



## **AGENDA**

**April 20, 2026 – County Council Meeting**

**10:00 a.m.**

- 1. Call to Order**
- 2. Changes to Agenda and Adoption of Agenda**
- 3. Confirmation of Minutes**
  - 3.1 March 19, 2026 Council Meeting
  - 3.2 April 16, 2026 Special Meeting
- 4. Delegations**
- 5. Public Hearing - Bylaw #1373-26 - 10:00 a.m.**
- 6. Council Priorities**
- 7. Requests for Decision**
  - 7.1 Bylaw No. 1373-26 to Remove Municipal Reserve Designation From Lands within the County of Minburn
  - 7.2 Intermunicipal Subdivision and Development Appeal Board Bylaw No. 1377-26
  - 7.3 Intermunicipal Subdivision and Development Appeal Board Agreement with Partner Municipalities
  - 7.4 Integrity Dig with Road Allowance Special Approval Request
  - 7.5 Subdivision File #05-2026
  - 7.6 Subdivision File #06-2026
  - 7.7 Development Permit Application No. 2026-10
  - 7.8 Stop Order Enforcement
  - 7.9 New Policy ASB 2011-01, Animal Health Act Response
  - 7.10 Bridge Culvert Tender, BF 01195 and BF 01762
  - 7.11 Grader Sale, Unit 330 and Unit 333
  - 7.12 4-H Grant Program Policy ASB 2005-03
  - 7.13 Borrowing Bylaw 1372-26 - Bridge File 72570- 2nd and 3rd Reading
  - 7.14 2026 Final Budget Approval
  - 7.15 2026 Property Tax Rate Bylaw No. 1375-26
  - 7.16 Hamlet of Minburn 2026 Special Tax Rate Bylaw No. 1376-26
  - 7.17 Cancellation of 2026 Municipal Tax for Seed Plants and Golf Courses
  - 7.18 Beaver County Intermunicipal Collaboration Framework Agreement
  - 7.19 County of Two Hills Intermunicipal Collaboration Framework Agreement
- 8. Reports**
  - 8.1 Reeve
  - 8.2 Council
  - 8.3 CAO
  - 8.4 Operations
  - 8.5 Planning and Community Services
  - 8.6 Protective Services
  - 8.7 Corporate Services
- 9. Correspondence and Information Items**
  - 9.1 Alberta Municipal Affairs re ACP Intermunicipal Collaboration Application
  - 9.2 Canadian Food Inspection Agency re Livestock Traceability Regulations
  - 9.3 Agriculture and Agri-Food Canada re Closure of Lacombe Research and Development Centre
  - 9.4 Town of Vermilion Letter of Support Request for STIP Application

9.5 Dormition of St. Mary Ukrainian Orthodox Church at Sich-Kolomea  
100th Anniversary

**10. Councillor Requests (Information Requests and Notices of Motion)**

10.1 Action Item List

**11. Closed Session**

11.1 Draft Investment Policy  
*ATIA Section 29, Advice from Officials*

**12. Open Session**

**13. Motions Arising out of the Closed Session**

13.1 Draft Investment Policy

**14. Adjournment**



**COUNCIL MEETING MINUTES**

**March 19, 2026**

- Council Members Present: Reeve Konieczny, Division 3  
Deputy Reeve Tara Kuzio, Division 5  
Councillor Ray Nedzielski, Division 2  
Councillor Allen McCutcheon, Division 4  
Councillor Carl Ogrodnick, Division 6  
Councillor Jerri Ziegler, Division 7
- Council Member Absent: Councillor Joey Nafziger, Division 1
- 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  
Audra Kropielnicki, Executive Coordinator  
Elaine Cartier, Administrative Support Assistant

**1. CALL TO ORDER**

Reeve Konieczny called the meeting to order at 10:00 a.m.

**2026-043**

**Moved by:** Deputy Reeve Kuzio  
THAT Council approve Councillor Nafziger's absence from the March 19, 2026 regular Council meeting.

**Carried**

**2. ADOPTION OF AGENDA**

**2026-044**

**Moved by:** Councillor Ziegler  
THAT the March 19, 2026 regular Council meeting agenda be adopted as presented.

**Carried**

**3. CONFIRMATION OF MINUTES**

3.1 February 17, 2026 County Council Meeting

**2026-045**

**Moved by:** Councillor McCutcheon  
THAT the February 17, 2026 regular Council meeting minutes be adopted as presented.

**Carried**

**4. DELEGATIONS**

4.1 Wilde & Company Chartered Accountants

**External Presenter(s)**

Renee Senko, Chartered Professional Accountant  
Brynn Bilski, CPA Articling Student, BBA

**5. COUNCIL PRIORITIES**

**2026-046**

**Moved by:** Deputy Reeve Kuzio

THAT the Council Priorities be accepted as information.

**Carried**

**6. REQUESTS FOR DECISION**

6.1 Bylaw No. 1373-26 First Reading

**2026-047**

**Moved by:** Councillor Nedzielski

THAT County Council approve First Reading to Bylaw No. 1373-16, a Bylaw to remove municipal reserve designation from lands within the County of Minburn.

**Carried**

6.2 Minburn Landfill Environmental Site Assessment

**2026-048**

**Moved by:** Deputy Reeve Kuzio

THAT County Council directs Administration to pursue Phase I Environmental Site Assessment for the Minburn Landfill.

**Carried**

6.3 Subdivision File #01-2026

**2026-049**

**Moved by:** Councillor Ziegler

THAT County Council moves to conditionally approve subdivision file #01-2026 per the recommendations of the report.

**Carried**

6.4 Subdivision File #02-2026

**2026-050**

**Moved by:** Deputy Reeve Kuzio

THAT County Council moves to conditionally approve subdivision file #02-2026 per the recommendations of the report.

**Carried**

*Councillor Nedzielski declared a conflict of interest with Agenda Item 6.5, Subdivision File 03-2028, and therefore left the meeting at 10:35 a.m.*

6.5 Subdivision File #03-2026

**2026-051**

**Moved by:** Deputy Reeve Konieczny

THAT County Council moves to conditionally approve subdivision file #03-2026 per the recommendations of the report.

**Carried**

*Councillor Nedzielski returned to the meeting at 10:38 a.m.*

6.6 Subdivision File #04-2026

**2026-052**

**Moved by:** Councillor Nedzielski

THAT County Council moves to conditionally approve subdivision file #04-2026 per the recommendations of the report.

**Carried**

6.7 EATC Local to Global Forum Sponsorship

**2026-053**

**Moved by:** Deputy Reeve Kuzio

THAT County Council approve the Silver Sponsorship in the amount of \$2,000 for the Eastern Alberta Trade Corridor 'Local to Global' Forum scheduled for April 8, 9, and 10, 2026.

**Carried**

6.8 New Policy PDS 7006-01 - Growing Futures Scholarship

**2026-054**

**Moved by:** Councillor Ogradnick

THAT County Council moves to approve Policy PDS 7006-01, Growing Futures Scholarship.

**Carried**

6.9 Mannville Fire Station Yard Upgrades

**2026-055**

**Moved by:** Councillor Nedzielski

THAT County Council award the tender to Twin Ridge Construction for a total of \$49,432.02.

**Carried**

**2026-056**

**Moved by:** Councillor Nedzielski

THAT County Council moves to amend Motion 2026-054 that approves Policy PDS 7006-01, Growing Futures Scholarship by amending the policy by removing reference to Innisfree School.

**Carried**

6.10 Grader Replacement Policy

**2026-057**

**Moved by:** Councillor Nedzielski

THAT County Council approve Policy OP 9030-02, Grader Replacement Policy, which updates the previously numbered Policy OP 9030-01-A.

**Carried**

6.11 Bridge Maintenance 2026

**2026-058**

**Moved by:** Councillor McCutcheon

THAT County Council moves to approve that Bridge Files 71897, 1000, 1485, 6554, and 81828 be approved for maintenance as recommended, for a total estimated project cost of \$1,031,000, with the County's share of funding in the amount of approximately \$917,000, and that any costs exceeding the approved 2026 Bridge Maintenance budget be funded from the Bridge Reserves.

**Carried**

6.12 Draft Investment Policy

**2026-059**

**Moved by:** Deputy Reeve Kuzio

THAT County Council postpone the discussion on the draft Investment Policy to the April 19, 2026 County Council meeting.

**Carried**

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

*Reeve Konieczny reconvened the meeting at 11:19 a.m.*

6.13 2025 Audited Financial Statements

**2026-060**

**Moved by:** Deputy Reeve Kuzio

THAT County Council approve all reserve transfers contemplated in the 2025 financial statements.

**Carried**

**2026-061**

**Moved by:** Councillor Ziegler

THAT County Council approve the 2025 Audited Financial Statements as presented.

**Carried**

6.14 July Committee of the Whole Meeting - Date Change

**2026-062**

**Moved by:** Councillor Ogradnick

THAT County Council reschedule the July 15, 2026 Committee of the Whole Meeting to July 20, 2026 at 9:00 a.m. prior to the regular County Council Meeting scheduled on July 20, 2026 at 10:00 a.m.

**Carried**

6.15 Elected Officials Additional Conference and Tour

**2026-063**

**Moved by:** Deputy Reeve Kuzio

THAT Council approve two additional Council members to attend the 2026 FCM Convention in Edmonton.

**Carried**

**2026-064**

**Moved by:** Councillor Nedzielski

THAT Council approve three Council members to attend the 2026 ASB Summer Tour in Strathmore.

**Carried**

6.16 Closure of Lacombe Research and Development Centre

**2026-065**

**Moved by:** Councillor Ogradnick

THAT Council direct administration to send a letter to Agriculture and Agri-Food Canada to reverse its decision to close the Lacombe Research and Development Centre.

**Carried**

**2026-066**

**Moved by:** Councillor Ogradnick

THAT Council direct Administration to research available funding opportunities for economic development following the address delivered by the Honourable Eleanor Olszewski, Federal Minister of Emergency Management and Community Resilience and Minister responsible for Prairies Economic Development, at the RMA Spring Convention in Edmonton on March 18, 2026;

AND THAT Council further direct Administration to advise Council of their research findings at the April Council meeting, and whether a letter should be sent to the Federal Minister advocating for funding to ensure the continued operation of the Lacombe Research and Development Centre.

**Carried**

6.17 County of Vermilion River Intermunicipal Collaboration Framework Agreement

**2026-067**

**Moved by:** Councillor Ziegler

THAT County Council direct Administration to proceed with concluding the County of Minburn and County of Vermilion River Intermunicipal Collaboration Framework agreement existing between the two municipalities, pursuant to Municipal Government Act, Section 708.28(1.1).

**Carried**

6.18 Mannville-Minburn-Innisfree (M-M-I) FCSS Meeting

**2026-068**

**Moved by:** Councillor Nedzielski

THAT County Council direct Administration to arrange a meeting with the Chief Administrative Officers of the Villages of Mannville and Innisfree, along with the elected officials appointed to represent their respective municipalities on the M-M-I FCSS Advisory Board.

**Carried**

6.19 Lampburg Cemetery Funding Request

**2026-069**

**Moved by:** Councillor Ziegler

THAT County Council direct Administration to send a letter to Lampburg Cemetery to deny their application under the Community Investment Program.

**Carried**

**7 REPORTS**

- 7.1 Reeve
- 7.2 Council
- 7.3 CAO
- 7.4 Operations
- 7.5 Planning and Community Services
- 7.6 Protective Services
- 7.7 Corporate Services

**2026-070**

**Moved by:** Councillor Ziegler

THAT Council accepts the reports as presented.

**Carried**

**8. CORRESPONDENCE AND INFORMATION ITEMS**

- 8.1 Elk Island Public Schools re Annual Education Results Report
- 8.2 National Police Federation Media Release
- 8.3 BTPS Letter to Minister of Education re Innisfree Delnorte School
- 8.4 County of Vermilion River Invitation to Grand Opening of Administration Building
- 8.5 STARS Thank You
- 8.6 Royal Canadian Legion Invitation, March 27, 2026 Luncheon
- 8.7 Alberta Municipal Affairs Letter to Town of Vegreville re ACP Funding

**2026-071**

**Moved by:** Councillor Nedzielski

THAT Council accept the correspondence as information.

**Carried**

**9 COUNCILLOR REQUESTS (Information Requests and Notices of Motion)**

- 9.1 Action Item List

**2026-072**

**Moved by:** Deputy Reeve Kuzio

THAT Council accept the Action Item List as information.

**Carried**

*Reeve Konieczny recessed the meeting at 12:11 p.m.*

*Audra Kropielnicki, Elaine Cartier, and Mike Fundytus left the meeting at 12:11 p.m.*

*Reeve Konieczny reconvened the meeting at 12:16 p.m.*

**10 CLOSED SESSION**

**2026-073**

**Moved by:** Councillor McCutcheon

THAT County Council meet in private to discuss matters protected from disclosure under the *Access to Information Act (ATIA)* specifically Section 29, Advice from Officials at 12:16 p.m.

**Carried**

- 10.1 Leasing of County Owned Agricultural Lands  
*ATIA Section 29, Advice from officials*

Name	Reason/Purpose
Pat Podoborzny	Strategic Leader of the Organization
Jason Warawa	Strategic Leader of the Organization
Norm De Wet	Strategic Leader of the Organization

- 10.2 Hydrant Replacement Request for Quotation  
*ATIA Section 29, Advice from officials*

Name	Reason/Purpose
Pat Podoborzny	Strategic Leader of the Organization
Norm De Wet	Strategic Leader of the Organization
Jason Warawa	Strategic Leader of the Organization

*Jason Warawa and Norm De Wet left the meeting at 12:32 p.m.*

**11 OPEN SESSION**

**2026-074**

**Moved by:** Deputy Reeve Kuzio

THAT County Council move to revert to Open Session at 12:53 p.m.

**Carried**

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

- 12.1 Leasing of County Owned Agricultural Lands

**2026-075**

**Moved by:** Councillor McCutcheon

THAT County Council award the lease for Bid Item #1, PT. NW 9-52-14-W4M of the 2026 Leasing of County Owned Agricultural Lands Tender for a three-year term to Dwayne Gawryliuk for a total price of \$3,000.

**Carried**

**2026-076**

**Moved by:** Councillor McCutcheon

THAT County Council award the lease for Bid Item #2, PT. NW/NW 31-53-14-W4M of the 2026 Leasing of County Owned Agricultural Lands Tender for a three-year term to Wayne, Danielle and Luke Flaathan for a total price of \$2,565.

**Carried**

**2026-077**

**Moved by:** Councillor McCutcheon

THAT County Council award the lease for Bid Item #3, NW 27-52-15-W4M of the 2026 Leasing of County Owned Agricultural Lands Tender for a three-year term to Durlowe Farms Inc. for a total price of \$23,331.

**Carried**

**2026-078**

**Moved by:** Councillor McCutcheon

THAT County Council award the lease for Bid Item #4, PT. NE 8-52-14-W4M of the 2026 Leasing of County Owned Agricultural Lands Tender for a three-year term to Dwayne Gawryliuk for a total price of \$4,500.

**Carried**

12.2 Hydrant Replacement Request for Quotation

**2026-079**

**Moved by:** Councillor Nedzielski

THAT County Council rejects all bids received in response to the Request for Quotation for the replacement of eight hydrants in the Hamlet of Lavoy, as all submitted bids exceed the approved 2026 capital budget for the project.

**Carried**

**13 Adjournment**

Reeve Konieczny declared the meeting adjourned at 12:54 p.m.

---

Reeve

---

Chief Administrative Officer



## Special Meeting Minutes

April 19, 2026  
9:00 a.m.

Members Present: Reeve Roger Konieczny, Division 3  
Deputy Reeve Tara Kuzio, Division 5  
Councillor Joey Nafziger, Division 1  
Councillor Ray Nedzielski, Division 2  
Councillor Allen McCutcheon, Division 4  
Councillor Carl Ogrodnick, Division 6  
Councillor Jerri Ziegler, 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  
Audra Kropielnicki, Executive Coordinator

---

### 1. CALL TO ORDER

Reeve Konieczny called the meeting to order at 9:01 a.m.

### 2. CHANGES TO AGENDA & ADOPTION OF AGENDA

#### 2026-080

**Moved by:** Councillor Nedzielski

THAT County Council accept the agenda as amended with the removal of Closed Session Item #4 COLA Discussions.

**Carried**

### 3. 2026 FINAL BUDGET DISCUSSION

- 3.1 Preliminary Budget Recap
- 3.2 Summary of Budgetary Changes
- 3.3 Updated Decision Paper Listing
- 3.4 Final Budget Decision Papers
- 3.5 Final Budget Summary
- 3.6 Tax Rate Bylaw Discussion

Councillor Nafziger entered the meeting at 9:45 a.m.

#### 2026-081

**Moved by:** Councillor Ziegler

THAT County Council approve the Decision Paper for Holden Rural Academy's request for the County to participate in the Holden Rural Academy Off-Campus Education Program (RAP) which would involve the County hosting a high school student to gain hands-on experience in municipal operations through the Registered Apprenticeship Program.

**Carried**

#### 2026-082

**Moved by:** Councillor Nedzielski

THAT County Council approve the Decision Paper for Administration to proceed with the SC250 Oil Storage Tank cleaning and future removal of tank.

**Carried**

*Reeve Konieczny recessed the meeting at 9:58 a.m.*

*Reeve Konieczny reconvened the meeting at 10:11 a.m.*

**2026-083**

Moved by: Councillor Nedzielski

THAT County Council approve the Decision Paper for the 2026 Construction Plan as presented.

**Carried**

**4. CLOSED SESSION**

**5. OPEN SESSION**

**6. MOTIONS ARISING OUT OF CLOSED SESSION**

**7. ADJOURNMENT**

Reeve Konieczny declared the meeting adjourned at 10:32 a.m.

---

Reeve

---

Chief Administrative Officer

# STRATEGIC PRIORITIES CHART (April 2026)

## COUNCIL PRIORITIES

<b>NOW</b>	<b>TIMELINE</b>
<b>1. UPDATED HEALTH AND SAFETY MANUAL</b>	July 2026
<b>2. ERP CONVERSION PROJECT</b>	May 2026
<b>3. 2026 FINAL BUDGET &amp; TAX RATE BYLAW</b>	April 2026

<b>NEXT</b>	<b>ADVOCACY</b>
<ul style="list-style-type: none"> <li>• STRATEGIC PLAN – July 2026</li> <li>• VILLAGE FIRE SERVICE AGREEMENTS - July 2026</li> <li>• ADMINISTRATION BUILDING UPGRADES – July 2026</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Policing Services/Costs (RMA)</i></li> <li>• <i>Bridge Funding Continuity (RMA)</i></li> <li>• <i>Reinstatement of Gopher Control (Federal)</i></li> <li>• <i>On-Farm Slaughter Sales (Provincial)</i></li> <li>• <i>SL3/SL4 Seniors Facility Support (AHS)</i></li> <li>• <i>Non-Potable Water Resources for Ag Producers (AEP)</i></li> <li>• <i>Rural Medical Services (RMA)</i></li> </ul>

## ADMINISTRATIVE INITIATIVES

<b>OFFICE OF THE CAO</b>	<b>CORPORATE SERVICES</b>
<ol style="list-style-type: none"> <li>1. UPDATED HEALTH AND SAFETY MANUAL</li> <li>2. Privacy Management Program – June 2026</li> <li>3. Policy and Bylaw Review – July 2026</li> <li>4. STRATEGIC PLAN – July 2026</li> <li>5. Non-profit and Society Agreement review- July 2026</li> <li>6. Town of Vegreville Recreation &amp; Waste Agreements – July 2026</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>ERP CONVERSION PROJECT</b> – June 2026</li> <li>2. Investment Policy – April 2026</li> <li>3. Update HR Handbook – August 2026</li> <li>4. Update Procurement Policies – June 2026</li> <li>5. Develop Artificial Intelligence Policy – May 2026</li> <li>6. Update IT Policy – May 2026</li> <li>7. <b>2026 FINAL BUDGET &amp; TAX RATE BYLAW – April 2026</b></li> </ol>

<b>Planning and Community Services</b>	<b>Protective Services</b>
<ol style="list-style-type: none"> <li>1. ROTARY PEACE PARK LEASE AGREEMENT – April 2026</li> <li>2. CROSSROADS NEWCOMER'S PKG – April 2026</li> <li>3. New Business Recognitions – June 2026</li> <li>4. Update Rural Broadband Policy – July 2026</li> <li>5. Update Social Media Policy – July 2026</li> <li>6. Update Communications Policy – July 2026</li> <li>7. Automated DP Permitting Implementation – July 2026</li> <li>8. New Cemetery Signage – August 2026</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>UPDATED HEALTH AND SAFETY MANUAL</b> – July 2026</li> <li>2. Bylaw Enforcement Role – Ongoing</li> <li>3. Fire Fighter Recruitment – Ongoing</li> <li>4. VILLAGE FIRE SERVICE AGREEMENTS - July 2026</li> <li>5. Firefighter Training Review - September 2026</li> </ol>

<b>OPERATIONS</b>	<b>AGRICULTURE &amp; UTILITIES</b>
<ol style="list-style-type: none"> <li>1. Operations Shop Concept Investigation –needs strategic plan from Council</li> <li>2. Project Planning (Construction, bridges, oiling, gravel, and dust abatement)</li> <li>3. Admin Building – Asset renewal: ongoing</li> <li>4. Equipment planning – July 2026</li> <li>5. Asphalt Asset Management Plan – June 2026</li> </ol>	<ol style="list-style-type: none"> <li>1. Northern Alberta Farm Family Award – May 2026</li> <li>2. Circular Materials – October 2026</li> <li>3. Lavoy Reservoir Inspection – June 2026</li> <li>4. Minburn Lagoon Assessment – July 2026</li> <li>5. Lavoy Hydrant Maintenance – July 2026</li> <li>6. Summer Project Planning for 2026 – April 2026</li> </ol>

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

### 2 – 3 Year OUTLOOK

1. Service Level Review – **Infrastructure replacement and maintenance**
2. Facility Review – **Costing, replacement, ongoing maintenance**



# 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: \_\_\_\_\_

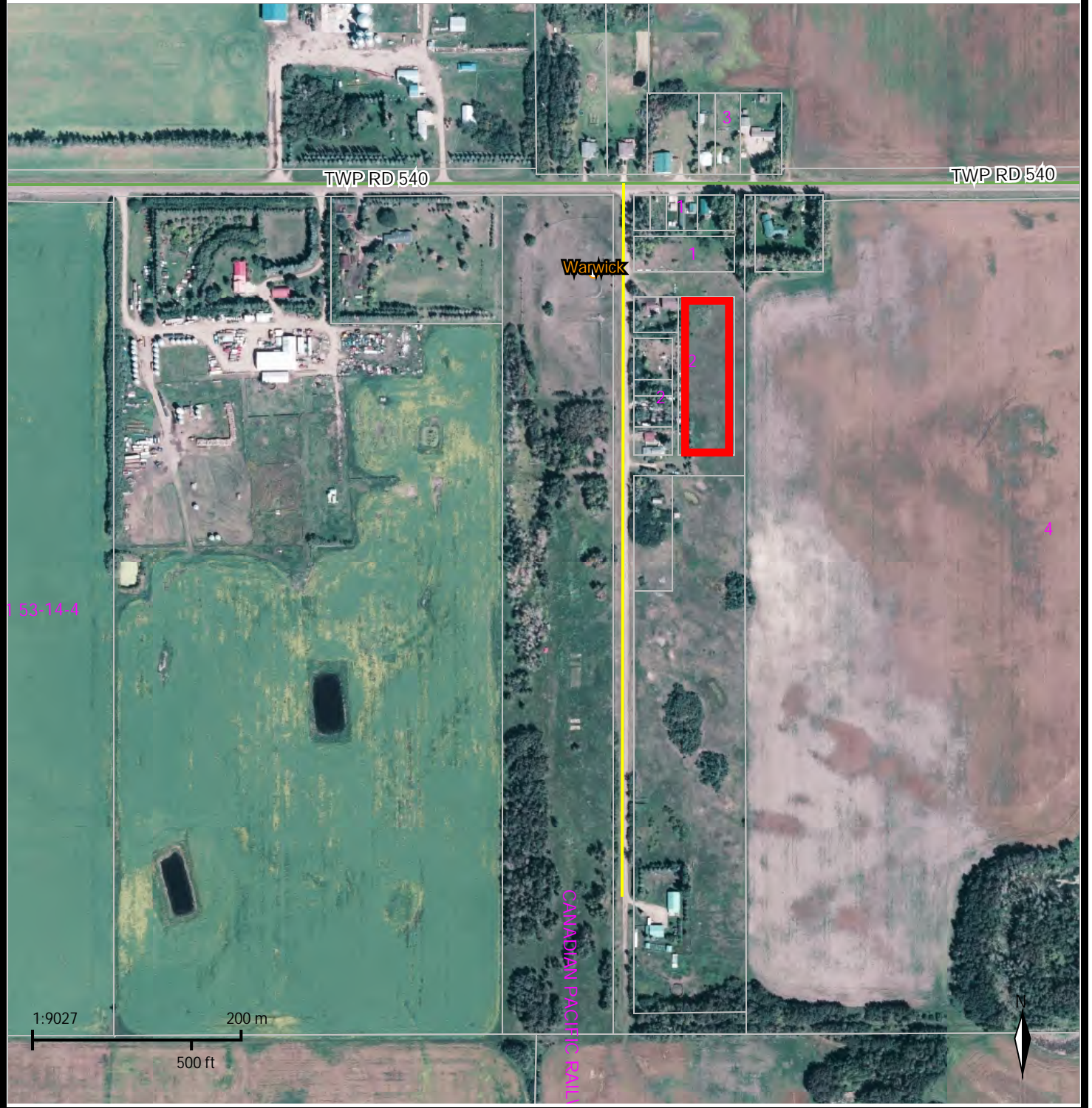
Reviewed By: \_\_\_\_\_



## RFD Appendix

A large, empty rectangular box with a thin black border, intended for the RFD Appendix content.

Lots R, P, Block 2, Plan 2957ET (Warwick) - 2 acres



The data provided is for informational purposes only and is not guaranteed to be accurate or up to date. County of Minburn is not responsible for errors, omissions, or for any results obtained from the use of this information. Users of these maps or data should independently verify any information before relying on it for business or personal decisions. The County will not be liable for any damages arising from the use of this map or the data contained within. The County may incorporate data from third-party sources and is not responsible for verifying the accuracy of third-party information. This map and the information contained herein are provided "as is" without warranty of any kind, whether express or implied.

**COUNTY OF MINBURN NO. 27**

**BYLAW NO. 1373-26**

A BYLAW OF THE COUNCIL OF THE COUNTY OF MINBURN NO. 27, VEGREVILLE, IN THE PROVINCE OF ALBERTA TO REMOVE THE MUNICIPAL RESERVE DESIGNATION FROM LANDS WITHIN THE COUNTY.

**WHEREAS** Part 17, Section 675(1) of the *Municipal Government Act*, Revised Statutes of Alberta (RSA), 2000, Chapter M-26.1, provides that a Council may pass a Bylaw to remove the designation 'municipal reserve' from a lot.

**AND WHEREAS** Council deems it is appropriate and desirable to proceed with a Bylaw to remove the municipal reserve designation from a number of lots.

**AND WHEREAS** Council desires to sell, lease or otherwise dispose of the lots.

**AND WHEREAS** pursuant to Part 17, Section 674 of the *Municipal Government Act*, Revised Statutes of Alberta (RSA), 2000, Chapter M-26.1, requires Council to hold a public hearing and advertise such a Bylaw in accordance with Section 203 and Section 606 of the Act respectively.

**NOW THEREFORE** the Council of the County of Minburn No. 27 in the Province of Alberta, duly assembled hereby propose the following bylaw:

That the municipal reserve designation be removed on the following lands described below:

1. Lots (R) (Reserve) and (P) (Park Reserve), Block Two (2), Plan 2957ET.

Pursuant to Section 675(2) of the *Municipal Government Act*, the Registrar for the North Alberta Land Registration District shall make all cancellations, issue all new certificates of title and do such things as are necessary, in their opinion, to give effect to this Bylaw; including, but not restricted to, carrying forward all encumbrances, charges, liens, interests, and reservations as to mines and minerals in the existing certificate(s) of title.

FIRST READING .....March 19, 2026

PUBLIC HEARING .....held on the \_\_\_ day of \_\_\_\_, 2026

SECOND READING.....\_\_\_\_\_

THIRD READING .....\_\_\_\_\_

\_\_\_\_\_  
Reeve

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



# Council Request for Decision (RFD)

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

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

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

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

Reviewed By: \_\_\_\_\_

**COUNTY OF MINBURN NO. 27**

**BYLAW No. 1366-25** ← Now 1377-26

A BYLAW OF THE COUNTY OF MINBURN NO. 27, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING AN INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD.

**WHEREAS**, pursuant to provisions of Section 627<sup>added</sup> of the *Municipal Government Act*, RSA 2000, Chapter M-26, and amendments thereto, a municipality is authorized to enter into an agreement with one or more municipalities to establish an Intermunicipal Subdivision and Development Appeal Board.

**AND WHEREAS**, the agreement must provide for the function, duties, procedures, and conduct of the Intermunicipal Subdivision and Development Appeal Board and its members.

**AND WHEREAS**, Council of the County of Minburn No. 27 deems it beneficial to establish an Intermunicipal Subdivision and Development Appeal Board to hear subdivision and development appeals within its municipal boundaries and the municipal boundaries of other partnering municipalities.

**NOW THEREFORE**, Council of the County of Minburn No. 27, in the Province of Alberta, duly assembled, hereby enacts as follows:

**1. TITLE**

1.1 This Bylaw may be cited as the **Intermunicipal Subdivision and Development Appeal Board Bylaw**.

**2. DEFINITIONS**

2.1 Except as otherwise provided herein, the words of this Bylaw shall have the meanings prescribed in the Act and regulations passed under the Act.

- a) **Act** means the *Municipal Government Act*, R.S.A 2000, Chapter M-26, and its amendments.
- b) **Hearing** means a formal meeting hosted by the Intermunicipal Subdivision and Development Appeal Board for the purpose of hearing evidence and pleadings according to the Act.
- c) **Intermunicipal Subdivision and Development Appeal Board Services Agreement** means the legal document signed by partnering municipalities to establish the Intermunicipal Subdivision and Development Appeal Board.
- d) **Partner Municipality** means a municipality who has entered into an agreement to establish an Intermunicipal Subdivision and Development Appeal Board and who enacts a bylaw substantially similar as this Bylaw.

**3. INTERPRETATION**

**Establishment of the Intermunicipal Subdivision and Development Appeal Board**

3.1 The Intermunicipal Subdivision and Development Appeal Board is hereby established to exercise the functions, powers, and duties of a Subdivision and Development Appeal Board within the jurisdiction of the Partner

Municipalities.

3.2 The Intermunicipal Subdivision and Development Appeal Board shall hear all subdivision and development appeals for the Partner Municipalities, in accordance with the requirements of the Act and the Intermunicipal Subdivision and Development Appeal Board ~~Services Agreement signed by the Partner Municipalities.~~

3.3 The Intermunicipal Subdivision and Development Appeal Board may establish additional practices and procedures added as part of the Agreement → signed by all Partner Municipalities as necessary for the business and conduct of appeal hearings, in accordance with the Act and other applicable legislation.

**4. REPEAL**

4.1 Bylaw ~~1283-19~~ ← Changed to 1366-25 and all amendments thereof are repealed upon third reading of this Bylaw.

**5. SEVERABILITY**

5.1 Each separate provision of the Bylaw shall be independent of all other provisions in this Bylaw. It is Council's intention that if any provision of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion shall be severed, and the remainder of the Bylaw is deemed valid and enforceable.

**6. EFFECTIVE DATE**

6.1 This Bylaw shall come into full force and effect upon third reading.

Date of new bylaw April 20, 2026

↓

FIRST READING ..... May 14, 2025

SECOND READING ..... May 14, 2025

THIRD READING ..... May 14, 2025

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**COUNTY OF MINBURN NO. 27**

**BYLAW No. 1377-26**

A BYLAW OF THE COUNTY OF MINBURN NO. 27, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING AN INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD.

**WHEREAS**, pursuant to provisions of Section 627 the *Municipal Government Act*, RSA 2000, Chapter M-26, and amendments thereto, a municipality is authorized to enter into an agreement with one or more municipalities to establish an Intermunicipal Subdivision and Development Appeal Board.

**AND WHEREAS**, the agreement must provide for the function, duties, procedures, and conduct of the Intermunicipal Subdivision and Development Appeal Board and its members.

**AND WHEREAS**, Council of the County of Minburn No. 27 deems it beneficial to establish an Intermunicipal Subdivision and Development Appeal Board to hear subdivision and development appeals within its municipal boundaries and the municipal boundaries of other partnering municipalities.

**NOW THEREFORE**, Council of the County of Minburn No. 27, in the Province of Alberta, duly assembled, hereby enacts as follows:

**1. TITLE**

- 1.1 This Bylaw may be cited as the **Intermunicipal Subdivision and Development Appeal Board Bylaw**.

**2. DEFINITIONS**

- 2.1 Except as otherwise provided herein, the words of this Bylaw shall have the meanings prescribed in the Act and regulations passed under the Act.
- a) **Act** means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, and its amendments.
  - b) **Hearing** means a formal meeting hosted by the Intermunicipal Subdivision and Development Appeal Board for the purpose of hearing evidence and pleadings according to the Act.
  - c) **Intermunicipal Subdivision and Development Appeal Board Services Agreement** means the legal document signed by partnering municipalities to establish the Intermunicipal Subdivision and Development Appeal Board.
  - d) **Partner Municipality** means a municipality who has entered into an agreement to establish an Intermunicipal Subdivision and Development Appeal Board and who enacts a bylaw substantially similar as this Bylaw.

**3. INTERPRETATION**

**Establishment of the Intermunicipal Subdivision and Development Appeal Board**

- 3.1 The Intermunicipal Subdivision and Development Appeal Board is hereby established to exercise the functions, powers, and duties of a Subdivision and Development Appeal Board within the jurisdiction of the Partner Municipalities.

3.2 The Intermunicipal Subdivision and Development Appeal Board shall hear all subdivision and development appeals for the Partner Municipalities, in accordance with the requirements of the Act and the Intermunicipal Subdivision and Development Appeal Board Agreement.

3.3 The Intermunicipal Subdivision and Development Appeal Board may establish additional practices and procedures as part of the Agreement signed by all Partner Municipalities as necessary for the business and conduct of appeal hearings, in accordance with the Act and other applicable legislation.

**4. REPEAL**

4.1 Bylaw 1366-25 and all amendments thereof are repealed upon third reading of this Bylaw.

**5. SEVERABILITY**

5.1 Each separate provision of the Bylaw shall be independent of all other provisions in this Bylaw. It is Council's intention that if any provision of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion shall be severed, and the remainder of the Bylaw is deemed valid and enforceable.

**6. EFFECTIVE DATE**

6.1 This Bylaw shall come into full force and effect upon third reading.

FIRST READING.....April 20, 2026

SECOND READING.....April 20, 2026

THIRD READING .....April 20, 2026

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



# Council Request for Decision (RFD)

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

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

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

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

Reviewed By: \_\_\_\_\_



# **Intermunicipal Subdivision and Development Appeal Board Agreement**

---

**Between Partner Municipalities**

**Lamont County**

**and**

**Town of Lamont**

**and**

**Town of Bruderheim**

**and**

**Town of Mundare**

**and**

**Village of Andrew**

**and**

**Village of Chipman**

**and**

**County of Minburn**

**WHEREAS**, Section 627(1)(b) of the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended, authorizes a municipality to enter into an agreement with one or more municipalities to establish an Intermunicipal Subdivision and Development Appeal Board.

**AND WHEREAS**, the Partner Municipalities have determined that it is appropriate to enter into this Agreement to establish an Intermunicipal Subdivision and Development Appeal Board for the purpose of hearing appeals from decisions made by the Subdivision Authority and Development Authority of each Partner Municipality.

**AND WHEREAS**, the Partner Municipalities have enacted Bylaws that are substantially the same to establish an Intermunicipal Subdivision and Development Appeal Board having jurisdiction within their boundaries.

**NOW THEREFORE**, the Partner Municipalities agree as follows:

## AGREEMENT

- 1 This Intermunicipal Subdivision and Development Appeal Board Services Agreement is part of the Intermunicipal Subdivision and Development Appeal Board Bylaw.

Replace with: This Intermunicipal Subdivision and Development Appeal Board Services Agreement describes practices and procedures of the Intermunicipal Subdivision and Development Appeal Board.

## DEFINITIONS

- 2 **2.1. 'Act'** – means the Municipal Government Act, RSA 2000, Chapter M-26 as all its amendments.
- 2.2. 'Appellant'** – means a person, who, pursuant to the Act, has filed a Notice of Appeal with the Intermunicipal Subdivision and Development Appeal Board.
- 2.3. 'Chief Administrative Officer'** – means the Chief Administrative Officer of all signing partner municipalities, or their authorized delegate.
- 2.4. 'Clerk'** – means the person(s) appointed by the coordinating municipality's Council to act as the Clerk for the Intermunicipal Subdivision and Development Appeal Board.
- 2.5. 'Council'** – means the duly elected Council of each Partner Municipality.
- 2.6. 'Hearing'** – means a formal meeting hosted by the Intermunicipal Subdivision and Development Appeal Board for the purpose of hearing evidence and pleadings initiated by an appeal in accordance with the Act.
- 2.7. 'ISDAB'** – means Intermunicipal Subdivision and Development Appeal Board established by Partner Municipalities through this Agreement.
- 2.8. 'Member'** – means a person appointed to the ISDAB.
- 2.9. 'Panel'** – means the members of the ISDAB assigned to participate in a scheduled hearing.

Replace with: The Intermunicipal Subdivision and Development Appeal Board is established by Bylaw.

## ESTABLISHMENT

- 3 **3.1.** The Intermunicipal Subdivision and Development Appeal Board is established upon execution of this Agreement.
- 3.2.** The ISDAB shall have all the powers, duties, and responsibilities of a Subdivision and Development Appeal Board under the Act within the boundaries of the Partner Municipalities.
- 3.3.** The ISDAB shall hear all Subdivision and Development appeals, for the Partner Municipalities, in accordance with the requirements of the Act, and this Agreement.

Replace with: Additional Municipalities may be entitled to participate in the ISDAB upon request to Lamont County and once approved, shall pass a ISDAB bylaw substantially similar to Lamont County's ISDAB Bylaw.

## PARTNER MUNICIPALITIES

- 4 **4.1.** The Partner Municipalities shall be entitled to participate in the ISDAB upon request to Lamont County and once approved, shall pass a bylaw substantially similar to the sample Bylaw attached as Schedule 'A'.
- 4.2.** Lamont County shall give existing Partner Municipalities written notice of the designation of any additional municipality as a Partner Municipality pursuant to Section 4.1. of the Agreement.
- 4.3.** Every Partner Municipality shall be subject to and comply with terms and conditions of this Agreement.

## MEMBERSHIP

- 5 **5.1.** The ISDAB shall consist of a maximum of twelve (12) Members at Large appointed by resolution of Lamont County Council.
- 5.2.** Each Member's term appointment to the ISDAB shall be for a maximum of four (4) years.
- 5.3.** Members may be re-appointed for an additional term subject to their written application to Lamont County Council.
- 5.4.** Partner Municipalities shall make reasonable efforts to promote Membership to their residents and refer interested persons to Lamont County. Any advertising costs to select Members are the sole responsibility of the individual Partner Municipality.
- 5.5.** No person shall be appointed as a Member of the ISDAB who is:
- 5.5.1.** A Councillor for a Municipality.
  - 5.5.2.** An Employee of a Municipality who carries Subdivision and Development duties.
  - 5.5.3.** A Member of a Municipal Planning Commission.
- 5.6.** A Member may resign from their position on the ISDAB by sending a written notice to Lamont County.

Replace with: An employee of the Municipality.

Replace with: A person who carries out subdivision or development powers, duties and functions on behalf of the Municipality.

**5.7.** If a Member vacancy occurs, it may be filled by resolution of Lamont County Council for the remainder of the term.

**5.8.** Lamont County Council may, by resolution and at its discretion, remove any of their appointed Members from the ISDAB.

**5.9.** If a Member resigns or their term expires before a decision is issued on an appeal heard by the Member, the Member shall remain an appointed Member for the purpose of completing the hearing and participating in the decision-making process on that appeal.

## **QUORUM**

**6 6.1.** Any appointment of Members to the Panel for a scheduled hearing must be in accordance with the Act.

**6.2.** The Quorum for an ISDAB Panel shall be a minimum of three (3) Members.

**6.3.** Where a Clerk determines that a Quorum cannot be met for a scheduled hearing using appointed Members, the Chief Administrative Officer of Lamont County is authorized to appoint an Interim Member for that hearing.

**6.3.1.** An Interim Member must be a currently appointed Member of an existing Subdivision and Development Appeal Board in Alberta and the appointment shall be defined for a specific hearing.

## **ISDAB CLERK**

**7 7.1.** Lamont County Council shall appoint a minimum of one (1) ISDAB Clerk annually at the Organizational Council Meeting.

**7.2.** All appointments to ISDAB Clerk must be in accordance with the Act.

**7.3.** The ISDAB Clerk is authorized to delegate any of the duties outlined in this Section to another person, at their discretion.

**7.4.** The duties of an ISDAB Clerk shall be in accordance with the Act and include the following:

**7.4.1.** Receiving and processing appeals.

**7.4.2.** Setting date, time, and location for hearings.

**7.4.3.** Convening a Panel to hear the appeal.

**7.4.4.** Giving statutory notices to affected parties of an appeal hearing.

**7.4.5.** Compiling, distributing, and publishing agenda packages for scheduled hearings.

**7.4.6.** Attending appeal hearings and providing administrative support to the Panel.

- 7.4.7. Creating a record of the hearing, including:
- 7.4.7.1. minutes, or audio recordings,
  - 7.4.7.2. attendance sheet including names and addresses of representing parties,
  - 7.4.7.3. list of exhibits and written submissions to the ISDAB.
- 7.4.8. Assisting in preparation of decisions for a hearing.
- 7.4.9. Providing Notice of Decision.
- 7.4.10. Ensuring all statutory requirements of the ISDAB are met.
- 7.4.11. Coordinating training and payable remuneration as needed.

## HEARING LOCATION

- 8 8.1. ISDAB Hearings will be held at the Lamont County Administration Building or other such location as determined by Lamont County and advertised in accordance with the Act.

## MEMBER REMUNERATION

- 9 9.1. Members are reimbursed as per Schedule 'B' of this Agreement.

Change to 'A'

## FEES

- 10 10.1. Partner Municipalities are responsible for training costs for Members they recommend to Lamont County Council.
- 10.2. Lamont County charges a fee for an appeal as per Fees & Charges Bylaw.
- 10.3. All ISDAB related cost and expenses, including administrative costs and legal fees shall be invoiced to the respective Partner Municipality, on a cost-recovery basis, with the appeal fee applied to offset the cost. Notwithstanding the foregoing, Lamont County will not offset the cost to pay any portion of the appeal fee to a Partner Municipality. Costs incurred by Lamont County shall be invoiced to the Partner Municipality within thirty (30) days following the distribution of a written decision.

## TERMINATION

- 11 11.1. A Partner Municipality may withdraw from the ISDAB at any time by providing a 90 days written notice to each of the other Partner Municipalities. In the event of a withdrawal of one or more Partner Municipalities pursuant to this subsection, the ISDAB shall continue, and this Agreement shall remain in full force and effect with respect to the remaining Partner Municipalities.

**ATTACHMENTS**

**12 12.1.** Schedule 'A' – Sample ISDAB Bylaw

Remove

**12.2.** Schedule 'B' – Reimbursement of Board Members

**IN WITNESS WHEREOF**, the Municipalities have executed this Agreement as evidenced by the duly authorised signatures below.

**Lamont County**

Date: April 30, 2025

**This agreement is Schedule 'A' of  
Bylaw 889.25, RES-2025-280 and 2025-281**

\_\_\_\_\_  
CAO Peter Tarnawsky

**Town of Lamont**

Date: 01/05/25  
\_\_\_\_\_

\_\_\_\_\_  
CAO Tyler Endover

**Town of Bruderheim**

Date: 22/05/25  
\_\_\_\_\_

\_\_\_\_\_  
CAO Phyllis Forsyth

**Town of Mundare**

Date: 09/05/25  
\_\_\_\_\_

\_\_\_\_\_  
CAO Colin Zyla

**Village of Andrew**

Date: 08/05/25  
\_\_\_\_\_

\_\_\_\_\_  
CAO Kylie Rude

**Village of Chipman**

Date: 15/05/25  
\_\_\_\_\_

\_\_\_\_\_  
CAO Pat Tomkow

**County of Minburn**

Date: 30/04/25  
\_\_\_\_\_

\_\_\_\_\_  
CAO Pat Podoborzny

## Schedule 'A' – Sample ISDAB BYLAW

### BEING A BYLAW OF XXXX IN THE PROVINCE OF ALBERTA TO ESTABLISH AN INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD

**WHEREAS**, pursuant to provisions of Section 627 of the Municipal Government Act, R.S.A. 2000, Chapter M-26, and amendments thereto, a municipality is authorized to enter into an agreement with one or more municipalities to establish an Intermunicipal Subdivision and Development Appeal Board.

**AND WHEREAS**, the agreement must provide for the function, duties, procedures, and conduct of the Intermunicipal Subdivision and Development Appeal Board and its members.

**AND WHEREAS** XXXX Council deems it beneficial to establish an Intermunicipal Subdivision and Development Appeal Board to hear subdivision and development appeals within its municipal boundaries and the municipal boundaries of other partnering municipalities.

**NOW THEREFORE**, the Council of XXXX, in the Province of Alberta, duly assembled, enacts as follows:

#### PART I – DEFINITIONS

Bylaw Title

- 1 This Bylaw may be cited as the  
**“Intermunicipal Subdivision and Development Appeal Board Bylaw”**.

#### Definitions

- 2 In this Bylaw, unless the context otherwise requires:

**Act** - means Municipal Government Act, RSA 2000, Chapter M-26 and its amendments.

**Hearing** - means a formal meeting hosted by the Intermunicipal Subdivision and Development Appeal Board for the purpose of hearing evidence and pleadings according to the Act.

**Intermunicipal Subdivision and Development Appeal Board Services Agreement** - means the legal document signed by partnering municipalities to establish the Intermunicipal Subdivision and Development Appeal Board.

**Partner Municipality** - means a municipality who has entered into an agreement to establish an Intermunicipal Subdivision and Development Appeal Board and who enacts a bylaw substantially similar as this Bylaw.

## **PART II – INTERPRETATION**

### **Establishment of the Intermunicipal Subdivision and Development Appeal Board**

- 3 The Intermunicipal Subdivision and Development Appeal Board is hereby established to exercise the functions, powers, and duties of a Subdivision and Development Appeal Board within the jurisdiction of the Partner Municipalities.
- 4 The Intermunicipal Subdivision and Development Appeal Board shall hear all subdivision and development appeals for the Partner Municipalities, in accordance with the requirements of the Act and the Intermunicipal Subdivision and Development Appeal Board Services Agreement signed by the Partner Municipalities.
- 5 The Intermunicipal Subdivision and Development Appeal Board may establish additional practices and procedures as part of the Agreement as necessary for the business and conduct of appeal hearings, in accordance with the Act and other applicable legislation.

### **Attachment**

- 6 Schedule 'A': Intermunicipal Subdivision and Development Appeal Board Services Agreement

### **Repeal**

- 7 Bylaw 801.19 and all amendments thereof are repealed upon Third Reading of this Bylaw.

**Severability**

8 Each separate provision of the Bylaw shall be independent of all other provisions in this Bylaw. It is the Council’s intention that if any provision of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion shall be severed, and the remainder of the Bylaw is deemed valid and enforceable.

**Effective Date**

9 This Bylaw shall come into force and effect when it has received Third Reading and has been duly signed.

READ A FIRST TIME IN COUNCIL THIS	DAY OF	2025.
READ A SECOND TIME IN COUNCIL THIS	DAY OF	2025.
READ A THIRD AND FINAL TIME IN COUNCIL THIS	DAY OF	2025.

## **SCHEDULE 'B' – REIMBURSEMENT OF BOARD MEMBERS**

### **Per Diem Rate, per Hearing and Training Course**

Reimbursement Half Day	\$125
Reimbursement Full Day	\$250

### **Mileage**

Following Canada Revenue Agency Reasonable Allowance Rates.

### **Meals**

Appointed Members-At-Large can claim an allowance for meals at in-person meetings or functions with a duration longer than 4 hours and outside of Lamont County, if the event is related to the Intermunicipal Subdivision and Development Appeal Board, up to the following amount:

- a) Breakfast: \$14
- b) Lunch: \$20
- c) Supper: \$32

Expenses must be accompanied by a voucher form and approved by the ISDAB Clerk or an authorized representative of a Partner Municipality.



# 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: \_\_\_\_\_

NOTES:

1. Each situation will require individual assessment, and consideration must be given to traffic volume, sight distances, sign spacing, duration of work and other factors to ensure traffic control devices are adequate in each instance.
2. All sign spacing shall be 100m-150m unless otherwise indicated.
3. All signs shall be kept clean and in good condition. The bottom of the sign shall not be less than 0.3m above the road surface.
4. During periods when no work is being actively performed, all non-applicable signs are to be removed or suitably covered.
5. Materials or equipment may be placed or stored adjacent to the highway property line if required.



RGE Road 90

GAZETTED HIGHWAY SPEED



RB-1



No road

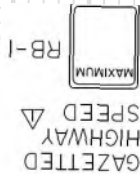
TWP Road 482

CONES 5:1 TAPER  
MIN 5 CONES

CONES ON TANGENT  
50M SPACING

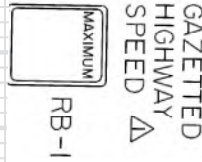
CONES 5:1 TAPER  
MIN 5 CONES

Work Area




RB-1

RGE Road 90



RB-1

MODIFIED

UTILITIES CONSTRUCTION - SIGNING  
ONE LANE CLOSURE   
(ONE LANE ALTERNATING TRAFFIC)  
TWO LANE UNDIVIDED HIGHWAY



To:

[County of Minburn No. 27](#)

From: League Projects

Date: March 10, 2026

Subject: Road Restoration Procedure – Open-Cut Integrity Verification Dig

This process outlines the steps League Projects will take to restore the roadway following an integrity dig. All work will be performed in accordance with the County of Minburn Pipelines and Utility Lines Policy, while strictly adhering to Husky Midstream's Pipeline Integrity Management Program and established pipeline integrity processes. League Projects ensures that all activities will follow regulated ground disturbance rules and regulations set by the Alberta Energy Regulator (AER) and the Canada Energy Regulator (CER). Furthermore, we will execute the work by harmonizing the County of Minburn's Road replacement and repair process with our own internal League Projects quality and safety protocols to ensure the road is returned to its original or improved condition.

## 1. Pre-Restoration Notification

- Notification: HMGP will provide the County representative with verbal notice prior to commencing any backfill activities.
- Inspection: We will facilitate a final inspection of the pipeline and excavation before covering to ensure all crossing and depth requirements are met.

## 2. Backfilling and Compaction Standards

- Mechanical Compaction: The excavation will be compacted throughout the entire backfilling process with the proper packing equipment to prevent future settlement.
- Layered Compaction: After initial backfill, material will be placed in lifts of approximately 150 mm and compacted to a minimum of 95% Proctor density (or to the County's specific requirement for the road class). Water may need to be used to reach desired compaction.
- Pipeline Cover: We will ensure a minimum depth of 2.44 m (8.0 ft) below the centre of the road allowance for undeveloped roads.

## 3. Material and Debris Management



- Native Material: Salvaged material will be used for backfill, ensuring it is free of large rocks or frozen lumps.
- Rock Removal: All rocks exceeding 7.5 cm (3 inches) in diameter will be removed from road shoulders, ditches, and back slopes.
- Loam Restoration: Stockpiled loam will be spread over ditches and back slopes to a depth equal to the surrounding natural loam.

#### 4. Surface Restoration and Grading

- Contour Matching: The disturbed area will be re-graded to match the original contours, including side slopes (typically 3:1).
- Gravel Application: For gravel road surfaces or approaches, we will apply new gravel at the County-mandated rate (e.g., 8.0 cubic meters per approach or 4"- lift of ¾" gravel over disturbed area)
- Finish: Ditch and back slope shoulders will be left in a smooth, finished condition using specialized equipment. Geo tech will be used if required by the county of Minburn.

#### 5. Safety and Site Maintenance

- Traffic Control: Traffic will be managed according to [Alberta Transportation standards](#) until the road is fully reopened and safe for public use.
- Erosion Control: We will implement sediment and erosion control measures as required to prevent run-off onto adjacent properties.

#### 6. Reclamation and Reseeding

- Seed Procurement: League Projects will procure all necessary seed for the reclamation of affected ditches and back slopes.
- Seed Mix Specification: The specific seed mix (e.g., Certified No. 1 Seed) will be determined by the County of Minburn to ensure it aligns with local vegetation and weed control standards.
- Application: Once the final grade and loam replacement are complete, League Projects will apply the approved seed mix at the recommended rate to ensure successful regrowth and erosion control.



# 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: \_\_\_\_\_

<b>File Number:</b>	05-2026
<b>Legal:</b>	NE 5-51-9-W4M
<b>Owner:</b>	Lloyd McLaughlin
<b>Applicant:</b>	Krawchuk Land Surveys Ltd.
<b>Date Application Deemed Complete:</b>	February 17, 2026
<b>Decision Due Date:</b>	April 18, 2026
<b>Time Extension Granted:</b>	April 20, 2026
<b>Existing Use:</b>	Agricultural
<b>Proposed Use:</b>	Rural Residential
<b>Gross Area:</b>	64.7 Ha (160 ac)
<b>Proposed Area:</b>	Lot 1, Block 1 – 6.84 Ha (16.9 ac)
<b>Zoning:</b>	A: Agricultural District
<b>Division:</b>	3

**B. DESCRIPTION OF PROPOSAL:**

The subject property is located on NE 5-51-9-W4M in Division 3 approximately 10 km northwest of Mannville on Rge Rd 94 north of Twp Rd 510. The applicant is proposing to separate the existing yard site from the quarter. Proposed Lot 1, Block is 6.84 Ha (16.7 ac) and contains the long driveway to the dwelling, detached garage/shop, and treed fenced area. The remnant parcel contains another yard site with several outbuildings and a cattle operation.

There is existing access to both proposed Lot 1 and the remnant via accesses off Rge Rd 94. Road widening has not yet been dedicated towards Rge Rd 94.

**C. NOTIFICATION:**

Adjacent property owners and agencies were notified on February 18, 2026 – no objections.

**D. COMPLIANCE:**

The applicant has granted a time extension to render a decision on this application in accordance with Section 681(1)(b) of the MGA.

Three buildings have been developed without development permit approval: detached garage/shop (developed between 2018 and 2023), Quonset (developed between 2003 and 2008), and a shop addition (developed between 2003 and 2008).

**E. RESERVES:**

Pursuant to Section 663(b) 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(s) 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 prior to endorsement of the registerable instrument, the applicant/owner shall apply for development permits for the unpermitted buildings as indicated in the attached Schedule "A".
4. That all outstanding property taxes (including the current year's taxes in full) 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 (ie. Addition, change in use, Accessory Building, etc.). Please contact the County of Minburn Planning department at [planning@minburncounty.ab.ca](mailto:planning@minburncounty.ab.ca) 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 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:

- ◆ Schedule "A"
- ◆ Location plan
- ◆ Tentative Plan of Subdivision
- ◆ Inspection Summary

Prepared by Davin Gegolick on April 2, 2026

# Schedule "A" - Unpermitted Buildings on NE 5-51-9-4



The data provided is for informational purposes only and is not guaranteed to be accurate or up to date. County of Minburn is not responsible for errors, omissions, or for any results obtained from the use of this information. Users of these maps or data should independently verify any information before relying on it for business or personal decisions. The County will not be liable for any damages arising from the use of this map or the data contained within. The County may incorporate data from third-party sources and is not responsible for verifying the accuracy of third-party information. This map and the information contained herein are provided "as is" without warranty of any kind, whether express or implied.

# Location Plan



# TENTATIVE PLAN

## SHOWING PROPOSED SUBDIVISION WITHIN

### N.E. 1/4 SEC.5 TWP.51 RGE.9 W.4 M.

### COUNTY OF MINBURN NO. 27



**Notes:**

- Preliminary survey conducted on October 17th, 2025, dimensions and areas are more or less and **subject to change**.
- Distances are in metres and decimals thereof.
- Aerial imagery: © Microsoft Imagery Jan. 25, 2014 25 - Oct. 19, 2023
- Location of low/wet areas derived from aerial/satellite/ imagery dated Jan. 25, 2014 25 - Oct. 19, 2023
- Buildings shown are farm buildings unless noted otherwise.

**Table of Offsets:**

Pumpout to Boundaries:	
N -	91.4
E -	134.0
S -	107.4
W -	180.7
Pumpout to:	
Water well -	59.8
House -	46.3
Dugout/low area -	190.6



Box 945, St. Paul, AB, T0A 3A0  
 info@krawchuklandsurveys.ca  
 Ph. 780-614-5653  
 Fax. 833-859-4204

**Legend:**

- Building
- Low/Wet area
- Subject parcel boundaries
- Pumpout
- Water Well

**Abbreviations:**

- ABD, abandoned
- ac. acre
- E. East
- ha. hectare
- M. meridian

- N. North
- R/W right of way
- S. South
- W. West
- W/H wellhead

Scale 1:5000

Date issued: Feb. 6, 2026  
 File: 25-01-0168 Rev 0

**April 1, 2026**

**NE 5-51-9-W4M**

**Photos by Davin Gegolick**

From SE corner of quarter facing west: long driveway to proposed Lot 1 (highlighted in red) with access of Rge Rd 94 (on hill surrounded by trees). Remnant parcel contains another yard site with multiple outbuildings, a cattle operations, and farmland. There is existing access to the proposed remnant parcel via 3 approaches off Rge Rd 94.



Existing water well within proposed Lot 1 with the dwelling in the background.



Drone image of yard site within proposed Lot 1 containing the dwelling, detached garage/shop (constructed without permit approval), and trees. North portion of proposed Lot 1 contains a creek/low area filled with trees.



Another angle of the existing yardsite within proposed Lot 1, facing east.



Septic pump out in the trees north of the dwelling for the dwelling within proposed Lot 1.



Front of detached garage/shop within proposed Lot 1 which appears to have been developed sometime between 2018 and 2023 without permit approval. Notice water and electrical connection.



Rear/side of detached garage/shop – notice gas connection.



Drone image of yardsite within with proposed remnant parcel. Several buildings have been constructed without permit approval: Quonset and east side of shop addition appear to have been constructed sometime between 2003-2008. Other buildings are open cattle shelters and do not require permit approval.



Quonset without permit approval



Shop addition without permit approval



**Inspection Summary:**

- Topography – gently rolling
- Soil characteristics – clay/loam.
- Nature of vegetation and water – tree stands, brush, pasture, low areas throughout pasture area.
- Private Sewage/water well – confirmed existing septic pump out and water well within proposed Lot 1.
- Use of land in the vicinity – agricultural, rural residential – 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: \_\_\_\_\_

<b>File Number:</b>	06-2026
<b>Legal:</b>	West ½ 7-51-8-W4M
<b>Owner:</b>	Hutterian Brethren Church of Mannville
<b>Applicant:</b>	Krawchuk Land Surveys Ltd.
<b>Date Application Deemed Complete:</b>	February 25, 2026
<b>Decision Due Date:</b>	April 26, 2026
<b>Existing Use:</b>	Agricultural
<b>Proposed Use:</b>	Agricultural
<b>Gross Area:</b>	115.23 Ha (284.7 ac)
<b>Proposed Area:</b>	Lot 1, Block 1 – 2.13 Ha (5.27 ac)
<b>Zoning:</b>	A: Agricultural District
<b>Division:</b>	3

**B. DESCRIPTION OF PROPOSAL:**

The subject property is located on the NW and SW 7-51-8-W4M in Division 3 approximately 4 km north of Mannville on Hwy 881 and Twp Rd 512. The applicant proposes to create an undeveloped lot to be sold to the adjacent acreage owner at NW 6-51-8-W4M, to expand the existing yard site. Proposed Lot 1, Block is 2.13 Ha (5.27 ac) is undeveloped and naturally bounded by the ephemeral draw on the north and east side of the proposed lot. The remnant parcel will be consolidated with the NW and SW quarters and consists primarily of cultivated farmland, including a registered snowmobile trail, an old road allowance, and scattered low-lying and treed areas.

Existing access to proposed Lot 1 is provided from Highway 881. Access to the proposed remnant parcel is available only via an existing approach off Township Road 512; therefore, consolidation of both remnant quarters is required to provide legal access. Road widening has not yet been dedicated along Range Road 94.

**C. NOTIFICATION:**

Adjacent property owners and agencies were notified on March 2, 2026 – no objections.

**D. COMPLIANCE:**

The proposed subdivision complies with the Matters Related to Subdivision and Development Regulation and applicable statutory plans.

**E. RESERVES:**

Pursuant to Section 663(b) 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(s) 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 (including the current year's taxes in full) 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 (ie. Addition, change in use, Accessory Building, etc.). Please contact the County of Minburn Planning department at [planning@minburncounty.ab.ca](mailto:planning@minburncounty.ab.ca) 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 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
- ◆ Tentative Plan of Subdivision
- ◆ Inspection Summary

Prepared by Davin Gegolick on April 2, 2026

# Location Plan

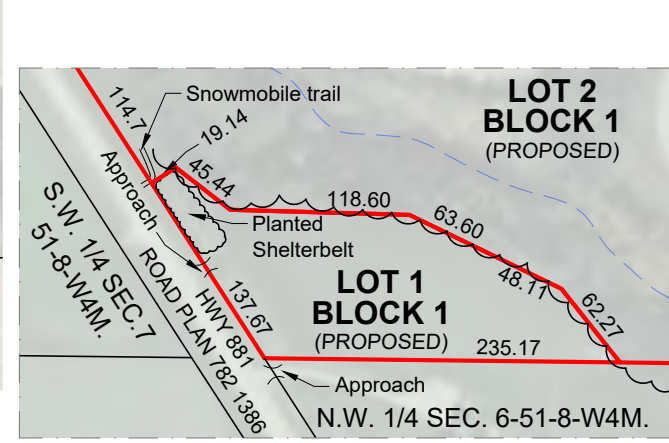
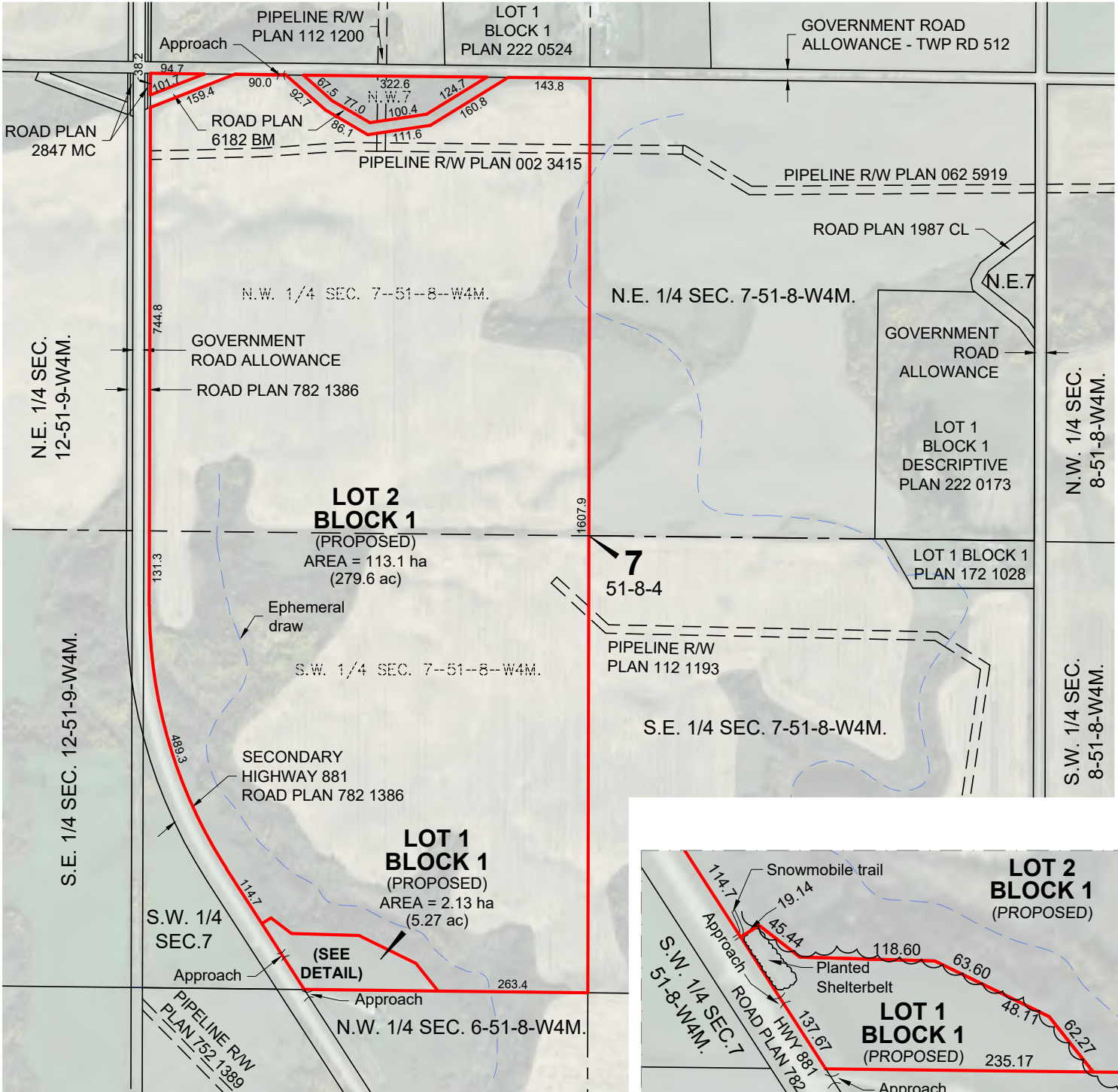


# TENTATIVE PLAN

## SHOWING PROPOSED SUBDIVISION WITHIN

### S. 1/2 SEC.7 TWP.51 RGE.8 W.4 M.

### COUNTY OF MINBURN NO. 27



**DETAIL**  
SCALE 1:5000

**Notes:**

- Preliminary survey conducted on October 17th, 2025, dimensions and areas are more or less and **subject to change**.
- Distances are in metres and decimals thereof.
- Aerial imagery: © Microsoft Imagery 25 Jan 2014 - 19 Oct 2023
- Low/wet area location derived from 1:20000 Alberta hydrology mapping

**AREA REQUIRED**

<b>LOT 1, BLOCK 1</b>	= 2.13 ha (5.27 ac)
<b>LOT 2, BLOCK 1</b>	
Within N.W. 1/4 SEC.7	= 61.10 ha (150.97 ac)
Within S.W. 1/4 SEC. 7	= 53.61 ha (132.47 ac)
<b>AREA</b>	= 114.71 ha (283.44 ac)
<b>TOTAL AREA</b>	= 116.84 ha (288.71 ac)

**KRAWCHUK**  
LAND SURVEYS LTD

Box 945, St. Paul, AB, T0A 3A0  
info@krawchuklandsurveys.ca  
Ph. 780-614-5653  
Fax. 833-859-4204

**Legend:**

- Subject parcel boundaries
- Tree line
- Low/Wet area

**Abbreviations:**

ac	acre	S.	South
E.	East	W.	West
ha	hectare		
M.	meridian		
N.	North		
R/W	right of way		

Scale 1:10000

Date issued: Feb. 22, 2026  
File: 25-01-0167 Rev 1

Facing south: proposed Lot 1 (highlighted in red) is bounded by the trees/creek on the NE side and acreage to the south (proposed Lot 1 is planned to be sold to the acreage owner to consolidate into one larger acreage parcel). Access to proposed Lot is off the existing approach from Hwy 881.



Facing north: proposed remnant parcel is primarily cultivated farmland with low/treed areas throughout. The NW and SW quarter remnant parcels are planned to be consolidated into one parcel as the only legal access is via Twp Rd 512 to the north (see photo on next page)





Alberta Snowmobile Association trail along Hwy 881 north of proposed Lot 1 (remnant parcel)



Photo of remnant parcel, facing north: primarily cultivated farmland with creeks throughout.



**Inspection Summary:**

- Topography – gently rolling
- Soil characteristics – clay/loam
- Nature of vegetation and water – pasture, cultivated farmland, trees within low/wet areas and shelterbelts.
- Private Sewage/water well – none. Proposed Lot 1 is proposed to be used for agricultural purposes/future consolidation into the existing acreage (which contains water and private sewage)
- Use of land in the vicinity – Hwy 881, Alberta Snowmobile Association trail network, agricultural, rural residential – 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: \_\_\_\_\_



# Council Request for Decision (RFD)

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

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

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

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

Reviewed By: \_\_\_\_\_



# Council Request for Decision (RFD)

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

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

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

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

Reviewed By: \_\_\_\_\_



# RFD Appendix

A large, empty rectangular box with a thin black border, occupying the majority of the page below the header. It is intended for the RFD Appendix content.



# Policy

---

## Animal Health Act Response

---

**Policy Number:** 2011-01

**Supersedes Policy Number:** New

**Approved by Council:** TBD

**Next Review Date:** April 2030

**Resolution No:** TBD

**Last Review Date:** TBD

---

### **POLICY STATEMENT**

County of Minburn recognizes the harms that Livestock Diseases pose for the agricultural industry. As such, in collaboration with the Chief Provincial Veterinarian, County of Minburn will support the monitoring, containment, and eradication of Livestock Diseases listed in the *Animal Health Act*

### **PURPOSE**

As part of the Agricultural Service Board (ASB) Grant Program, participating municipalities are required to have policies and procedures in place to establish their service levels related to the *Weed Control Act*, *Agricultural Pest Control Act*, *Soil Conservation Act*, and the *Animal Health Act*.

### **DEFINITIONS**

**County** means the County of Minburn No. 27.

**Livestock Disease** means diseases listed as reportable under the *Animal Health Act*.

### **GUIDELINES**

1. County of Minburn will respond to reports of Livestock Disease outbreaks from the public, County staff, and other organizations and agencies.
  - a) If a Livestock Disease is identified, the County will forward a report of the disease to the Chief Provincial Veterinarian (CPV).
  - b) With direction from the CPV, the County will support the CPV in the implementation of Livestock Disease Control.



# 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: \_\_\_\_\_



## RFD Appendix

A large, empty rectangular box with a thin black border, intended for the RFD Appendix content.



April 8<sup>th</sup>, 2026

File: **Various**

**COUNTY OF MINBURN NO. 27**

4909-50 Street  
Vegreville, AB T9C 1R6

**Attention: Norm De Wet, Director of Operations**

Dear Norm,

**Re: Tender 01762-26 – Culvert Replacements and Other Work**  
**Tender Award Recommendation**

Attached are the results of the bids received for Tender 01762-26 for Culvert Replacement and Other Work at Bridge Files 01195, and 01762. Core Energy Services Ltd. (CORE) was the lowest bidder at a total cost of \$376,614.06, excluding GST, which is 30% lower than the “C” estimates provided for these structures. The total estimated project cost, including engineering, contingencies, geotechnical contingencies, and fish capture, is \$660,000, excluding GST. Of this total, Bridge File 01195 accounts for \$376,000, while Bridge File 01762 accounts for \$284,000.

MPA does not have prior experience working with CORE. MPA has contacted CORE to request information regarding previous project experience; however, this information has not yet been received, as CORE is currently in the process of compiling it. MPA recommends holding a pre-award meeting to review the project scope and confirm a clear understanding of the specifications prior to contract finalization.

Once the County has approved the award of this tender, we will advise the Bidder and prepare the Contract documents for signing. If you require anything further or have any questions, please call.

Sincerely,  
MPA Engineering Ltd.

per:

Kirk Morris, P.Eng.



# 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: \_\_\_\_\_



## RFD Appendix

A large, empty rectangular box with a thin black border, intended for the RFD Appendix content.



# Tender/Request for Quotation

## *Unofficial Results*

**Project: 2016 John Deere 872GP Motorgrader**

**Closing Date/Time: April 3, 2026 2:00pm**

**Opening Date/Time: April 7, 2026 9:15am**

**Public Opening:**

Yes

No

#	Contractor	Tender/RFQ Price (\$) & Comments
1	<b>Michener Allen Auctioneering Ltd.</b>	<b>145,000</b>
2	<b>Ritchie Bros</b>	<b>155,000</b>
3		
4		
5		
6		
7		
8		
9		
10		



# Tender/Request for Quotation

## *Unofficial Results*

**Project: 2018 John Deere 872GP Motorgrader**

**Closing Date/Time: April 3, 2026 2:00pm**

**Opening Date/Time: April 7, 2026 9:15am**

**Public Opening:**

Yes

No

#	Contractor	Tender/RFQ Price (\$) & Comments
1	<b>Michener Allen Auctioneering Ltd.</b>	<b>155,000</b>
2	<b>Ritchie Bros</b>	<b>165,000</b>
3		
4		
5		
6		
7		
8		
9		
10		



# 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: \_\_\_\_\_



# Policy

---

## 4-H Grant Program

---

**Policy Number:** ASB 2005-03

**Supersedes Policy Number:** ASB 2005-02

**Approved by Council:** December 15, 2025    **Next Review Date:** December 2029

**Resolution No:** 2025-326

**Last Review Date:** December 10, 2025

---

### **POLICY STATEMENT**

The County of Minburn No. 27 Agricultural Service Board believes that students involved with 4-H activities should be encouraged and supported.

### **PURPOSE**

This program will assist 4-H District Clubs within the County by way of a yearly grant. To be eligible for the grant you must comply with the following requirements noted in the program application form

### **DEFINITIONS**

**ASB** means Agricultural Service Board.

**County** means the County of Minburn No. 27.

### **GUIDELINES**

1. Must have had representation at the Organizational Meeting of the 4-H District Council and also at two of three remaining meetings.
2. The club must have done at least three of the following:
  - a) Had a majority of all members take part in Public Speaking at the club level;
  - b) Had a majority of members take part in a community project;
  - c) Had club members accompanied by one parent at 50 percent of all 4-H meetings; and
  - d) Had a majority of all members complete their 4-H records books.
3. Eligible grant is based on \$30.00 per member.

4. The application must be submitted by September 1st. Upon approval of the application, the cheque for funding will be sent to the leaders.
5. Mail application to:  
County of Minburn No. 27  
Manager, Agriculture & Municipal Services  
P.O. Box 550  
Vegreville, AB T9C 1R6
6. The County Agricultural Service Board will also donate trophy/plaque to each category of public competitions at the County/Club level.



## AGRICULTURAL SERVICE BOARD

To be eligible for this grant you must comply with the following requirements:

- Must have had representation at the Organizational meeting of the 4-H District Council and at two of the three remaining meetings.

As well, your club must have done at least three of the following:

- Had a majority of all members take part in Public Speaking at the club level.
- Had a majority of members take part in a community project.  
State project: \_\_\_\_\_
- Had club members accompanied by one parent at fifty percent (50%) of all 4-H meetings.
- Had a majority of all members complete their 4-H record books.

**Name of Club:** \_\_\_\_\_

**Name of Leader:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Number of Members:** \_\_\_\_\_

**Amount of Grant:** \_\_\_\_\_  
(\$30 per member)

**Mail forms to:** Manager, Agriculture & Municipal Services  
P.O. Box 550, Vegreville, Alberta, T9C 1R6



# 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: \_\_\_\_\_

**COUNTY OF MINBURN NO. 27**

**BYLAW NO. 1372-26**

A BYLAW OF THE COUNTY OF MINBURN NO. 27, VEGREVILLE, IN THE PROVINCE OF ALBERTA THAT AUTHORIZES THE COUNTY OF MINBURN NO. 27 TO INCUR INDEBTEDNESS BY THE ISSUANCE OF DEBENTURE(S) IN THE AMOUNT OF \$490,000.00 FOR THE PURPOSE OF CONSTRUCTION OF LOCAL BRIDGE BF72570.

WHEREAS the Council of the County of Minburn No. 27 of Vegreville (hereinafter referred to as "the Municipality") has decided to issue a bylaw pursuant to Section 258 of the *Municipal Government Act* to authorize the financing, undertaking and completion of the construction of local bridge BF72570.

WHEREAS plans and specifications have been prepared and the total cost of the project is estimated to be \$490,000.00 and the Municipality estimates the following grants and contributions will be applied to the project:

Capital Reserves:	\$	0.00
Provincial Grants:	\$	0.00
Debentures:	\$	<u>490,000.00</u>
Total Costs:	\$	490,000.00

WHEREAS in order to complete the project it will be necessary for the municipality to borrow the sum of \$490,000.00, for a period not to exceed twenty (20) years, from the Province of Alberta or another authorized financial institution, by the issuance of debentures and on terms and conditions referred to in this bylaw.

WHEREAS the estimated lifetime of the project financed under this bylaw is equal to, or in excess of fifty (50) years.

WHEREAS the principal amount of the outstanding debt of the Municipality at December 31, 2025 is \$0.00 and no part of the principal or interest is in arrears.

WHEREAS all required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

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

1. That for the purpose of constructing local bridge BF72570, the sum of Four Hundred Ninety Thousand (\$490,000.00) Dollars be borrowed from the Province of Alberta or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of \$490,000.00 is to be paid by the Municipality at large.
2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely the construction of local bridge BF72570.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest installments not to exceed twenty (20) years calculated at a rate not exceeding the interest rate fixed by the Province of Alberta, or another authorized financial institution, on the date of the borrowing, and not to exceed six (6) percent.

4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.
7. This Bylaw comes into force on the date of the third and final reading.

READ A FIRST TIME THIS 17TH DAY OF FEBRUARY, 2026

READ A SECOND TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2026

READ A THIRD TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2026

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



# Council Request for Decision (RFD)

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

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

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

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

Reviewed By: \_\_\_\_\_



# County of Minburn No. 27

## 2026 Final Budget Approved Financial Summary

April 20, 2026

<b>2026 BUDGET DETAILS</b>	<b>2026 BUDGET \$</b>
<b>Operating Revenue</b>	<b>24,974,623</b>
Plus:	
Draw from Carryover Reserve for 2025 projects	16,936
<b>Funds available for Operations</b>	<b>24,991,559</b>
Less:	
Operating Expenses - Base Budget	(19,461,702)
Approved Annual Reserve Transfers	(1,776,551)
Non-Cash Inventory Adjustment - Gravel	(1,824,149)
<b>Funds Available for Operating &amp; Capital Decision Papers</b>	<b>1,929,157</b>
<b>Operating Decision Papers</b>	
Less:	
12 Approved Operational Decision Papers	(608,838)
Plus:	
Grants & Draws from Reserves (Various)	61,000
<b>Projected Operational Surplus</b>	<b>1,381,319</b>
<b>Capital Decision Papers</b>	
Less:	
9 Approved Capital Decision Papers	(1,797,980)
7 Previously Approved Purchases and Projects	(7,842,362)
Plus:	
Grants, Other Sources & Draws from Reserves	7,736,023
Debenture	523,000
<b>Projected Deficit from Capital Projects</b>	<b>(1,381,319)</b>
Change to Future Expenditures Reserve	-
<b>2026 Budget Surplus (Operating &amp; Capital)</b>	<b>-</b>
<b>Non-Cash Related Expenditures</b>	
Amortization & Accretion Expense	<b>2,068,706</b>



# County of Minburn No. 27

## 2026 FINAL BUDGET APPROVED DECISION PAPERS

### AND PREVIOUS COUNCIL APPROVALS

April 20, 2026

#/Type	Description	Cost
<b>~ OPERATING DECISION PAPERS ~</b>		
ODP26-001	Front Step Admin Building	36,000
ODP26-002	Corporate Services Staffing	34,375
ODP26-003	Protective Services Seasonal Staffing	42,000
ODP26-004	Fire Reserve Transfer Increase	60,000
ODP26-005	Automated Development Permitting	12,500
ODP26-006	Crossroads Econ Dev Alliance	50,000
ODP26-007	Tax Sale Land Inventory Increase	50,000
ODP26-008	Cemetery Signage for 3 Cemeteries	5,000
ODP26-009	Vegreville FCSS Funding Increase	4,000
ODP26-010	Lavoy Reserve Transfer Increase	250,000
ODP26-011	SC250 Oil Tank Rehabilitation	58,963
ODP26-012	Holden Rural Academy Program Student	6,000
		<b>\$ 608,838</b>
<b>~ CAPITAL DECISION PAPERS ~</b>		
CDP26-001	Mannville Fire Hall Station Fencing	65,000
CDP26-002	Innisfree Fire Training Storage Building	84,900
CDP26-003	Fire Thermal Cameras (no longer TCA)	6,725
CDP26-004	Fire Truck Air Lift Bags	32,000
CDP26-005	Fleet Truck Replacement	128,625
CDP26-006	Minburn Sidewalk Rehabilitation	22,667
CDP26-007	Fuel System Upgrade	107,048
CDP26-008	Lavoy Hydrant Rehabilitation	125,735
CDP26-009	2026 Road Construction Program	1,225,280
		<b>\$ 1,797,980</b>
		<b>\$ 2,406,818</b>



# County of Minburn No. 27

## 2026 FINAL BUDGET APPROVED DECISION PAPERS

### AND PREVIOUS COUNCIL APPROVALS

April 20, 2026

#/Type	Description	Cost
<b>~ PREVIOUS COUNCIL APPROVALS ~</b>		
CA26-001	2 - 2026 Graders	1,335,000
CA26-002	Scraper Refurbishment	170,000
CA26-003	3 Bridges (2 STIP Approved)	1,267,159
CA26-003	Increase to Bridge Maintenance	725,203
CA26-004	2026 Crushing Program - Coulter Pit	3,000,000
CA26-005	Replace Unit 915 - Rapid Response	165,000
CA26-006	Replace Unit 910 - Fire Pumper Truck	1,100,000
CA26-007	Veg Fire Truck	80,000
		<b>\$ 7,842,362</b>
		<b>\$ 7,842,362</b>
<b>TOTAL</b>		<b>\$ 10,249,180</b>

Type: Municipal  
PERIOD: 2026/12/31

2026 FINAL  
BUDGET

**MUNICIPAL REVENUES**

1-1-000-00-00-00-00-00	GENERAL MUNICIPAL	-23,599,788.00
1-1-000-12-00-00-00-00	ADMINISTRATIVE	-77,000.00
1-1-000-23-00-00-00-00	FIRE SERVICES - REVENUE	-1,555,225.00
1-1-000-32-00-00-00-00	TRANSPORTATION	-6,977,798.00
1-1-000-41-00-00-00-00	WATER SUPPLY & DISTRIBUTIO	-212,860.00
1-1-000-42-00-00-00-00	SANITARY SEWER SERVICE	-12,400.00
1-1-000-43-00-00-00-00	ENVIRONMENTAL HEALTH SERVI	-134,200.00
1-1-000-51-00-00-00-00	FAMILY & COMMUNITY SUPPORT	-119,660.00
1-1-000-56-01-00-00-00	PUBLIC HEALTH & WELFARE	-1,000.00
1-1-000-61-00-00-00-00	PLANNING/ZONING AND DEVELO	-53,874.00
1-1-000-62-00-00-00-00	AGRICULTURAL SERVICE BOARD	-207,246.00
1-1-000-65-00-00-00-00	ECONOMIC DEVELOPMENT	-58,000.00
1-1-400-66-00-00-00-00	SUBDIVISION LAND & DEVELOP	-10,000.00
1-1-000-71-00-00-00-00	RECREATION	-302,000.00

**TOTAL MUNICIPAL REVENUES** -33,321,051.00

**MUNICIPAL EXPENSES**

1-2-000-00-00-00-00-00	GENERAL MUNICIPAL	420,000.00
1-2-000-11-00-00-00-00	LEGISLATIVE	715,225.00
1-2-000-12-00-00-00-00	ADMINISTRATIVE	3,733,404.00
1-2-000-13-00-00-00-00	HEALTH & SAFETY SERVICES	85,800.00
1-2-000-21-00-00-00-00	POLICING	303,000.00
1-2-000-23-00-00-00-00	FIRE SERVICES	2,722,309.00
1-2-000-24-00-00-00-00	EMERGENCY SERVICES	39,200.00
1-2-000-25-00-00-00-00	GRANTS-AMBULANCES	17,000.00
1-2-000-26-00-00-00-00	BYLAW SERVICES	16,300.00
1-2-000-32-00-00-00-00	TRANSPORTATION	20,827,508.00
1-2-000-41-00-00-00-00	WATER SUPPLY & DISTRIBUTIO	544,143.00
1-2-000-42-00-00-00-00	SANITARY SEWER SERVICES	107,211.00
1-2-000-43-00-00-00-00	ENVIRONMENTAL HEALTH SERVI	350,047.00
1-2-000-51-00-00-00-00	FAMILY & COMMUNITY SUPPORT	174,671.00
1-2-000-56-00-00-00-00	PUBLIC HEALTH & WELFARE	41,934.00
1-2-000-61-00-00-00-00	PLANNING & DEVELOPMENT	256,500.00
1-2-000-62-00-00-00-00	AGRICULTURAL SERVICE BOARD	609,487.00
1-2-000-65-00-00-00-00	ECONOMIC DEVELOPMENT	194,250.00
1-2-500-66-00-00-00-00	SUBDIVISION LAND & DEVELOP	50,000.00
1-2-000-71-00-00-00-00	RECREATION	732,798.00
1-2-000-74-00-00-00-00	LIBRARY	147,399.00
1-2-000-81-00-00-00-00	REQUISITIONS	3,301,571.00

**TOTAL MUNICIPAL EXPENSES** 35,389,757.00



# Council Request for Decision (RFD)

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

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

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

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

Reviewed By: \_\_\_\_\_

**COUNTY OF MINBURN NO. 27**

**BYLAW NO. 1375-26**

A BYLAW OF THE COUNTY OF MINBURN NO. 27, VEGREVILLE, IN THE PROVINCE OF ALBERTA TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE COUNTY OF MINBURN NO. 27 FOR THE 2026 TAXATION YEAR.

**WHEREAS** the County of Minburn No. 27 has prepared and adopted detailed estimates of the municipal revenues and expenditures as required at the Council meeting held on April 20, 2026; and

**WHEREAS** the estimated municipal expenditures (excluding non-cash items) and transfers set out in the budget for the County of Minburn No. 27 for 2026 total \$33,321,051 and;

**WHEREAS** the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$14,057,960 and the balance of \$19,263,091 is to be raised by municipal taxation; and

**WHEREAS** the requisitions for 2026 are:

Alberta School Foundation Fund (ASFF)	
Residential/Farmland	1,186,444
Non-residential	1,621,319
Opted-Out School Boards	
Residential/Farmland	76,826
Non-residential	<u>37,652</u>
Total Education Requisitions	\$ 2,922,241
Seniors Foundation	\$334,123
Designated Industrial Property Requisition	\$45,207

**WHEREAS** the Council of the County of Minburn No. 27 is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

**WHEREAS** the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the *Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000*; and

**WHEREAS** the assessed value of all property in the County of Minburn No. 27 as shown on the assessment roll is:

	<u>Assessment</u>
Residential	360,175,090
Non-Residential	621,051,270
Farmland	108,088,680
Machinery and Equipment	<u>107,582,390</u>
Total	\$1,196,897,430

**NOW THEREFORE** under the authority of the *Municipal Government Act*, the Council of the County of Minburn No. 27, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the County of Minburn No. 27:

	<u>Tax Levy</u>	<u>Assessment</u>	<u>Tax Rate</u>
<b>Municipal</b>			
Farmland	2,020,707	108,088,680	18.6949
Residential	1,748,255	360,175,090	4.8539
Non-Residential	13,022,620	608,922,170	21.3535
Non-Residential (Small Business)	194,249	12,129,100	16.0151
Machinery & Equipment	<u>2,297,260</u>	<u>107,582,390</u>	21.3535
<b>Total Municipal</b>	<b>\$19,263,091</b>	<b>\$1,196,897,430</b>	
<b>ASFF</b>			
Residential / Farmland	1,179,387	436,195,978	2.7038
Non-Residential	1,847,383	396,153,595	4.6633
<b>Opted-Out School Boards</b>			
Residential / Farmland	84,019	31,074,512	2.7038
Non-Residential	<u>47,621</u>	<u>10,211,875</u>	4.6633
<b>Total Education Requisition</b>	<b>\$3,158,410</b>	<b>\$873,635,960</b>	
<b>Seniors Foundation</b>	\$334,136	\$1,195,904,150	0.2794
<b>Designated Industrial Property</b>	\$47,085	\$646,775,430	0.0728

2. That the Chief Administrative Officer is hereby authorized to levy a minimum property tax on the assessed value of all property as set out in the assessment and tax roll of \$50.00.
3. That this Bylaw comes into force on the date of the third and final reading passed in Council with unanimous consent of the members present the 20<sup>th</sup> day of April 2026.

FIRST READING .....April 20, 2026  
 SECOND READING .....April 20, 2026  
 THIRD AND FINAL READING .....April 20, 2026

\_\_\_\_\_  
 REEVE

\_\_\_\_\_  
 CHIEF ADMINISTRATIVE OFFICER



# Council Request for Decision (RFD)

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

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

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

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

Reviewed By: \_\_\_\_\_

**COUNTY OF MINBURN NO. 27**

**BYLAW NO. 1376-26**

A BYLAW OF THE COUNCIL OF THE COUNTY OF MINBURN NO. 27, VEGREVILLE, IN THE PROVINCE OF ALBERTA TO AUTHORIZE A SPECIAL TAX BYLAW FOR THE 2026 TAXATION YEAR AGAINST PARCELS OF LAND IN THE HAMLET OF MINBURN TO RAISE REVENUE TO PAY FOR SEWER SERVICES.

**WHEREAS** Section 382 of the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26, authorizes a municipality to pass a special tax bylaw annually to raise revenue to pay for a specific service or purpose by imposing a special tax, including a sewer tax; and

**WHEREAS** the Council of the County of Minburn No. 27 has prepared and adopted detailed estimates of the municipal revenues and expenditures as required at the Council meeting held on April 20, 2026 and

**WHEREAS** the Council of the County of Minburn has adopted the 2026 Budget approving the estimated expenditure of \$22,582.80 for sewer services in the Hamlet of Minburn; and

**WHEREAS** it is deemed to be just and equitable to set a special tax for the 2026 taxation year that will collect an equal amount of \$418.20 from each non-exempt parcel of land within the Hamlet of Minburn sufficient to raise \$22,582.80 in total.

**NOW THEREFORE** the Council of the County of Minburn No. 27, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. This Bylaw may be cited as the “2026 Hamlet of Minburn Special Tax Rate Bylaw”.
2. That the Chief Administrative Officer is authorized to levy a special tax in the amount of \$418.20 per parcel on non-exempt land shown on the assessment roll of the Hamlet of Minburn for the 2026 taxation year.
3. That the special taxes included in this Bylaw shall be levied and collected in the same manner and at the same time as general municipal taxes.
4. The special tax imposed by this Bylaw is for the specific purpose of raising revenue to fund the costs of sewer services in the Hamlet of Minburn which are estimated at \$22,582.80 for 2026.
5. This Bylaw comes into force on the date of the third and final reading passed in Council with unanimous consent of the members present the 20<sup>th</sup> day of April 2026.

FIRST READING ..... April 20, 2026

SECOND READING ..... April 20, 2026

THIRD READING..... April 20, 2026

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



# Council Request for Decision (RFD)

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

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

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

Recommendation:

Background:

See Appendix

Legislative Guidance:

Provincial  Municipal  None

*Details:*

Council Priorities Chart:

Yes  No

*Details:*

Previous Council Direction:

Financial Implications:

Capital  Operations  Other

*Details:*

Communication and Engagement:

Implementation Timeline:

Attachments:

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

Reviewed By: \_\_\_\_\_



## VILLAGE OF MANNVILLE

5127 – 50<sup>th</sup> Street  
Box 180  
Mannville, Alberta T0B 2W0

Phone: 780-763-3500  
Fax: 780-763-3643  
[info@mannville.com](mailto:info@mannville.com)  
[www.mannville.com](http://www.mannville.com)

April 1, 2026

County of Minburn  
Box 550  
Vegreville, Alberta  
T9C 1R6

**RE: Request for Tax Relief – 2026**

On behalf of the Village of Mannville, we are requesting consideration of tax relief for the 2026 tax year for the following properties:


- Roll # 217701
- Roll # 217700

This approach has been applied in the past, and we respectfully request similar consideration for 2026.

Should you have any questions and/or concerns, please do not hesitate to contact the undersigned.

Thank you for your consideration.

Sincerely,



Brooke Magosse  
Chief Administrative Officer  
Village of Mannville

***Innisfree Municipal Seed Cleaning Plant***

Box 81 Innisfree, Alberta T0B2G0

***County of Minburn NO. 27***

Box 550 Vegreville, Alberta T9C 1R6

RE: Request for Municipal Tax Relief - 2026 Year

Dear Reeve & Council,

On behalf of the Innisfree Municipal Seed Cleaning Plant I am writing to request the cancellation of the municipal portion of our 2026 property taxes.

We appreciate the county's ongoing support in previous years and request the same consideration for our 2026 property taxes as well.

Thank you for your continued support.



Krystin Cannan

Secretary / Treasurer

Innisfree Municipal Seed Cleaning Plant



***Vegreville Seed Cleaning Plant***

Box 1872  
Vegreville, AB  
T9C 1T1

March 26, 2026

County of Minburn Councilors and County Manager  
4909 - 50 Street  
Vegreville, AB  
T9C 1R6

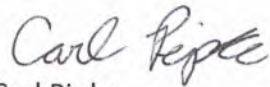
Dear County Councilors and County Manager:

RE: 2026 Municipal Tax Mill Rate

On behalf of the Vegreville Seed Cleaning Plant, we would like the Council to consider cancellation of the 2026 Municipal Tax Portion of the Seed Plant's tax assessment.

We appreciate the previous year's forgiveness, and we hope that Council is able to accommodate this year's request.

Yours sincerely,



Carl Pipke  
President  
Vegreville Seed Cleaning Plant

anm



# 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: \_\_\_\_\_

March 27, 2026

Minburn County  
4909 50 Street  
Vegreville, AB T9C 1R1

Attention: Pat Podoborozny, CAO  
(sent via email to: [ppodoborozny@minburncounty.ab.ca](mailto:ppodoborozny@minburncounty.ab.ca))

**RE: CONCLUSION OF INTERMUNICIPAL COLLABORATION FRAMEWORK**

Further to your request of February 24, 2026, Beaver County Council supports the conclusion of the existing intermunicipal collaboration framework (ICF) between Beaver County and Minburn County.

Council appreciates the excellent intermunicipal relationship between the two Counties and believes that there are no shared services that require formal coordination under an ICF.

At its meeting held March 25, 2026, County Council passed the following motion:

“ ... that pursuant to the *Municipal Government Act*, Section 708.28, Beaver County determines and agrees that intermunicipal services with Minburn County have been and will continue to be adequately provided by means other than an intermunicipal collaboration framework, and that the intermunicipal collaboration framework dated February 5, 2020 be concluded.”

They also respectfully invite Minburn County Council to pass a similar motion. Once passed, Beaver County is pleased to work with your administrative team to notify the Minister of Municipal Affairs on behalf of both municipalities and coordinate the required website postings.

Thank you.

Margaret JONES  
Consultant for Beaver County

x.c. Meagan Walsh, Legislative Services Coordinator



# **Intermunicipal Collaboration Framework**

**Between**

**Beaver County**

**And**

**County of Minburn No. 27**

**February 5, 2020**

**WHEREAS**, Beaver County and the County of Minburn No. 27 share a common border; and

**WHEREAS**, Beaver County and the County of Minburn No. 27 share common interests and are desirous of working together to provide services to their residents; and

**WHEREAS**, the Municipal Government Act stipulates that municipalities that have a common boundary must create an Intermunicipal Collaboration Framework which identifies services provided on an intermunicipal basis and how services to be provided on an intermunicipal basis will be delivered and funded.

**NOW THEREFORE**, by mutual covenant of the Municipalities it is agreed as follows:

**A. DEFINITIONS**

- 1) In this Agreement
  - a) “municipalities” means Beaver County and the County of Minburn No. 27.

**B. TERM AND REVIEW**

- 1) In accordance with the *Municipal Government Act*, this Intermunicipal Collaboration Framework shall come into force on final passing of matching resolutions that contain the Framework by both Municipalities.
- 2) This Framework may be amended by mutual consent of both Municipalities unless specified otherwise in this Framework.
- 3) It is agreed by the Municipalities that the Councils shall review at least once every five years, commencing no later than 2024, the terms and conditions of the agreement.
  - a. The review of this agreement will be completed by the Chief Administrative Officers, with a report to be presented to both Councils on the need to update and/or amend this agreement.

**C. MUNICIPAL SERVICES**

- 1) The Municipalities have a history of working together, as required, to provide municipal services to the residents on an intermunicipal basis, however there is no requirement and/or benefit to share in the delivery of any municipal services at this time. Should the need arise, the Municipalities will enter into formal agreements in accordance with Section D.
- 2) The Municipalities acknowledge that they each have independent agreements with other regional partners.

#### **D. FUTURE PROJECTS & AGREEMENTS**

- 2) In the event that either Municipality initiates the development of a new project and/or service that may require a new cost-sharing agreement, the initiating Municipality's Chief Administrative Officer will notify the other Municipality's Chief Administrative Officer in writing.
- 3) The initial notification will include a general description of the project, estimated costs and timing of expenditures. The other municipality will advise if they have objections in principle to provide funding to the project and provide reasons. An opportunity will be provided to discuss the project at the Council meetings.
- 4) The following criteria will be used when assessing the desirability of funding of new projects:
  - a. Relationship of the proposed project to any regional long-term planning document prepared by the Municipalities;
  - b. The level of community support;
  - c. The nature of the project;
  - d. The demonstrated effort by volunteers to raise funds and obtain grants (if applicable);
  - e. The projected operating costs for new capital projects;
  - f. Municipal debt limit; and,
  - g. Projected utilization by residents of both Municipalities.
- 5) Once either Municipality has received written notice of a new project, Council meetings must be held within thirty (30) calendar days of the date the written notice was received, unless both Chief Administrative Officers agree otherwise.
- 6) Councils will be the forum used to discuss and review future cost sharing agreements. In the event the Councils are unable to reach an agreement, the dispute shall be dealt with through the procedure outlined within Section E of this document.
- 7) Both Municipalities recognize that the decision to participate in or not participate in a project ultimately lies with the respective municipal councils, who in turn must rely on the support of their electorate to support the project and any borrowing that could be required.

#### **E. DISPUTE RESOLUTION**

- 1) The Municipalities are committed to resolving any disputes in a non-adversarial, informal and cost-efficient manner.
- 2) The Municipalities shall make all reasonable efforts to resolve all disputes by negotiation and agree to provide, without prejudice, open and timely disclosure of relevant facts, information and documents to facilitate negotiations.

- 3) In the event of a dispute, the Municipalities agree that they shall undertake a process to promote the resolution of the dispute in the following order:
  - a. negotiation;
  - b. mediation; and
  - c. binding arbitration.
- 4) If any dispute arises between the Municipalities regarding the interpretation, implementation or application of this Framework or any contravention or alleged contravention of this Framework, the dispute will be resolved through the binding Dispute Resolution Process outlined herein.
- 5) If the Dispute Resolution Process is invoked, the Municipalities shall continue to perform their obligations described in this Framework until such time as the Dispute Resolution Process is complete.
- 6) Despite Section E(4), where an existing intermunicipal agreement has a binding dispute resolution process included, the process in the existing intermunicipal agreement shall be used instead of the dispute resolution outlined in this Framework.
- 7) A municipality shall give written notice (“Dispute Notice”) to the other municipality of a dispute and outline in reasonable detail the relevant information concerning the dispute. Within thirty (30) days following receipt of the Dispute Notice, the Councils shall meet and attempt to resolve the dispute through discussion and negotiation, unless a time extension is mutually agreed by the CAOs. If the dispute is not resolved within sixty (60) days of the Dispute Notice being issued, the negotiation shall be deemed to have failed.
- 8) If the Municipalities cannot resolve the dispute through negotiation within the prescribed time period, then the dispute shall be referred to mediation.
- 9) Either municipality shall be entitled to provide the other municipality with a written notice (“Mediation Notice”) specifying:
  - a. The subject matters remaining in dispute, and the details of the matters in dispute that are to be mediated; and
  - b. The nomination of an individual to act as the mediator.
- 10) The Municipalities shall, within thirty (30) days of the Mediation Notice, jointly nominate or agree upon a mediator.
- 11) Where a mediator is appointed, the Municipalities shall submit in writing their dispute to the mediator and afford the mediator access to all records, documents and information the mediators may reasonably request. The Municipalities shall meet with the mediator at such reasonable times as may be required and shall, through the intervention of the mediator, negotiate in good faith to resolve their dispute. All proceedings involving a mediator are agreed to be without prejudice and the fees and

expenses of the mediator and the cost of the facilities required for mediation shall be shared equally between the Municipalities.

12) In the event that:

- a. The Municipalities do not agree on the appointment of a mediator within thirty (30) days of the Mediation Notice; or
- b. The mediation is not completed within sixty (60) days after the appointment of the mediator; or
- c. The dispute has not been resolved within ninety (90) days from the date of receipt of the Mediation Notice;

either municipality may by notice to the other withdraw from the mediation process and in such event the dispute shall be deemed to have failed to be resolved by mediation.

13) If mediation fails to resolve the dispute, the dispute shall be submitted to binding arbitration. Either of the Municipalities may provide the other municipality with written notice ("Arbitration Notice") specifying:

- a. the subject matters remaining in dispute and the details of the matters in dispute that are to be arbitrated.

14) Within thirty (30) days following receipt of the Arbitration Notice, the other municipality shall, by written notice, advise as to which matters stated in the Arbitration Notice it accepts and disagrees with and whether it agrees with the resolution of the disputed items by arbitration.

15) The *Arbitration Act* (Alberta) in force from time to time shall apply to arbitration proceedings commenced pursuant to this Framework.

**F. CORRESPONDENCE**

1) Written notice under this Agreement shall be addressed as follows:

a. In the case of Beaver County to:

**Beaver County  
c/o Chief Administrative Officer  
P.O. Box 140  
Ryley, AB T0B 4A0**

b. In the case of the County of Minburn No. 27 to:

**County of Minburn No. 27  
c/o Chief Administrative Officer  
P.O. Box 550,  
4909 – 50 Street  
Vegreville, AB T9C 1R6**

In addition to Section F(1), notices may be sent by electronic mail to the Chief Administrative Officer.

**IN WITNESS WHEREOF** the Municipalities have affixed their corporate seals as attested by the duly authorized signing officers of the Municipalities as of the first day above written.

BEAVER COUNTY

COUNTY OF MINBURN NO. 27

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Reeve

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

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

*Resolution: 05-20*

AMENDING AGREEMENT entered into this 20 day of <sup>February</sup> ~~January~~, 2025.  
*March*

BETWEEN:

**COUNTY OF MINBURN NO. 27**  
(hereinafter referred to as the "County of Minburn")

- and -

**BEAVER COUNTY**

**ICF AMENDING AGREEMENT**

WHEREAS the County of Minburn and Beaver County have entered into an Intermunicipal Collaboration Framework dated February 5, 2020 (the "ICF"); and

AND WHEREAS Ministerial Order No. MSD: 024/23 provides that the date by which a municipality must review an intermunicipal collaboration framework is amended from at least every five years to at least every seven years (the "Ministerial Order");

AND WHEREAS the County of Minburn and Beaver County wish to amend the ICF to reflect the extended timeline in the Ministerial Order to review the ICF.

NOW THEREFORE the County of Minburn and Beaver County covenant and agree with each other as follows:

1. Section B(3) of the ICF is replaced with the following:

It is agreed by the Municipalities that the Councils shall review at least once every seven years, commencing no later than 2027, the terms and conditions of the agreement.

2. Except for the foregoing amendment, the ICF shall continue in full force and effect and binding in accordance with its terms.

*[Signature Page to Follow]*

IN WITNESS WHEREOF the County of Minburn and Beaver County have affixed their corporate seals as attested by their duly authorized signing officers as of the first day above written.

COUNTY OF MINBURN NO.27

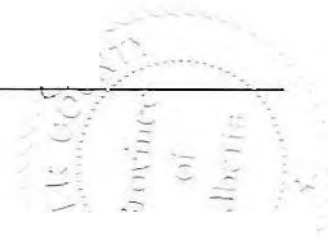
BEAVER COUNTY

\_\_\_\_\_  
Reeve



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

\_\_\_\_\_  
Reeve



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



# Council Request for Decision (RFD)

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

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

**Recommendation:**

**Background:**

See Appendix

**Legislative Guidance:**

Provincial  Municipal  None

*Details:*

**Council Priorities Chart:**

Yes  No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

Capital  Operations  Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

Reviewed By: \_\_\_\_\_

COUNTY OF   
**TWO HILLS**

---

P.O Box 490  
Two Hills, AB, T0B 4K0  
Telephone: (780) 657-3358 Fax: (780) 657-3504

April 8, 2026

**RECEIVED**

APR 13 2026

Chief Administrative Officer and Council  
County of Minburn No. 27  
Box 550  
4909 – 50 Street  
Vegreville, Alberta, T9C 1R6

COUNTY OF MINBURN NO. 27

Dear Chief Administrative Officer and Council:

**Re: Intermunicipal Collaboration Framework with the County of Two Hills**

This will advise that the County of Two Hills Council resolved, at their meeting on March 26, 2026, that the County of Two Hills conclude the County of Two Hills and County of Minburn Intermunicipal Collaboration Framework agreement existing between the two municipalities, pursuant to Municipal Government Act, Section 708.28(1.1).

Should you have any questions or concerns, you may contact the undersigned.

Sincerely,

Sally Dary, CLGM  
Chief Administration Officer

**Intermunicipal Collaboration Framework**

**Between**

**County of Two Hills No. 21**

**And**

**County of Minburn No. 27**

**December 18, 2019**

**COPY**

**WHEREAS**, County of Two Hills No. 21 and the County of Minburn No. 27 share a common border; and

**WHEREAS**, County of Two Hills No. 21 and the County of Minburn No. 27 share common interests and are desirous of working together to provide services to their residents; and

**WHEREAS**, the Municipal Government Act stipulates that municipalities that have a common boundary must create an Intermunicipal Collaboration Framework with each other that identifies the services provided by each municipality, which services are best provided on an intermunicipal basis, and how services to be provided on an intermunicipal basis will be delivered and funded.

**NOW THEREFORE**, by mutual covenant of the Municipalities it is agreed as follows:

**A. DEFINITIONS**

- 1) In this Agreement
  - a) “lead municipality” means the municipality responsible for administering the agreement.
  - b) “municipalities” means the County of Two Hills No. 21 and the County of Minburn No. 27.

**B. TERM AND REVIEW**

- 1) In accordance with the *Municipal Government Act*, this Intermunicipal Collaboration Framework shall come into force on final passing of matching bylaws that contain the Framework by both Municipalities.
- 2) This Framework may be amended by mutual consent of both Municipalities unless specified otherwise in this Framework.
- 3) It is agreed by the Municipalities that the Councils shall review at least once every five years, commencing no later than 2025, the terms and conditions of the agreement.

**C. INTERMUNICIPAL COOPERATION**

- 1) The Council of each Municipality shall be the forum for reviewing the Intermunicipal Collaboration Framework.

**D. GENERAL TERMS**

- 1) Both Municipalities agree that in consideration of the service agreements outlined in Section E(2) that residents of the Municipalities will be afforded the same services at the same costs, including user fees, as the County of Minburn No. 27 residents for

services provided by County of Two Hills No. 21 and County of Two Hills No. 21 residents for services provided by the County of Minburn No. 27.

## **E. MUNICIPAL SERVICES**

- 1) The Municipalities have a history of working together to provide municipal services to the residents on an intermunicipal basis, with the following services being provided directly or indirectly to their residents:
  - a. Emergency Services:
    - The Municipalities, with additional partners, have agreements in place to aid in the event of emergencies. There is a Mutual Aid Fire Agreement between the County of Two Hills No. 21 and County of Minburn No. 27 dated 5 July, 2007. As a mutual aid agreement there is no lead municipality. Cost sharing is in accordance with the Mutual Aid Fire Agreement, with the municipality requesting mutual aid being responsible for the applicable costs associated with responding to the emergency.
  - b. Water
    - The Municipalities along with several additional municipal partners signed an agreement to create the Alberta Central East Water Corporation to provide potable water to the municipal members. As a corporation there is no lead municipality. The fees for water and the allocation of water are established in accordance with the unanimous shareholders agreement.
  - c. Solid Waste
    - The County of Minburn No. 27 is a customer of the Two Hills Regional Waste Management Commission. The fee for disposal of solid waste is in accordance with the contract with the Commission and a contract with an independent Commission there is no lead municipality.
  - d. Intermunicipal Development Plan
    - The Municipalities entered into an Intermunicipal Development Plan in 2019, in accordance with the *Municipal Government Act*. As an Intermunicipal Development Plan there is no lead municipality and no cost sharing.
- 2) The Municipalities acknowledge that in addition to the shared service agreements in place between the Municipalities, they each have independent agreements with other regional partners.

- 3) The Municipalities have reviewed the aforementioned existing agreements and have determined that these are the most appropriate municipal services to be conducted in a shared manner.

#### **F. FUTURE PROJECTS & AGREEMENTS**

- 1) In the event that either Municipality initiates the development of a new project and/or service that may require a new cost-sharing agreement, the initiating Municipality's Chief Administrative Officer will notify the other Municipality's Chief Administrative Officer in writing.
- 2) The initial notification will include a general description of the project, estimated costs and timing of expenditures. The other Municipality will advise if they have objections in principle to provide funding to the project and provide reasons. An opportunity will be provided to discuss the project at the Council meetings.
- 3) The following criteria will be used when assessing the desirability of funding of new projects:
  - a. Relationship of the proposed capital project to Intermunicipal Development Plan, or any other regional long-term planning document prepared by the Municipalities;
  - b. The level of community support;
  - c. The nature of the project;
  - d. The demonstrated effort by volunteers to raise funds and obtain grants (if applicable);
  - e. The projected operating costs for new capital projects;
  - f. Municipal debt limit; and,
  - g. Projected utilization by residents of both Municipalities.
- 4) Once either Municipality has received written notice of new project, Council meetings must be held within thirty (30) calendar days of the date the written notice was received, unless both Chief Administrative Officers agree otherwise.
- 5) Council's will be the forum used to discuss and review future mutual aid agreements and/or cost sharing agreements. In the event Council's are unable to reach an agreement, the dispute shall be dealt with through the procedure outlined within Section G of this document.
- 6) Both Municipalities recognize that the decision to participate in or not participate in a project ultimately lies with the respective municipal councils, who in turn must rely on the support of their electorate to support the project and any borrowing that could be required.

## **G. DISPUTE RESOLUTION**

- 1) The Municipalities are committed to resolving any disputes in a non-adversarial, informal and cost-efficient manner.
- 2) The Municipalities shall make all reasonable efforts to resolve all disputes by negotiation and agree to provide, without prejudice, open and timely disclosure of relevant facts, information and documents to facilitate negotiations.
- 3) In the event of a dispute, the Municipalities agree that they shall undertake a process to promote the resolution of the dispute in the following order:
  - a. negotiation;
  - b. mediation; and
  - c. binding arbitration.
- 4) If any dispute arises between the Municipalities regarding the interpretation, implementation or application of this Framework or any contravention or alleged contravention of this Framework, the dispute will be resolved through the binding Dispute Resolution Process outlined herein.
- 5) If the Dispute Resolution Process is invoked, the Municipalities shall continue to perform their obligations described in this Framework until such time as the Dispute Resolution Process is complete.
- 6) Despite Section G(4), where an existing intermunicipal agreement has a binding dispute resolution process included the process in the existing intermunicipal agreement shall be used instead of the dispute resolution outlined in this Framework.
- 7) A Municipality shall give written notice ("Dispute Notice") to the other Municipality of a dispute and outline in reasonable detail the relevant information concerning the dispute. Within thirty (30) days following receipt of the Dispute Notice, the Council's shall meet and attempt to resolve the dispute through discussion and negotiation, unless a time extension is mutually agreed by the CAOs. If the dispute is not resolved within sixty (60) days of the Dispute Notice being issued, the negotiation shall be deemed to have failed.
- 8) If the Municipalities cannot resolve the dispute through negotiation within the prescribed time period, then the dispute shall be referred to mediation.
- 9) Either Municipality shall be entitled to provide the other Municipality with a written notice ("Mediation Notice") specifying:
  - a. The subject matters remaining in dispute, and the details of the matters in dispute that are to be mediated; and
  - b. The nomination of an individual to act as the mediator.

- 10) The Municipalities shall, within thirty (30) days of the Mediation Notice, jointly nominate or agree upon a mediator.
- 11) Where a mediator is appointed, the Municipalities shall submit in writing their dispute to the mediator and afford the mediator access to all records, documents and information the mediators may reasonably request. The Municipalities shall meet with the mediator at such reasonable times as may be required and shall, through the intervention of the mediator, negotiate in good faith to resolve their dispute. All proceedings involving a mediator are agreed to be without prejudice and the fees and expenses of the mediator and the cost of the facilities required for mediation shall be shared equally between the Municipalities.
- 12) In the event that:
  - a. The Municipalities do not agree on the appointment of a mediator within thirty (30) days of the Mediation Notice; or
  - b. The mediation is not completed within sixty (60) days after the appointment of the mediator; or
  - c. The dispute has not been resolved within ninety (90) days from the date of receipt of the Mediation Notice;either Municipality may by notice to the other withdraw from the mediation process and in such event the dispute shall be deemed to have failed to be resolved by mediation.
- 13) If mediation fails to resolve the dispute, the dispute shall be submitted to binding arbitration. Either of the Municipalities may provide the other Municipality with written notice ("Arbitration Notice") specifying:
  - a. the subject matters remaining in dispute and the details of the matters in dispute that are to be arbitrated.
- 14) The *Arbitration Act* (Alberta), as amended from time to time, shall apply to arbitration proceedings commenced pursuant to this Framework.

## **H. CORRESPONDENCE**

- 1) Written notice under this Agreement shall be addressed as follows:

- a. In the case of County of Two Hills No. 21 to:

**County of Two Hills No. 21  
c/o Chief Administrative Officer  
P.O. Box 490  
Two Hills, AB T0B 4K0**

b. In the case of the County of Minburn No. 27 to:

**County of Minburn No. 27  
c/o Chief Administrative Officer  
P.O. Box 550,  
4909 - 50 Street  
Vegreville, AB T9C 1R6**

2) In addition to Section H(1), notices may be sent by electronic mail to the Chief Administrative Officer.

**IN WITNESS WHEREOF** the Municipalities have affixed their corporate seals as attested by the duly authorized signing officers of the Municipalities as of the first day above written.

COUNTY OF TWO HILLS NO. 21

COUNTY OF MINBURN NO. 27

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Reeve

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

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

Bylaw Number: \_\_\_\_\_

Bylaw Number: 07-20

Resolution:

**AMENDING AGREEMENT** entered into this 20 day of ~~January~~, 2025.  
*March*

BETWEEN:

**COUNTY OF MINBURN NO. 27**  
(hereinafter referred to as the "County of Minburn")

- and -

**COUNTY OF TWO HILLS NO.21**  
(hereinafter referred to as the "County of Two Hills")

**ICF AMENDING AGREEMENT**

WHEREAS the County of Minburn and County of Two Hills have entered into an Intermunicipal Collaboration Framework dated December 18, 2019 (the "ICF"); and

AND WHEREAS Ministerial Order No. MSD: 024/23 provides that the date by which a municipality must review an intermunicipal collaboration framework is amended from at least every five years to at least every seven years (the "Ministerial Order");

AND WHEREAS the County of Minburn and the County of Two Hills wish to amend the ICF to reflect the extended timeline in the Ministerial Order to review the ICF.

NOW THEREFORE the County of Minburn and the County of Two Hills covenant and agree with each other as follows:

1. Section B(3) of the ICF is replaced with the following:

It is agreed by the Municipalities that the Councils shall review at least once every seven years, commencing no later than 2027, the terms and conditions of the agreement.

2. Except for the foregoing amendment, the ICF shall continue in full force and effect and binding in accordance with its terms.

*[Signature Page to Follow]*

**IN WITNESS WHEREOF** the County of Minburn and the County of Two Hills have affixed their corporate seals as attested by their duly authorized signing officers as of the first day above written.

**COUNTY OF MINBURN NO.27**

**COUNTY OF TWO HILLS NO.21**

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Reeve

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

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





## REEVE AND COUNCIL REPORTS

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

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

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

---

**County Meetings (include date):**

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

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

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



## REEVE AND COUNCIL REPORTS

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

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

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

---

**County Meetings (include date):**

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

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

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



## REEVE AND COUNCIL REPORTS

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

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

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

---

**County Meetings (include date):**

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

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

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



## REEVE AND COUNCIL REPORTS

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

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

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

---

**County Meetings (include date):**

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

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

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



## REEVE AND COUNCIL REPORTS

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

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

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

---

**County Meetings (include date):**

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

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

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



## REEVE AND COUNCIL REPORTS

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

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

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

---

**County Meetings (include date):**

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

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

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



## REEVE AND COUNCIL REPORTS

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

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

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

---

**County Meetings (include date):**

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

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

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



## Office of the CAO Report

**For Presentation at:** April 20, 2026 Council Meeting

**From Date:** March 14, 2026

**To Date:** April 17, 2026

---

### **Internal Meetings:**

- County Council Meeting – March 19
- Managers Meeting – April 10
- Spring Staff Training Session – April 13
- Committee of the Whole Meeting – April 16
- Budget Meeting – April 16
- ASB Meeting – April 16

### **External Meetings:**

- CAMA Masterminds Session – April 9

### **Education and Professional Development:**

- RMA Spring Conference – March 16 to 18
- Procurement Confessions: Did that Just Happen – March 25
- Alberta Emergency Alert, Refresher Training – April 2
- Retiree Benefits Plan Presentation – April 8

### **Senior Leadership Team Support:**

- Council and Committee meeting packages
- Occupational Health and Safety Program
- CAO Bylaw
- Privacy Management Program Development
- Policing Priorities Survey
- Strategic Planning Summer Session Prep
- AITA Request
- Administration Building Repairs
- Council Remuneration Policy research
- Website Review



## ADMINISTRATION REPORTS

**Name:** Norm De Wet

**Department:** Operations

**Reviewed by:** Pat Podoborzny

**For Presentation at:** April 20, 2026 County Council meeting

**From Date:** March 20, 2026

**To Date:** April 15, 2026

---

### **Fleet purchases/Maintenance:**

- Equipment maintenance is ongoing to ensure readiness for the 2026 season.
- The tender for the sale of two John Deere graders, Unit 330 and Unit 333, has closed, with results being reported at the April 2026 Council meeting.

### **Public Works Update:**

- Maintenance crews are completing ongoing winter maintenance as required.
- Crews have been actively addressing road washout repairs, steaming, and localized water issues as part of ongoing spring thaw operations.
- The Coulters' crushing project is expected to begin later in April 2026.
- Operations staff are preparing for the dust abatement program now that the April 15 application deadline has passed. Late applications will be accepted until April 30 with a late application fee, after which a hard cutoff will be enforced as per policy.

### **Contracted Services:**

- The first bridge replacement tender has been closed, this is for BF 1762 (RR131 south of Hwy 631, Div. 4) and BF 1195 (RR134 south of Hwy 16, Div. 5). The tender results are being brought to the April Council meeting.
- The Tender for BF 72570 on Twp 524 in Div. 7 has been posted on APC. Results will be brought to the May Council meeting.

### **Waste Management**

- Coordinated by ARMA, Operation Tire Recycle collected a load of tires from Ranfurly as part of the tire recycling program.

## **Utilities**

- The issues identified in Lavoy with the five high-usage accounts appear to be resolved, with all five showing normal usage over the last two months. All accounts will be tracked monthly to identify anomalies.
- Nikiforuk Construction completed the Lavoy hydrant assessment on April 7. Once administration receives the report on their condition, options will be evaluated for next steps in their planned maintenance.

## **Agricultural Services Update:**

- The Coyote Harvest Incentive Program, supported through APOS, concluded on April 1, 2026. The program processed 345 coyotes, resulting in \$6,900.00 in payouts.
- The mulching program continues and is following the schedule outlined in the bushing map provided to Council in late November 2025. To date, crews have completed 27,000 meters of mulching.



## ADMINISTRATION REPORTS

**Name:** Davin Gegolick

**Department:** Planning and Community Services

**Reviewed by:** Pat Podoborzny

**For Presentation at:** April 20, 2026 Council Meeting

**From Date:** March 12, 2026

**To Date:** April 15, 2026

---

### Planning Update:

- Issued development permits:
  - Shipping container (Ranfurly)
  - Shipping container (Ranfurly)
  - Farm shop (SW 19-51-13-4)
  - Home Occupation (Pt. NE 10-51-10-4)
  - Personal shop (Pt. NW 12-52-12-4)
  - Farm shop (SW 18-51-13-4)
  - Dwelling (Pt. SE 20-52-14-4)
  - Dwelling (Pt. N 24-51-13-4)
- Received complaint of draining vehicle fluids in Minburn, unauthorized development, and blocking of sight triangle.
- Notice of Confined Feeding Operation expansion at Mixburn Colony
- Fiber to home install in Ranfurly is proposed to begin June 1, 2026

### Subdivision Update:

- Completed subdivision inspection: file #05-2026, 06-2026
- Endorsed file #04-2025, 13-2025

### Economic Development Update:

- Finalizing the Crossroads Welcome Pkg

**Community Services:**

- Provided prizes for Innisfree ham bingo under the Community Investment Program

**Attachments:**

- RFD – Bylaw No. 1373-26 to Remove Municipal Reserve Designation From Lands within the County of Minburn
- RFD – Intermunicipal Subdivision and Development Appeal Board Bylaw No. 1377-26
- RFD - Intermunicipal Subdivision and Development Appeal Board Agreement with Partner Municipalities
- RFD – Integrity Dig Within Road Allowance Special Approval Request
- RFD – Subdivision file #05-2026
- RFD – Subdivision file #06-2026



## ADMINISTRATION REPORTS

**Name:** Mike Fundytus

**Department:** Protective Services

**Reviewed by:** Pat Podoborzny

**For Presentation at:** April 20, 2026 Council Meeting

**From Date:** March 13, 2026

**To Date:** April 16, 2026

### Fire Department Update:

Call Type	Date	Details	Station Dispatched
Fire	March 15	Tender support MCFD stood down enroute	Vegreville/Innisfree
MVC	March 16	Hwy 16 RR 84	Mannville
MVC	March 16	Hwy 16 RR 122	Innisfree
MVC	March 16	Hwy 16 RR 120	Innisfree
Medical	March 17	Village Medical	Mannville
Medical	March 17	Village Medical	Mannville
Gas Leak	March 21	13529 Twp 522 Minco Gas line leak	Vegreville
Medical	March 23	Village Medical	Mannville
Medical	March 23	Village Medical	Innisfree
MVC	March 31	Hwy 16 Twp 524	Vegreville
Medical	March 31	Village Medical	Innisfree
MVC	April 3	MVC Hwy 16 Hwy 36	Vegreville
Structure Fire	April 8	4923 51 Ave Lavoy	Vegreville/Innisfree
Alarms	April 10	503432 RR 130 False Alarm	Innisfree
MVC	April 10	Hwy 16 RR 143	Vegreville

- Total Fire Responses:
  - Mannville – 4
  - Innisfree – 7
  - Vegreville – 6
  
- Currently issuing burn permits until April 30, 2026
- Current staffing in Protective Services is 1 FT Director, 1 FT Public Safety Officer, 1 FT Seasonal Firefighter, 31 paid on call firefighters (13 Innisfree Station, 18 Mannville station) 1 member on medical leave. 2 new members joined the Mannville station during our latest recruitment.
- Unit 259 has been delivered and is in service.

- Fire service agreement negotiations with the Villages are going well. Drafting up new agreements based upon per capita funding.
- Unit 914 was involved in a traffic accident on March 16, and is currently at Vegreville Autobody for repairs (est. \$15,000.00).

**Emergency Management Update:**

- Awarded up to \$25,075.00 in grant funding for the regional emergency management partnership. Tendering out the project on behalf of the partnership group.

**OH&S Update:**

- Working with consultant on manual/handbook update.

**Bylaw Enforcement:**

- Public Safety Officer completed one inspection for LUB complaints.

**RCMP Liaison :**

- MCFD was asked for drone assistance in finding missing person along Hwy 16 by Vegreville RCMP. Person was found as I was enroute to the scene.



**ADMINISTRATION REPORTS**

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

**Reviewed by:**

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

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

---

**Department Updates:**

**Department Updates Cont'd.:**

**Attachments:**

## Municipal Indicators

2020 2021 2022 2023 2024 2025

# County of Minburn No. 27 2025

AUDIT OUTCOME

**No Concern**

MINISTRY INTERVENTION

**No**

TAX BASE BALANCE

**19.31%**

TAX COLLECTION RATE

**97.47%**

POPULATION CHANGE

**-10.91%**

CURRENT RATIO

**1.85**

ACCUMULATED SURPLUS/DEFICIT

**\$44,842,165**

ON-TIME FINANCIAL REPORTING (Date Received)

**March 25, 2026**

DEBT TO REVENUE PERCENTAGE

**0.00%**

DEBT SERVICE TO REVENUE PERCENTAGE

**0.00%**

INVESTMENT IN INFRASTRUCTURE

**2.91**

INFRASTRUCTURE AGE

**26.45%**

INTEREST IN MUNICIPAL OFFICE

**1.86**



**County of Minburn No. 27**  
**2026 Statement of Financial Position**  
**As At March 31, 2026**

<b>FINANCIAL ASSETS</b>	<b>Mar/2026</b>	<b>Feb/2026</b>	<b>Dec/2025</b>
Cash & Temporary Investments	24,921,385	27,684,195	32,113,622
Receivables			
Taxes & Grants in Place of Taxes Receivable	302,369	346,160	283,210
Due From Governments	213,397	132,461	229,881
Trade & Other Receivables	457,163	316,797	920,524
Long Term Receivables	0	130,623	130,623
Land Held for Resale	243,009	243,009	243,009
<b>Total Financial Assets:</b>	<b>26,137,323</b>	<b>\$ 28,853,245</b>	<b>\$ 33,920,868</b>
<b>LIABILITIES</b>	<b>Mar/2026</b>	<b>Feb/2026</b>	<b>Dec/2025</b>
Accounts Payable & Accrued Liabilities	5,187,478	5,179,365	8,964,520
Asset Retirement Obligation	3,903,799	3,903,799	3,903,799
Deposit Liabilities	-	-	-
Deferred Revenue	529,527	567,591	471,226
Employee Benefit Obligations	314,403	314,850	317,522
<b>Total Liabilities:</b>	<b>9,935,207</b>	<b>\$ 9,965,604</b>	<b>\$ 13,657,067</b>
<b>Net Financial Assets:</b>	<b>16,202,116</b>	<b>\$ 18,887,641</b>	<b>\$ 20,263,801</b>
<b>NON-FINANCIAL ASSETS</b>	<b>Mar/2026</b>	<b>Feb/2026</b>	<b>Dec/2025</b>
Tangible Capital Assets	39,498,838	39,498,838	39,498,838
Inventory for Consumption	20,965,777	20,968,139	20,879,389
Prepaid Expenses	989	425	286,194
<b>Total Non-Financial Assets:</b>	<b>60,465,603</b>	<b>\$ 60,467,403</b>	<b>\$ 60,664,421</b>
<b>ACCUMULATED SURPLUS:</b>	<b>\$ 76,667,720</b>	<b>\$ 79,355,044</b>	<b>\$ 80,928,222</b>
<b>Difference:</b>	<b>-\$ 4,260,503</b>	<b>-\$ 1,573,179</b>	



**County of Minburn No. 27**  
**2026 Revenue & Expenditure Report**  
*For Month Ending March 31, 2026*

<b>REVENUE</b>	<b>2026 Current Month</b>	<b>2026 Year-To-Date</b>	<b>2026 Budget</b>	<b>% of Budget Used</b>	<b>Same Period Last Year</b>
Net Municipal Taxes	- 670,062 -	950,797	18,984,421	-5.0%	-1.4%
User Fees & Sale of Goods	43,417	70,998	346,510	20.5%	5.3%
Government Transfers	23,727 -	17,166	2,818,880	-0.6%	1.1%
Investment Income	30,340 -	132,916	620,000	-21.4%	-22.2%
Penalties & Costs on Taxes	734	116,647	138,850	84.0%	77.8%
Gain on Disposal of Tangible Assets	- -	16,600	-	N/A	N/A
Other	6,331	18,203	193,000	9.4%	7.4%
<b>Totals:</b>	<b>-\$ 565,514 -</b>	<b>911,632</b>	<b>\$ 23,101,661</b>	<b>-3.9%</b>	<b>-0.9%</b>

<b>EXPENDITURES</b>	<b>2026 Current Month</b>	<b>2026 Year-To-Date</b>	<b>2026 Budget</b>	<b>% of Budget Used</b>	<b>Same Period Last Year</b>
Administrative & Legislative	191,343	731,071	2,910,500	25.1%	14.8%
Fire Protection & Safety Services	98,201	269,514	2,203,340	12.2%	16.3%
Emergency Dispatch Services	-	-	17,000	0.0%	0.0%
Policing Services	- -	184,177	250,000	-73.7%	-73.7%
Bylaw Enforcement, Health & Safety	5,279	20,278	89,100	22.8%	8.8%
Roads, Streets, Walks, Lights	1,771,128	2,087,820	15,501,226	13.5%	3.4%
Water Supply & Distribution	9,681	26,264	214,900	12.2%	6.8%
Wastewater Treatment & Disposal	3,762	10,120	81,600	12.4%	6.4%
Waste Management	13,485	101,592	315,396	32.2%	5.2%
Family & Community Support Services	-	43,668	172,409	25.3%	25.0%
Cemeteries	1,533	10,478	40,900	25.6%	13.4%
Planning & Economic Services	22,750	113,587	610,750	18.6%	11.8%
Agricultural Services Board	18,787	68,696	582,400	11.8%	5.4%
Recreation & Library Services	1,424	49,961	869,749	5.7%	4.8%
<b>Totals:</b>	<b>\$ 2,137,374</b>	<b>\$ 3,348,871</b>	<b>\$ 23,859,270</b>	<b>14.0%</b>	<b>5.4%</b>

**Difference:** -\$ 4,260,503



**COUNTY OF MINBURN NO. 27**  
**2026 Monthly Progress Report - At March 31, 2026**

~Final~

Decision Papers - Operating								
<u>Project Name</u>	<u>20%</u>	<u>40%</u>	<u>60%</u>	<u>80%</u>	<u>100%</u>	<u>Budget</u>	<u>Spent</u>	<u>Comments</u>
Front Step Admin Building	<div style="width: 20%; background-color: #c6e0b4;"></div>					\$ 36,000		Currently working on pricing and plans.
Admin Bldg. Mechanical & Electrical Study	<div style="width: 40%; background-color: #c6e0b4;"></div>					\$ 52,500	\$ 14,624	Additional testing completed. Awaiting the results and the final report regarding the mechanical and electrical condition.
Financial ERP System Replacement	<div style="width: 60%; background-color: #c6e0b4;"></div>					\$ 200,000	\$ 240,647	Contract awarded; system configuration, migration and training underway
Automated Development Permitting	<div style="width: 60%; background-color: #c6e0b4;"></div>					\$ 12,500	\$ 12,500	Currently in testing phase.
Crossroads Economic Development Alliance	<div style="width: 20%; background-color: #c6e0b4;"></div>					\$ 200,000		Town of Vegreville (managing partner) was successful in NRED grant in the amount of \$200,000. County's contribution is \$48,171.65.
Crossroads Capacity Building Projects	<div style="width: 80%; background-color: #c6e0b4;"></div>					\$ 60,000	\$ 60,000	2025 CECI grant approved for \$30K (matched by \$30K partner funds). Project planned to be complete by end of April 2026.
Communications Project/Dev. Package	<div style="width: 80%; background-color: #c6e0b4;"></div>					\$ 100,000	\$ 100,000	Developer's pkg complete. Newcomer's welcome pkg/website additions planned to be complete by end of April 2026.
Cemetery Signage for 3 Cemeteries	<div style="width: 20%; background-color: #c6e0b4;"></div>					\$ 5,000		Signs have been ordered.

Decision Papers - Capital								
<u>Project Name</u>	<u>20%</u>	<u>40%</u>	<u>60%</u>	<u>80%</u>	<u>100%</u>	<u>Budget</u>	<u>Spent</u>	<u>Comments</u>
Mannville Fire Hall Fencing	<div style="width: 40%; background-color: #4f81bd;"></div>					\$ 65,000		
Innisfree Fire Training Storage Building	<div style="width: 20%; background-color: #4f81bd;"></div>					\$ 84,900		
New Fire Truck - Unit #910 Replacement	<div style="width: 40%; background-color: #4f81bd;"></div>					\$ 275,000		Tender awarded to Fort Gary
New Rapid Response - Unit #915 Replace	<div style="width: 60%; background-color: #4f81bd;"></div>					\$ 165,000	\$ 78,882	
Mannville Fire Thermal Camera	<div style="width: 80%; background-color: #4f81bd;"></div>					\$ 9,000	\$ 6,725	
Fire Truck Air Lift Bags	<div style="width: 20%; background-color: #4f81bd;"></div>					\$ 32,000		
Vegreville Fire Truck	<div style="width: 80%; background-color: #4f81bd;"></div>					\$ 80,000	\$ 80,000	Paid January 30, 2026.
Motor Scraper - Refurbishment	<div style="width: 80%; background-color: #4f81bd;"></div>					\$ 679,951		Completed and the machine Delivered to yard
Fleet Truck Replacement	<div style="width: 80%; background-color: #4f81bd;"></div>					\$ 128,625		Fleet truck tender closed, approved by Council and ordered.
Minburn Sidewalk Rehabilitation	<div style="width: 20%; background-color: #4f81bd;"></div>					\$ 22,667		
2026 CAT 160 Motor Graders (2)	<div style="width: 80%; background-color: #4f81bd;"></div>					\$ 1,335,000	\$ 1,335,000	Both graders delivered and put into service.
Fuel System Upgrade	<div style="width: 20%; background-color: #4f81bd;"></div>					\$ 107,048		Final quotes being reviewed, results will be brought to Council in June.
Lavoy Hydrant Rehabilitation	<div style="width: 40%; background-color: #4f81bd;"></div>					\$ 125,735		Tender closed. Results going to Council March 19, 2026
2026 Crushing Program - Coulter Pit	<div style="width: 40%; background-color: #4f81bd;"></div>					\$ 3,000,000		Tender closed and approved by Council. Project starting April 1, 2026.
Bridges (TCA BF1762)	<div style="width: 40%; background-color: #4f81bd;"></div>					\$ 413,722	\$ 2,829	Tender closed for BF 1762 and will be presented to Council on April 16.
Bridges (TCA BF1195)	<div style="width: 40%; background-color: #4f81bd;"></div>					\$ 330,347		Tender closed for BF 1195 and will be presented to Council on April 16
Bridges (TCA BF72570)	<div style="width: 20%; background-color: #4f81bd;"></div>					\$ 523,000	\$ 2,183	Tender to be posted by April 10th.
Bridges (MTCE BF71897)	<div style="width: 20%; background-color: #4f81bd;"></div>					\$ 179,703		Tender prep underway, results expected at the June Council meeting.
Bridges (MTCE BF81828)	<div style="width: 20%; background-color: #4f81bd;"></div>					\$ 146,000	\$ 6,504	Tender prep underway, results expected at the June Council meeting.
Bridges (MTCE BF1000)	<div style="width: 20%; background-color: #4f81bd;"></div>					\$ 123,000		Tender prep underway, results expected at the June Council meeting.
Bridges (MTCE BF1485)	<div style="width: 20%; background-color: #4f81bd;"></div>					\$ 52,000		Tender prep underway, results expected at the June Council meeting.
Bridges (MTCE BF6554)	<div style="width: 20%; background-color: #4f81bd;"></div>					\$ 521,000	\$ 6,491	Tender prep underway, results expected at the June Council meeting.

Road Maintenance Activities						
<u>Road Projects</u>	<u>20%</u>	<u>40%</u>	<u>60%</u>	<u>80%</u>	<u>100%</u>	<u>Comments</u>
Road Construction	<div style="width: 0%; background-color: #d9d9d9;"></div>					
Gravel Haul Program	<div style="width: 0%; background-color: #d9d9d9;"></div>					
Oiling Projects	<div style="width: 0%; background-color: #d9d9d9;"></div>					
Dust Controls	<div style="width: 0%; background-color: #d9d9d9;"></div>					
Roadside Mowing	<div style="width: 0%; background-color: #d9d9d9;"></div>					
Roadside Brushing	<div style="width: 0%; background-color: #d9d9d9;"></div>					

AR121621

March 18, 2026

Pat Podoborzny  
Chief Administrative Officer  
County of Minburn  
PO Box 550  
Vegreville AB T9C 1R6

Dear Pat Podoborzny:

**Subject: 2025/26 Alberta Community Partnership – Intermunicipal Collaboration Application**

Thank you for your grant application under the Intermunicipal Collaboration component of the 2025/26 Alberta Community Partnership (ACP) program.

Your application was reviewed and screened against publicly available criteria in accordance with program guidelines. On behalf of the Minister, I regret to advise the following application has been declined:

- Crossroads regional Supply Chain Gap Analysis – \$200,000

The program received significant interest and a high volume of applications. Due to the highly competitive nature of the selection process, not all projects could be funded.

If you have any additional questions regarding your application, please contact Ryan Barber, Manager, Provincial Regional and Operating Programs, toll-free by dialing 310-0000, then 780-422-8755, or at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca).

The ministry recognizes the cooperative efforts being taken throughout Alberta to build stronger communities. I look forward to working in partnership with you on other endeavours through our grant programs.

Sincerely,



Jonah Mozeson  
Deputy Minister

cc: Honourable Dan Williams, Minister of Municipal Affairs



Ottawa ON K1A 0Y9  
Canada

Reference: QTE 293427

March 27, 2026

Roger Konieczny  
[ndewet@minburncounty.ab.ca](mailto:ndewet@minburncounty.ab.ca)

Dear Mr. Konieczny:

Thank you for your letter of January 23, 2026, regarding the proposed amendments to Canada's livestock traceability regulations (Part XV of the *Health of Animals Regulations*) to the Honourable Heath MacDonald, Minister of Agriculture and Agri-Food. Minister MacDonald has asked me to respond on his behalf in my capacity as Chief Veterinary Officer for Canada. I understand that the proposed changes have generated concerns in the County of Minburn No. 27, and that you are also putting forward recommendations related to the Canadian Food Inspection Agency (CFIA) and the Pest Management Regulatory Agency (PMRA). While the CFIA reports to both the Minister of Agriculture and Agri-Food and the Minister of Health, please note that the PMRA, which is responsible for pesticide regulation in Canada, was established within Health Canada and therefore falls outside the scope of my mandate.

Since 2013, the CFIA has engaged extensively with producers, industry associations, and provincial partners during many phases of consultation to discuss and inform the regulatory proposal. Throughout the CFIA's long engagement with stakeholders, the regulatory proposal was adapted to reflect the input and realities of stakeholders. Of note is the 2023 *Canada Gazette* consultation on the livestock traceability regulations during which the Canadian Association of Fairs and Exhibitions (CAFE), as well as local and regional fairs, raised concerns regarding their capacity to tag and track animals. In response, the CFIA engaged with CAFE, and removed the reporting and tagging requirements for fair and exhibition operators.

The CFIA is pausing further publication of the regulations to ensure the proposed changes are well understood and that all feedback is carefully considered. At this time, I invite you to consult the [proposed traceability requirements](#) available on the CFIA website.

Livestock traceability is essential to mitigate the risks and impact from disease outbreaks and to protect the health of Canadians. It consists of three pillars: identification of animals; animal movement information and reporting; and identification of premises. The livestock traceability system in Canada needs to be modernized in order for governments and stakeholders to efficiently and effectively prepare and respond to animal diseases, food safety issues and natural disasters. The goal is to strengthening Canada's animal health system while reducing the impact of various events on Canada's national herd and the Canadian agriculture economy.

Canada's current traceability system relies on tagging animals at the farm of origin but does not capture where the animal has been moved throughout its life, making disease investigations lengthy and challenging. The proposed changes would result in a stronger traceability system by enabling faster disease response, reducing the number of producers affected and animals impacted, and improving the accuracy of containment efforts.

We value the ongoing dialogue and remain open to input as we work together to ensure the proposed traceability regulations are practical, effective, and fit for purpose. The Agency's priority is to deliver final regulations that are operationally feasible, clearly understood, and supported by industry, while maintaining strong protections for animal health and system integrity

I hope that this letter responds to your concerns, as well as those raised by the County of Minburn No. 27. Again, thank you for writing.

Sincerely,

Mary Jane Ireland, MSc, DVM, MBA  
Executive Director, Animal Health Directorate  
Chief Veterinary Officer for Canada  
Canadian Delegate to the World Organisation for Animal Health

c.c.: Shannon Stubbs, MP for Lakeland  
Jackie Armstrong-Homeniuk, MLA Fort Saskatchewan-Vegreville  
Rob Siewert, Chair, ASB Provincial Committee  
Stephen Bevans, President, Association of Alberta Agriculture Fieldman  
Kara Westerlund, President, Rural Municipalities of Alberta  
Rebecca Bligh, President, Federation of Canadian Municipalities

## **Audra Kropielnicki**

---

**Subject:** FW: Correspondence from Agriculture and Agri-Food Canada – Quote #294737

Roger Konieczny  
Reeve  
County of Minburn  
4909 50 Street  
P.O. Box 550  
Vegreville AB T9C 1R6

Dear Roger Konieczny:

I am writing in response to your letter to the Honourable Heath MacDonald, Minister of Agriculture and Agri-Food, regarding Agriculture and Agri-Food Canada's (AAFC) reductions under the Government of Canada's Comprehensive Expenditure Review. Please be assured that your comments have been brought to the Minister's attention. I appreciate the opportunity to reply.

Like other departments across the Government of Canada, AAFC was asked to identify savings to reduce costs over three years. This review of spending reflects a focus on returning to core responsibilities and the need to balance fiscal discipline, quality service delivery for Canadians and economic growth. This includes spending less on the day-to-day running of government by reconsidering programs and activities for alignment and efficiency.

The difficult decision to close three research and development centres and four satellite research farms means AAFC can continue delivering impactful science while operating at fewer locations. This decision was made for greater cost efficiency and to sustain investment in developing innovations that strengthen the agriculture and agri-food sector and help grow the economy.

Even with these changes, AAFC will remain the largest agricultural science organization in the country and every province will continue to have at least one research and development centre and research farmland addressing regional and national priorities. The remaining centres and sites will continue to advance strategic and high-impact science with a focus on areas such as crops and horticulture, animal production, food processing, biodiversity and environmental sustainability.

We will also continue to strengthen collaborations with industry, governments, academia and other key stakeholders, in Canada and internationally, to advance our shared science and research priorities.

Thank you for taking the time to write on this important matter.

Sincerely,

Andrew Goldstein  
Associate Assistant Deputy Minister  
Science and Technology Branch  
Agriculture and Agri-Food Canada



Government  
of Canada

Gouvernement  
du Canada

Canada

---

**Subject:** FW: Letter of Support for the Town of Vermilion's STIP Application  
**Attachments:** 2026-03-18 Letter of Support Template for TOV STIP application.docx

---

**From:** Shannon Harrower <[sharrower@vermilion.ca](mailto:sharrower@vermilion.ca)>  
**Sent:** Friday, March 20, 2026 3:15 PM  
**To:** Brooke Magosse <[cao@mannville.com](mailto:cao@mannville.com)>; Dion Pollard <[dpollard@lloyDMINSTER.ca](mailto:dpollard@lloyDMINSTER.ca)>; Alan Parkin <[cao@county24.com](mailto:cao@county24.com)>; Pat Podoborozny <[ppodoborozny@minburncounty.ab.ca](mailto:ppodoborozny@minburncounty.ab.ca)>; Village of Kitscoty - CAO <[cao@vokitscoty.ca](mailto:cao@vokitscoty.ca)>; Paradise Valley CAO <[pvadmin@mcsnet.ca](mailto:pvadmin@mcsnet.ca)>; Village of Marwayne <[admin@marwayne.ca](mailto:admin@marwayne.ca)>; Joshua Saskiw <[jsaskiw@marwayne.ca](mailto:jsaskiw@marwayne.ca)>  
**Cc:** Shannon Kennedy <[skennedy@vermilion.ca](mailto:skennedy@vermilion.ca)>  
**Subject:** Letter of Support for the Town of Vermilion's STIP Application

Hello all,

Please find attached a draft letter of support for consideration by your respective Council's as it relates to the Town of Vermilion's STIP application submitted last November. With funding anticipated to be announced later this year, we are circulating the attached letter as a means of solidifying our regional support for the project.

Thank you for your consideration.



**Shannon Harrower, CLGM**  
Chief Administrative Officer

 5021 - 49 Ave, Vermilion, AB T9X1X1  
 (780) 581 2406  
 [www.vermilion.ca](http://www.vermilion.ca)

[INSERT MUNICIPAL LETTERHEAD]

[INSERT DATE]

Town of Vermilion  
5021 49 Avenue  
Vermilion AB T9X 1X1

Dear Mayor & Council,

**RE: Letter of Support for the Town of Vermilion’s Strategic Transportation Infrastructure Program (STIP) Application**

On behalf of [Municipality Name] Council, I am pleased to provide this letter in support of the Town of Vermilion’s application to the Strategic Transportation Infrastructure Program (STIP), submitted on November 28, 2025, for improvements to the Town of Vermilion’s Municipal Airport.

The Town of Vermilion’s Municipal Airport is an important regional asset that contributes significantly to transportation connectivity, economic development, and public safety across our region. The airport supports a wide range of services that extend beyond municipal boundaries, including business travel, tourism, and emergency response operations. Of particular importance is the role the Vermilion Municipal Airport plays in supporting air medevac services. For many residents in rural and surrounding communities, timely access to advanced medical care depends on reliable air transportation. The Vermilion Municipal Airport serves as a vital link in emergency medical response, enabling rapid patient transport to larger healthcare centres when minutes matter most. Maintaining safe, dependable airport infrastructure is essential to ensuring these life-saving services remain available and effective in our community.

[Municipality Name] recognizes the value of maintaining and enhancing the Vermilion Municipal Airway runway to ensure it continues to meet current and future demands. The Town of Vermilion’s strong commitment to this project is evidenced through its planned contribution of \$536,375 (25% of the total \$2,145,000 project costs), underscoring the municipality’s dedication to maintaining this vital piece of regional infrastructure. Extending the useful life of the runway will help ensure continued safe, reliable, and efficient operations as well as long-term viability.

Given the regional benefits associated with the Town of Vermilion’s Municipal Airport, [Municipality Name] is pleased to provide our support to the Town of Vermilion’s STIP application.

[Mayor or Reeve Name]  
[Title]  
[Municipality Name]

Dormition of St. Mary, Holy Mother of God  
Sich-Kolomea Ukrainian Orthodox Church

March 16, 2026

Mrs. Jerri Ziegler  
Councillor, County of Minburn  
R.R.2, Vegreville, AB T9C1T6

Dear Mrs. Ziegler,

Greetings. Sincerely wishing God's blessings for you and your family. An invitation to the Centennial Celebration of the Dormition of St. Mary Ukrainian Orthodox Church at Sich-Kolomea.

Our centennial is upon us, the 100<sup>th</sup> Anniversary of the construction and consecration of our beloved church, the Dormition of St. Mary Ukrainian Orthodox Church. Also known as Sich-Kolomea UOC, it is located in the northwest corner of Division 7 of the County of Minburn. We the parishioners joyfully invite you and your husband to join us in celebration, as much as your schedule allows. There will be a Divine Liturgy at our church, which is to be followed by a festive banquet in Vegreville, at which you can, if you wish, bring greetings from the County. An invitation is also extended, of course, to all family and friends.

The details of the celebration are as follows:

Date: Saturday, August 15, 2026, Sich-Kolomea UOC at the  
intersection of Twp. Rd. 540 and Rge. Rd. 155, northwest of Vegreville

Time: 9:30 am, Divine Liturgy

Banquet and program: 1 pm, Senior Citizens Sunshine Club, 4630 49 St, Vegreville

Banquet tickets: Complimentary for invited dignitaries and spouses, \$40 other guests

We kindly ask that you confirm your attendance by June 15, 2026, if not earlier, with the parish president.

God is with us,



Raymond Charuk  
Parish President, Sich-Kolomea Ukrainian Orthodox Parish

4410 52 St., Vegreville, AB T9C1A3

[rcharuk@shaw.ca](mailto:rcharuk@shaw.ca) 780-603-1776

**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>
2376	2025-031	23-Jan-25	Increase Non-Residential Education Tax rate for 2025 and 2026 years.	75%	Jay		Included tax rate deferral adjustment in 2025 tax rate bylaw. 2nd stage won't be completed until April 2026
2475	2025-261	15-Oct-25	Enter into agreement for purchase of tax forfeiture property with purchase price including land title fees associated with reviving title, registering a caveat.	50%	Jay		Leslie Marshall agreed to terms of arrangement. Awaiting agreement execution and payment of outstanding monies/deposit
2488	2025-319	15-Dec-25	Administration proceed with Fire Agreement Fee Structure negotiations with Villages of Mannville and Innisfree	90%	Mike/CAO		Municipalities have been notified, negotiations to proceed in first quarter of 2026.
2505	2026-019	19-Jan-26	Add BF 72570 bridge-sized culvert replacement work to 2026 year with municipal portion of capital costs to be funded by way of debenture	75%	Norm		Borrowing Bylaw will be advertised starting in February and brought to Council for final reading in April. Tender is posted for BF 72570
2506	2026-023	17-Feb-26	Administration pursue a maintenance-type of agreement for Lots R and P, Blk 2, Plan 2957ET	25%	Jay		Notified previous leasee and verbally discussed temporary arrangement with current property maintainer. Agreement drafting/execution to follow
2509	2026-026	17-Feb-26	Advise AB Lamb Producers that Council denied their funding request for the Livestock Guardian Best Management Practices Project	100%	Norm	12-Mar-26	Completed by the CAO
2513	2026-033	17-Feb-26	Administration prepare tender for sale of Units 333 and 330 following the delivery of two new CAT 160 graders	50%	Norm	10-Mar-26	Tender posted, closing April 3, 2026
2517	2026-042	17-Feb-26	Administration allocate \$2.8M to the following Financial Reserves as follows: \$1M to Bridge Reserves, \$1M to Hamlet Reserve and \$800,000 to Facility Reserve	100%	Jay	28-Feb-26	Transfers completed and incorporated in the 2025 audited financial statements
2518	2026-047	19-Mar-26	Administration advertise Public Hearing and proceed with 2nd and 3rd Readings of Bylaw	50%	Davin		Public hearing to be advertised in April, prior to 2nd/3rd reading scheduled for April Council meeting
2519	2026-048	19-Mar-26	Administration proceed with Phase 1 Environmental Site Assessment for Minburn Landfill	10%	Davin		Obtaining 3 quotes as per Procurement Policy
2520	2026-049	19-Mar-26	Process Subdivision File 01-2026	100%	Davin	23-Mar-26	Emailed notice of decision
2521	2026-050	19-Mar-26	Process Subdivision File 02-2026	100%	Davin	23-Mar-26	Emailed notice of decision
2522	2026-051	19-Mar-26	Process Subdivision File 03-2026	100%	Davin	23-Mar-26	Emailed notice of decision
2523	2026-052	19-Mar-26	Process Subdivision File 04-2026	100%	Davin	23-Mar-26	Emailed notice of decision
2524	2026-053	19-Mar-26	Administration notify Eastern Alberta Trade Corridor of silver sponsorship in the amount of \$2000 for Local to Global Forum April 8-10, 2026	100%	Davin	20-Mar-26	Notified Bob Bezpalko and submitted A/P request to Dwight
2525	2026-055	19-Mar-26	Enter into agreement with Twin Ridge Construction for Mannville Fire Station yard upgrades	100%	Mike	14-Apr-26	Completed
2526	2026-056	19-Mar-26	Amend Policy PDS 7006-01, Growing Futures Scholarship by removing reference to Innisfree School	100%	Office of the CAO	20-Mar-26	Completed
2527	2026-057	19-Mar-26	Update approved Grader Replacement Policy OP 9030-02 on server and website	100%	Office of the CAO	24-Mar-26	Completed
2528	2026-058	19-Mar-26	Administration proceed with approved 2026 bridge maintenance projects on BFs 71897, 1000, 1485, 6554, and 81828 with projected costs of 1,031,000, County's share being 917,000, with any exceeding costs funded from Bridge Reserves	20%	Norm	24-Mar-26	Tender to be posted in April
2529	2026-059	19-Mar-26	Postpone draft Investment Policy review to April Council meeting	25%	Jay		Draft policy previously presented, included fees to continue ongoing discussions
2530	2026-062	19-Mar-26	Update Council calendars with July COW date change from July 15th at 10 am to July 20, 2026 at 9 am	100%	Office of the CAO	20-Mar-26	
2531	2026-063 2026-064	19-Mar-26	Register additional Council members as approved for the FCM Convention and 2026 ASB Summer Tour	100%	Office of the CAO	31-Mar-26	Councillors registered that confirmed attendance
2532	2026-065	19-Mar-26	Administration send a letter to Agriculture and Agri-Food Canada reversing its decision to close the Lacombe Research and Development Centre	100%	Office of the CAO	24-Mar-26	Letter sent and reply received from
2533	2026-066	19-Mar-26	Administration research Federal Minister of Emergency Management and Community Resilience, and Minister responsible for Prairies Economic Development, Eleanor Olsewski's speech at the RMA Spring Convention and further send a letter to the Federal Minister advocating for funding to ensure continued operation of the Lacombe Research and Development Centre	50%	Office of the CAO		Reached out to RMA to get content of Olsewski's speech and contact information. No reply as of April 14.
2534	2026-067	19-Mar-26	Administration proceed with concluding the existing County of Minburn and County of Vermilion River Intermunicipal Collaboration Framework agreement	75%	Office of the CAO		Sent letter to County of Vermilion River working on process to advise Minister of Municipal Affairs
2535	2026-068	19-Mar-26	Administration arrange a meeting with the CAOs for the Villages of Mannville and Innisfree, along with elected officials appointed to represent their respective municipalities on the M-M-I FCSS Advisory Board	50%	Office of the CAO		Working with CAO's to get a date for all municipalities
2536	2026-069	19-Mar-26	Administration notify Lampburg Cemetery that Council denied their application funding request under the Community Investment Program	100%	Davin	24-Mar-26	Emailed letter to Lori Wolinski
2537	2026-075 2026-076 2026-077 2026-078	19-Mar-26	Notify successful bidders for leasing of County owned agricultural lands	100%	Jay	08-Apr-26	All successful bidders notified and lease agreements executed.
2538	2026-079	19-Mar-26	Notify all bidders of all tenders being rejected for the replacement of eight hydrants in the Hamlet of Lavoy due to all bids exceeding the approved 2026 capital budget for the project	100%	Norm	20-Mar-26	Completed. All bidders notified.