them proactively protect their businesses.

**8.3 Alberta Environment and Protected Areas – Drought Conditions**

Letter received from the Honourable Minister of Environment and Protected Areas Rebecca Schultz advising Council of Alberta’s completion of a first draft of a 2024 Drought Emergency Plan that will assist them in responding to potential drought conditions in spring and summer 2024, and encouraging municipalities to adopt their own water conservation efforts to mitigate perceived risks of drought in 2024.

**8.4 Alberta Municipal Affairs – Meeting with Minister at RMA Convention**

E-mail received from Alberta Municipal Affairs advising of an opportunity for municipal councils to meet with the Honourable Ric McIver, Minister of Municipal Affairs, at the 2024 Rural Municipalities of Alberta (RMA) Spring Copnvention scheduled to take place at the Edmonton Convention Centre from March 18 to 20, 2024.

**2024-013**

**Moved by:** Councillor Wowdzia

THAT the correspondence be accepted as information.

**Carried**

**9 COUNCILLOR REQUEST (Information Request and Notices of Motion)**

**9.1 Action Item List**

**2024-014**

**Moved by:** Councillor Ogrodnick

THAT Council accept the Action Item List as information.

**Carried**

**10 CLOSED SESSION**

**2024-015**

**Moved by:** Deputy Reeve 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 17, harmful to personal privacy and 24, advice from officials at 11:19 a.m.

**Carried**

**10.1 Bylaw Enforcement Services**

*FOIP Section 24, advice from officials*

Name	Reason/Purpose
Pat Podoborozny	Strategic Leader of the Organization

**10.2 CAO Evaluation**

*FOIP Section 17, harmful to personal privacy*

Name	Reason/Purpose
Pat Podoborozny	Strategic Leader of the Organization

**11 OPEN SESSION**

**2024-016**

**Moved by:** Councillor Anderson

THAT Council revert to open session at 11:42 a.m.

**Carried**

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

**13 ADJOURNMENT**

Reeve Konieczny adjourned the meeting at 11:43 a.m.

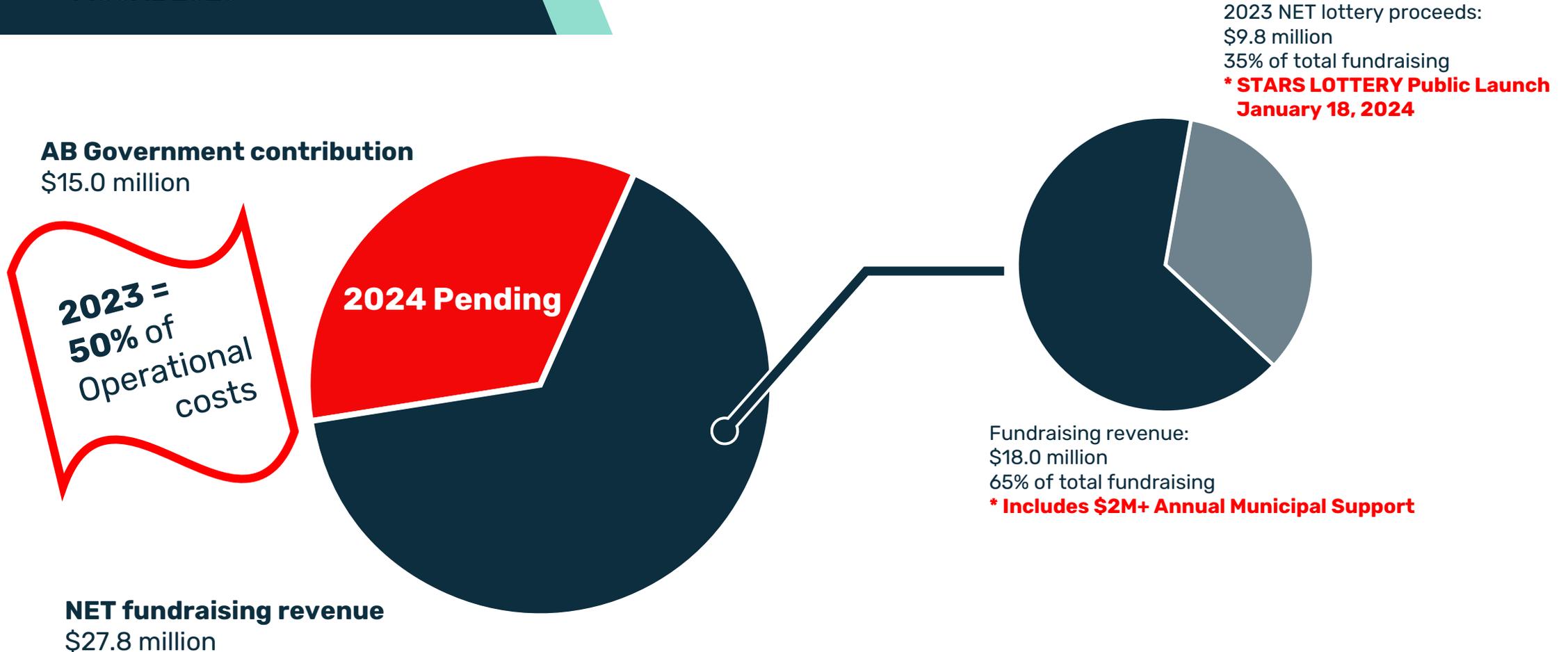
\_\_\_\_\_  
Reeve

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

# CRITICAL CARE, ANYWHERE



# STARS ALBERTA REVENUE FISCAL 2023



**FUELED BY GENEROSITY. Achieving success together.**

# MUNICIPALITIES SUPPORT STARS

- **New! 5 rural municipalities**
- **New! 7 urban municipalities**
- Pending: Lac La Biche County, Parkland County, M.D. of Taber, Town of Taber
- Over 90% Municipal support
- Majority @ minimum \$2 per capita
- Move to fixed rates / alleviate census fluctuation

**United municipalities ensure robust health & safety network for all.**

## (9) MUNICIPAL LEADERS

- Standing Motion
- Fixed rates; Up to \$210K annual
- Included in Protective Services

## REGIONAL PARTNERSHIPS

- Minimum \$2 per capita +
- Towns & Villages in partnership with Counties/M.D.'s

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

Mackenzie

Northern Lights

Clear Hills

Northern Sunrise

Saddle Hills

Fairview

MD Peace

Opportunity

Spirit River

Birch Hills

Smoky River

County of Grande Prairie

Big Lakes

City of Grande Prairie

MD Greenview

Woodlands

Westlock

Athabasca

Bonnyville

Barrhead

Thorhild

Smoky Lake

St. Paul

Edson

Lac Ste Anne

Sturgeon

Lamont

Two Hills

Hinton

Strathcona

Minburn

Vermilion River

Brazeau

Beaver

Wainwright

Wetaskiwin

Leduc

Flagstaff

Clearwater

Ponoka

Camrose

Provost

Lacombe

Stettler

Paintearth

Special Area 4

Red Deer

Starland

Special Area 2

Bighorn

Mountain View

Kneehill

Special Area 3

Rocky View

Drumheller

Wheatland

Foothills

Newell

Town Diamond Valley

Vulcan

Taber

Ranchland

Willow Creek

Lethbridge

Crowsnest Pass

Pincher Creek

Cardston Town Cardston

Warner

Stirling

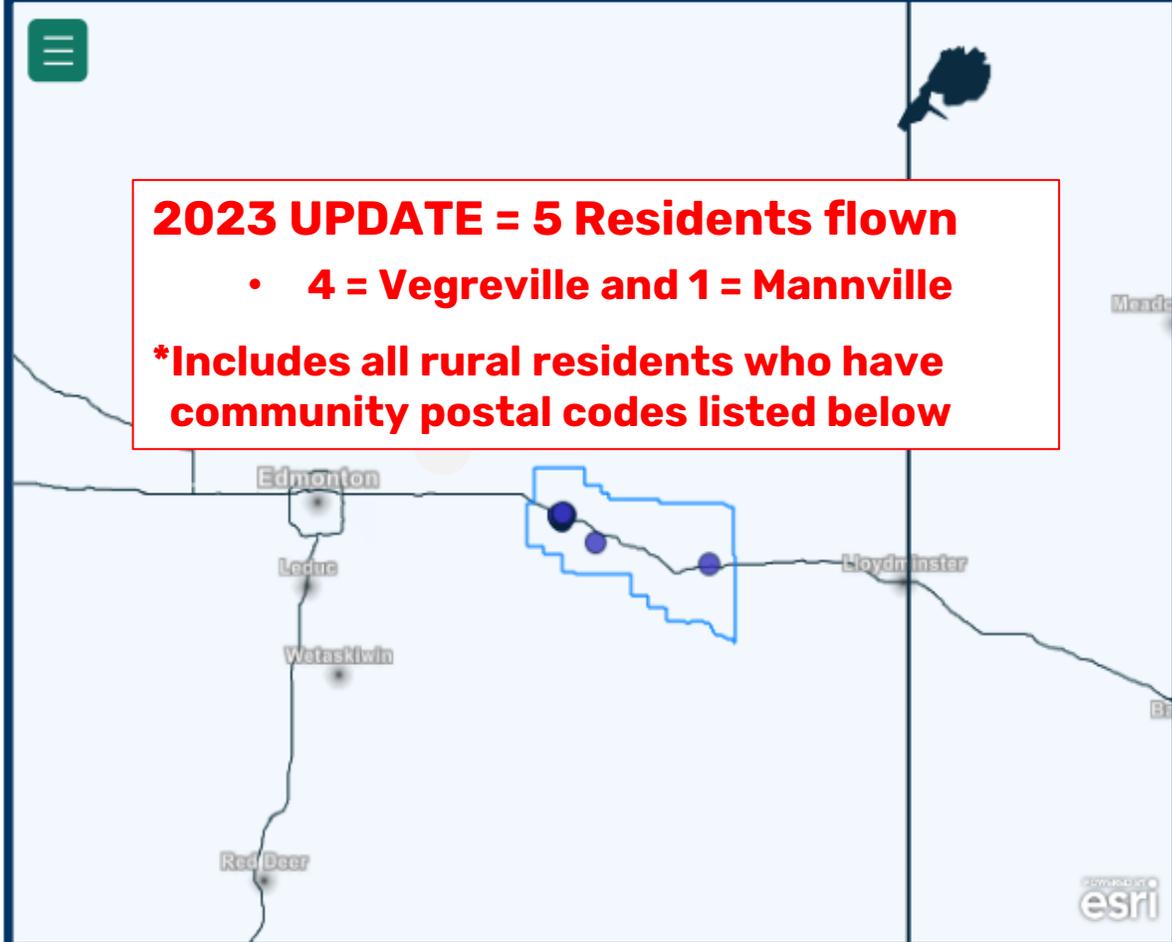
\*GREEN = municipal supporters \*WHITE = non-supporter

Within County of Minburn @ January 31, 2024	2019	2020	2021	2022	2023	2024	TOTAL
Near Innisfree				1			1
Near Lavoy		1		1	1		3
Near Mannville		1					1
<b>Vegreville Hospital (critical inter-facility transfers)</b>	<b>9</b>	<b>8</b>	<b>8</b>	<b>3</b>	<b>5</b>	<b>1</b>	<b>34</b>
Near Vegreville (scene calls)	2	4	1		5		12
<b>TOTAL</b> *Averages 10 missions per year	<b>11</b>	<b>14</b>	<b>9</b>	<b>5</b>	<b>11</b>	<b>1</b>	<b>51</b>



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

County of Minburn Residents Flown by STARS

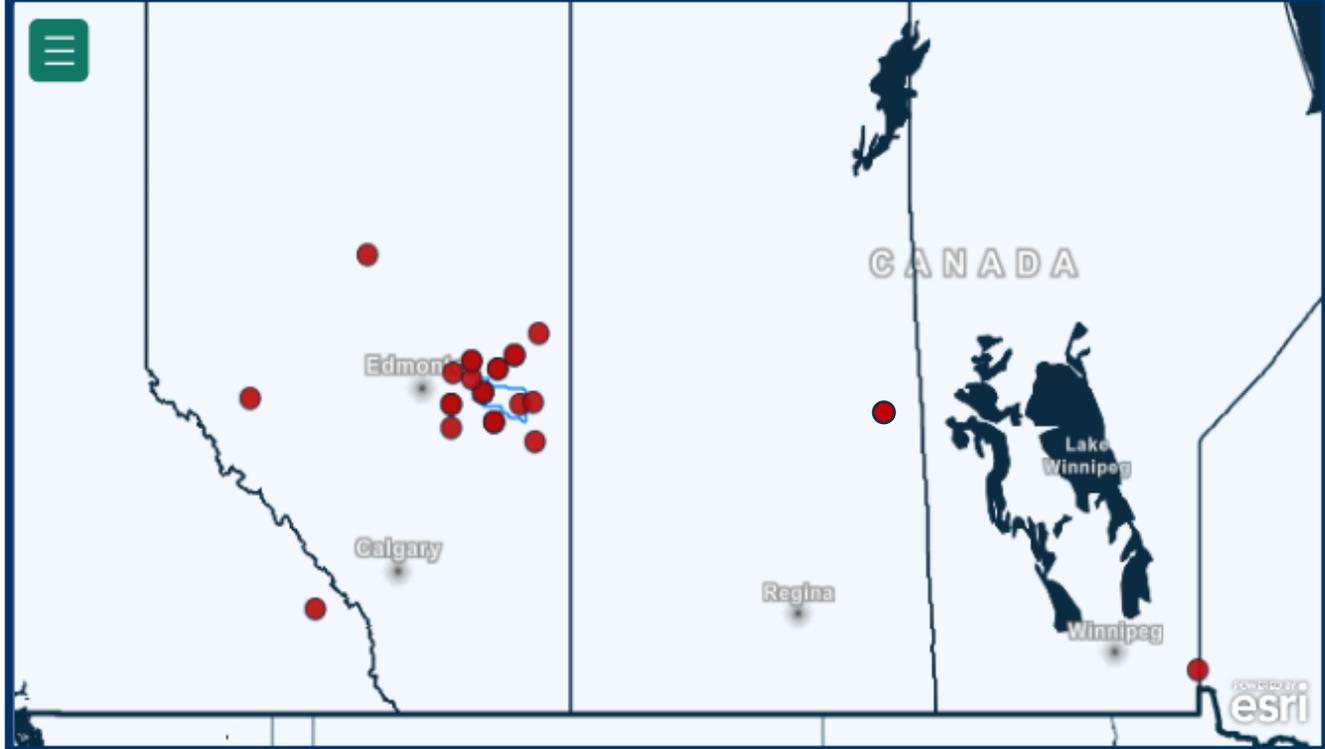


**2023 UPDATE = 5 Residents flown**

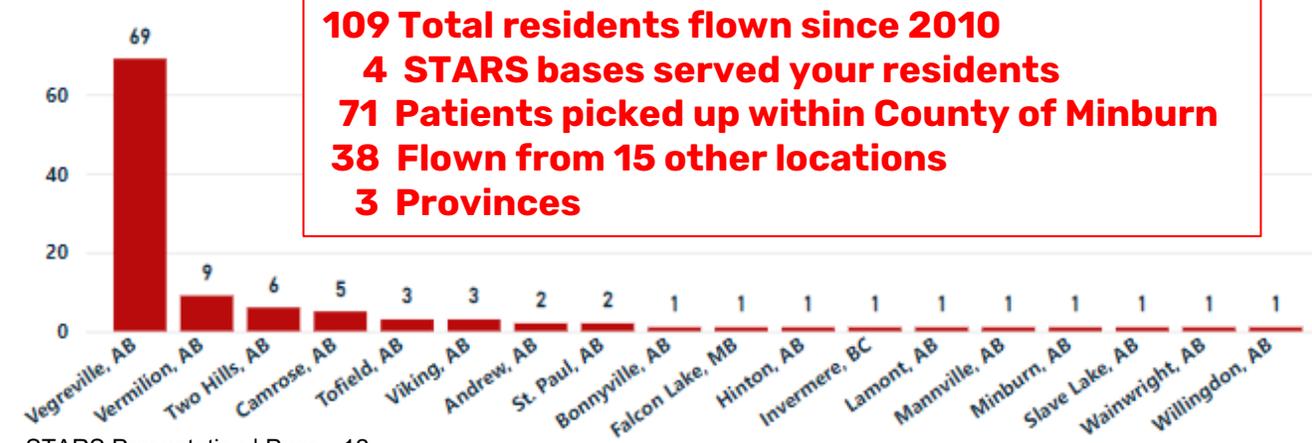
- 4 = Vegreville and 1 = Mannville

**\*Includes all rural residents who have community postal codes listed below**

Locations where County of Minburn Residents Travelled and Needed STARS



Count by Pickup Location



**109 Total residents flown since 2010**

**4 STARS bases served your residents**

**71 Patients picked up within County of Minburn**

**38 Flown from 15 other locations**

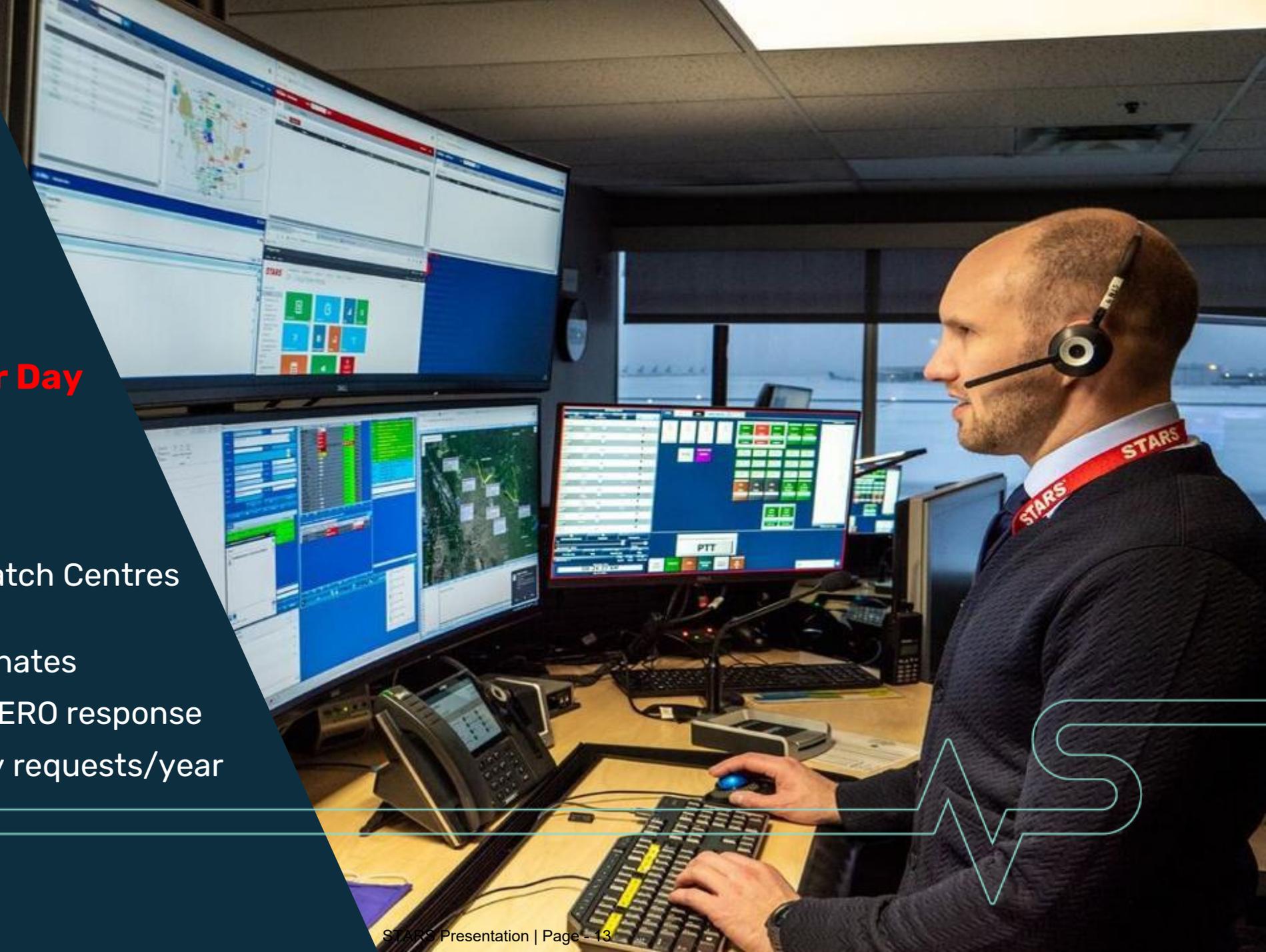
**3 Provinces**

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>

# EMERGENCY LINK CENTRE (ELC)

**Receives 100 Calls Per Day**

- Integrated with all Dispatch Centres and resources
- Precise mapping coordinates
- Dispatches HALO and HERO response
- Over 36,000 emergency requests/year



- ✓ **Critical Care**
- ✓ **Physically**
- ✓ **Virtually**
- ✓ **Positive Results**

## **STARS Transport Physicians**

- Medical and procedural guidance
- Every critical call
- All modes of transport
  - Ground ambulance, rotary wing, fixed wing
- Schedule logistical arrangements
  - Receiving Drs. and Hospitals



# Generational Investment H145 Fleet (10)

**Campaign Completed**  
**All bases H145 Operational**  
**Night Vision Goggles (NVG)**  
**1<sup>st</sup> Civilian Org. in Canada (2002)**



# Mandatory Training Simulation Lab

- Up to 200 hours per year
  - Online textbook
  - Hands-on simulation
- High-fidelity mannequins
  - Neonatal – Pediatric – Adult
  - Pregnancy
- Replicate complex/distinct cases



# Simulation In the Field

- Ready for the unthinkable
- Inclement weather
- Patient vulnerability
- High-consequence situations



# Chain of Survival Partners

- Landing zone training
- Mock-training scenarios
- Multi-casualty incidents



# Air Medical Transport Conference (AMTC)



**2022 CHAMPIONS!!**  
Chris Fay and Kevin Easton

- Rigorous competition
- Triage multiple patients
- Complex/inconceivable critical situations
- Graded: decision-making/timing/pt. outcome

**STARS - TOP 3 Internationally 21 Years!!**



# COUNTY OF MINBURN

**LEADERSHIP – DEDICATION – SUPPORT**

**CELEBRATING 30 YEARS IN PARTNERSHIP**

*CURRENT PLEDGE OF SUPPORT*

*\$2 PER CAPITA*

*STANDING MOTION*

*OUR REQUEST*

***\$7,000 FIXED RATE***

***STANDING MOTION***



A life is saved every day. Partnership makes it possible.

# STRATEGIC PRIORITIES CHART (February 2024)

## COUNCIL PRIORITIES

### NOW

- 1. LAND USE BYLAW REVIEW:** Planning and Development
- 2. RECREATION AGREEMENT VEGREVILLE:** Intermunicipal
- 3. REGIONAL ECONOMIC DEVELOPMENT FRAMEWORK:** Project Plan

### TIMELINE

- March 2024  
 May 2024  
 December 2024

### NEXT

- BYLAW OFFICER CONTRACTED SERVICES (April 2024)
- POLICY AND BYLAW REVIEW- (March 2024)

### ADVOCACY

- *Policing Services/Costs (RMA)*
- *Bridge Funding Continuity (RMA)*
- *Wind Energy Restoration Strategies (RMA)*
- *Broadband Speeds (RMA)*
- *SL3/SL4 Seniors Facility Support (AHS)*
- *Water Act Enforcement and Approvals (AEP)*
- *Rural Medical Services (RMA)*
- *2023 Canada - Alberta Drought Livestock Assistance (Ministry of Agriculture)*

## OPERATIONAL INITIATIVES

### OFFICE OF THE CAO

1. *WIND ENERGY PROJECTS – Soil Segregation/End of Life Advocacy – Awaiting action from the Province*
- 2. RECREATION AGREEMENT: VEGREVILLE – May 2024**
3. Staff Job Descriptions– March 2024
4. *AlphaBow Energy tax recovery initiative with ARMAA – Ongoing*
5. Policies to replace the ones in current Employee

### CORPORATE SERVICES

1. Financial ERP System Decision – Ongoing
2. Employee Handbook & Job Descriptions - March 2024
3. Tax Sale Properties – Listing and Discussion Paper – February 2024
4. Cemetery Policy & Bylaw – February 2024
5. Procedural Bylaw Update – February 2024
6. 2023 Year End – February 2024
7. Procurement Policy – March 2024

### PLANNING AND COMMUNITY SERVICES

- 1. LAND USE BYLAW REVIEW: OPEN HOUSE – April 2024**
2. ARC GIS workplan – March 2024
3. Regional GIS Project: Initial Conversations – February 2024
4. REGIONAL ECONOMIC DEVELOPMENT FRAMEWORK: PROJECT/WEBSITE LAUNCH – March 2024

### PROTECTIVE SERVICES

1. BYLAW OFFICER CONTRACTED SERVICES – April 2024
2. Tendering out projects – February 2024
3. Updated Health & Safety Manual – April 2024
4. AFRRCS Migration - September 2024

### OPERATIONS

1. Grader Beat Review – Ongoing
2. Operations Shop Concept Investigation –needs strategic plan from Council
3. Preparing for tenders – Evaluating (March/Feb)
4. Recruitment – Fulltime Operators and Summer Staff

### AGRICULTURE & UTILITIES

1. Program and service delivery review – March 2024
2. Policy review – Winter 2023-2024
3. Establishing summer program for ASB

### CODES:

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

### 2 – 3 Year OUTLOOK

1. *Service Level Review – Dec. 2024*
2. *Strategic Plan Workshops - Dec. 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. Podchorzyny



# COUNTY OF MINBURN NO. 27

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

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

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

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

### **A. BACKGROUND:**

**File Number:** 01-2024

**Legal:** NW 17-51-10-W4M

**Owner/Applicant:** Melony Gushnowski

**Date Accepted:** January 3, 2024

**Decision Due Date:** March 3, 2024

**Existing Use:** Rural Residential/Agricultural

**Proposed Use:** Rural Residential

**¼ Section Designation:** Arable quarter

**Gross Area:** 63.5 Ha (157.10 ac)

**Proposed Area:** Lot 1, Block 1 – 6.26 Ha (15.47 ac)

**Zoning:** A: Agricultural District

**Division:** 3

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

The subject property is located on NW 17-51-10-W4M in Division 3, approximately 7.5 km north-east of Innisfree on Rge Rd 105, north of Twp Rd 512. The applicant is proposing to separate the existing yard site from the quarter. Proposed Lot 1 is 6.26 Ha (15.47 ac) and includes the dwelling and multiple outbuildings. The north-west corner of proposed Lot 1 is bounded by Lake No. 2. The proposed remnant parcel primarily consists of cultivated farmland. Rge Rd 105 provides legal access to both proposed Lot 1 and the remnant but does not include road widening dedication.

### **C. NOTIFICATION:**

Adjacent property owners and agencies were notified on January 4, 2024 – no objections.

### **D. COMPLIANCE:**

The location of the existing septic pump out does not meet minimum required setbacks to the proposed property boundaries. The system is planned to be relocated to meet the minimum required setbacks.

### **E. RESERVES:**

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

### **F. RECOMMENDATION**

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

1. That prior to endorsement, a registerable instrument be prepared by an Alberta Land Surveyor and submitted to the County, and the registerable instrument shall be in conformance with the approved tentative plan of subdivision.
2. That prior to endorsement of the registerable instrument, the registered owner/applicant must provide documentation to the County indicating that the on-site private sewage disposal system has been relocated and approved in accordance with the Alberta Private Sewage Disposal System Regulation (AR 229/97).
3. That the registered owner/applicant enter into a development agreement by way of Caveat with the County of Minburn pursuant to Sections 661 and 662 of the Municipal Government Act, 2000 as amended, pertaining to the provision of land for future road widening as required.
4. That all outstanding property taxes are to be paid pursuant to Section 654 of the Municipal Government Act, 2000 as amended.

Information Items (these are not conditions of approval):

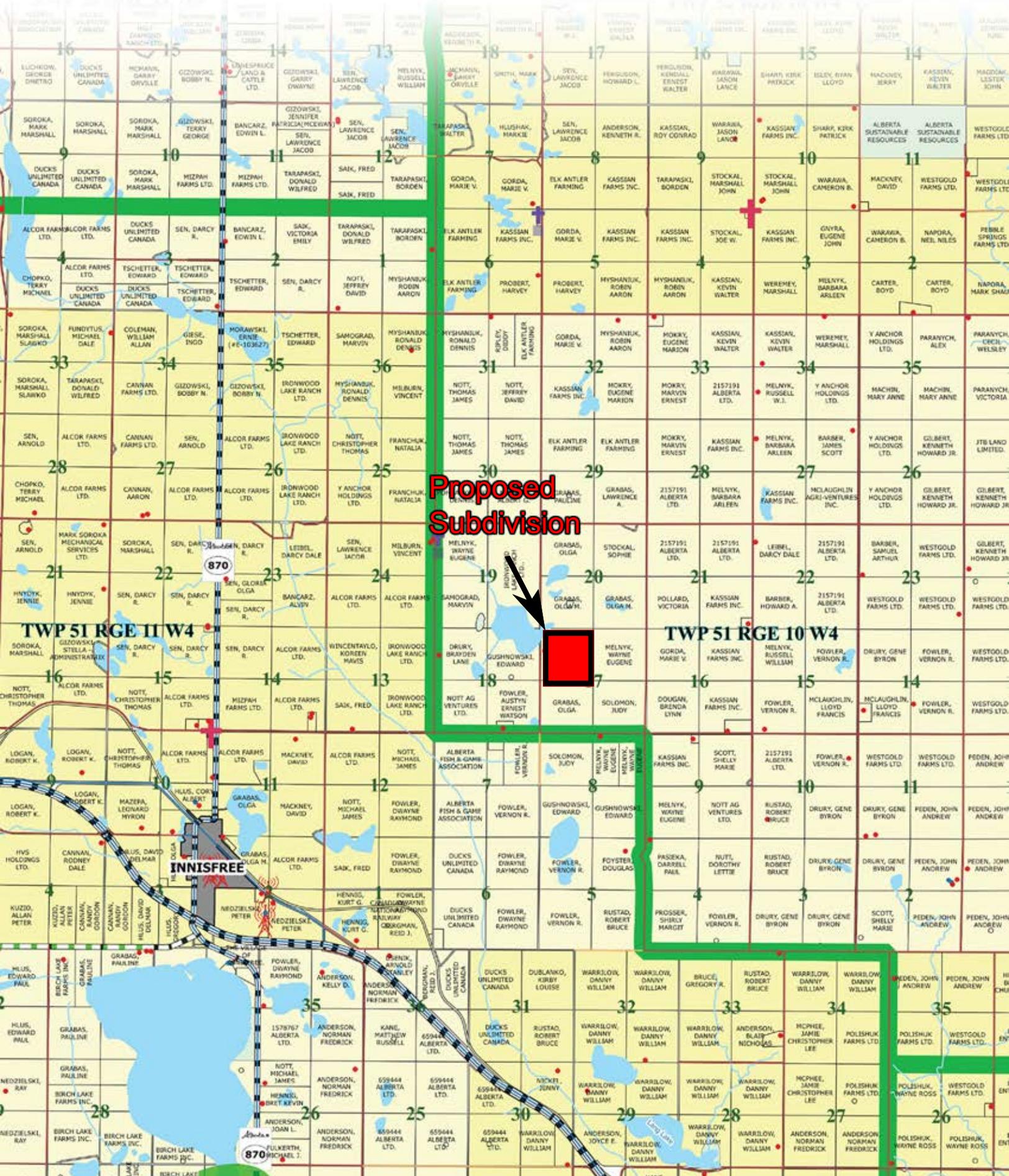
1. That a development permit application is required for any proposed future development of the subject lot (i.e. addition, change in use, Accessory Building, etc.). Please contact County of Minburn Planning and Development at 780-632-2082 for further information.
2. That the necessary Safety Code Permits, which include building, plumbing, electrical, gas and private sewage permits would be required prior to any and all new construction, alteration, or change in use or occupancy of a building on-site. Please contact the Inspections Group at 1-866-554-5048 for further information on Safety Code Permit requirements.
3. That registration of the proposed subdivision at the Land Titles office may result in a change in the assessment of proposed Lot 1, Block 1. Please contact Municipal Assessment Services at 780-939-3310 with regards to any questions about assessment.
4. The proposed subdivision may be affected by a permanent, naturally occurring body of water or watercourse. The Province has an interest in the Crown ownership of Provincial waterbodies/or Public Land boundaries in Alberta. **Development or water diversion may not occur in waterbodies including wetlands, watercourses, or Public Lands without prior consultation and approval from Alberta Environment and Protected Areas.** If you have any questions about development on or near water bodies, watercourses, or public land please contact Alberta Environment and Protected Areas prior to undertaking any activity (including construction of a private driveway) within or near the lake/wetland.
5. That approval of this application does not excuse the applicant from ascertaining and complying with the requirements of other municipal bylaws, easements, environmental reserve easements, covenants, conservation agreements, development agreements, or Provincial or Federal statutes, regulations, licenses or codes or standards of practice.

**G. ATTACHMENTS:**

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

Prepared by Davin Gegalick on January 31, 2024

# Subdivision Location Plan



**Proposed  
Subdivision**





RECEIVED SUBDIVISION APPLICATION

JAN 02 2024

For Office Use Only
Date Received: Jan 2/24 File # 01-2024
Date Complete: January 3, 2024 Roll # 362500

COUNTY OF MINBURN NO. 27

1. NAME AND MAILING ADDRESS OF THE APPLICANT

Melony GUSHNOWSKI

Email:
Phone:
Cell:

By checking this box I accept correspondence by email only

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

Check if owner is the same as the applicant
P/C

Email:
Phone:
Cell:

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

All part of the NW 1/4 sec. 17 twp. 51 range 10 west of the 4th meridian

Being all parts of Lot Block Plan NA

Certificate of Title No. 092 245 655

63.5 Ha

Area of the above parcel of land to be subdivided 15.47 ac hectares (ie: existing titled area)

Municipal address (if applicable) 51225 RR 105

4. LOCATION OF LAND TO BE SUBDIVIDED

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

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

If "yes", the adjacent municipality is

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

If "yes", the highway is No.

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

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

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

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

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

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

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

If "yes" please describe: Pipelines

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

under s.16 of the Government Organization Act?

Yes  No

If yes, please describe: Body of water, wetlands, registered water well

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

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

Existing use of the land (agricultural, rural residential, etc.): Agricultural  
Proposed use of the land: Agricultural / Rural Residential  
Land Use District (Agricultural, Hamlet Residential, etc.): Agricultural

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

Describe the nature of the topography of the land (flat, rolling, steep, mixed): Flat/rolling  
Describe the nature of the vegetation and water on the land (brush, shrubs, treed, woodlots, sloughs, creeks, etc.):  
tilled land, some sloughs, shrubs & trees  
Describe the kind of soil on the land (sandy, loam, clay, etc.): loam soil

7. EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED

Describe any building and any structures on the land and whether they are to be demolished or moved:  
No buildings to be moved / existing farm yard to be subdivided from tilled land

8. WATER AND SEWER SERVICES

If the proposed subdivision is to be served by other than a water distribution system and a wastewater collection system, describe the manner of providing water and treating sewage: ~~NA~~ Existing water well, septic pump out to be relocated to meet min. setback requirements

9. CERTIFICATION

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

[Signature] Signature [Signature] Signature Dec 28/2023 Date

10. RIGHT OF ENTRY

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

[Signature] Signature of Registered Owner [Signature] Signature of Registered Owner

Are there any access restrictions/hazards we should be aware of prior to accessing the lands for inspection (dogs, locked gates, tenants, etc.)? NO

\*11. REGISTERED OWNER'S CONSENT

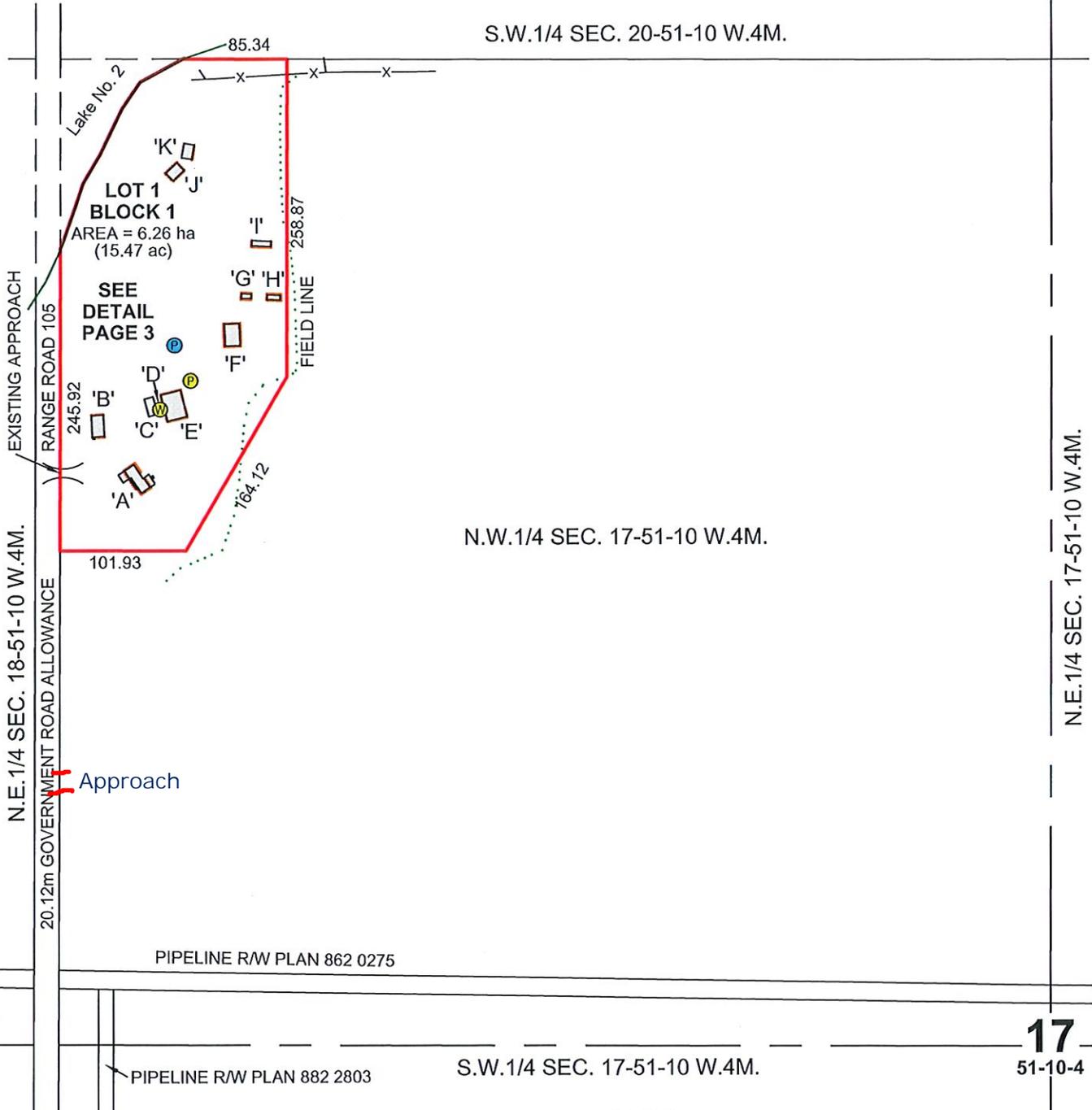
I/We, the above named registered owner(s) of NW 17thp 51 range 10 and 4 (legal description) do hereby authorize the applicant named above to make application for subdivision.

[Signature] Signature of Registered Owner [Signature] Signature of Registered Owner

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

# TENTATIVE PLAN

## SHOWING PROPOSED SUBDIVISION OF N.W.1/4 Sec.17 Twp.51 Rge.10 W.4M. COUNTY OF MINBURN NO. 27



Distances are in metres and decimals thereof.

**LEGEND:**

- Proposed Parcel shown as:
- Water Well location shown as: Ⓜ
- Existing Pumpout location shown as: Ⓟ
- Proposed Pumpout location shown as: Ⓟ



Plan Prepared by:  
Explore Geomatics Inc.  
Edmonton, Alberta  
Toll Free 1-866-936-1805  
Fax No. 780-800-1927



REV. NO.	DESCRIPTION	DATE
0	PLAN ISSUED	DEC. 12, 2023

Job X107223

Rev. 0

SURVEYED BY: I.F.

CALC'D BY: B.D.

DRAWN BY: M.S.

17

51-10-4

N.E.1/4 SEC. 17-51-10 W.4M.

N.E.1/4 SEC. 18-51-10 W.4M.

20.12m GOVERNMENT ROAD ALLOWANCE

Approach

PIPELINE R/W PLAN 862 0275

PIPELINE R/W PLAN 882 2803

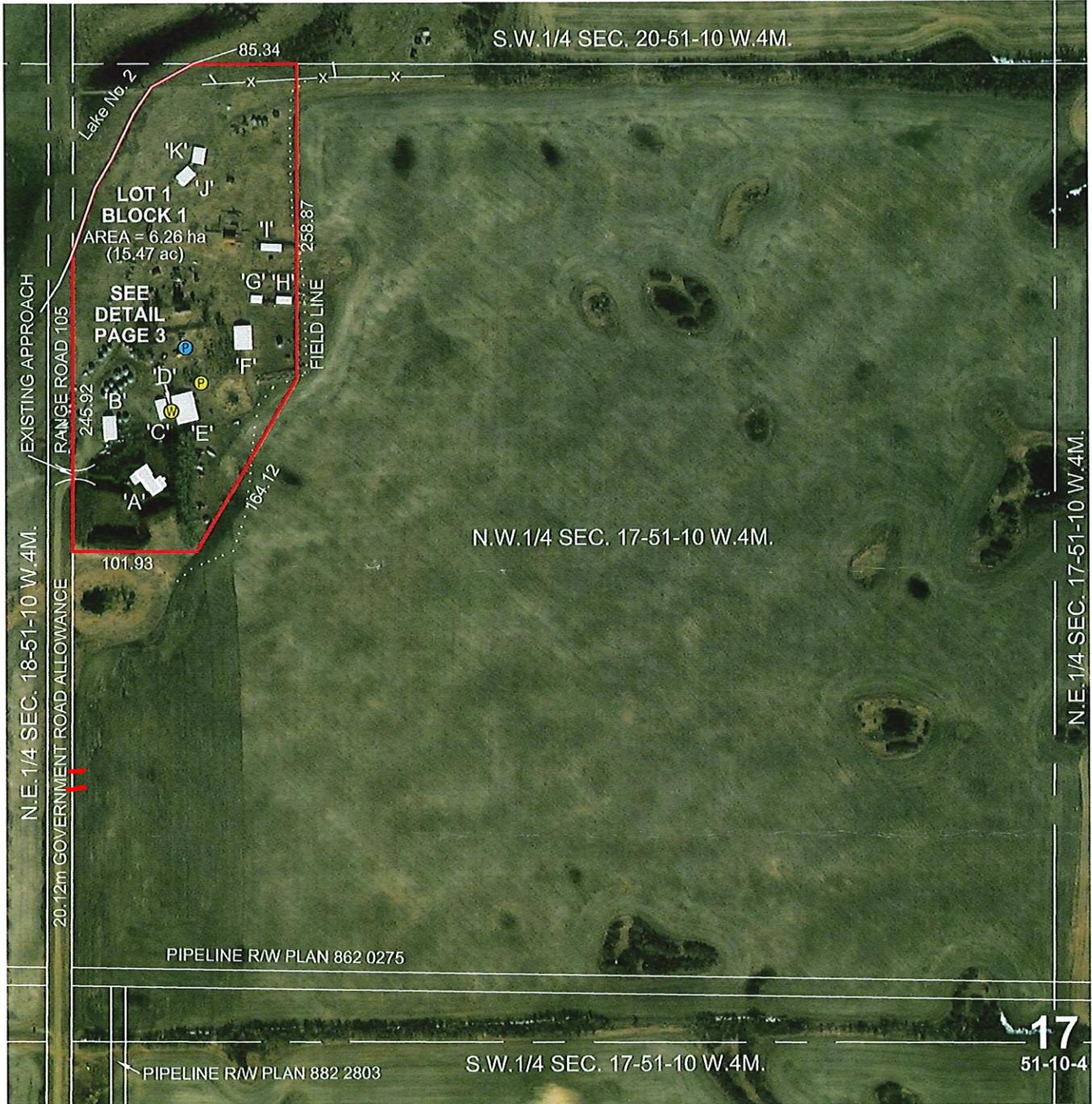
S.W.1/4 SEC. 17-51-10 W.4M.

S.W.1/4 SEC. 20-51-10 W.4M.

N.W.1/4 SEC. 17-51-10 W.4M.

# TENTATIVE PLAN

## SHOWING PROPOSED SUBDIVISION OF N.W.1/4 Sec.17 Twp.51 Rge.10 W.4M. COUNTY OF MINBURN NO. 27



**LEGEND:**

- Proposed Parcel shown as: \_\_\_\_\_
- Water Well location shown as: ⊙
- Existing Pumpout location shown as: ⊙
- Proposed Pumpout location shown as: ⊙

Distances are in metres and decimals thereof.

	Plan Prepared by: Explore Geomatics Inc. Edmonton, Alberta Toll Free 1-866-936-1805 Fax No. 780-800-1927	 SCALE 1:5,000	REV. NO.	DESCRIPTION	DATE
			0	PLAN ISSUED	DEC. 12, 2023
Job X107223	Rev. <span style="color: red;">⚠</span> 0	SURVEYED BY: I.F.	CALC'D BY: B.D.	DRAWN BY: M.S.	

Facing north: proposed Lot 1 on NW corner of the quarter, bounding Lake No 2. Proposed Lot 1 contains the dwelling, treed area, and multiple outbuildings.



From Lake No 2 facing east towards proposed Lot 1. Proposed remnant parcel productive farmland.



From SW of the quarter facing north. Existing approach to the proposed remnant parcel off Rge Rd 105. Existing approach (dead end) to proposed Lot 1 in the distance.



Water well is located within shed between the two outbuildings.



Existing septic pump out is planned to be relocated to meet min. distances to new property boundaries.



Test pit for new pump out location has already been dug (NW of existing pump out location).



### Inspection Summary:

- Topography – flat/rolling
- Soil characteristics – loam
- Nature of vegetation and water – proposed Lot 1 contains trees and is bounded by Lake No. 2 on the north and west sides.
- Private Sewage – confirmed the existing septic pump out which is planned to be relocated to meet minimum required development setbacks to the new property boundaries.
- Use of land in the vicinity – Lake No. 2, Agricultural – no compatibility issues



# Council Request for Decision (RFD)

Title: \_\_\_\_\_

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

Department: \_\_\_\_\_

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

Reviewed By: P. Podoborsky



# COUNTY OF MINBURN NO. 27

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

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

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

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

### **A. BACKGROUND:**

**File Number:** 02-2024

**Legal:** NE 22-52-14-W4M

**Owner/Applicant:** Deryk Sanford c/o Sanford Farms Inc.

**Date Accepted:** January 18, 2024

**Decision Due Date:** March 18, 2024

**Existing Use:** Agricultural

**Proposed Use:** Rural Residential

**¼ Section Designation:** Arable quarter

**Gross Area:** 64.28 Ha (158.98 ac)

**Proposed Area:** Lot 1, Block 1 – 0.47 Ha (1.15 ac)

**Zoning:** A: Agricultural District

**Division:** 4

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

The subject property is located on NE 22-52-14-W4M in Division 4, approximately 4 km east of Vegreville on Rge Rd 142, north of Twp Rd 524. The applicant is proposing to separate the existing treed area from the quarter with the intent to develop a rural residential yard site. Proposed Lot 1 is 0.47 Ha (1.15 ac), surrounded with mature trees and includes a recently drilled water well. The proposed remnant parcel consists of cultivated farmland. There is legal access to proposed Lot 1 off Rge Rd 142 and access to the proposed remnant parcel is by existing approaches off Rge Rd 142 and Twp Rd 524. Road widening has already been dedicated towards Rge Rd 142 but not towards Twp Rd 524.

### **C. NOTIFICATION:**

Adjacent property owners and agencies were notified on January 18, 2024 – no objections.

### **D. COMPLIANCE:**

Pursuant to Policy 3.1.11(d.) of the County of Minburn MDP, the minimum area for rural residential parcels shall be 2.5 ac. The DA may allow a parcel size less than 2.5 ac if it can be confirmed that there is a minimum of 1 ac contiguous developable area, and the site can accommodate on-site sewage treatment in accordance with Alberta Private Sewage Systems Standard of Practice. Further, Policy 3.1.1 of the County's MDP states that the County shall strive to conserve arable land for agricultural purposes and that uses not dependent on arable land should be directed to other areas.

Development permit #2024-01 was issued on January 22, 2024 to construct a dwelling with attached garage. A variance to the front yard setback was approved. With the dwelling construction, there is still approximately 0.7 acres of developable area to the rear and side yard. The 1.15 ac area within proposed Lot 1 is surrounded by mature trees and not currently farmed. It is therefore reasonable to allow for this smaller rural residential parcel size so long as the applicant can confirm suitability for a future private sewage disposal system. On February 7, 2024 the applicant provided confirmation from a certified private

sewage installer that the proposed site is suitable for: a treatment mound system, a treatment field-infiltrator system, a holding tank, or LFH at grade system.

**E. RESERVES:**

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

**F. RECOMMENDATION**

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

1. That prior to endorsement, a registerable instrument be prepared by an Alberta Land Surveyor and submitted to the County, and the registerable instrument shall be in conformance with the approved tentative plan of subdivision.
2. That the registered owner/applicant enter into a development agreement by way of Caveat with the County of Minburn pursuant to Sections 661 and 662 of the Municipal Government Act, 2000 as amended, pertaining to the provision of land for future road widening as required.
3. That all outstanding property taxes are to be paid pursuant to Section 654 of the Municipal Government Act, 2000 as amended.

Information Items (these are not conditions of approval):

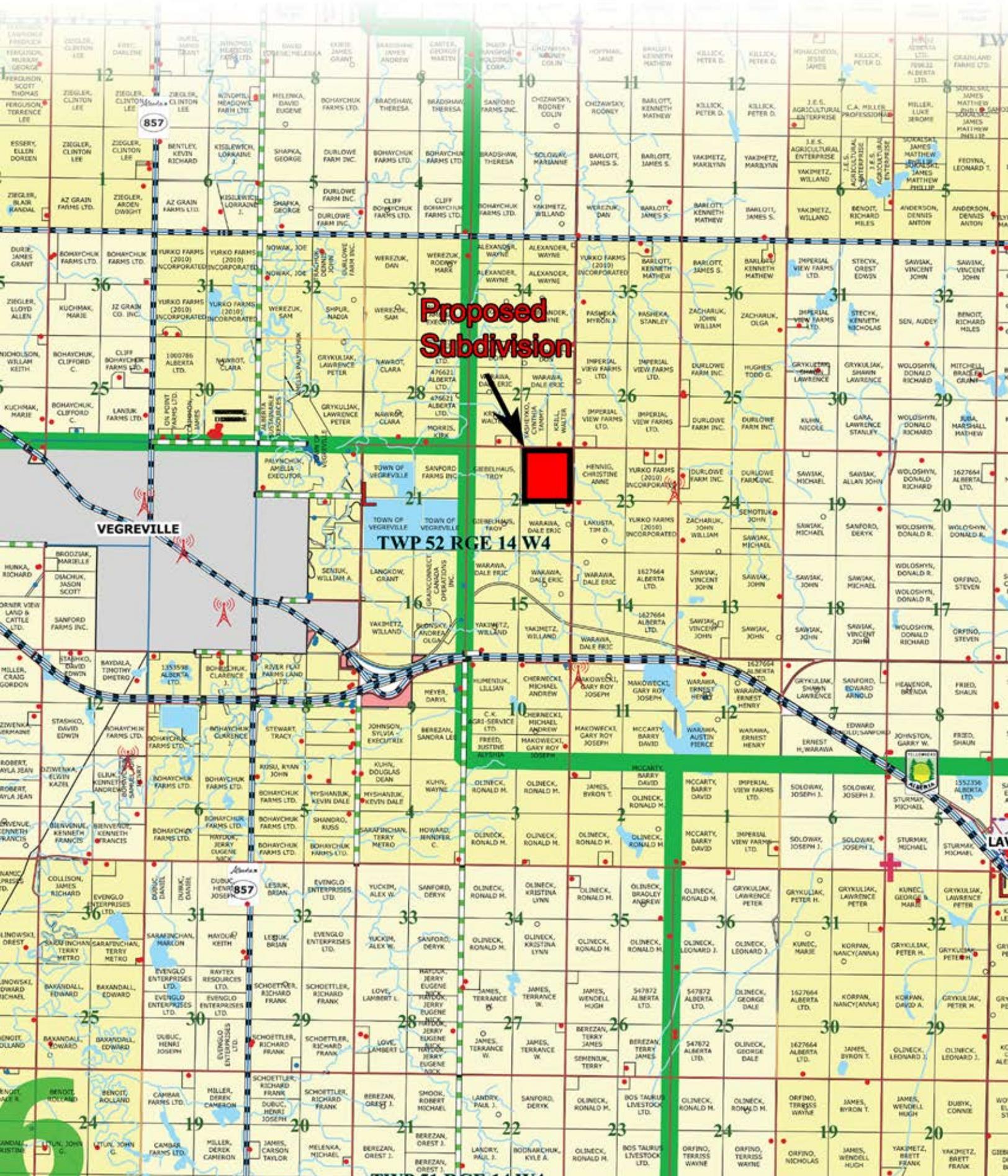
1. That a development permit application is required for any proposed future development of the subject lot (i.e. addition, change in use, Accessory Building, etc.). Please contact County of Minburn Planning and Development at 780-632-2082 for further information.
2. That the necessary Safety Code Permits, which include building, plumbing, electrical, gas and private sewage permits would be required prior to any and all new construction, alteration, or change in use or occupancy of a building on-site. Please contact the Inspections Group at 1-866-554-5048 for further information on Safety Code Permit requirements.
3. That registration of the proposed subdivision at the Land Titles office may result in a change in the assessment of proposed Lot 1, Block 1. Please contact Municipal Assessment Services at 780-939-3310 with regards to any questions about assessment.
4. That approval of this application does not excuse the applicant from ascertaining and complying with the requirements of other municipal bylaws, easements, environmental reserve easements, covenants, conservation agreements, development agreements, or Provincial or Federal statutes, regulations, licenses or codes or standards of practice.

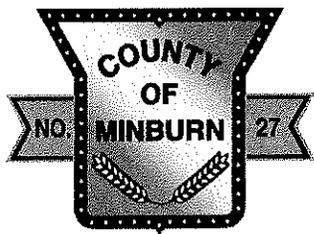
**G. ATTACHMENTS:**

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

Prepared by Davin Gegoick on February 13, 2024

# Subdivision Location Plan





# SUBDIVISION APPLICATION

For Office Use Only	
Date Received: Jan 5   24	File # 02-2024
Date Complete: Jan 18, 2024	Roll # 575800

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

Deryk Sanford c/o Sanford Farms Inc.

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

By checking this box I accept correspondence by email only

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

Check if owner is the same as the applicant

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
P/C \_\_\_\_\_

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

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

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

Being all parts of Lot  Block  Plan

Certificate of Title No.

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

Municipal address (if applicable)

### 4. LOCATION OF LAND TO BE SUBDIVIDED

- a. Is the land in the County of Minburn?  Yes  No
- b. Is the land adjacent to a municipal boundary?  Yes  No  
If "yes", the adjacent municipality is
- c. Is the land located within 1.6 km of the highway right-of-way?  Yes  No  
If "yes", the highway is No.
- d. Is the land located within 450m of a landfill/waste facility?  Yes  No
- e. Is the land located within 300m of a sewage lagoon?  Yes  No
- f. Is the land located within 800m of a Confined Feeding Operation (feedlot, dairy)?  Yes  No
- g. Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water, or by a drainage ditch or canal?  Yes  No  
If "yes", state its name (if known):
- h. Is the proposed parcel within 1.5 km of a sour gas facility?  Yes  No
- i. Is the land the subject of a license, permit, approval or other authorization granted by the Natural Resources Conservation Board, Energy Resources Conservation Board, Alberta Energy Regulator, Alberta Energy & Utilities Board or Alberta Utilities Commission?  Yes  No  
If "yes" please describe:
- j. Is the land the subject of the application is the subject of a license, permit, approval or other authorization granted by the Minister or granted under any Act the Minister is responsible for

under s.16 of the Government Organization Act?

Yes  No

If yes, please describe: **Two wetland areas on quarter. Registered water well.**

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

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

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

Proposed use of the land: **Rural residential**

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

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

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

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

**Existing shelterbelt surrounds what was an abandoned farmyard. No surface water on proposed subdivision.**

Describe the kind of soil on the land (sandy, loam, clay, etc.): **Loam topsoil. Sandy-clay subsoil.**

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

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

**There are no buildings on the quarter section.**

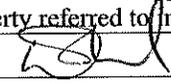
**8. WATER AND SEWER SERVICES**

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

**Newly drilled water well and proposed septic tank.**

**9. CERTIFICATION**

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

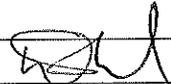
  
Signature

Signature

**01/04/2024**  
Date

**10. RIGHT OF ENTRY**

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

  
Signature of Registered Owner

Signature of Registered Owner

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

**11. REGISTERED OWNER'S CONSENT**

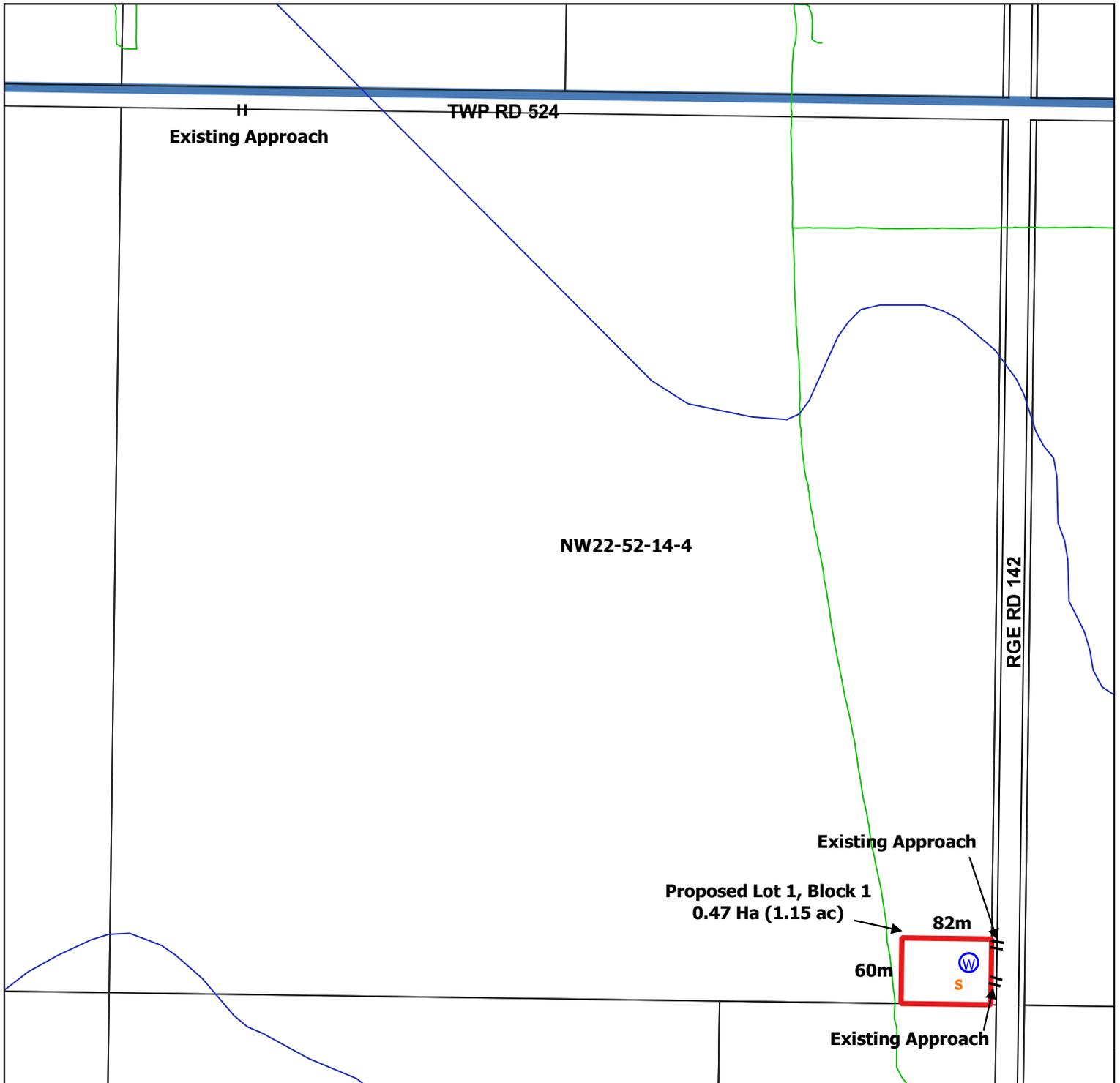
I/We, the above named registered owner(s) of **[redacted]** (legal description) do hereby authorize the applicant named above to make application for subdivision.

Signature of Registered Owner

Signature of Registered Owner

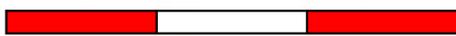
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# Tentative Plan of Subdivision

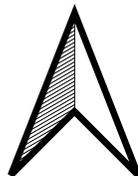


File No.: 02-2024  
 Applicant(s): Sanford Farms Inc.  
 Legal Description: NW22-52-14-4

0 100 200 300 m



Scale: 1:5,000



## Legend

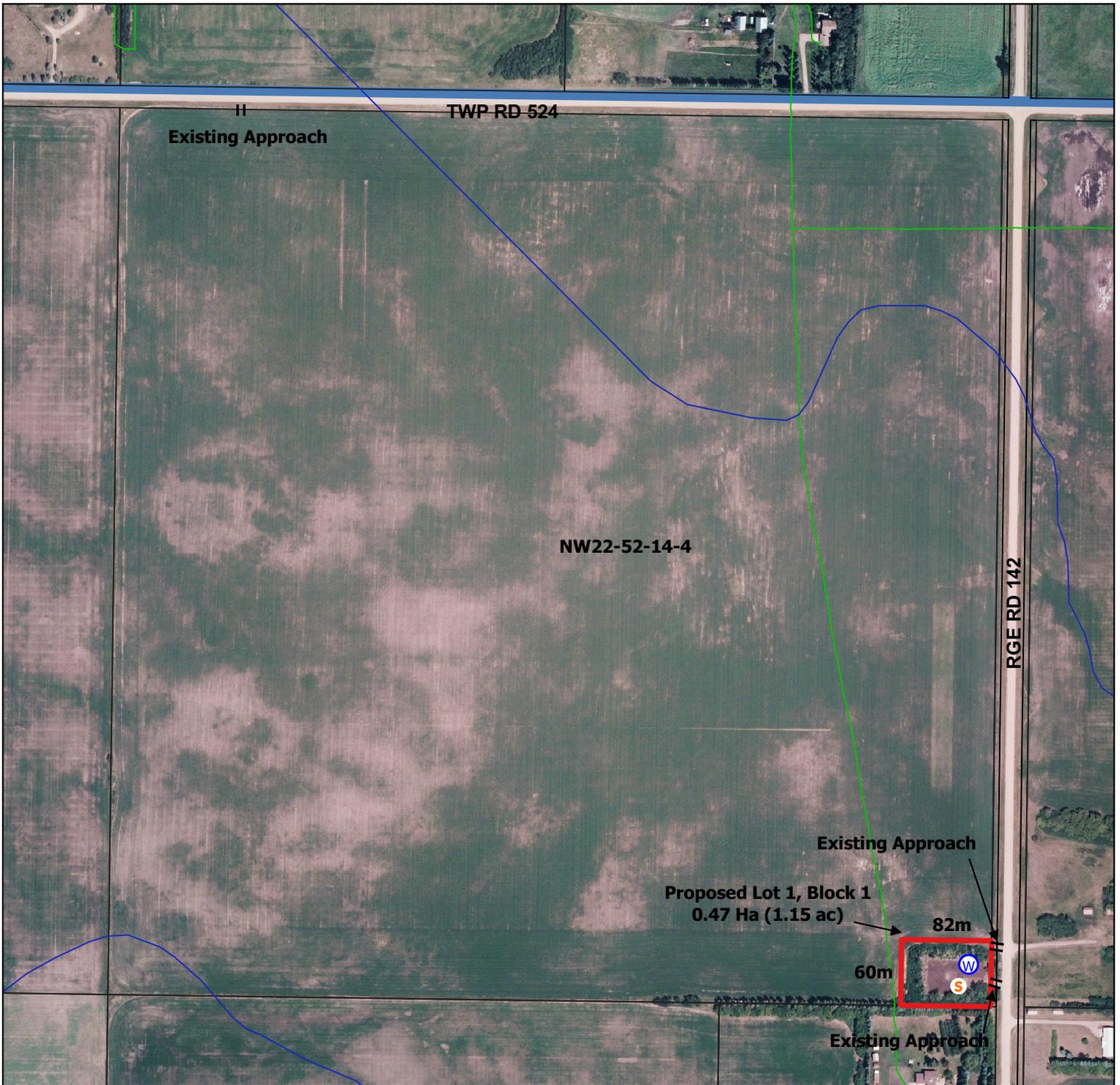
- Proposed Subdivision
- Ace Regional Waterline
- Water Well
- Approach
- Proposed Septic Tank
- Low/Wet Area/Creek
- Minco Gas Co-op



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 Drawn by Frank Wu on January 8, 2024.  
 Note: Distances & area calculations are approximate. Improvement(s) located as data supplied by applicant & 2023 aerial photo.

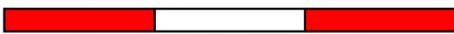
Applicant Signature: Confirmed via Jan 18/24 email

# Tentative Plan of Subdivision

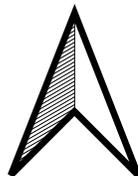


File No.: 02-2024  
 Applicant(s): Sanford Farms Inc.  
 Legal Description: NW22-52-14-4

0 100 200 300 m



Scale: 1:5,000



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 Drawn by Frank Wu on January 8, 2024.  
 Note: Distances & area calculations are approximate. Improvement(s) located as data supplied by applicant & 2023 aerial photo.

Legend			
	Proposed Subdivision		Low/Wet Area/Creek
	Ace Regional Waterline		Water Well
	Approach		Proposed Septic Tank
	Minco Gas Co-op		

Applicant Signature: Confirmed via Jan 18/24 email

Facing NW: Proposed Lot 1 is an open area surrounded by trees. Neighbouring acreage to the south is separated by 2 rows of trees.



Facing east towards rear side of Proposed Lot 1: another angle of proposed Lot 1 & surrounding acreages.



Facing east towards the rear of Proposed Lot 1: parcel is undeveloped with access via Rge Rd 142.



Recently drilled water well within proposed Lot 1.



Existing approach off Twp Rd 524 providing access to the proposed remnant parcel (productive farmland)



**Inspection Summary:**

- Topography – flat
- Soil characteristics – loam
- Nature of vegetation and water – The only trees on the quarter are those which surround proposed Lot 1. The remainder of the quarter is productive farmland with a seasonal creek running through the NE corner of the quarter.
- Private Sewage – future landowner is planning on installing a septic holding tank on proposed Lot 1.
- Use of land in the vicinity – Agricultural, rural residential, ACE water line – no compatibility issues



# Council Request for Decision (RFD)

Title: \_\_\_\_\_

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

Department: \_\_\_\_\_

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

Reviewed By: P. Podobrosny

### Equipment Quotation

**Attention:** Mike Fundytus  
**Company:** Minburn County Protective Services  
**Address:** 4909 50 St  
**City:** Vegreville  
**Phone:** 780 632 2085 x1104  
**Fax:** 780 632-6296  
**Email:** [Mike Fundytus <mfundytus@minburncounty.ab.ca>](mailto:mfundytus@minburncounty.ab.ca)

**Quote Number:** 22026  
**Revision Number:**  
**Quote Date:** Jan 29/24  
**Expiration Date:** 45 days  
**Std. Lead Time:** 10-12 weeks

**Quoted by:**  
**Jeffrey Matte**  
[jmatte@westcan-accs.com](mailto:jmatte@westcan-accs.com)

	Item Description	Qty	Cdn Sub	Cdn Total
	Canoe Contract Pricing - Contract # 042021-L3H			-
	All pricing reflects Canoe contract. Any discrepancies between this quote and Canoe pricing, pricing will revert to Canoe price			-
				-
<b>XS-PPS2M-NA</b>	Portable XL-185P SCAN Model - Black	32	2,199.69	70,390.08
<b>XS-NC8D</b>	Antenna, Whip 762-870MHz 1/2 wave	32	44.29	1,417.28
<b>XS-PKGPT</b>	Feature Package P25 Trunking	32	1,574.72	50,391.04
<b>XS-PL4U</b>	Feature Single Key DES Encryption	32	0.01	0.32
<b>XS-PL9E</b>	Feature Single Key AES Encryption	32	0.01	0.32
<b>XS-PL8Y</b>	Feature Encryption Lite	32	0.01	0.32
<b>XS-SP2V</b>	Feature Fed/Int Standard	32	0.01	0.32
<b>XS-PL4L</b>	Feature 7/800Mhz Band	32	0.01	0.32
<b>XS-PA3V</b>	Battery Li-Ion	32	147.63	4,724.16
<b>XS-CH6A</b>	Charger Single Bay Tri-Chemistry	32	290.34	9,290.88
<b>XS-CH6G</b>	Charger 6 Unit Multi Bay Tri-Chemistry	0	910.39	-
<b>XS-AE4B</b>	Lapel Speaker Mic - Hardened MIL-STD 810	32	221.45	7,086.40
				-
<b>DM-M78B</b>	MOBILE,XG-25M,700/800 MHZ,35W	4	2,253.82	9,015.28
<b>DM-PKGPT</b>	Feature Package - P25	4	811.97	3,247.88
<b>DM-PL4U</b>	Feature Single Key DES Encryption	4	0.01	0.04
<b>DM-PL9E</b>	Feature Single Key AES Encryption	4	0.01	0.04
<b>DM-PL8Y</b>	Feature Encryption Lite	4	0.01	0.04
<b>DM-SP2V</b>	Feature Fed/Int Standard	4	0.01	0.04
<b>DM-PL7Z</b>	FEATURE,512 SYSTEMS/GROUPS	4	0.01	0.04
<b>DM-EC1A</b>	ISED OPTION	4	19.69	78.76
<b>DM-ZN9X</b>	Kit,Accessories,XG-25M Mounting Kit	4	191.92	767.68
<b>DM-MC9R</b>	MICROPHONE, STANDARD	4	79.67	318.68
				-
	Materials & Services Estimates are not included in Canoe Contract and are shown at Minburn County Preferred Rates			-
				-
	Antenna Coax/PL259 Connector	4	51.91	207.64
	ANTENNA, LPF ELEMENT, 740-870 MHZ	4	52.10	208.40
	Radio Programming - per device	36	55.00	1,980.00
	Code Plug Creation for XL-185P Radio	1	135.00	135.00
	Code Plug Creation for XG-25M Radio	1	135.00	135.00
	Technical Administrator coordination hours for AFRRCS-estimate	16	110.00	1,760.00
	AFRRCS Daughter Key	1	558.55	558.55
				-
	Mobile Radio Installation estimate at Innisfree Station - 2.5 Hrs	4	275.00	1,100.00
	Mobilization to Innisfree location	2	359.40	718.80
				-

**Total Equipment Price**

**163,533.31**

**Terms and Conditions Will Be**

Net 30 Days of Invoice  
All Applicable Taxes are Extra  
F.O.B. Edmonton, Prepaid and Charge to Site



# 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. Padoborszky



# Tender/Request for Quotation

## *Unofficial Results*

**Project:** 1/2-ton 4x4 Crew Cab Pickup

**Closing Date/Time:** 2024-02-12 14:00

**Opening Date/Time:** 2024-02-12 14:25

**Public Opening:** Yes

**No**

#	Bidder	Tender/RFQ Price (\$) & Comments
1	Vegreville Ford	\$ 60,549.30
2	Maddigan Chrysler	\$ 70,091.25
3		\$
4		\$
5		\$
6		\$
7		\$
8		\$
9		\$
10		\$

**County representatives present at opening:**

Name: Norm De Wet

Name: Graham Hopper



# Tender/Request for Quotation

## *Unofficial Results*

**Project: 1-ton 4x4 Crew Cab Pickup**

**Closing Date/Time: 2024-02-12 14:00**

**Opening Date/Time: 2024-02-12 14:25**

**Public Opening: Yes**

**No**

#	Bidder	Tender/RFQ Price (\$) & Comments
1	<b>Vegreville Ford</b>	<b>\$ 71,478.25</b>
2	<b>Maddigan Chrysler</b>	<b>\$ 68,161.25</b>
3		\$
4		\$
5		\$
6		\$
7		\$
8		\$
9		\$
10		\$

**County representatives present at opening:**

Name: Norm De Wet

Name: Graham Hopper



# 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



# RFD Appendix

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## 2024 Construction Overview

**Total Cost Estimate:** \$490,917.24

**Total Days:** 125.50

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



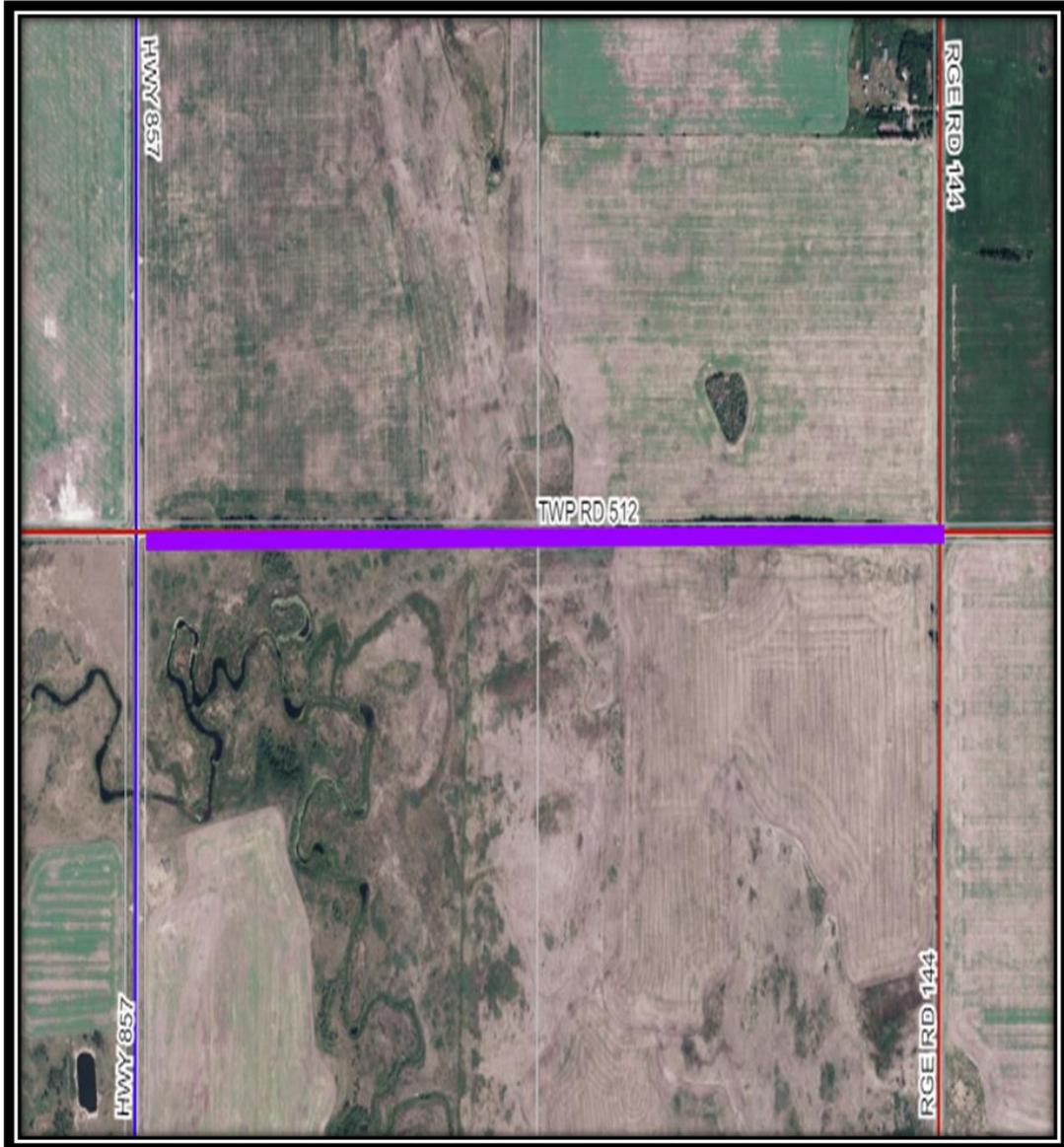
- Historical ditch Erosion and Intersection Flooding - 1/2 mile of ditch repair, ditch block installations and potential additional culvert installations.
- Potential Clay Source: Sawiak
- Estimated Time: 7.67 days.
- Estimated Cost: \$61,081.15

**Div. 5 – Twp 502, RRd 132 - Hwy 36**



- Road Rebuild: 1 mile – Poor Condition/Soft Road requiring frequent maintenance.
- Potential Clay Source: Newchuk
- Estimated Time: 41.04 days.
- Estimated Cost: \$133,250.44

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



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

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



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



# Council Request for Decision (RFD)

Title: \_\_\_\_\_

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

Department: \_\_\_\_\_

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

Prepared By: P. Podoborsky

Reviewed By: J. Warawa

## LAVOY CEMETERY

### BYLAW NO. 1346-24

A BYLAW OF THE COUNTY OF MINBURN NO. 27, IN THE PROVINCE OF ALBERTA, TO REGULATE AND MANAGE THE LAVOY CEMETERY.

**WHEREAS**, the County of Minburn No. 27 is recognized as the owner of the cemetery on land described as Part of SW 5-52-13-W4M in the Province of Alberta, otherwise known as the Lavoy Cemetery.

**AND WHEREAS** Council has the authority to regulate and manage the Lavoy Cemetery pursuant to the *Cemeteries Act, Revised Statutes of Alberta, 2000* and amendments thereto.

**AND WHEREAS**, Council deems it necessary to pass a bylaw respecting the operation of the Lavoy Cemetery to incorporate current cemetery practices and regulations.

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

#### 1. TITLE

1.1 This Bylaw shall be cited as the “**Lavoy Cemetery Bylaw**”.

#### 2. DEFINITIONS

In this bylaw, unless the context otherwise requires:

2.1 “**Burial**” means the interment of human remains or cremated human remains in a grave.

2.2 “**Burial Permit**” means the legal document issued by the Vital Statistics Department at the same time that the death is registered.

2.3 “**Caretaker**” means the Director of Operations for the County of Minburn, unless otherwise delegated to another entity by way of agreement.

2.4 “**Cemetery**” shall mean the Lavoy Cemetery.

2.5 “**Concrete Foundation**” means the concrete structure placed at the head or foot of the plot used for the placement of monuments and foundations.

2.6 “**Council**” means the Council of the County of Minburn No. 27.

2.7 “**County**” shall mean the County of Minburn No. 27.

2.8 “**Funeral Director**” means any individual, firm, partnership, or corporation who arranges funerals on behalf of private clients.

2.9 “**Grave**” means an excavation intended for the burial of dead human or cremated remains.

2.10 “**Interment**” means placing dead human remains in a suitable container underground in the Cemetery.

2.11 “**Inurnment**” means the placement of cremated human remains in a grave.

2.12 “**Lavoy Cemetery**” means the land located in SW 5-52-13-W4M owned by the County of Minburn No. 27 set apart for the burial of dead human remains or cremated human remains.

2.13 “**Liner**” means a burial receptacle placed in the ground in a cemetery, either sectional, dome or box form designed and built to

support the weight of the earth, and standard cemetery maintenance equipment, and to prevent the grave from collapsing.

- 2.14 **“Licensee”** means a person, firm, or corporation that acquires burial privileges for one or more plots with fee simple title to the property remaining with the County.
- 2.15 **“Marker”** means a plot indicator with a flat and level surface placed on plot, level with the surrounding ground that may either be temporary or permanent in nature.
- 2.16 **“Monument”** means a memorial permanently constructed to extend above the surface of the ground or is level/flush with the ground.
- 2.16 **“Owner”** means the person, or any other legal entity that has purchased a burial plot in the Lavoy Cemetery.
- 2.17 **“Plot”** means a single grave for the purpose of interment or inurnment in the Cemetery.
- 2.18 **“Permit”** means a prescribed form provided by the County for application to carry out work in the Cemetery.
- 2.19 **“Rubbish”** means boxes, paper, weeds, decaying flowers or plants, faded wreaths, broken receptacles and any other material the presence of which results in an untidy appearance to any part of the Cemetery grounds.
- 2.20 **“Urn”** means a vessel designed for storing cremated human remains.

### **3. GENERAL REGULATIONS**

- 3.1 The County, or its assigned Caretaker, shall have sole control of all matters within the Cemetery that is concerned with maintaining the grounds in a neat and pleasing condition.
- 3.2 The County may enter into a caretaking agreement with another entity to transfer or share this control as deemed to be appropriate.
- 3.3 The County, or its assigned Caretaker, shall have the authority to control pests, remove any weed, plants, grass, floral pieces or wreaths which may become unsightly, dangerous, detrimental, or wilted in the opinion of the County or its assigned Caretaker.
- 3.4 If in the opinion of the County or Caretaker, any trees, shrubs or plants growing or situated on or about the Cemetery shall become, by means of their roots or branches, prejudicial to the general appearance of the grounds or become dangerous or inconvenient to the general public, the Caretaker shall have the right to remove such trees, shrubs or plants, or any parts thereof.
- 3.5 While the County and/or Caretaker will take all reasonable precautions to protect the property of Licensees, the County and/or Caretaker assumes no liability nor responsibility for any loss of or any damage to any Marker, Monument or part thereof, or any article of any type that may be placed on a plot.
- 3.6 The County may alter its general regulations from time to time.

### **4. SALE AND TRANSFER OF PLOTS**

- 4.1 The County, at its sole discretion, will have the right to limit the advance sale of burial plots until a time that a plot is required for an actual burial.
- 4.2 The plots that are available for purchase from the County will require payment of the proper charge thereof, which is listed in the County’s Master Rates Bylaw.

- 4.3 No person shall make a reservation for one or more plots without making payment in full at the time of reservation.
- 4.4 The County, or its assigned Caretaker shall make all sales of burial rights for plots in the Cemetery and shall receive and account for all money derived therefrom and shall enter all particulars of such sales on records kept only for such purpose and shall keep a record of the name or names of any person or persons buried in any plot together with the date of any such burial.
- 4.5 The Caretaker shall issue to each purchaser of burial rights in any plot, a cemetery deed in the form as prescribed that will be subject to the bylaws of the County as amended from time to time. The person acquiring plots under the provisions of this Bylaw shall only acquire the right and privilege of burial of the deceased therein subject to the provisions of this Bylaw and shall not be deemed to acquire any title to the land which shall remain vested in the County.
- 4.6 If, for any reason the County deems a previously purchased plot unusable, the County will supply a similar plot at no cost to the original purchaser or their heirs and the original plot will revert to the County.
- 4.7 The cemetery deed that recognizes the purchase of a plot cannot be resold except to the County, in which case the offer must be in writing. The County shall refund an amount representing seventy-five (75) percent of the current market value of the plot at the date of the buy back. Notwithstanding the provisions of this section, members of the same family may transfer their deed for a plot to each other provided that the request is made in writing to the County.
- 4.8 The Cemetery survey, plans, and interment records of each plot are housed and maintained in the County Administration office with the records and plans of each plot clearly labelled and numbered. Records shall indicate the owner of each plot as well as all other information required pursuant to the *Cemeteries Act* and regulations passed thereunder. Copies of such plans will be available for inspection free of charge at the County Administration office.
- 4.9 All plots purchased prior to the County passing this bylaw will be honoured provided that the requisite verification is in place.
- 4.10 The County may set apart a portion of the cemetery as a field of honour for the burial of any soldier, sailor, airman, nursing sister, or other person, male or female, who has been in active service with the forces of His Majesty or of His Majesty's allies, and the Council for the County of Minburn may, by resolution, from time to time prescribe the terms and conditions under which burials may be made in any such field of honour.
- 4.11 The County will determine the location and size of all plots that are to be sold and no plots will be further subdivided or altered in any manner at variance with the Cemetery plans unless authorized by the County.

## **5. INTERMENTS AND DISINTERMENT**

- 5.1 No person shall personally or by agent undertake an interment in any burial plot unless they have produced to the Caretaker of the Cemetery or the Funeral Director the following:
  - a. A burial permit issued by the proper office of the Government of Alberta;
  - b. An application for permission to inter a body, completed and signed; and
  - c. Receipt of the full Permit fee for the Plot.

- d. If none of these sources of information can be provided, the plot purchase records held and maintained by the County may be reviewed at the discretion of the caretaker in attempt to confirm the purchase of a plot.
- 5.2 All applications for burials should be made at least forty-eight hours before the time of interment except for Saturdays, Sundays and holidays. Between the months of November to April, seventy-two hours' notice will be required.
- 5.3 Every Licensee obtaining a Plot in the Cemetery shall be held responsible for the cost thereof and for all charges in connection therewith, including disinterment or removal of the body when applicable. Any person signing an order for interment shall be held responsible for all charges in connection with the interment. In addition, that person will be responsible for compliance with the regulations governing erection of Monuments.
- 5.4 No interment shall be made without proof of the deed to a particular Plot, or if no written proof can be provided, a decision to allow an interment shall be made at the discretion of the County.
- 5.5 It is a condition of every deed that the Licensee expressly waives any claim arising by reason of any error in describing any burial plot. The County endeavours as much as is reasonably possible to avoid such errors but in the event of an error, the County will make an equivalent quality of plot available in lieu of those originally allocated.
- 5.6 No more than one body shall be buried in a single grave except a parent and their infant child under one month of age when both are in the same casket or coffin.
- 5.7 No burial of a person will be permitted in the cemetery unless a liner is first placed in the grave, the cost of which including installation shall be borne by the purchaser.
- 5.8 The liner must be placed in the plot so that it is totally buried and a minimum of three (3) feet of coverage remains between the outer shell and the surface of the ground.
- 5.9 The County does not permit the use of double depth graves.
- 5.10 One cemetery Plot can accommodate either one standard casket plus up to two urns containing cremated remains or if no casket, up to three urns containing cremated remains.
- 5.11 All burials of cremated remains shall be at least eighteen (18) inches between the outer shell of the urn or vault and the surface of the ground.
- 5.12 Cremated remains contained with an urn may be interred in any Plot already occupied where the person or surviving next of kin (who is deemed to have authority) gives written permission for such interment.
- 5.13 Ash interments and/or urn inurnments are permitted only after a regular interment has occurred or when no regular interments will occur, the latter of which must be confirmed in writing by the person or surviving next of kin (who is deemed to have authority) acknowledging the limitation.
- 5.14 No plots or graves shall be raised above the level of the surrounding ground.
- 5.15 Disinterment, except for reburial in the same grave at greater depth, will not be allowed unless permission is first obtained for that purpose from the Caretaker or Funeral Director, and if given, such permission shall be in writing and signed by the Caretaker or Funeral Director. No disinterment will occur without the Licensee providing written proof of their ownership of that plot.

- 5.16 No disinterment of human remains shall occur for any purpose unless a licensed funeral director is present, the Chief Medical Examiner has been notified, and a disinterment permit fee has been set issued by the Director of Vital Statistics. Cremated remains may be disinterred from a plot upon an application to and approval of the Caretaker.
- 5.17 When a plot becomes vacant because of disinterment, the land will revert to the County at the Licensee's option and the County will in such a case, purchase the plot back from the Licensee.

## 6 **MONUMENTS AND MARKERS**

- 6.1 Any work carried out at the Cemetery requires authorization from the Caretaker.
- 6.2 The County will not purchase Markers or Monuments or other structures except as per Section 7.6. Purchasing these items is the sole responsibility of the families of the deceased.
- 6.3 No Licensee shall erect more than one Marker or Monument per plot without the prior authorization of the Caretaker.
- 6.4 Monuments placed in the Cemetery will be at the Owner's risk. The County shall not be held responsible for any damage, destruction, or defacement to any Marker, Monument, grave or other structure or object in a Cemetery except for damages resulting from general maintenance and upkeep such as mowing, trimming and fencing.
- 6.5 The placement of Monuments shall comply with the following requirements:
- a. Monuments must be constructed of granite, marble, bronze, or a comparable material acceptable to the Caretaker.
  - b. A Monument may not have a base that exceeds the Plot width or height exceeding thirty-six (36) inches including the base.
  - c. No inscriptions, insignias, or trademarks shall be placed on any Monument, which is not in keeping with the dignity and decorum of the Cemetery.
  - d. The installation of grave covers (structure of concrete, marble, granite, or similar material placed on the entire burial plot) are not permitted effective the date of passing of this Bylaw. If an existing grave cover needs to be repaired or replaced, it will be required to be removed.
- 6.6 No monuments or other structures will be permitted that are manufactured of cemented artificial stone, wood, plastics, glass, or another unauthorized material.
- 6.7 Any structure of construction at the Cemetery, in existence before the passing of this Bylaw, regardless of composition, may be retained as a monument or marker provided it does not fall into a state of disrepair.
- 6.8 No Marker, monument, or other structure shall be erected or placed in a Cemetery until:
- a. Written approval for erecting such a Marker, Monument, or structure has been issued;
  - b. Arrangements have been made with the Caretaker as it pertains to the location of the monument, marker, or structure.
- 6.9 All persons employed in the construction and erection of monuments or markers or doing other works in a Cemetery whether employed by the County or not, shall be subject to the direction and control of the Caretaker or Funeral Director.

## **7. PLOT MAINTENANCE**

- 7.1 Care and maintenance provided by the County will include filling and reseeding of any sinking grave and generally to do and perform all things necessary and expedient to preserve the said grave plot in a neat and tidy condition, and to properly care for and protect the same. This maintenance does not include any responsibility for repair and maintenance of the monument or concrete foundation.
- 7.2 No trees, plants, shrubs, flowers or any other thing intended for growth shall be planted, seeded, grown or maintained on any lot. The County may remove or prevent the placing of any stand, holder, vase, or other receptacle which they deem to be unsuitable for such purpose or unsightly in appearance. Vases to hold flowers must be attached to the monument and cannot be placed in the ground.
- 7.3 Any structure of construction at the Cemetery in existence before the passing of this Bylaw may at the discretion of the Caretaker be removed free of charge by the County upon request of the Licensee or may be removed from time to time, if for reason of age or neglect they become in a state of disrepair.
- 7.4 Each owner of a marker, monument or other structure upon a plot shall maintain it and assure it is in proper repair. The Caretaker will contact the Licensee or the Licensee's family members if a gravesite requires repairs.
- 7.5 Where the owner of a Monument neglects to make the required repairs or alternations within sixty (60) days after receiving notice from the County to do so, the County upon consultation with the Caretaker, shall have the power to repair or remove such monuments.
- 7.6 If the owner cannot be located to repair or replace their monument following a reasonable duty of care the County may replace the damaged monument with a marker of nominal value at the discretion of the Caretaker.

## **8. GENERAL RULES**

- 8.1 No person while in the Cemetery shall:
  - a. Throw rubbish on the roads, walkways, or grounds of the Cemetery;
  - b. Place or erect upon a plot any plant, fence, railing, wall, stone coping, hedge or other enclosure.
  - c. Allow any livestock, dogs or other pets to run at-large in the Cemetery;
  - d. Destroy, damage, deface or remove any marker, monument or other structure or object in the cemetery, or any fence, railing or wood installed for protection or ornamentation;
  - e. Cut any sod or move any corner posts or grave markers in the Cemetery;
  - f. Willfully destroy, cut, break, pick or injure any tree, shrub, or plant;
  - g. Plant any tree, shrub, or plant inside or outside any plot;
  - h. Drive a vehicle at a speed in excess of fifteen (15) kilometres per hour while in the Cemetery;
  - i. Ride an all-terrain vehicle, snowmobile, other vehicle or horse in the cemetery unless they are part of a funeral procession or are directly involved in the maintenance of the Cemetery;
  - j. Place on any plot, a chair, a wooden wired trellis, a wooden or wired cross or articles of glass or cellophane. The Caretaker shall remove such articles and dispose of them as necessary to maintain the integrity of the Cemetery;

- k. Disturb the quiet and good order of the cemetery through improper noise, improper conduct, or other behavior deemed unbecoming in the Cemetery;
- l. No person shall canvass for orders or distribute any business materials in the Cemetery; or
- m. Enter the Cemetery carrying firearms unless the person is participating in a military funeral.

8.2 No Licensee shall change the grade of any plot and the County is authorized to restore to its original grade at the expense of the Licensee any plot that is altered in grade contrary to the provisions of this section.

8.3 The operator of any motor vehicle shall be responsible for any damage done by their vehicle within the boundaries of the cemetery.

8.4 Any person who violates any of the provisions of this Bylaw shall be liable for a fine as set out in the County’s Master Rates Bylaw.

**9. DONATED FUNDS**

9.1 All donations, memorials, or monies received for the cemetery are to be used only for the purposes of the cemetery. A tax-deductible receipt will be used by the County for any donations of twenty-five (\$25.00) dollars or greater.

This Bylaw comes into force on the date of the third and final reading done and passed in open Council with unanimous consent of the members present the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ 2024.

FIRST READING ..... 2024  
 SECOND READING ..... 2024  
 THIRD AND FINAL READING ..... 2024

\_\_\_\_\_  
 Reeve

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



**REEVE AND COUNCIL REPORTS**

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

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

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

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**County Meetings (include date):**

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

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

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



## REEVE AND COUNCIL REPORTS

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

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

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

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**County Meetings (include date):**

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

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

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



## REEVE AND COUNCIL REPORTS

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

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

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

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**County Meetings (include date):**

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

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

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



## REEVE AND COUNCIL REPORTS

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

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

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

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**County Meetings (include date):**

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

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

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



## REEVE AND COUNCIL REPORTS

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

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

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

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**County Meetings (include date):**

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

Education and Professional Development **(include date):**  
County/Town of Vegreville Joint Media Relations Training, February 14, 2024

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



## REEVE AND COUNCIL REPORTS

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

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

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

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**County Meetings (include date):**

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

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

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



**REEVE AND COUNCIL REPORTS**

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

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

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

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**County Meetings (include date):**

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

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

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



## ADMINISTRATION REPORTS

**Name: Norm De Wet**

**Department: Operations**

**Reviewed by:** *P. Padolony*

**For Presentation at: February 20, 2024**

**From Date: January 16, 2024**

**To Date: February 20, 2024**

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

- The new Hitachi 210, as approved in the 2024 budget, has been delivered and is being prepped for service.
- The Fleet Truck tender closed on February 12, with results being presented to County Council on February 21, 2024.

### **Transportation Update:**

- Crews continue with road maintenance where necessary.
- Crews are brushing on RR 95, south of Twp—Rd 500, in Div. 1.
- The Gravel haul tender closed on February 12, with results being presented to County Council on February 21, 2024.
- The Golonowski Class I gravel pit registration is completed and is now registered with AEPA for future crushing operations.

### **Utilities Update:**

- A new lift station pump has been ordered for Minburn, with the expected delivery and installation in 15 weeks. The new pump will replace one of the existing pumps with casing damage.

### **Operations Update:**

- The following tenders have been prepared and posted:
  - Crack Sealing: Closing February 29, 2024.
  - Two graders (Cat 160 and Cat 14M) are listed for sale on the Alberta Purchasing Connection, with a closing date of February 29. Results will be brought to the March County Council meeting.

### ***Attachments:***

- ***RFD 2024 Fleet Truck Tender***
- ***RFD 2024 Construction***
- ***RFD 2024 Gravel Haul Program (Closed Session)***



## ADMINISTRATION REPORTS

**Name: Davin Gegolick**

**Department: Planning & Community Services**

**Reviewed by:** *P. Podchorsky*

**For Presentation at: February 20, 2024 Council Meeting**

**From Date: January 11, 2024**

**To Date: February 13, 2024**

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### **Planning Update:**

- Issued development permits: dwelling (NE 22-52-14-4), dwelling (Pt. W 25-52-14-4, 2 farm storage buildings (SW 29-48-8-4), dwelling (NW 35-50-11-4)
- Received Notice of Conservation Easement from Ducks Unlimited for lands south of Birch Lake (North ½ 5-50-11-4, NE 6-50-11-4, 8-50-11-4, South ½ 7-50-11-4)
- Attended Vegreville FCSS family day planning meeting – January 17
- Completed Safety Codes Council Annual Internal Review to evaluate the effectiveness of the administration of the County's accreditation and compliance to the QMP.
- Posted ad for summer GIS Technician position (May 1-Aug 30) – closes March 1.

### **Subdivision Update:**

- Received subdivision files: 02-2024, 03-2024, 04-2024
- Conducted inspections: 01-2024, 02-2024, 03-2024
- Prepared subdivision endorsement file: 11-2023, 13-2023, 14-2024

### **Economic Development Update:**

- 'Why I Love Alberta' Youth Challenge

### **Attachments:**

- RFD – Subdivision file #01-2024
- RFD – Subdivision file #02-2024



**ADMINISTRATION REPORTS**

**Name: Mike Fundytus**

**Department: Protective Services**

**Reviewed by:** *P. Padoborsky*

**For Presentation at: Feb 19th, 2024, Council Meeting**

**From Date: Jan 4th, 2024**

**To Date: February 14<sup>th</sup>, 2024**

**Fire Department Update:**

<b>Call Type</b>	<b>Date</b>	<b>Details</b>	<b>Station Dispatched</b>
Medical	Jan 6	Village Medical	Mannville
Medical	Jan 9	Village Medical	Innisfree
Fire	Jan 14	4912 48 Ave Minburn	Mannville/Innisfree
False Alarm	Jan 15	4801 51 street Innisfree	Innisfree
Medical	Jan 22	County Medical	Innisfree
MVC	Jan 22	Hwy 881 Hwy 619	Mannville
Fire	Jan 26	Structure Fire 5014 48 ave Minburn	Innisfree/Mannville
Medical	Jan 28	Village medical	Innisfree
Medical	Jan 29	Village medical	Mannville
Fire	Jan 30	Industrial Tank Fire SE 2 48 8 W4	Mannville/Innisfree
MVC	Jan 31	Hwy 857 Hwy 16	Vegreville
MVC	Feb 1	Hwy 16 RR 111	Innisfree
Medical	Feb 4	Village Medical	Mannville
MVC	Feb 5	Hwy 16 RR 143	Vegreville
MVC	Feb 7	2 Vehicle collision Hwy 16 RR 125	Innisfree
MVC	Feb 12	Single Vehicle in Ditch Twp 510 RR 103	Innisfree

- Total Fire Responses:
  - Mannville - 7
  - Innisfree - 10
  - Vegreville - 2
- Currently issuing fire permits till March 31
- Lycos tank fire (attached)
- Meeting with Village of Mannville
- Meeting with Town of Vegreville Fire Chief for 2024 provincial deployment availability.
- Tender for Innisfree Fire Hall Cold Storage reno is released.

### **Emergency Management Update:**

- Critical Alert issued during Lycos tank fire.

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

- Employee training ongoing.
- Multiple minor incidents related to day-to-day operations
- Equipment lost in Lycos Tank Fire

### **RCMP Liaison:**

- RCMP Town Hall in Lavoy March 6, 2024 7:00pm



**ADMINISTRATION REPORTS**

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

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

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

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

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**Department Updates:**

**Department Updates Cont'd.:**

**Attachments:**



LEGISLATIVE ASSEMBLY  
ALBERTA

**Honourable Jackie Armstrong-Homeniuk**  
MLA - Fort Saskatchewan-Vegreville  
Parliamentary Secretary for Settlement Services and Ukrainian Evacuees

January 25, 2024

To the residents of Fort Saskatchewan-Vegreville,

Thanks to your advocacy, the Government of Canada and Alberta are updating the 2023 Canada-Alberta Drought Livestock Assistance program to support more livestock producers.

The expanded eligibility for AgriRecovery will increase financial support access to producers who suffered losses related to the management and maintenance of breeding animals such as cattle, bison, horses, elk, sheep, goats, alpacas, yak, musk ox, deer, water buffalo, and llamas. This new update applies to producers within the regions of Elk Island, Lamont, Minburn, Strathcona, and Two Hills.

The extended deadline to apply for financial assistance is February 22, 2024. I encourage eligible livestock producers to apply at AFSC.ca. For any producers who are not eligible for AgriRecovery, I encourage you to enroll for Moisture Deficiency Insurance for the upcoming year before February 29.

Sincerely,

A handwritten signature in black ink that reads "Jackie Armstrong-Homeniuk".

Jackie Armstrong-Homeniuk  
MLA Fort Saskatchewan- Vegreville  
Parliamentary Secretary for Settlement Services and Ukrainian Evacuees

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[FortSaskatchewan.Vegreville@assembly.ab.ca](mailto:FortSaskatchewan.Vegreville@assembly.ab.ca)

[Jackie-armstrong-homeniuk.com](http://Jackie-armstrong-homeniuk.com)

780-632-6840

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**Subject:** FW: Wapasu Committee

**From:** Rebecca McLeod <[rmcleod01@hotmail.com](mailto:rmcleod01@hotmail.com)>  
**Date:** January 31, 2024 at 1:50:38 PM MST  
**To:** Tara Kuzio <[tkuzio@minburncounty.ab.ca](mailto:tkuzio@minburncounty.ab.ca)>  
**Subject:** Wapasu Committee

You don't often get email from [rmcleod01@hotmail.com](mailto:rmcleod01@hotmail.com). [Learn why this is important](#)

Good day,

My name is Rebecca McLeod, I am a cabin owner at Lake Wapasu.

After browsing the County of Minburn's website, I noticed yourself as chair along with 2 other council members as part of a Wapasu Committee.

I, along with other residents of the lake are curious as to what the committee's current focuses are? Are residents privy to such information, are there meeting minutes available? What/who is the appropriate way/person to reach out with our concerns regarding Wapasu?

The most recent documentation I could find was the strategic plan for Wapasu dated in 2000. Is this plan still active? Is there an more recent plan available to view? I could not find any recommendations in the plan to assess and treat lake water for cyanobacteria. With recent droughts and climate changes, cyanobacteria has taken over the lake and it is in my humble opinion that if this is not a top priority, there will be no more recreational water usage, and Wapasu will become a health hazard for its visitors and wildlife.

I know council did look at a proposal from Pond Pro, suggesting aeration, however this option was rightly dismissed as it is not the best solution for a lake as shallow as Wapasu. I encourage you to look at other remedies, specifically the use of alum and to reach out to other lake communities such as Moose Lake, and Half Moon Lake and inquire about their recent efforts.

[https://algaecontrol.ca/mooselake/?utm\\_source=lakelandtoday.ca&utm\\_campaign=lakelandtoday.ca%3A%20outbound&utm\\_medium=referral](https://algaecontrol.ca/mooselake/?utm_source=lakelandtoday.ca&utm_campaign=lakelandtoday.ca%3A%20outbound&utm_medium=referral)

<https://www.sherwoodparknews.com/news/local-news/county-to-partner-on-half-moon-lakes-blue-green-algae-problem>

Wapasu lake is a hidden treasure and a valuable attraction for the county of Minburn. It has been devastating watching the lake slowly decline the past few years. Has the Wapasu committee been out to lake these past summers? It is such a sad site. The water recedes daily, all docks are beached. The once 12 foot middle lake depth sits at a mere high estimate of 6 feet. The algae blooms early spring and collects like toxic waste along the shoreline, wafting a horrendous odor. The small ponds surrounding the lake are evaporated, all that's left is a

white alkaline residue and tracks of wildlife where the water once was. Gone are the summer days hearing children's laughter echoing across the lake; the public use area often remains vacant with the odd carload coming in, assessing the conditions, and leaving soon after.

Thank you for taking the time to view my questions and concerns. I greatly appreciate it.

Rebecca McLeod

## Audra Kropielnicki

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**From:** Maryanne King <mking@npf-fpn.com>  
**Sent:** February 8, 2024 8:36 AM  
**To:** Info  
**Cc:** Info  
**Subject:** Budget 2024 Update from the National Police Federation  
**Attachments:** NPF - 2024 Pre-Budget Submission.pdf; SAMPLE Support For ABRCMP Funding Letter.docx

Hello Reeve Konieczny,

I hope that your 2024 is off to a pleasant start.

Over the past few years, the NPF has been advocating for a needed increase into Alberta RCMP resources. Since 2017, the provincial investments to the RCMP have been minimal, forcing the provincial service to have to cut its budget and run under resourced. Starting in 2021, the province changed the Police Funding Model, so that every municipality would have to pay a portion for policing. Since then, millions have been collected that are supposed to be reinvested in policing, with a priority on increasing core policing.

However, recent policing investments have gone to municipal policing services in Edmonton and Calgary, or the Alberta Sheriffs who do not typically perform policing duties in rural environments like the Alberta RCMP does.

The NPF has submitted to the Government of Alberta our 2024 2024 Pre-Budget Recommendations, which address the issue of needed funding for the AB RCMP. To keep pace with population growth of 10% since 2017, the province needs to fund 400 more RCMP positions to keep pace with current and future needs. I have attached our full 2024 Pre-Budget submission for your review and consideration.

We invite you to consider supporting this crucial ask by writing to the Government in support of hiring additional RCMP officers in your community and across the province. To aid in this endeavour, we have included a template letter that you can use in whole or in part.

If you have any questions on our 2024 Budget submission or should you like to meet to discuss, I welcome inquiries at your convenience.

Thank you in advance for your consideration.

Kind regards,

**Maryanne King**

Policy Advisor | Conseiller Politique

**National Police Federation | Fédération de la Police Nationale**

(587) 672-0695

[npf-fpn.com](http://npf-fpn.com)



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nationalpolicefederation



National Police Federation

The mission of the National Police Federation is to provide strong, professional, fair and progressive representation to promote and enhance the rights of RCMP Members. La mission de la Fédération de la police nationale est de fournir une représentation forte, professionnelle, juste et progressive afin de promouvoir et faire avancer les droits des Membres de la GRC.

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Dear Premier Smith,

The government's renewed interest in supporting public safety across the province is appreciated by my community and others. To ensure that every community across our province has the resources they need to continue to keep the public safe, I'm writing to ask you to include the Alberta RCMP in Budget 2024.

As you know, the Commissioner of the RCMP establishes a minimum level of policing in consultation with the Provincial Minister, who then decides if that standard will be met or exceeded per Article 6 of the Provincial Police Service Agreement (PPSA). The number of officers is reviewed annually by the Provincial Minister as part of planning for each upcoming fiscal year. The Provincial Minister can increase the number of Members in the service through Article 5 of the PPSA.

We are asking the Government of Alberta to invest \$80 million in our Alberta RCMP in pursuit of hiring an additional 400 new RCMP officers across the province. Our community could specifically benefit from an additional ## officers from these new positions. The government can utilize the PPSA as described above to request additional personnel that will bolster the safety of Albertans across the province, and we invite you to act on this function.

Over the past few years, the provincial investments to the RCMP have been minimal, forcing the provincial service to have to cut its budget and run under-resourced. Starting in 2021, the province changed the Police Funding Model, so that every municipality would have to pay a portion for policing. Since then, millions have been collected that are supposed to go towards reinvestment in policing, with a priority on increasing core policing.

We need your reassurance that communities served by the RCMP are just as crucial to your government's public safety plans as others. We know that the impact of crime and the number of Albertans needing help aren't limited to the boundaries of Calgary and Edmonton, which is why we are asking you to equitably invest in the Alberta RCMP.

Sincerely,

# 2024 PRE-BUDGET SUBMISSION

TO THE GOVERNMENT OF ALBERTA

JANUARY 2024



**NPF Contact:**

Sarah Nolan | Director, Government Relations & Policy | [snolan@npf-fpn.com](mailto:snolan@npf-fpn.com)

## INTRODUCTION

The National Police Federation (NPF) represents ~20,000 RCMP Members serving across Canada and internationally. We are the largest police union in Canada. The NPF is focused on improving public safety for all Canadians, including our Members by advocating for much-needed investment in the public safety continuum. This includes investments in police resourcing and modern equipment, as well as social programs including health, addiction, and housing supports to enhance safety and livability in the many communities we serve, large and small, across Canada.

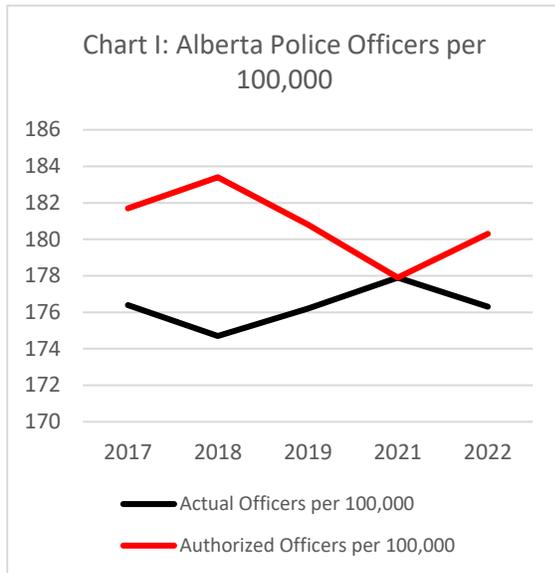
In 2019, the Government of Alberta announced a commitment of \$286m over five years to fund improvements to public safety. This funding would include an additional 300 officer positions across RCMP detachments in Alberta with the support of an additional 200 civilian staff. Under this investment plan, the Alberta RCMP would have increased from the 1,600 officers recorded in 2019 to approximately 1,900 by 2024.<sup>i</sup> While this announcement was welcomed, the province had been critically underfunding the Alberta RCMP to this point. This announcement was made concurrently with modifications to the Police Funding Model (PFM) that would result in every Alberta municipality beginning to pay for their policing services. While the province had stated that the revenue from the new police funding model would be reinvested into policing, both promises of additional personnel and increased resources for public safety across rural communities have not been kept.

Today, rather than invest in areas that could support the rural communities our Members are proud to serve and call home, Budget 2023 saw investments in the Alberta Sheriffs and other programs that largely benefitted Edmonton and Calgary. Polling conducted by the NPF with Pollara Strategic Insights quantifies that half of Albertans agree that the province should focus funding for public safety on existing fully-trained police officers. Additionally, 4-in-5 Albertans in RCMP-served areas are satisfied with the RCMP's policing. The NPF, the Alberta RCMP, many Alberta Mayors and Councils, and Indigenous communities have reiterated to the provincial province that equitable investments must be made across police services in Alberta. Investing in the Alberta RCMP is crucial to demonstrating that the Government of Alberta both understands and is committed to addressing public safety challenges equitably across communities. For Budget 2024, the public safety of all Albertans – both urban and rural – must be upheld by the province through renewed investments from the Government of Alberta toward the Alberta RCMP.

## NPF RECOMMENDATIONS

1. **Invest \$80m over three years to hire 400 RCMP officers to meet population growth and future demand**

From 2017-2022, Alberta's population increased by 9.5%. Over the same period, total police personnel increased by 7%. Actual police personnel in 2022 consisted of 8,007 officers, but the authorized strength had been 8,190 personnel total – thereby leaving Albertans short 183 officers across the province.<sup>ii</sup> For years, the Government of Alberta has not been ensuring that officer strength has been met and made little investments in ensuring it. Investments must match the needs



of 2024 and beyond to ensure that future needs can continue to be met as the province encourages and promotes Alberta’s population growth. By the province’s stated ideal personnel strength of 180 police personnel per 100,000 population, 400 more officer personnel are needed, constituting a 5% increase in the current amount of police personnel.

Further, while the Alberta Crime Severity Index has decreased by 9.5%, demonstrating the outstanding work of our Members, calls for service continue to rise. Between 2017 and 2021, calls for service increased by 8%, from 650,080 in 2017 to 701,126 in 2021.<sup>iii</sup> All of these factors indicate that a fully resourced Alberta RCMP continues to be necessary for maintaining this effective response across communities.

Polling conducted by the NPF with Pollara Strategic Insights from September 2023 demonstrated that increasing resources for policing was the top public safety priority for Albertans. Increased resources for policing outranked priorities such as increased response times, increased resources for addressing petty crimes, and increased local autonomy in policing. Continued and sustained investment in the Alberta RCMP is necessary to meet current and future demands.

## 2. \$4m in grant funding to support the implementation of policing committees

Policing committees are a critical function in delivering community-based needs and priorities to those that contract the RCMP as their municipal police service. Through a policing committee, municipal leadership can represent the interests of Council to the officer in charge of the contracted detachment.

Recent changes to the *Police Act* in 2022 have now made it mandatory for municipalities policed by the RCMP to establish their own policing committees, giving them a role in setting policing priorities. Before this, these committees were not mandatory and many communities never established them, creating a disconnect between the RCMP and the community. These committees are another function of local governance and would require that the municipality put yearly funding towards the success of the committee. Many chose not to establish these committees as a way to save money.

The *Police Act* changes establish that communities served by the RCMP with populations over 15,000 must now create their own policing committee. Additionally, communities with populations under 15,000 can choose to be represented by a regional governance body that will make recommendations on policing priorities in the region, or establish their own local policing committee.

While this function should be considered a core component of ensuring municipalities are best able to provide community-based public safety priorities through the RCMP, these committees do not currently receive any investment from the Government of Alberta to support their implementation. The province should fund the creation of these committees for communities over and under

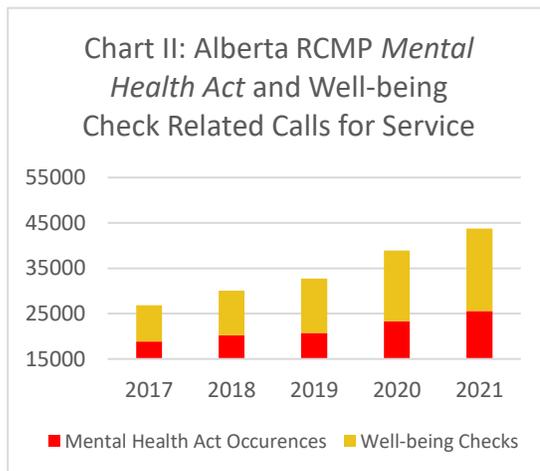
populations of 15,000 who wish to create their own police committee, separate from the regional governance bodies, by providing a commensurate financial investment into these communities.

The Government of Alberta should support the implementation of greater community involvement in their policing services by investing \$4m toward the establishment of policing committees. By investing in municipalities through assisting their launch of these committees, the province can fulsomely demonstrate its commitment to all Albertans having access to policing services that best support their individualized needs.

### **3. \$4m to expand the Regional Police and Crisis Teams in partnership with Alberta Health Services**

The Alberta RCMP have been increasingly called on to fill gaps resulting from significantly decreased funding for mental health and social services. Albertans and our Members want to see more funding for frontline services that help alleviate pressures on vulnerable Canadians and, by extension, the police.

A clear example of this pressure is present in both the increase of mental health calls and well-being checks being done by our Members. In Alberta, from 2017 to 2021, the number of *Mental Health Act* calls and well-being checks have increased by 63% (see Chart II), from a combined total of 26,855 occurrences in 2017 to 43,761 in 2021.<sup>iv</sup> This means that our Members are spending more time responding to those in mental health crises and less time on core policing duties.



Police calls responding to someone in crisis are not always routine and can vary in complexity. The Alberta RCMP has implemented and expanded the Regional Police and Crisis Teams (RPACT) units across Alberta to address a rising number of calls for service associated with the *Mental Health Act*. RPACT is a collaboration between the Alberta RCMP and Alberta Health Services, pairing Members with mental health professionals to provide a fulsome response to *Mental Health Act* related calls. From its launch in 2011, RPACT has since expanded to various detachments across Alberta, inclusive of Red Deer, Grande Prairie, and Airdrie. Recently, the Alberta RCMP announced that RPACT would be expanding to serve Hinton, Athabasca, Gleichen, Wainwright, and High level in addition to Sundre, Rocky Mountain House, Innisfail, Blackfalds, Rimbey, Sylvan Lake, Drayton Valley, Lake Louise, Banff, Canmore, Cochrane, Airdrie rural, Disbury, Olds, Drumheller, Chestermere, Strathmore, St. Paul, and Coaldale.<sup>v</sup>

However, calls for service related to those in crisis are continuing to increase at an alarming rate and more investment into these successful RPACT programs are needed. These investments should be evidence-based and be established in communities who frequently see *Mental Health Act* related calls. Through a total investment of \$4m to expand the RPACTs in Alberta, the province can demonstrate its commitment to providing all Albertans with accessible assistance when they need it.

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<sup>i</sup> December 2019. Municipalities will pay up as Alberta adds 300 RCMP officers to combat rural crime. Available at: <https://www.cbc.ca/news/canada/edmonton/alberta-rcmp-rural-crime-schweitzer-1.5383062>

<sup>ii</sup> Statistics Canada. Police personnel and selected crime statistics. Available at: <https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=3510007601&pickMembers%5B0%5D=1.10&cubeTimeFrame.startYear=2018&cubeTimeFrame.endYear=2022&referencePeriods=20180101%2C20220101>

<sup>iii</sup> Royal Canadian Mounted Police. RCMP Occurrence Report – 2021. Available at: <https://www.rcmp-grc.gc.ca/transparenc/police-info-policieres/calls-appels/occurence-incident/2021/index-eng.htm>

<sup>iv</sup> Royal Canadian Mounted Police. RCMP Occurrence Report – 2021. Available at: <https://www.rcmp-grc.gc.ca/transparenc/police-info-policieres/calls-appels/occurence-incident/2021/index-eng.htm>

<sup>v</sup> March 2023. RCMP's Regional Police and Crisis Teams expanding. Available at: <https://www.mountainviewtoday.ca/sundre-news/rcmps-regional-police-and-crisis-teams-expanding-6589661>



January 15, 2024

Mr. Carl Ogrodnick & Councillors  
Reeve County of Minburn  
4909 - 50 Street  
Vegreville, AB T9C 1R6

RECEIVED

JAN 23 2024

COUNTY OF MINBURN NO. 27

BOARD OF TRUSTEES

780 464 3477

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Dear Mr. Carl Ogrodnick & Councillors:

Elk Island Public Schools trustees are committed to working closely with key stakeholders in the areas we represent to serve the best interests of our students and reflect the voices of our constituents. It is our goal to ensure students throughout the Division have access to the highest quality educational experience possible, and to prepare them to contribute meaningfully in building successful, sustainable communities throughout our province.

As a public school division, EIPS publishes its *Annual Education Results Report (AERR)* to account for the resources the Government of Alberta invests in public education and to demonstrate its achievements as it provides a world class education to the students we serve. The report addresses results achieved and progress made by the Division relative to each priority, goal and outcome throughout the 2022-23 school year. The Division then uses the data and results listed in the *AERR* to guide future decisions, focus areas and priority strategies. The goal: To support a cycle of continuous growth to improve outcomes across all schools systematically.

We have enclosed a copy of the report and overview for your reference. You can also find it online on our website at [Annual Education Results Report 2022-23](#). If you have any questions about the information contained therein or would like to meet to discuss how the EIPS Board of Trustees might be able to collaborate with you to help our communities grow and thrive, please feel free to reach out to me directly at (780) 417-8109 or at [cathy.allen@eips.ca](mailto:cathy.allen@eips.ca).

Sincerely,

A handwritten signature in black ink, appearing to read "Cathy Allen".

Cathy Allen,  
Board Chair - Elk Island Public Schools

CA:clp

683 Wye Road, Sherwood Park, AB T8B 1N2  
1 800 905 3477 | twitter @eips

[eips.ca](http://eips.ca)



# Annual Education Results Report Overview 2022-23



Every year, Elk Island Public Schools publishes an Annual Education Results Report, which outlines the Division's Four-Year Education Plan, opportunities for growth and how it's supporting students to achieve the best possible outcomes. Collectively, the Division uses the report to guide its work and enhance learning going forward. Read the full report at [eips.ca](https://eips.ca).

## MISSION

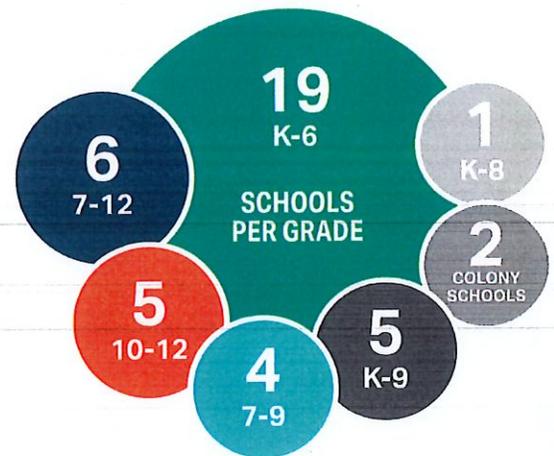
To provide high-quality, student-centred education

## BELIEF STATEMENTS

- Student growth and success are the core work of the Division.
- All students deserve equitable access to high-quality teaching and learning.
- Every student can learn and experience success.
- Success is measured by academic growth, social-emotional learning, physical well-being and the competencies required to live a life of dignity and fulfilment.
- Student growth and success are a shared responsibility between all stakeholders.
- Respectful relationships are foundational to creating an environment where teamwork and collaboration thrive.
- Decisions are informed by reliable data and made in the best interest of all students.

## Alberta Education Assurance Measures

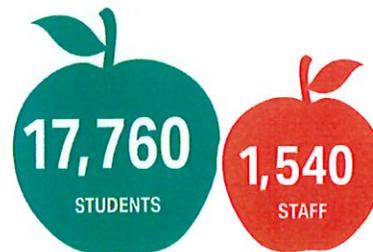
	EVALUATION SCORE
Student Learning Engagement	High
Citizenship	High
High School Completion Rate	High
Provincial Achievement Tests	Intermediate
Diploma Examinations	High
Dropout Rate (1.6%)	Excellent
Education Quality	High
Welcoming, Caring, Respectful and Safe Learning Environments	High
Access to Supports and Services	High
Parental Involvement	Intermediate



**42**  
**TOTAL SCHOOLS**

## Schools by location

- 19: Sherwood Park
- 5: Strathcona County
- 5: Lamont County
- 9: City of Fort Saskatchewan
- 4: Vegreville, County of Minburn



As of Sept. 29, 2023

"We acknowledge with respect the history and culture of the peoples with whom Treaty 6 was entered and the land upon which Elk Island Public Schools reside. We also acknowledge the traditional homeland of the Métis Nation and our responsibility, as Treaty 6 members, to honour the heritage and gifts of the First Peoples" — EIPS Board of Trustees

# Annual Education Results Report

## Local Profile and Context

EIPS is Alberta's sixth largest school division, serving approximately 17,760 students from kindergarten to Grade 12 in 42 schools—in Sherwood Park, Fort Saskatchewan, Vegreville, Strathcona County, Lamont County and the western portion of Minburn County. The Division also employs 1,540 people who work collectively to inspire students to learn, grow and succeed.

Thanks to its size, EIPS is able to provide students with a range of learning opportunities, from pre-kindergarten to Grade 12. These include specialized, faith-based, language, career pathways, academic and outreach programs. That, coupled with strong extracurricular opportunities, family supports and numerous student services, ensures all learners receive a well-rounded education that develops their skills and knowledge.

The 2022-23 school year was a big year for EIPS. Operations returned to normal, the new elementary curriculum launched, funding for a replacement school was approved, and multiple engagements and Division strategies were underway. It required an incredible amount of work. To make it happen, everyone within EIPS came together and stayed committed to the priorities and goals listed in the [Four-Year Education Plan](#).

### New Elementary Curriculum Launch

In spring 2022, the province released the new elementary curriculum, with three subjects launching in the 2022-23 school year—mathematics and English language arts and literature (K-3) and physical education and wellness (K-6). The Division had to build capacity and an implementation plan.

*The Board allocated resources for EIPS to quickly create an implementation plan, develop high-quality resources and ensure smooth transitions.*

### Student Capacity

As part of the Division's reporting requirements to Alberta Education, EIPS reviews programs, enrolment transitions and boundaries regularly. The Division identified four areas of concern, related to student accommodations.

*The Board directed EIPS to develop a public engagement strategy to determine community-derived solutions to address the areas of concern.*

### Learning Loss and Mental Health

With school operations back to normal, significant work went into addressing learning gaps and mental health challenges resulting from the pandemic. Many students showed signs of learning loss, and a higher than normal number of students presented with heightened mental health challenges—stress, anxiety, dysregulation.

*The Board invested significant resources into a recovery plan to enhance supports for students, families and staff. Schools initiated intervention plans, and the Division launched a new Mental Health Strategic Plan.*

### School Closure

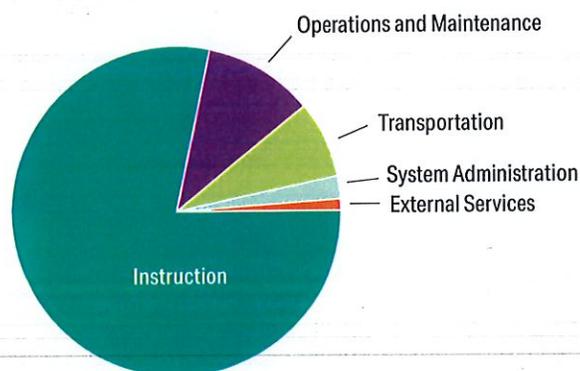
Andrew School's poor facility conditions, repair costs and declining enrolments made providing required education experiences impossible.

*The Board approved the closure of Andrew School, effective June 30, 2023.*

## 2023-24 Expenses by Program

NOTE: All dollar amounts are expressed in thousands

Program	Amount (\$ thousands)	Percentage
Instruction	\$162,800	78.5%
Operations and Maintenance	\$22,550	10.9%
Transportation	\$15,656	7.5%
System Administration	\$4,588	2.2%
External Services	\$1,909	0.9%
<b>TOTAL</b>	<b>\$207,503</b>	<b>100%</b>



### 78.5% INSTRUCTION (\$9,448 PER STUDENT)

Includes teacher and support staff salaries for schools. School allocations increased because of higher standard costs.

### 10.9% OPERATIONS & MAINTENANCE

Includes school building maintenance, utilities, insurance and custodial services. Costs are higher because of rising inflation.

### 7.5% STUDENT TRANSPORTATION

Costs to transport EIPS riders—funding is up from last year, thanks to the new student transportation funding model.

### 2.2% SYSTEM ADMINISTRATION

Includes Board costs and central administration costs. Expenses are below the \$6.19 million grant provided by Alberta Education. Unused funds can go toward other divisional uses.

### 0.9% EXTERNAL SERVICES

Includes contracted services, secondments, facility rentals, and before-and-after school care.

For more information about EIPS' audited financial statements visit [eips.ca/about-us/financial-information/audited-financial-statements](https://eips.ca/about-us/financial-information/audited-financial-statements).

# Priority Summary

## Priority 1: Promote Growth and Success for All Students

### Results

**Early learning:** Families agree the kindergarten program prepares children for Grade 1.

**Literacy and numeracy:** PAT and diploma examination results are consistently higher than the province.

**Indigenous education:** Overall educational outcomes for Indigenous students are improving, and consistently higher than the province.

**Career pathways:** EIPS continues to see strong results related to senior high achievement—thanks, in part, to the myriad career pathway programming.

**Assurance:** Stakeholders are confident students develop the skills needed to succeed after finishing school.

### Priority Strategies 2023-24

- Continue building teacher capacity in literacy, numeracy, student engagement and assessment practices.
- Continue using multi-disciplinary teams to support complex learners.
- Implement high-leverage instructional and assessment practices to support growth in literacy and numeracy.
- Continue developing foundational knowledge about First Nations, Métis and Inuit perspectives.
- Continue efforts to prepare students in career planning and transitions to post-secondary.

## Priority 2: Enhance High-Quality Learning and Working Environments

### Results

**Learning environments:** Families are satisfied with the quality of education their child receives at school.

**Working environments:** Staff agree EIPS is a positive place to work.

**Infrastructure:** Families are satisfied with EIPS' infrastructure.

**Assurance:** EIPS stakeholders are confident the Division's environments are welcoming, inclusive, respectful and safe.

### Priority Strategies 2023-24

- Build capacity related to staff competencies for leadership, teaching and support positions.
- Implement Year 3 of EIPS' Mental Health Strategic Plan to better support students and staff.
- Expand services for students with learning, developmental and health needs.
- Execute Year 3 of EIPS' Three-Year Engagement Plan.
- Continue efforts to enhance secure, safe, robust and reliable technology access.

## Priority 3: Enhance Public Education Through Effective Engagement

### Results

**Engagement:** Families agree schools keep them informed about their child's progress and achievement.

**Governance:** The Board worked diligently to ensure it communicated EIPS' standpoint on a range of topics—the value of public education, funding, new curriculum, mental health, supports and infrastructure projects.

**Assurance:** Stakeholders are confident EIPS provides meaningful opportunities for family involvement.

### Priority Strategies 2023-24

- Build capacity for families to help support their child's education journey.
- Continue assurance framework efforts.
- Continue developing new ways to engage families and school communities.
- Promote effective communication and build relationships with elected government officials.
- Develop and maintain focused advocacy plans.

## BUILDING ASSURANCE

In addition to providing high-quality education to students, EIPS is also responsible for assuring the public its fulfilling its responsibilities, through reporting, engagement and relationship building.

In 2022-23, some of the ways EIPS built assurance, include:

- Annual Assurances Reviews
- *EIPS Annual Education Results Report*
- Year-in-Review Survey
- School Fee Consultations
- Four-Year Education Plan review
- Alberta Education Assurance Survey
- EIPS Annual Feedback surveys – families, staff and students
- Spring budget – using survey feedback
- *EIPS Four-Year Education Plan: 2022-26*
- Three-Year Engagement Plan – Year 2
- *Advocacy in Action* – quarterly newsletter
- *EIPS Quarterly Update* – quarterly newsletter
- Regular communication – school newsletters, news releases and email

FALL

WINTER

SPRING

ONGOING

# EIPS Four-Year Education Plan: 2022-26

Mission: To provide high-quality, student-centred education

## Priority 1: Promote growth and success for all students

### GOAL 1 EXCELLENT START TO LEARNING

Outcome: Kindergarten children reach developmental milestones by Grade 1.

Outcome: Students develop a strong foundation for learning through reading and doing mathematics at grade level by the end of Grade 3.

### GOAL 2 SUCCESS FOR EVERY STUDENT

Outcome: Students are engaged with their learning and achieve student-learning outcomes.

Outcome: Students achieve a minimum of one year's growth in literacy and numeracy.

Outcome: Self-identified First Nations, Métis and Inuit students are engaged in holistic, lifelong learning that is culturally relevant and fosters success.

Outcome: Students are supported and prepared for life beyond high school.

## Priority 2: Enhance high-quality learning and working environments

### GOAL 1 A CULTURE OF EXCELLENCE AND ACCOUNTABILITY

Outcome: The Division uses evidence-based practices to support and enhance the quality of teaching, learning and leading.

### GOAL 2 POSITIVE LEARNING AND WORKING ENVIRONMENTS

Outcome: The Division's learning and working environments are welcoming, caring, respectful, safe and foster student and staff well-being.

### GOAL 3 QUALITY INFRASTRUCTURE FOR ALL

Outcome: Learning and working environments are supported by effective planning, management and investment in Division infrastructure.

## Priority 3: Enhance public education through effective engagement

### GOAL 1 PARENT AND CAREGIVER ENGAGEMENT

Outcome: Student learning is supported and enhanced by providing meaningful opportunities for parents and caregivers to be involved in their child's education.

### GOAL 2 ENGAGED AND EFFECTIVE GOVERNANCE

Outcome: The Division is committed to engaging stakeholders to augment its decision-making and support student success.

Outcome: The Division is committed to engagement and advocacy to enhance public education.



## Audra Kropielnicki

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**Subject:** FW: Unpaid Oil and Gas Advocacy Webinar

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**From:** Karrina Jung <[Karrina@rmalberta.com](mailto:Karrina@rmalberta.com)>  
**Sent:** Friday, February 16, 2024 11:44 AM  
**To:** RMA Board Dist <[aamdcboarddist@rmalberta.com](mailto:aamdcboarddist@rmalberta.com)>  
**Subject:** Unpaid Oil and Gas Advocacy Webinar

You don't often get email from [karrina@rmalberta.com](mailto:karrina@rmalberta.com). [Learn why this is important](#)

Good Afternoon RMA Mayors, Reeves and CAOs,

The RMA is hosting a 1-hour webinar on **Friday, February 23, 2024 at 1:30PM** to discuss the most recent unpaid oil and gas survey. The webinar will provide an overview of the preliminary survey results and RMA's advocacy approach on this issue in the coming months. The information shared in this meeting will be confidential and will not be shared publicly until the following week. **Please do not share the webinar link or information outside your organization.**

Please register for this event by **February 22, 2024.**

<https://rmalberta.zoom.us/meeting/register/tZ0uduCprTgoHt3Vt-8ttMYLIZjxvKkgP-C>

If you have any questions, please feel free to reach out either through email, or my number below.

### Karrina Jung

*Policy Advisor*



Office: 780.955.4085

[RMAAlberta.com](http://RMAAlberta.com)

2510 Sparrow Drive, Nisku, Alberta T9E 8N5 780.955.3639



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ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister*

*MLA, Calgary-Hays*

AR113641

February 12, 2024

His Worship Evan Raycraft  
Mayor  
Village of Innisfree  
PO Box 69  
Innisfree AB T0B 2G0

Dear Mayor Raycraft:

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and cooperative approaches to service delivery. By working in partnership with our neighbours, we create opportunities that support economic development and job creation. Together, we help build vibrant, resilient communities for the benefit of every Albertan.

I am pleased to inform you that the Village of Innisfree has been approved for a grant of \$200,000 under the Intermunicipal Collaboration component of the 2023/24 ACP in support of your Regional Water Services Reservoir Infrastructure Assessment project. This approval does not signify broader provincial support for any recommendation or outcome that might result from your project.

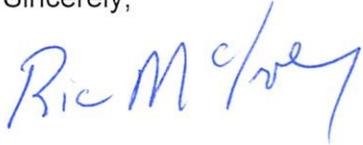
The conditional grant agreement will be sent shortly to your Chief Administrative Officer to obtain the appropriate signatures.

The Government of Alberta looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for these milestone events to my office. We ask that you advise Municipal Affairs a minimum of 15 working days prior to the proposed event. If you would like to discuss possible activities or events to recognize your ACP achievements, please contact a grant advisor, toll-free by dialing 310-0000, then 780-422-7125, or at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca).

.../2

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,



Ric McIver  
Minister

cc: Honourable Jackie Armstrong-Homeniuk, MLA, Fort Saskatchewan-Vegreville  
Reeve Roger Konieczny, County of Minburn No. 27  
Thelma Rogers, Interim Chief Administrative Officer, Village of Innisfree  
Pat Podoborzny, Chief Administrative Officer, County of Minburn No. 27



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR113641

February 12, 2024

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

Dear Mayor MacPhee:

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and cooperative approaches to service delivery. By working in partnership with our neighbours, we create opportunities that support economic development and job creation. Together, we help build vibrant, resilient communities for the benefit of every Albertan.

I am pleased to inform you that the Town of Vegreville has been approved for a grant of \$200,000 under the Intermunicipal Collaboration component of the 2023/24 ACP in support of your Regional Recreation Feasibility Study project. This approval does not signify broader provincial support for any recommendation or outcome that might result from your project.

The conditional grant agreement will be sent shortly to your Chief Administrative Officer to obtain the appropriate signatures.

The Government of Alberta looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for these milestone events to my office. We ask that you advise Municipal Affairs a minimum of 15 working days prior to the proposed event. If you would like to discuss possible activities or events to recognize your ACP achievements, please contact a grant advisor, toll-free by dialing 310-0000, then 780-422-7125, or at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca).

.../2

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,



Ric McIver  
Minister

cc: Honourable Jackie Armstrong-Homeniuk, MLA, Fort Saskatchewan-Vegreville  
Jackie Lovely, MLA, Camrose  
Mayor Cheryl Calinoiu, Town of Mundare  
Mayor Travis Schiewe, Village of Holden  
Reeve Roger Konieczny, County of Minburn No. 27  
Sandra Ling, Chief Administrative Officer, Town of Vegreville  
Colin Zyla, Chief Administrative Officer, Town of Mundare  
Rosemary Offrey, Chief Administrative Officer, Village of Holden  
Pat Podoborzny, Chief Administrative Officer, County of Minburn No. 27

## Audra Kropielnicki

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**Subject:** FW: Cold mix roads

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**From:** Pat Podoborozny <ppodoborozny@minburncounty.ab.ca>  
**Sent:** Friday, February 16, 2024 2:11 PM  
**To:** Audra Kropielnicki <akrop@minburncounty.ab.ca>  
**Subject:** FW: Cold mix roads

For Council meeting correspondence ...

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**From:** Canalta Panels <[canaltapanel@DigitalWeb.net](mailto:canaltapanel@DigitalWeb.net)>  
**Sent:** Thursday, February 8, 2024 9:54 AM  
**To:** Audra Kropielnicki <[akrop@minburncounty.ab.ca](mailto:akrop@minburncounty.ab.ca)>  
**Subject:** Cold mix roads

You don't often get email from [canaltapanel@digitalweb.net](mailto:canaltapanel@digitalweb.net). [Learn why this is important](#)

I stumbled across the idea of the County of Minburn deleting the cold mix roads in the county. I think that is pretty shortsighted thinking and warrants a re-examination.

Most importantly, the costs seem to favor the maintaining of the current existing cold mix roads. The most expensive part of these roads is the original construction. A proper base underneath the first layer of cold mix is critical. Once the road is established, regular maintenance is all that is required. Since no one is asking for more cold mix roads, new construction costs are not the issue. As well, cold mix roads do hamper farming operations with the load restrictions and generally not wanting to damage the road. We are used to the existing roads, good and bad.

Maintenance, when compared to gravel roads seems to be equal or even lower than gravel. As a resident that travels gravel roads everyday, I see how much work and resources it takes to maintain a simple gravel road. Grading weekly or biweekly has a cost per mile as well as periodic graveling. The maintenance doesn't stop with winter either. Plowing snow and ice managing still takes time and therefore money. In cases of severe rain, the roads can become treacherous to drive and to a vehicle in a hurry. Deep ruts, washouts, pot holes, washboard turns the romance of a country road into a nightmare.

Maintenance of cold mix roads is still required of course, but it's frequency isn't nearly the same. Cost savings probably offsets the occasional resurfacing of certain patches of these roads. Summer driving is usually uneventful and winter requires minimal plowing and ice buildup is manageable with careful driving.

Now a paved road is far superior than cold mix but the expense is far greater too. Totally out of the question. But a lot of residents prefer driving on cold mix compared to gravel. Rock chips, mud, dust are a never ending problem. Not to mention pot holes, ruts, washouts, trees on the road, narrow roads. Most people will drive several miles extra just to avoid all these issues. That's the allure of cold mix. Same maintenance costs, more or less, but preferred over gravel.

If I was a resident that bought or built on a cold mix road, I would be livid to have it either returned to gravel or let it self destruct over time. More than likely it was a selling factor for a location to live. Sounds like a lawsuit to me. The expense of creating the cold mix is spent, years ago. Don't throw that good money away. Like I mentioned, I don't believe anyone is asking for more oiled roads, just maintain the investment.

I'm unsure the rational to rid the county of cold mix roads, but it doesn't seem to add up no matter the way you look at it. If you look at Strathcona county with almost all roads paved, and the number of residents that live in those areas, something attracted them there. What came first, the residents or the paved roads. I built my plant on a secondary, that the county provides no services to, but charged taxes that helped put me on the brink of bankruptcy. I truly believe the county should be trying to encourage investment not scare it away. Cities are getting bigger, small communities like Vegreville and the County of Minburn are getting smaller. Pretty soon, us rural folk will have no say, still have a responsibility as keepers of the land, but no voice.

Audra, can you send this to as many of the powers that be that you can. Please. Thanks

Sincerely, Alan

**Canalta Panels Inc.**

**Box 1297**

**Vegreville, AB T9C 1S5**

[canaltapanel@digitalweb.net](mailto:canaltapanel@digitalweb.net)

[\(780\)632-1406](tel:(780)632-1406)

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

<b>Action List Item No.</b>	<b>Motion No.</b>	<b>Meeting Date</b>	<b>Description</b>	<b>Percentage Completed</b>	<b>Person Responsible</b>	<b>Date Completed</b>	<b>Notes</b>
2265	2023-149	19-Jun-23	Review Code of Conduct Bylaw No. 1280-19.	50%	Pat		Draft of new bylaw is being prepared and will be presented to Council in early 2024.
2290	N/A	17-Oct-23	Prepare a list of all the Tax Forfeiture properties that have been offered for sale but not sold at a public auction and present to Council at the January 2024 Council meeting, following the 2023 Tax Sale.	50%	Jay/Shirley		Commenced preparation of list and will be presented to Council at the February 2024 regular meeting.
2305	2024-004	15-Jan-24	Notify ATCO Electric of Council's decision regarding their request to locate electrical utility structures on Township Road 510 road allowance as part of Phase 3 of the 7L65 Rebuild Project.	100%	Davin	15-Jan-24	Emailed decision to Stephanie Hannem and Suzanne Schram at ATCO Electric.
2306	2024-008	15-Jan-24	Submit application for grant funding under the Small Community Opportunity Program for the County Economic Development Communications Project.	100%	Davin	10-Jan-24	Submitted application following Council's direction at the January 10 COW.
2307	2024-009	15-Jan-24	Notify Town of Vegreville of Council's decision to provide monetary donation of \$250 for their 2024 Family Day Breakfast.	100%	Pat	17-Jan-24	
2308	2024-010	15-Jan-24	Include annual donation of \$250 in annual operating budget for the Town of Vegreville's Family Day Breakfast.	100%	Jay	17-Jan-24	
2309	2024-111	15-Jan-24	Send conditional letter of support to MD of Minburn Foundation for their grant application under the Affordable Housing Partnership Program.	100%	Pat	17-Jan-24	