

COUNTY OF MINBURN NO. 27

COUNTY COUNCIL

**SEPTEMBER 17
AND 21, 2018**

Minutes of the County Council meeting held on September 17 and 21, 2018 at the County of Minburn No. 27 office, Vegreville, Alberta.

PRESENT

Present at the meeting were:

Reeve:	Roger Konieczny
Deputy Reeve:	Carl Ogrodnick
Councillors:	Richard Wagner
	Eric Anderson
	Clifford Wowdzia
	Tara Kuzio
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**

Deputy Reeve Ogrodnick moved the Agenda for the September 17 and 18, 2018 regular County Council meeting be accepted as presented.
Carried.

**COUNTY COUNCIL
MEETING MINUTES**

Councillor Kuzio moved the minutes of the August 20, 2018 regular County Council meeting be adopted as presented.
Carried.

**REYNOLDS MIRTH
RICHARDS &
FARMER – TOP
GRADE**

The County Manager reported on his attendance at the questioning of his affidavit on August 22, 2018 regarding the Notice of Claim filed by Top Grade Construction Ltd. for work related to BF 13191 located in the County of Minburn. Further questioning may be required in the future.

**SHOP FOREMAN /
SUPERVISOR**

Shop Foreman/Supervisor Ian Uskiw presented the written report for the period July 25 to August 26, 2018 and reported on monthly activities. Time 10:20 to 10:28 a.m.

- General maintenance of equipment;
- Winterization of equipment and equipment servicing;
- Upgrades at Mannville Public Works shop;
- Fall clean-up at all County of Minburn Public Works shops.

Councillor Anderson moved the Shop Foreman/Supervisor's report be accepted as presented.
Carried.

**SUPERINTENDENT
OF PUBLIC WORKS**

Superintendent of Public Works Graham Shell presented the written report for the period August 13 to September 5, 2018 and reported on monthly activities.

- Removal of gravel from Hryhirschuk Pit;
- Coulter Pit Crushing Program ongoing;
- Obtaining Coulter Pit reclamation costs from Bar Engineering Co. Ltd;
- Proposed storage of gravel north of the East Regional Waste Transfer Station (ERSTS) at NW 23-50-9-W4M;
- Gravel supply offer received from Wowdzia's Truck Ltd.;
- Traffic count report for Range Road 82 (Saltaux Road) north of Highway 619 in SW 2-48-8-W4M and set up of traffic counter on Minburn Road (Range Road 102) and Akasu Road (Township Road 522);
- Proposed collection of electronic waste at the East Regional Waste Transfer Station (ERWTS).

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

**167-18
2018 GRAVEL
SUPPLY**

Councillor Anderson moved the County of Minburn purchase up to 12,500 tonnes of additional 1½ inch crushed gravel from Wowdzia's Trucking Ltd. for the price of \$19.00 per tonne plus G.S.T. in 2018 delivered to the Innisfree Stockpile as per County specifications, terms and conditions; and Further, purchase of the gravel will be funded from the gravel budget.
Carried.

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- SEPTEMBER 17 AND 21, 2018** Minutes of the County Council meeting held on September 17 and 21, 2018 at the County of Minburn No. 27 office, Vegreville, Alberta.
- 168-18 ELECTRONIC WASTE DISPOSAL – EAST REGIONAL WASTE TRANSFER STATION** Councillor Anderson moved the County of Minburn accept electronic waste at the East Regional Waste Transfer Station (ERWST).
Carried.
- 169-18 GRAVEL STORAGE – ALBERTA TRANSPORTATION** Councillor Wowdzia moved the County of Minburn contact Alberta Transportation to request permission to store approximately 6,250 tonnes cubic yards of crushed gravel on their land located north of the East Regional Waste Transfer Station (ERWTS) in NW 23-50-9-W4M.
Carried.
- RECESS** Councillor Anderson moved the meeting recess in order for the Subdivision Authority to meet. Time 11:10 a.m.
Carried.
- RECONVENE** The meeting reconvened with all present as previously recorded. Time 11:15 a.m.
- PLANNING AND DEVELOPMENT SERVICES** Planning and Development Officer Davin Gegolick presented the written report for the period August 14 to September 11, 2018 and reported on monthly activities. Time 11:15 to 11:40 a.m.
- Development permit applications, subdivision inquiries and approvals;
 - Viterra Grand Opening Celebration, October 16, 2018;
 - Letter received from ATCO Electric Ltd. dated August 31, 2018 providing project details and timelines of the planned alterations to their transmission line 7L77 located in the County of Minburn;
 - Proposal received from Red Willow Planning dated September 4, 2018 for the completion of the West Industrial Area Structure Plan (ASP);
 - Waste transfer station design, scope of work and capital and operational cost report prepared by WSP Canada Inc. dated August 2018 for the development of the proposed waste transfer station at NE 9-52-14-W4M;
 - Proposed grant application for the development of an Intermunicipal Collaboration Framework (ICF) under the Alberta Community Partnership Program (ACP) with the Town of Vegreville.
- Councillor Wagner moved the Planning and Development Services report be accepted as presented.
Carried.
- 170-18 WEST INDUSTRIAL AREA STRUCTURE PLAN** Deputy Reeve Ogradnick moved the County of Minburn accept the proposal received from Red Willow Planning dated September 4, 2018 for the completion of the West Industrial Area Structure Plan (ASP) for the estimated cost of \$75,000.00 plus G.S.T.
- The cost of the West Industrial ASP project will be funded as follows:
- | | |
|------------------------------------------------------|----------|
| Community and Regional Economic Support (CARES) | \$37,500 |
| County of Minburn (grant, general revenue, reserves) | \$37,500 |
- Carried.**
- 171-18 PREPARE TENDER DOCUMENTS FOR WASTE TRANSFER STATION – NE 9-52-14-W4M** Councillor Kuzio moved that WSP Canada Inc. discuss their report and preparation of tender documents for the construction of a waste transfer station in NE 9-52-14-W4M at the November 2018 County Council meeting.
Carried.
- 172-18 ALBERTA COMMUNITY PARTHERSHIP – ICF GRANT APPLICATION** Councilor Wagner moved the County of Minburn participate as the managing partner in an application for grant funding under the Intermunicipal Collaboration (IC) component of the Alberta Community Partnership (ACP) Program for the development of an Intermunicipal Collaboration Framework (ICF) between the County of Minburn and the Town of Vegreville in the amount of \$30,000.00; and

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172-18 ALBERTA COMMUNITY PARTHERSHIP – ICF GRANT APPLICATION CONT'D	Further, that the County of Minburn as the applicant and managing partner agrees to enter into a Conditional Grant Agreement with Alberta Municipal Affairs governing the purpose and use of the grant funds. Carried.
TRANSPORTATION	Senior Accountant Kari Janzen presented the Transportation Report for the period January to August 2018. Time 11:40 to 11:45 a.m. Councillor Wagner moved the Transportation Report for the period January to August 2018 be accepted as presented. Carried.
LUDWIG	Jim Ludwig joined the meeting. Time 11:45 a.m.
LUDWIG RETIREMENT PRESENTATION	Reeve Konieczny and the County Manager presented Jim Ludwig with a framed plaque in recognition of his retirement and 22 years of dedicated service as an employee of the County of Minburn.
RECESS	Councillor Anderson moved the meeting recess for lunch and reconvene at 12:45 p.m. Time 11:45 a.m. Carried.
RECONVENE	The meeting reconvened at 1:00 p.m. with all present as previously recorded with the exception of Jim Ludwig.
DIRECTOR OF PROTECTIVE SERVICES/ FIRE CHIEF	Director of Protective Services/Fire Chief Mike Fundytus presented the written report for the period August 14 to September 11, 2018 and reported on monthly activities. Time 1:00 to 1:15 p.m. <ul style="list-style-type: none"> - Fire incidents, medical assists and motor vehicle collision responses; - Attendance at meeting with Regional Technical Advisor for the Office of the Fire Commissioner, September 5, 2018; - Preparation of modifications to Working Alone, Work Place Violence and Harassment policies as required by Occupational Health and Safety (OH&S); - Inspection of Zaparose Gravel Pit by OH&S Officer; - Letter received from Village of Mannville dated September 1, 2018 requesting the County of Minburn provide a letter supporting their grant application under the Emergency Management Preparedness Program (EMPP); - Submission of grant application under the Alberta Health Service Medical First Response Program for reimbursement of medical training expenses for firefighters; - Commencement of Bridge File (BF) 519 culvert installation on Range Road 154 by West-Can Seal Coating Inc. at the end of September 2018; - Beaver dam cleared by Agricultural Services staff at BF 1818 on Township Road 484 west of Highway 881. Councillor Wagner moved the Director of Protective Services/Fire Chief report be accepted as presented. Carried.
173-18 LETTER OF SUPPORT FOR VILLAGE OF MANNVILLE – EMPP	Councillor Kuzio moved the County of Minburn provide a letter to the Village of Mannville supporting their application for grant funding under the Emergency Management Preparedness Program (EMPP). Carried.

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- SEPTEMBER 17 AND 21, 2018** Minutes of the County Council meeting held on September 17 and 21, 2018 at the County of Minburn No. 27 office, Vegreville, Alberta.
- 174-18 RESCHEDULE NOVEMBER 2018 FINANCE COMMITTEE AND COUNCIL MEETING** Councillor Anderson moved the November 16, 2018 Finance Committee meeting be rescheduled to November 15 at 9:00 a.m.; and Further, the November 19 and 20, 2018 County Council meeting be rescheduled to November 15 and 16, 2018 at 10:00 a.m.
Carried.
- DIRECTOR OF AGRICULTURE AND UTILITY SERVICES** Director of Agriculture and Utility Services Darwin Ullery presented the written report for the period August 9 to September 5, 2018 and reported on monthly activities. Time 1:15 to 1:40 p.m.
- Collection and disposal of agricultural grain bags and net wrap;
 - 2018 roadside brushing program ongoing;
 - Weed spraying program nearing completion;
 - Agricultural Service Board (ASB) 2018 Resolution Report Card;
 - Agriculture and Forestry Pest Control Seminar, October 17 and 18, 2018;
 - BMO Farm Family Awards Banquet and presentation, Edmonton Expo Centre, November 10, 2018;
 - 2018 Northeast Regional ASB Conference hosted by Beaver County in the Hamlet of Kinsella, November 2, 2018;
 - Letter received from Health Canada dated August 20, 2018 thanking the County of Minburn for their letter regarding concerns with the proposed cancellation of strychnine and its associated end-use products (Ground Squirrel use).
- Councillor Anderson moved the Director of Agriculture and Utility Services report be accepted as presented.
Carried.
- 175-18 AGRICULTURAL NET WRAP AT COUNTY TRANSFER STATIONS AND VEGREVILLE LANDFILL** Councillor Kuzio moved the County of Minburn no longer accept agricultural net wrap at the East Regional Waste Transfer Station (ERWTS), Ranfurly Waste Transfer Station (RWTS) and Vegreville Landfill.
Carried.
- WATER/UTILITY SERVICES/ ALBERTA CENTRAL EAST (ACE) WATER** Darwin Ullery presented the following Water/Utility Services and Alberta Central East (ACE) Water report. Time 1:40 to 1:50 p.m.
- Completion of sewer line flushing in the Hamlet of Minburn;
 - Grant funding eligibility for the Hamlet of Lavoy water and sewer rehabilitation and replacement work and presentation of proposed funding source scenarios for the project.
- Councillor Wagner moved the Water/Utility Services and Alberta Central East (ACE) Water report be accepted as presented.
Carried.
- 176-18 HAMLET OF LAVOY WATER AND SEWER REHABILITATION AND REPLACEMENT PROGRAM – ICIP GRANT FUNDING** Councillor Kuzio moved the County of Minburn submit an Expression of Interest (EOI) Form to Alberta Infrastructure for an application for grant funding under the Investing in Canada Infrastructure Program (ICIP) for the Hamlet of Lavoy Potable Water and Sewer Rehabilitation and Replacement Program in the amount of \$2,900,000.00
Carried.
- 177-18 GROUNDWATER MONITORING AND REPORTING – COUNTY LANDFILLS** The County Manager presented the cost proposal received from Wood Environment and Infrastructure Solution dated August 13, 2018 for the completion of 2018 groundwater well monitoring and reporting for the Lavoy, Ranfurly and Mannville Landfills as required by the Code of Practice for Landfills under Alberta Environment and Parks.

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**177-18
GROUNDWATER
MONITORING AND
REPORTING –
COUNTY LANDFILLS
CONT'D**

Deputy Reeve Ogradnick moved the County of Minburn accept the proposal received from Wood Environment and Infrastructure Solutions dated August 13, 2018 for the completion of the 2018 groundwater well monitoring and reporting at the Lavoy, Ranfurly and Mannville Landfills for the total estimated amount of \$12,500.00 plus G.S.T.
Carried.

**REGIONAL
RECREATION
CULTURE AND
MASTER PLAN**

The County Manager reported on the e-mail received from the Town of Vegreville dated September 10, 2018 advising that the Regional Recreation and Culture Master Plan Committee meeting is scheduled for October 3, 2018 at the Town of Vegreville committee room at 5:00 p.m.

Council consensus was that a request be made to reschedule the meeting to November 2018.

REPORTS

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

Division No. 1

- Update on projects, roads, etc.
 - “No Trucks Over One Ton” signs required in the Hamlet of Minburn;
 - Roads in poor condition due to considerable amounts of rainfall;
 - Traffic count on Saltaux Road;
- Reported on meetings, workshops, etc., attended and monthly activities and operations of the following Boards/Committees:
 - Retirement luncheon for ERWTS operators Dave and Georgieanna Gingell, Village of Mannville, August 28, 2018;
 - Meeting with Alberta Municipal Affairs Minister Shaye Anderson and Member of the Legislative Assembly (MLA) for Fort Saskatchewan-Vegreville Jessica Littlewood, Council Chambers, August 29, 2018;
 - Meeting with Superintendent of Public Works, September 11, 2018.

Division No. 2

- Update on projects, roads, etc.
 - “School Bus” signs required in SW 23-50-12-W4M at 50313 Range Road 122;
 - “Checkerboard” sign required at intersection of Township Road 504 and Range Road 122;
- Reported on meetings, workshops, etc., attended and monthly activities and operations of the following Boards/Committees:
 - Wapasu Development Committee meeting, August 23, 2018.

GAVEL

Deputy Reeve Ogradnick assumed the gavel.

REPORTS CONT'D

Division No. 3

- Update on projects, roads, etc.
- Reported on meetings, workshops, etc., attended and monthly activities and operations of the following Boards/Committees:
 - Meeting with Alberta Municipal Affairs Minister Shaye Anderson and MLA for Fort Saskatchewan-Vegreville Jessica Littlewood, Council Chambers, August 29, 2018;
 - Responded to ratepayer concern regarding condition of gravel on road, August 31, 2018;
 - Mannville-Innisfree Family and Community Support Services (FCSS) meeting, Village of Mannville, September 4, 2018.

REPORTS

Reeve Konieczny assumed the gavel.

Division No. 4

- Update on projects, roads, etc.
 - “Checkerboard” sign required at intersection of Township Road 522 and Range Road 122;

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REPORTS CONT'D

- Reported on meetings, workshops, etc., attended and monthly activities and operations of the following Boards/Committees:
 - Meeting with Alberta Municipal Affairs Minister Shaye Anderson and MLA for Fort Saskatchewan-Vegreville Jessica Littlewood, Council Chambers, August 29, 2018;
 - ACE Water Corporation meeting, City of Lloydminster, August 30, 2018;
 - ACE Water Corporation conference call meeting, September 14, 2018;
 - Meeting with motorgrader operator regarding road signage, September 14, 2018.

Division No. 5

- Update on projects, roads, etc.
 - Received concern from ratepayer regarding 1½" crushed gravel on road;
 - Replacement of timber at rail crossings by Canadian National Railway (CNR);
 - Livestock Tax Deferral Provision under Agriculture and Agri-Food Canada (AAFC);
- Reported on meetings, workshops, etc., attended and monthly activities and operations of the following Boards/Committees:
 - Wapasu Development Committee meeting, August 23, 2018.
 - Meeting with Alberta Municipal Affairs Minister Shaye Anderson and MLA for Fort Saskatchewan-Vegreville Jessica Littlewood, Council Chambers, August 29, 2018;
 - Covenant Health Relay of the Decade planning meeting, September 7, 2018;
 - Northern Lights Library System (NLLS) meeting, Town of Elk Point, September 8, 2018;
 - Presented congratulatory message on behalf of the County of Minburn at the Covenant Health Relay of the Decade, St. Joseph's General Hospital, September 10, 2018.

Division No. 6

- Update on projects, roads, etc.
 - Request to allocate additional funding towards 2018 Road and Improvement Projects;
- Reported on meetings, workshops, etc., attended and monthly activities and operations of the following Boards/Committees:
 - Meeting with Alberta Municipal Affairs Minister Shaye Anderson and MLA for Fort Saskatchewan-Vegreville Jessica Littlewood, Council Chambers, August 29, 2018;
 - Vegreville and District Chamber of Commerce meeting, September 6, 2018;
 - Royal Canadian Legion Decoration Day, Vegreville Riverside Cemetery, September 9, 2018;
 - Several visits to Vegreville Homestead Lodge due to management issues.
- Upcoming meetings, workshops, etc.
 - Vegreville and District Chamber of Commerce Annual Awards Gala, Vegreville Social Centre, October 24, 2018;
 - Vegreville and District Chamber of Commerce Christmas Social, Vegreville Social Centre, December 14, 2018.

Councillor Wowdzia moved the reports be accepted as presented.

Carried.**178-17
NO TRUCKS OVER
ONE TON – HAMLET
OF MINBURN**

Councillor Wagner moved the County of Minburn install "No Trucks Over One Ton" signs on the east and west entrances of the Hamlet of Minburn.

Carried.

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- SEPTEMBER 17 AND 21, 2018** Minutes of the County Council meeting held on September 17 and 21, 2018 at the County of Minburn No. 27 office, Vegreville, Alberta.
- 179-18 SCHOOL BUS AND CHECKERBOARD SIGNS** Councillor Anderson moved the County of Minburn install “School Bus” signs in SW 23-50-12-W4M at 50313 Range Road 122; and Further, install a “Checkerboard – Both Directions” sign at the intersection of Township Road 504 and Range Road 122.
Carried.
- 180-18 CHECKERBOARD SIGN** Councillor Wowdzia moved the County of Minburn install a “Checkerboard – Both Directions” sign at the intersection of Township Road 522 and Range Road 141.
Carried.
- 181-18 DIVISIONAL FORM “A” BUDGET** Deputy Reeve Ogrodnick moved the County of Minburn approve additional funding be added to Division No. 6, 2018 Road and Improvement Projects Form “A” budget in the amount of up to \$60,000.00; and Further, that the Transportation budget be adjusted accordingly.
Carried.
- GAVEL** Deputy Reeve Ogrodnick assumed the gavel.
- REEVES REPORT** Reeve Konieczny reported and commented on the following:
 - August 28, 2018 – Retirement luncheon for ERWTS operators Dave and Georgianna Gingell, Village of Mannville;
 - September 1, 2018 – Meeting with County of Minburn CAO Brent Williams;
 - Thank you to the Deputy Reeve for his attendance at events in the Reeve’s absence.

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

GAVEL Reeve Konieczny assumed the gavel.

COUNTY MANAGER REPORT County Manager David Marynowich reported and commented on the following:
 1. Organizational Meeting..... October 15, 2018 at 9:00 a.m.
 2. County Policies Revision;
 3. County Manager Service Extension;
 4. Alberta Transportation Meeting at 2018 Rural Municipalities of Alberta (RMA) Convention;
 5. RMA District No. 5..... September 28, 2018 Meeting;
 6. Christmas Holidays 2018..... December 24, 25, 26, 2018;
 7. ARMAA Conference
September 5 to 7, 2018 Highlights;
 8. Property Assessment Appeals..... Information;
 9. 2018 Rural Municipalities of Alberta
Convention Agenda and Partner’s Program;
 10. Resignation of Councillor Melenka Section 161 MGA;
 11. Appointment of Returning Officer..... Section 13(1) *Local Authorities Election Act*;

Councillor Anderson moved the County Manager’s report be accepted as presented.
Carried.

182-18 COUNCIL ORGANIZATIONAL MEETING 2018 Councillor Wowdzia moved the County of Minburn schedule the 2018 Organizational meeting pursuant to Section 192(1) of the *Municipal Government Act (MGA)* on September 21, 2018 at 10:00 a.m. in the Council Chambers.
Carried.

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- SEPTEMBER 17
AND 21, 2018** Minutes of the County Council meeting held on September 17 and 21, 2018 at the County of Minburn No. 27 office, Vegreville, Alberta.
- 183-18
RESCHEDULE
FINANCE MEETING
OCTOBER 2018** Councillor Wowdzia moved the October 12, 2018 Finance Committee meeting be rescheduled to October 15, 2018 at 9:00 a.m.
Carried.
- 184-18
COUNTY POLICIES** Councillor Kuzio moved the County of Minburn amend all County policies affected by changing the wording from County Manager to Chief Administrative Officer (CAO) effective the employment commencement date of Brent Williams as per the list dated September 7, 2018 and any other document(s).
Carried.
- 185-18
ALBERTA
TRANSPORTATION
MEETING AT RMA
2018 CONVENTION** The County Manager reported on the letter received from Alberta Transportation dated September 10, 2018 advising that Alberta Transportation representatives will be available to meet with Council at the Rural Municipalities of Alberta (RMA) 2018 Fall Convention on November 20, 2018 to discuss any transportation related issues.
- Councillor Wowdzia moved the County of Minburn meet with Alberta Transportation at the 2018 Rural Municipalities of Alberta (RMA) Fall Convention on November 20, 2018 to discuss transportation related matters.
Carried.
- RMA DISTRICT 5
MEETING –
SEPTEMBER 28, 2018** The County Manager reported that an RMA District No. 5 meeting hosted by the County of Minburn is scheduled for September 28, 2018 at the Innisfree Recreation Centre commencing at 9:30 a.m.
- 186-18
CHRISTMAS
HOLIDAYS 2018 –
DECEMBER 24, 25
AND 26** Councillor Anderson moved the County of Minburn approve December 24, 25 and 26, 2018 as Christmas holidays for employees.
Carried.
- ARMAA
CONFERENCE
HIGHLIGHTS** The County Manager reported on his attendance at the Alberta Municipal Administrators Association (ARMAA) 2018 Conference in the City of Medicine Hat on September 5, 6 and 7, 2018 and presented a summary of the Conference highlights.
- ASSESSMENT
REVIEW BOARD –
UPDATE** The County Manager provided an update on property assessment appeals for the member municipalities of the Regional Assessment Review Board (RARB), County of Minburn, Village of Innisfree and Village of Mannville.
- The County of Minburn received two property assessment appeals that were corrected by the County assessor in accordance with Section 305(1) of the *MGA*. In accordance with Section 305(1.2) of the *MGA* the complaints were cancelled and the complainant was granted a new right of complaint in respect of the amended assessment notice with an appeal deadline of October 29, 2018.
- No property assessment appeals were received for the Village of Innisfree and Village of Mannville.
- 2018 RMA
CONVENTION –
AGENDA AND
PARTNERS
PROGRAM** The County Manager reported on the Agenda for the 2018 RMA Fall Convention scheduled for November 19, 20, 21 and 22, 2018 at the Edmonton Shaw Conference Centre and Partners Program offered at the Convention.
- RESIGNATION OF
COUNCILLOR DAVID
MELENKA** In accordance with Section 161 of the *MGA* the County Manager reported on the letter received from Councillor David Melenka on September 17, 2018 advising of his resignation as County of Minburn Councillor for Division No. 7.

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SEPTEMBER 17 AND 21, 2018	Minutes of the County Council meeting held on September 17 and 21, 2018 at the County of Minburn No. 27 office, Vegreville, Alberta.
RESIGNATION OF COUNCILLOR DAVID MELENKA CONT'D	Further, the County Manager advised Council that in accordance with Section 165 of the <i>MGA</i> , unless a council sets an earlier date, election day for a by-election under Section 162 or 163 of the <i>MGA</i> is 90 days after the vacancy occurs.
187-18 2018 MUNICIPAL BY- ELECTION – RETURNING OFFICER	Councillor Anderson moved the County of Minburn appoint Lillian Konieczny as Returning Officer for the 2018 Municipal By-Election with duties as per the <i>Local Authorities Election Act (LAEA)</i> under the supervision of the County Manager and as per County of Minburn terms and conditions. Carried.
CORRESPONDENCE	The following items of correspondence were reviewed by Council: <ul style="list-style-type: none"> - Information to Council for the period August 17 to September 11, 2018; - North Saskatchewan Watershed Alliance (NSWA) – August 30, 2018 letter and invoice requesting financial support for 2019 in the amount of \$.50 per capita to assist with their operations; - ATCO Gas and Pipelines Ltd. – August 29, 2018 letter advising that pursuant to Clause 4(a) of the Hamlet of Lavoy and Hamlet of Minburn Franchise Agreement the County of Minburn has the ability to change the ATCO Gas and Pipelines Ltd. franchise fee percentage in 2019. The current franchise fee collected from customers in the Hamlet of Lavoy and Hamlet of Minburn based on the percentage of ATCO Gas and Pipeline Ltd.’s Delivery Tariff is 16.61 percent.
188-18 NSWA – CONTRIBUTIONS TO 2019 OPERATIONS	Councillor Kuzio moved the County of Minburn contribute \$.50 per capita to the North Saskatchewan Watershed Alliance (NSWA) to assist with their operations in 2019 as requested in their invoice dated August 30, 2018. 2019. Payment is to be forwarded in January 2019. County of Minburn population is 3,188 x \$.50 = \$1,594 Carried.
189-18 ATCO GAS AND PIPELINES LTD. – FRANCHISE AGREEMENT – HAMLETS OF LAVOY AND MINBURN	Councillor Kuzio moved the Delivery Tariff Percentage for the Hamlet of Lavoy and Hamlet of Minburn ATCO Gas and Pipelines Ltd. Franchise Agreements remain at 16.61 percent in 2019 pursuant to Clause 4(a) of the franchise agreements. Carried.
ACCOUNTS PAYABLE	Councillor Wagner moved the Accounts Payable listing be approved. Carried.
BUDGET REPORT	Director of Finance and Administration Susan Babyn reviewed the Budget Report with revenue and expenditures for the period January 1 to August 31, 2018. Time 3:10 to 3:15 p.m. Deputy Reeve Ogradnick moved the Budget report with revenue and expenditures for the period January 1 to August 31, 2018 be accepted as presented. Carried.
RECESS	Councillor Wagner moved the meeting recess and reconvene on September 21, 2018 at 9:00 a.m. Time 3:16 p.m. Carried.
RECONVENE	The meeting reconvened at 9:00 a.m. on September 21, 2018.

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PRESENT

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Reeve:	Roger Konieczny
Deputy Reeve:	Carl Ogradnick
Councillors:	Richard Wagner
	Eric Anderson
	Clifford Wowdzia
	Tara Kuzio
Superintendent of Public Works:	Graham Shell
County Manager:	David Marynowich
Recording Secretary:	Trudy Shukalak

BABYN

Director of Finance and Administration Susan Babyn joined the meeting. Time 9:00 a.m.

**LOCAL
AUTHORITIES
ELECTIONS ACT –
BY-ELECTIONS**

Returning Officer Lillian Konieczny reported on the legislative requirements as they pertain to the *Local Authorities Election Act (LAEA)* and municipal by-elections. Time 9:00 to 9:10 a.m.

**190-18
2018 BY-ELECTION**

Deputy Reeve Ogradnick moved the County of Minburn hold a By-Election to fill the vacant Councillor position in Division No. 7 as follows:

- Election Day is November 29, 2018 from 10:00 a.m. to 8:00 p.m.
- Nomination Day is October 30, 2018 from 10:00 a.m. to 12 noon.
- Nominations must be accompanied by a cash deposit of \$100.00 in the form of cash, certified cheque or money order as per County of Minburn Bylaw No. 912.
- Advance Vote is on November 24, 2018 from 12 noon to 6:00 p.m.
- Voting Station for the Advance Vote will be held at the Vegreville Elks Hall;
- Voting Stations for Election Day will be held at Warwick Community Hall and Vegreville Elks Hall.
- Pay the prevailing hall rental rate for the 2018 By-Election voting stations.
- No institutional voting stations will be designated and no resolution will be passed to provide for incapacitated electors at home.
- Deputy Returning Officers (DROs) will receive remuneration as per County Policy CC6, Rates of Remuneration.

Carried.

**191-18
MINISTERIAL ORDER
– MODIFIED VOTING
SYSTEM**

Councillor Wowdzia moved the County of Minburn apply for the necessary Ministerial Order granting approval to apply current Bylaw No. 1225-13 for the modified voting system of conducting an election prescribed by *Alberta Regulation 5/2007* with amendments up to and including *Alberta Regulation 180/2016* which shall be used for the purpose of conducting elections pursuant to the provision of the *Local Authorities Election Act (LAEA)*.

Carried.

**192-18
BYLAW NO. 1271-18
TO ESTABLISH THE
POSITION OF CAO**

Bylaw No. 1271-18 of the County of Minburn No. 27, Vegreville, in the Province of Alberta, pursuant to the provisions of the *MGA* was presented to establish the position of the Chief Administrative Officer.

Councillor Kuzio moved Bylaw No. 1271-18 be given first reading.

Carried.

Councillor Wagner moved Bylaw No. 1271-18 be given second reading.

Carried.

Councillor Anderson moved Council unanimously and in full agreement give Bylaw No. 1271-18 third reading at this meeting.

Carried.

COUNTY OF MINBURN NO. 27

COUNTY COUNCIL

- SEPTEMBER 17
AND 21, 2018**

Minutes of the County Council meeting held on September 17 and 21, 2018 at the County of Minburn No. 27 office, Vegreville, Alberta.
- 192-18
BYLAW NO. 1271-18
TO ESTABLISH THE
POSITION OF CAO
CONT'D**

Deputy Reeve Ogradnick moved Bylaw No. 1271-18 be given third reading.
Carried.
- 193-18
PARTICIPATE WITH
VILLAGE OF
MANNVILLE
ALBERTA
COMMUNITY
PARTNERSHIP
GRANT - ICF**

The County Manager reported on the letter received from the Village of Mannville dated September 19, 2018 requesting the County of Minburn participate with them in an application for grant funding under IC Component of the ACP Program for the development of an ICF.

Councillor Wagner moved the County of Minburn authorize the Village of Mannville to participate as the managing partner in an application for grand funding under the Intermunicipal Collaboration (IC) component of the Alberta Community Partnership (ACP) Program for the development of an Intermunicipal Collaboration Framework (ICF) between the Village of Mannville and the County of Minburn in the amount of \$30,000.00; and Further, that 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.
- 194-18
COUNTY
MANAGER'S
RETIREMENT DATE –
EXTENTION**

Reeve Konieczny advised Council that Brent William's employment commencement date as County of Minburn CAO will be November 5, 2018.

Councillor Kuzio moved the County Manager's retirement date be extended from September 30, 2018 to November 30, 2018 based on the current salary and benefits. Retirement Benefit Document No. 391979 is effective November 30, 2018.
Carried.
- 195-18
CLOSED-SESSION –
CONTRACT ISSUE**

Deputy Reeve Ogradnick moved that Council close the meeting to the public to discuss a contract issue as per Section 17 of the *Freedom of Information and Protection of Privacy (FOIP) Act*. Time 9:20 a.m.
Carried.
- BABYN/SHUKALAK**

Susan Babyn and Trudy Shukalak left the meeting. Time 9:20 a.m.
- REVERT TO
REGULAR MEETING**

Councillor Wagner moved that Council revert to the regular meeting. Time 9:45 a.m.
Carried.
- BABYN/SHUKALAK**

Susan Babyn and Trudy Shukalak returned to the meeting. Time 9:45 a.m.
- ADJOURNMENT**

Councillor Wowdzia moved the meeting adjourn to October 15, 2018 at 10:00 a.m. Time 9:46 a.m.
Carried.

Reeve

County Manager

Recording Secretary