AGENDA

November 16, 2026 – County Council Meeting

10:00 a.m.

1. Call to Order

2. Changes to Agenda and Adoption of Agenda

3. Confirmation of Minutes

3.1 October 19, 2026 Organizational Meeting
3.2 October 19, 2026 County Council Meeting

4. Delegations

4.1 Lindsay Rypien, Site Administrator and Unit Manager
St. Josephs General Hospital - 10:00 a.m.
4.2 Teresa Makowecki re Battery Energy Storage System - 10:20 a.m.

5. Requests for Decision

5.1 Bylaw No. 1382-26 First Reading
5.2 ACP Program Application - Regional Residential Utility Master Plan/ Feasibility Study
5.3 Subdivision File #11-2026
5.4 NRED Application - Crossroads Regional Supply Chain Gap Analysis
5.5 Policy PDS 7007-01 Communications
5.6 Letter of Support - Go East RTO's Regional Tourism Corridor Support Initiative
5.7 North Saskatchewan Watershed Alliance Per Capita Funding Request
5.8 Boards and Committees - Regional Emergency Advisory Committee
5.9 Boards and Committees - Alberta Central East (ACE) Water Corporation
5.10 Boards and Committees - Vegreville Centennial Library Board
5.11 Boards and Committees - Vegreville Attraction and Retention Committee
5.12 Boards and Committees - Growing Futures Scholarship Committee
5.13 Boards and Committees - Vegreville Chamber of Commerce
5.14 Policy AD 1001-01-A Policy Development Standards

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 STARS Thank You
7.2 Mary Immaculate Care Centre Donation Request
7.3 VegMin Learning Society re County Representation
7.4 Mannville Multi 4H Club re Renewal of Calendar Ad

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

8.1 Action Item List

9. Closed Session

9.1 Vegreville Battery Energy Storage System
ATIA Section 29, Advice from officials

10. Open Session

11. Motions Arising out of the Closed Session

12. Adjournment

Organizational Meeting Minutes

October 19, 2026

Council Members Present:	Councillor Joey Nafziger, Division 1 Councillor Ray Nedzielski, Division 2 Councillor Roger Konieczny, Division 3 Councillor Allen McCutcheon, Division 4 Councillor Tara Kuzio, Division 5 Councillor Carl Ogrodnick, Division 6 Councillor Jerri Ziegler, Division 7
Administration Present:	Pat Podoborozny Chief Administrative Officer Audra Kropielnicki, Executive Coordinator

1 CALL TO ORDER

CAO Pat Podoborozny called the meeting to order at 9:02 a.m.

2 ADOPTION OF AGENDA

2026-236
Moved by: Councillor Nafziger
THAT the October 19, 2026, Organizational Meeting Agenda be adopted as amended with the addition to #5.2 to discontinue the appointment of a representative to the Vegreville Tourism Advisory Board.

Carried

3 NOMINATIONS/ELECTIONS

3.1 Review of Secret Ballot Process

Municipal Government Act – Section 185.1 (1) Secret Ballot

3.2 Nomination/Election of Reeve

CAO Pat Podoborozny called for nominations for the position of Reeve of the County of Minburn for a one-year period pursuant to Section 150(2) of *the Municipal Government Act* and Council Procedural Bylaw No. 1351-24.

Councillor Nafziger nominated Konieczny for the position of Reeve of the County of Minburn for a one-year period.

Councillor Konieczny accepted the nomination.

CAO Pat Podoborozny called for a second time for nominations for the position of Reeve for the County of Minburn for a one-year period.

Councillor Ziegler nominated Councillor Kuzio for the position of Reeve of the County of Minburn for a one-year period.

Councillor Kuzio declined the nomination.

CAO Pat Podoborozny called for a third time for nominations for the position of Reeve for the County of Minburn for a one-year period.

2026-237
Moved by: Councillor Ogrodnick
THAT Council cease further nominations for the position of Reeve of the County of Minburn for a one-year period

Carried

2026-238
Moved by: Councillor Kuzio
That Council appoint Councillor Konieczny as Reeve of the County of Minburn for a one-year period ending October 18, 2027.

Carried

3.3 Administration of Oath of Office of Reeve

3.4 Nomination/Election of Deputy Reeve

Reeve Konieczny called for nominations for the position of Deputy Reeve of the County of Minburn for a one-year period pursuant to Section 152(1) of the *Municipal Government Act* and Council Procedural Bylaw No. 1351-24.

Councillor Ziegler nominated Councillor Kuzio for the position of Deputy Reeve of the County of Minburn for a one-year period.

Councillor Kuzio accepted the nomination.

Reeve Konieczny called for a second time for nominations for the position of Deputy Reeve for the County of Minburn for a one-year period.

Reeve Konieczny called for a third time for nominations for the position of Deputy Reeve for the County of Minburn for a one-year period.

2026-239
Moved by: Councillor Ogrodnick
THAT Council cease further nominations for the position of Deputy Reeve of the County of Minburn for a one-year period.

Carried

2026-240
Moved by: Councillor Ziegler
THAT Council appoint Councillor Kuzio as the Deputy Reeve for the County of Minburn for a one-year period ending October 18, 2027.

Carried

3.5 Administration of Oath of Office to Deputy Reeve

3.6 Destroy Secret Ballots

4 Routine Resolutions

The County of Minburn makes routine resolutions and appointments pursuant to the *Municipal Government Act*, Sections 201(2), 204, 207, 270, 280(1), and 284(2) as well as *Agricultural Service Board Act*, Section 8(1).

2026-241
Moved by: Councillor Nedzielski
THAT the County of Minburn Administration building located at 4909-50 Street in Vegreville, Alberta be named as the municipal office for the County of Minburn.

Carried

2026-242
Moved by: Councillor Ogrodnick
THAT County Council designate Alberta Treasury Branch, Bank of Montreal, and the National Bank of Canada as the financial institutions for the County of Minburn.

Carried

2026-243
Moved by: Councillor Nafziger
THAT Municipal Assessment Services Group be appointed as the assessors for the County of Minburn for 2026/20276.

Carried

2026-244
Moved by: Councillor Ogrodnick
THAT Wilde Advisory Group of Vegreville be appointed as the auditors for the County of Minburn for 2026/2027.

Carried

2026-245
Moved by: Councillor McCutcheon
THAT Reynolds Mirth Richards and Farmer LLP of Edmonton, be appointed as legal counsel for the County of Minburn for 2026/2027.

Carried

2026-246
Moved by: Councillor Ziegler
THAT Quentin Bochar be appointed as the Agricultural Fieldman for the County of Minburn for 2026/2027.

Carried

5 Requests for Decision

5.1 2027 Meeting Schedule

2026-247
Moved by: Deputy Reeve Kuzio
THAT pursuant to Section 193(1) of the *Municipal Government Act*, the 2026 Meeting Schedule be approved, as presented at the October 18, 2027 Organizational Meeting.

Carried

5.2 2026/2027 Boards and Committee Appointments

2026-248
Moved by: Councillor Nedzielski
THAT the Internal Boards and Committee appointments be approved as presented, for a one-year term.

Carried

2026-249
Moved by: Councillor Nedzielski
THAT County Council discontinue the appointment of a County of Minburn representative to the Vegreville Tourism Advisory Board effective immediately.

Carried

2026-250
Moved by: Councillor Nafziger
THAT the External Boards and Committee appointments be approved as presented, for a one-year term.

Carried

2026-251
Moved by: Councillor Nafziger
THAT Reeve Konieczny be appointed as Chair of the Soil Conservation Appeal Board.

Carried

2026-252
Moved by: Councillor Ogrodnick
THAT Deputy Reeve Kuzio be appointed as Chair of the Wapasu Committee.

Carried

2026-253
Moved by: Councillor Nafziger
THAT the public-at-large appointments be approved as presented for a one-year term.

Carried

5.3 Annual Conferences, Conventions and Activities

2026-254
Moved by: Councillor Ziegler
THAT Council approve to amend Elected Officials Business Expense Policy CC 3013-03, Schedule "B" to include the Rural Health Professions Action Plan (RHPAP) Conference to the list of pre-approved conferences.

Carried

2026-255
Moved by: Councillor Ogrodnick
THAT Council approve two Councillors attend the Rural Health Professions Action Plan (RHPAP) Conference in 2028.

Carried

ADJOURNMENT

Reeve Konieczny declared the meeting adjourned at 9:24 a.m.

_____
Reeve

_____
Chief Administrative Officer

COUNCIL MEETING MINUTES
October 19, 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
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 9:33 a.m.

2. ADOPTION OF AGENDA

2026-256
Moved by: Councillor Ziegler
THAT the October 19, 2026 regular Council meeting agenda be adopted as presented.

Carried

3. CONFIRMATION OF MINUTES

3.1 September 9, 2026 County Council Meeting

2026-257
Moved by: Councillor Ziegler
THAT the September 9, 2026 regular Council meeting minutes be adopted as presented.

Carried

4. DELEGATIONS

5. REQUESTS FOR DECISION

5.1 Foreign Ownership Exemption Application from Cargill Limited

2026-258
Moved by: Councillor Ogrodnick
THAT County Council directs Administration to 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.

Carried

5.2 Subdivision File #10-2026

2026-259
Moved by: Councillor McCutcheon

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

Carried

5.3 Letter of Support - Alberta HUB Skyways Project

2026-260
Moved by: Deputy Reeve Kuzio
THAT County of Minburn Council provide 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.

Carried

5.4 Policy PDS 7006-02, Growing Futures Scholarship

2026-261
Moved by: Councillor Ogrodnick
THAT County Council move to approve updated Policy PDS 7006-02, Growing Futures Scholarship.

Carried

5.5 CALS Breakfast Club Funding Request

2026-262
Moved by: Deputy Reeve Kuzio
THAT County of Minburn Council approve a financial contribution of $1,550 to the Community Association for Lasting Success (CALS) in support of their Breakfast Club.

Carried

5.6 Viking Health Foundation Funding Request

2026-263
Moved by: Deputy Reeve Kuzio
THAT County 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.

Carried

5.7 Policy PS 8007-02, Fire Department Level of Service

2026-264
Moved by: Councillor Ogrodnick
THAT County Council approve Policy PS 8007-02 as presented.

Carried

5.8 Coyote Harvest Program

2026-265
Moved by: Councillor Nafziger
THAT County Council approve 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.

Carried

5.9 Lamont County Intermunicipal Collaboration Framework Agreement

2026-266
Moved by: Councillor Ziegler
THAT County Council approves the County of Minburn opt-out from the Intermunicipal Collaboration Framework Agreement between the County of Minburn No. 27 and Lamont County pursuant to Section 708.28(1.1) of the *Municipal Government Act*.

Carried

5.10 Bylaw 1381-26 to Amend Committees Bylaw No. 1329-22

2026-267
Moved by: Councillor Nafziger
THAT County Council give first reading to Bylaw No. 1381-26 that amends Committees Bylaw No. 1329-22.

Carried

2026-268
Moved by: Councillor Ogrodnick
THAT County Council give second reading to Bylaw No. 1381-26 that amends Committees Bylaw No. 1329-22.

Carried

2026-269
Moved by: Councillor Nedzielski
THAT County Council consider giving unanimous consent to going to third reading to Bylaw No. 1381-26 that amends Committees Bylaw No. 1329-22.

Carried

2026-270
Moved by: Councillor Ziegler
THAT County Council give third reading to Bylaw No. 1381-26 that amends Committees Bylaw No. 1329-22.

Carried

5.11 Public Participation Policy CC 3008-02

2026-271
Moved by: Councillor McCutcheon
THAT County Council adopt the Public Participation Policy CC 3008-02 as presented.

Carried

5.12 Whistleblower Policy AD 1036-01

2026-272
Moved by: Councillor Nafziger
THAT County Council approve Whistleblower Policy AD 1036-01 as presented.

Carried

2026-273
Moved by: Councillor Ogrodnick
TAKE NOTICE that at the next Regular Council Meeting, I intend to introduce the following motion:

THAT Whistleblower Policy AD 1036-01 be brought forward for Council's review and consideration of potential amendments.

Motion defeated

2026-274
Moved by: Councillor Ogrodnick
THAT County Council rescind Resolution #2026-273.

Carried

5.13 Assessment Services Request for Proposals - Contract Award

2026-275
Moved by: Councillor Nedzielski
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.

Carried

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

2026-276
Moved by: Councillor Ziegler
THAT Council accept the reports as presented.

Carried

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 Veteran's Appreciation Luncheon

2026-277
Moved by: Councillor Ogrodnick
THAT County Council agree to a joint meeting with Elk Island Public Schools on January 28, 2027, or February 11, 2027.

Carried

2026-278
Moved by: Councillor Nafziger
THAT Council accept the correspondence as information.

Carried

8. COUNCILLOR REQUESTS (Information Requests and Notices of Motion)

8.1 Action Item List

2026-279
Moved by: Deputy Reeve Kuzio
THAT Council accept the Action Item List as information.

Carried

8.2 Notice of Motion
Councillor Ogrodnick - Whistleblower Policy

Reeve Konieczny recessed the meeting at 10:55 a.m.

Mike Fundytus and Audra Kropielnicki left the meeting at 10:55 a.m.

Reeve Konieczny reconvened the meeting at 11:07 a.m.

9. CLOSED SESSION

2026-280
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 29, Advice from officials, at 11:08 a.m.

Carried

9.1 2027 Capital Equipment
ATIA Section 29, Advice from officials

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

Norm De Wet left the meeting at 11:10 a.m.

9.2 Notice of Sale of Public Lands
ATIA Section 29, Advice from officials

Name	Reason/Purpose
Pat Podoborozny	Strategic Leader of the Organization
Davin Gegolick	Strategic Leader of the Organization

Davin Gegolick left the meeting at 11:26 a.m.

10. OPEN SESSION

2026-281
Moved by: Councillor Nafziger
THAT County Council move to revert to Open Session at 11:27 a.m.
Carried

11. MOTIONS ARISING OUT OF THE CLOSED SESSION

11.1 2027 Capital Equipment

2026-282
Moved by: Councillor Nafziger
THAT County Council rescind Resolution No. 2026-212.
Carried

2026-283
Moved by: Councillor Nafziger
THAT County Council approves the purchase of one Cat 160NG trial grader for $580,000.00 and two new Cat 160 graders for $650,000.00 each, for a total purchase price of $1,880,000.00, excluding GST, as part of the 2027 Capital Budget;
Carried

2026-284
Moved by: Deputy Reeve Kuzio
THAT County Council approve Units 326, 335, and 336 be sold by tender following delivery of the replacement graders.
Carried

11.2 Notice of Sale of Public Lands

2026-285
Moved by: Councillor Nafziger
THAT County Council accept the bid of $4,000 for tax forfeiture property described as Lot 9, Block 4, Plan 6100R in Minburn.
Carried

2026-286
Moved by: Councillor Nedzielski
THAT County Council authorize the Chief Administrative Officer to negotiate and approve the sale of Lot 22, Block 4, Plan 949Q, Lavoy, at a sale price of not less than $3,500.
Carried

12. Adjournment

Reeve Konieczny declared the meeting adjourned at 11:30 a.m.

_____
Reeve

_____
Chief Administrative Officer

Council Request for Decision (RFD)

Title: Bylaw No. 1382-26 to Amend Land Use Bylaw #1348.24

Meeting Date: 11/16/2026 **Department:** Planning & Community Services

Recommendation:

THAT County of Minburn Council approves First Reading to Land Use Bylaw Amending Bylaw No. 1382-26.

Background: ☑ See Appendix

The County's current Land Use Bylaw does not specifically contemplate utility-scale battery energy storage facilities. A developer has proposed a Battery Energy Storage System (BESS) project within the County of Minburn. Administration has requested that the developer submit a Land Use Bylaw amendment application to establish an appropriate planning framework for BESS facilities in order for future development permit applications to be considered.

Legislative Guidance ☑ Provincial ☑ Municipal ☐ None

Details: The Alberta Energy Regulator and Alberta Electrical Systems Operator has jurisdiction on grid connection and utility approvals for BESS facilities. Alberta Historical Resources and Alberta Environment and Protected areas provides additional approvals. The municipality's role relates to local land use and planning matters which is guided through provisions in the Land Use Bylaw.

Strategic Priorities: Agriculture, Economy and Growth

Goals: Up-to-date statutory planning documents that support responsible, sustainable development.

Previous Council Direction:

The Last Land Use Bylaw amendment was September 2025.

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

BESS facilities can provide significant municipal tax revenues over their lifetime.

Communication and Engagement: Involve

The applicant has engaged with affected landowners, met with County Council and County administration, and hosted a public open house to ensure concerns are understood.

Implementation Timeline:

Following First Reading, a public hearing will be scheduled in December prior to Second Reading.

Attachments: Land Use Bylaw Amendment Application, Draft Bylaw #1382-26

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

COUNTY OF MINBURN NO. 27

LAND USE BYLAW AMENDMENT APPLICATION FORM

4909-50 Street, Vegreville, AB T9C 1R6 Phone: 780-632-2082
Planning@minburncounty.ab.ca

I/We hereby make application to amend the Land Use Bylaw # 1348-24

Applicant(s): Name: David Whitehead
Telephone No.: [redacted]
Address: [redacted]

Owner(s) of Land: Name: n/a
Telephone No.: n/a
Address: n/a

Land Description: ¼ n/a Sec: _____ Twp: _____ Rge: _____ W4M
Lot: _____ Block: _____ Plan: _____

Current Land Use District: n/a

Amendment Proposed (or attach separate documentation):

Please see attached proposed amendment introducing a Provision for Battery Energy Storage Systems.

Reasons in Support of Application for Amendment (or attach separate documentation):

The current Land Use Bylaw does not currently contain a provision for the development, construction and operation of Battery Energy Storage Systems in the County of Minburn.

Given the benefits of BESS projects, including municipal tax revenues, local job creation and low impacts to residences, AltaCore requests the addition to allow for the County of Minburn to be in a position to review and issue Development Permits for new BESS projects. By implementing a robust set of standards for BESS projects, residents can be assured that development is undertaken in a consistent and considered manner.

I/We enclose the $500.00 (plus GST) application fee, along with supporting information and/or documentation to the satisfaction of the County. Once the application is deemed to be complete, a letter advising so will be sent to the applicant.

Applicant Signature(s): [redacted] _____

Owner Signature(s): _____ _____

RECEIVED
November 13, 2026

ALTACORE ENERGY STORAGE

AltaCore proposes the following conditions for the new Battery Energy Storage System Provision, a Discretionary Use for Agricultural and General Industrial districts ;

- Battery Energy Storage Systems shall be defined as one or more devices, assembled together, capable of storing and discharging electricity primarily intended to supply electricity to a facility or to the electrical grid. This includes, but is not limited to, the following; battery cells; thermal, battery and energy management system components; and accessory equipment, buildings and structures.
- A Development Permit will be required for all Battery Energy Storage Systems that are intended to store and discharge electricity which is to be sold and transmitted into an electrical distribution system, transmission system or facility for commercial sale.
- The applicant shall notify all residences and landowners within 1500m of the Project boundary.
- The applicant shall be responsible for obtaining the necessary approvals from the Alberta Utilities Commission including Rule 007: Facility Applications and Rule 012: Noise Control , and provide copies of the approval documents as part of the development application.
- The applicant shall be responsible to obtain the necessary inspections and commercial approvals from an authorized inspection agency under the National Building Code - Alberta Edition as required for any of the equipment or infrastructure associated with a Battery Energy Storage System.
- All equipment and infrastructure associated with Battery Energy Storage System must comply with those setbacks specified in the Land Use District in which the Battery Energy Storage System is located.
- When Battery Energy Storage System is decommissioned, the project owner will be required to return the BESS facility location to the same land capability and quality as it was prior to the installation of any of the BESS equipment. As part of the development application process, the Development Authority will ask the applicant to submit a detailed decommissioning plan to support the development application.
- A Development Permit application may require, as a condition of approval, that the developer of a Battery Energy Storage System enter into a development agreement between the County and the developer.

2100 Livingston Place, 222 3 Ave SW,
Calgary, AB T2P 0B4

altacoreenergy.com

COUNTY OF MINBURN NO. 27

BYLAW NO. 1382-26

A BYLAW OF THE COUNCIL OF THE COUNTY OF MINBURN NO. 27, VEGREVILLE, IN THE PROVINCE OF ALBERTA TO AMEND LAND USE BYLAW NO. 1348-24.

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 December 19, 2016 adopted the County of Minburn No. 27 Land Use Bylaw No. 1254-16.

AND WHEREAS an application has been made to amend the County of Minburn No. 27 Land Use Bylaw to introduce provisions for Battery Energy Storage Systems.

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

1. That Section 1.4 (Land Use Classifications) be amended by adding the following definition:

Battery Energy Storage System: means one or more devices, assembled together, capable of storing and discharging electricity primarily intended to supply electricity to a facility or to the electrical grid. This includes, but is not limited to, battery cells; thermal, battery and energy management system components; and accessory equipment, buildings and structures.

2. That Part 06: Special Use Provisions be amended by adding the following:

6.23 Battery Energy Storage Systems

6.23.1 A Development Permit shall be required for a Battery Energy Storage Systems that are intended to store and discharge electricity which is to be sold and transmitted into an electrical distribution system or transmission system for commercial sale.

6.23.2 The applicant shall notify all landowners within 1.5 km (0.93 mi) of the proposed Battery Energy Storage System project boundary prior to submission of the development application.

6.23.3 The applicant shall be responsible for obtaining the necessary approvals from the Alberta Utilities Commission including Rule 007: Facility Applications and Rule 012: Noise Control, and provide copies of the approval documents as part of the development application.

6.23.4 That the applicant shall be responsible to obtain the necessary inspections and commercial approvals from an authorized inspection agency under the National Building Code – Alberta Edition as required for any of the equipment or infrastructure associated with a Battery Energy Storage System.

6.23.5 All equipment and infrastructure associated with a Battery Energy Storage System must comply with those setbacks specified in the Land Use District in which the Battery Energy Storage system is located.

6.23.6 When a Battery Energy Storage System is decommissioned, the project owner will be required to return the Battery Energy Storage System facility location to the same land capability and quality as it was prior to the installation of any of the Battery Energy Storage System equipment. As part of the

development application process, the Development Authority will ask the applicant to submit a detailed decommissioning plan to support the development application.

6.23.7 A development permit application may require, as a condition of approval, that the developer of a Battery Energy Storage System enter into a development agreement between the County and the developer.

3. SEVERABILITY

If any Section or parts of this bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such Section or parts shall be deemed to be severable and all other Sections or parts of this bylaw shall be deemed to be separate and independent there from and to be enacted as such.

4. Bylaw No. 1382-26 comes into force on the date of the third and final reading and passed in Council with unanimous consent of the members present the ___ day of _____ 202_.

FIRST READING ……..…November 16, 2026

PUBLIC HEARING …...…held on the 14th day of December, 2026

SECOND READING……_____

THIRD READING ……_____

_____
Reeve

_____
Chief Administrative Officer

Council Request for Decision (RFD)

Title: ACP Program Application - Regional Residential Utility Master Plan/Feasibility Study

Meeting Date: 11/16/2026 **Department:** Planning & Community Services

Recommendation:

THAT County of Minburn Council approves to participate in an application under the Alberta Community Partnership (ACP) Program to conduct a Regional Residential Utility Master Plan/Feasibility Study, with the Village of Mannville acting as the managing partner.

Background: ☑ See Appendix

The Village of Mannville, in partnership with the County of Minburn, previously applied for Alberta Community Partnership (ACP) funding to complete a Regional Water, Wastewater and Stormwater Master Plan. Although the application was unsuccessful, the Village is seeking support for a new grant application as the managing partner to help fund the study.

Legislative Guidance ☐ Provincial ☑ Municipal ☐ None

Details: Bylaw #1240-15 - County-Village IDP Map 7 identifies this area as a future residential joint planning area.
Bylaw #1307-20 - County-Village ICF.

Strategic Priorities: Core Services and Infrastructure

Goals: Regional partnerships that improve infrastructure, service delivery, and address shared challenges.

Previous Council Direction:

Council passed a resolution on December 15, 2025, supporting the Village's ACP application to support a regional residential utility master plan/feasibility study.

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

If successful, the ACP grant would cover 90% of the project costs ($90,000). The Village would cover the required 10% municipal contribution ($10,000)

Communication and Engagement: Collaborate

The partnership with the Village would involve collaboration on the project.

Implementation Timeline:

The Village submitted their application prior to the October 1, 2026 deadline. If successful, project would start in 2027.

Attachments: Request for Support letter, IDP Map 7, Council Resolution

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

VILLAGE OF MANNVILLE

5127 – 50th Street
Box 180
Mannville, Alberta T0B 2W0

Phone: 780-763-3500
Fax: 780-763-3643
info@mannville.com
www.mannville.com

September 29, 2026

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

Re: Request for Support – Alberta Community Partnership Grant Application for a Regional Water, Wastewater and Stormwater Master Plan

Dear Reeve and Council:

The Village of Mannville is seeking the County of Minburn's support for an application to the Alberta Community Partnership (ACP) Grant Program to develop a Regional Water, Wastewater and Stormwater Master Plan.

The Village and County have a longstanding history of collaboration and shared municipal service delivery, including water and wastewater management, regional land use, emergency management, transportation, waste management, and recreation. Building on this partnership, the proposed Master Plan will provide a coordinated approach to the assessment, planning, and future management of essential water, wastewater, and stormwater infrastructure.

Much of the existing infrastructure is approaching the end of its design life, and the partnership currently lacks comprehensive condition and capacity assessment information. The proposed project will address this gap through data collection, technical modelling, infrastructure and operational analysis, identification of current and future capacity requirements, and development of cost-effective infrastructure strategies.

The Master Plan will identify infrastructure priorities, future servicing requirements, and phased improvements, and will inform updated 10-year capital plans and asset management strategies. It will also support future residential and economic growth, including planning for a proposed residential subdivision, while aligning with the objectives of the Intermunicipal Collaboration Framework (ICF).

The Village respectfully requests that the County of Minburn provide a letter of support for the ACP grant application and confirm its participation in this regional initiative.

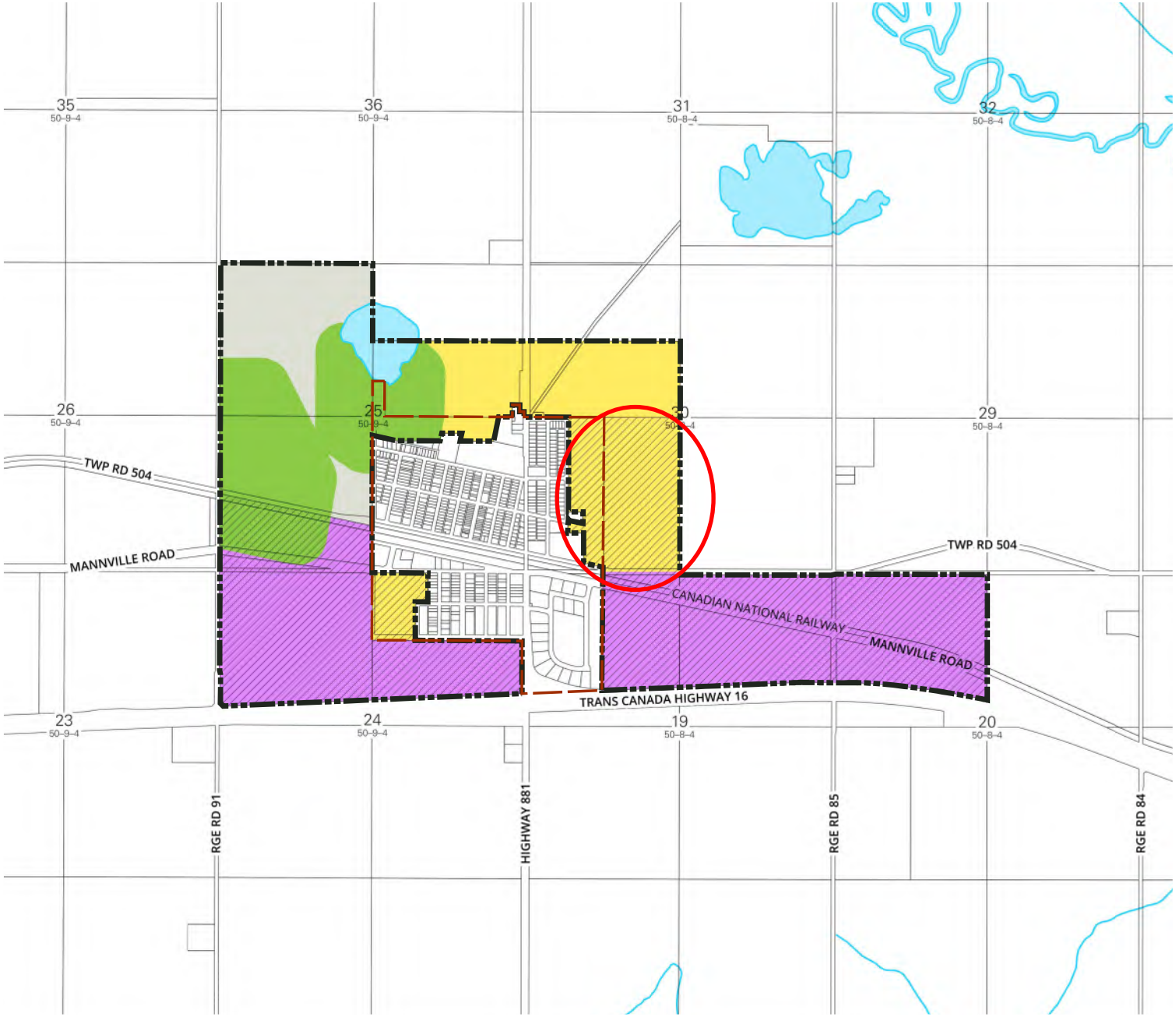
This project represents an important opportunity for both municipalities to proactively plan for reliable, sustainable core services and ensure the region is well positioned for future growth and investment.

Thank you for your continued partnership and consideration of this request.

Sincerely,

[redacted]

Reid Roland
Mayor
Village of Mannville



COUNTY OF MINBURN / VILLAGE OF MANNVILLE

INTERMUNICIPAL DEVELOPMENT PLAN

Map 7

Future Land Use & Joint Planning Areas

Legend

- IDP Boundary
- Village of Mannville Boundary
- Agricultural
- Future Residential
- Future Industrial/Commercial
- Future Parks & Recreation
- Joint Planning Areas

N

1:20,000

0 200 400 m

redwillow planning

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

COUNCIL RESOLUTION

Alberta Community Partnership (ACP) Program Application
Regional Residential Utility Master Plan/
Feasibility Study

BE IT RESOLVED THAT the County of Minburn No. 27 in partnership with the Village of Mannville participates in the application of the ACP Program: Intermunicipal Collaboration Component to conduct a Regional Residential Utility Master Plan/Feasibility Study.

Further, that the County of Minburn No. 27 act as a partner in this grant application with the Village of Mannville acting as the managing partner.

Carried.

_____

Roger Konieczny, Reeve

_____

Pat Podoborozny, CAO

Approved this 16th day of November 2026.

Council Request for Decision (RFD)

Title: Subdivision File #11-2026

Meeting Date: 11/16/2026 **Department:** Planning & Community Services

Recommendation:

THAT County Council moves to conditionally approve subdivision file #11-2026 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 #11-2026

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

SUBDIVISION AUTHORITY
OFFICER REPORT
File#11-2026

File Number:	11-2026
Legal:	SW 6-54-15-W4M
Owner(s):	Fred and Adeline Uskiw
Applicant:	Krawchuk Land Surveys Ltd.
Date Application Deemed Complete:	September 30, 2026
Decision Due Date:	November 29, 2026
Existing Use:	Agricultural
Proposed Use:	Rural Residential
Gross Area:	62.93 Ha (155.62 ac)
Proposed Area:	Lot 1, Block 1 – 2.84 Ha (7.02 ac)
Zoning:	A: Agricultural District
Division:	7

B. DESCRIPTION OF PROPOSAL:

The subject property is located on SW 6-54-15-W4M in Division 7 approximately 10 km west of Warwick on Twp Rd 540 and Rge Rd 160. The applicant proposes to separate the existing yard site from the quarter. Proposed Lot 1 is 2.84 Ha (7.02 ac) and contains the dwelling, garage, three outbuildings, and a dugout. The remnant parcel is predominantly productive farmland with treed stands on the west property boundary. The Sich-Kolomea cemetery (3.5 ac) is located near the northwest corner of the quarter.

Road widening has been dedicated along the majority of Twp Rd 540, apart from approximately 112 m adjacent to the existing dwelling located in the southwest corner of the quarter section. No road widening has been dedicated along the frontage of Rge Rd 160, which serves as the boundary road between the County of Minburn and Lamont County. There are 2 existing approaches off Twp Rd 540, each providing legal access to both proposed Lot 1 and the remnant farmland.

C. NOTIFICATION:

Adjacent property owners and agencies were notified on October 1, 2026 – no concerns.

D. COMPLIANCE:

The 'Shop' as indicated on the Tentative Plan of Subdivision appears to have been developed sometime between 2003 and 2008 without development permit approval. The proposed subdivision complies with the Matters Related to Subdivision and Development Regulation

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 prior to endorsement of the registerable instrument, the applicant/owner shall apply for a development permit for the unpermitted buildings as indicated in the attached Schedule "A".

3. 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.

4. That all outstanding property taxes (including the current year's taxes in full) are to be paid pursuant to Section 654 of the Municipal Government Act, 2000 as amended.

Information Items (these are not conditions of approval):

1. That a development permit application is required for any proposed future development of the subject lot (ie. Addition, change in use, Accessory Building, etc.). Please contact the County of Minburn Planning department at planning@minburncounty.ab.ca for further information.

2. That the necessary Safety Code Permits, which include building, plumbing, electrical, gas and private sewage permits would be required prior to any and all new construction, alteration, or change in use or occupancy of a building on-site. Please contact the Inspections Group for further information on Safety Code Permit requirements.

3. That registration of the proposed subdivision at the Land Titles office may result in a change in the assessment of proposed Lot 1, Block 1. Please contact Municipal Assessment Services at 780-939-3310 with regards to any questions about assessment.

4. The proposed subdivision may be affected by a permanent, naturally occurring body of water or watercourse. The Province has an interest in the Crown ownership of Provincial waterbodies/or Public Land boundaries in Alberta. **Development or water diversion may not occur in waterbodies including wetlands, watercourses, or Public Lands without prior consultation and approval from Alberta Environment and Protected Areas.** If you have any questions about development on or near water bodies, watercourses, or public land please contact Alberta Environment and Protected Areas prior to undertaking any activity (including construction of a private driveway) within or near the lake/wetland.

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

G. ATTACHMENTS:

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

Prepared by Davin Gegolick on October 26, 2026

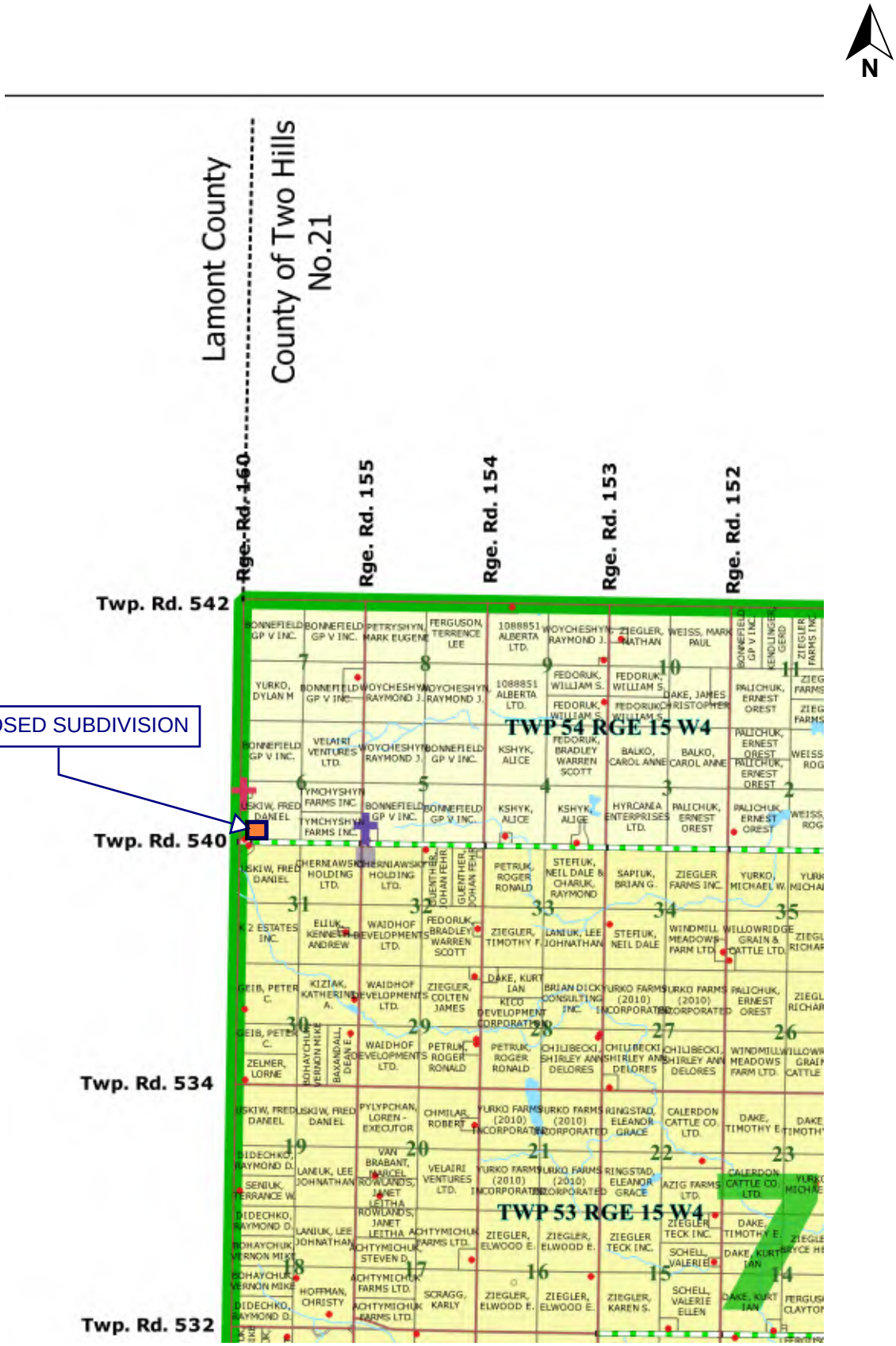
Schedule "A" - Unpermitted 'Shop'



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

COUNTY OF MINBURN

Location Plan



TENTATIVE PLAN

SHOWING PROPOSED SUBDIVISION WITHIN
S.W. SEC.6 TWP.54 RGE.15 W.4 M.
COUNTY OF MINBURN NO. 27



Notes:

- **No preliminary survey conducted**, dimensions and areas are more or less and **subject to change.**
- Distances are in metres and decimals thereof.
- Aerial imagery: © County of Minburn webmap
- Location of low/wet areas derived from aerial imagery dated 2023

Table of Offsets:

Pumpout to Boundaries:	
N ~	91
E ~	113
S ~	80
W ~	55
Pumpout to:	
House ~	50
Well ~	69

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

Legend:
- Low/Wet area
- Subject parcel boundaries

Abbreviations:

ac.	acre
E.	East
ha.	hectare
M.	meridian
N.	North
R/W	right of way
S.	South
Sec.	section
Twp	township
RD	road
Rge.	range
W.	West

Scale 1:5000 (0 10 25 50 100)

Date issued: Sep. 30, 2026
File: 26-01-0091 Rev 0

TENTATIVE PLAN

SHOWING PROPOSED SUBDIVISION WITHIN
S.W. 1/4 SEC.6 TWP.54 RGE.15 W.4 M.
COUNTY OF MINBURN NO. 27



Notes:

- **No preliminary survey conducted**, dimensions and areas are more or less and **subject to change.**
- Distances are in metres and decimals thereof.
- Aerial imagery: © County of Minburn webmap
- Location of low/wet areas derived from aerial imagery dated 2023

Table of Offsets:

Pumpout to Boundaries:	
N ~	91
E ~	113
S ~	80
W ~	55
Pumpout to:	
House ~	50
Well ~	69

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Legend:

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

Abbreviations:

ac.	acre
E.	East
ha.	hectare
M.	meridian
N.	North
R/W	right of way
S.	South
Sec.	section
Twp	township
RD	road
Rge.	range
W.	West

Scale 1:2000

0 10 20 30 40 50

Date issued: Sep. 30, 2026

File: 26-01-0091 Rev 0

October 20, 2026 **SW 6-54-15-W4M** **Photos by Davin Gegolick**

Drone photo of proposed Lot 1, facing north. Proposed Lot 1 contains the existing dwelling, outbuildings, trees/grass area, and dugout. Access to proposed Lot 1 is via the existing approach off Twp Rd 540. The proposed remnant parcel contains trees/pasture immediately to the north of proposed Lot 1, Sich Kolomea cemetery, and productive farmland which is generally flat. The location of the dwelling is on higher land than the remainder of the parcel.



Facing east: a second approach off Twp Rd 540 providing access to the proposed remnant parcel



Facing south: property across Twp Rd 540 to the south is another rural residential subdivision. Rge Rd 160 (boundary road) runs north-south along the west boundary of the quarter. Circled shop appears to have been developed sometime between 2003 and 2008 without development permit approval.



2 existing water wells within proposed Lot 1. Dwelling and garage can be seen in the background along with unpermitted shop to the right.



Unpermitted 44’ x 60’ shop which appears to have replaced a previous building when comparing aerial photos.



Septic pumpout located north of the dwelling in the trees. Dwelling can be seen in the background.



Inspection Summary:

- Topography – Flat near the dwelling on higher ground, sloping down to the north and east
- Soil characteristics – loam
- Nature of vegetation and water – tree stands, pasture, dugout.
- Private Sewage – confirmed by the existing septic pump out
- Water supply – confirmed existing water wells
- Use of land in the vicinity – agricultural, rural residential, Ukrainian Orthodox Cemetery (Sich Kolomea), Lamont County on west side of Rge Rd 160 – no compatibility issues.

Council Request for Decision (RFD)

Title: NRED Application - Crossroads Regional Supply Chain Gap Analysis

Meeting Date: 11/16/2026 **Department:** Planning & Community Services

Recommendation:

THAT the County of Minburn in partnership with the Village of Innisfree, Village of Mannville, and Town of Vegreville participate in the application of the 2026-2026 Northern and Regional Economic Development (NRED) Program grant for the project titled: "Crossroads Regional Supply Chain Gap Analysis" with the County of Minburn acting as the managing partner.

Background: ☐ See Appendix

Crossroads Economic Development Alliance will collaborate on a two-year business retention expansion (BRE) initiative to understand the strengths and weaknesses (gaps) in regional supply chains and develop recommendations in order help retain and attract retail, commercial, and industrial development. The project will deliver a comprehensive commercial and industrial gap analysis identifying market leakage, investment opportunities, expansion opportunities, trade-area demand, and land-use recommendations to further business attraction, retention, and expansion in the Crossroads region.

Legislative Guidance ☑ Provincial ☑ Municipal ☐ None

Details: Section 3 of the MGA - municipalities are responsible for fostering the economic, social, and environmental well-being of their communities. The County's Economic Development Strategy identified participation in a regional economic development alliance.

Strategic Priorities: Core Services and Infrastructure

Goals: Regional partnerships that improve infrastructure, service delivery, and address shared challenges.

Previous Council Direction:

Council has supported the Crossroads Economic Development Alliance since its inception. The County served as managing partner for a successful NRED application in 2023 and an unsuccessful application in 2024. In 2025, the Town of Vegreville acted as managing partner, with the County and Villages participating as partners, and the application was approved for NRED funding.

Financial Implications:

☐ Capital ☑ Operations ☐ Other

Details:

If approved, the grant would cover 50% of eligible project costs, with the balance funded through budgeted contributions from the Crossroads partnership ($100,000).

Communication and Engagement: Collaborate

Crossroads is a partnership with the Villages of Innisfree and Mannville, Town of Vegreville, and supported by Alberta HUB

Implementation Timeline:

Applications must be submitted by November 19, 2026. Subject to funding approval, the project is expected to commence in spring 2027 and complete at the end of 2028.

Attachments: NRED Program Application Resolution, Letter of Support

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

COUNTY OF MINBURN

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COUNCIL RESOLUTION

Northern and Regional Economic Development (NRED) Program Application Crossroads Regional Supply Chain Gap Analysis

BE IT RESOLVED THAT the County of Minburn No. 27 in partnership with the Village of Innisfree, Village of Mannville, and the Town of Vegreville participates in the application of the 2026-2027 Northern and Regional Economic Development (NRED) Program for the Project Titled: 'Crossroads Regional Supply Chain Gap Analysis'.

Further, that the County of Minburn No. 27 has allocated matching funds towards the project; and

Further, that the County of Minburn No. 27 act as the managing partner; and

Further, that the County of Minburn No. 27 agrees to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.

Carried.

_____

Roger Konieczny, Reeve

_____

Pat Podoborozny, CAO

Approved this 16th day of November 2026.

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

November 16, 2026

Northern and Regional Economic Development (NRED) Program
Government of Alberta

To Whom It May Concern:

Re: Letter of Support for the NRED Application for Crossroads Regional Supply Chain Gap Analysis

As Reeve of the County of Minburn No. 27, I am pleased to provide this letter of support for the Crossroads Regional Supply Chain Gap Analysis and the associated application to the Northern and Regional Economic Development (NRED) Program.

The County of Minburn is proud to serve as the managing partner for this regional initiative, working collaborative with the Town of Vegreville, Village of Mannville, and Village of Innisfree. Together, our municipalities have committed $100,000 toward the project, allocated as follows:

- County of Minburn No. 27 ($48,664.19)
- Town of Vegreville ($33,548.76)
- Village of Mannville ($11,583.97)
- Village of Innisfree ($6,203.08)

This two-year Business Retention and Expansion (BRE) initiative is a critical next step in strengthening the economic future of the Crossroads region. Building upon the work completed through the Crossroads Regional Investment Readiness Project, this initiative will deliver a comprehensive commercial and industrial gap analysis to identify market leakage, supply chain opportunities, business expansion potential, investment attraction targets, trade-area demand, and land-use recommendations.

For the County of Minburn, this project is important because it will provide the market intelligence and data necessary to make informed economic development decisions and support sustainable long-term growth. As a rural municipality, we recognize that economic success increasingly depends on collaboration across municipal boundaries and a clear understanding of regional opportunities. This analysis will help identify sectors where local demand is currently being met outside of our region, uncover opportunities for local business growth and entrepreneurship, and provide actionable strategies to attract new commercial and industrial investment.

The project's Economic and Market Environmental Scan, Trade-Area and Market Analysis, BRE Program, and Gap and Growth Opportunity Analysis will equip municipalities, economic development organizations, and local businesses with the information needed to support business retention and expansion efforts while positioning the region to attract new employers and investment. By identifying priority opportunities and market gaps, the project will help create conditions for economic diversification, increased assessment growth, and long-term employment opportunities throughout the region.

On behalf of County Council, I am pleased to confirm the County of Minburn's support for this initiative and out financial commitment of $48,664.19 toward the project. We believe the Crossroads Regional Supply Chain Gap Analysis aligns strongly with provincial objectives related to regional collaboration, investment readiness, economic diversification, and rural economic development.

Thank you for your consideration of this application. We respectfully request your support of this important regional initiative

Sincerely,

Roger Konieczny
Reeve

Council Request for Decision (RFD)

Title: Policy PDS 7007-01 Communications

Meeting Date: 11/16/2026 **Department:** Planning & Community Services

Recommendation:

THAT County Council moves to repeal Policy AD 1012-01, Communications.
THAT County Council moves to repeal Policy AD 1013-01, Social Media.
THAT County Council moves to approve Policy PDS 7007-01, Communications, which consolidates and modernizes the County of Minburn's communications and social media governance framework.

Background: ☐ See Appendix

As discussed at the November 12 COW, this policy update supports the transfer of social media and communications oversight to the Community Services portfolio while modernizing the County's policy framework. Existing Policies AD 1012-01 and AD 1013-01 are being consolidated into a single policy, PDS 7007-01, which also incorporates provisions related to Alberta's Protection of Privacy Act and Artificial Intelligence. The new policy establishes high-level principles, responsibilities, and governance expectations, with operational requirements and day-to-day guidance addressed through supporting procedures and resources, including the Social Media Toolkit and Social Media Terms of Use. This approach provides greater clarity, consistency, and flexibility while supporting appropriate privacy protection in County communications.

Legislative Guidance ☑ Provincial ☑ Municipal ☐ None

Details: Protection of Privacy Act. Municipal Policy review every 5 years.

Strategic Priorities: Community Leadership

Goals: Transparent, timely communication about services, decisions, and financial stewardship. Accessible ways for residents of all ages to engage, participate, and stay informed.

Previous Council Direction:

Council approved Policies AD 1012-01 Communications and AD 1013-01 Social Media on December 17, 2018. Recommendation to repeal Policies AD 1012-01 and AD 1013-01 and the adoption of Policy PDS 7001-01 at the November 12, 2026 COW.

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

No costs associated with this Policy update.

Communication and Engagement: Inform

Policy will be updated on the County website.

Implementation Timeline:

Immediate.

Attachments: Proposed Policy PDS 7007-01

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

Policy

Communications Policy

Policy Number: PDS 7007-01

Supersedes Policy Number: AD 1012-01 and AD 1013-01

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

Resolution No: TBD **Last Review Date:** December 17, 2018

POLICY STATEMENT

The County of Minburn is committed to clear, accurate, timely, and transparent communication with residents, ratepayers, businesses, and partners. The County will communicate in a professional, respectful, non-partisan, and accessible manner, using a combination of digital and traditional channels suited to a rural community, to inform, engage, and support the community while upholding applicable legislation, privacy obligations, and good governance principles.

PURPOSE

The purpose of this policy is to establish a high-level framework for: external communications and public information sharing; media relations and official spokespersons; the use and moderation of County communication platforms, including social media, communications during emergencies and election periods, the responsible use of Generative Artificial Intelligence in County communications, the protection of privacy and management of communication records; and the roles and responsibilities of Council and Administration in County communications.

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.

CAO means the Chief Administrative Officer.

Communication Platforms means the County website, mobile application, Social Media, electronic newsletters, print newsletters and mail-outs, advertising, public notices, signage, emergency alerting systems, and other channels as designated by the CAO.

Corporate Identity means the County's approved name, logo, colours, templates, and visual standards used to identify official County communications.

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.

Election Period means the period beginning on nomination day and ending on election day for a general election or by-election held under the Local Authorities Election Act.

Emergency has the meaning given to it in the Emergency Management Act.

Generative Artificial Intelligence means technology that creates new text, images, audio, video, or other content in response to instructions or prompts provided by a user.

Misinformation means false, inaccurate, or misleading information, whether or not it is shared with the intent to mislead.

Official Spokesperson means the Reeve, the CAO, or an individual designated to speak on behalf of the County in accordance with this policy.

Personal Information has the meaning given to it in the Protection of Privacy Act.

Social Media means the digital platforms used by the County to communicate information, engage with residents and stakeholders, and share County-related content publicly.

GUIDELINES

1. Core Communication Principles

a) The County will provide timely, accurate, and relevant information about County programs, services, and decisions.

b) The County will ensure all communications are clear, coordinated, written in plain language, and aligned with County standards and Corporate Identity.

c) The County will take reasonable steps to make its communications accessible to people of all abilities, guided by recognized web accessibility standards, and will provide information in an alternate format upon request.

d) Recognizing that not all residents have reliable internet access, the County will use a combination of digital and traditional communication platforms to reach diverse audiences across the County.

e) The County will share information proactively and support meaningful public engagement in accordance with the County's Public Participation Policy and the Municipal Government Act.

f) The County will maintain respectful, non-partisan, and constructive communication at all times.

g) The County will promptly correct errors in its own communications and may respond to misinformation about County programs, services, or decisions by sharing factual information through official communication platforms.

h) The County will adhere to all applicable legislation, including the Municipal Government Act, the Access to Information Act, the Protection of Privacy Act, the Local Authorities Election Act, and the Emergency Management Act.

2. Roles and Responsibilities

a) Council acts as the governing body, sets the overall direction for the County, and approves this policy.

b) The Reeve is the official spokesperson for Council on Council decisions, positions, and matters of Council. In the absence of the Reeve, the Deputy Reeve will serve in this role, and Council may designate another member of Council for a specific matter.

c) Individual Councillors may share and explain decisions of Council. When a Councillor communicates publicly outside the role of official spokesperson, including on personal social media, those statements are considered the personal views of that Councillor and not the position of the County.

d) The CAO is responsible for the overall management and coordination of County communications, will ensure communications are consistent, accurate, and aligned with Council direction, and is the official spokesperson on administrative and operational matters.

e) The CAO may authorize other designates as official spokespersons or as approvers of certain County communications.

f) Administration will support communication efforts in alignment with this policy and will not release official information without authorization from the CAO or their designate.

3. County Communications

a) All communications issued on behalf of the County must be accurate, coordinated, and subject to appropriate approval by the CAO or CAO designate.

b) The County will maintain a consistent corporate identity across all communication platforms. The County logo and corporate identity may only be used for official County purposes or as authorized by the CAO.

c) Statutory public notices will be issued in accordance with the Municipal Government Act and any applicable County bylaw.

d) Information from community businesses, organizations and government partners may be shared where it benefits residents and is consistent with County policies.

4. Media Relations

a) The County is committed to maintaining open, professional relationships with media outlets.

b) Media inquiries will be responded to in a timely and coordinated manner. Inquiries regarding Council decisions or positions will be directed to the Reeve, and inquiries regarding administrative or operational matters will be directed to the CAO or their designate.

c) Only official spokespersons may speak on behalf of the County.

d) Information provided to media must be accurate, consistent with information shared through other County communication platforms, and must not disclose confidential information.

5. Social Media

a) The County may use social media as an official communication and engagement tool. Official County social media accounts may only be created and managed with the authorization of the CAO, and the County will retain administrative control of all official accounts.

b) Social Media content must be professional, accurate, and aligned with County policies and standards.

c) The County will publish terms of use for its official social media accounts that describe expectations for public participation, moderation practices, and monitoring hours, and advise the public that official accounts are not monitored at all times and are not to be used to report emergencies.

d) Public engagement is encouraged; however, interactions must remain respectful and appropriate. Content will not be removed solely because it is critical of the County, Council, or County decisions.

e) The County reserves the right to hide or remove content that is abusive, threatening, discriminatory, obscene, defamatory, includes personal information or misinformation likely to cause public harm. Moderation will be applied consistently and in accordance with the published terms of use.

f) Users who repeatedly violate the published terms of use may be restricted from interacting with official County accounts as a last resort.

g) Employees using personal social media accounts must clearly indicate their social media channel reflects their personal views and are not reflective of official County positions.

6. Emergency and Crisis Communications

a) During an emergency, public communications will be coordinated in accordance with the County's Municipal Emergency Plan, and the processes set out in that plan will take precedence over routine approval processes in this policy.

b) Emergency information will be timely, accurate, and shared through multiple communication platforms, which may include Alberta Emergency

Alert, the County website and mobile application, social media, local media, and other means suited to residents without internet access.

c) The declaration, renewal, and termination of a state of local emergency will be communicated to the public in accordance with the Emergency Management Act.

d) Only trained and authorized individuals may issue Alberta Emergency Alerts on behalf of the County.

e) For non-emergency issues that may significantly affect public confidence or County operations, the CAO will coordinate communications, keep Council informed, and ensure consistent messaging.

7. Election Period Communications

a) County communications during an election period will remain neutral and factual and will focus on County programs, services, and statutory information.

b) County communication platforms, corporate identity, and resources will not be used to promote, endorse, or oppose any candidate or campaign, including any member of Council seeking election.

c) During an election period, the County will limit the use of Councillor names, images, and quotations in discretionary communications, except where required for official spokesperson duties, emergency communications, or statutory purposes.

8. Generative Artificial Intelligence

a) The County may use Generative Artificial Intelligence to support the preparation of communications, using only tools approved by the CAO and accounts managed by the County. Personal accounts must not be used to prepare County communications.

b) All content prepared with the assistance of Generative Artificial Intelligence must be reviewed by an employee for accuracy, clarity, bias, and appropriateness before it is published, and is subject to the same approvals as any other County communication. The County remains accountable for all content it publishes.

c) Personal information and confidential information must not be entered into Generative Artificial Intelligence tools unless the tool has been approved by the CAO for that information in accordance with the Protection of Privacy Act and County information security policies. Information from a closed session that has not been made public, and legal advice, must never be entered into these tools.

d) The County will disclose when images, video, or audio in its communications have been generated or materially altered using Generative Artificial Intelligence.

e) The County will not use Generative Artificial Intelligence to create realistic depictions of real people or events that could mislead the public, including synthetic voices or quotations a person did not say, and will not use it to recreate or alter the County's corporate identity.

f) Generative Artificial Intelligence will not be used to prepare Alberta Emergency Alerts or public notices of the declaration, renewal, or termination of a state of local emergency. During an Election Period, it will not be used to prepare content that names, quotes, or depicts a member of Council.

g) Automated replies, chatbots, and automated moderation tools may only be used on County Communication Platforms with the approval of the CAO. Automated replies and chatbots must be clearly identified as automated and must be regularly reviewed by a human.

h) Where the County may enter input collected from the public into Generative Artificial Intelligence or another automated system, it will say so when the information is collected, in accordance with the Protection of Privacy Act, and an employee will check any results before they are used.

i) Content prepared with Generative Artificial Intelligence, including AI-generated images, video, and audio, is a County record and will be managed in accordance with section 9(d).

9. Confidentiality, Privacy, and Records

a) Confidential, sensitive, or restricted information must not be disclosed without proper authorization.

b) All communications must comply with applicable legislation, including the Access to Information Act and the Protection of Privacy Act.

c) When the County collects Personal Information through its communications or engagement activities, including photographs, surveys, contests, and online forms, it will do so in accordance with the Protection of Privacy Act and the County's privacy management program.

d) Communications relating to County business, including emails, text messages, direct messages, and social media content, are County records regardless of the device or account used, may be subject to access requests under the Access to Information Act, and will be managed in accordance with County records management policies.

10. Policy Review

a) This policy will be reviewed at least once during each term of Council, or sooner where legislative changes or operational needs require.

Council Request for Decision (RFD)

Title: Letter of Support - Go East RTO's Regional Tourism Corridor Support Initiative

Meeting Date: 11/16/2026 **Department:** Planning & Community Services

Recommendation:

THAT County of Minburn Council provides a letter of support to Go East Regional Tourism Organization (RTO) to support their Northern and Regional Economic Development Program (NRED) funding application to advance the Regional Tourism Corridor Development and Industry Support Initiative.

Background: ☑ See Appendix

Go East RTO is seeking funding through the NRED Program to undertake a Regional Tourism Corridor Development and Industry Support Initiative, a regional project valued at over $60,000 to support local and regional business and industry tourism through 2027-2028. Go East RTO 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 September 9, 2026, supporting Go East RTO's application through Alberta Ministry of Tourism and Sport to support tourism marketing initiatives in the region.

Financial Implications:

☐ Capital ☐ Operations ☑ Other

Details:

If the application is approved, the NRED funding would be matched through Go East RTO'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 Chairperson of Go East RTO in advance of the November 19 application deadline for the NRED funding program.

Attachments: Letter of support

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

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

November 16, 2026

Jennifer Filip, Chairperson
Go East Regional Tourism Organization (RTO)
Box 211
Vegreville, AB T9C 1R2

Dear Ms. Filip:

Re: Go East RTO's NRED Application for the Regional Tourism Corridor Support Initiative

The County of Minburn is pleased to offer our support for Go East Regional Tourism for its application to the NRED - The Northern and Regional Economic Development program for the Go East RTO Regional Tourism Corridor Development and Industry Support Initiative.

It is our understanding that Go East RTO is applying for funding to support a total project valued at over $60,000 for the NRED Program priority to Support Local and Regional Business and Industry, including retention and expansion through 2027-2028.

We see this application as supportive of Go East RTO's long-term plans to continue to support, develop and grow tourism which is beneficial to overall economic diversification in north-east and east-central Alberta.

As a participating community with Go East Regional Tourism, we look forward to the upcoming Regional Tourism Corridor Development and Industry Support Initiative, which is an innovative, and very timely effort to strengthen operations, and assist with retention and expansion of local businesses, employment as well as increased revenues in this region.

We wish you every success in the application process and look forward to Go East RTO's continued support for our regional tourism industry.

Sincerely,

Roger Konieczny
Reeve

Council Request for Decision (RFD)

Title: North Saskatchewan Watershed Alliance (NSWA) Funding Request

Meeting Date: 11/16/2026 **Department:** Office of the CAO

Recommendation:

That Council approve the North Saskatchewan Watershed Alliance (NSWA) per capita funding request for January 1 to December 31, 2027 in the amount of $1,848 ($0.60 per capita).

Background: ☐ See Appendix

A per capita funding request was received from NSWA in the amount of $1,848. There is no increase in the $0.60/capita. It remains the same as in 2024.

The NSWA is a not-for-profit organization designated by the Government of Alberta as the Watershed Planning and Advisory Council for the North Saskatchewan watershed.

Legislative Guidance ☐ Provincial ☐ Municipal ☑ None

Details:

Strategic Priorities: Core Services and Infrastructure

Goals:
Regional partnerships that improve infrastructure, service delivery, and address shared challenges.

Previous Council Direction:

County Council previously approved NSWA funding October 16, 2023 for the year 2024 in the amount of $1,848.

Financial Implications:

☐ Capital ☑ Operations ☐ Other

Details:

Communication and Engagement: Inform

The NSWA would be notified of the decision.

Implementation Timeline:

Attachments: Letter of Request/Invoice

Prepared by: Audra Kropielnicki **Reviewed by:**

Subject: FW: NSWA 2026–27 Municipal Funding Request

From: Scott Millar <scott.millar@nswa.ab.ca>
Date: November 3, 2026 at 1:03:10 PM MDT
To: CAO <cao@minburncounty.ab.ca>
Subject: NSWA 2026–27 Municipal Funding Request

Dear Ms. Podoborozny,

Attached is our annual funding request for the North Saskatchewan Watershed Alliance (NSWA), including a letter from our Board Chair addressed to your Reeve and Council.

The letter requests a contribution of **$ 1,848.00** for 2026–27 and highlights some of our work over the past year. Additional information is available in our NSWA 2025–26 Annual Report.

I would appreciate your assistance in bringing the letter forward to your Council for consideration, as appropriate. I've also attached an invoice for the suggested contribution of $0.60 per resident for your administrative purposes.

If you or Council have any questions, I would be happy to provide additional information or arrange a presentation.

Thank you for your assistance and for being part of regional watershed collaboration.

Best regards,

Cheers,
Scott

Scott Millar, B.Sc., P.Biol (he/him)

Executive Director | **North Saskatchewan Watershed Alliance**
Email: Scott.Millar@nswa.ab.ca | **Office**: 825.901.7676 | **Mobile:** 780.387.8440
ᐊᒥᐢᑲᐧᒋᐧᐊᐧᐢᑲᐦᐃᑲᐣ (Amiskwaciwâskahikan) | Treaty 6 & 8 Territory and the Métis Homeland
NSWA.AB.CA

NSWA
NORTH SASKATCHEWAN WATERSHED ALLIANCE

202, 9440 49 Street, Edmonton, AB T6B 2M9 | NSWA.AB.CA

November 3, 2026

Reeve Konieczny and Council,
County of Minburn No. 27

RE: Partnering for Water Certainty and a Sustainable Future

Dear Reeve Konieczny and Council,

Water certainty underpins economic certainty. Municipalities depend on reliable water supplies to support growth, attract investment, and maintain infrastructure. With changing water demands and climate conditions, understanding and managing our shared water resources is increasingly important.

For more than 25 years, the North Saskatchewan Watershed Alliance (NSWA) has brought municipalities, industry, governments, and other partners together to better understand and manage the North Saskatchewan River watershed. As a Watershed Planning and Advisory Council under Alberta's *Water for Life* strategy, NSWA provides information, planning tools, and opportunities for collaboration that support municipal decision-making.

Our 2025–26 Annual Report highlights some of the work undertaken over the past year:

- **State of the Watershed**: Completed a watershed-wide assessment using the Freshwater Health Index, providing updated information on water quality, availability, and watershed conditions.
- **Water Management Roadmap**: Completed a basin-wide study involving 40 organizations to examine future water demands, climate pressures, and options for maintaining reliable water supplies.
- **Municipal planning tools**: Developed a Municipal Riparian Regulations Best Management Practices Guide and advanced work on wetland management and natural assets.
- **Regional collaboration**: Supported sub-watershed alliances and regional initiatives addressing water quality, infrastructure crossings, urban creeks, and other shared priorities.

Much of this work depends on cooperation across municipal boundaries, providing information and coordination that would be difficult and costly for individual municipalities to undertake on their own.

We invite the County of Minburn to contribute **$ 1,848.00** to support NSWA's work in 2026–27. Our suggested contribution remains $0.60 per resident. Last year, 46 municipalities contributed to NSWA, helping sustain the information, planning, and coordination that benefits communities throughout the watershed.

Thank you for considering this request. You can read more about our work in the 2025–26 Annual Report. We would also welcome an opportunity to meet with Council to discuss how our work relates to your municipality's priorities. Please contact our Executive Director (scott.millar@nswa.ab.ca) if this is of interest.

Warm regards,

Dr. Nicole Nadorozny

Chair, North Saskatchewan Watershed Alliance

Invoice

Date	Invoice #
11/2/2026	2027.016

NSWA
NORTH SASKATCHEWAN WATERSHED ALLIANCE

202 - 9440 49 Street NW
Edmonton, Alberta
T6B 2M9

Phone #	825.901.7676
E-mail	ellen.cust@nswa.ab.ca
Web Site	www.nswa.ab.ca

P.O. No.

Invoice To

County of Minburn No. 27
PO Box 550, 4909 - 50 Street
Vegreville
AB
T9C 1R6

Description	Rate	Qty	Amount
Municipal Contribution January 1 to December 31, 2027 - Per Capita Funding Request. Population of 3,080 x $0.60/capita suggested contribution.	0.60	3,080	1,848.00
Thank you for your support		**Total**	$1,848.00

GST/HST No. 890443419

Council Request for Decision (RFD)

Title: Boards and Committees - Regional Emergency Advisory Committee

Meeting Date: 11/16/2026 **Department:** Office of the CAO

Recommendation:

THAT Council appoint Councillor Ogrodnick as the alternate to the Regional Emergency Advisory Committee.

Background: ☐ See Appendix

Council appoints alternates to Boards and Committees in the event an Elected Official is unable to represent the County on the Board or Committee.

Legislative Guidance ☐ Provincial ☑ Municipal ☐ None

Details: Committees Bylaw 1329-22

Strategic Priorities: Core Services and Infrastructure

Goals:

Regional partnerships that improve infrastructure, service delivery, and address shared challenges.

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

N/A

Communication and Engagement: Inform

Administration will update the Boards and Committees appointments.

Implementation Timeline:

Subject to Council approval, Administration will advise the Regional Emergency Advisory Committee of the appointment.

Attachments:

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

Council Request for Decision (RFD)

Title: Boards and Committees - Alberta Central East Water Corporation (ACE)

Meeting Date: 11/16/2026 **Department:** Office of the CAO

Recommendation:

THAT Council forward Councillor Ziegler's name to Zone 1 for consideration and appointment to the ACE Board of Directors as the County of Minburn's representative.

Background: ☐ See Appendix

Board members are appointed by their respective zones to serve three-year terms. Once appointed, members serve as directors of the corporation, not as representatives of their individual municipalities.

Legislative Guidance ☐ Provincial ☐ Municipal ☐ None

Details: ACE Corporate Bylaw

Strategic Priorities: Core Services and Infrastructure

Goals:

Regional partnerships that improve infrastructure, service delivery, and address shared challenges.

Previous Council Direction:

Council renews or replaces an elected officially annually to represent the County of Minburn as a Director on the ACE Board of Directors.

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

N/A

Communication and Engagement: Inform

Administration will inform Zone 1 of the nomination to be considered at their AGM on November 24.

Implementation Timeline:

Subject to Council approval, Administration will advise the Zone 1 members.

Attachments:

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

Council Request for Decision (RFD)

Title: Boards and Committees - Vegreville Centennial Library Board

Meeting Date: 11/16/2026 **Department:** Office of the CAO

Recommendation:

THAT Council submit Councillor Ziegler's name to the Vegreville Centennial Library Board for consideration as a member of their Board of Directors.

Background: ☐ See Appendix

At the November 12, 2026, Committee of the Whole meeting, Council received a request from the Vegreville Centennial Library Board for the appointment of a Council representative to serve as a member of the Board.

Legislative Guidance ☐ Provincial ☑ Municipal ☐ None

Details: Committees Bylaw 1329-22

Strategic Priorities: Core Services and Infrastructure

Goals:

Regional partnerships that improve infrastructure, service delivery, and address shared challenges.

Previous Council Direction:

None

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

N/A

Communication and Engagement: Inform

Administration will update the Boards and Committees appointments.

Implementation Timeline:

Subject to Council approval, Administration will advise the Manager of the Vegreville Centennial Library.

Attachments:

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

Council Request for Decision (RFD)

Title: Boards and Committees - Vegreville Attraction and Retention Committee

Meeting Date: 11/16/2026 **Department:** Office of the CAO

Recommendation:

THAT Council appoint Councillor Ziegler as an alternate to the Vegreville Attraction and Retention Committee.

Background: ☐ See Appendix

Council appoints alternates to Boards and Committees Appointments in the event that the primary is unable to attend meetings.

Legislative Guidance ☐ Provincial ☑ Municipal ☐ None

Details: Committees Bylaw 1329-22

Strategic Priorities: Core Services and Infrastructure

Goals:
Regional partnerships that improve infrastructure, service delivery, and address shared challenges.

Previous Council Direction:

Primary and Alternate Council members are appointed annually.

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

N/A

Communication and Engagement: Inform

Administration will update the Boards and Committees appointments.

Implementation Timeline:

Subject to Council approval, Administration will advise the Vegreville Attraction and Retention Committee.

Attachments:

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

Council Request for Decision (RFD)

Title: Boards and Committees - Growing Futures Scholarship Committee

Meeting Date: 11/16/2026 **Department:** Office of the CAO

Recommendation:

THAT Council appoint Councillor Ziegler, Councillor Joey Nafziger and Reeve Konieczny to the Growing Futures Scholarship Committee.

Background: ☐ See Appendix

With the implementation of the Growing Futures Scholarship, the committee requires the appointment of three Council representatives to ensure balanced geographic representation from across the County. One Councillor from Division 5,6 or 7, one Councillor from Division 3 or 4 and one Councillor 1 or 2.

Legislative Guidance ☐ Provincial ☑ Municipal ☐ None

Details: Growing Futures Scholarship Policy PDS 7006-02

Strategic Priorities: Community Leadership

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

Previous Council Direction:

New Policy

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

N/A

Communication and Engagement: Inform

Administration will update the Council Boards and Committees

Implementation Timeline:

Subject to Council approval, Administration will update Council Boards and Committees listing.

Attachments:

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

Council Request for Decision (RFD)

Title: Boards and Committees - Vegreville Chamber of Commerce

Meeting Date: 11/16/2026 **Department:** Office of the CAO

Recommendation:

THAT Council appoint Councillor Ogrodnick as an alternate to the Vegreville Chamber of Commerce.

Background: ☐ See Appendix

Council appoints alternates to Boards and Committees Appointments in the event that the primary is unable to attend meetings.

Legislative Guidance ☐ Provincial ☑ Municipal ☐ None

Details: Committees Bylaw 1329-22

Strategic Priorities: Core Services and Infrastructure

Goals:

Regional partnerships that improve infrastructure, service delivery, and address shared challenges.

Previous Council Direction:

Primary and Alternate Council members are appointed annually.

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

N/A

Communication and Engagement: Inform

Administration will update the Boards and Committees Appointments.

Implementation Timeline:

Subject to Council approval, Administration will advise the Vegreville Chamber of Commerce.

Attachments:

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

Council Request for Decision (RFD)

Title: Policy AD 1001-01-A Policy Development Standards

Meeting Date: 11/16/2026 **Department:** Office of the CAO

Recommendation:

THAT County County repeal Policy AD 1001-01-A Policy Development Standards.

Background: ☐ See Appendix

Policy AD 1001-01-A, Policy Development Standards, was approved by County Council on June 21, 2021. A review of the policy determined that it primarily addresses administrative processes rather than governance direction.

Council policies should focus on providing strategic direction and governance oversight, while administrative procedures should address operational processes and implementation requirements.

Administration will establish administrative procedures to govern policy development standards and ensure consistency in the creation, review, and maintenance of County policies.

Legislative Guidance ☑ Provincial ☐ Municipal ☐ None

Details: Municipal Government Act Section 153(a)

Strategic Priorities: Community Leadership

Goals:

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

Previous Council Direction:

N/A

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement: Inform

Administration will remove the policy form the website and inform staff.

Implementation Timeline:

Subject to Council approval

Attachments: Policy AD 1001-01-A Policy Development Standards

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

ADMINISTRATION

Title: Policy Development Standards

Policy Number: AD 1001-01-A

Approved by Council: June 21, 2021

Resolution No: 49-21

Supersedes Policy Number: N/A

Next Review Date: June 2025

Last Review Date: N/A

POLICY STATEMENT

The County of Minburn shall establish a consistent and standardized approach for the development and organization of its policies.

PURPOSE

To establish and outline a standardized process for the development, approval and formatting of County of Minburn policies, and to outline the roles and responsibilities of County Council and Administration with respect to the development, standardization, implementation, amendment, publishing, maintenance, review and repeal of all policies.

DEFINITIONS

"Administration" means the operations and staff of the County of Minburn No. 27 under the direction of the Chief Administrative Officer.

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

"Council" is 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.

"Internal Directive" means an action-orientated written statement from the CAO. Internal Directives are intended to provide written direction to employees regarding operational matters and internal operations, and primarily govern the actions of County employees. Internal Directives relate to matters that have delegated to the CAO by legislation or bylaw. Internal Directives also include procedures.

"Policy" means a written commitment and direction of Council regarding matters of governance, public services, programs and standards of performance for the County based on Council's values, priorities and strategic direction. A Council resolution is required to approve Council policies that are created, amended or repealed/made obsolete. A policy cannot be used where a bylaw is required.

"Policy Record" is a record of the approval and review history of each policy in order to track the development of polices. This section will not form an official part of a policy but will be appended to each policy for information only and will be maintained by Administration.

"Policy Statement" is goal orientated that provides a clear and authoritative expression of direction.

"Principles" means the basic guidelines for the policy.

"Procedure" means specific written instructions on how Administration will carry out the standards set out in policies. Authority to create and revise procedures will rest with the CAO, except where Council directs itself or the CAO by resolution.

"Purpose" is a statement of the intent of the policy.

"Standards" are mandatory courses of action developed by Administration that support and direct the policy and define the framework and/or establish parameters within which the policy is to be implemented. Standards are clear concise statements that define in more precise terms what is required relative to the policy direction.

GENERAL PRINCIPLES

1. Authority to approve policies of the County is vested in Council as the governing body.

2. Administration of policies and any internal procedures associated with their implementation are the responsibility of the CAO.

3. Policies shall be reviewed at least every four (4) years to ensure policies are relevant, remain current and continue to meet the needs of Council, the ratepayers and Administration.

4. A Council Policy is appropriate when:

   4.1 Ratepayers are being informed of the County's position on a matter.

   4.2 Council is setting the Policies and Programs of the County.

   4.3 Council is providing information to residents on what level of service the County intends to provide (or not provide).

5. An Internal Directive is appropriate when:

   5.1 An issue that would otherwise be dealt with by Policy, but the authority to deal with the subject has been delegated to the CAO.

   5.2 Supervising and directing the activities of the employees of the County.

   5.3 Explaining how to accomplish a task when specific steps are set out.

5.4 Assigning a responsibility for a task or a particular position.

5.5 Listing the steps Administration will take to give effect to a bylaw, policy or other internal administrative matters.

6. Definitions shall be inserted after "Purpose" in alphabetical order when:

6.1 Terms in the policy require further explanation for clarity.

6.2 A word or phrase is not being used in its dictionary meaning or is being used in one of several dictionary meanings.

6.3 A word is used as an abbreviation or a longer word or phrase.

STANDARDS

7. Staff

7.1 Staff are responsible to adhere to the policies approved by Council.

7.2 Staff are responsible to adhere to any procedures and guidelines established by the CAO for implementing Council policies.

7.3 Recommend any revisions or amendments of policies to their supervisor.

8. Directors

8.1 Directors are responsible for drafting policies affecting their area of responsibility.

8.2 Ensure the regular review (every four years) of policies is conducted in each area effecting their responsibility.

8.3 Recommend any revisions or amendments of policies to the CAO.

9. Chief Administrative Officer

9.1 Review recommended revisions and amendments to policies or proposed new policies from Directors.

9.2 Ensure policies are aligned with Council direction, the County's strategic plans and goals and objectives.

9.3 Ensure policies do not conflict with any County Bylaws or Federal or Provincial legislation.

9.4 Direct the preparation of draft policies.

10. Council

10.1 Ensure policies are aligned with Council direction, strategic plans, goals and objectives.

10.2 Abide by Council policies and defend and support policies approved by Council to the public.

10.3 Approve policies by resolution that are aligned with Council direction, strategic plans, goals, and objectives, and promote efficient governance and administration for the betterment of the County as a whole.

11. New or revised policies may be developed at the request of Council, recommendation of a Council Committee, the CAO or other County staff, or as required by Provincial or Federal regulations.

12. All new or revised policies shall be presented to the CAO prior to being brought before Council.

13. Each policy shall be presented to Council for approval by resolution.

14. Routine updates and amendments to terminology such as program names, departments and grammatical or spelling changes that do not alter the intent of the policy do not require Council approval. These routine updates and amendments require approval of the CAO.

POLICY DEVELOPMENT GUIDELINES/STANDARDS

15. Administration shall develop a policy template for staff to follow in the creation of policies.

16. Administration shall assign a policy number to each policy based on the following allocation:

a. Administration	AD	1000 – 1999
b. Agricultural Service Board	ASB	2000 – 2999
c. County Council	CC	3000 – 3999
d. Environmental Health Services	EHS	4000 – 4999
e. Health and Safety	HS	5000 – 5999
f. Parks and Recreation	PR	6000 – 6999
g. Planning and Development Services	PDS	7000 – 7999
h. Protective Services	PS	8000 – 8999
i. Operations	OP	9000 – 9999

17. Each policy number will be followed by a two-digit number signifying whether the version is the original "01", or subsequent revised version (02, 03, etc.) For example, the first policy in "Administration" is numbered AD 1001-01. If a revised version is approved at a later date, it will be numbered AD 1001-02.

    Policies that are routinely amended such as the update of program names, departments, grammatical or spelling changes, and approved by the CAO will be identified by the letter "A" (Administrative change) following the policy number. For example, AD 1001-01-A. Following the four-year policy review, the "A" shall be removed.

18. All policies shall include in the following order:

    18.1 <u>Title Block</u>

Department	Resolution No.
Policy Title	Supersedes Policy No.
Policy No.	Next Review Date
Date of Approval by Council	Last Review Date

    18.2 Policy Statement
    18.3 Purpose
    18.4 Definitions
    18.5 General Principles/Guidelines/Standards
    18.6 Signature Block as per Signing Authority Policy CC 7

19. Administration shall establish a standardized multi-level numbering system to identify policy parts, sections and subsections which will be applied throughout all County policies to maintain consistency.

20. Administration shall provide for the distribution and maintenance of the electronic record of all approved policies that exist for the County.

21. Administration shall manage the policy review process and maintain a review schedule for policies in order to track their development.

22. Each policy in force and effect within the County will be reviewed by the Directors responsible for their area of responsibility every four years. For any policies that have been reviewed and found to be correct and not require changes, a report will be presented to Council with a list of the policies reviewed with a note that no changes are requested.

23. County policies shall be assessable to staff and Council and available to the public.

INTERNAL DIRECTIVE GUIDELINES/STANDARDS

24. Internal Directives shall be developed in a similar format to Council approved policies.

25. Internal Directives shall reference any Council approved policy or bylaw that applies.

26. Internal Directives only require the approval of the CAO. These will be made available to all staff.

REEVE AND COUNCIL REPORTS

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

For Presentation at 11/16/2026 **Council Meeting**

From Date: 10/15/2026 To Date: 11/13/2026

County Meetings (include date):

Organizational Meeting, October 19, 2026
County Council Meeting, October 19, 2026
Committee of the Whole Meeting, November 12, 2026

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

Rural Municipalities of Alberta (RMA) Convention, November 2-5, 2026, Edmonton
Mayors and Reeve's Meeting, RMA Convention, November 2, 2026
Meeting with RCMP, RMA Convention, November 3, 2026

County of Minburn Functions and Events (include date):

Remembrance Day Event, Mannville, November 11, 2026

REEVE AND COUNCIL REPORTS

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

For Presentation at 11/16/2026 **Council Meeting**

From Date: 10/15/2026 To Date: 11/13/2026

County Meetings (include date):

Organizational Meeting, October 19, 2026
County Council Meeting, October 19, 2026
Committee of the Whole Meeting, November 12, 2026

Boards and Committee Meetings (include date):

Agriculture Service Board Provincial Committee Meeting, prior to RMA Convention, November 2, 2026

Education and Professional Development (include date):

Rural Municipalities of Alberta (RMA) Convention, November 2-5, 2026, Edmonton

County of Minburn Functions and Events (include date):

REEVE AND COUNCIL REPORTS

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

For Presentation at 11/16/2026 **Council Meeting**

From Date: 10/15/2026 To Date: 11/13/2026

County Meetings (include date):

Organizational Meeting, October 19, 2026
County Council Meeting, October 19, 2026
Committee of the Whole Meeting, November 12, 2026

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

Elected Officials Education Program (Budgeting & Finance), November 2, 2026
Rural Municipalities of Alberta (RMA) Convention, November 2-5, 2026, Edmonton
Meeting with RCMP, RMA Convention, November 3, 2026
Vegreville Battery Energy Storage System Open House, November 9, 2026, Lavoy

County of Minburn Functions and Events (include date):

REEVE AND COUNCIL REPORTS

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

For Presentation at 11/16/2026 **Council Meeting**

From Date: 10/15/2026 To Date: 11/13/2026

County Meetings (include date):

Organizational Meeting, October 19, 2026
County Council Meeting, October 19, 2026

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):

REEVE AND COUNCIL REPORTS

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

For Presentation at 11/16/2026 **Council Meeting**

From Date: 10/15/2026 To Date: 11/13/2026

County Meetings (include date):

Organizational Meeting, October 19, 2026
County Council Meeting, October 19, 2026
Committee of the Whole Meeting, November 12, 2026

Boards and Committee Meetings (include date):

St. Joseph's Community Board Meeting, Vegreville, October 21, 2026
MD of Minburn Foundation Meeting, October 21, 2026
MD of Minburn Foundation Lodge Expansion Meeting, October 21, 2026
MD of Minburn Foundation Meeting, October 27, 2026
MD of Minburn Foundation Meeting, October 29, 2026
MD of Minburn Foundation Meeting, November 13, 2026

Education and Professional Development (include date):

Rural Municipalities of Alberta (RMA) Convention, November 2-5, 2026, Edmonton
Vegreville Battery Energy Storage System Open House, November 9, 2026, Lavoy

County of Minburn Functions and Events (include date):

Vegreville Royal Canadian Legion Remembrance Day Ceremony, November 11

REEVE AND COUNCIL REPORTS

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

For Presentation at 11/16/2026 **Council Meeting**

From Date: 10/15/2026 To Date: 11/13/2026

County Meetings (include date):

Organizational Meeting, October 19, 2026
County Council Meeting, October 19, 2026
Committee of the Whole Meeting, November 12, 2026

Boards and Committee Meetings (include date):

MD of Minburn Foundation Meeting, October 21, 2026
Regional Agricultural Service Board Meeting, October 22, 2026
Vegreville Family & Community Support Services Meeting, October 26, 2026
MD of Minburn Foundation Meeting, October 29, 2026
MD of Minburn Foundation Meeting, November 13, 2026

Education and Professional Development (include date):

Elected Officials Education Program (Public Engagement), November 2, 2026
Rural Municipalities of Alberta (RMA) Convention, November 2-5, 2026, Edmonton
Vegreville Battery Energy Storage System Open House, November 9, 2026, Lavoy

County of Minburn Functions and Events (include date):

Vegreville Royal Canadian Legion Remembrance Day Ceremony, November 11

REEVE AND COUNCIL REPORTS

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

For Presentation at 11/16/2026 **Council Meeting**

From Date: 10/15/2026 To Date: 11/13/2026

County Meetings (include date):

Organizational Meeting, October 19, 2026
County Council Meeting, October 19, 2026
Committee of the Whole Meeting, November 12, 2026

Boards and Committee Meetings (include date):

Vegreville Seed Plant Meeting, October 19, 2026
Vegreville & District Chamber of Commerce Meeting, November 3, 2026

Education and Professional Development (include date):

Elected Officials Education Program (Budgeting & Finance), November 2, 2026
Rural Municipalities of Alberta (RMA) Convention, November 2-5, 2026, Edmonton
Meeting with RCMP, RMA Convention, November 3, 2026
Vegreville Battery Energy Storage System Open House, November 9, 2026, Lavoy

County of Minburn Functions and Events (include date):

Veterans' Appreciation Luncheon, Vegreville, November 6, 2026
Vegreville Elks 100th Anniversary, November 7, 2026

Office of the CAO Report

For Presentation at: November 16, 2026 Council Meeting

From Date: October 17, 2026 **To Date:** November 13, 2026

Internal Meetings:

- Organizational Meeting – October 19
- Council Meeting – October 19
- Committee of the Whole – November 12

External Meetings:

- Regional CAO Meeting, Vermilion – October 21
- Town of Vegreville/County of Minburn IDP Kickoff: Virtual – October 27
- CAO Meeting with Town of Vegreville – November 5
- BESS Open House: Lavoy – November 9

Education and Professional Development:

- AEMA – What municipalities need to know: Virtual – October 21
- Alberta Counsel – Unpacking Referendum: Virtual – October 22
- Cenera – AITA/POPA Roundtable: Virtual – October 28
- Emergency Management Exercise: Town of Vegreville – October 29
- RMA Convention: Edmonton – November 2 -5
- Municipal Affairs – Closed Door Meetings: Virtual – November 9
- Municipal Affairs – Records Management: Virtual – November 10
- Municipal Affairs – Dashboards and Digital: Virtual – November 12

Senior Leadership Team Support:

- Council and Committee meeting packages
- Privacy Management Program development
- Strategic Plan implementation
- Corporate Document Management Programs research
- Council Renumeration Policy research
- CAO Evaluation Process
- Budget 2027
- Resident meetings
- Records Retention Policy
- Public Members and Election Workers Renumeration Policy
- Zone 1 Annual meeting preparation

ADMINISTRATION REPORTS

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

Reviewed by: Pat Podoborozny

For Presentation at: November 16, 2026, County Council meeting

From Date: October 19, 2026 **To Date:** November 13, 2026

Public Works Update:

- Maintenance crews continue road maintenance operations.
- Construction is complete on RR 160 north of Hwy 16 in Div. 7.
- The culvert replacement at BF 72570 on Twp 524 in Div. 7 is complete. Final inspection is scheduled for the week of November 9th.
- The culvert replacement at Bridge File 1195 on Rge. Rd. 134 south of Lavoy is complete. The final inspection took place on November 6th.
- The 2026/2027 Winter Maintenance Guide is complete and available on the website.
- Public Works crews are screening ½" gravel at the Gawryluk yard, which ensures a better product for the oiling program and produces road sand for winter operations.
- Bridge maintenance continues at the locations below as weather permits. Some work requires frost conditions.
    - BF 1000 – Twp Rd 540, west of RR 145 (Div. 7)
    - BF 81828 – Rotary Peace Park entrance (Div. 6)
    - BF 06554 – RR 83, north of Twp 504 (Div. 1)
    - BF 71897 – Twp 504, east of Hwy 16 (Div. 2)
    - BF 01485 – Twp 504, east of RR 93 (Div. 1)

Hamlets:

- As previously reported to Council, wind damage to one flagpole required replacement of both flagpoles in the Hamlet of Lavoy. The work was completed on November 5th.

Solid Waste:

- Circular Materials household recycling launched on October 1, 2026. Operators at East Regional WTS and Ranfurly WTS report that residents are using the recycling bins at both sites.

Agricultural Services Update:

- The Coyote Harvest Incentive Program started on November 1, 2026

- 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.

- 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: November 16, 2026 Council Meeting

From Date: October 13, 2026 **To Date:** November 12, 2026

Planning Update:

- Issued development permits:
  - Accessory Secondary Suite - Manufactured dwelling (NE 20-50-9-4)
  - Single Detached Dwelling – (Pt. SE 26-51-14-4)
  - Farm shop (SE 15-51-9-4)
  - Barn (SE 15-51-9-4)
  - Machine Shop (SE 15-51-9-4)
- ATCO Electric 7L65 Line Update – crews planning to remove the decommissioned transmission line segment (wooden poles and conductor wire) between NE 36-50-9-W4 and SW 2-51-12-W4 between January-February 2027.
- Town-County IDP kickoff meeting
- Vegreville Battery Energy Storage System open house – November 9
- Issued Stop Orders for Lots 14 and 15, Block 4, Plan 3459Q (Ranfurly)

Subdivision Update:

- Complete inspection: file #11-2026
- Endorsed file #08-2026

Economic Development Update:

- Working with Invest Alberta to update the County's community profile in an effort to highlight the County of Minburn in Invest Alberta's marketing campaign.

Community Services:

- Notified successful recipients of the Growing Futures Scholarship, cheques to be presented during Awards Night in November.

- Provided a prize for Innisfree and District Early Childhood Services Association's ham bingo fundraiser scheduled on December 4.

Attachments:

- RFD – Bylaw #1382-26
- RFD – Letter of Support – Regional Water, Wastewater and Stormwater Master Plan
- RFD – Subdivision file #11-2026
- RFD – NRED Application – Crossroads Regional Supply Chain Gap Analysis
- RFD – Policy PDS 7007-01, Communications
- RFD – Letter of Support – Go East RTO Regional Tourism Corridor Development and Industry Support Initiative

ADMINISTRATION REPORTS

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

Reviewed by: Pat Podoborozny

For Presentation at: November 16, 2026 County Council Meeting

From Date: October 13, 2026 **To Date:** November 10, 2026

Fire Department Update:

Call Type	Date	Details	Station Dispatched
MVC	Oct 14	Hwy 881 TWP 482, Semi rollover. 5:06 am. **Innisfree attended due to no staffing available in Mannville.** 5 POC 1 FT member attended	Innisfree
Fire	Oct 17	Ranfurly transfer site. 1POC 1 FT member attended	Innisfree
Fire	Oct 17	Grass fire from downed powerline	Vegreville
Fire	Oct 18	Ranfurly transfer site operator in attendance; was worried fire would spread. 3 POC 1 FT member attended	Innisfree
False alarm	Oct 20	CO alarm in County	Vegreville
Medical	Oct 25	Village Medical 3 POC members attended	Mannville
Fire	Oct 31	Hwy 16 RR 124 Vehicle Fire 4 POC 1 FT member attended	Innisfree
Fire	Nov 4	SW 4 50 9 W4 Tractor Fire. **Innisfree responded as Mannville had no staff available** 2 POC 3 FT members attended	Innisfree
False Alarm	Nov 6	False Alarm, 5011 51 Street 2 POC members attended	Mannville
Medical	Nov 8	County Medical 2 POC members attended	Mannville
Fire	Nov 8	Fire at Mannville transfer site 3 POC members attended	Mannville
MVC	Nov 9	Hwy 16 Hwy 631	Vegreville

- Total Fire Responses:
    - Mannville – 4
    - Innisfree – 7
    - Vegreville – 3

- Currently issuing burn permits until November 30, 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. We are now alerting Innisfree station for Mannville stations calls except for medical assists.
- Public Safety Officer attended WUI symposium/training event in Grande Prairie.
- Successful grant application from FCC for $10,000.00 towards the new fire truck.
- Budget 2027.

Emergency Management Update:

- Tabletop exercise was held November 5, 2026. Functional exercise is planned for January 14, 2027.
- Hazard Identification and Risk Assessment is being updated to fit the new Alberta standard.

OH&S Update:

- Meeting with H&S consultant on handbook.

Bylaw Enforcement:

- One bylaw inspection.

RCMP Liaison :

- Nothing to report.

ADMINISTRATION REPORTS

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

Reviewed by: Pat Podoborozny

For Presentation at: 11/16/2026 **Council Meeting**

From Date: 10/14/2026 **To Date:** 11/13/2026

Department Updates:

With the tax sale scheduled for December 3, 2026, there are currently 5 properties that remain outstanding or have not yet entered into a tax repayment agreement. Reserve prices on these properties were approved by the CAO and the required advertising requirements are being met the week of November 16th.

As of November 3, 2026, 96% of the property tax levied were collected and this percentage is inline with historical collection rates. Just over $896k remains outstanding with approximately $272k of this amount being owed by one company. A total of $99,826 in penalties were levied on November 3, 2026.

Department Updates Cont'd.:

Statement of Financial Position

The most notable change in the statement from the previous month is the large increase in cash and investments and the corresponding decrease in taxes receivable which is the result of a large influx of property tax payments. Despite these changes, there was a $1.5M net decrease in financial assets which reflects the use of cash to fund ongoing operations and capital purchases. This is partly reflected in a $400k decrease in accounts payable.
Inventory and prepaid expenses are largely unchanged from the previous month. Year over year changes include $2.6M increase in capital expenditures and a $1.2M decrease in inventory levels.

Statement of Operations

With a busy tax season, the Statement of Operations remains unbalanced against the Statement of Financial Position and is not being included again this month. Efforts will be made to have this rectified for the December meeting to give Council a better picture of revenue and expenditures incurred during fiscal 2026.

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

Capital Decision Papers/Projects (18 - total)

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

Attachments:

Statement of Financial Position as at October 31, 2026
Decision Paper Update to October 31, 2026

County of Minburn No. 27

Statement of Financial Position

As at October 31, 2026

	Current Month *October/2026*	Prior Month *September/2026*	Prior Year *October/2025*
FINANCIAL ASSETS			
Cash	$ 6,913,636	$ 2,925,492	$ 4,834,617
Investments	$ 28,924,546	$ 17,917,392	$ 30,135,121
Tax Sale Trust	$ (46,251)	$ (46,251)	$ (50,330)
Total Cash & Temp Investments	***$ 35,791,931***	***$ 20,796,633***	***$ 34,919,408***
RECEIVABLES			
Taxes & Grant In Place	$ 3,016,899	$ 19,475,522	$ 904,012
Due from Governments	$ 185,485	$ 255,425	$ 61,592
Trade & Other Receivables	$ 318,066	$ 321,308	$ 702,098
Long Term Receivable	$ -	$ -	$ 129,109
Total Receivables	***$ 3,520,449***	***$ 20,052,255***	***$ 1,796,811***
Land Held For Resale	$ 243,009	$ 243,009	$ 171,949
TOTAL FINANCIAL ASSETS	**$ 39,555,389**	**$ 41,091,897**	**$ 36,888,168**
LIABILITIES			
Accounts Payable & Accrued Liabilities	$ (5,144,311)	$ (5,520,725)	$ (8,001,872)
Asset Retirement Obligation	$ (3,903,799)	$ (3,903,799)	$ (3,388,544)
Deferred Revenue	$ (2,089,962)	$ (2,074,762)	$ (2,927,693)
Employee Benefit Obligation	$ (297,977)	$ (301,860)	$ 111,918
TOTAL LIABILITIES	**$ (11,436,047)**	**$ (11,801,146)**	**$ (14,206,192)**
NET FINANCIAL ASSETS	**$ 28,119,342**	**$ 29,290,751**	**$ 22,681,976**
NON-FINANCIAL ASSETS			
Tangible Capital Assets	$ 39,154,452	$ 39,154,452	$ 36,404,608
Inventory for Consumption	$ 19,705,630	$ 19,627,094	$ 20,913,763
Prepaid Expenses	$ 116,574	$ 116,049	$ 74,347
TOTAL NON-FINANCIAL ASSETS	**$ 58,976,656**	**$ 58,897,595**	***$ 57,392,717***
ACCUMULATED SURPLUS	**$ 87,095,998**	**$ 88,188,346**	**$ 80,074,693**

COUNTY OF MINBURN NO. 27

2026 Monthly Progress Report - At October 31, 2026

~Final ~

Project Name	20%	40%	60%	80%	100%	Budget	Spent	Comments
Decision Papers - Operating								
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 with plan to officially launch in January 2027.
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 throughout 2026.
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								
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	$ 30,405	Purcahse completed
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 in a phase break until April 2027
Bridges (TCA BF1195)						$ 330,347		Final inspection slated for November 6, 2026.
Bridges (TCA BF72570)						$ 523,000	$ 136,124	Final inspection slated for the week of November 9th
Bridges (MTCE 5qty)						$ 1,021,703	$ 19,806	Project underway.
Road Maintenance Activities								
Road Projects	**20%**	**40%**	**60%**	**80%**	**100%**			**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

October 26, 2026

Reeve & Council
County of Minburn No. 27
4909 50 St PO Box 550
Vegreville, AB T9C 1R6

Dear Reeve & Council,

The care I received from STARS was only possible because of generous supporters like you. Thank you for helping ensure critical care is available when and where it's needed most.

As a teenager, I was riding my dirt bike in a remote forest when I rounded a blind corner and crashed headfirst into another rider. The impact left me with a devastating pelvic injury, and I couldn't get up. Far from immediate medical care, I needed to call on others for help.

Thanks to donors like you, STARS answered that call.

The STARS crew located my remote crash site and landed in a nearby clearing. Working alongside firefighters and ground paramedics, they brought advanced critical care directly to me. They stabilized my injuries, monitored me for internal bleeding, and flew me quickly to a trauma centre.

At the hospital, doctors confirmed that my pelvis had been severely broken and would require extensive surgery and months of rehabilitation. Looking back, I know how fortunate I was to have STARS there when every minute mattered.

Your generosity helps make stories like mine possible. Because of donors like you, STARS crews can respond wherever patients need them.

Thank you for helping ensure that people like me get a second chance.

With heartfelt thanks,

Thomas Wright
STARS Very Important Patient

403-295-1811 | 1-855-516-4848
1441 Aviation Park NE, Box 570
Calgary, AB T2E 8M7
donations@stars.ca | stars.ca

PLEASE CUT HERE

Shock Trauma Air Rescue Service Foundation

1441 Aviation Park NE, Box 570
Calgary, AB T2E 8M7
stars.ca

County of Minburn No. 27
4909 50 St PO Box 550
Vegreville, AB T9C 1R6

Receipt Number:	69833
Date Issued:	October 26, 2026
Gift Date\Type:	2026-10-21\Cash
Receipt Amount:	$7,000.00

Business Receipt

Gift Amount:	$7,000.00
Advantage Amount:	$0.00

Per:

Please retain for your records. Charitable registration #81845 9521 RR0001 Canada Revenue Agency Canada.ca/charities-giving. STARS and the STARS logo are trademarks of the Shock Trauma Air Rescue Service. The Shock Trauma Air Rescue Service Foundation is a licensed user.

Covenant Health
Mary Immaculate

Compassionate care led by Catholic values

Minburn County Council

The volunteer community board of Mundare's Mary Immaculate Care Centre has chosen the development of a compassion room at the facility as one of its goals. In partnership with Covenant Health and Covenant Foundation, the board is working towards completion of the goal as expediently as possible. The project is important because the majority of the rooms at MICC hold 2 residents and when one is gravely ill, it puts untold pressure on the resident and the roommate. Having a designated private room would offer dignity to the dying and their family.

The attached brochure provides more information about the project.

I am asking the Minburn County Council to consider making a donation to this worthwhile project. While the facility is in Mundare, it serves the surrounding area. Over the last 2 years, 11 of the 30 residents indicate that Minburn County was their residence prior to admission to MICC.

Donations can be mailed to:

MICC, Box 349, Mundare T0B 3H0 or

Covenant Foundation, Suite #170, One Twelve Campus, 10130 – 112 St. Edmonton T5K 2K4 (memo: MICC Compassion Room)

Thank you for your consideration.

Sylvia Zacharkiw

MICC Community Board

COMFORT, DIGNITY AND PEACE AT THE END OF LIFE

"A lot of the rooms at Mary Immaculate are shared, so at the end of life, you don't have privacy. That's why we want to create a Compassion Room."

Sylvia Zacharkiw, Mundare Community Board

THE COMPASSION ROOM AT A GLANCE

A PRIVATE SUITE
for residents and families receiving end-of-life care

AN ADJOINING FAMILY ROOM
for loved ones to sit, rest and stay close

A WARM, HOME-LIKE SETTING
with dimmable lighting, residential finishes and built-in storage

INTEGRATED CLINICAL SUPPORTS
including oxygen, medical air and essential care connections

TO SUPPORT THE COMPASSION ROOM:

Contact Kara Mothersell at
kara.mothersell@covenanthealth.ca
or 587-782-3932

Covenant Foundation

$120,000 project investment

Your support will fund the design, construction, clinical infrastructure, family amenities, home-like finishes and specialized equipment needed to bring the Compassion Room to life. Beyond the physical space, your generosity will help create greater privacy, dignity and comfort for residents and families during life's most difficult moments.

A space for families from 11 communities

Residents at Mary Immaculate come from Mundare and nearby communities such as Vegreville, Lamont and Two Hills. The Compassion Room will give their families a private, welcoming place to be together during this deeply personal time.

A place to stay close

The adjoining family area will give loved ones somewhere to sit, rest and remain nearby through long days and nights.

Room for the whole family

A more spacious setting will allow family members to gather and move around comfortably, while giving residents the reassurance of seeing the people they love together in one place.

Privacy for difficult moments

Families will have a quiet, dedicated environment for conversations, reflection, prayer and saying goodbye.

Greater peace of mind

With clinical supports integrated into the room, families can focus more fully on being present with their loved one, knowing care can be provided close at hand.



Mary Immaculate Care Centre | Mundare, Alberta

covenantfoundation.ca



Covenant Foundation

ELEVATING THE STANDARD FOR END-OF-LIFE CARE

At Covenant, we believe in the dignity of every person. The Compassion Room is not just a site renovation but an expression of Covenant's commitment to caring for the whole person in body, mind and soul.

To make a donation or to learn how you can support the Compassion Room:

Contact Kara Mothersell
Development Officer, Covenant Foundation
kara.mothersell@covenanthealth.ca
587-782-3932

Mail your donation to:
Mary Immaculate Care Centre
Box 349
Mundare, AB T0B 3H0

You can also scan this QR code for more information or to make an online donation



The Compassion Room

A space of comfort, dignity and peace

Mary Immaculate Care Centre
Mundare, Alberta

Covenant Foundation

From: Jessica Fenner <Jessica@vegmin.com>
Sent: November 9, 2026 1:15 PM
To: Planning@minburncounry.ab.ca; Info
Subject: Vegmin Learning
Attachments: Board flyer (1).pdf; VegMin Learning Board application.docx

You don't often get email from jessica@vegmin.com. Learn why this is important

Good afternoon;

I am reaching out on behalf of Vegmin Learning Society. We are an adult education program primarily focusing on foundational learning which includes literacy, numeracy, technology skills, English language, skills for learning and supporting individuals in acquiring their C.A.E.C (Highschool equivalency). We provide educational opportunities to remove barriers for individuals to become successful and increase their confidence and self worth. Our board and I have been working on planning strategies such as goal setting, policy updates, board self-assessments and recruitment. Throughout these discussions we have explored who is missing from our board and is an important part of the communities we serve. The answer was representation from the county of Minburn. I was wondering if it would be at all possible to share this information along with our flyer around the office. I am also more than willing to pop by and answer any questions anyone may have. This could be a position held by the County of Minburn and a chosen representative could fill the spot and change every 3 years or as needed. It could also be an individual representing themselves. Thank you so much for your time and I look forward to hearing from you.



Jessica Fenner
Executive Director
VegMin Learning Society
www.vegmin.com
PH: 780-632-7920
Box 442, 4923 - 50 St
Vegreville AB T9C 1R4

VEGMIN
Learning Society

VegMin Learning Society Board Volunteer Application

Name Email

Profession/occupation

Organization(s) you are currently affiliated with

Please describe any previous experience you have with non-profits, governance boards, strategic planning, fundraising, or any other experience you feel may be relevant.

Previous board experience is not required.

What do you know about VegMin Learning Society?

Please briefly describe:

- Your familiarity with VegMin Learning Society's programs, services, and role in the community
- How you feel your skills, knowledge, or connections could support the organization

Please confirm:

☐ I am able to attend the regular monthly Board meetings.

☐ I understand that meetings take place on the third Wednesday of each month over the noon hour

☐ I am willing to review meeting materials before each meeting.

☐ I understand the responsibilities and expectations of serving on the Board.

☐ I am prepared to actively participate in Board discussions and decision-making.

Is there anything else you would like us to know about you, your experience, or what you could bring to the VegMin Learning Society Board?

Applicant Declaration

I understand that serving on the VegMin Learning Society Board is a volunteer commitment and that Board members are expected to actively participate in the governance and ongoing success of the organization.

Name: _____ Date: _____

Signature: _____

Signature of Receiving Board Member: _____

From: Mannville Multi4H <mannvillemulti4h@gmail.com>
Sent: November 9, 2026 6:08 PM
To: Info
Subject: Renewal of Calendar Ad

Hi,

I am contacting you on behalf on the Mannville 4-H Multi Club.

This year **Mannville 4-H Multi Club** is continuing with the community calendar. As a previous customer of the community calendar, we are contacting you with the hope that you will support our organization and renew your ad in our **MANNVILLE COMMUNITY CALENDAR** at a cost of $75.00 for a whole year of advertising. Included in the cost, is the option of adding your personal special days (birthdays, anniversaries, etc.) to the calendar. For Non-Profits, this may include events and meeting days as well. It also includes a copy of the calendar for your use.

Please let us know before November 15th if you would like to continue with the ad.

Thank you so much.

Vicky Marshall

Sent from Outlook for iOS

COUNCIL MEETING ACTION ITEMS

Action List Item No.	Motion No.	Meeting Date	Description	Percentage Completed	Person Responsible	Date Completed	Notes
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.
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.
2613	2026-249 Organizational Mtg Minutes	19-Oct-26	Update County external Boards and Committees by removing Vegreville Tourism Advisory Board, and notify the Town of Vegreville regarding the discontinuation of a representative to the Tourism Advisory Board	100%	Office of the CAO	19-Oct-26	Terms of Reference Updated
2614	2026-254 2026-255 Organizational Mtg Minutes	19-Oct-26	Update Elected Officials Business Expense Policy CC 3013-03, Schedule "B", to include the Rural Health Professions Action Plan Conference to the list of pre-approved conferences and that two Councillors may attend	100%	Office of the CAO	23-Oct-26	Policy updated
2615	2026-258	19-Oct-26	Administration advise the Province of Alberta that the County 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	100%	Davin	19-Oct-26	Sent email
2616	2026-259	19-Oct-26	Process Subdivision File #10-2026	100%	Davin	19-Oct-26	Decision letter sent to applicant
2617	2026-260	19-Oct-26	Administration provide a letter of support to NE Alberta Information HUB for their Northern and Regional Economic Development Program (NRED) funding application to advance the Alberta HUB Skyways Project	100%	Davin	19-Oct-26	Emailed letter of support
2618	2026-261	19-Oct-26	Update Growing Futures Scholarship Policy PDS 7006-02 with approved changes and add to server and website	100%	Office of the CAO	20-Oct-26	Completed
2619	2026-262	19-Oct-26	Advise Community Association for Lasting Success of Council's financial contribution of $1550 to the Breakfast Club	100%	Davin	19-Oct-26	Emailed approval letter
2620	2026-263	19-Oct-26	Advise Viking Health Foundation that the County is unable to provide a financial commitment toward physician recruitment	100%	Office of the CAO/Davin	23-Oct-26	Davin emailed letter
2621	2026-264	19-Oct-26	Update approved Fire Dept Level of Service Policy PS 8007-02 to the server and website	100%	Office of the CAO	23-Oct-26	Completed
2622	2026-265	19-Oct-26	Entering into an agreement with Alberta Professional Outfitters Socity to continue the Coyote Harvest Incentive Program for fall 2026 and winter/spring 2027 utilizing the remaining funds allocated from the spring 2026 program	100%	Norm	10-Oct-26	Coyote Harvest Incentive program starting November 1, 2026
2623	2026-266	19-Oct-26	Prepare a letter to Municipal Affairs advising the County of Minburn opts-out from the Intermunicipal Collaboration Framework Agreement between the County of Minburn and Lamont County with a copy sent to Lamont County	100%	Office of the CAO	19-Oct-26	Letter sent to Municipal Affairs Minister with a copy to Lamont County
2624	2026-270	19-Oct-26	Add approved amending Committees Bylaw 1381-26 to server and ensure website is updated	100%	Office of the CAO	22-Oct-26	Completed
2625	2026-271	19-Oct-26	Add approved Public Participation Policy 3008-02 to the server and ensure website is updated	100%	Office of the CAO	23-Oct-26	Completed
2626	2026-272	19-Oct-26	Add approved Whistleblower Policy AD 1036-01 to the server and ensure website is updated	100%	Office of the CAO	23-Oct-26	Completed
2627	2026-275	19-Oct-26	Enter into contract for 5 yr term with Municipal Assessment Services Group for assessment services	50%	Jay	21-Oct-26	Notified Assessment Services Group
2628	2026-277	19-Oct-26	Administration advise Elk Island Public Schools that Council are available for a joint meeting on either January 28, 2027 or February 11, 2027	100%	Office of the CAO	21-Oct-26	Meeting is booked for January 28, 2027

2629	2026-282 2026-283 2026-284	19-Oct-26	Administration rescind Resolution No. 2026-212, and add to the 2027 Capital Budget the the purchase of one Cat 160NG trial grader for $580,000.00 and two new Cat 160 graders for $650,000.00 each, for a total purchase price of $1,880,000.00, excluding GST; and that Units 326, 335, and 336 be sold by tender following delivery of the replacement graders	100%	Norm	20-Oct-26	Purchase of the three graders approved and sent to Finning
2630	2026-285	19-Oct-26	Notify successful bidder their bid of $4000 was accepted for the tax forfeiture property at Lot 9, Blk 4, Plan 6100R in Minburn	100%	Davin/Jay	19-Oct-26	Davin emailed winning bidder, advising that an Offer of Purchase will be prepared and sent for review/execution after November 11, 2026
2631	2026-286	19-Oct-26	Negotiate and approve the sale of Lot 22, Blk 4, Plan 949, Lavoy, at a sale price of not less than $3500	100%	Office of the CAO	27-Oct-26	Davin notified both parties with deadline to submit increased offer by 4 pm, October 26, 2026 to be considered. Increase bid of $6,500 was received - Davin emailed winning bidder advising Offer of Purchase will be prepared and sent for review/execution after November 11, 2026.