AGENDA

October 19, 2026 – County Council Meeting
Immediately following the Organizational Meeting

1. Call to Order

2. Changes to Agenda and Adoption of Agenda

3. Confirmation of Minutes

3.1 September 9, 2026 Council Meeting

4. Delegations

5. Requests for Decision

5.1 Foreign Ownership Exemption Application from Cargill Limited
5.2 Subdivision File #10-2026
5.3 Letter of Support - Alberta HUB Skyways Project
5.4 Policy PDS 7006-02, Growing Futures Scholarship
5.5 CALS Breakfast Club Funding Request
5.6 Viking Health Foundation Funding Request
5.7 Policy PS 8007-02, Fire Department Level of Service
5.8 Coyote Harvest Program
5.9 Lamont County Intermunicipal Collaboration Framework Agreement
5.10 Bylaw 1381-26 to Amend Committees Bylaw No. 1329-22
5.11 Public Participation Policy CC 3008-02
5.12 Whistleblower Policy
5.13 Assessment Services Request for Proposals - Contract Award

6. Reports

6.1 Reeve
6.2 Council
6.3 CAO
6.4 Operations
6.5 Planning and Community Services
6.6 Protective Services
6.7 Corporate Services

7. Correspondence and Information Items

7.1 Warwick Hall Association re MSI Grant
7.2 Vegreville Elks Hall 100 Years of Community Service Invitation
7.3 Call to Action - Strengthening Public Safety in Alberta
7.4 Elk Island Public Schools Joint Meeting Request
7.5 Minister of Transportation & Economic Corridors re RMA Convention
7.6 Royal Canadian Legion re Veterans' Appreciation Luncheon

8. Councillor Requests (Information Requests and Notices of Motion)

8.1 Action Item List

9. Closed Session

9.1 2027 Capital Equipment
ATIA Section 29, Advice from officials
9.2 Notice of Sale of Public Lands
ATIA Section 29, Advice from officials

10. Open Session

11. Motions Arising out of the Closed Session

12. Adjournment

COUNCIL MEETING MINUTES
September 9, 2026

Council Members Present: Reeve 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 Podoborozny, Chief Administrative Officer
Norm De Wet, Director of Operations
Jason Warawa, Director of Corporate Services
Davin Gegolick, Director of Planning and Community Services
Mike Fundytus, Director of Protective Services
Audra Kropielnicki, Executive Coordinator

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

2026-222
Moved by: Councillor Nafziger
THAT the September 9, 2026 regular Council meeting agenda be adopted as amended with the addition of item 6.2 Strategic Plan 2026-2030 and item 6.3 Tax Forfeiture Property Bid Acceptance under Requests for Decision.

Carried

3. CONFIRMATION OF MINUTES

3.1 August 17, 2026 County Council Meeting

2026-223
Moved by: Councillor Nedzielski
THAT the August 17, 2026 regular Council meeting minutes be adopted as presented.

Carried

4. DELEGATIONS

5. COUNCIL PRIORITIES

2026-224
Moved by: Councillor McCutcheon
THAT the Council Priorities be accepted as information.

Carried

6. REQUESTS FOR DECISION

6.1 Letter of Support - Go East of Edmonton Regional Tourism Destination Marketing Organization Designation

2026-225
Moved by: Councillor Ogrodnick
THAT County Council provide a letter of support to Go East of Edmonton Regional Tourism Organization (RTO) for their Destination Marketing Organization (DMO) application through Alberta Ministry of Tourism and Sport.

Carried

6.2 Strategic Plan 2026-2030

2026-226
Moved by: Deputy Reeve Kuzio
THAT Council approve the 2026-2030 Strategic Plan, incorporating the vision, mission, values, goals and strategic priorities outlined in the plan, and direct Administration to proceed with implementation.

Carried

6.3 Tax Forfeiture Property Bid Acceptance

2026-227
Moved by: Councillor Nedzielski
THAT County Council accept the bid of $15,500 for the Tax Forfeiture Property described as Lots 13-15, Block 6, Plan 8103S in Ranfurly.

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

2026-228
Moved by: Councillor Ziegler
THAT Council accepts the reports as presented.

Carried

8. CORRESPONDENCE AND INFORMATION ITEMS

8.1 Royal Canadian Legion re Military Service Recognition Support
8.2 Lamont County re NE Regional ASB Conference
8.3 Invitation to Support Highway 36 Safety Advocacy Letter

2026-229
Moved by: Councillor Nedzielski
THAT County Council move to support the Special Areas Board in their advocacy efforts with other municipalities along the corridor for alternate passing lanes on Highway 36, and that Administration advise the Special Areas Board of the County of Minburn's participation as a signatory on their letter to the Minister of Transportation and Economic Corridors.

Carried

8.4 Elk Island Public Schools re Resiliency Framework Learning Session
8.5 Town of Vegreville re Vegreville Country Fair Participation
8.6 MP Shannon Stubbs re Advocacy for Flood Relief

9 COUNCILLOR REQUESTS (Information Requests and Notices of Motion)

9.1 Action Item List

2026-231
Moved by: Deputy Reeve Kuzio
THAT Council accept the Action Item List as information.

Carried

Reeve Konieczny recessed the meeting at 11:00 a.m.

Jason Warawa, Mike Fundytus, Davin Gegolick and Audra Kropielnicki left the meeting at 11:00 a.m.

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

10 CLOSED SESSION

2026-232
Moved by: Councillor Nafziger
THAT County Council meet in private to discuss matters protected from disclosure under the *Access to Information Act* (ATIA) specifically Section 20, Disclosure harmful to personal privacy and Section 29, Advice from officials, at 11:08 a.m.

Carried

10.1 Oiled Roads Policy
ATIA Section 29, Advice from officials

Name	Reason/Purpose
Pat Podoborozny	Strategic Leader of the Organization
Norm De Wet	Strategic Leader of the Organization

Norm De Wet left the meeting at 11:29 a.m.

10.2 2027 COLA
ATIA Section 20, Disclosure harmful to personal privacy

Name	Reason/Purpose
Pat Podoborozny	Strategic Leader of the Organization

10.3 Viking Health Foundation Funding Request
ATIA Section 29, Advice from officials

Name	Reason/Purpose
Pat Podoborozny	Strategic Leader of the Organization

11 OPEN SESSION

2026-233
Moved by: Councillor Nafziger
THAT County Council move to revert to Open Session at 11:58 a.m.

Carried

12 MOTIONS ARISING OUT OF THE CLOSED SESSION

12.1 2027 COLA

2026-234
Moved by: Deputy Reeve Kuzio
THAT County Council approve a 3.0% Cost of Living Adjustment (COLA) for eligible County employees effective January 1, 2027 and that the associated financial impact be incorporated into the 2027 Operating budget.

Carried

2026-235
Moved by: Councillor Nafziger
THAT County Council authorize Administration to offer participation in the Alberta Public Executive Pension Plan (APEX) to the occupants of the Director 2 positions, subject to the terms and conditions of the Plan and applicable legislation.

Carried

13 Adjournment

Reeve Konieczny declared the meeting adjourned at 11:59 a.m.

_____
Reeve

_____
Chief Administrative Officer

Council Request for Decision (RFD)

Title: Foreign Ownership Exemption Application from Cargill Limited

Meeting Date: 10/19/2026 **Department:** Planning & Community Services

Recommendation:

THAT County Council advise the Province of Alberta that the County of Minburn has no objection to Cargill Limited's proposed acquisition of the GrainsConnect Canada grain elevator property within the County of Minburn and the associated exemption required under the Foreign Ownership of Land Regulations.

Background: ☐ See Appendix

Cargill Limited is proposing to purchase the existing GrainsConnect Canada grain elevator property in the County of Minburn and continue its existing grain-handling operations. As Cargill is a foreign-controlled corporation, the acquisition requires an exemption under Alberta's Foreign Ownership of Land Regulations (FOLR). The Province, through the Land Titles and Surveys Office (LTS), which administers FOLR, is consulting with the County to determine whether it has any concerns or objections to the proposed acquisition so they can get this application before Cabinet in a timely manner.

Legislative Guidance ☑ Provincial ☐ Municipal ☐ None

Details: Foreign Ownership of Land Regulations

Strategic Priorities: Agriculture, Economy and Growth

Goals: A strong agricultural sector, preserving the rural lifestyle and working landscapes that define the County

Previous Council Direction:

N/A

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

N/A

Communication and Engagement: Inform

Council's Motion will be shared with the Senior Policy Analyst at LTS.

Implementation Timeline:

The Province is bringing this application before Cabinet following consultation with affected parties.

Attachments: Cargill 2026 FOLR Application Summary

Prepared by: Davin Gegolick **Reviewed by:** Pat Podoborozny

Cargill Limited - Application for Foreign Ownership Exemption

Applicant	The applicant is Cargill Limited ("Cargill"), a multinational corporation that trades, purchases and distributes grain and other agricultural commodities. Cargill also trades in energy, steel and transport; produces feed for livestock; and produces food ingredients such as starch, glucose syrup, and vegetable oils for food manufacturers, the food service industry, and retailers. Cargill is primarily American-based though the majority of its shareholdings – through its corporate chain – are held by persons from Luxembourg. Whether ultimately considered a U.S. corporation or a Luxembourg-controlled corporation, Cargill is defined as a foreign controlled corporation pursuant to the Foreign Ownership of Land Regulations ("FOLR").
Land and Proposal	Cargill seeks to acquire two separate grain elevator sites from GrainsConnect Canada. The two sites are: • Kneehill County property, near Huxley. Legal land description: Plan 1712073; Block 1; Lot 1 – 193 acres • County of Minburn property, near Vegreville. Legal land description: Plan 1722630; Block 1; Lot 1 – 184 acres • Since these lands are in a County/Municipal District (as opposed to being in a City, Town, or Village), it is defined as "controlled land" subject to the FOLR which regulates rural land ownership. Existing developments on these lands include grain elevators and rail loop tracks. Cargill intends to use these existing grain elevators and rail loop tracks to simply continue operations as they have been by GrainsConnect. Portions of these parcels are also farmable and are leased to third-party farmers.
Potential Rationale for Providing the Exemption	24 employees currently work at these two sites and Cargill intends to maintain the employment of all 24 individuals. An exemption of this nature (which is always discretionary) is usually provided when there is an economic argument provided or it is deemed to be a non-controversial business-to-business transaction. This proposal qualifies as the latter.

Cargill Limited - Application for Foreign Ownership Exemption

Brief Background on FOLR and how we administer FOLR (and exemptions)	• The FOLR was established in 1979 under Canada's *Citizenship Act* and Alberta's *Agricultural and Recreational Land Ownership Act* to limit foreign acquisition of agricultural and recreational land in response to concerns that foreign interests and absentee foreign owners were acquiring tracts of prime rural land in the province. • FOLR offers numerous exceptions to the restrictions on foreign acquisitions, including: – A general exception where foreign individuals or foreign controlled corporations may acquire up to two parcels of controlled land containing a maximum of 20 acres in the aggregate; and – Use-based exceptions to acquire interests in land for specific and allowable purposes (i.e., up to 80 acres for establishing an industrial, commercial, or manufacturing facility or for the purpose of constructing a power plant, pipeline, refinery, or an electric distribution system with no size limit). – Where no general or use-based exception applies, an OC may be granted to exempt a foreign acquisition from the FOLR, utilizing Section 14. – Section 14 of the FOLR provides Cabinet with discretionary authority, via the Lieutenant Governor in Council, to exempt specific persons, interests, uses, or classes thereof from the application of the regulations. This mechanism allows for exemptions in cases that do not meet the criteria of general or use-based provisions but are generally deemed to serve a broader public or strategic interest. • SARTR is responsible solely for administering the FOLR and does not oversee land use approvals, environmental regulation, or duty to consult obligations.

Council Request for Decision (RFD)

Title: Subdivision File #10-2026

Meeting Date: 10/19/2026 **Department:** Planning & Community Services

Recommendation:

THAT County Council moves to conditionally approve subdivision file #10-2026 per the recommendations of the report.

Background: ☑ See Appendix

See attached report

Legislative Guidance ☑ Provincial ☑ Municipal ☐ None

Details: Municipal Government Act, Matters Related to the Subdivision and Development Regulation, Municipal Development Plan, Land Use Bylaw

Strategic Priorities: Agriculture, Economy and Growth

Goals: Supports the preservation of working agricultural landscapes while providing opportunities for rural residential growth and responsible, sustainable development.

Previous Council Direction:

N/A

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

N/A

Communication and Engagement: Involve

Notified affected landowners/agencies to obtain input prior to a decision being made.

Implementation Timeline:

Decision letter will be sent to the application and agencies following Council's decision.

Attachments: Subdivision Report - File #10-2026

Prepared by: Davin Gegolick **Reviewed by:** Pat Podoborozny

SUBDIVISION AUTHORITY
OFFICER REPORT
File#10-2026

File Number:	10-2026
Legal:	NW 29-52-15-W4M
Owner(s):	Michael Sambir and Resa Chyz
Applicant:	Patrick Boudreau, TITAN Land Surveying Ltd.
Date Application Deemed Complete:	September 4, 2026
Decision Due Date:	November 3, 2026
Existing Use:	Agricultural
Proposed Use:	Rural Residential
Gross Area:	64.7 Ha (160 ac)
Proposed Area:	Lot 1, Block 1 – 8.08 Ha (20 ac)
Zoning:	A: Agricultural District
Division:	7

B. DESCRIPTION OF PROPOSAL:

The subject property is located on NW 29-52-15-W4M in Division 7 approximately 1.5 km south of Royal Park on Rge Rd 155. The applicant proposes to separate the existing yard site from the quarter. Proposed Lot 1 is 8.08 Ha (20 ac) and contains the dwelling and several outbuildings. The remnant parcel is predominantly productive farmland with a seasonal creek that runs east/west through the quarter connecting the low/wet areas in the trees.

Road widening hasn't yet been dedicated towards Rge Rd 155. There are 3 existing approaches off Rge Rd 155 providing access to proposed Lot 1 and 1 approach on the northwest corner of the quarter providing access to the remnant farmland.

C. NOTIFICATION:

Adjacent property owners and agencies were notified on September 9, 2026 – no concerns.

D. COMPLIANCE:

The proposed subdivision complies with the Matters Related to Subdivision and Development Regulation and the municipal 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 of Minburn, 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 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. That Alberta Transportation and Economic Corridors accepts no responsibility for the noise impacts or other impacts of highway traffic.

5. 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.

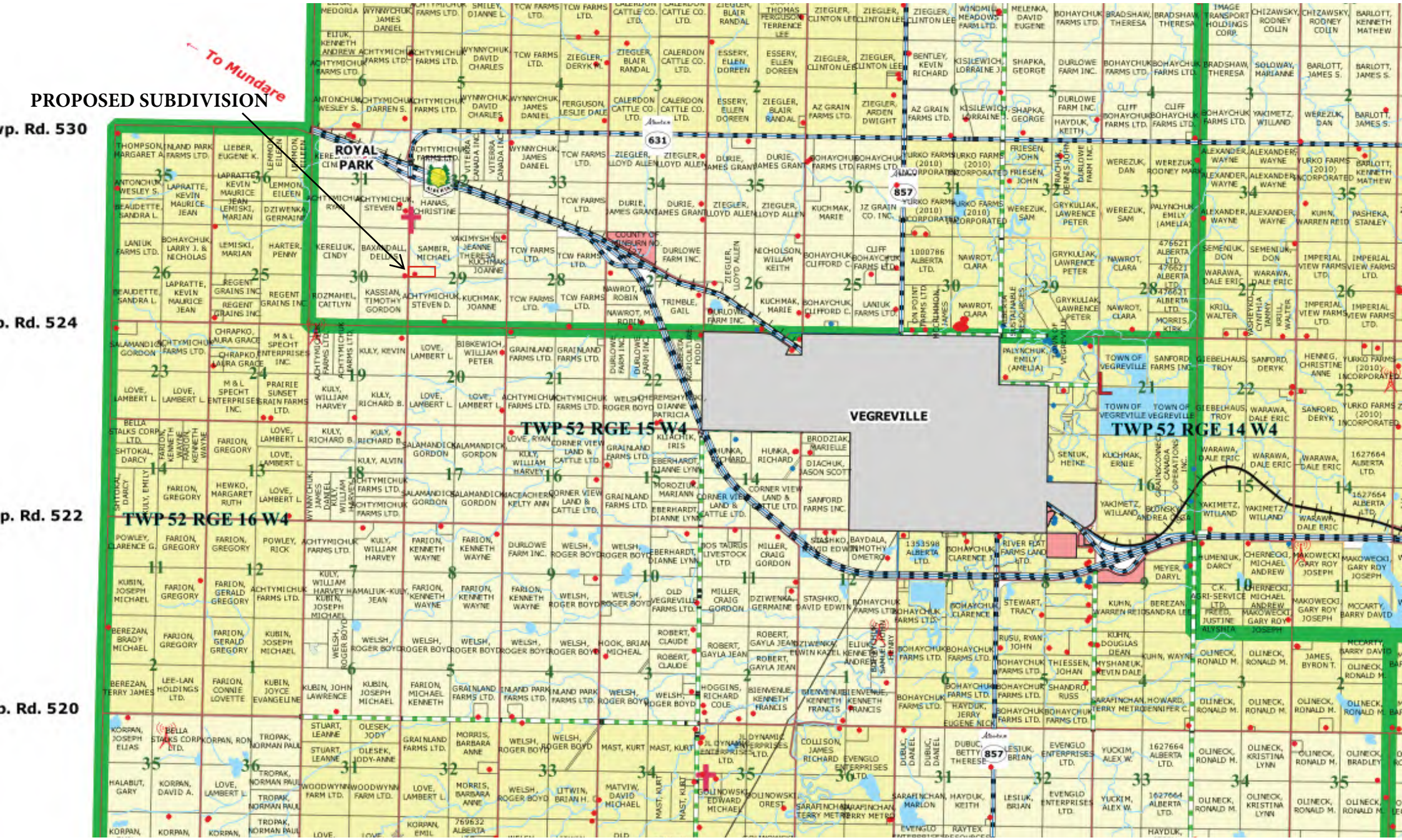
6. That approval of this application does not excuse the applicant from ascertaining and complying with the requirements of other municipal bylaws, easements, environmental reserve easements, covenants, conservation agreements, development agreements, or Provincial or Federal statutes, regulations, licenses or codes or standards of practice.

G. ATTACHMENTS:

- Location plan
- Tentative Plan of Subdivision
- Inspection Summary

Prepared by Davin Gegolick on September 30, 2026

LOCATION MAP - PROPOSED SUBDIVISION
(NW29-52-15-W4M)



TENTATIVE PLAN

SHOWING PROPOSED SUBDIVISION WITHIN

N.W. 1/4 SEC. 29, TWP. 52, RGE. 15, W.4M.

COUNTY OF MINBURN NO. 27, ALBERTA



40 20 0 50 100 200m
METRIC

SCALE 1:5,000

NOTE: ALL INFORMATION AND BOUNDARIES SHOWN ON THIS PLAN IS TENTATIVE/PRELIMINARY AND SUBJECT TO CHANGES BY PLAN OF SURVEY

LEGEND:

Proposed Parcel shown as: . . . . . .
Statutory Iron Post found shown as: . . . . . ●
Temporary Positions shown as: . . . . . ⊠
Abandoned Well location shown as: . . . . . ⊙

Imagery: © 2026 Aerial image obtained from Abacus datagraphics: www.abadata.ca, all rights reserved.

Date of Photography: AUGUST 30, 2022

Distances are in metres and decimals thereof.

TITAN Land Surveying Ltd.
5419 CAILLOU BAY
BEAUMONT, AB T4X 1W7
PHONE: 780.975.1726
www.titanlandsurveying.com

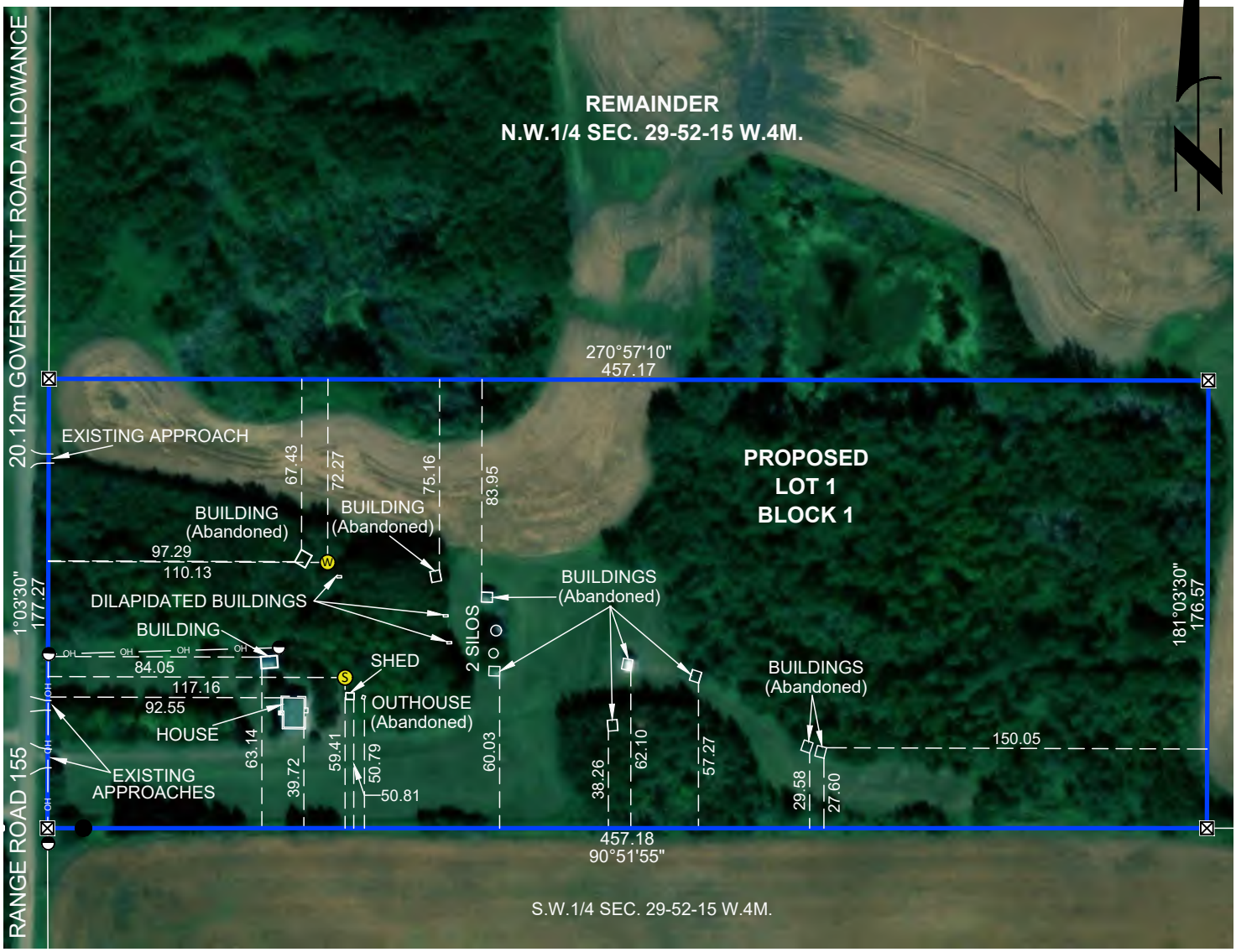
DWG NAME: 20260114-R1_TENT	JOB No.: 20260114-R1
CLIENT: SAMBIR	DATE: AUG. 21, 2026
DR / CH BY: K.R. / P.B.	PAGE: 2 OF 4

TENTATIVE PLAN

SHOWING PROPOSED SUBDIVISION WITHIN

N.W. 1/4 SEC. 29, TWP. 52, RGE. 15, W.4M.

COUNTY OF MINBURN NO. 27, ALBERTA



20 10 0 25 50 100m
METRIC

SCALE 1:2,500

NOTE: ALL INFORMATION AND BOUNDARIES SHOWN ON THIS PLAN IS TENTATIVE/PRELIMINARY AND SUBJECT TO CHANGES BY PLAN OF SURVEY

Imagery: © 2026 Aerial image obtained from Abacus datagraphics: www.abadata.ca, all rights reserved.
Date of Photography: AUGUST 30, 2022

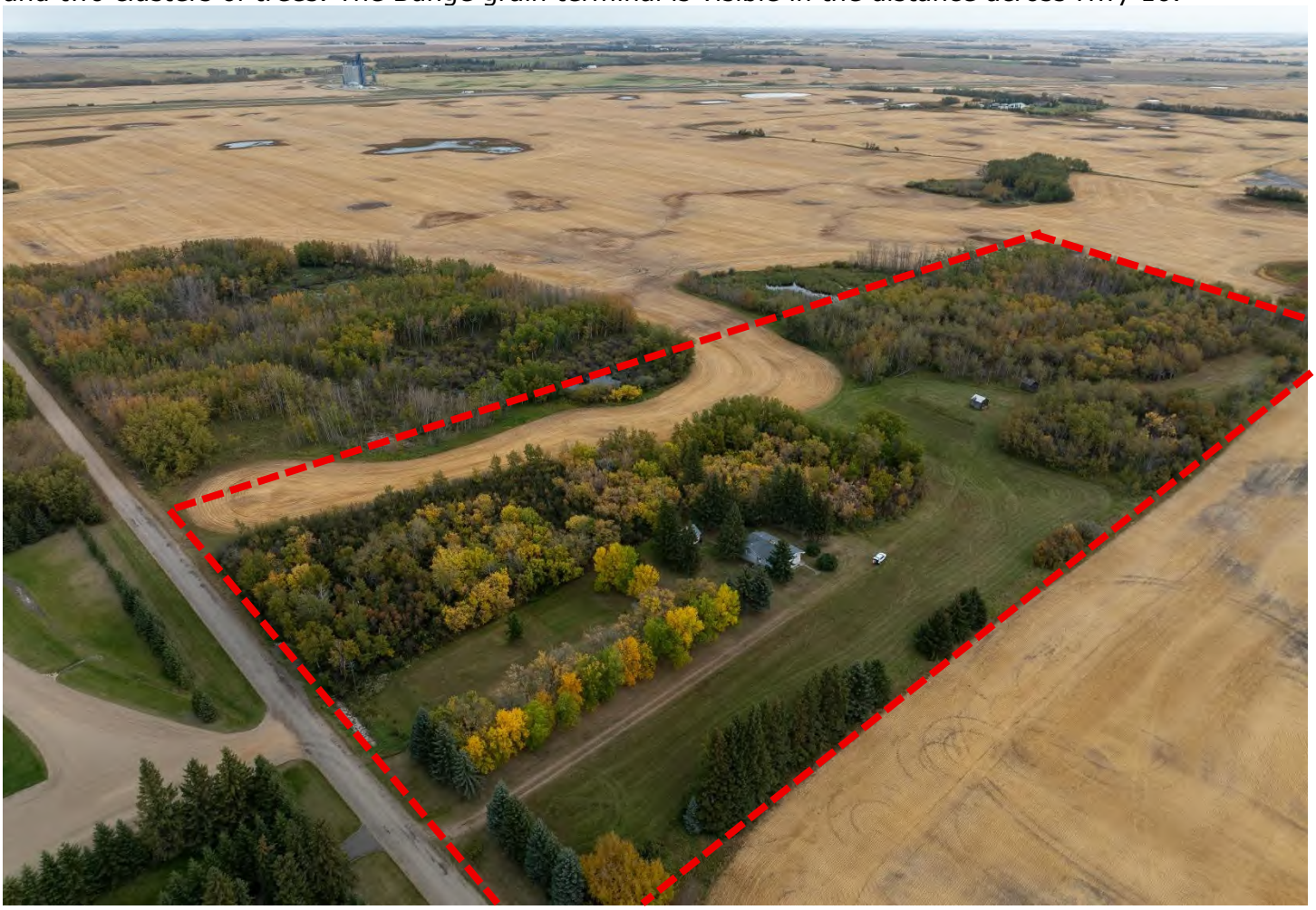
LEGEND:

- Proposed Parcel shown as: ——
- Statutory Iron Post found shown as: ●
- Temporary Positions shown as: ⊠
- Overhead Power Line shown as: —— OH ——
- Powerpole shown as: ◓
- Septic location shown as: Ⓢ
- Water Well location shown as: Ⓦ
- Distances are in metres and decimals thereof.

TITAN Land Surveying Ltd.
5419 CAILLOU BAY
BEAUMONT, AB T4X 1W7
PHONE: 780.975.1726
www.titanlandsurveying.com

DWG NAME: 20260114-R1_TENT	JOB No.: 20260114-R1
CLIENT: SAMBIR	DATE: AUG. 21, 2026
DR / CH BY: K.R. / P.B.	PAGE: 4 OF 4

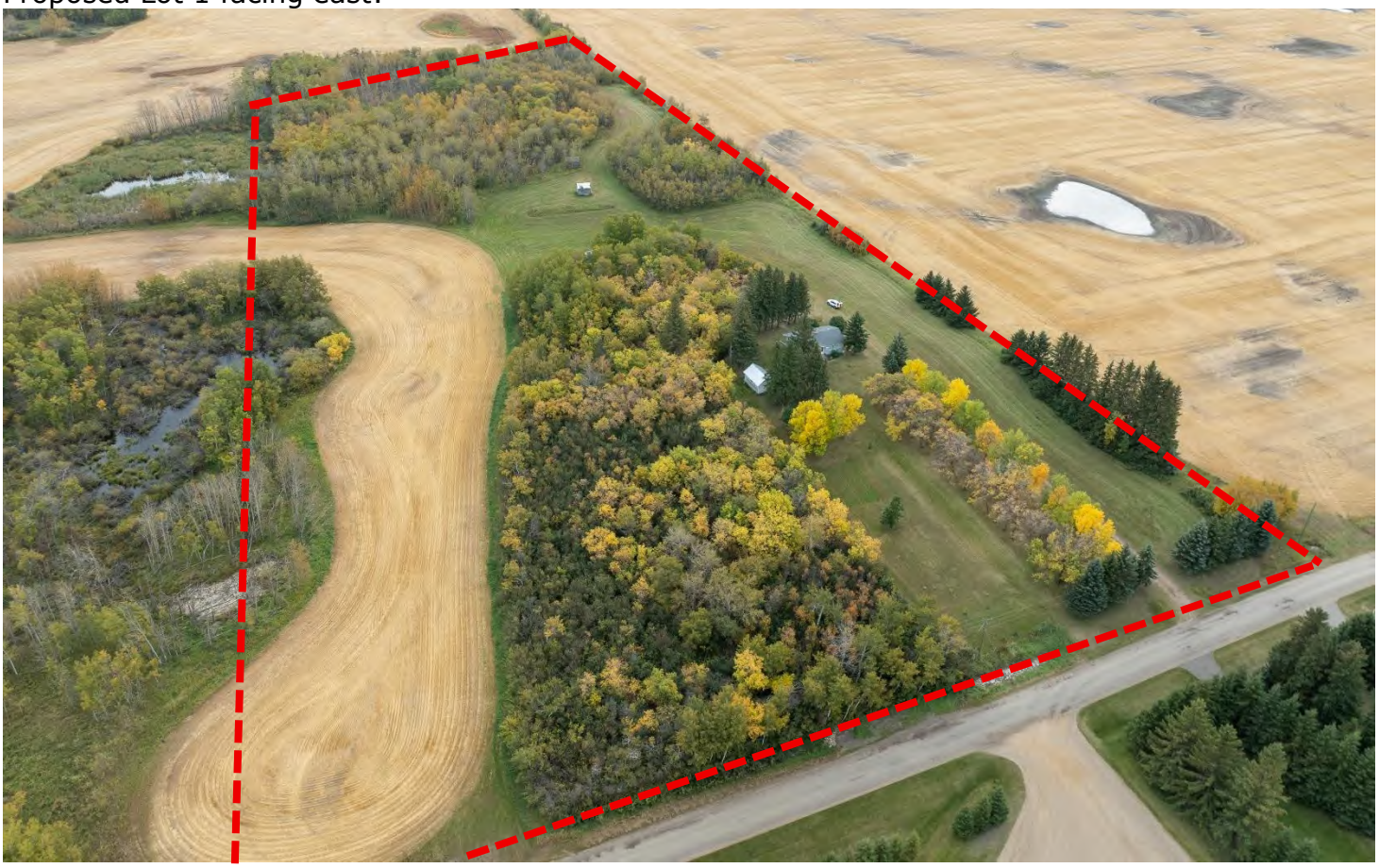
Drone photo of proposed Lot 1, facing NE. The lot contains the existing dwelling, outbuildings, and a treed area. Access to proposed Lot 1 is provided by three existing approaches from Rge Rd 155. The proposed remnant parcel consists primarily of productive farmland, with some low-lying/wet areas and two clusters of trees. The Bunge grain terminal is visible in the distance across Hwy 16.



Front of dwelling within proposed Lot 1



Proposed Lot 1 facing east:



Proposed Lot 1 facing west: existing farm/acreage across Rge Rd 155 to the west



Existing septic pump out within proposed Lot 1 NE of the dwelling (seen in distance)



Water well within proposed Lot 1



From NW corner of the quarter facing east: existing approach off Rge Rd 155 provides access to the proposed remnant parcel (farmland).



Inspection Summary:

- Topography – rolling
- Soil characteristics – loam
- Nature of vegetation and water – tree stands, seasonal creek runs east/west through the quarter connecting the low areas in the trees.
- Private Sewage – confirmed by the existing septic pump out
- Water supply – confirmed existing water well
- Use of land in the vicinity – agricultural, rural residential, Ukrainian Orthodox Cemetery – no compatibility issues.

Council Request for Decision (RFD)

Title: Letter of Support - Alberta HUB Skyways Project

Meeting Date: 10/19/2026 **Department:** Planning & Community Services

Recommendation:

THAT County of Minburn Council provides a letter of support to Northeast Alberta Information HUB (Alberta HUB) to support for their Northern and Regional Economic Development Program (NRED) funding application to advance the Alberta HUB Skyways Project.

Background: ☑ See Appendix

Alberta HUB is seeking funding through the NRED Program to undertake Phase 2 of the Alberta HUB Skyways initiative, a regional feasibility and business-planning initiative that will determine whether Alberta can create a network of drone logistics hubs, autonomous cargo routes, and advanced aviation corridors connecting rural communities, industry, airports, and defence assets. The project is intended to move beyond concepts and identify real-world pilot projects and investment opportunities. Alberta HUB has requested letters of support from regional partners to strengthen its NRED funding application.

Legislative Guidance ☐ Provincial ☐ Municipal ☑ None

Details: N/A

Strategic Priorities: Agriculture, Economy and Growth

Goals: A stronger local economy by attracting new residents and businesses and supporting existing enterprises.

Previous Council Direction:

Council passed a resolution on December 15, 2025, supporting an application in partnership with St. Paul County of the ACP Program to complete the Alberta HUB Skyway's Project.

Financial Implications:

☐ Capital ☐ Operations ☑ Other

Details:

If the application is approved, the NRED funding would be matched through Alberta HUB's existing member-funded operating resources. No additional financial contribution would be required from the County.

Communication and Engagement: Inform

Letter of support would acknowledge the potential regional benefits of the proposed project.

Implementation Timeline:

The letter of support will be provided to the Executive Director of Alberta HUB in advance of the November 19 application deadline for the NRED funding program.

Attachments: Project Breakdown, Letter of support

Prepared by: Davin Gegolick **Reviewed by:** Pat Podoborozny

Alberta HUB
Where opportunity comes to life



ALBERTA HUB SKYWAYS

Advanced Logistics Corridor Development

Building Alberta's Next-Generation Autonomous Logistics, Aerospace and Defence Platform

Strategic Project Rationale

Alberta HUB Skyways is a strategic economic development, aerospace, defence and logistics initiative designed to position Alberta at the forefront of autonomous aviation and next-generation freight transportation.

The project aligns closely with the Minerva Initiative's emphasis on **innovation, commercialization, economic resilience, technology adoption, industry development and scalable infrastructure**.

Rather than undertaking a conventional transportation study, Alberta HUB Skyways will develop the business case, operating framework, infrastructure strategy and commercialization pathway for an **integrated, province-wide advanced logistics platform** combining conventional transportation networks with autonomous cargo aircraft, Advanced Air Mobility (AAM), Beyond Visual Line of Sight (BVLOS) operations and emerging logistics technologies.

A key opportunity is to use Northeast Alberta as a real-world development and demonstration environment while connecting strategic aerospace, defence, industrial and transportation assets across the province.

The initiative will examine opportunities to leverage assets such as **CFB 4 Wing Cold Lake, regional airports, the Foremost UAS Test Range, Alberta's aerospace and defence industry, major energy operations, rural and northern communities, Indigenous communities and Alberta's existing highway, rail and logistics networks.**

The project will establish a pathway from **technology evaluation → demonstration → infrastructure development → commercialization → investment → province-wide deployment.**



In doing so, Alberta HUB Skyways will support the development of new markets for Alberta companies while strengthening the province's freight network, supply-chain resilience, defence readiness and ability to serve rural, remote and northern communities.

Project Vision

Establish Alberta as a **North American leader in autonomous freight transportation, Advanced Air Mobility and dual-use aerospace logistics** by developing a scalable network of logistics hubs, droneports and future BVLOS corridors connecting communities, industry and strategic aerospace and defence assets.

Project Objectives

The Alberta HUB Skyways project will:

1. Identify and Evaluate Advanced Logistics Opportunities

Identify commercially viable applications for autonomous cargo aircraft, Advanced Air Mobility and emerging logistics technologies within Alberta's freight and supply-chain network.

2. Strengthen Supply-Chain Resilience and Regional Connectivity

Identify advanced transportation solutions capable of improving freight access, service reliability and connectivity for rural, remote, Indigenous and northern communities.

3. Develop Dual-Use Aerospace and Defence Applications

Identify applications capable of supporting commercial logistics, emergency response, public safety, critical infrastructure, northern operations and defence requirements.

4. Accelerate Commercialization of Alberta Technologies



Identify opportunities for Alberta aerospace, defence, drone and technology companies to demonstrate technologies, access procurement opportunities, establish commercial use cases and scale products and services.

5. Leverage Alberta's Strategic Aerospace and Defence Assets

Evaluate opportunities to connect and leverage strategic assets including **CFB 4 Wing Cold Lake, the Foremost UAS Test Range, regional airports, post-secondary institutions and Alberta aerospace and defence companies** as part of an integrated innovation and commercialization ecosystem.

6. Develop Enabling Infrastructure

Identify requirements and priority locations for droneports, logistics hubs, communications systems, ground infrastructure and future BVLOS flight corridors.

7. Quantify Economic, Environmental and Social Benefits

Measure the potential economic impacts, employment, investment attraction, productivity improvements, emissions reductions and community benefits associated with advanced freight technologies.

8. Create an Investment and Implementation Roadmap

Develop a practical pathway for moving Alberta HUB Skyways from planning and demonstration to commercial operations and eventual province-wide deployment.

TASK 1: Project Initiation, Governance and Strategic Partnership Development

Objectives Supported: 2, 3, 4, 5, 6 and 8

Establish the partnerships, governance structure and regional participation necessary to develop Alberta HUB Skyways as a collaborative provincial initiative.



Activities

- Establish project governance and decision-making structure.
- Confirm participation of municipalities, First Nations and Metis Settlements.
- Engage Indigenous communities and development corporations.
- Engage regional airports and transportation providers.
- Engage Alberta aerospace, defence, autonomous aviation and technology companies.
- Engage post-secondary and research institutions.
- Explore participation of provincial and federal government organizations.
- Establish relationships with defence and public-sector stakeholders.
- Define study boundaries and priority logistics corridors.
- Develop stakeholder engagement and communications strategy.

Deliverables

- Project Charter
- Stakeholder and Industry Engagement Plan
- Governance Framework
- Strategic Partnership Framework

TASK 2: Advanced Air Mobility, Autonomous Cargo, Defence and Commercialization Opportunity Assessment

Objectives Supported: 1, 3, 4, 5, 6 and 8

Determine where autonomous aviation technologies can create commercially viable solutions while supporting the growth of Alberta's aerospace and defence industry.

Activities

- Assess current and emerging autonomous cargo aircraft and AAM technologies.
- Identify high-value freight applications suitable for autonomous aviation.

- Identify Alberta aerospace, drone, defence and technology companies capable of participating in the Alberta HUB Skyways ecosystem.
- Identify technology demonstration and commercialization opportunities.
- Identify procurement and supply-chain opportunities associated with DND, CAF, aerospace primes, governments and public-sector organizations.
- Assess dual-use applications supporting commercial logistics, emergency response, public safety, defence, critical infrastructure and northern operations.
- Assess technology readiness and operational requirements.
- Review Transport Canada requirements and emerging BVLOS regulatory frameworks.
- Assess cybersecurity, communications, detect-and-avoid and operational requirements.
- Review defence-related certification and procurement considerations.
- Benchmark leading Canadian and international AAM and autonomous freight initiatives.
- Assess commercialization pathways for Alberta-developed technologies.

Deliverables

- Advanced Air Mobility and Autonomous Cargo Opportunity Assessment
- Defence and Dual-Use Opportunity Assessment
- Alberta Aerospace and Technology Industry Opportunity Assessment
- Regulatory and Airspace Review
- Technology Readiness Analysis
- Commercialization Opportunity Assessment

TASK 3: Regional Logistics Hub, Droneport and Skyway Corridor Development

Objectives Supported: 1, 2, 3, 5, 6 and 8

Develop the physical network concept required to establish Alberta HUB Skyways.

Activities

- Identify candidate locations for logistics hubs and Skyways nodes.
- Evaluate regional airports and industrial locations for droneport development.
- Identify potential rural, remote, northern and Indigenous community logistics nodes.



- Define priority autonomous aviation service areas.
- Identify potential future BVLOS corridors.
- Evaluate infrastructure, communications and operational requirements.
- Evaluate opportunities to connect CFB 4 Wing Cold Lake, regional airports and the Foremost UAS Test Range.
- Assess opportunities to connect major industrial and energy operations.
- Identify opportunities for future expansion into a province-wide network.

Deliverables

- Regional Logistics Hub Assessment
- Droneport Site Evaluation Report
- Skyway Corridor Network
- GIS-Based Corridor and Logistics Network Model
- Priority BVLOS Corridor Assessment
- Provincial Expansion Concept

TASK 4: Economic, Environmental and Social Impact Assessment

Objectives Supported: 2, 4, 7 and 8

Establish the economic and public value proposition for investment in Alberta HUB Skyways.

Activities

- Quantify potential regional and provincial economic impacts.
- Estimate direct, indirect and induced employment opportunities.
- Evaluate opportunities for new aerospace and technology businesses.
- Identify potential investment attraction.
- Evaluate potential greenhouse-gas reductions.
- Assess benefits to rural, remote and underserved communities.
- Examine Indigenous business participation, investment and ownership opportunities.
- Assess potential workforce and skills-development requirements.
- Identify opportunities for economic diversification.



Deliverables

- Economic Impact Assessment
- Investment and Employment Impact Analysis
- Environmental Benefits Analysis
- Social and Community Benefits Report
- Indigenous Economic Participation Opportunities

TASK 5: Infrastructure and Investment Strategy

Objectives Supported: 4, 6, 7 and 8

Transform the Skyways network concept into a portfolio of investment-ready infrastructure opportunities.

Activities

- Identify infrastructure required for initial deployment.
- Determine droneport and logistics-hub requirements.
- Identify communications, navigation and surveillance requirements.
- Develop phased infrastructure implementation options.
- Estimate capital and operating costs.
- Prioritize infrastructure investments.
- Assess provincial and federal funding opportunities.
- Identify private-sector investment opportunities.
- Develop public-private partnership models.
- Examine potential ownership and operating models.
- Develop preliminary business cases for priority infrastructure.

Deliverables

- Alberta HUB Skyways Infrastructure Investment Plan
- Capital and Operating Cost Estimates
- Priority Infrastructure Projects
- Funding and Partnership Strategy
- Public-Private Investment Framework



- Preliminary Infrastructure Business Cases

TASK 6: Implementation, Demonstration and Commercialization Roadmap

Objectives Supported: All Project Objectives

Integrate the project findings into an actionable strategy capable of moving Alberta HUB Skyways from concept through demonstration to commercial deployment and provincial scale.

Activities

- Develop a phased implementation roadmap.
- Establish a pathway for regulatory approvals and operational readiness.
- Identify pilot and demonstration projects suitable for near-term deployment.
- Evaluate partnerships with CFB 4 Wing Cold Lake, the Foremost UAS Test Range, regional airports, northern communities, Indigenous partners, industry and post-secondary institutions.
- Develop preliminary business cases for priority pilot projects.
- Establish performance metrics for demonstrations.
- Define governance and operating models.
- Develop technology commercialization pathways.
- Identify defence and public-sector market opportunities.
- Develop an industry attraction and development strategy.
- Identify investment attraction opportunities.
- Establish a pathway from demonstration to commercial operation.
- Develop a strategy for expanding the network across Alberta.
- Identify opportunities to position Alberta HUB Skyways as a national and international autonomous logistics demonstration platform.

Deliverables

- Alberta HUB Skyways Strategic Framework
- Alberta HUB Skyways Implementation Roadmap
- Priority Pilot and Demonstration Project Business Cases



- Commercialization and Scaling Strategy
- Industry Development and Investment Attraction Strategy
- Defence and Dual-Use Readiness Strategy
- Alberta HUB Skyways Advanced Logistics Corridor Final Report
- Executive Summary
- Investor and Government Presentation

Priority Pilot Projects

A major strength of Alberta HUB Skyways will be moving beyond planning and identifying tangible projects that can proceed toward demonstration.

Potential pilots to be evaluated could include:

- Rural and remote community cargo delivery.
- Time-sensitive industrial parts delivery.
- Energy-sector logistics and infrastructure inspection.
- Medical and emergency-supply delivery.
- Wildfire and emergency-response logistics.
- Indigenous and northern community logistics.
- Airport-to-community autonomous cargo operations.
- Critical infrastructure monitoring and logistics.
- Defence logistics and dual-use technology demonstrations.
- A strategic autonomous aviation corridor linking aerospace and defence assets.

Each pilot will be assessed for **commercial viability, technology readiness, regulatory feasibility, infrastructure requirements, potential customers, investment requirements and scalability.**

Geographic Scope

The analysis will develop an Alberta HUB regional network with the potential to scale into a province-wide advanced logistics platform.



Priority connections will include:

- Alberta HUB / Northeast Alberta
- CFB 4 Wing Cold Lake
- Eastern Alberta Trade Corridor — Highways 36/41 North South
- Edmonton Metropolitan Region and Alberta's Industrial Heartland
- Highway 2 Corridor — Edmonton to Calgary
- Fort McMurray and the oil sands region
- Foremost UAS Test Range
- Rural, Indigenous and northern communities
- Major regional airports and industrial centres
- Saskatchewan and British Columbia trade connections
- United States trade gateways
- Potential northern and Arctic transportation connections

Key Project Outcomes

The Alberta HUB Skyways project will deliver:

- A **business case for autonomous cargo and Advanced Air Mobility deployment in Alberta**.
- A defined network of **priority Skyways corridors, logistics hubs and droneports**.
- A portfolio of **commercially relevant pilot and demonstration projects**.
- Identification of opportunities for **Alberta aerospace, defence, drone and technology companies**.
- A strategy for accessing **commercial, defence and public-sector markets**.
- Investment-ready infrastructure opportunities.
- A pathway for Indigenous and rural participation in emerging logistics markets.
- A framework for strengthening rural and northern supply-chain resilience.
- A strategy for attracting aerospace, defence, technology and logistics investment.
- An implementation pathway from **pilot projects to commercial deployment**.
- A scalable model capable of expanding across Alberta.
- A roadmap for establishing Alberta as a **North American centre for autonomous freight transportation, Advanced Air Mobility and dual-use logistics innovation**.



Strategic Value to Alberta

Alberta HUB Skyways represents an opportunity to build more than a transportation network.

It can create a **real-world commercialization environment for Alberta technologies**.

By connecting technology developers with industrial customers, communities, airports, defence assets, infrastructure and real operational challenges, Alberta can provide companies with an environment in which to **develop, demonstrate, validate and commercialize next-generation logistics technologies.**

This creates the potential to:

Develop Alberta technology → Demonstrate it in Alberta → Procure it in Alberta → Commercialize it in Alberta → Export it from Alberta.

The result can be a new economic platform supporting **aerospace, defence, autonomous systems, artificial intelligence, advanced logistics, communications, infrastructure development and rural economic diversification.**

Alberta HUB Skyways will establish the foundation required to move that opportunity from concept to commercial reality.

COUNTY OF MINBURN

4909-50 Street | Box 550
Vegreville, AB T9C 1R6
Ph: 780-632-2082
Fax: 780-632-6296
Email: info@minburncounty.ab.ca

October 19, 2026

Bezpalko, Bob
Northeast Alberta Information HUB (Alberta HUB)
5015 49 Avenue,
St. Paul, AB T0A 3A4

Via email: bobbezpalko@albertahub.com

Dear Mr. Bezpalko:

Re: Letter of Support – Alberta HUB Skyways Project

On behalf of the County of Minburn, I am pleased to provide our support for the **Alberta HUB Skyways Project** and Alberta HUB's application for NRED funding to advance this important regional and provincial initiative.

Alberta HUB Skyways represents a forward-looking approach to strengthening Alberta's transportation, logistics, aerospace, defence, and unmanned aviation capabilities. The project will explore and advance the development of an integrated advanced logistics network that combines existing transportation infrastructure with emerging technologies such as Advanced Air Mobility (AAM), remotely piloted aircraft systems (RPAS), autonomous cargo aircraft, and docked drone solutions.

We believe this initiative has significant potential to benefit Northeast Alberta while creating opportunities that can be expanded across the province. Alberta HUB Skyways can help address transportation and logistics challenges facing rural and remote communities, improve supply-chain resilience, support industry competitiveness, and create new opportunities for technology development, testing, demonstration, commercialization, and investment.

The project is particularly relevant to Northeast Alberta given the region's strong energy, agriculture, forestry, aerospace and defence sectors; extensive highway and rail infrastructure; proximity to 4 Wing Cold Lake; and network of municipalities, Indigenous communities, post-secondary institutions, industry partners, and economic development organizations.

The Alberta HUB Skyways Project also provides an opportunity to establish Alberta as a leader in next-generation logistics and autonomous aviation. Developing the infrastructure, regulatory pathways, partnerships, business cases, and commercial applications required to support these technologies will help attract investment, support

innovative Alberta companies, create highly skilled employment, and strengthen the province's aerospace and defence ecosystem.

Importantly, this initiative is not simply about introducing new technology. It is about developing practical applications that respond to real transportation and logistics requirements. Potential applications include industrial and energy-sector logistics, movement of critical parts and supplies, rural and remote community servicing, emergency response, infrastructure inspection, defence applications, and time-sensitive cargo delivery.

The County of Minburn recognizes the importance of collaborative initiatives that bring together municipalities, Indigenous communities, industry, educational institutions, technology companies, and senior levels of government. Alberta HUB is well positioned to facilitate these partnerships and advance the Alberta HUB Skyways Project from concept toward demonstration, commercialization, and long-term implementation.

As a member, we strongly support Alberta HUB's efforts to secure funding for this initiative. Investment in Alberta HUB Skyways will help build the foundation for a scalable advanced logistics and autonomous aviation ecosystem that can generate economic benefits for Northeast Alberta while contributing to Alberta's broader economic diversification, transportation, innovation, aerospace, and defence objectives.

We are pleased to support the Alberta HUB Skyways Project and look forward to the opportunities this initiative can create for our region and the Province of Alberta.

Sincerely,

Roger Konieczny
Reeve

Council Request for Decision (RFD)

Title: Policy PDS 7006-02, Growing Futures Scholarship

Meeting Date: 10/19/2026 **Department:** Planning & Community Services

Recommendation:

THAT County Council moves to approve updated Policy PDS 7006-02, Growing Futures Scholarship.

Background: ☐ See Appendix

Administration is recommending to update the policy replacing the term “Board” with “Committee” to better reflect the group's advisory role in making recommendations to Council. The updated policy would also align with the current committee structure and allow for broader Council representation.

Legislative Guidance ☐ Provincial ☐ Municipal ☑ None

Details:

Strategic Priorities: Community Leadership

Goals: Accessible ways for residents of all ages to engage, participate, and stay informed.

Previous Council Direction:

Council approved Policy PDS 7006-01 on March 19, 2026, The Committee of the Whole reviewed the Boards and Committees Terms of Reference Summary on October 14, 2026.

Financial Implications:

☐ Capital ☑ Operations ☐ Other

Details:

The annual scholarship allocation will remain unchanged at $2,000. One scholarship will continue to receive an additional $200 from the CPS Fund until the remaining CPS funds have been fully utilized.

Communication and Engagement: Inform

Policy will be updated on the County website.

Implementation Timeline:

Immediately following Council's decision.

Attachments: Policy PDS 7006-01 with proposed amendments.

Prepared by: Davin Gegolick **Reviewed by:** Pat Podoborozny

Policy

Growing Futures Scholarship

Policy Number: ~~PDS 7006-01~~ PDS 7006-02

Supersedes Policy Number: ~~NEW~~PDS 7006-01

Approved by Council: ~~March 19, 2026~~ **Next Review Date:** October ~~March~~ 2030

Resolution No: ~~2026-057~~ **Last Review Date:** ~~March 19, 2026~~ October 19, 2026

POLICY STATEMENT

The County supports the educational advancement of local youth and encourages continued growth within the agricultural sector. This scholarship is awarded annually to graduating high school students who are residents of the County of Minburn who plan to pursue post-secondary studies in an agriculture-related field.

PURPOSE

To recognize academic achievement, community involvement, and commitment to personal and professional development. By providing financial assistance to eligible students, the County aims to foster future leaders who will contribute positively to their communities, the local economy, and the broader agricultural industry.

The County is committed to a fair and transparent selection process. Recipients will be chosen based on eligibility, merit, and demonstrated dedication to furthering their education. Funds awarded through this scholarship must be applied toward tuition or other direct educational expenses at an accredited post-secondary institution.

DEFINITIONS

Administration means the Chief Administrative Officer and delegated municipal employees responsible for managing municipal operations and carrying out the directives and decisions of Council.

Agriculture-Related Field of Study means any secondary-level program that supports agricultural production, agricultural business operations, or the skilled trades essential to modern farming. This may include, but is not limited to agricultural business, mechanics, welding and fabrication.

~~**Board** means the three elected members of Council from Division 4, Division 6, and Division 7.~~

CAO means the Chief Administrative Officer.

Community Progress Scholarship (CPS) Fund means the money that originated by the Community Progress Competition instituted by the Canadian National Railways, invested with a long-range plan of being used for recognizing students at the Vegreville Composite High School.

Council means the Reeve and Councillors as a whole, duly elected in the County that hold office at that time.

County means the County of Minburn No. 27.

GUIDELINES

1. Budget

a) An annual budget of $2,000 will be allocated to fund four scholarships of $500 each.

b) $200 from the CPS Fund will be applied to the Vegreville Composite High School scholarship each year until the CPS Fund is fully depleted.

2. Requirements

a) To be eligible for a scholarship, the applicant must:

- Be a Canadian citizen or landed immigrant, and resident of Alberta.
- Be graduating high school from one of the following schools: Vegreville Composite High School, St. Mary's Catholic School, and Mannville School.
- Be a resident of the County of Minburn, Town of Vegreville, Village of Innisfree, or Village of Mannville and have applied to enroll in post-secondary education in an Agriculture-Related Field of Study.
- Complete an application form confirming the above and submit to the County prior to the application deadline.

3. General

a) Annual application deadline is April 30.

b) Administration will compile the applications for review by the representatives sitting on the Board.

c) The ~~Board~~ will meet annually in October to approve the award recipients.

d) Scholarship payment will be disbursed prior to December 31, upon the recipient providing a receipt that clearly shows the tuition or registration fee has been paid.

Council Request for Decision (RFD)

Title: CALS Breakfast Club Fundraising Request

Meeting Date: 10/19/2026 **Department:** Planning and Community Services

Recommendation:

THAT County Council approve a financial contribution of $1,550 to the Community Association for Lasting Success (CALS) in support of the Breakfast Club program, representing sponsorship of one classroom.

Background: ☑ See Appendix

See attached request letter

Legislative Guidance

☐ Provincial ☑ Municipal ☐ None

Details:

AD 1019-01 Donations Policy, Community Investment Program

Strategic Priorities:

Core Services and Infrastructure

Details:

Regional partnerships that improve service delivery.

Previous Council Direction:

N/A

Financial Implications:

☐ Capital ☑ Operations ☐ Other

Details:

Approximately half of the annual budget allocation and grants remains available at this time.

Communication and Engagement: Inform

Executive Director for CALS will be notified following Council's decision, photo opportunity.

Implementation Timeline:

Sponsorship is for the 2026-2026 school year.

Attachments: Community Investment Program application

Prepared by: Davin Gegolick **Reviewed by:** Pat Podoborozny

RECEIVED
September 11, 2026

COUNTY OF MINBURN NO. 27

COMMUNITY INVESTMENT PROGRAM APPLICATION FORM

Box 550, 4909-50 Street, Vegreville, AB, T9C 1R6 Phone: 780-632-2082
https://www.minburncounty.ab.ca

Date: September 11, 2026

Organization Name: The Community Association for Lasting Success

(Payment will be issued in this name)

Mailing Address: P.O. Box 766 (Street and number) | Vegreville (Town) | T9C 1R9 (Postal Code)

Contact Person: Jen Dixon

Phone Number: Executive Director Email Address: [redacted]

What is the nature of your group?

- ☐ Ad Hoc group of citizens
- ☐ Group of citizens who meet regularly
- ☐ Registered society
- ☑ Non-profit group
- ☑ Registered charity
- ☐ Municipality

Name of Event/Project: CALS Breakfast Club Fundraising Drive Date of Event (if applicable): 2026-2027 School Year

Are you requesting **financial support** (please indicate value) or an **in-kind donation** (gift basket, County promo items, etc.): Financial Support

Describe your event or project (please submit your letter for this section):

- Provide as much detail as possible to give a clear idea of what your event/project will include.
- Number of local residents served
- Number of local volunteers
- Mitigation of barriers to services for people with mental and physical disabilities and minority groups
- Level of involvement with other community partners
- Indicate who can participate
- Explanation of how the County's support will be recognized for this event/project

Not required for requests under $1,000 →

Total projected revenue related to this request: $_____

Total projected expenditure related to this request: $ _____

I certify that the information provided on this application form is correct, to the best of my knowledge, and that I am authorized to act on behalf of the organization.

Print Full Name: Jen Dixon Signature: [redacted]

Position/Capacity: Executive Director Date: 9/10/26

Before you submit your application to planning@minburncounty.ab.ca, confirm that you have completed these steps:

- ☐ Ensure that your project/event conforms to County of Minburn Policy AD 1019-01
  Application form
  Letter of Request

OFFICE USE ONLY

CAO Approval: _____ Date: _____

Collection and Use of Personal Information
Personal information is collected in accordance with Section 4 of the Protection and privacy Act (POPA.) If you have any questions about the collection, use, or disclosure of your personal information, contact Planning and Community Services at 780-632-2082.

The Community Association for Lasting Succes (CALS)
Physical Address: 5106 – 48 Avenue, Vegreville, Alberta
PO Box 766, Vegreville, Alberta, T9C 1R9
780-632-3225

County of Minburn
4909-50 Street
Vegreville, Alberta
T9C 1R6

RE: Community Investment Program

September 11, 2026

Dear County of Minburn County Councilors,

On behalf of The Community Association for Lasting Success (CALS), I am pleased to submit this letter in support of our application to the County of Minburn Community Investment Program for the CALS Breakfast Club.

The CALS Breakfast Club is a universal school snack program that provides a nutritious mid-morning snack, three days per week, at no cost to families. The program currently serves more than 600 children attending Vegreville elementary schools and the Next Step Outreach School. Every child attending a participating school is welcome to access the program, regardless of their family's financial circumstances. Food allergies and dietary restrictions are accommodated to ensure that students are able to safely participate.

The program is designed to remove barriers and ensure that every child has access to nutritious food during the school day. By providing the snack universally, there is no stigma associated with receiving food assistance, and families do not need to identify themselves or demonstrate financial need. This approach also helps support children and families who may experience physical, developmental, financial, cultural, or other barriers to accessing services. The program is inclusive of children from diverse backgrounds and works to ensure that dietary needs and individual circumstances are respected.

The CALS Breakfast Club is supported by a dedicated group of approximately 15–20 community volunteers who assist with preparing and organizing the snacks. Their contribution is an essential part of the program and demonstrates the strong community commitment behind the Breakfast Club.

One of our valued community partnerships is with Vegreville Association for Living In Dignity (VALID). VALID volunteers assist by providing another 15–20 volunteers who deliver the prepared snacks to the schools. This partnership is particularly meaningful because it creates valuable volunteer and community participation opportunities for adults with disabilities. It also provides positive exposure for both organizations and helps build greater awareness, inclusion, and connection within our community. The involvement of community partners such as VALID strengthens the program and ensures that the Breakfast Club is truly a community-supported initiative.

The Community Association for Lasting Succes (CALS)
Physical Address: 5106 – 48 Avenue, Vegreville, Alberta
PO Box 766, Vegreville, Alberta, T9C 1R9
780-632-3225

The CALS Breakfast Club is primarily funded through community donations, including parent contributions, local business support, corporate grants, and Alberta gaming and casino funds. Each fall, CALS holds an annual fundraising drive to help sustain the program for the school year. This year, community members and businesses are being invited to sponsor an individual student for $70 or sponsor an entire classroom for $1,550. The cost of the program is supported collectively by our community, allowing us to continue providing the service universally and at no cost to families.

Support from the County of Minburn would directly contribute to the continuation of this important community program and help ensure that nutritious snacks remain available to more than 600 local students throughout the school year. The Breakfast Club is a strong example of what can be accomplished when schools, families, volunteers, community organizations, businesses, funders, and local government work together toward a common goal.

As a registered charitable organization, CALS is very grateful for the support we receive from our community. We recognize our donors and supporters through our social media channels and in the CALS Annual Report. Should the County of Minburn provide support for the CALS Breakfast Club through the Community Investment Program, we would be pleased to acknowledge the County as a community supporter through these channels and in our annual reporting. We would also be happy to recognize the County in any other appropriate manner requested as part of the program.

The CALS Breakfast Club is more than a snack program. It is a community initiative that brings people together, creates meaningful volunteer opportunities, supports local partnerships, and helps ensure that every child has access to nutritious food during their school day. We are incredibly grateful to the many volunteers, donors, businesses, organizations, and community partners who make this program possible.

Thank you for considering our application and for your continued commitment to supporting initiatives that strengthen our local communities. We sincerely appreciate the County of Minburn's consideration of the CALS Breakfast Club and its important role in supporting children and families in our region.

Sincerely,

[redacted]

Jen Dixon
Executive Director
The Community Association for Lasting Success (CALS)

Council Request for Decision (RFD)

Title: Viking Health Foundation

Meeting Date: 10/19/2026 **Department:** Planning & Community Services

Recommendation:

That Council provide a commitment of $30,000 to the Viking Health Foundation to support the recruitment of a physician for the Viking Hospital, and that administration be authorized to forward a letter confirming this commitment.
or;
That Council direct administration to advise the Viking Health Foundation that the County is unable to support the Foundation 's request for a financial commitment toward physician recruitment at this time.

Background: ☐ See Appendix

Administration brought information about the Viking Health Foundation to the Committee of the Whole meetings on July 20 and August 13 to assist County Council in making a decision on the request for funding.

Dr. Niemand presented to Council at the June 15 Council meeting regarding the urgent need to recruit an anesthesiologist for the Viking Hospital. He advised that without an anesthesiologist, the hospital's operating room is at risk of permanent closure. To support recruitment efforts, Dr. Niemand requested a one-time contribution of $30,000 from the municipality. In addition, he requested ongoing annual funding of $10,000 to the Viking Health Foundation to assist with physician recruitment and retention initiatives.

Legislative Guidance ☐ Provincial ☐ Municipal ☑ None

Details:

Strategic Priorities: Agriculture, Economy and Growth

Goals: A stronger local economy by attracting new residents and businesses and supporting existing enterprises.

Previous Council Direction:

To research surrounding muncipalities and the Viking Health Foundation.

Financial Implications:

☐ Capital ☑ Operations ☐ Other

Details:

Not budgeted for in the 2026 Budget, would have to be allocated from Reserves.

Communication and Engagement: Inform

Advise the Viking Health Foundation of the decision of County Council.

Implementation Timeline:

Upon decision of Council

Attachments: N/A

Prepared by: Davin Gegolick **Reviewed by:** Pat Podoborozny

Council Request for Decision (RFD)

Title: Policy PS 8007-02, Fire Department Level of Service

Meeting Date: 10/19/2026 **Department:** Protective Services

Recommendation:

THAT Council approves Policy PS 8007-02 presented.

Background: ☐ See Appendix

Protective Services has been conducting a review of policies within the protective services department. PS 8007-02 Fire Department Level of Service has been reviewed and due to increasing struggles with the Paid On Call staffing model, we are unable to provide low angle, stillwater, and ice rescue to a technician level. Administration is proposing to reduce the level of service to an operations level.

This change would require the fire department to call in mutual aid from outside agencies to assist in these types of calls for service

Legislative Guidance ☐ Provincial ☑ Municipal ☐ None

Details: Fire Department Level of Service

Strategic Priorities: Core Services and Infrastructure

Goals:
Organizational capacity through investment in people, processes, technology, and resources.

Previous Council Direction:

The fire department performed this service at a technician level.

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

None

Communication and Engagement: Inform

Upon approval of Policy PS 8007-02 Fire Department Level of Service, Administration will update the County website and communicate the policy to internal staff to ensure awareness and consistent implementation.

Implementation Timeline:

Immediate

Attachments: PS 8007-02 Fire Department Level of Service

Prepared by: Mike Fundytus **Reviewed by:** Pat Podoborozny

Policy

Fire Department Level of Service

Policy Number: PS 8007-02

Supersedes Policy Number: PS 8007-01

Approved by Council: **Next Review Date:** October 2030

Resolution No: TBD **Last Review Date:** October 17, 2022

POLICY STATEMENT

The County establishes and maintains a defined level of service that reflects the needs in alignment to the risks of the community it serves. This service level will define emergency response, prevention, public education, and training.

PURPOSE

Level of service is informed by risk assessments, response objectives, staffing and deployment models, infrastructure, equipment capabilities and the County's limited resources it can expend on training emergency personnel and on the purchase of equipment. Additional consideration is given to alignment with applicable legislation, standards, and recognized fire service best practices. The Fire Service is committed to continuous evaluation and improvement of service delivery through performance measurement, data analysis, and community engagement, ensuring accountability and sustainability while prioritizing the safety of the public and fire service personnel.

The level of service in response to any specific incident may vary for a variety of reasons including:

a) Staff and equipment availability;
b) Geographic size and differing access in remote areas;
c) Availability of support from other agencies in the region;
d) Differing availability of water for fire suppression purposes within the County;
e) Adverse weather conditions; and
f) Multiple or concurrent emergency events.

DEFINITIONS

Awareness Level means the Fire Department will recognize risks and hazards, adopt a defensive position, secure the area, and call for specialized assistance.

County means the County of Minburn No.27.

Fire Department means the Minburn County Fire Department.

Fire Investigation means the comprehensive, systematic, and forensic process of determining the origin and cause of a fire or explosion.

Fire Suppression means the extinguishment of fires by the fire department through various tactical means.

Hazardous materials response means to respond, provide identification and scene stabilization to protect life, property, and the environment at an awareness level.

Medical First Response means response to medical emergencies and provides basic life support (BLS) to support emergency health service under the medical first response program with Alberta Health Services.

Mutual Aid Agreement means an agreement between jurisdictions to assist each other during emergencies by responding with available manpower and apparatus.

Operations Level means the Fire Department will take action to contain and control the incident and seek assistance from outside agencies equipped to mitigate the incident if required.

Pre-Incident Planning means the systematic process of gathering, documenting, and analyzing critical information about a property, such as structural layout, hazards, and resources before an emergency occurs.

Priority Dispatch System means a unified system used by dispatch centers to assign appropriate aid to emergencies.

Rescue means the operations and actions of removing someone from a situation that is imminently dangerous or life threatening.

Service Agreement means two municipalities that have an agreement with each other for one municipality to provide emergency response operations within the other municipalities' jurisdiction, as the primary emergency response provider.

Technician Level means the Fire Department may initiate a combination of actions to bring the incident under control and to an end.

GUIDELINES

1. Emergency Response

a) Fire services will provide:

- Hazardous materials response at the awareness level. Hazardous material response above the awareness level may be contracted to agencies specialized with appropriate resources to mitigate the response.

- Medical first response and low-rope, still water, and ice rescue at the operations level.
- Fire suppression, extrications for motor vehicle collisions and farm machinery, industrial entanglements, wildland-grassland firefighting, traffic control, pumping operations at the technician level.
- Structural firefighting response shall be up to a technician level as determined by the Fire Department's incident commander responding to the scene. The response level shall be at the response level for which they are trained and equipped for.

b) Fire Service response is provided 24 hours per day, 7 days a week and 365 days a year across all fire districts.

c) The services delivery is provided through a composite model utilizing paid on-call firefighters across all districts with additional full-time staff.

d) Response area includes the Innisfree Fire District and Mannville Fire District and support to the neighboring districts as required and directed by the Fire Chief or designate.

e) Paid on-call response includes firefighters that are called in to support a response when an incident occurs. The number of available responders is not guaranteed and can vary based on time of day and other outside factors. To offset lower paid on-call availability, fire services employ a borderless service delivery system that supports activation of multiple stations to support a single incident to provide adequate staffing wherever possible to safely respond to the incident.

f) Fire Services will continually review community risks to identify when additional response resources might be required to maintain our level of service. Regular reporting to Council will support a clear understanding of the risks being identified in the County.

2. Fire Prevention

a) The County is an accredited agency under the fire discipline for Safety Codes.

b) Fire inspections and investigations are in accordance with the quality management plan approved by the Safety Codes Council.

c) Fire inspection and code enforcement is delivered through routine and compliance-based inspections of facilities within the boundaries of the County and those municipalities the County has service agreements with. These inspections include orders or notices for corrective actions to comply with fire code under the authority of the Safety Codes Act.

d) Pre-incident planning is conducted by fire crews to gain valuable knowledge of risks that specific properties have on site, that could be a factor in emergency response.

e) Fire Services provide plans review for fire and life safety code compliance.

f) Fire investigations are conducted for all fires resulting in loss of property, injury or death as required by the *Safety Codes Act*. All fire investigations are reported to the appropriate provincial authority overseeing fire investigations.

3. Public Education

Fire Services provides public education and community risk reduction support through fire safety programs including school presentations, public engagement activities and Fire Prevention Week activities.

4. Training

Training is provided to fire services staff to safely and effectively provide the service levels described in this policy.

5. Medical First Response

When the Priority Dispatch System identifies the need for a fire service response to a medical emergency, the fire department shall aid the Emergency Medical Service agencies. At a medical first response (MFR) the Fire Department shall operate under the protocols set out in the Alberta MFR program, no greater than Standard First Aid Level C with special skills. Fire Department shall not transport patients requiring medical services.

6. Agreements

Fire Services will provide mutual aid to other agencies or municipalities through mutual aid agreements.

Fire Services will provide services to municipalities as the primary emergency response agency for those municipalities we have service agreements with.

Council Request for Decision (RFD)

Title: Coyote Harvest Incentive Program - Continuation with APOS Funding

Meeting Date: 10/19/2026 **Department:** Operations

Recommendation:

THAT County Council approve Administration entering into an agreement with Alberta Professional Outfitters Society to continue the Coyote Harvest Incentive Program for fall 2026 and winter/spring 2027, utilizing the remaining funds allocated from the spring 2026 program.

Background: ☑ See Appendix

Legislative Guidance

☐ Provincial ☐ Municipal ☑ None

Details:

Strategic Priorities:

Agriculture, Economy and Growth

Details:

Protect Livestock from Predation

Previous Council Direction:

Implement a Coyote Harvest Incentive Program

Financial Implications:

☐ Capital ☐ Operations ☑ Other

Details:

Funding being allocated from an outside agency.

Communication and Engagement: Inform

Implementation Timeline:

ASAP

Attachments: N/A

Prepared by: Quentin Bochar **Reviewed by:** Norm De Wet

RFD Appendix

APOS (Alberta Professional Outfitters Society) has approached Administration to determine whether the County of Minburn is interested in continuing the Coyote Harvest Incentive Program for the fall of 2026 and winter/spring of 2027.

The County of Minburn previously entered into an agreement with APOS (Alberta Professional Outfitters Society) to implement a Coyote Harvest Incentive Program funded through the APOS Wildlife Management Fund (WMF). The agreement ran from February 6, 2026, to April 1, 2026.

The program assisted with the management of coyote populations, supporting livestock protection and helping to reduce predator-related losses to local wildlife populations.

During the 2026 program, 374 coyotes were submitted, resulting in a total payout of $7,480 from the $20,000 in funding allocated to the program.

If approved, the program would begin in the fall of 2026 and continue through the spring of 2027, or until the allocated funding is exhausted.

Council Request for Decision (RFD)

Title: Lamont County - Intermuncipal Collaboration Framework Agreement

Meeting Date: 10/19/2026 **Department:** Office of the CAO

Recommendation:

THAT County Council approve the County of Minburn opt-out from the Intermunicipal Collaboration Framework Agreement (ICF) between the County of Minburn No. 27 and Lamont County pursuant to Section 708.28(1.1) of the Municipal Government Act.

Background: ☐ See Appendix

County of Minburn has opted out of ICF agreements with neighbouring municipalities being County of Two Hills, County of Vermilion River, Beaver County and MD of Wainwright as ICFs are not required under the Municipal Government Act, Section 708.28(1.1).

Legislative Guidance:

☑ Provincial ☐ Municipal ☐ None

Details:

Municipal Government Act, Section 708.28(1.1)

Council Priorities Chart:

☐ Yes ☑ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

If approved, the motion would be shared with Lamont County and a letter forwarded to the Minister of Municipal Affairs, Honourable Dan Williams.

Implementation Timeline:

Immediately following Council approval.

Attachments:

Letter from Lamont County
ICF Agreement
Amending ICF Agreement

Prepared By: Audra Kropielnicki **Reviewed By:** Pat Podoborozny

Lamont County

June 25, 2026

Honorable Dan Williams
Minister of Municipal Affairs
320 Legislature Building
10800-97 Avenue
Edmonton, Alberta T5K 2B6

This is Lamont County's notification under Section 708.28 of the *Municipal Government Act* that Lamont County and Minburn County have mutually agreed that an Intermunicipal Collaboration Framework is not required for our shared boundary.

Both municipalities have independently reviewed our shared interests, servicing needs, and geographical relationship, and both Councils have determined that an Intermunicipal Collaboration Framework is not required, as intermunicipal matters are already effectively managed or can be addressed through alternative standalone agreements.

At its June 23, 2026, Regular Council Meeting, Lamont County Council made the following resolution:

RES-2026-445

THAT Lamont County direct Administration to conclude the Intermunicipal Collaboration Framework agreement between Lamont County and Minburn County, while continuing to work together cooperatively and fostering a strong relationship as neighbouring communities.

With this notice and the above resolution, Lamont County and Minburn County consider our statutory obligations under Part 17.2 of the *Municipal Government Act* regarding an Intermunicipal Collaboration Framework for this shared boundary to be concluded.

Please contact us, if you require further information.

Sincerely,

Reeve Aaron Wick

cc: Honorable Jackie Armstrong-Homeniuk, MLA for Fort Saskatchewan-Vegreville
Reeve Roger Konieczny, Minburn County

Administration Building
5303 – 50th Avenue
Lamont, Alberta T0B 2R0
www.lamontcounty.ca

Telephone: 780–895-2233
Fax: 780-895-7404
Toll Free: 877-895-2233
Email: info@lamontcounty.ca

Intermunicipal Collaboration Framework

Between

Lamont County

And

County of Minburn No. 27

February 10, 2020

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

WHEREAS, Lamont 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 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) "municipalities" means the Lamont 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 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 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 to provide municipal services to the residents on an intermunicipal basis, with the following joint agreements to provide services 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 Lamont County and County of Minburn No. 27 dated 14 March 2008. 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.

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.

D. 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) Councils will be the forum used to discuss and review future mutual aid agreements and/or 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.

6) Both Municipalities recognize 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 Lamont County to:

      Lamont County
      c/o Chief Administrative Officer
      5303 – 50 Avenue
      Lamont, AB T0B 2R0

   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.

LAMONT COUNTY	COUNTY OF MINBURN NO. 27
_____	_____
Reeve	Reeve
_____	_____
Chief Administrative Officer	Chief Administrative Officer
Resolution: _____	Resolution: 18-20

AMENDING AGREEMENT entered into this 18 day of February, 2025.

BETWEEN:

LAMONT COUNTY
(hereinafter referred to as "Lamont")

- and -

COUNTY OF MINBURN NO. 27
(hereinafter referred to as "Minburn")

ICF AMENDING AGREEMENT

WHEREAS Lamont and Minburn have entered into an Intermunicipal Collaboration Framework dated February 10, 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 Lamont and Minburn wish to amend the ICF to reflect the extended timeline in the Ministerial Order to review the ICF.

NOW THEREFORE Lamont and Minburn 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 Lamont and Minburn 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

_____

Reeve

_____

Chief Administrative Officer

LAMONT COUNTY

_____

Reeve

_____

Chief Administrative Officer

Council Request for Decision (RFD)

Title: Bylaw No. 1381-26 to Amend Committees Bylaw No. 1329-22

Meeting Date: 10/19/2026 **Department:** Office of the CAO

Recommendation:

THAT County Council give first reading to Bylaw No. 1381-26 that amends Committees Bylaw 1329-22.
THAT County Council give second reading to Bylaw No. 1381-26 that amends Committees Bylaw 1329-22.
THAT County Council consider giving unanimous consent to going to third reading to Bylaw No. 1381-26 that amends Committees Bylaw No. 1329-22.
THAT County Council give third reading to Bylaw No. 1381-26 that amends Committees Bylaw 1329-22.

Background: ☐ See Appendix

The Committees Bylaw was passed on April 19, 2022. Bylaw No. 1381-26 would amend Bylaw No. 1329-22 by replacing the Community Progress Scholarship Committee with the Growing Futures Scholarship Committee.

Legislative Guidance

☐ Provincial ☑ Municipal ☐ None

Details:

Strategic Priorities:

Community Leadership

Details:

Previous Council Direction:

Further to Council passing the Committees Bylaw in April 2022, Council passed Amending Committees Bylaw 1369-25 in October 2025 to replace the Pest Control and Weed Control Appeal Boards with the Agricultural Appeal Committee.

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement: Inform

The Bylaw amendment will be updated on the Bylaw listing on County file system.

Implementation Timeline:

Immediately upon passing.

Attachments: Bylaw Nos. 1381-26, 1329-22, 1369-25

Prepared by: Audra Kropielnicki **Reviewed by:** Pat Podoborozny

COUNTY OF MINBURN NO. 27

BYLAW NO. 1381-26

A BYLAW OF THE COUNCIL OF THE COUNTY OF MINBURN NO. 27, VEGREVILLE, IN THE PROVINCE OF ALBERTA TO AMEND COMMITTEES BYLAW NO. 1329-22.

WHEREAS Section 191 of the *Municipal Government Act*, Revised Statutes of Alberta (RSA), 2000, Chapter M-26 allows Council to pass a bylaw to amend a bylaw of the municipality.

AND WHEREAS Council at its meeting of April 19, 2022 adopted County of Minburn Committees Bylaw No. 1329-22.

AND WHEREAS the Council of the County of Minburn wishes to amend Bylaw No. 1329-22.

NOW THEREFORE the 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 **"Bylaw to Amend Committees Bylaw No. 1329-22"** of the County of Minburn No. 27.

2. AMENDMENT

2.1 Bylaw No. 1329-22 is hereby amended by:

Amending section 4.1, under the heading "**Establishment",** by replacing the name the "Community Futures Scholarship Committee" with "Growing Futures Scholarship Committee."

3. EFFECTIVE DATE

3.1 Bylaw No. 1381-26 comes into force on the date of the third and final reading passed in Council with unanimous consent of the members present on the 19th day October 2026.

FIRST READING.....October 19, 2026

SECOND READING.....October 19, 2026

THIRD READING.....October 19, 2026

_____
Reeve

_____
Chief Administrative Officer

COUNTY OF MINBURN NO. 27

BYLAW NO. 1329-22

A BYLAW OF THE COUNCIL OF THE COUNTY OF MINBURN NO. 27, VEGREVILLE, IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING COMMITTEES OF COUNCIL.

WHEREAS, Section 145 of the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26, as amended from time to time, provides that a Council may pass bylaws in relation to the establishment and functions of council committees.

AND WHEREAS, the Council of the County of Minburn No. 27 considers it expedient to establish council committees to support and facilitate the achievement of the County of Minburn No. 27's Strategic Plan, vision and goals, and to advise Council on matters relevant to the committee mandates.

NOW THEREFORE the County of the County of Minburn No. 27 in the Province of Alberta, duly assembled hereby enacts the following:

1. TITLE

1.1 This Bylaw may be cited as the **"Committees Bylaw"**.

1.2 In the event that any provision of this Bylaw is inconsistent with any provincial legislation, the provincial legislation prevails.

2. PURPOSE

The purpose of this Bylaw is to establish the Committees of Council and to mandate the functions and procedures of Council Committees established under this Bylaw.

3. DEFINITIONS

Words in this Bylaw have the same meaning as those set out in the *Municipal Government Act*, except that:

a) **"Act"** means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 as amended or replaced from time to time.

b) **"Chief Administrative Officer (CAO)"** means the person appointed to the position under the provision of the *Act*.

c) **"Council"** means the municipal council of the County of Minburn No. 27

d) **"Council Committee" or "Committee"** means a committee, board, or other body established by Council pursuant to this bylaw, which may consist entirely of Councillors, a combination of Councillors and Members at Large, or entirely Members at large.

e) **"Councillor"** means a member of Council and includes the Reeve.

f) **"County"** means the County of Minburn No. 27.

g) **"Ex-officio"** means membership by virtue of one's office. Ex-officio members form part of the quorum only when present at a Committee meeting and, when present, they shall vote.

h) **"Members"** means a person appointed to a Board or Committee and includes either a Councillor or a Member at Large.

i) **"Member at Large"** means a person appointed to a Board or Committee who is a member of the public and not a Councillor.

j) **"Quorum"** means the majority of the members of Council or a Committee or other body unless the Bylaw of resolution establishing such a body specifies otherwise.

k) **"Reeve"** means the Chief Elected Official (CE*O*) of the County of Minburn No. 27 appointed by resolution of Council as defined in the *Act*.

l) **"Terms of Reference"** means those terms pertinent to the establishment and mandate of an individual Committee.

4. ESTABLISHMENT

4.1 Council does hereby establish the following Committees and Boards:

a) Agricultural Service Board
b) Community Progress Scholarship Committee
c) Pest Control Appeal Board
d) Soil Conservation Appeal Board
e) Wapasu Committee
f) Weed Control Appeal Board
g) Vegreville Intermunicipal Committee
h) Innisfree Intermunicipal Committee
i) Mannville Intermunicipal Committee
j) Rural Intermunicipal Committee

4.2 This Bylaw applies to all Committees and Boards established by Council and to which Council members and members of the public are appointed with the exception of the following:

a) Assessment Review Board
b) Committee of the Whole
c) Regional Emergency Management Committee
d) Subdivision and Development Appeal Board

4.3 Council may establish additional Committees or Boards and their respective Terms of Reference. Joint Committees formed through agreements with other municipal partners does not apply to this Bylaw.

4.4 Committees will have their duties, functions, membership, procedures and other characteristics as established in their Terms of Reference.

4.5 Committee Terms of Reference shall be reviewed within the first year of an electoral term or as frequently as required to ensure that they reflect the current mandate of the Committee and be approved by a resolution of Council.

5. ACCOUNTABILITY AND REPORTING

5.1 All Committees established under this Bylaw are accountable to Council.

5.2 Councillors are responsible for keeping Council as a whole informed of the activities of the various Committees to which they are appointed.

6. POWERS OF COMMITTEES

6.1 The powers of the Committees established by this Bylaw include providing recommendations to Council, unless the Committee's approved Terms of Reference, or legislation, specifically provides otherwise.

6.2 A Committee shall not have the power to pledge the credit of the County, to pass bylaws, or enter into any contractual agreements.

7. MEMBERSHIP

7.1 Committees shall be comprised of entirely Councillors, a combination of Councillors, a combination of Councillors and Members at Large, or entirely Members at Large, as indicated in the Committee Terms of Reference. If one or more Councillors are appointed as Members of a Committee, an alternate Councillor shall be appointed.

7.2 All Committees and their Chairs shall be appointed at the annual Organizational meeting.

7.3 Membership vacancies that occur between Organizational Meetings may be filled by a resolution of Council as necessary.

7.4 All Members at Large shall be appointed by Council and shall reside in the County.

7.5 Council may, for any reason it considers sufficient, remove a Member at Large of a Committee by resolution.

7.6 The Reeve is an Ex-officio member of all Committees and may attend the meeting of the respective committee but shall not be required to do so. When in attendance at any such Committee, the Reeve shall have all the rights of a member of the Committee.

8. MEETING PROCEDURE

8.1 Committees shall follow the County's Council Procedural Bylaw in the conduct of its meetings.

9. ADMINISTRATIVE SUPPORT

9.1 The CAO may provide staff liaison(s) as required, to Committees to assist Committees to fulfill their mandate. Staff liaison(s) may include:

9.11 Administrative Liaison(s) – County staff who have knowledge related to the Committee mandate and who work in an area related to the Terms of Reference of the Committee, and who will:

a) Attend all meetings of the Committee to which they are assigned.
b) Work with the Chair in developing the meeting agendas.
c) Provide advice and expertise in regard to municipal services, legislative regulations, industry best practices, and policy to the issues being considered.
d) Provide administrative recommendations as required.

9.12 Administrative Support – County staff who work in an area related to the Terms of Reference of the Committee and who provide administrative support which may include:

a) Compiling and distributing Committee agendas.
b) Recording formal motions and actions items of the Committee.
c) Preparing minutes of all meetings and distributing such minutes.

10. REMUNERATION

10.1 Members are remunerated in accordance with County Policy CC 3001-02 unless the Terms of Reference for a Committee provides for otherwise.

11. EFFECTIVE DATE

11.1 Bylaw No. 1329-22 comes into force on the date of the third and final reading passed in Council with unanimous consent of the members present on the 19th day of April 2022.

FIRST READING.....April 19, 2022

SECOND READING.....April 19, 2022

THIRD READING .....April 19, 2022

_____
Reeve

_____
Chief Administrative Officer

COUNTY OF MINBURN NO. 27

BYLAW NO. 1369-25

A BYLAW OF THE COUNCIL OF THE COUNTY OF MINBURN NO. 27, VEGREVILLE, IN THE PROVINCE OF ALBERTA TO AMEND COMMITTEES BYLAW NO. 1329-22.

WHEREAS Section 191 of the *Municipal Government Act*, Revised Statutes of Alberta (RSA), 2000, Chapter M-26 allows Council to pass a bylaw to amend a bylaw of the municipality.

AND WHEREAS Council at its meeting of April 19, 2022 adopted County of Minburn Committees Bylaw No. 1329-22.

AND WHEREAS the Council of the County of Minburn wishes to amend Bylaw No. 1329-22.

NOW THEREFORE the 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 **"Bylaw to Amend Committees Bylaw No. 1329-22"** of the County of Minburn No. 27.

2. AMENDMENT

2.1 Bylaw No. 1329-22 is hereby amended by removing the following:

2.1.1 Under the heading **Establishment 4.1** remove**:**

(c) Pest Control Appeal Board
(f) Weed Control Appeal Board.

2.1.2 Under the heading **Establishment 4.1** add**:**

Agricultural Appeal Board

2.1.3 Under the heading **Establishment 4.2** remove**:**

(a) Assessment Review Board
(d) Subdivision and Development Appeal Board

3. EFFECTIVE DATE

3.1 Bylaw No. 1369-25 comes into force on the date of the third and final reading passed in Council with unanimous consent of the members present on the 15th day October 2025.

FIRST READING .....October 15, 2025

SECOND READING .....October 15, 2025

THIRD READING.....October 15, 2025

_____
Reeve

_____
Chief Administrative Officer

Council Request for Decision (RFD)

Title: Public Participation Policy CC 3008-02

Meeting Date: 10/19/2026 **Department:** Office of the CAO

Recommendation:

THAT County Council adopt the Public Participation Policy CC 3008-02 as presented.
or
THAT County Council adopt the Public Participation Policy CC 3008-02 as amended.

Background: ☐ See Appendix

The Public Participation Policy CC 3008-01-A was adopted on April 17, 2018 (Resolution 78-18) with a next review date of 2022. In that time, Alberta has replaced the Freedom of Information and Protection of Privacy Act, limited repeat public hearings on residential development bylaws, and required digital public hearings. Practice among Alberta municipalities has also moved toward scaled engagement, published "What We Heard" reports and clear commitments about how input is used.

Legislative Guidance

☑ Provincial ☐ Municipal ☐ None

Details:

Public Participation Policy Regulation 193/2017
Municipal Government Act, Section 216.1

Strategic Priorities:

Community Leadership

Details:

Accessible ways for residents of all ages to engage, participate, and stay informed.

Previous Council Direction:

To review policies every four years.

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

N/A

Communication and Engagement: Inform

Post updated policy on website and share with Administration

Implementation Timeline:

Upon passing of Policy

Attachments: Public Participation Policy CC 3008-02

Prepared by: Pat Podoborozny **Reviewed by:** Pat Podoborozny

Policy

Public Participation

Policy Number: CC 3008-02

Supersedes Policy Number: CC 3008-01-A

Approved by Council: **Next Review Date:** 2030

Resolution No: **Last Review Date:** April 17, 2018

PURPOSE

In accordance with Section 216.1 of the *Municipal Government Act* and the *Public Participation Policy Regulation*, this Public Participation Policy recognizes the value of public participation and establishes how the County will create opportunities for meaningful public participation in decisions that directly impact the public.

This Policy identifies the approaches the County will use to engage Municipal Stakeholders and the circumstances in which it will do so, so that engagement is proportionate to the significance of each decision, accessible to residents across the County, and transparent about how input is used.

This Policy is in addition to and does not modify or replace the statutory public hearing, notice and advertising requirements in the *Municipal Government Act* or any other enactment. Public Participation undertaken under this Policy is not a public hearing.

DEFINITIONS

Administration means the CAO and the employees of the County of Minburn No. 27 acting under the direction of the CAO.

CAO means the Chief Administrative Officer of the County of Minburn No. 27.

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

County means the County of Minburn No. 27.

Engagement Level means one of the levels of Public Participation described in Section 3 of the Policy Expectations, adapted from the International Association for Public Participation (IAP2) Spectrum of Public Participation.

Municipal Stakeholders means the residents and ratepayers of the County, as well as other individuals, businesses, community organizations, neighbouring municipalities, First Nations and Métis communities and organizations, and other persons that may have an interest in, or are affected by, a decision made by the County.

Public Participation means a variety of non-statutory opportunities, undertaken in accordance with this Policy, where Municipal Stakeholders receive information from and/or provide input to the County.

Public Participation Plan means a written plan, scaled to the significance of the matter, which identifies the purpose of the Public Participation, the decision to be made, the Engagement Level, the Municipal Stakeholders to be engaged, the Public Participation Tools to be used, the timeline, and how the results will be reported.

Public Participation Tools means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:

a) information tools which may include the County's website and social media accounts, newsletters, direct mail, tax and utility notice inserts, newspaper advertisements, roadside signs and notices posted in community locations;

b) in-person participation which may include at-the-counter interactions, door knocking, interviews, meetings, roundtables, town halls, open houses, pop-up sessions at community events and workshops;

c) digital participation which may include online surveys and polls, online workbooks, engagement websites, interactive maps, webinars, virtual meetings, message boards and discussion forums;

d) written and telephone participation which may include written submissions, email, mail-in surveys, polls and workbooks, and telephone surveys or call-in sessions; and

e) representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

What We Heard Report means a report summarizing the results of Public Participation, prepared in accordance with the Reporting and Evaluation section of this Policy.

POLICY RESPONSIBILITIES

1. Council Responsibilities

a) Council shall:

i. approve this Policy and review it in accordance with Section 1 of the Policy Expectations;

ii. direct Public Participation on matters Council considers appropriate;

iii. consider input obtained through Public Participation, together with other relevant information, before making a decision on the matter;

v. when attending Public Participation activities, listen to Municipal

Stakeholders and refer operational questions to Administration; and

vi. consider the resources required for Public Participation through the annual budget process.

2. Administration Responsibilities

a) Chief Administrative Officer (CAO) shall:

i. in accordance with this Policy or as directed by Council, determine whether Public Participation is required and at what Engagement Level;

ii. approve all Public Participation Plans and advise Council of them in the CAO report;

iii. implement approved Public Participation Plans within approved budgets;

iv. ensure Public Participation complies with applicable legislation, including privacy legislation, and with this Policy;

v. report the findings of the Public Participation to Council and publish What We Heard Reports;

vi. evaluate Public Participation and report annually to Council in accordance with the Reporting and Evaluation section of this Policy; and

vii. establish administrative procedures, templates and guidelines as required to implement this Policy.

3. Participant Responsibilities

a) Municipal Stakeholders taking part in Public Participation are encouraged to:

i. take part in good faith and share input within the timelines provided;

ii. seek out and consider the information provided by the County;

iii. respect the views, privacy and safety of other participants and of Council members and employees; and

iv. recognize that Council must balance a range of interests and information when making decisions.

POLICY EXPECTATIONS

1. Legislative and Policy Implications

a) All Public Participation will be undertaken in accordance with the *Municipal Government Act,* the *Access to Information Act, the Protection of Privacy Act,* and any other applicable legislation.

b) All Public Participation will be undertaken in accordance with all existing municipal bylaws and policies, including the Council Procedural Bylaw, the Records Retention Bylaw and the County's Communications, Social Media and Information Security policies.

c) This Policy shall be available for public inspection and shall be posted to the County's website.

d) This Policy will be reviewed at least once every four years as required by the *Public Participation Policy Regulation*, and sooner if a change in legislation requires it.

e) This Policy does not create a right to a public hearing and does not affect any right or obligation under any other provision of the *Municipal Government Act.*

f) In accordance with Section 216.1(5) of the *Municipal Government Act*, no resolution or bylaw of Council may be challenged on the ground that it was made without complying with this Policy.

2. Principles

a) Public Participation will be guided by the following principles, which are informed by the IAP2 Core Values:

i. **Meaningful:** the County will seek input only where input can influence the decision, and will be clear about what can and cannot be influenced;

ii. **Inclusive and accessible:** the County will seek out those who are affected by or interested in a decision and remove barriers to their participation;

iii. **Transparent:** the County will provide timely, accurate and plain language information so that participants can take part in a meaningful way;

iv. **Proportionate:** the scope, Engagement Level and cost of Public Participation will be scaled to the significance, impact and complexity of the decision;

v. **Respectful:** Public Participation will be carried out in a manner that is respectful of all participants and their views;

vi. **Accountable:** the County will report back on what it heard and how input was considered in the decision; and

vii. **Continuous improvement:** the County will evaluate Public Participation and use what it learns to improve future practice.

3. Engagement Levels

a) The County will use the following Engagement Levels, alone or in combination, as approaches to Public Participation:

i. **Inform:** providing balanced and objective information to help Municipal Stakeholders understand an issue, decision or project. The County will keep participants informed.

ii. **Consult:** obtaining feedback on issues, options or decisions. The County will listen, acknowledge concerns and report on how input influenced the decision.

iii. **Involve:** working with Municipal Stakeholders throughout a process so that their concerns and aspirations are understood and considered. The County will reflect their input in the options developed and report on how it influenced the decision.

iv. **Collaborate:** partnering with Municipal Stakeholders in developing options and identifying a preferred solution. The County will incorporate their advice into its decisions to the maximum extent possible.

v. **Empower:** placing the final decision in the hands of Municipal Stakeholders. This level will be used only where legislation provides for a decision by electors or where Council has resolved in advance to implement the outcome.

b) In selecting an Engagement Level, Administration will consider the degree of impact on Municipal Stakeholders, the number and location of those affected, the level of public interest, the degree to which input can influence the outcome, legislative requirements, timelines and available resources.

4. Circumstances for Public Participation

a) Public Participation will be undertaken at an Engagement Level appropriate to the matter, when:

i. Council directs that Public Participation be undertaken;

ii. the County is developing or significantly amending a long-term plan, such as a Strategic Plan, Municipal Development Plan, Intermunicipal Development Plan, or a Master Plan for a service or facility;

iii. the County is preparing its annual operating and capital budgets or its multi-year financial plans;

iv. the County is considering a new service, a significant change to the level or cost of an existing service, or the closure or discontinuance of a service or facility;

v. a major capital project is proposed that will significantly affect a community, an area of the County or a group of Municipal Stakeholders;

vi. a new bylaw or policy, or a significant amendment to an existing bylaw or policy, is proposed that will directly affect Municipal Stakeholders; or

vii. the CAO determines that a matter is of significant public interest.

b) Public Participation may not be undertaken, or may be limited to the Inform level, where:

i. the decision is required by legislation or has already been made, and input cannot influence the outcome;

ii. the matter is governed by a statutory public hearing or notice process, except that additional Public Participation may be undertaken where it does not conflict with that process;

iii. the matter is confidential, or may be discussed in a Closed Session, under the *Municipal Government Act*, the *Access to Information Act* or the *Protection of Privacy Act*;

iv. urgent action is required to address an emergency or to protect public health or safety;

v. the matter relates to routine operations, internal administration or maintenance delivered within approved service levels; or

vi. Public Participation on the same matter has recently been completed, and the circumstances have not materially changed, in which case the previous results may be used.

c) Where a matter listed in Section 4.a) proceeds without Public Participation, the report to Council on that matter shall state the reason.

5. Public Participation Plans

a) A Public Participation Plan shall be prepared for each Public Participation opportunity and shall be scaled to the matter. At minimum, the plan will identify:

i. the purpose of the Public Participation and the decision to be made;

ii. what can and cannot be influenced by input;

iii. the Engagement Level;

iv. the Municipal Stakeholders to be engaged, including those who may face barriers to participating;

v. the Public Participation Tools to be used;

vi. the timeline and methods of notice;

vii. accessibility measures and privacy considerations;

viii. the budget and resources required; and

ix. how the results will be reported and the Public Participation evaluated.

b) Council shall approve a Public Participation Plan where:

i. Council directed that the Public Participation be undertaken; or

ii. the cost of the plan exceeds the amount approved in the budget.

c) The CAO shall approve all other Public Participation Plans.

d) A change that materially alters the scope, Engagement Level or budget of an approved Public Participation Plan shall be approved by whoever approved the original plan.

6. Notice and Timelines

a) Public Participation opportunities will be advertised using at least two Public Participation Tools suited to the Municipal Stakeholders affected, including the County's website and at least one method that does not require internet access.

b) In-person events will be advertised at least fourteen (14) days in advance, and online, written and telephone opportunities will remain open for at least fourteen (14) days, unless the CAO or Council approves a shorter period for reasons of urgency, which will be documented.

c) Notices will state the purpose of the Public Participation, how input will be used, how to take part, the deadline for input and a contact for questions and accommodation requests.

d) Where Council calls a meeting with the public, notice of the meeting will be advertised in accordance with Sections 216.2 and 606 of the *Municipal Government Act*, and everyone is entitled to attend.

e) When scheduling Public Participation, Administration will consider seasonal demands on residents, including seeding and harvest, as well as holidays and the need for evening or weekend options.

7. Accessibility and Inclusion

a) Information will be provided in plain language, and Public Participation will offer more than one way to take part, including a non-digital option.

b) In-person events will be held in accessible venues and, where practical, in more than one location within the County.

c) The County will make reasonable accommodations on request to support participation by persons with disabilities, persons with limited internet access, seniors, youth and others who may face barriers to participating.

8. Digital Engagement

a) Digital Public Participation Tools will be used alongside, and not in place of, in-person, written or telephone options.

b) Before using a third-party digital engagement platform, Administration will confirm that it meets the County's privacy and information security obligations.

c) Results from online surveys and polls will be reported as the views of those who took part, and not as statistically representative of the County, unless the survey was designed to be representative.

9. Privacy and Records

a) Personal information will be collected, used, disclosed and protected in accordance with the *Protection of Privacy Act*, and each Public Participation opportunity that collects personal information will include a collection notice.

b) Input may be published in summary or anonymized form. Personal information, including names and contact information, will not be published without the individual's consent unless otherwise authorized by law.

c) Records of Public Participation will be managed and retained in accordance with the Records Retention Bylaw and the County's Information Security policy.

10. Respectful Participation

a) The County will conduct Public Participation in a respectful manner and expects the same of participants.

b) The CAO, or a person acting on the CAO's behalf, may decline to accept or publish input, moderate online comments, or ask a person to leave a Public Participation event where the input or conduct is abusive, threatening, discriminatory or harassing, or discloses the personal information of others.

c) The person chairing a meeting with the public called by Council may expel a person from the meeting for improper conduct, in accordance with Section 216.3 of the *Municipal Government Act*.

d) Online comments will be moderated in accordance with the County's Social Media policy. Nothing in this Policy limits the Council Procedural Bylaw.

11. REPORTING AND EVALUATION

a) Information obtained in Public Participation will be reviewed by the Chief Administrative Officer (CAO) and a report shall be provided to Council.

b) The report shall include, at minimum, the following:

   i. an overview of the Public Participation Plan and how it was developed;

   ii. an assessment of the effectiveness of the plan based on the level of engagement and the quality of input;

   iii. a summary of the input obtained; and

   iv. may include recommendations for future Public Participation Plans.

c) Reports shall be provided to Council for review.

Council Request for Decision (RFD)

Title: Whistleblower Policy AD 1036-01

Meeting Date: 10/19/2026 **Department:** Office of the CAO

Recommendation:

THAT County Council approve Whistleblower Policy AD 1036-01 as presented.
or
THAT County Council approve Whistleblower Policy AD 1036-01 as amended.

Background: ☐ See Appendix

The County of Minburn currently does not have a formal Whistleblower Policy. Establishing a Whistleblower Policy supports the County's commitment to ethical conduct, accountability, transparency, and good governance by providing a clear process for reporting suspected wrongdoing, misconduct, fraud, misuse of resources, policy violations, or other improper activities.

The adoption of a Whistleblower Policy is considered a governance best practice and aligns with the County's responsibility to maintain public trust, protect organizational integrity, and ensure that concerns regarding unethical or unlawful conduct are addressed in a timely and consistent manner.

Administration has developed the attached Whistleblower Policy to provide guidance on reporting concerns, receiving and investigating complaints, and protecting individuals who make reports in good faith. Council's consideration of this policy will strengthen the County's overall governance framework and risk management practices.

Legislative Guidance

☑ Provincial ☐ Municipal ☐ None

Details:

Public Interest Disclosure (Whistleblower Protection) Act, SA 2012, c. P-39.5

Strategic Priorities:

Core Services and Infrastructure

Details:

Organizational capacity through investment in people, processes, technology, and resources

Previous Council Direction:

N/A

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

None

Communication and Engagement: Inform

Staff will be informed and new policy published on website if approved

Implementation Timeline:

The policy will become effective upon Council approval.

Attachments: Whistleblower Policy AD 1036-01

Prepared by: Pat Podoborozny **Reviewed by:** Pat Podoborozny

Policy

Whistleblower

Policy Number: AD 1036-01

Supersedes Policy Number: NEW

Approved by Council: TBD **Next Review Date:** 2030

Resolution No: TBD **Last Review Date:** N/A

POLICY STATEMENT

The County of Minburn is committed to a culture of trust and ethical behavior. The County is dedicated to accountable, moral, and transparent governance that protects the organization, its people, and assets. Recognizing, however, that Wrongdoing may occur, the County is committed to fully investigating any allegations of Wrongdoing and providing a confidential and secure process to report Wrongdoing without fear of reprisal.

This policy applies to Employees and Contractors.

PURPOSE

The purpose of this policy is to facilitate the disclosure and investigation of allegations of Wrongdoing and to provide a safe and confidential process to report Wrongdoing that protects Whistleblowers from reprisal for Protected Disclosures.

DEFINITIONS

CAO means the Chief Administrative Officer.

Contractor means any person (including but not limited to an individual, partnership, association, or corporation) that has, or has had within the last two years, a contract with the County and includes that contractor's directors, officers, employees, and volunteers.

County means the County of Minburn No. 27.

Employee(s) means any persons employed with the County on a permanent, non-permanent, full-time or part-time basis; including all firefighting, management and staff engaged through an employment contract and includes any former employee

whose employment was terminated due to a Protected Disclosure or knowledge of a Wrongdoing.

Protected Disclosure means communication made in good faith that discloses information supporting, or believed to support, an allegation, or multiple allegations, of suspected Wrongdoing.

Whistleblower means the person who has knowledge of an activity believed to be Wrongdoing and reports the activity in good faith.

Wrongdoing means includes, but is not limited to, fraudulent activities or other actions leading to financial irregularities, unlawful acts, breach of policy, breach of Employee Code of Conduct and Ethics, acts or omissions that threaten the health or safety of Employees, the public or the environment, acts or omissions that show reckless or willful disregard for proper management of public funds or assets and directing anyone to commit any of the foregoing.

GUIDELINES

It is the responsibility of every Employee, who is aware of a Wrongdoing, to report the incident as soon as possible. Employees and Contractors are encouraged to report any suspected Wrongdoing. The CAO will ensure that Whistleblowers have safe reporting options available to them and are protected from reprisal.

1. Protection from Reprisal

a) Whistleblowers, acting in good faith and in compliance with this policy, are protected from reprisal.

b) Reprisal, harassment, or retaliation in response to a Protected Disclosure may be grounds for disciplinary action, up to and including termination for cause.

2. Reporting

a) Whistleblowers who believe Wrongdoing has occurred may make a Protected Disclosure. The Protected Disclosure should describe with as much information as possible the allegation, or multiple allegations, of suspected Wrongdoing.

b) Unsubstantiated allegations of Wrongdoing that are proven to have been made knowing they are false, maliciously or otherwise in bad faith may result in disciplinary action, up to and including terminating an Employee for cause, or terminating a contract in accordance with its terms.

c) To the extent reasonably possible, the County will treat a Protected Disclosure as confidential, and the Whistleblower's identity will be kept confidential. However, a Whistleblower's identity may have to be disclosed through the course of an investigation, to comply with the law, or to provide accused individuals with procedural fairness. Whistleblowers will be notified in advance if their identity is going to be released.

3. Investigation

a) Allegations made in a Protected Disclosure will be assessed and, where there is sufficient information, will be formally investigated.

b) Investigations into allegations made in a Protected Disclosure will be conducted in a timely and fair manner while maintaining confidentiality to the extent legally possible.

c) The Whistleblower will remain updated on the general status of an investigation as appropriate throughout the process.

Council Request for Decision (RFD)

Title: Assessment Services RFP - Contract Award

Meeting Date: 10/19/2026 **Department:** Corporate Services

Recommendation:

THAT County Council award the assessment services contract for a 5-year term to Municipal Assessment Services Group for a total contract price of $626,705.

Background: ☐ See Appendix

In 2025, Administration brought forward the possibility of a multi-year extension for the current Assessment Services contractor, Municipal Assessment Services Group (MASG). Although the ownership group and assessors have changed in the past 5 years, the company has been the County's contracted Assessor for 20+ years. At the time of discussion, Council directed Administration to seek proposals/bids for the service to demonstrate higher accountability through public transparency and to test the market as there appeared to be a level of dissatisfaction amongst some members of Council. This led to a 15-month contract extension taking the termination date to March 31, 2027.

In early September, Administration issued the RFP for Assessment Services with a closing date of October 1, 2026. As mentioned in the Corporate Services report, proponents were to be evaluated on experience, the organization, references, any value-added services as well as the fees being charged over the 5-year term. The opportunity was posted on the Alberta Purchasing Connections website and some regional assessment services companies were contacted directly to ensure sufficient exposure. Despite the provincial posting and direct solicitation, only two proposals were received, one from the current proponent, MASG and another from Accurate Assessment.

A thorough review of the proposals was conducted by two members of the Corporate Services team, and the resulting scores were compiled based on the evaluation criteria identified in the Request for Proposal document. Based on the proposals submitted, MASG received the highest score with contract price being the predominant factor that supported the outcome.

Legislative Guidance ☑ Provincial ☐ Municipal ☐ None

Details: Section 284.2(1) requires a municipality to appoint an assessor.

Strategic Priorities: Community Leadership

Goals:

Transparent, timely communication about services, decisions and financial stewardship.

Previous Council Direction:

County Council directed Adminstration to proceed with an Request for Proposal for the provision of Assessment Services.

Financial Implications:

☐ Capital ☑ Operations ☐ Other

Details:

There will be an overall decrease in the cost of assessment services over the 5-year contract term. Estimated savings is expected to be approximately $10k per year based on historical assessment services pricing.

Communication and Engagement: Inform

Inform proponents of Council decision.

Implementation Timeline:

Inform proponents by November 15th. Contract to be executed before the end of fiscal 2026.

Attachments: Not applicable

Prepared by: Jason Warawa **Reviewed by:** Pat Podoborozny

REEVE AND COUNCIL REPORTS

Name: Reeve Roger Konieczny **Division:** 3

For Presentation at 10/19/2026 **Council Meeting**

From Date: 09/05/2026 To Date: 10/14/2026

County Meetings (include date):

Committee of the Whole Meeting, September 9, 2026
County Council Meeting, September 9, 2026
Committee of the Whole Meeting, October 14, 2026

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

Rural Municipalities of Alberta District 5 Meeting, Vegreville, September 25, 2026

County of Minburn Functions and Events (include date):

REEVE AND COUNCIL REPORTS

Name: Councillor Joey Nafziger **Division:** 1

For Presentation at 10/19/2026 **Council Meeting**

From Date: 09/05/2026 To Date: 10/14/2026

County Meetings (include date):

Committee of the Whole Meeting, September 9, 2026
County Council Meeting, September 9, 2026
Committee of the Whole Meeting, October 14, 2026

Boards and Committee Meetings (include date):

Crossroads Economic Development Alliance Meeting, September 22, 2026
ASB Northeast Regional Conference Resolution Review (virtual), October 1, 2026
Alberta HUB Meeting (virtual), October 2, 2026

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):

REEVE AND COUNCIL REPORTS

Name: Councillor Ray Nedzielski **Division:** 2

For Presentation at 10/19/2026 **Council Meeting**

From Date: 09/05/2026 To Date: 10/14/2026

County Meetings (include date):

Committee of the Whole Meeting, September 9, 2026
County Council Meeting, September 9, 2026
Committee of the Whole Meeting, October 14, 2026

Boards and Committee Meetings (include date):

Mannville-Minburn-Innisfree FCSS Meeting, September 10, 2026

Education and Professional Development (include date):

Rural Municipalities of Alberta District 5 Meeting, Vegreville, September 25, 2026

County of Minburn Functions and Events (include date):

MD of Minburn Foundation Homestead Senior's Lodge 65th Anniversary, September 18, 2026
Enbridge Cheque Presentation, September 23, 2026

REEVE AND COUNCIL REPORTS

Name: Councillor Allen McCutcheon **Division:** 4

For Presentation at 10/19/2026 **Council Meeting**

From Date: 09/05/2026 To Date: 10/14/2026

County Meetings (include date):

Committee of the Whole Meeting, September 9, 2026
County Council Meeting, September 9, 2026

Boards and Committee Meetings (include date):

Alberta Central East (ACE) Water Meeting, September 16, 2026

Education and Professional Development (include date):

Rural Municipalities of Alberta District 5 Meeting, Vegreville, September 25, 2026

County of Minburn Functions and Events (include date):

MD of Minburn Foundation Homestead Senior's Lodge 65th Anniversary, September 18, 2026
Enbridge Cheque Presentation, September 23, 2026

REEVE AND COUNCIL REPORTS

Name: Deputy Reeve Tara Kuzio **Division:** 5

For Presentation at 10/19/2026 **Council Meeting**

From Date: 09/05/2026 To Date: 10/14/2026

County Meetings (include date):

Committee of the Whole Meeting, September 9, 2026
County Council Meeting, September 9, 2026
Committee of the Whole Meeting, October 14, 2026
Vegreville Battery Energy Storage System Information Meeting with Council, October 7, 2026

Boards and Committee Meetings (include date):

Covenant Health Community Board, Chair Meeting, September 10, 2026
MD of Minburn Foundation Human Resources Meeting, September 18, 2026
MD of Minburn Foundation Building Committee Meeting, September 29, 2026
Vegreville Attraction and Retention Committee Meeting, October 13, 2026
MD of Minburn Foundation Meeting, October 15, 2026

Education and Professional Development (include date):

Rural Municipalities of Alberta District 5 Meeting, Vegreville, September 25, 2026
Covenant Health Fall Community and Affiliate Foundation Board Retreat, October 2, 2026

County of Minburn Functions and Events (include date):

MD of Minburn Foundation 65th Anniversary Celebration, September 18, 2026
Brought Greetings AMSA Conference, Vegreville, September 25, 2026

REEVE AND COUNCIL REPORTS

Name: Councillor Carl Ogrodnick **Division:** 6

For Presentation at 10/19/2026 **Council Meeting**

From Date: 09/05/2026 To Date: 10/14/2026

County Meetings (include date):

Committee of the Whole Meeting, September 9, 2026
County Council Meeting, September 9, 2026
Committee of the Whole Meeting, October 14, 2026

Boards and Committee Meetings (include date):

Vegreville FCSS Meeting, September 28, 2026
MD of Minburn Foundation Building Meeting, September 29, 2026
MD of Minburn Foundation Meeting, October 15, 2026

Education and Professional Development (include date):

Rural Municipalities of Alberta District 5 Meeting, Vegreville, September 25, 2026

County of Minburn Functions and Events (include date):

MD of Minburn Foundation Homestead Senior's Lodge 65th Anniversary, September 18, 2026

REEVE AND COUNCIL REPORTS

Name: Councillor Jerri Ziegler **Division:** 7

For Presentation at 10/19/2026 **Council Meeting**

From Date: 09/05/2026 To Date: 10/14/2026

County Meetings (include date):

Committee of the Whole Meeting, September 9, 2026
County Council Meeting, September 9, 2026
Committee of the Whole Meeting, October 14, 2026

Boards and Committee Meetings (include date):

Vegreville & District Chamber of Commerce, October 6, 2026

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):

MD of Minburn Foundation Homestead Senior's Lodge 65th Anniversary, September 18, 2026

Office of the CAO Report

For Presentation at: October 19, 2026 County Council Meeting

From Date: September 9, 2026 **To Date:** October 16, 2026

Internal Meetings:

- COW Meeting – September 9
- Council Meeting – September 9

External Meetings:

- M-M-I FCSS: Mannville – September 10
- East Central ESS Regional Meeting: Virtual – September 15
- RMA District 5 Meeting: Vegreville – September 25

Education and Professional Development:

- Cadence Workshop: Administration Office – September 23

Senior Leadership Team Support:

- Council and Committee meeting packages
- Privacy Management Program development
- Strategic Plan implementation
- Upgrading forms with new Strategic Plan
- Corporate Document Management Programs research
- Council Renumeration Policy research
- RMA District 5 Fall Meeting prep
- Budget 2027
- Resident meetings
- Communication Policy
- Fire Services Level Policy
- Fire Services Bylaw
- Organizational Meeting
- Boards and Committees Terms of Reference
- Records Retention Policy
- Public Members and Election Workers Renumeration Policy

ADMINISTRATION REPORTS

Name: Norm De Wet **Department:** Operations

Reviewed by: Pat Podoborozny

For Presentation at: October 19, 2026, County Council meeting

From Date: September 10, 2026 **To Date:** October 16, 2026

Fleet

- Following the damage caused by the break-in at the Innisfree Shop, RMA Insurance has authorized the repair of Unit 260 at a cost of $16,286.00.

- As approved by County Council, the fuel management system upgrade has been completed by Innoflo Solutions at all four Public Works shops.

Public Works Update:

- Maintenance crews continue road maintenance operations.

- Construction continues on RR 160 north of Hwy 16 in Div. 7 and should be completed the week of October 19, 2026.

- The bridge culvert replacement for BF 72570 on Twp 524 in Div. 7 has started and is scheduled to be completed in approximately five weeks.

- The bridge culvert replacement for Bridge File 1195 on Rge. Rd. 134 south of Lavoy has started and should be completed in approximately three weeks.

- The bridge maintenance program is expected to start on October 13, 2026 in the following order and locations:

    - BF 1000 Twp Rd 540 west of RR 145 – Div. 7
    - BF 81828 Entrance to Rotary Peace Park – Div. 6
    - BF 06554 RR83 north of Twp 504 – Div. 1
    - BF 71897 Twp 504 east of Hwy 16 – Div. 2
    - BF 01485 Twp 504 east of RR93 – Div. 1

- In preparation for winter, all grader wings have been installed as of October 16, 2026.

- Traffic counting continues with a two-week rotation of selected sites.

- Crushing and reclamation have been completed at the Coulters Pit, with the final volume totalling 80,499 m^3 (105,289 yd^3).

- Administration is currently working with the school divisions on updated bus routes. The document will be shared with County Council once completed.

- As approved in the 2026 budget, crews strategically moved gravel from the Chomlak pit on Hwy 631 to Innisfree and Zaparose. This has been completed.

- As approved by County Council, the reinsulation of the MC250 tank roof has been completed by Alberta Tank Fabrication.

Contracted Services:

- The Parks and Recreation Contractor season has been completed.

- The roadside mowing program has been completed.

- Due to delays experienced this season by our concrete contractor, Northwind Concrete, the approved sidewalk project in Minburn has been delayed until 2027.

- Following the damage caused by the break-in at the Innisfree Shop, RMA Insurance has authorized repairs to the building at a cost of $14,280.00.

- Based on the sludge survey completed at the Minburn Lagoon, Administration has started a bio-enzyme treatment program provided by ACC Wastewater Solutions. The treatment is expected to reduce odour and the buildup of solids within the lagoon.

Hamlets:

- Due to the significant winds experienced in late summer, one flagpole in Lavoy blew over and was damaged. Administration is working with contractors to replace both flagpoles before the end of fall.

Solid Waste:

- Waste transfer station fall hours have been advertised and are in effect from October 1 to November 30.

Agricultural Services Update:

- Crews are actively addressing drainage concerns, replacing culverts as required, and responding to beaver-related issues to maintain proper water flow and protect municipal infrastructure.

- The Agricultural Fieldman has completed wheat and canola field sampling for Alberta Agriculture.

- Strychnine sales will resume on February 1, 2027.

ADMINISTRATION REPORTS

Name: Davin Gegolick **Department:** Planning and Community Services

Reviewed by: Pat Podoborozny

For Presentation at: October 19, 2026 County Council Meeting

From Date: September 2, 2026 **To Date:** October 13, 2026

Planning Update:

- Issued development permits:
  - 11-MW Battery energy storage facility (NE 7-53-14-4)
  - Water storage building (E 34-48-10-4)
  - Shipping Container (Lavoy)
- AESO cancelled the Provost to Edgerton and Nilrem to Vermilion (PENV) Transmission Development project
- Minburn Landfill Phase II ESA - Drilling of test holes and monitoring wells complete

Subdivision Update:

- Accepted application: File #10-2026, 11-2026
- Complete inspection: File #10-2026
- Endorsed File #10-2025

Economic Development Update:

- Crossroads meeting on September 22
  - integrating Crossroads and Alberta HUB websites
  - presentation from Travel Lakeland - discussion on support for their Destination Management Organization
  - revisiting the MOU to include organizational and grant planning
  - opportunities to leverage the Province's land and building property database for the Crossroads website
  - Vegreville will apply as the managing partner for the 2027 CECI grant, Crossroads will explore additional grant opportunities to undertake an industrial gap analysis, supporting business retention, expansion, and future economic development initiatives

Community Services:

- Photo contest initiative
- Provided annual funding to STARS
- Provided a gift basket donation for the Crisis Association of Vegreville's hockey draft

Attachments:

- RFD – Foreign Ownership Application from Cargill Limited
- RFD – Subdivision file #10-2026
- RFD – Letter of Support – Alberta HUB Skyways Project
- RFD – Policy PDS 7006-02, Growing Futures Scholarship
- RFD – CALS Breakfast Club funding request
- RFD – Viking Health Foundation

ADMINISTRATION REPORTS

Name: Mike Fundytus **Department:** Protective Services

Reviewed by: Pat Podoborozny

For Presentation at: October 19, 2026 County Council Meeting

From Date: September 3, 2026 **To Date:** October 13, 2026

Fire Department Update:

Call Type	Date	Details	Station Dispatched
Fire	Sept 9	South of Hwy 16 RR 111 Tractor Fire 4 POC members attended	Innisfree
Medical	Sept 11	Village Medical 4 POC members attended	Innisfree
Medical	Sept 14	Village Medical. 2 POC and 2 FT members attended	Innisfree
Fire	Sept 14	Stubble Fire. 5 POC, 2 FT member attended	Mannville/Innisfree
MVC	Sept 16	Semi vs Building in Mannville 5 POC members attended	Mannville
Fire	Sept 18	NW-13-51-10-W4M. Tractor and Baler Fire. 4 POC, 2 FT members attended	Innisfree
False Alarm	Sept 20	False alarm in County	Mannville
Fire	Sept 21	Combine Fire NW-23-52-14-W4M	Vegreville
False Alarm	Sept 21	False Alarm	Innisfree
Fire	Sept 22	Hwy 631 West of RR 105 Semi fire. 5 POC, 1 FT member attended	Innisfree
Medical	Sept 27	County medical EMS stood Vegreville down before they left the hall	Vegreville
False Alarm	Sept 29	RR 93 TWP 494. 4 POC, 1 FT members attended	Mannville/Innisfree
Medical	Oct 3	Village Medical 3 POC members attended	Innisfree
Medical	Oct 3	County Medical	Vegreville

False Alarm	Oct 3	Twp 520 RR 93 2 POC members attended	Mannville
Medical	Oct 4	Village Medical 3 POC members attended	Mannville
Medical	Oct 4	County Medical. **Long response no members available in Innisfree, response came from Mannville. 2 POC members attended	Mannville
Medical	Oct 4	Village Medical. **No response from fire, Innisfree had no members and Mannville was already on a County medical call.	
MVC	Oct 7	Hwy 881 South of Hwy 619 ** Long response Mannville had no members available, response came from Innisfree 5 POC members 1 FT member attended	Innisfree
False Alarm	Oct 7	Twp 502 RR 122 False alarm 2 POC, 1 FT member attended	Innisfree

- Total Fire Responses:
    - Mannville – 7
    - Innisfree – 11
    - Vegreville – 3
- Currently issuing burn permits until October 31, 2026.
- Current staffing in Protective Services is 1 FT Director, 1 FT Public Safety Officer, 1 FT Seasonal Firefighter, 26 paid on call firefighters (11 Innisfree Station 15 Mannville station) 1 member on medical leave. POC staffing is still a struggle; it is being currently supplemented by FT staff working overtime hours.
- Hosted Fire Prevention Week Pancake Breakfast on October 3 in Mannville.
- Station tour for Innisfree ECS.
- Fire Safety in class presentation in Mannville School for Kindergarten, Grade 1 and Grade 2.
- Performed fire code inspections in Innisfree Kindergarten, Mannville Tinker Daycare.
- Budget 2027

Emergency Management Update:

- Tabletop exercise will be held later in October.

OH&S Update:

- Focus will be on facility inspections.
- Meeting with H&S consultant on handbook.

Bylaw Enforcement:

- 2 bylaw inspections.

RCMP Liaison : Nothing to report.

ADMINISTRATION REPORTS

Name: Jason Warawa **Department:** Corporate Services

Reviewed by: Pat Podoborozny

For Presentation at: 10/19/2026 **Council Meeting**

From Date: 09/04/2026 **To Date:** 10/13/2026

Department Updates:

Administration has reviewed the submissions for the Assessment Services RFP. A total of two proposals were received and the award will be determined by Council via a seperate RFD.

Administration continued with initiative to dispose of tax sale properties. Two seperate properties requiring demolition have been offered with a closing date of October 15th and the results of the opportunity will be presented to Council as a seperate RFD.

As of September 30th, the total amount of property taxes collected is $3,696,404 which corresponds to a collection rate of approximately 16.2%

On October 2nd, an ARB hearing was held for a parcel of land in Division 3 that was assessed as a combination of farmland/residential. The parcel was historically assessed as farmland only. The appeal regarding the classification was submitted on the deadline date back in July 2026. On October 13th, Administration received notification that the ARB panel agreed with our Assessor, who served as the Respondent (County representative) and upheld the assessment determination.

In late September, Requests for Information were sent out to property owners in the County. The purpose of this request was to identify potential changes to assessable property or the change in use for a particular property. These RFI's are meant to supplement the 20% inspection cycle. Several calls were received regarding the document including concerns about them being legitimate and lack of technology ability to complete using the QR code. This step is seen as a positive and proactive approach compared to in-person inspections where residents tend to be suspicious of unfamilar vehicles in their yard.

Department Updates Cont'd.:

Statement of Financial Position

Financial assets during the month of August decreased by just over $2.6M from the previous month but a marked difference is a $2M increase in cash that is offset by a $2.5M+ decrease in investments and a $2.1M+ decrease in taxes receivable. All other changes are relatively insignificant and of these, the two larger ones include a $300k increase to accounts payable as well as a $250K decrease of available inventories.

Statement of Operations

Unfortunately the Statement of Operations remains unbalanced against the Statement of Financial Position and is not being included again this month. With increasing payment activity due to the upcoming tax season and ongoing ERP implementation challenges, we were unable to devote the time required to investigate and correct the discrepancy.

Quarter 3 Investment Report

As of September 30, the County has $20.2M invested between three financial institutions. Approximately $10.8M is held with ATB, $6.9M with National Bank and $2.5M with BMO. Investments range in maturities between 2027 and 2035 with interest and coupon rates ranging from 2.40% to 5.23%. Total interest accrued and earned up until September 30th total $670,795 which exceeds the $620k budgeted amount.

Decision Paper Progress Report Summary - has been updated to reflect the new 2026 decision papers as well as those 2025 decision papers that were carried over.

Operating Decision Papers (8 - total)

4 DP's - 100% complete (+1)
3 DP's in progress >50% complete (-1)
1 DP's in progress <50% complete (0)
0 DP's not started (0)

Capital Decision Papers/Projects (18 - total)

10 DP's - 100% complete (+2)
4 DP's in progress >50% complete (+3)
3 DP's in progress <50% complete (-5)
1 DP's not started (0)

Attachments:

Statement of Financial Position as at September 30, 2026
Quarter 3 Investment Income as of September 30, 2026
Decision Paper Update to September 30, 2026

County of Minburn No. 27

Statement of Financial Position

As at September 30, 2026 with Prior Month and Prior Year

	Current Month *September/2026*	Current Month *August/2026*	Prior Year *September/2025*
FINANCIAL ASSETS			
Cash	$ 2,925,492	$ 958,026	$ 908,654
Investments	$ 17,917,392	$ 20,466,839	$ 13,736,730
Tax Sale Trust	$ (46,251)	$ (46,251)	$ (50,330)
Total Cash & Temp Investments	***$ 20,796,633***	***$ 21,378,614***	***$ 14,595,054***
RECEIVABLES			
Taxes & Grant In Place	$ 19,475,522	$ 21,578,892	$ 21,331,131
Due from Governments	$ 255,425	$ 170,950	$ 121,079
Trade & Other Receivables	$ 321,308	$ 333,872	$ 679,980
Long Term Receivable	$ -	$ -	$ 129,109
Total Receivables	***$ 20,052,255***	***$ 22,083,714***	***$ 22,261,299***
Land Held For Resale	$ 243,009	$ 243,009	$ 171,949
TOTAL FINANCIAL ASSETS	**$ 41,091,897**	**$ 43,705,337**	**$ 37,028,302**
LIABILITIES			
Accounts Payable & Accrued Liabilities	$ (5,520,725)	$ (5,219,362)	$ (7,819,333)
Asset Retirement Obligation	$ (3,903,799)	$ (3,903,799)	$ (3,388,544)
Deferred Revenue	$ (2,074,762)	$ (2,057,387)	$ (1,344,575)
Employee Benefit Obligation	$ (301,860)	$ (306,916)	$ 107,711
TOTAL LIABILITIES	**$ (11,801,146)**	**$ (11,487,463)**	**$ (12,444,743)**
NET FINANCIAL ASSETS	**$ 29,290,751**	**$ 32,217,874**	**$ 24,583,560**
NON-FINANCIAL ASSETS			
Tangible Capital Assets	$ 39,154,452	$ 39,154,452	$ 36,404,608
Inventory for Consumption	$ 19,627,094	$ 19,879,749	$ 20,795,323
Prepaid Expenses	$ 116,049	$ 61,976	$ 19,608
TOTAL NON-FINANCIAL ASSETS	**$ 58,897,595**	**$ 59,096,176**	***$ 57,219,538***
ACCUMULATED SURPLUS	**$ 88,188,346**	**$ 91,314,050**	**$ 81,803,098**

County of Minburn No. 27

Quarterly Report - Investment Income

As At September 30, 2026

Financial Institution	Investment Fund	Maturity Date	Current Month Investment Amount	Int Rate/ Annum	2026 Interest Accrued	2026 Interest Received
ATB	Operating Acct	Monthly	$ 2,302,993.16	2.65%	$ -	$ 34,502.99
Total ATB Operating Cash:			**$ 2,302,993.16**		**$ -**	**$ 34,502.99**
ATB	Tax Recovery Y	Monthly	$ 3,338.35	2.95%	$ -	$ 72.76
ATB	Sale Proceeds HofM	Monthly	$ 68,118.49	2.85%	$ -	$ 1,434.99
ATB	Tax Recov Sec247	Monthly	$ 39,749.25	2.85%	$ -	$ 838.36
ATB	MUSH Savings	Monthly	$ 391,320.42	2.85%	$ -	$ 163,892.60
Total ATB NDC Investments:			**$ 502,526.51**		**$ -**	**$ 166,238.71**
ATB	GIC	Sep 22/26	$ -	4.76%	$ -	$ 190,530.41
ATB	GIC	Sep 22/27	$ 1,000,000.00	4.79%	$ 35,826.58	$ -
ATB	GIC	Jun 8/30	$ 1,000,000.00	4.00%	$ 29,917.81	$ -
ATB	GIC	Dec 8/30	$ 1,000,000.00	4.00%	$ 29,917.81	$ -
Total ATB GIC Investments:			**$ 3,000,000.00**		**$ 95,662.19**	**$ 190,530.41**
Total ATB Cash & Investments:			**$ 5,805,519.67**		**$ 95,662.19**	**$ 391,272.11**
NBC	GIC	Apr 4/26	$ -	4.01%	$ -	$ 22,369.75
NBC	GIC	May 4/26	$ -	3.85%	$ -	$ 21,562.27
NBC	GIC	Aug 2/26	$ -	4.70%	$ -	$ 26,974.98
NBC	GIC	Apr 4/27	$ 1,128,210.81	3.15%	$ 17,525.90	$ 34,453.36
NBC	GIC	May 4/27	$ 582,742.71	3.90%	$ 9,339.85	$ 21,873.88
NBC	GIC	Aug 2/27	$ 607,832.42	5.00%	$ 4,995.88	$ 28,944.40
NBC	GIC	Feb 28/28	$ 885,062.00	4.09%	$ 3,173.61	$ -
NBC	GIC	Mar 11/28	$ 1,110,905.95	2.40%	$ 14,901.36	$ 26,036.86
NBC	GIC	Apr 21/28	$ 1,037,700.00	3.77%	$ 29,260.58	$ -
NBC	GIC	Apr 21/29	$ 778,350.00	3.78%	$ 22,005.77	$ -
NBC	GIC	Oct 21/29	$ 778,575.00	3.81%	$ 22,186.83	$ -
Total NBC Investments:			**$ 6,909,378.89**		**$ 123,389.78**	**$ 182,215.50**
BMO	GIC	Jan 30/30	$ 1,036,600.00	3.66%	$ 25,258.39	$ 36,600.00
BMO	GIC	Dec 9/30	$ 1,500,000.00	3.85%	$ 43,193.84	$ -
Total BMO GIC Investments:			**$ 2,536,600.00**		**$ 68,452.23**	**$ 36,600.00**
ATB	Investments	Ongoing	$ 2,000,000.00			
ATB	Investments	Ongoing	$ 1,500,000.00			
ATB	Investments	Ongoing	$ 1,500,000.00			
			-$ 13,558.06			
Total ATB Wealth Investments:			**$ 4,986,441.94**			
Grand Totals at June 30/2026:			**$ 20,237,940.50**		**$ 287,504.20**	**$ 610,087.61**

~ 2026 INTEREST SUMMARY ~	
Total Interest Accrued at September 30/2026	$ 287,504.20
Total Interest Received at September 30/2026	$ 610,087.61
Less: Portion of 2026 Interest Related to Prior Years	-$ 226,797.03
Investment Interest as of September 30/2026 >>>>>>>>>>	**$ 670,794.78**
2026 Budgeted Total Interest	$ 620,000.00
% of Budget Received	108.19%
Investment Interest as of September 30/2025 >>>>>>>>>>	**$ 518,035.99**

Updated October 6, 2026

COUNTY OF MINBURN NO. 27

2026 Monthly Progress Report - At September 30, 2026

~Final ~

Decision Papers - Operating				
Project Name	**Budget**	**Spent**	**Comments**
Front Step Admin Building	$ 36,000		Project scoping included as part of larger Admin Bldg Rehab Project in 2027
Admin Bldg. Mechanical & Electrical Study	$ 52,500	$ 18,324	Project complete, report with cost estimates received and accepted. Project engineering and scoping to be completed by fall 2026
Financial ERP System Replacement	$ 200,000	$ 240,647	Base ERP system now "live", continuing improvements expected in latter half of 2026
Automated Development Permiting	$ 12,500	$ 12,500	Currently in testing phase.
Crossroads Economic Development Alliance	$ 48,172	$ 48,172	Town of Vegreville (managing partner) was successful in NRED grant in the amount of $200,000. County's contribution is $48,171.65. Tender awarded to OMR - work underway.
Crossroads Capacity Building Projects	$ 60,000	$ 60,000	Work complete
Communications Project/Dev. Package	$ 100,000	$ 100,000	Both projects complete
Cemetery Signage for 3 Cemeteries	$ 5,000	$ 5,880	Work complete

Decision Papers - Capital			
Project Name	**Budget**	**Spent**	**Comments**
Mannville Fire Hall Fencing	$ 65,000	$ 51,363	Project awarded to Southridge, pad is poured, site levelled, fence is up, dirt work completed
Innisfree Fire Training Storage Building	$ 84,900		Offer not accepted, on hold
New Fire Truck - Unit #910 Replacement	$ 275,000		Tender awarded to Fort Gary
New Rapid Response - Unit #915 Replace	$ 165,000	$ 147,284	Unit complete and in service
Mannville Fire Thermal Camera	$ 9,000	$ 6,725	Purchase completed
Fire Truck Air Lift Bags	$ 32,000		
Vegreville Fire Truck	$ 80,000	$ 80,000	Paid January 30, 2026.
Motor Scraper - Refurbishment	$ 679,951	$ 679,951	Completed and the machine Delivered to yard
Fleet Truck Replacement	$ 128,625	$ 124,650	All fleet trucks received and being put into service.
Minburn Sidewalk Rehabilitation	$ 22,667		Project moved to 2027 due to weather delays.
2026 CAT 160 Motor Graders (2)	$ 1,335,000	$ 1,335,000	Both graders delivered and put into service.
Fuel System Upgrade	$ 107,048		Project completed, waiting for final invoice.
Lavoy Hydrant Rehabilitation	$ 125,735	$ 39,500	Hydrant repairs and rehabilitation completed by Nikiforuks Construction
2026 Crushing Program - Coulter Pit	$ 3,000,000	$ 1,284,525	Paragon crushing is ongoing
Bridges (TCA BF1762)	$ 413,722	$ 19,038	Project approved with CORE Energy
Bridges (TCA BF1195)	$ 330,347		Project underway
Bridges (TCA BF72570)	$ 523,000	$ 58,243	Project underway
Bridges (MTCE 5qty)	$ 1,021,703	$ 19,806	Project underway.

Road Maintenance Activities	
Road Projects	**Comments**
Road Construction	Construcion ongoing in Div. 7. Remaining projects moved to 2027.
Gravel Haul Program	Completed
Oiling Projects	Oiling program completed, patching continues as needed.
Dust Controls	MG30 program completed.
Roadside Mowing	Mowing completed.
Roadside Brushing	Planning for a November 2026 start in the program

Warwick Hall
Box 196
Vegreville, AB
T9C 1R2

RECEIVED

SEP 18 2026

COUNTY OF MINBURN NO. 27

September 2, 2026

County of Minburn No. 27
Box 550
Vegreville, AB T9C 1R6

Dear Council Members,

On behalf of the 50+ families that belong to the Warwick Hall Association, and the many others in our County who make use of our facility, thank you for supporting our efforts with the MSI grant for 2026.

We just celebrate the 90th anniversary of the founding of the Hall and look forward to a busy fall agenda.

The $1,500.00 you allocated to our organization is a significant contribution to the operation and maintenance of our community hall and we appreciate it very much.

We will, as is our practice, acknowledge the grant in our annual Christmas newsletter.

Yours truly,

[redacted]

Derek Fox Secretary -Treasurer

Vegreville Elks Lodge #143

c/o William Smolak, Secretary

5701 – 43A Street, Vegreville, AB, T9C 1E3

October 07, 2026

Mr. Roger Konieczny
Reeve
County of Minburn
4909 - 50 Street
Vegreville, AB
T9C 1R1

Dear Reeve Mr. Roger Konieczny:

The members of the Vegreville Elks Lodge will be celebrating the 100th Anniversary of their Lodge, on Saturday, November 07, 2026. The celebration will start at 5:00 PM with a Meet and Greet and will be open to the public. You are cordially invited to attend this event. Please see the attached information for more details. Two tickets will be set aside for you and your escort or your designate and escort. Please confirm attendance to either Bro. Robert Bennett at 780 632 4717 or to Bro. George Childs at 780 632 6406, by October 28.

Any form of recognition from the County would be greatly appreciated.

You may forward any such recognition to the following address:

Vegreville Elks Lodge #143
c/o William Smolak, Secretary
5701 – 43 A Street
Vegreville, AB
T9C 1E3

Sincerely yours,

William Smolak, Secretary



Vegreville Elks Lodge # 143 is celebrating 100 years of Community Service 1926 to 2026

Join us on Saturday, November 7
at the Elks Hall
5506 - 50 Street
5:00 PM Meet and Greet
6:30 PM - Supper
8:00 PM Program & Presentations
9:00 PM Socializing
Tickets - $50/Person
For Tickets Contact:
Robert Bennett @ 780 632 4717
George Childs @ 780 632 6406
Deadline to purchase tickets - WEDNESDAY, OCTOBER 28, 2026

2026

CALL TO ACTION
TO THE GOVERNMENT OF ALBERTA

Dear Premier,

Albertans deserve safe and healthy communities where residents can rely on essential public safety, health, social, and justice systems. Provincial and municipal governments share responsibility for achieving these outcomes, and municipalities expect the Government of Alberta to be a transparent, accountable, and reliable partner in delivering them.

Municipalities are on the front lines of community safety, working closely with residents, businesses, and law enforcement partners every day. Despite this, municipalities have not been provided with a clear, transparent, and evidence-based plan outlining the full financial, operational, and public safety implications of establishing an Alberta Sheriffs Police Service (ASPS) or transitioning policing responsibilities away from the RCMP. No comprehensive feasibility study, detailed costing model, or long-term funding framework has been made available to inform municipal decision-making or public understanding.

At the same time, Alberta's existing policing and public safety systems are under increasing pressure. Challenges related to rural crime, mental health and addictions, and violent repeat offenders require immediate and sustained investment. Rather than diverting significant public funds towards the creation of a new police service, the Government of Alberta should prioritize strengthening and properly resourcing the systems already in place.

Policing reform must be guided by evidence, transparency, and public confidence. Decisions of this magnitude, affecting community safety, municipal budgets, and taxpayer dollars, must be made in partnership with municipalities and with the clear support of Albertans.

We, the undersigned, call on the Government of Alberta to:

- Cease further investment in and advancement of the Alberta Sheriffs Police Service as a replacement for RCMP municipal policing.
- Release a comprehensive, independent, and publicly available feasibility study, including full lifecycle costing, governance structures, and operational impacts of any proposed policing model changes.
- Seek explicit public support before proceeding with any plan to replace or significantly restructure policing in Alberta.
- Strengthen Alberta's existing policing model by:
  - Increasing RCMP officer levels and resources in communities, while ensuring sustainable and predictable funding; and
  - Invest in the Alberta Sheriffs' existing mandate as a complementary public safety service, including targeted enforcement, rural crime initiatives, and court security.
- Strengthen the justice system by addressing bail reform challenges and repeat violent offending; increasing the number of Crown prosecutors and Provincial Court judges; and ensuring timely access to justice.
- Expand integrated public safety approaches, including police and mental health crisis teams, addiction supports, and community-based crime prevention initiatives that address root causes of crime.

Audra Kropielnicki

From: Tanya Borchers EDEX <tanya.borchers@eips.ca>
Sent: October 13, 2026 9:46 AM
To: Audra Kropielnicki
Cc: Colleen Holowaychuk TRUS; Sandra Stoddard SUPT
Subject: Joint Meeting Request

You don't often get email from tanya.borchers@eips.ca. Learn why this is important

Dear County of Minburn Council and Senior Administration,

On behalf of Elk Island Public Schools' Board of Trustees and Superintendent, I would like to inquire about the opportunity to hold a joint dinner meeting between the County of Minburn Council and senior administration and our Board of Trustees and senior administration.

Elk Island Public Schools would be pleased to host the meeting, which would begin at approximately 5:30 p.m. We would like to propose the following dates for your consideration:

- January 28
- February 11

The meeting location is to be determined and would be within the Town of Vegreville.

Please let us know if either of these dates would be suitable for your Council and administration team. Once a date has been confirmed, we would be pleased to coordinate the meeting logistics.

I will also coordinate the development of a shared agenda for the meeting. To assist with planning, please share any topics or items your Council would like to discuss.

Thank you for your consideration. We look forward to the opportunity to meet and discuss matters of mutual interest.

Sincerely,

Tanya Borchers

Elk Island Public Schools

Tanya Borchers
Senior Executive Assistant
Education Executive
Elk Island Public Schools (EIPS)
P 780-417-8203
eips.ca

---This communication, including any attachments, is intended for the recipient(s) to whom it is addressed, and may contain confidential, personal, and/or privileged information. If you are not one of the intended recipients of this communication, please contact the sender immediately and do not copy,

distribute, or take action relying on it. Please delete or destroy this message, including any attachments. Thank you.

Sent: October 13, 2026 2:31 PM

Subject: FW: Follow-up: Fall 2026 Rural Municipalities of Alberta Convention

From: TEC Municipal Engagement <TEC.MunicipalEngagement@gov.ab.ca>
Sent: Tuesday, October 13, 2026 1:18 PM
Cc: Stuart Richardson <Stuart.Richardson@gov.ab.ca>; Niki Burkinshaw <Niki.Burkinshaw@gov.ab.ca>; TEC Municipal Engagement <TEC.MunicipalEngagement@gov.ab.ca>
Subject: Follow-up: Fall 2026 Rural Municipalities of Alberta Convention

You don't often get email from tec.municipalengagement@gov.ab.ca. Learn why this is important

Good afternoon,

Thank you for expressing your interest in a meeting with the Minister of Transportation and Economic Corridors at the Fall 2026 Rural Municipalities of Alberta Convention in Edmonton.

Unfortunately, Minister Dreeshen is unable to meet with your representatives during this convention. Alternatively, if you would like to discuss issues of mutual concern, please contact Stuart Richardson, Regional Director for your area (cc'd here).

Thank you,

Julia

Julia Werkman
Issues Coordinator
Assistant Deputy Minister's Office
Construction and Maintenance, Transportation and Economic Corridors
Government of Alberta
511 Alberta - Alberta's Official Road Reports
Go to 511.alberta.ca and follow @511Alberta

The Royal Canadian Legion

BRANCH No. 39 5037 - 52 AVE. VEGREVILLE, ALBERTA T9C 1M2
PHONE 780-632-3900

RECEIVED
OCT 14 2026
COUNTY OF MINBURN NO. 27

October 8, 2026

Roger Konieczny, Reeve
County of Minburn No. 27
Box 550
Vegreville, AB T9C 1R6

Dear Mr. Konieczny:

RE: Royal Canadian Legion Branch No. 39
Veterans' Appreciation Luncheon

On Friday, November 6, 2026 at 1:00 p.m. the Vegreville Branch of the Royal Canadian Legion is holding a Veterans' Appreciation Luncheon during Veterans' Week to honour those who have served our beloved Canada, at home and abroad, as well as those who are still active. We will have a number of WW II veterans, Cold War and Peacetime veterans, including the RCMP, surviving spouses and caregivers as our guests.

We wish to invite you to attend this luncheon and to deliver an address to the people in attendance. If you would be so kind as to reply by email or phone if you or a member of your staff can attend and deliver your message.

RSVP: By October 30, 2026 to 780-208-2300 (Branch) or 780-603-3763 (Service Officer), or lydom@telusplanet.net.

Yours very truly,

[redacted]

Diane Lydom
Service Officer

anm

COUNCIL MEETING ACTION ITEMS

Action List Item No.	Motion No.	Meeting Date	Description	Percentage Completed	Person Responsible	Date Completed	Notes
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	100%	Office of the CAO	10-Sep-26	The Village of Mannville and the County of Minburn met on September 10th to discuss. The Village of Mannville is reviewing legislative documents.
2590	2026-188	20-Jul-26	Wait with awarding successful bid on tax forfeiture property described as Lots 13-15, Blk 6, Plan 8103S, Ranfurly, pending decision by the province on existing caveat on title	100%	Jay	9-Sep-26	Province conditionally approved discharge on caveat, RFD approved by Council at September meeting.
2603	2026-211	17-Aug-26	Administration include rehabilitation costs for Vegreville Road in the proposed 2027 budget for Council consideration	50%	Norm		Assessment will be presented at 2027 budget discussions.
2604	2026-212	17-Aug-26	Administration proceed with the purchase of 3 CAT graders for a total cost of $1,950,000 excluding GST and include in the 2027 Capital budget, and upon delivery of the new graders sell Units 326, 335, 336	100%	Norm	13-Oct-26	Approval for the purchase sent to Finning and will be included in 2027 budget.
2607	2026-225	09-Sep-26	Administration provide a letter of support to Go East of Edmonton Regional Tourism Organization (RTO) for their Destination Marketing Organization (DMO) application through Alberta Ministry of Tourism and Sport	100%	Davin	11-Sep-26	Emailed letter to Go East of Edmonton.
2608	2026-226	09-Sep-26	Administration proceed with implementation of the 2026-2030 Strategic Plan	100%	Office of the CAO	8-Oct-26	Posted on website as well as RFD's and budget discussion templates updated.
2609	2026-227	09-Sep-26	Administration notify successful bidder of tax forfeiture property, Lots 13-15, Blk 6, Plan 8103S	25%	Jay		Tentative notification to bidder provided, awaiting legal advice before proceeding with formal offer to purchase.
2610	2026-229	09-Sep-26	Notify Special Areas Board of Council agreeing to support them with their advocacy efforts for passing lanes on Hwy 36 and approval of the signatory on the letter ot the Minister of Transportation and Economic Corridors	100%	Office of the CAO	5-Oct-26	Email sent to Ryley Girletz, Director of Municipal Services, Special Areas Board confirming our support for their advocacy.
2611	2026-234	09-Sep-26	Notify staff of Council's approval of a 3.0% COLA adjustment for employees effective January 1, 2027	100%	Office of the CAO	9-Sep-26	All staff were notified.
2612	2026-235	09-Sep-26	Notify occupants of Director 2 positions that County Council authorized their participation in the Alberta Public Executive Pension Plan subject to terms and conditions of the Plan and applicable legislation	100%	Office of the CAO	10-Sep-26	Director 2 positions were notified that they could enroll in APEX.