

**COUNTY OF MINBURN NO. 27**

**COUNTY COUNCIL**

- OCTOBER 17, 2016** Minutes of the County Council meeting held on October 17, 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       |
|                                 | David Melenka    |
| Superintendent of Public Works: | Graham Shell     |
| County Manager:                 | David Marynowich |
| Recording Secretary:            | Trudy Shukalak   |
- CALL TO ORDER** Reeve Konieczny called the meeting to order at 10:00 a.m.
- ACCEPTANCE OF AGENDA** Councillor Ogradnick moved the Agenda for the October 17 and 18, 2016 regular County Council meeting be accepted as presented.  
**Carried.**
- COUNTY COUNCIL MEETING MINUTES** Councillor Kuzio moved the minutes of the September 19 and 26, 2016 regular County Council meeting be adopted as presented.  
**Carried.**
- 161-16 CANADIAN COYOTE ENERGY LTD. – TAX ARREARS SALE** The County Manager presented the following auctioneer proposals received to conduct the Public Auction of Canadian Coyote Energy Ltd.’s seized equipment for unpaid tax arrears:
- Dale’s Auction Service;
  - Stewart Auction Service.
- Councillor Rattray moved the County of Minburn accept the proposal received from Dale’s Auction Service dated October 3, 2016 to conduct the Public Auction of Canadian Coyote Energy Ltd.’s equipment for the unpaid tax arrears as per Section 437 of the *Municipal Government Act (MGA)* on November 19, 2016 at the Vegreville Public Works yard.  
**Carried.**
- 162-16 CANADIAN COYOTE ENERGY LTD. EQUIPMENT – CLAIM OF OWNERSHIP** The County Manager reported on the invoices received from Clarence Sokalski dated October 6, 2016 regarding his claim of ownership of Canadian Coyote Energy Ltd.’s equipment seized by the County of Minburn for unpaid tax arrears at NE 16-52-13-W4M.
- Deputy Reeve Ogradnick moved the County of Minburn write a letter to Clarence Sokalski advising him the County has full authority to seize Canadian Coyote Energy Ltd.’s assets for unpaid tax arrears under the *Municipal Government Act (MGA)* at NE 16-52-13-W4M; and Further, there is no indication that any equipment is owned by someone else, and his invoices are not acceptable or payable by the County of Minburn.  
**Carried.**
- SHOP FOREMAN / SUPERVISOR REPORT** Shop Foreman/Supervisor Ian Uskiw presented the written report for the period August 25 to September 25, 2016 and reported on monthly activities. Time 10:10 to 10:20 a.m.
- General maintenance of equipment;
  - Preparation of winter road maintenance/snow removal equipment;
  - Unit No. 322, 2013 CAT 160M motorgrader.
- Councillor Wagner moved the Shop Foreman/Supervisor’s report be accepted as presented.  
**Carried.**
- JANZEN** Senior Accountant Kari Janzen joined the meeting. Time 10:20 a.m.

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- SUPERINTENDENT OF PUBLIC WORKS** Superintendent of Public Works Graham Shell presented the written report for the period September 9 to October 5, 2016 and reported on monthly activities.
- Proposals received from various contractors for the 2016 gravel haul of 30,000 cubic yards of ¾” crushed gravel from the Myskiw Pit located at NE 31-53-10-W4M in the County of Two Hills to the Innisfree Gravel Stockpile located at Pt. NW 10-51-11-W4M;
  - 2017 gravel supply requirements and gravel haul program;
  - Ducks Unlimited Canada (DUC) and road construction project on Range Road 114 south of Highway 631 in Division No. 4;
  - Presentation of old Highway 16 overlay rehabilitation options and proposed costs at next Council meeting;
  - Availability and work schedule of motorgrader operators for snowplowing and winter road maintenance.
- Councillor Anderson moved the Superintendent of Public Works report be accepted as presented.  
**Carried.**
- 163-16**  
**2016 GRAVEL HAUL REQUIREMENTS – AGREEMENT WITH G&R SAND & GRAVEL LTD.** Councillor Wagner moved the County of Minburn enter into an agreement with G & R Sand & Gravel Ltd. to haul approximately 30,000 cubic yards of ¾” crushed gravel from the Myskiw Gravel Pit located at NE 31-53-10-W4M in the County of Two Hills to the Innisfree Gravel Stockpile located at Pt. NW 10-51-11-W4M for a cost of \$6.41 per cubic yard plus G.S.T. by December 31, 2016.  
**Carried.**
- 164-16**  
**2017 GRAVEL HAUL AND SUPPLY REQUIREMENTS – DEFER DISCUSSION** Councillor Kuzio moved that discussion on the County of Minburn’s 2017 gravel haul and supply requirements be deferred until more information is obtained.  
**Carried.**
- 165-16**  
**2017 GRAVEL HAUL AND SUPPLY REQUIREMENTS – RFPS** Deputy Reeve Ogradnick moved the County of Minburn seek Request for Proposals (RFPS) for its 2017 gravel hauling and supply requirements from the following contractors with a deadline submission date of November 18, 2016:
- G & R Sand & Gravel Ltd.;
  - Wowdzia’s Trucking Ltd.;
  - Road Runner Water Hauling Ltd.;
  - Obvious Enterprises Ltd.;
  - Image Trucking.
- Carried.**
- 166-16**  
**DUCKS UNLIMITED CANADA – WETLAND REPLACEMENT** Councillor Rattray moved the County of Minburn pay the invoice received from Ducks Unlimited Canada (DUC) dated September 28, 2016 in the amount of \$18,414.00 plus \$920.70 G.S.T. in lieu of wetland replacement for the road construction project on Range Road 114 south of Highway 631.  
**Carried.**
- TRANSPORTATION** Kari Janzen presented the Transportation Report for the period January to September 2016. Time 11:40 to 11:45 p.m.
- Councillor Kuzio moved the Transportation Report for the period January to September 2016 be accepted as presented.  
**Carried.**
- PLANNING AND DEVELOPMENT SERVICES** Planning and Development Officer Davin Gegolick presented the written report for the period September 12 to October 7, 2016 and reported on monthly activities. Time 11:45 a.m.
- Development permit applications, subdivision inquiries and approvals;
  - Preparation of proposed amendments to Land Use Bylaw (LUB) and Municipal Development Plan (MDP) Bylaw;

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- OCTOBER 17, 2016** Minutes of the County Council meeting held on October 17, 2016 at the County of Minburn No. 27 Office, Vegreville, Alberta.
- PLANNING AND DEVELOPMENT SERVICES CONT'D** - Public Open House for updated and amended LUB and MDP Bylaw, November 7, 2016, Council Chambers.
- RECESS** Councillor Melenka moved the meeting recess for lunch and reconvene at 1:10 p.m. Time 12:10 p.m.  
**Carried.**
- RECONVENE** The meeting reconvened at 1:35 p.m. with all present as in the forenoon.
- PLANNING AND DEVELOPMENT SERVICES CONT'D**
- Letter received from Melanie Hollins, landowner of Lot 25, Block 1, Plan 792 0404, Brookwood Estates Subdivision dated September 30, 2016 requesting approval to keep up to two horses and ten chickens on her property which is zoned Acreage Residential Subdivision District;
  - Council consensus is to defer discussion on Melanie Hollins' request until she provides written consent from the neighbours to the east and west stating they have no objections to her keeping non-domestic pets on her property;
  - Proposed amendment to the Land Use Bylaw allowing non-domestic pets in the Hamlet of Ranfurly;
  - Council consensus is to defer discussion on amending Land Use District provisions and regulations for County of Minburn Hamlets regarding non-domestic pets until the next regular meeting;
  - Global Positioning System (GPS) collection of culvert and signage data now added to the GIS road network system;
  - Town of Vegreville/County of Minburn Intermunicipal Development Plan (IDP) meeting, November 3, 2016.
- Councillor Wagner moved the Planning and Development Services report be accepted as presented.  
**Carried.**
- DIRECTOR OF PROTECTIVE SERVICES/FIRE CHIEF** Director of Protective Services/Fire Chief Ross Warren presented the written report for the period September 14 to October 11, 2016 and reported on monthly activities. Time 1:45 to 3:00 p.m.
- Fire incidents, medical assists and motor vehicle collision responses;
  - False alarm response incidents, procedures and costs;
  - Delivery of new tanker truck to the Innisfree Fire Hall, October 6, 2016;
  - Sale of Unit No. 905, 1990 GMC C6500 tanker truck;
  - Expiration of Fire Services Agreement with the Town of Vegreville, December 31, 2016;
  - Improving occupational health and safety risks at waste transfer stations.
- Councillor Wagner moved the Director of Protective Services/Fire Chief report be accepted as presented.  
**Carried.**
- 167-16 FALSE ALARM COSTS – PT. SE 30-51-12-W4M** Councillor Melenka moved the landowner of Pt. SE 30-51-12-W4M be invoiced \$500.00 for the false alarm costs incurred on July 8, 2016 in accordance with Fire Fighting Costs Recovery Bylaw No. 1087-93.  
**Carried.**
- 168-16 FALSE ALARM COSTS – NE 29-50-14-W4M** Councillor Melenka moved the landowner of NE 29-50-14-W4M be invoiced \$180.00 for the false alarm costs incurred on August 17, 2016 in accordance with Fire Fighting Costs Recovery Bylaw No. 1087-93.  
**Carried.**
- 169-16 FALSE ALARM COSTS** Councillor Anderson moved the County of Minburn invoice landowners full cost of false alarm calls with a minimum cost of \$500.00 effective October 17, 2016.  
**Carried.**

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- OCTOBER 17, 2016** Minutes of the County Council meeting held on October 17, 2016 at the County of Minburn No. 27 Office, Vegreville, Alberta.
- 170-16**  
**UNIT NO. 905 – 1990**  
**GMC 7000 PUMPER**  
**TRUCK –**  
**ADVERTISE SALE/**  
**ACCEPT WRITTEN**  
**OFFERS** Councillor Kuzio moved the County of Minburn advertise the sale of and accept written offers for Unit No. 905, 1990 GMC 7000 pumper truck with a deadline submission date of November 18, 2016.  
**Carried.**
- 171-16**  
**INSTALL FALL**  
**PROTECTION –**  
**EAST REGIONAL**  
**WASTE TRANSFER**  
**STATION** Councillor Wagner moved the County of Minburn install fall protection on the off-loading ramp at the East Regional Waste Transfer Station to eliminate risk of falls and enhance workplace health and safety.  
**Carried.**
- ACCOUNTS**  
**PAYABLE** Councillor Rattray moved the Accounts Payable listing be approved.  
**Carried.**
- DIRECTOR OF**  
**AGRICULTURE &**  
**UTILITY SERVICES** Director of Agriculture and Utility Services Darwin Ullery presented the written report for the period September 9 to October 6, 2016 and reported on monthly activities. Time 3:00 to 3:35 p.m.
- 2016 Northeast Regional Agricultural Service Board (ASB) Conference, Hamlet of Plamondon, November 1, 2016;
  - Letter received from Battle River Watershed Alliance dated September 15, 2016 requesting funding in the amount of 50 cents per capita based on 10.3 percent of the County of Minburn’s population located in the Battle River Watershed area to support local programs and initiatives;
  - Completion of crop damage claims for 2015 and 2016 road construction agreements;
  - Nearing completion of 2016 roadside brushing;
  - Preparation of railway grade crossing inventory and determination of sight distance as it relates to vegetation in compliance with Transport Canada’s new Grade Crossing Regulations (GCR);
  - Theft of Unit No. 129, 2014 Morand livestock weigh scale and submission of insurance claim;
  - Quotation received from Morand Industries Ltd. dated September 30, 2016 for the sale of a livestock weigh scale and trailer.
- Councillor Kuzio moved the Director of Agriculture and Utility Services report be accepted as presented.  
**Carried.**
- 172-16**  
**PURCHASE**  
**LIVESTOCK WEIGH-**  
**SCALE AND**  
**TRAILER** Councillor Anderson moved the County of Minburn purchase a livestock weigh scale and trailer for an approximate cost of \$13,200.00 plus G.S.T.  
**Carried.**
- 173-16**  
**BATTLE RIVER**  
**WATERSHED**  
**ALLIANCE –**  
**REQUEST FOR**  
**FUNDING** Councillor Anderson moved the County of Minburn decline Battle River Watershed Alliance’s request for funding due to budget constraints.  
**Carried.**
- 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. Time 3:35 to 3:50 p.m.
- Reading of rural residential water metres by Minco Gas;
  - Proposed options for manhole re-design and weatherproofing for the Hamlet of Minburn sanitary sewer rehabilitation and replacement project;
  - Completion of Hamlet of Minburn sanitary sewer lining project by Insituform Technologies Limited;

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- WATER/UTILITY SERVICES/ ALBERTA CENTRAL EAST (ACE) WATER CONT'D** - Anticipated completion date of Hamlet of Minburn sanitary sewer rehabilitation and replacement project by Pidherney's Inc., November 2016.
- Councillor Melenka moved the Water/Utility Services and Alberta Central East (ACE) Water report be accepted as presented.  
**Carried.**
- BUDGET REPORT** Director of Finance and Administration Susan Babyn reviewed the Budget Report with revenue and expenditures to September 30, 2016. Time 3:50 p.m.
- Deputy Reeve Ogradnick moved the Budget Report with revenue and expenditures to September 30, 2016 be accepted as presented.  
**Carried.**
- BUDGET – PROJECTED TAX REVENUE REDUCTION FOR 2017 BUDGET** Susan Babyn reported on the following information regarding the projected tax revenue reduction for the 2017 Budget:
- Possible reduction of Assessment Year Modifiers (AYM) in 2017 and its effect on tax revenue;
  - Increase of abandoned and inactive oil and gas wells also causing reduction in tax revenue;
  - 2016 tax collection slightly lower than 2015 at this time.
- BABYN** Susan Babyn left the meeting. Time 4:10 p.m.
- REPORTS** Reports were presented by Councillors representing various Boards/Committees/Divisions.
- Division No. 1
- Update on projects, roads, etc.
    - Completion of road work on Township Road 484;
    - Roadside brushing projects;
    - Minburn Grazing Reserve;
  - Road maintenance ongoing;
  - Reported on meetings, workshops, etc., attended and monthly activities and operations of the following Boards/Committees:
    - Meeting with Member of Parliament (MP) Shannon Stubbs, Council Chambers, October 13, 2016.
- REPORTS CONT'D** Division No. 2
- Update on projects, roads, etc.
  - Road maintenance ongoing.
- GAVEL** Deputy Reeve Ogradnick assumed the gavel.
- REPORTS CONT'D** Division No. 3
- Update on projects, roads, etc.
    - Soft road conditions due to wet weather;
    - Roadside brushing.
  - Road maintenance ongoing;
  - Reported on meetings, workshops, etc., attended and monthly activities and operations of the following Boards/Committees:
    - Mannville Fire Prevention Pancake Breakfast, October 8, 2016;
    - Meeting with MP Shannon Stubbs, Council Chambers, October 13, 2016.
- GAVEL** Reeve Konieczny assumed the gavel.

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**REPORTS CONT'D****Division No. 4**

- Update on projects, roads, etc.
  - Messy road conditions caused by snow and rain;
  - "Yield" sign required on Range Road 133 south of Township Road 534;
- Road maintenance ongoing;
- Reported on meetings, workshops, etc., attended and monthly activities and operations of the following Boards/Committees:
  - Meeting with Superintendent of Public Works regarding 2016 road construction project costs, September 27, 2016;
  - Meeting with Superintendent of Public Works regarding road construction project on Range Road 114 south of Highway 631 and wetland replacement agreement with Ducks Unlimited Canada, October 3, 2016;
  - Meeting with Superintendent of Public Works regarding sight distance at intersection at Range Road 133 south of Township Road 534, October 6, 2016;
  - Meeting with MP Shannon Stubbs, Council Chambers, October 13, 2016;
  - Vegreville Seed Cleaning Plant meeting, October 13, 2016.

**Division No. 5**

- Update on projects, roads, etc.
  - Culvert replacement in the Hamlet of Ranfurly;
  - Delay of road construction due to wet weather conditions;
- Road maintenance ongoing;
- Reported on meetings, workshops, etc., attended and monthly activities and operations of the following Boards/Committees:
  - Vegreville Library Board meeting, September 29, 2016;
  - Meeting with Superintendent of Public Works and Road Construction Foreman regarding road construction projects, October 7, 2016;
- Upcoming meetings, workshops, etc.
  - St. Joseph's General Hospital Radiothon, November 18, 2016.

**Division No. 6**

- Update on projects, roads, etc.
  - Completion of road oiling projects;
  - Effect of wet weather conditions on road construction projects;
- Road maintenance ongoing;
- Reported on meetings, workshops, etc., attended and monthly activities and operations of the following Boards/Committees:
  - Minburn Foundation meeting, Vegreville Homestead Lodge, September 27, 2016;
  - Vegreville & District Chamber of Commerce meeting, October 4, 2016;
  - Meeting with MP Shannon Stubbs, Council Chambers, October 13, 2016;
  - Minburn Foundation meeting, Vegreville Homestead Lodge, October 13, 2016.

**Division No. 7**

- Update on projects, roads, etc.
  - Completion of road oiling projects;
  - Beaver dam removal;
- Road maintenance ongoing;
- Reported on meetings, workshops, etc., attended and monthly activities and operations of the following Boards/Committees:
  - Minburn Foundation meeting, Vegreville Homestead Lodge, September 27, 2016;
  - Minburn Foundation meeting, Vegreville Homestead Lodge, October 13, 2016.

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**REPORTS CONT'D** Councillor Anderson moved the reports be accepted as presented.  
**Carried.**

**174-16  
INSTALL YIELD  
SIGN** Councillor Rattray moved the County of Minburn install a "Yield" sign at the intersection of Range Road 133 south of Township Road 534.  
**Carried.**

**GAVEL** Deputy Reeve Ogradnick assumed the gavel.

**REEVE'S REPORT** Reeve Konieczny reported and commented on the following:

- Prepared Fire Prevention Week message from the County of Minburn for local newspaper advertisements;
- September 7, 2016 – Received letter from the Vegreville Lions Club requesting a County representative present a "Welcome to County of Minburn" greeting at their Opening Ceremony of their Multiple District C-1 Convention at the Vegreville Social Centre on November 5, 2016. The Vegreville Lions Club is also requesting County pins for the registered gift bags;
- September 13, 2016 – Received card from the Mannville Centennial Library thanking the County of Minburn for their copy of the County of Minburn No. 27 History Book;
- September 19, 2016 – Received card from the Vegreville and District Agricultural Society thanking the County of Minburn for their 2016 Municipal Sustainability Initiative (MSI) operating grant contribution;
- October 7, 2016 – Received invitation to attend the Vegreville and Area Annual Awards Gala at the Vegreville Social Centre on October 20, 2016;
- Remembrance Day Ceremonies, Vegreville Social Centre, November 11, 2016;
- 65th Wedding Anniversary plaque for Peter and Anne Skolski.

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

**GAVEL** Reeve Konieczny assumed the gavel.

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

1. AAMDC 2016 Fall Convention ..... 1) Any changes to the Partners Program  
2) Alberta Municipal Affairs Minister  
3) Alberta Transportation Meeting;
2. Alberta Central East (ACE) Zone 1 ..... Annual General Meeting;
3. In-Camera ..... Personnel Issues;
4. MLA's ..... Attend Finance Meeting – November 18, 2016 at 11:00 a.m.
5. County/Town Joint Meeting ..... November 21, 2016 at 5:30 p.m.;
6. Alberta Transportation ..... Intersection of Hwy 857 and Hwy 631;
7. Regional Transfer Station Authority ..... December 1, 2016 Meeting;
8. Subdivision and Development Appeal Board ..... Appoint a Member;
9. Finance Meeting ..... January 2017 – Change Date.

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

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- OCTOBER 17, 2016** Minutes of the County Council meeting held on October 17, 2016 at the County of Minburn No. 27 Office, Vegreville, Alberta.
- AAMDC 2016 FALL CONVENTION – REGISTRATION/ MEETINGS WITH MUNICIPAL AFFAIRS AND ALBERTA TRANSPORTATION** The County Manager reported on the Agenda and Partner’s Program for the Alberta Association of Municipal Districts and Counties (AAMDC) 2016 Fall Convention scheduled for November 14 to 17, 2016 at the Edmonton Shaw Conference Centre.
- The County Manager also reported that priority items have been e-mailed to the Minister of Alberta Municipal Affairs, Honourable Danielle Larivee for discussion at the meeting scheduled with her at the at the AAMDC 2016 Fall Convention.
- Items for discussion have been prepared for the meeting with Alberta Transportation at the AAMDC 2016 Fall Convention. To date no date or time have been confirmed by Alberta Transportation.
- ACE ZONE 1 – ANNUAL GENERAL MEETING** The County Manager advised that as per the ACE Water Corporation Unanimous Shareholders Agreement an Alberta Central East (ACE) Water Corporation Zone 1, Minburn and District Annual General meeting is scheduled for November 9, 2016 at 7:00 p.m. at the Innisfree Seniors Drop-in Centre.
- 175-16 IN-CAMERA – PERSONNEL ISSUES** Councillor Anderson moved the meeting proceed in-camera to discuss personnel issues. Time 4:25 p.m.  
**Carried.**
- SHELL/SHUKALAK** Superintendent of Public Works Graham Shell and Administrative Executive Trudy Shukalak left the meeting. Time 4:25 p.m.
- REVERT TO REGULAR MEETING** Councillor Anderson moved that Council revert to the regular meeting. Time 4:40 p.m.  
**Carried.**
- SHUKALAK** Trudy Shukalak returned to the meeting. Time 4:40 p.m.
- MLA’S – MEETING NOVEMBER 18, 2016** The County Manager reported that Member of the Legislative Assembly (MLA) Dr. Richard Starke, Vermilion-Lloydminster Constituency and MLA Jessica Littlewood, Fort Saskatchewan-Vegreville Constituency are scheduled to attend a meeting with County of Minburn Council on November 18, 2016 at 11:00 a.m. in Council Chambers with lunch to follow at 12:00 p.m.
- JOINT TOWN/COUNTY MEETING – NOVEMBER 21, 2016** The County Manager reported that the County of Minburn has tentatively scheduled to host a Joint Town of Vegreville and County of Minburn meeting on November 21, 2016 at 5:30 p.m. Meeting Agenda items will be prepared following the Town of Vegreville’s confirmation of attendance.
- 176-16 ALBERTA TRANSPORTATION – INTERSECTION OF HWY 857 AND HWY 631** The County Manager reported on the e-mail received from Alberta Transportation dated October 12, 2016 advising of their review of the intersection of Highway 857 and Highway 631 to determine if any modifications could be implemented to improve the operations and safety. Following the tragic collision at this intersection, Alberta Transportation is looking at measures to provide a higher level of notification for eastbound and westbound motorists and is reviewing the possibility of converting the intersection to a four-way stop control or installing red flashing lights on the stop signs that would provide additional visibility to the intersection.
- Albeta Transportation is requesting comments or suggestions from the County of Minburn regarding these proposed improvements.



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- 176-16**  
**ALBERTA**  
**TRANSPORTATION**  
**- INTERSECTION OF**  
**HWY 857 AND**  
**HWY 631 CONT'D** Councillor Melenka moved the County of Minburn advise Alberta Transportation of their appreciation of installation of red lights on the stop signs at the intersection of Highway 857 and Highway 631 which would provide added visibility and warning to the intersection; and Further, if Alberta Transportation also converts the intersection to a four-way stop for more safety control, this is acceptable to Council.  
**Carried.**
- REGIONAL**  
**TRANSFER**  
**STATION**  
**AUTHORITY –**  
**DECEMBER 1, 2016** The County Manager reported that a Regional Transfer Station Authority (RTSA) Annual General meeting has been scheduled for December 1, 2016 in the Village of Mannville at 10:00 a.m. with a Joint Landfill/Transfer Station Committee meeting to follow.
- SUBDIVISION AND**  
**DEVELOPMENT**  
**APPEAL BOARD –**  
**APPOINT A**  
**MEMBER** The County Manager advised Council of the vacancy on the Subdivision and Development Appeal Board (SDAB) caused by resignation of a member.  
 As per Bylaw No. 1114-95, Establishment of the Subdivision and Development Appeal Board, any vacancies caused by the death, retirement or resignation of a member may be filled by resolution of the Council.  
 Councillors will present a list of interested public-at-large individuals who must be County of Minburn residents at the next meeting.  
 The County Manager advised that following the appointment of a new SDAB member an informal training session will be offered to all members in Council Chambers.
- 177-16**  
**FINANCE MEETING**  
**- JANUARY 2017**  
**CHANGE DATE** Councillor Melenka moved the January 13, 2017 Finance Committee meeting be rescheduled to January 16, 2017 at 9:00 a.m.  
**Carried.**
- CORRESPONDENCE** The following items of correspondence were reviewed by Council:  
 - Information to Council for the period September 16 to October 12, 2016;  
 - Transport Canada – September 6, 2016 letter advising of the new requirements under the new Grade Crossings Regulations pursuant to the *Railway Safety Act*.  
 - Royal Canadian Legion – October 12, 2016 e-mail thanking the County of Minburn for their generous support in 2016 for the historic Remembrance Project, and requesting support for their 2017 Remembrance Project by sponsoring advertisement space in their “Military Service Recognition Book”.
- 178-16**  
**ROYAL CANADIAN**  
**LEGION**  
**ADVERTISEMENT** Councillor Kuzio moved the County of Minburn support the Royal Canadian Legion Alberta/Northwest Territory Command Remembrance project with a one-time advertisement/support message of one-half page full color ad in their Military Service Recognition Book for 2017 in the amount of \$852.38 plus \$42.62 G.S.T.  
**Carried.**
- NEW BUSINESS** Discussion ensued on the following item:  
 - Proposed Tri-Municipal meeting with the County of Minburn, Village of Innisfree and Village of Mannville following the ACE Water Corporation Zone 1 Minburn and District Annual General meeting on November 9, 2016.
- 179-16**  
**TRI-MUNICIPAL**  
**MEETING –**  
**NOVEMBER 9, 2016** Councillor Rattray moved the County of Minburn schedule a Tri-Municipal meeting with the County of Minburn, Village of Innisfree and Village of Mannville immediately following the Alberta Central East (ACE) Water Corporation Zone 1 Minburn and District Annual General Meeting (AGM) on November 9, 2016 at 7:00 p.m. at the Innisfree Seniors Drop-in Centre.  
**Carried.**

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**ADJOURNMENT** Councillor Wagner moved the meeting adjourn to November 21, 2016 at 10:00 a.m. Time 5:00 p.m.  
**Carried.**

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
County Manager

\_\_\_\_\_  
Recording Secretary