

COUNTY OF MINBURN NO. 27

COUNTY COUNCIL

JANUARY 18, 2016 Minutes of the County Council meeting held on January 18, 2016 at the County of Minburn No. 27 office, Vegreville, Alberta.

PRESENT Present at the meeting were:

Reeve:	Roger Konieczny
Deputy Reeve:	Carl Ogradnick
Councillors:	Richard Wagner
	Eric Anderson
	David Rattray
	Tara Kuzio
County Manager:	David Marynowich
Recording Secretary:	Trudy Shukalak

ABSENT Councillor Melenka was absent from the meeting.

CALL TO ORDER Reeve Konieczny called the meeting to order at 9:00 a.m.

ACCEPTANCE OF AGENDA Councillor Rattray moved the Agenda for the January 18, 2016 regular County Council meeting be accepted as presented.
Carried.

COUNTY COUNCIL MEETING MINUTES Deputy Reeve Ogradnick moved the minutes of the December 21, 2015 Council meeting be adopted as presented.
Carried.

SUPERINTENDENT OF PUBLIC WORKS Superintendent of Public Works Graham Shell presented the written report for the period December 11, 2015 to January 8, 2016 and reported on monthly activities.

- Renewal of Road Use Agreement for 2016 with Perpetual Energy Inc.;
- Written fuel expense request received from Sherry O’Shea dated January 4, 2016 for the use of her truck at work during the winter months at the Ranfurly Transfer Site;
- Ongoing communication with Canadian National Railway (CNR) regarding concerns of noise emitted throughout the night generated by idling locomotives parked on the CNR tracks in the Hamlet of Lavoy;
- Gravel inventory as at December 31, 2015.

Councillor Anderson moved the Superintendent of Public Works report be accepted as presented.
Carried.

1-16 FUEL EXPENSE REQUEST - RANFURLY TRANSFER SITE Councillor Wagner moved the County of Minburn approve Sherry O’Shea’s fuel expense request as per the terms outlined in the County Manager’s letter dated January 18, 2016.
Carried.

2-16 ROAD USE AGREEMENT WITH PERPETUAL ENERGY INC. Councillor Wagner moved the County of Minburn renew the Road Use Agreement with Perpetual Energy Inc. for 2016 under the same conditions as 2015 with the exception of the following additional condition:

- Perpetual Energy Inc. will be responsible for the application of calcium dust control at the residence of 9110 Township Road 510 in SE 2-51-9-W4M.

Carried.

DIRECTOR OF PROTECTIVE SERVICES/ FIRE CHIEF Director of Protective Services/Fire Chief presented the written report for the period December 15, 2015 to January 13, 2016 and reported on monthly activities. Time 9:30 to 9:45 a.m.

- Fire incidents, medical assists and motor vehicle collision responses;
- Firefighting costs incurred on November 23, 2015 at SW 13-50-10-W4M;
- Sale of Unit No. 223, Dodge Ram truck;
- Proposed amendment to Bylaw No. 1171-04 to provide for the control of fireworks in the County of Minburn under review by Reynolds Mirth Richards & Farmer (RMRF) LLP;
- Pre-tender cost estimates received from WSP Canada Inc. for the rehabilitation repair of BF 773, BF 7640 and 13740.

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- DIRECTOR OF PROTECTIVE SERVICES/FIRE CHIEF CONT'D** Councillor Rattray moved the Director of Protective Services/Fire Chief report be accepted as presented.
Carried.
- 3-16 FIRE FIGHTING COSTS – SW 13-50-10-W4M** Deputy Reeve Ogradnick moved that pursuant to Bylaw No. 1087-93, Section II, Recovery of Costs, the landowner of SW 13-50-10-W4M be invoiced a \$500.00 call-out fee plus \$698.50 for backhoe services expenses incurred on November 23, 2015 on the land legally described as SW 13-50-10-W4M.
Carried.
- 4-16 SELL UNIT NO. 223 - DODGE RAM TRUCK** Councillor Kuzio moved the County of Minburn sell Unit No. 223, Dodge Ram 2500 crew cab truck, as is, where is, to the Village of Midway Fire Department located in British Columbia for the price of \$13,000.00 plus G.S.T.
Carried.
- PLANNING AND DEVELOPMENT SERVICES** Planning and Development Officer Davin Gegolick presented the written report for the period December 14, 2015 to January 12, 2016 and reported on monthly activities. Time 9:45 to 10:10 a.m.
- Development permit application/subdivision inquiries and approvals;
 - Development permit application required for unauthorized development of manufactured dwelling located on Block A, Plan 792 2958 in the Hamlet of Ranfurly;
 - Removal of horse manure compost located on Block A, Plan 792 2958 in the Hamlet of Ranfurly;
 - Development permit application required for unauthorized development of an addition to a single detached dwelling located on Lot 1, Block 1, Plan 022 0060 in Pt. SE 3-54-14-W4M;
 - Preparation of report for presentation at next regular Council meeting summarizing Roadata Services Ltd.'s permit service fees, current fees compared to other municipalities and permit service fee revenue for 2015 for the movement of public vehicles on County of Minburn roadways;
 - E-mail received from Western Economic Diversification Canada dated January 13, 2016 advising that the Canada 150 Community Infrastructure Program was unable to accommodate the County's grant application for the Wapasu Conservancy Recreation Park Playground Project.
- Councillor Kuzio moved the Planning and Development Services report be accepted as presented.
Carried.
- DELEGATION: WSP CANADA INC.** Director of Bridges Samuel Teklé, Team Lead of Bridges Darren Passmore and Area Manager Doug Lunde of WSP Canada Inc. joined the meeting, presented and discussed the following and responded to Council's questions. Ross Warren and Shop Foreman/Supervisor Ian Uskiw also joined the meeting. Time 10:10 a.m.
- Pre-tender estimates for BF 773 located on Township Road 540 and Range Road 142, BF 7640 located on Range Road 144 north of Highway 631 and BF 13740 located on Township Road 534 west of Range Road 141;
 - All bridges are three span structural bridges reaching the end of their effective service life;
 - Development of a prioritized list of bridge rehabilitation and replacement requirements to prepare for the proposed restoration of the local bridge funding program by the Province;
 - Invitational tendering versus public tendering;
 - Preparation of Request for Quotation (RFQ) documents;
 - Estimated project start-up and completion dates;
 - Site mobilization costs;
 - Approvals and regulatory requirements from Federal and Provincial departments;

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- DELEGATION:
WSP CANADA INC.
CONT'D**
- Environmental Construction Operation (ECO) Plan and Traffic Accommodation Strategy required by contractor;
 - Bridge Inspection and Maintenance System (BIM) inspection following the completion of bridge projects.
- Reeve Konieczny thanked the delegation for attending the Council meeting and making their presentation. Samuel Teklé, Darren Passmore, Doug Lunde and Ross Warren left the meeting. Time 11:00 a.m.
- 5-16
WSP TO PREPARE
RFQ - BF 773, BF
7640 AND BF 13740**
- Councillor Rattray moved that WSP Canada Inc. prepare invitational Request for Quotations (RFQs) for the following Bridge File (BF) projects for Council's decision at the next regular meeting and other dates as required:
- BF 773 located on Township Road 540 west of Range Road 142 in Division 4;
 - BF 7640 located on Range Road 144 north of Highway 631 in Division 7;
 - BF 13740 located on Township Road 534 west of Range Road 141 in Division 7.
- Carried.**
- SHOP FOREMAN/
SUPERVISOR**
- Shop Foreman/Supervisor Ian Uskiw presented the written report for the period November 24 to December 31, 2015 and reported on monthly activities. Time 11:00 to 11:15 a.m.
- General maintenance of equipment;
 - Arrival of new equipment, Unit No. 329, 2015 - 160M CAT motorgrader and Unit No. 330, 2016 - 872 GP John Deere motorgrader;
 - Mounting of front v-plow to Unit No. 330, 2016 - 872 GP motorgrader;
 - Installation of carbon monoxide detector and completion of other general maintenance items at the East Regional Waste Transfer Station office building;
 - Installation of surveillance signs at all County of Minburn Public Work shops and security camera at Hamlet of Lavoy Public Works shop.
- Councillor Wagner moved the Shop Foreman/Supervisor's report be accepted as presented.
- Carried.**
- TRANSPORTATION**
- Senior Accountant Kari Janzen presented the Transportation Report for the period January to December 2015 interim. Time 11:15 to 11:23 a.m.
- Councillor Wagner moved the Transportation Report for the period January to December 2015 interim be accepted as presented.
- Carried.**
- DIRECTOR OF
AGRICULTURE AND
UTILITY SERVICES**
- Director of Agriculture and Utility Services Darwin Ullery presented the written report for the period December 11, 2015 to January 8, 2016 and reported on monthly activities at the Finance Committee meeting on January 15, 2016.
- Organization of 2016 Provincial Agricultural Service Board (ASB) Conference hosted by the Northeast Region, January 18, 19, 20, 21 and 22, 2016, Edmonton Fantasyland Hotel;
 - Coyote/Timber Wolf Bounty Program;
 - *Freedom of Information and Protection of Privacy Act (FOIP)* as it relates to identification of land where Clubroot of Canola disease has been confirmed in the County of Minburn;
 - 2016 Roadside Mowing Program.
- Deputy Reeve Ogradnick moved the Director of Agricultural and Utility Services report be accepted as presented.
- Carried.**

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WATER/UTILITY SERVICES/ALBERTA CENTRAL EAST (ACE) WATER Director of Agriculture and Utility Services Darwin Ullery presented the following report on water/utility services and Alberta Central East (ACE) water at the Finance Committee meeting on January 15, 2016.

- Reading of rural residential water metres;
- Rural residential water application.

Councillor Anderson moved the Water/Utility Services and Alberta Central East (ACE) Water report be accepted as presented.

Carried.

REPORTS Reports were presented by Councillors representing various Boards/Committees/Divisions.

Division No. 1

- Update on projects, roads, etc.
 - Assessment of proposed 2016 road construction projects;
 - Roadside brushing required on Township Road 502 west of Range Road 100;
- Road maintenance ongoing;
- Reported on meetings, workshops, etc., attended and monthly activities and operations of the following Boards/Committees:
 - ATCO Electric/Grizzly Bear Transmission Project meeting, Council Chambers, January 11, 2016.

Division No. 2

- Update on projects, roads, etc.
- Road maintenance ongoing;
- Reported on meetings, workshops, etc., attended and monthly activities and operations of the following Boards/Committees:
 - ATCO Electric/Grizzly Bear Transmission Project meeting, Council Chambers, January 11, 2016;
 - Issued two fire permits.

GAVEL Deputy Reeve Ogradnick assumed the gavel.

REPORTS CONT'D Division No. 3

- Update on projects, roads, etc.
 - "School Bus" signs required in NE 26-51-9-W4M on Range Road 91;
 - Met with landowner regarding proposed 2016 road construction projects;
- Road maintenance ongoing;
- Reported on meetings, workshops, etc., attended and monthly activities and operations of the following Boards/Committees:
 - ATCO Electric/Grizzly Bear Transmission Project meeting, Council Chambers, January 11, 2016.

GAVEL Reeve Konieczny assumed the gavel.

REPORTS CONT'D Division No. 4

- Update on projects, roads, etc.
- Road maintenance ongoing;
- Reported on meetings, workshops, etc., attended and monthly activities and operations of the following Boards/Committees:
 - Meeting with Director of Agriculture and Utility Services regarding reading of rural residential water metres, January 7, 2016;
 - ATCO Electric/Grizzly Bear Transmission Project meeting, Council Chambers, January 11, 2016;
 - Association of Alberta Co-op Seed Cleaning Plants Ltd. 63rd Annual Meeting and Convention, Edmonton Westin, January 13, 14 and 15, 2016.

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REPORTS CONT'D

Division No. 5

- Update on projects, roads, etc.
- Road maintenance ongoing;
- Reported on meetings, workshops, etc., attended and monthly activities and operations of the following Boards/Committees:
 - Vegreville Family and Community Support Services (FCSS) meeting, January 5, 2016;
- Upcoming meetings, workshops. etc.
 - Vegreville FCSS Family Day Event, February 15, 2016.

Division No. 6

- Update on projects, roads, etc.
- Road maintenance ongoing;
- Reported on meetings, workshops, etc., attended and monthly activities and operations of the following Boards/Committees:
 - ATCO Electric/Grizzly Bear Transmission Project meeting, Council Chambers, January 11, 2016;
 - Vegreville & District Chamber of Commerce meeting, January 12, 2016;
- Upcoming meetings, workshops. etc.
 - Old Vegreville School Winter Social, January 23, 2016;
 - Vegreville & District Chamber of Commerce Annual General Meeting (AGM), Vegreville Heather Curling Club, February 10, 2016.

Councillor Melenka provided a written report as follows:

Division No. 7

- Update on projects, roads, etc.
- Road maintenance ongoing;
- Reported on meetings, workshops, etc., attended and monthly activities and operations of the following Boards/Committees:
 - Vegreville Economic Development Board meetings, January 6 and 12, 2016;
 - Association of Alberta Co-op Seed Cleaning Plants Ltd. 63rd Annual Meeting and Convention, Edmonton Westin, January 13 and 14, 2016.

Councillor Anderson moved the reports be accepted as presented.

Carried.

**6-16
INSTALL SCHOOL
BUS SIGNS –
NE 26-51-9-W4M**

Reeve Konieczny moved the County of Minburn install “School Bus” signs at 51430 Range Road 91 in NE 26-51-9-W4M.

Carried.

**7-16
FINANCIAL
CONTRIBUTION TO
VEGREVILLE FCSS –
2016 FAMILY DAY
ACTIVITIES**

Councillor Kuzio moved the County of Minburn contribute \$500.00 to the Vegreville Family and Community Support Services (FCSS) to assist them in their 2016 Family Day activities.

Motion Defeated.

**8-16
FINANCIAL
CONTRIBUTION TO
VEGREVILLE FCSS –
2016 FAMILY DAY
ACTIVITIES**

Councillor Kuzio moved the County of Minburn contribute up to \$500.00 to the Vegreville Family and Community Support Services (FCSS) to assist them in their 2016 Family Day activities.

Carried.

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GAVEL Deputy Reeve Ogradnick assumed the gavel.

REEVE'S REPORT Reeve Konieczny reported and commented on the following:
- January 4, 2016 - Presented greetings and congratulatory message on behalf of the County of Minburn at the launching of radio station Country 106.5 in the Town of Vegreville.

Councillor Anderson moved the Reeve's report be accepted as presented.
Carried.

GAVEL Reeve Konieczny assumed the gavel.

RECESS Councillor Anderson moved the meeting recess for lunch and reconvene at 12:50 p.m. Time 11:50 a.m.
Carried.

RECONVENE The meeting reconvened at 12:50 p.m. with all present as in the forenoon.

COUNTY MANAGER REPORT County Manager David Marynowich reported and commented on the following:

1. Director of Finance & Administration Benefit Plan;
2. Plan 2957 ET, Block 2, Lots P and R Lease Renewal;
3. Reynolds Mirth Richards & Farmer..... February 19, 2016 Seminar;
4. Regional Assessment Review Services and Regional Transfer Site Agreements..... Signed by Villages of Mannville and Innisfree;
5. Town of Vegreville 2016 FCSS Funding Agreement;
6. AAMDC Member Visit Date;
7. M.D. of Minburn Foundation Vegreville Homestead Lodge Letter of Support;
8. ATCO Electric/Grizzly Bear Transmission Project Meeting January 11, 2016.

Councillor Wagner moved the County Manager's report be accepted as presented.
Carried.

9-16 DIRECTOR OF FINANCE AND ADMINISTRATION - BENEFIT PLAN Council was advised the County of Minburn Director of Finance and Administration's final contribution to the Local Authorities Pension Plan (LAPP) is February 10, 2016. To continue providing a benefit to the Director of Finance and Administration, the following motion was passed:

Councillor Anderson moved that effective February 11, 2016 the County of Minburn contribute to a Registered Retirement Saving Plan (RRSP)/Non-Registered Savings Plan (NRSP) on behalf of Director of Finance and Administration equivalent to the employer monthly Local Authorities Pension Plan (LAPP) contribution based on the current salary and contribution rates in effect. The monthly benefit terminates upon retirement and/or ceases to be an employee.
Carried.

10-16 RENEW LEASE - PLAN 2957 ET, BLOCK 2, LOTS P AND R The County Manager advised the three year lease on Lots P and R, Block 2, Plan 2957 ET in the Warwick Subdivision expires March 31, 2016.

Councillor Rattray moved the County of Minburn renew the lease of Lots P and R, Block 2, Plan 2957 ET to George Dagal for a three year term commencing April 1, 2016 at a cost of \$10.00 per lot per year for a total cost of \$20.00 plus G.S.T. payable April 1 of each year as per County terms and conditions.
Carried.

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- JANUARY 18, 2016** Minutes of the County Council meeting held on January 18, 2016 at the County of Minburn No. 27 office, Vegreville, Alberta.
- RMRF ANNUAL MUNICIPAL LAW SEMINAR - FEBRUARY 19, 2016** The County Manager reported that Reynolds Mirth Richards & Farmer (RMRF) LLP has invited the County of Minburn to attend their 2016 Annual Municipal Law Seminar scheduled for February 19, 2016 in Edmonton, Alberta.
- REGIONAL ASSESSMENT REVIEW SERVICES AND REGIONAL TRANSFER SITE AMENDING AGREEMENTS** The County Manager reported the amending agreements for Regional Assessment Review Services and the Regional Transfer Station Authority which reflect the dissolution of the Village of Minburn effective July 1, 2015 have been signed by the three other participating parties, County of Minburn, Village of Innisfree and Village of Mannville.
- TOWN OF VEGREVILLE - 2016 FCSS FUNDING AGREEMENT** The County Manager reported on the letter received from the Town of Vegreville dated January 14, 2016 advising that Town of Vegreville at their regular Council meeting on January 11, 2016 approved entering into the 2016 FCSS Program funding agreement with the County of Minburn for the period of January 1 to December 31, 2016.
- AAMDC - MEMBER VISIT DATE** The County Manager reported on the letter received from Alberta Association of Municipal Districts and Counties (AAMDC) dated January 8, 2016 offering the County of Minburn the following two options for undertaking a new cycle of member visits:
- A standard member one hour meeting at a Council, Committee or stand-alone meeting followed by an informal lunch;
 - A member familiarization tour and meeting which would include a maximum four hour event where AAMDC would have the opportunity to learn about the County Minburn's operations.
- Council consensus was to schedule the AAMDC member visit at a regular Council meeting at 11:00 a.m. followed by an informal lunch.
- 11-16 M.D. OF MINBURN FOUNDATION - LETTER OF SUPPORT** The County Manager reported on the M.D. of Minburn Foundation's request for the County of Minburn to provide them with a letter supporting their grant application to expand and renovate the Vegreville Senior Citizens Homestead Lodge which is a much needed project that will enhance the living accommodations, modernize the lodge and aide in the increased senior population.
- Deputy Reeve Ogrodnick moved the County of Minburn ratify providing the M.D. of Minburn Foundation with a letter of support for their grant funding application for the Vegreville Senior Citizens Homestead Lodge expansion and renovations.
- Carried.**
- ATCO ELECTRIC/ GRIZZLY BEAR TRANSMISSION PROJECT MEETING - JANUARY 11, 2016** The County Manager reported on the following items discussed at the ATCO Electric/Grizzly Bear Transmission Project meeting on January 11, 2016 in Council Chambers:
- Preliminary route options for the construction of a single circuit transmission line in the County of Minburn that will connect to the proposed Grizzly Bear Transmission Project;
 - Implementation of road use agreements prior to commencement of work;
 - Width and position of proposed right-of-ways;
 - Importance of communication between ATCO Electric, contractors and the County of Minburn;
 - ATCO Electric/Grizzly Bear Transmission Project Open House, Vermilion Regional Centre, January 21, 2016.
- CORRESPONDENCE** The following items of correspondence were reviewed by Council:
- Information to Council for the period December 28, 2015 to January 12, 2016;
 - Town of Vegreville - January 13, 2016 letter requesting the County of Minburn participate with them in an application for grant funding under the ACP Program - IC component for the development of a Regional Overall Stormwater, Flood Hazard and Area Structure Plan project;

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CORRESPONDENCE CONT'D

- Town of Vegreville - January 12, 2016 letter requesting the County of Minburn participate with them in an application for grant funding under the ACP Program - IC component to develop a Regional Recreation, Culture and Facilities Master Plan;
- Village of Innisfree - January 14, 2016 letter to the Village of Innisfree requesting their participation in an application for grant funding under the ACP Program - IC component for the purchase of a regional fire emergency services vehicle/fire tanker truck for the Village of Innisfree Fire Department.

12-16 TOWN OF VEGREVILLE ACP GRANT APPLICATION – REGIONAL STORMWATER, FLOOD HAZARD AND ASP

Deputy Reeve Ogradnick moved the County of Minburn participate in an application for grant funding under the Alberta Community Partnership (ACP) Program, Intermunicipal Collaboration (IC) Component for the development of a Regional Overall Stormwater, Flood Hazard and Area Structure Plan (ACP) project with the Town of Vegreville as the managing partner; and
 Further, the County of Minburn as a participant agrees to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.
Carried.

13-16 TOWN OF VEGREVILLE ACP GRANT APPLICATION– REGIONAL RECREATION, CULTURE & FACILITIES MASTER PLAN

Councillor Kuzio moved the County of Minburn participate in an application for grant funding under the Alberta Community Partnership (ACP) Program, Intermunicipal Collaboration (IC) Component for the development of a Regional Recreation, Culture and Facilities Master Plan with the Town of Vegreville as the managing partner; and
 Further, the County of Minburn as a participant agrees to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.
Carried.

14-16 VILLAGE OF INNISFREE ACP GRANT APPLICATION – PURCHASE OF REGIONAL FIRE EMERGENCY SERVICES VEHICLE

Councillor Anderson moved the County of Minburn as the managing partner apply for grant funding jointly with the Village of Innisfree under the Alberta Community Partnership (ACP) Program, Intermunicipal Collaboration (IC) component for the purchase of a regional fire emergency services vehicle/fire tanker truck for the Village of Innisfree Fire Department in the amount of \$252,000.00; and
 Further, the County of Minburn as the managing partner of the project enter into a Conditional Grant Agreement with the Government of Alberta to receive, manage and account for the grant funds.
Carried.

OGRODNICK Deputy Reeve Ogradnick left the meeting. Time 1:14 p.m.

ACCOUNTS PAYABLE Councillor Rattray moved the Accounts Payable listing be approved.
Carried.

OGRODNICK Deputy Reeve Ogradnick returned to the meeting. Time 1:15 p.m.

DELEGATION: VEGREVILLE RCMP – SERGEANT JERRY NUTBROWN

Vegreville RCMP Detachment Commander Sergeant Jerry Nutbrown joined the meeting, presented and discussed the following and responded to Council's questions. Ross Warren also joined the meeting. Time 1:15 p.m.

- Vegreville RCMP Detachment crime statistical comparison report for January 2011 to December 2015;
- Decrease in assault crimes and increase in property related crimes;
- Prevalence of cybercrime and fraudulent telephone calls in the area;
- Notifying the public of convicted offenders in the area through publication of names in the local media;
- Active involvement of School and Community Resource Officer in the Vegreville school community and the program's effect on youth and the community;

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**DELEGATION:
VEGREVILLE
RCMP – SERGEANT
JERRY NUTBROWN
CONT'D**

- Continuing to carry out Detachment Performance Plan for 2015/2016 in the community which focuses on increasing police visibility, public involvement, traffic enforcement, youth outreach and engagement and crime reduction strategies;
- Increased Vegreville RCMP Detachment patrol in the Hamlets of Lavoy and Ranfurly.

Reeve Konieczny thanked the delegation for attending the Council meeting and making his presentation. Sergeant Nutbrown and Ross Warren left the meeting. Time 1:45 p.m.

NEW BUSINESS

Discussion ensued on the following items:

- Viking Agricultural Society - January 8, 2016 letter requesting the County of Minburn’s financial sponsorship for their 2016 Viking Bull Riding Event on April 8, 2016;
- Road construction and brush/tree removal.

**VIKING
AGRICULTURAL
SOCIETY - 2016
BULL RIDING EVENT**

Council consensus was to take no action regarding Viking Agricultural Society’s request for financial sponsorship for their 2016 Viking Bull Riding Event.

**ROAD
CONSTRUCTION
AND BRUSH/TREE
REMOVAL**

Superintendent of Public Works and Director of Agriculture and Utility Services will communicate with landowners when completing road construction projects to address the removal of brush and trees on private property.

ADJOURNMENT

Councillor Rattray moved the meeting adjourn to February 16, 2016 at 10:00 a.m. Time 1:46 p.m.

Carried.

Reeve

County Manager

Recording Secretary