



## **AGENDA**

**August 18, 2025 – 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 July 21, 2025 Council Meeting
- 4. Delegations**
- 5. Council Priorities**
- 6. Requests for Decision**
  - 6.1 Bylaw No. 1368-25 First Reading
  - 6.2 Subdivision File #07-2025
  - 6.3 Subdivision File 08-2025
  - 6.4 2025 Community Centre Grant Funding Program
  - 6.5 2025 Recreation Grant Funding Program
  - 6.6 Bridge File 00931 Low Rating Advisory
  - 6.7 Signing Authority Policy
- 7. Reports**
  - 7.1 Reeve
  - 7.2 Council
  - 7.3 CAO
  - 7.4 Operations
  - 7.5 Planning and Community Services
  - 7.6 Protective Services
  - 7.7 Corporate Services
- 8. Correspondence and Information Items**
  - 8.1 Vegreville Cultural Association re Letter of Support
  - 8.2 Innisfree Seed Plant Thank You
  - 8.3 Battle River Watershed Alliance Funding Request
  - 8.4 Orphan Well Association
  - 8.5 Minburn and District Agricultural Society Thank You
- 9. Councillor Requests (Information Requests and Notices of Motion)**
  - 9.1 Action Item List
- 10. Closed Session**
  - 10.1 Sale of Municipal Lands  
*Access to Information Act (ATIA), Section 29, Advice from officials*
  - 10.2 Town of Vegreville Recreation Agreement  
*Access to Information Act (ATIA), Section 29, Advice from officials*
- 11. Open Session**
- 12. Motions Arising out of the Closed Session**
- 13. Adjournment**



## COUNCIL MEETING MINUTES

July 21, 2025

Council Members Present: Reeve Roger Konieczny, Division 3  
Deputy Reeve Kevin Bentley, Division 7  
Councillor Eric Anderson, Division 2  
Councillor Cliff Wowdzia, Division 4  
Councillor Tara Kuzio, Division 5  
Councillor Carl Ogrodnick, Division 6

Administration Present: Jason Warawa, Acting Chief Administrative Officer  
Mike Fundytus, Director of Protective Services  
Davin Gegolick, Director of Planning and Community Services  
Audra Kropielnicki, Executive Coordinator

### 1 CALL TO ORDER

Reeve Konieczny called the meeting to order at 10:02 a.m.

#### 2025-181

**Moved by:** Councillor Anderson

THAT Council excuse Councillor Nafziger from the July 21, 2025 regular Council meeting.

**Carried**

### 2 ADOPTION OF AGENDA

#### 2025-182

**Moved by:** Councillor Kuzio

THAT the July 21, 2025 regular Council meeting agenda be adopted as presented.

**Carried**

### 3 CONFIRMATION OF MINUTES

3.1 June 16, 2025 County Council Meeting

#### 2025-183

**Moved by:** Councillor Wowdzia

THAT the June 16, 2025 regular Council meeting minutes be adopted as presented.

**Carried**

### 4 DELEGATIONS

### 5 COUNCIL PRIORITIES

#### 2025-184

**Moved by:** Deputy Reeve Bentley

THAT the Council Priorities be accepted as information.

**Carried**

## 6 REQUESTS FOR DECISION

### 6.1 Unit 915 Replacement

#### **2025-185**

**Moved by:** Councillor Anderson

THAT County Council approve the replacement of Unit 915, 2006 Ford F550 rapid response style apparatus, for inclusion in the 2026 budget for a total of \$165,000. Funding will be allocated from fire reserves

**Carried**

### 6.2 East Central 911 AFRRCS Upgrade Capital Advance

#### **2025-186**

**Moved by:** Councillor Anderson

THAT County Council approve the request for the advance of capital funding of \$8,350 to East Central 911 Call Answer Society to upgrade the dispatch console to be AFRRCS compatible.

**Carried**

### 6.3 Mannville Sea-Can Storage Project

#### **2025-187**

**Moved by:** Deputy Reeve Bentley

THAT County Council approve the budget increase for the Mannville Sea-Can Storage project to \$14,000 with the extra \$5,500 being funded from fire reserves.

**Carried**

### 6.4 Capital Equipment 2026

#### **2025-188**

**Moved by:** Councillor Kuzio

THAT County Council approve the purchase of two Cat 160 Graders at a total cost of \$1,335,000 (excluding GST), and the refurbishment of one scraper at a total cost of \$679,951 (excluding GST); and that these items be approved and included in the 2026 Capital Budget; and further, that Units 326 and 330 be sold by tender following delivery of the new graders.

**Carried**

### 6.5 2026 Bridge Repair/Replacement Plan

#### **2025-189**

**Moved by:** Councillor Wowdzia

THAT County Council approve the 2026 Bridge Program and further authorize MPA Engineering to complete the required engineering in 2025 at an estimated cost of \$79,000 to be funded from bridge reserves.

**Carried**

### 6.6 Community Recognition Policy CC 3015-01

#### **2025-190**

**Moved by:** Deputy Reeve Bentley

THAT County Council approve new Community Recognition Policy CC 3015-01 as presented.

**Carried**

### 6.7 Repeal Policy CC 3006-01 Recognition Plaque/Certificates/Other

#### **2025-191**

**Moved by:** Councillor Kuzio

THAT County Council repeal Policy CC 3006-01 Recognition Plaque/Certificates/Other.

**Carried**

6.8 Proclamation and Recognition Policy Amendment

**2025-192**

**Moved by:** Councillor Ogrodnick  
 THAT County Council approve Proclamation and Recognition Policy CC 3012-02 with the amendment of Alberta Rural Health Week being acknowledged by Proclamation.

**Carried**

6.9 Repeal Policy CC 3004-01 County Solicitor

**2025-193**

**Moved by:** Councillor Kuzio  
 THAT County Council repeal policy CC 3004-01 County Solicitor.

**Carried**

6.10 Repeal Policy CC 3009-01 Elected Officials Education Program

**2025-194**

**Moved by:** Councillor Anderson  
 THAT County Council repeal policy CC 3009-01 Elected Officials Education Program.

**Carried**

6.11 Mobile Device Policy AD 1031-01

**2025-195**

**Moved by:** Councillor Ogrodnick  
 THAT County Council approve Mobile Device Policy AD 1031-01 as presented.

**Carried**

6.12 Work From Home Policy AD 1032-01

**2025-196**

**Moved by:** Deputy Reeve Bentley  
 THAT County Council approve Work From Home Policy AD 1032-01 as presented.

**Carried**

**7 REPORTS**

- 7.1 Reeve
- 7.2 Council
- 7.3 CAO
- 7.4 Operations

**2025-197**

**Moved by:** Councillor Kuzio  
 THAT Council direct Administration to send a letter to the Federal Minister of Agriculture, with a copy to Rural Municipalities of Alberta, on effective/approved gopher control methods to once again include the use of strychnine.

**Carried**

**2025-198**

**Moved by:** Councillor Kuzio  
 THAT Council direct Administration to send a letter to the Provincial Minister of Agriculture, with a copy to Rural Municipalities of Alberta, regarding the continued support for on the farm slaughter/sales.

**Carried**

- 7.5 Planning and Community Services
- 7.6 Protective Services
- 7.7 Corporate Services



**2025-199**  
**Moved by:** Councillor Ogrodnick  
THAT Council accepts the reports as presented.

**Carried**

**8                    CORRESPONDENCE AND INFORMATION ITEMS**

- 8.1     Alberta Municipal Affairs re Provincial Education Requisition Credit (PERC) Program

*Councillor Wowdzia left the meeting at 11:11 a.m.*

- 8.2     Town of Vegreville re Recreation Ballot Question
- 8.3     Royal Canadian Legion Military Recognition
- 8.4     RCMP re New Commanding Officer

*Councillor Wowdzia returned to the meeting at 11:12 a.m.*

**2025-200**  
**Moved by:** Councillor Anderson  
THAT Council accept the correspondence as information.

**Carried**

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

- 9.1     Action Item List

**2025-201**  
**Moved by:** Councillor Kuzio  
THAT Council accept the Action Item List as information.

**Carried**

**10                  CLOSED SESSION**

**11                  OPEN SESSION**

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

**13                  ADJOURNMENT**

Reeve Konieczny declared the meeting adjourned at 11:18 a.m.

\_\_\_\_\_  
Reeve

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

STRATEGIC PRIORITIES CHART (August 2025)	
COUNCIL PRIORITIES	
<b>NOW</b>	<b>TIMELINE</b>
1. <b>RECREATION AGREEMENT VEGREVILLE:</b> Intermunicipal	October 2025
2. <b>WASTE AGREEMENT VEGREVILLE:</b> Intermunicipal	October 2025
3. <b>UPDATED HEALTH AND SAFETY MANUAL</b>	October 2025
<b>NEXT</b> <ul style="list-style-type: none"> <li>2025 MUNICIPAL ELECTION</li> </ul>	<b>ADVOCACY</b> <ul style="list-style-type: none"> <li><i>Policing Services/Costs (RMA)</i></li> <li><i>Bridge Funding Continuity (RMA)</i></li> <li><i>Reinstatement of Gopher Control (Federal)</i></li> <li><i>On-Farm Slaughter Sales (Provincial)</i></li> <li><i>SL3/SL4 Seniors Facility Support (AHS)</i></li> <li><i>Non-Potable Water Resources for Ag Producers (AEP)</i></li> <li><i>Rural Medical Services (RMA)</i></li> </ul>
ADMINISTRATIVE INITIATIVES	
OFFICE OF THE CAO	CORPORATE SERVICES
1. <b>RECREATION AGREEMENT: VEGREVILLE</b> – October 2025 2. <b>WASTE AGREEMENT VEGREVILLE</b> – October 2025 3. 2025 MUNICIPAL ELECTION– October 2025 4. Intermunicipal Agreements – October 2025 5. Elected Officials Committees and Boards Terms of Reference – September 2025	1. ERP Conversion Project – December 2025 2. Cashflow forecast/investment portfolio update – September 2025 3. Update Signing Authority and Procurement Policies – September 2025 4. Update HR Handbook – August 2025 5. Joint Election Agreements – August 2025 6. Returning Officer Preparation – August 2025
Planning and Community Services	Protective Services
1. 360-Degree Video: Data Collection – August 2025 2. Ranfurly Cemetery Webmap Integration – August 2025 3. Update County logo on all external-facing material – October 2025 4. Update LAS and Rotary Peace Park Agreements – November 2025 5. Crossroads Economic Development Alliance: FDI Strategy and Communications Project – December 2025	1. <b>UPDATED HEALTH AND SAFETY MANUAL</b> – October 2025 2. Bylaw Enforcement Role – Ongoing 3. Fire Fighter Recruitment – Ongoing 4. Fire Fighter Health and Culture Survey – August 2025 5. Review Mutual Aid Agreements – November 2025
OPERATIONS	AGRICULTURE & UTILITIES
1. Operations Shop Concept Investigation –needs strategic plan from Council 2. Projects – Projects underway for 2025 3. Bridges – Capital replacement – All tenders closed and underway for 2025	1. ASB POLICY REVIEW – December 2025 2. ASB Regional Conference Agenda – August 2025 3. Lavoy Utility Asset Management Plan – Sept 2025
<b>CODES:</b> <b>BOLD CAPITALS</b> = Now Priorities; <b>CAPITALS</b> = Next; <i>Italics</i> = Advocacy; Regular Case = Operational Strategies	

2 – 3 Year OUTLOOK
1. <i>Service Level Review</i> – <b>February 2026</b> 2. <i>Strategic Plan Workshops</i> – <b>August 2025</b>



## Council Request for Decision (RFD)

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

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

**Recommendation:**

**Background:**

☐ See Appendix

**Legislative Guidance:**

☐ Provincial ☐ Municipal ☐ None

*Details:*

**Council Priorities Chart:**

☐ Yes ☐ No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

☐ Capital ☐ Operations ☐ Other

*Details:*

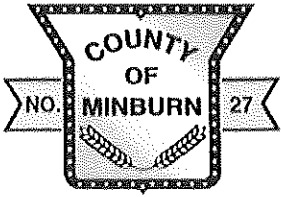
**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

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



## COUNTY OF MINBURN NO. 27

P.O. Box 550  
4909 - 50th Street  
Vegreville, Alberta  
Canada T9C 1R6

Phone: (780) 632-2082  
Fax: (780) 632-6296

www.MinburnCounty.ab.ca  
E-Mail: info@minburncounty.ab.ca

### APPLICATION FOR AN AMENDMENT TO LAND USE BYLAW NO. 1348-24

I/We hereby make application to amend the Land Use Bylaw.

**Applicant(s):** Name: River Flat Farms Land Ltd (Emma Fried)  
Telephone No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

**Owner(s) of Land:** Name: River Flat Farms Land Ltd(Emma Fried)  
Telephone No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

**Land Description:** ¼ NW Sec: 8 Twp: 52 Rge: 14 W4M

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

**Current Land Use District:** Direct Control

**Amendment Proposed** (or attach separate documentation):

Would like to have the whole quarter section land use changed to general commercial zoning for possible further development, excluding Lot1, Block2, Plan 1720900.

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

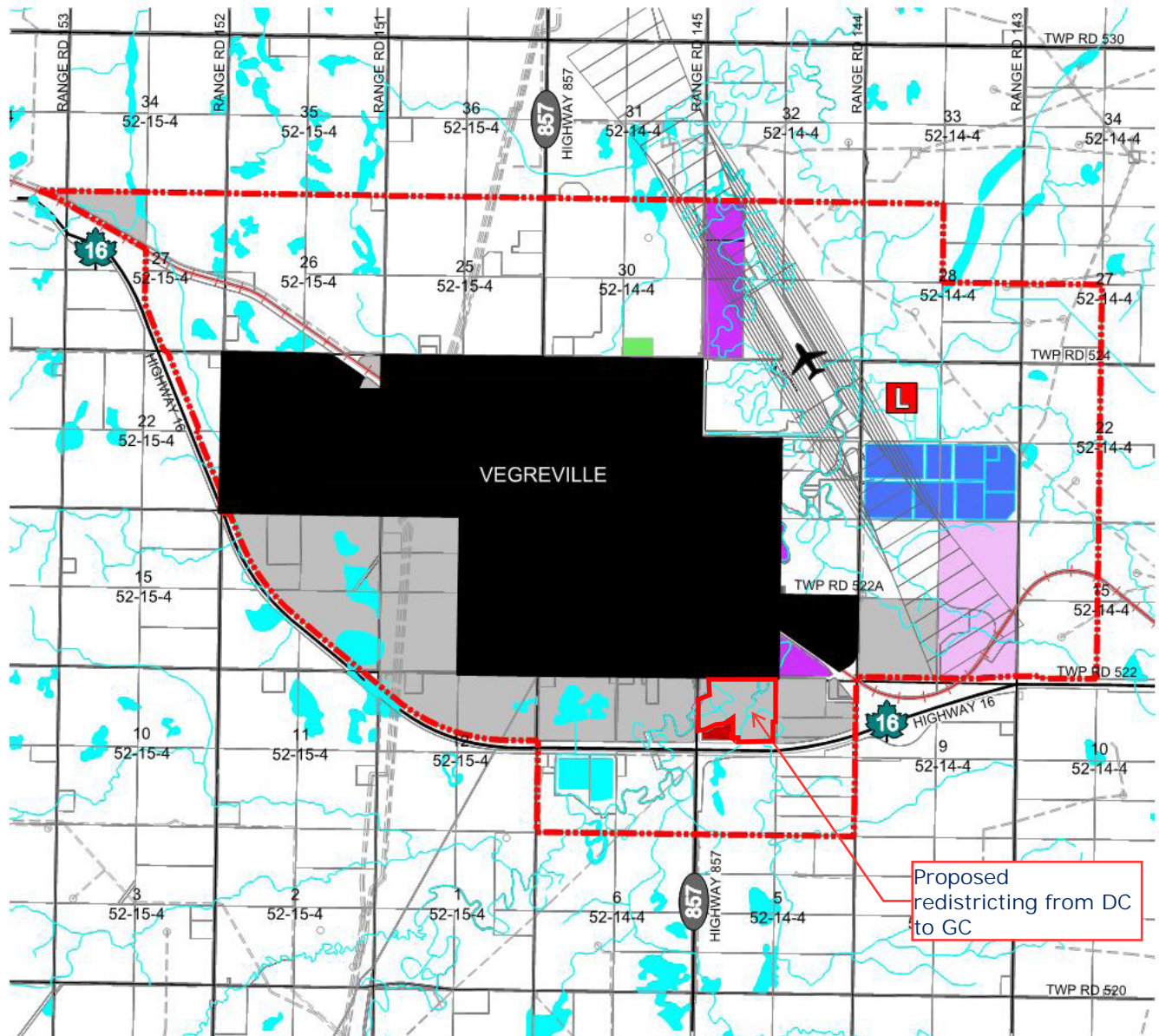
Please refer to conceptual subdivision File that is on record with you at the county already for this property

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):** \_\_\_\_\_  
Digitally signed by Emma Fried  
Date: 2025.03.18 10:22:47 -0600

**Owner Signature(s):** \_\_\_\_\_  
Digitally signed by Emma Fried  
Date: 2025.03.18 10:23:48 -0600

# Map 5 Town of Vegreville / County of Minburn No. 27



- General Industrial (GI) District
- Agricultural (A) District
- Right of Way
- Intermunicipal Development Boundary

- General Commercial (GC) District
- Recreational and Institutional (RI) District
- Sewage Lagoon
- Direct Control (DC) District
- Home Park (HP)

- Roads
- Railway
- L Landfill
- Airport

## County of Minburn - Land Use Bylaw

Persons using this document do so solely at their own risk, and the County of Minburn No. 27 shall have no liability to such persons for any loss or damage whatsoever. This document shall not be reproduced or distributed without the consent of the County of Minburn No. 27.

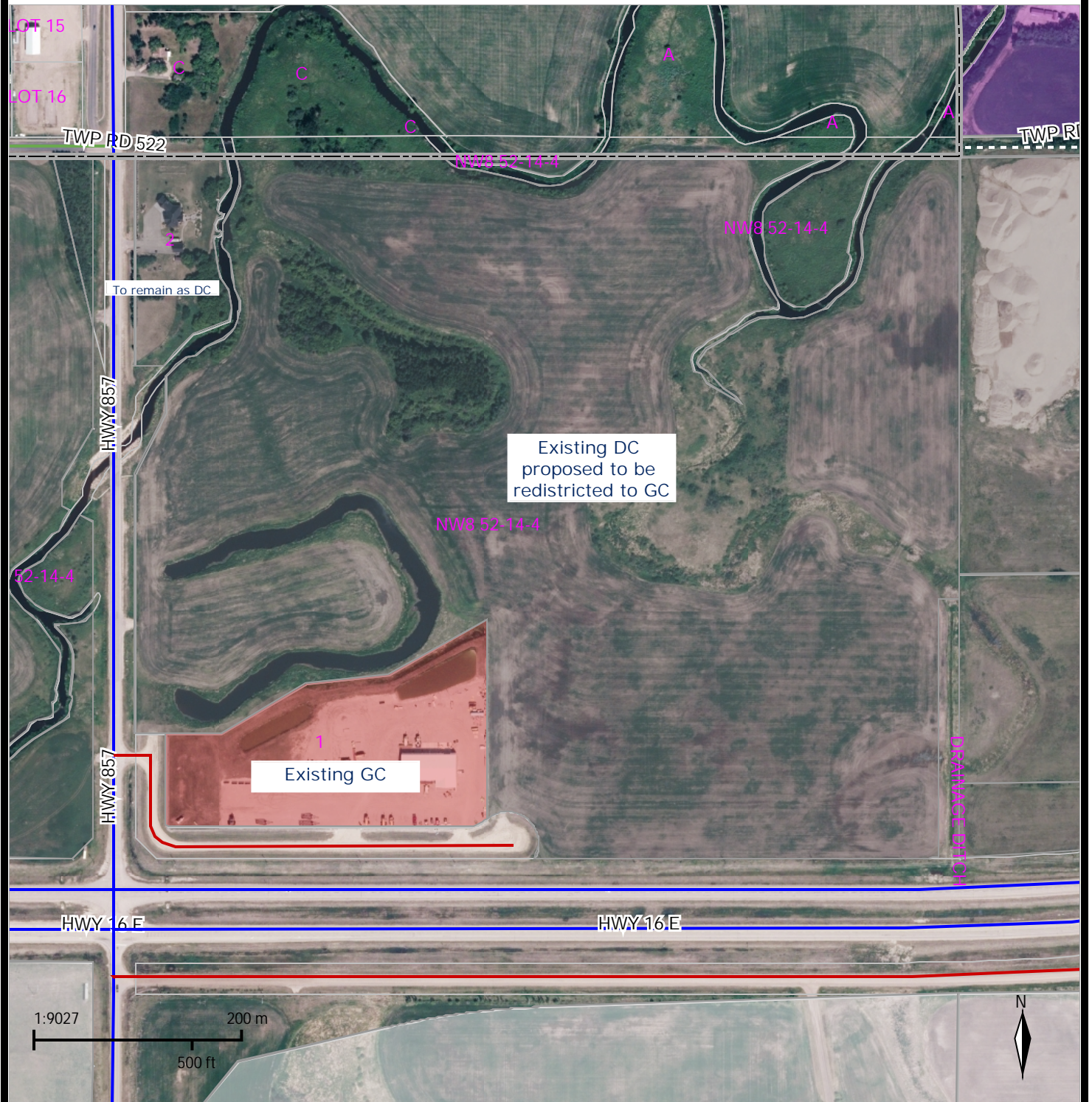
## MAP 5 TOWN OF VEGREVILLE / COUNTY OF MINBURN NO.27

Scale: 1:60,000





## Proposed Redistricting from DC to GC



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.



## Council Request for Decision (RFD)

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

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

**Recommendation:**

**Background:**

☐ See Appendix

**Legislative Guidance:**

☐ Provincial ☐ Municipal ☐ None

*Details:*

**Council Priorities Chart:**

☐ Yes ☐ No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

☐ Capital ☐ Operations ☐ Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

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

**A. BACKGROUND:**

<b>File Number:</b>	07-2025
<b>Legal:</b>	NE 10-52-15-W4M
<b>Owner:</b>	Dianne Eberhardt
<b>Applicant:</b>	Cameron Eberhardt
<b>Date Application Deemed Complete:</b>	June 23, 2025
<b>Decision Due Date:</b>	August 22, 2025
<b>Existing Use:</b>	Lot 1, Block 1: Rural Residential Lot 2, Block 1: Agricultural
<b>Proposed Use:</b>	Lot 1, Block 1: Rural Residential Lot 2, Block 1: Rural Residential
<b>Gross Area:</b>	64.28 Ha (158.8 ac)
<b>Proposed Area:</b>	Lot 1, Block 1 – 14.11 Ha (34.87 ac) Lot 2, Block 1 – 2.02 Ha (5.0 ac)
<b>Zoning:</b>	A: Agricultural District
<b>Division:</b>	6

**B. DESCRIPTION OF PROPOSAL:**

The subject property is located on NE 10-52-15-W4M in Division 6, about 2 km south-west of Vegreville on Rge Rd 152 and Twp Rd 522. The applicant is proposing to create two rural residential parcels out of the quarter. Proposed Lot 1 is 14.11 Ha (34.87 ac) and contains the dwelling, several outbuildings, a wetland/pasture, and approximately 10 acres of productive farmland (between the east tree line and Rge Rd 152). Proposed Lot 2 is 2.02 Ha (5.0 ac) and is undeveloped. The proposed remnant parcel is productive farmland.

There is existing access to proposed Lot 1 off Twp Rd 522 and access to proposed Lot 1 off a Rge Rd 152 via a joint approach. There is no access to the proposed remnant parcel. Road widening dedication has already been dedicated towards Rge Rd 152 but not towards Twp Rd 522.

**C. NOTIFICATION:**

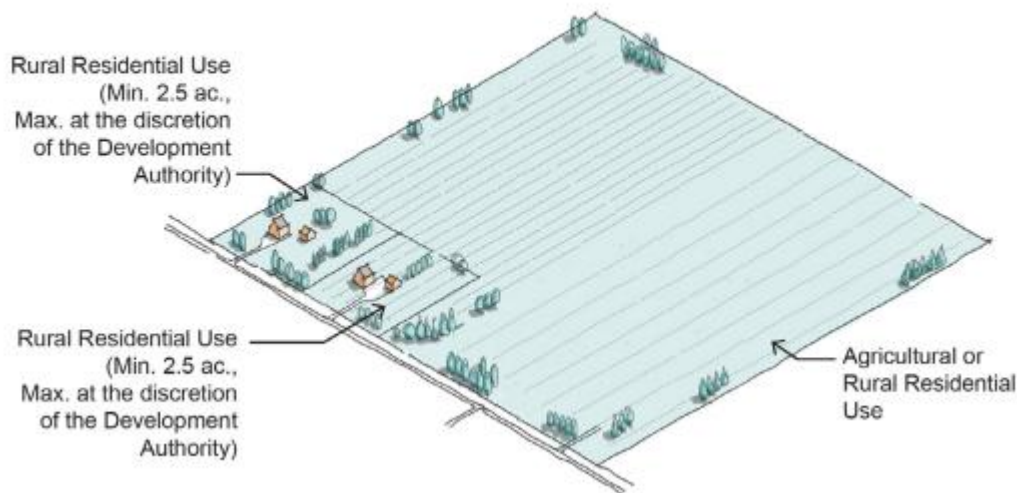
Adjacent property owners and agencies were notified on June 25, 2025 – no objections from agencies. One response was received (no name provided) stating, 'Can't believe the County would allow this!!' regarding the inclusion of 'Good farmland!' being included within proposed Lot 1 and Lot 2.



#### **D. COMPLIANCE:**

The proposed subdivision complies with the Subdivision and Development Regulation and municipal statutory plans. There is an existing septic pump out within proposed Lot 1 which meets the minimum setback requirements to new property boundaries. Site suitability to determine on-site sewage treatment for proposed Lot 2 is required. The Municipal Development Plan (MDP) allows for a maximum of two rural residential parcels within an arable quarter section per Scenario 3, below:

##### **SCENERIO 3**



#### **E. RESERVES:**

Pursuant to Section 661(b) of the Municipal Government Act, reserves are owed. It is recommended that reserves owing shall be collected in accordance with Part 3.8 of the MDP:

- Proposed Lot 2, Block 1 – cash-in-lieu of municipal reserve
- Proposed remnant parcel – deferred reserve caveat registered against the title issued for the remnant.

#### **F. RECOMMENDATION**

That the proposed subdivision application be **approved**, subject to the following conditions:

1. That prior to endorsement, a registerable instrument be prepared by an Alberta Land Surveyor and submitted to the County, and the registerable instrument shall be in conformance with the approved tentative plan of subdivision.
2. That the registered owner(s) enter into a development agreement by way of Caveat with the County of Minburn pursuant to Sections 661 and 662 of the Municipal Government Act, 2000 as amended, pertaining to the provision of land for future road widening as required.
3. That 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 a future approach as required.
4. That pursuant to Division 8, Part 17 of the Municipal Government Act, 2000, as amended, cash-in-lieu of municipal reserve land owning for the area of the proposed Lot 2, Block 1 is to be paid to the County of Minburn. The calculation is as follows: begin with the area of the proposed Lot 2, Block 1 as shown on the registerable instrument, multiply by \$2,981.00/acre, then multiply by 10%.

5. That pursuant to Division 8, Part 17 of the Municipal Government Act, 2000, as amended, a deferred reserve caveat is to be registered against the proposed remnant parcel calculated as follows: begin with the existing titled area (NE 10-52-15-W4M), subtract the amount of land within proposed Lot 2, Block 1 as shown on the registerable instrument submitted for endorsement, then multiply by 10%.
6. That prior to endorsement of the registerable instrument, written documentation prepared by a certified private sewage installer shall be submitted to the County which indicates that on-site private sewage treatment systems can be considered for approval in accordance with the Alberta Private Sewage Disposal System Regulation (AR 229/97) given the soil conditions, size and configuration of proposed Lot 2, Block 1.
7. That all outstanding property taxes 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 registration of the proposed subdivision at the Land Titles office may result in a change in the assessment of proposed Lot 1, Block 1 and Lot 2, Block 1. Please contact Municipal Assessment Services at 780-939-3310 with regards to any questions about assessment.
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. 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.
4. That approval of this application does not excuse the applicant from ascertaining and complying with the requirements of other municipal bylaws, easements, environmental reserve easements, covenants, conservation agreements, development agreements, or Provincial or Federal statutes, regulations, licenses or codes or standards of practice.

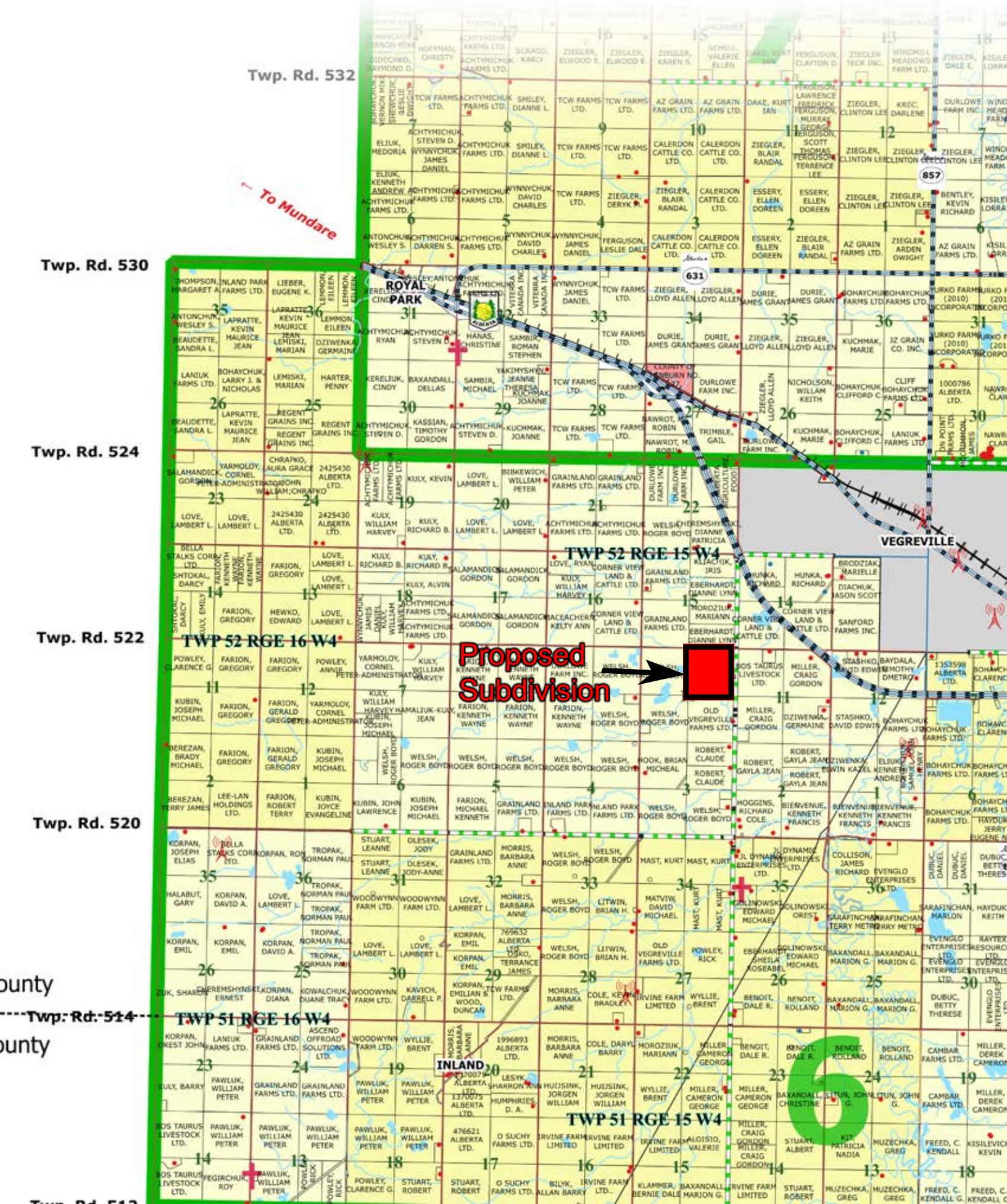
**G. ATTACHMENTS:**

- ◆ Location plan
- ◆ Tentative Plan of Subdivision
- ◆ Inspection Summary

Prepared by Davin Gegolick on July 23, 2025



# Subdivision Location Plan









**July 22, 2025**

**NE 10-52-15-W4M**

**Photos by Davin Gegolick**

From NE corner of quarter, facing SW: proposed Lot 1 includes the existing developed yard site, treed area/wetland (west of yard site), and portion of farmland (east of yard site). Access to proposed Lot 1 is via Twp Rd 522 (existing approach). Proposed remnant parcel is predominantly productive farmland.



Facing west: existing yard site contains the dwelling, several outbuildings, dugout, garden, and treed area. Septic pump out is located along treeline next to the farmland.





Another angle of the existing yard site within proposed Lot 1.



From SE corner of quarter facing NW towards proposed Lot 1.





Trees/shrubs within wetland/seasonal creek that is included in proposed Lot 1 on the NW corner of quarter



Septic pump out located along east treeline within proposed Lot 1.





Existing water well within proposed Lot 1. Dwelling seen in the background.



From SE corner of quarter facing NW: proposed Lot 2 (5 acres) is currently undeveloped, containing productive farmland. Access to proposed Lot 2 is via an existing joint approach.





**Inspection Summary:**

- Topography – mostly flat with one hill in the middle of proposed Lot 1.
- Soil characteristics – loam
- Nature of vegetation and water – predominantly productive farmland with a few wetlands, pasture, trees, and a dugout within proposed Lot 1. Seasonal drainage flows from the north through proposed Lot 1, to the east side of the quarter and south through proposed Lot 2.
- Private Sewage/water well – confirmed by existing septic pump out and water well.
- Use of land in the vicinity – Agricultural, rural residential – no compatibility issues.
- Other - Met with contractor, Hank VanYken, on property when conducting my inspection.



## Council Request for Decision (RFD)

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

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

**Recommendation:**

**Background:**

☐ See Appendix

**Legislative Guidance:**

☐ Provincial ☐ Municipal ☐ None

*Details:*

**Council Priorities Chart:**

☐ Yes ☐ No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

☐ Capital ☐ Operations ☐ Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

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

**A. BACKGROUND:**

<b>File Number:</b>	08-2025
<b>Legal:</b>	Pt. SW 4-52-13-W4M and Pt. SE 5-52-13-W4M, Lot 52, Block RLY, Plan 6461R
<b>Owner:</b>	County of Minburn
<b>Applicant:</b>	Geodetic Surveys and Engineering Ltd.
<b>Date Application Deemed Complete:</b>	July 7, 2025
<b>Decision Due Date:</b>	September 5, 2025
<b>Existing Use:</b>	Former Lavoy campground, Lavoy welcome sign, vacant land
<b>Proposed Use:</b>	Lot 1: General Industrial Lot 2: Lavoy welcome sign Lot 3: Green space (former campground) Lot 4: General Industrial Lot 5: General Industrial R1: Road Plan R2: Road Plan
<b>Gross Area:</b>	2.16 Ha (5.3 ac)
<b>Proposed Area:</b>	Lot 1: 0.63 Ha (1.55 ac) Lot 2: 0.98 Ha (2.42 ac) Lot 3: 0.18 Ha (0.45 ac) Lot 4: 0.69 Ha (1.72 ac) Lot 5: 0.45 Ha (1.12 ac) R1: 0.052 Ha (0.12 ac) R2: 0.043 Ha (0.10 ac)
<b>Zoning:</b>	General Commercial
<b>Division:</b>	5

**B. DESCRIPTION OF PROPOSAL:**

The subject property is situated on the southwest side of Lavoy, positioned between the Canadian National Railway and Railway Avenue. As outlined in the Purchase and Sale Agreement dated January 9, 2025, the purchaser is required to subdivide the former campground and welcome sign lands to allow the County to retain ownership of these areas. Additionally, any portions of the property that intersect with public road allowances would be registered accordingly as road allowances.

This application proposes to subdivide the existing General Industrial parcel—which includes the former campground, Lavoy welcome sign, vacant land, and areas within the Rge Rd 134 and Main Street road allowances—into five separate General Industrial lots and two road plans. Proposed Lots 2 (Lavoy welcome sign) and 3 (former campground) are to remain under County ownership, while the remaining three lots will be sold in accordance with the January 9, 2025 agreement.

Given the roads are within the Hamlet of Lavoy, road widening dedication isn't required. Only proposed Lots 2 and 3 have legal access to Railway Avenue - the applicant would be responsible to provide legal access to the remaining 3 lots.

**C. NOTIFICATION:**

Adjacent property owners and agencies were notified on July 8, 2025 – no objections. ATCO Gas advised for the owner/developer to contact ATCO Gas Distribution Engineer to determine and comply with ATCO Gas right-of-way and road alignment requirements prior to the registration of this subdivision.

**D. COMPLIANCE:**

The proposed subdivision complies with the Subdivision and Development Regulation and municipal statutory plans.

**E. RESERVES:**

Reserves were previously taken when Lavoy was developed and therefore no further reserves may be taken.

**F. RECOMMENDATION**

That the proposed subdivision application be **approved**, subject to the following conditions:

1. That prior to endorsement, a registerable instrument be prepared by an Alberta Land Surveyor and submitted to the County, and the registerable instrument shall be in conformance with the approved tentative plan of subdivision.
2. That the registered owner(s) enter into a development agreement by way of Caveat with the County of Minburn pursuant to Sections 661 and 662 of the Municipal Government Act, 2000 as amended, pertaining to the provision of land for a future approach as required.

Information Items (these are not conditions of approval):

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

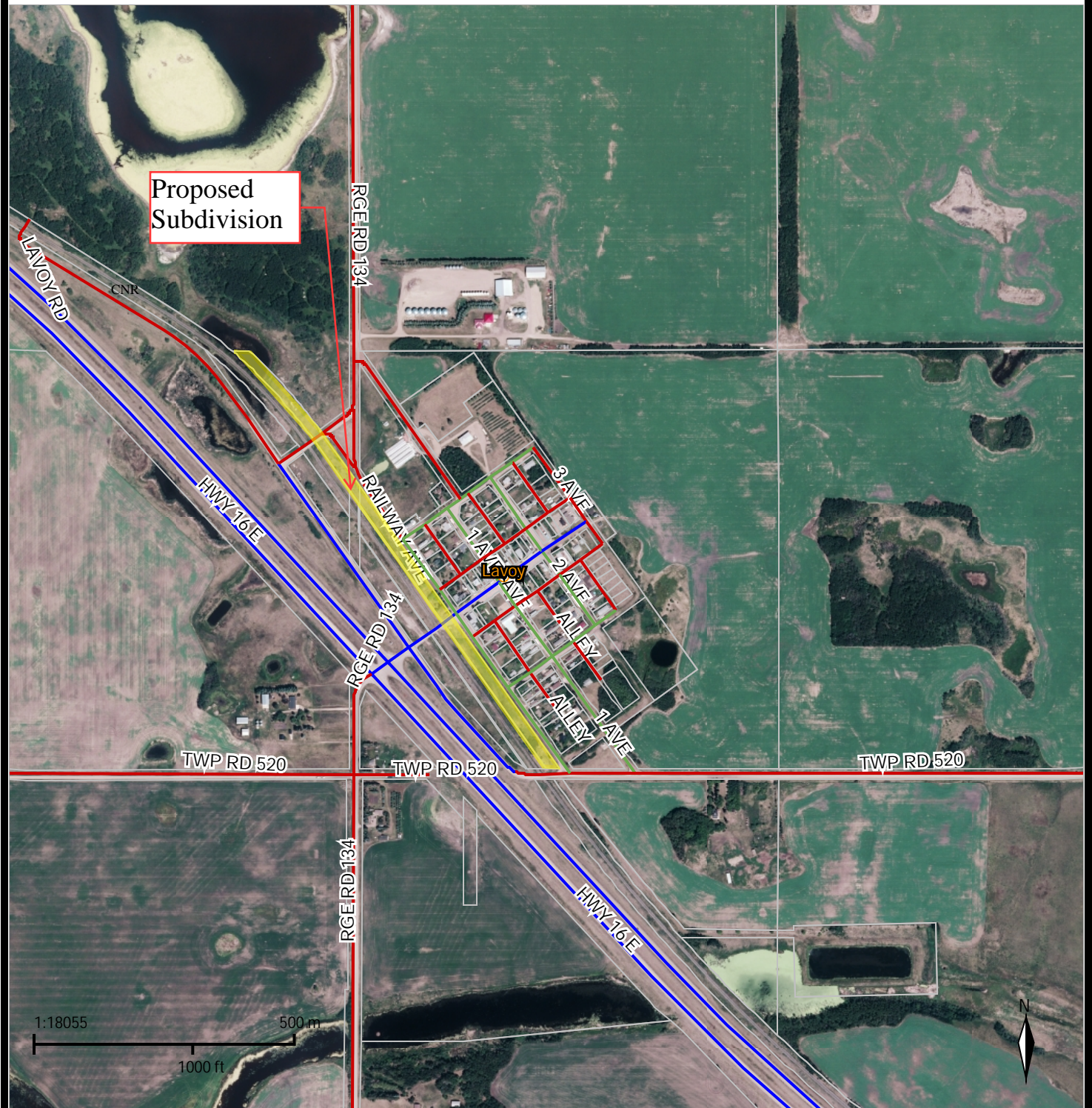
4. That approval of this application does not excuse the applicant from ascertaining and complying with the requirements of other municipal bylaws, easements, environmental reserve easements, covenants, conservation agreements, development agreements, or Provincial or Federal statutes, regulations, licenses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

**G. ATTACHMENTS:**

- ◆ Location plan
- ◆ Tentative Plan of Subdivision
- ◆ Inspection Summary



## Proposed Subdivision

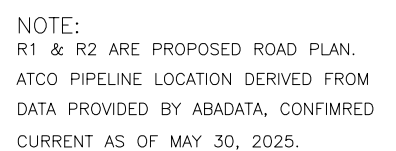


The data provided is for informational purposes only and is not guaranteed to be accurate or up to date. County of Minburn is not responsible for errors, omissions, or for any results obtained from the use of this information. Users of these maps or data should independently verify any information before 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.



OF  
LOT 52, BLOCK RLY, PLAN 6461 R (C. OF T. 962 330 973 +1)  
AND  
BLOCK OT (C. OF T. 962 330 973)  
S.W.1/4, SEC. 4 & S.E.1/4, SEC. 5, TWP. 52, RGE. 13, W.4M.  
**COUNTY OF MINBURN – ALBERTA**

- 



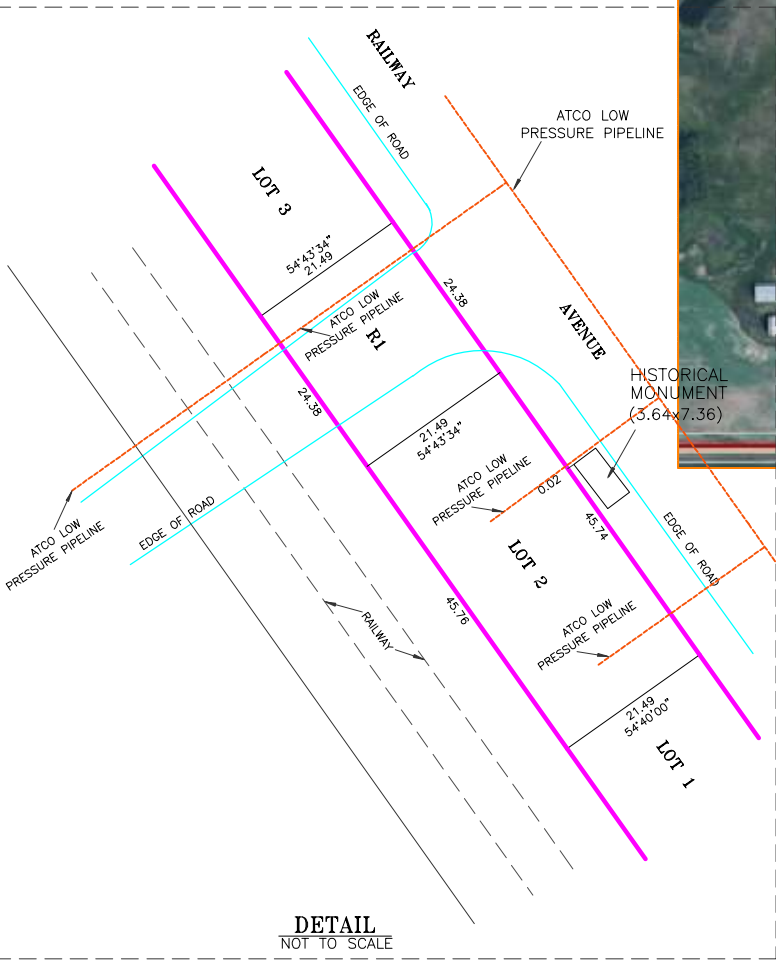
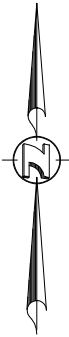
6111 – 101 AVENUE STREET, EDMONTON, ALBERTA. T6A 0G9  
Ph. (780) 465-3389 Fax. (780) 465-5400 email: hello@geodeticsurveys.com

JOB No. 125124

TENTATIVE PLAN  
SHOWING  
PROPOSED SUBDIVISION

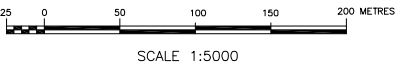
OF  
LOT 52, BLOCK RLY, PLAN 6461 R (C. OF T. 962 330 973 +1)  
AND  
BLOCK OT (C. OF T. 962 330 973)  
S.W.1/4, SEC. 4 & S.E.1/4, SEC. 5, TWP. 52, RGE. 13, W.4M.  
COUNTY OF MINBURN – ALBERTA

1. ALL DISTANCES ARE SHOWN IN METRES AND DECIMALS THEREOF.  
2. FENCES ARE SHOWN THUS ..... — x — x — x —  
3. AREA OF PROPOSED SUBDIVISION BOUNDED THUS..... —————  
AND CONTAINS 2.160 ha.



N.E.1/4 SEC.32-51-13-4

LOT A  
PLAN 5779 MC



NOTE:  
R1 & R2 ARE PROPOSED ROAD PLAN.  
ATCO PIPELINE LOCATION DERIVED FROM  
DATA PROVIDED BY ABADATA, CONFIRMED  
CURRENT AS OF MAY 30, 2025.

GEODETIC SURVEYS & ENGINEERING LTD.

6111 – 101 AVENUE STREET, EDMONTON, ALBERTA. T6A 0G9  
Ph. (780) 465-3389 Fax. (780) 465-5400 email: hello@geodeticsurveys.com

DRAWN BY: J.K.  
DATE : APRIL 29th, 2025

SCALE 1 : 5000

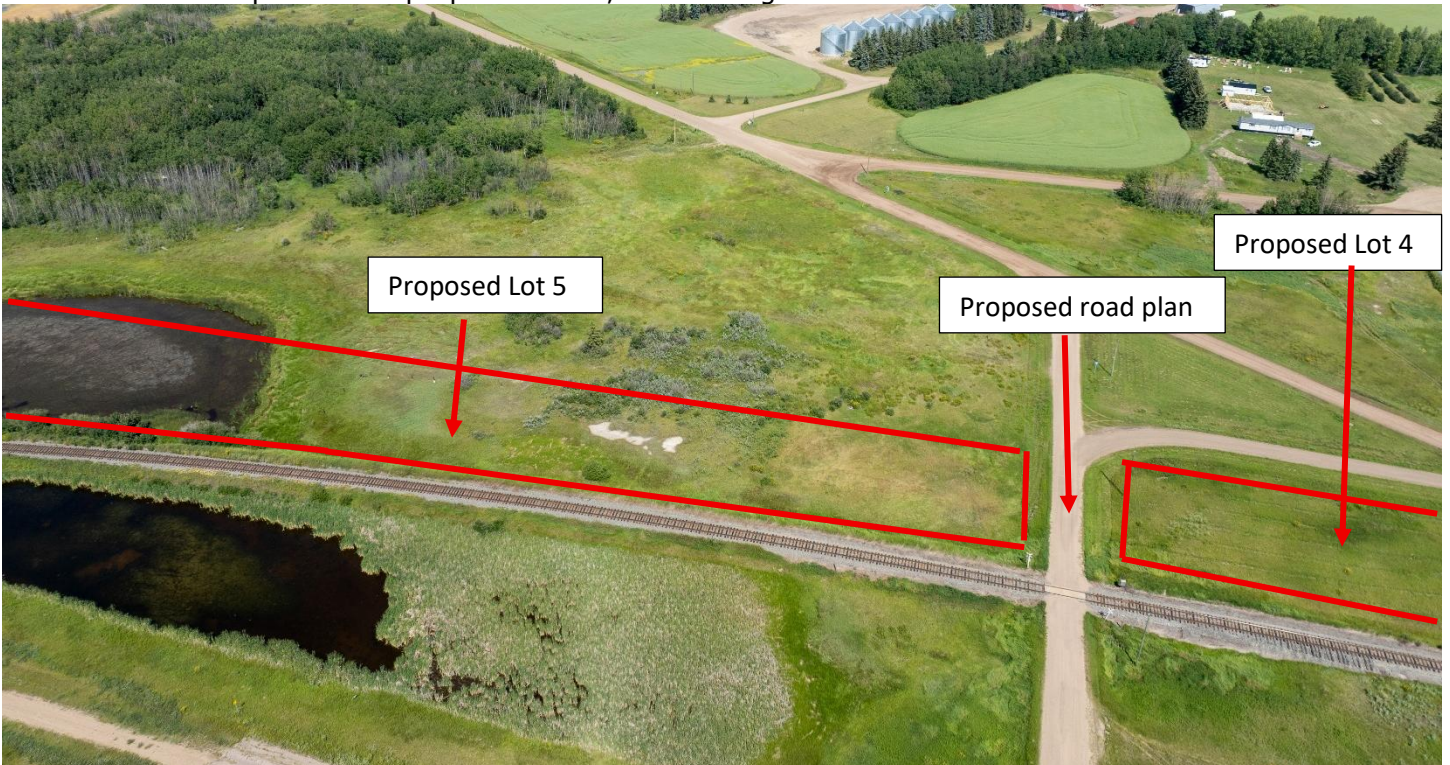
JOB No. 125124



From south of Lavoy facing west: proposed lots are between the CN rail line and Railway Avenue, fronting Lavoy



Northern-most strip of land – proposed Lot 5, north of Rge Rd 134





Former campground (proposed Lot 3) and Lavoy Welcome sign (proposed Lot 2) will remain County-owned





Close-up of the 2 plots that will remain owned by the County



Another angle of the proposed Lots. Road plans will be registered at all existing road intersections.





**Inspection Summary:**

- Topography – flat
- Soil characteristics – clay
- Nature of vegetation and water – grass/shrubs, wetlands within proposed Lot 5.
- Private Sewage/water well – none.
- Use of land in the vicinity – General Industrial, General Commercial, Hamlet Residential – no compatibility issues.



## Council Request for Decision (RFD)

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

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

**Recommendation:**

**Background:**

☐ See Appendix

**Legislative Guidance:**

☐ Provincial ☐ Municipal ☐ None

*Details:*

**Council Priorities Chart:**

☐ Yes ☐ No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

☐ Capital ☐ Operations ☐ Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

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

## Community Centre Grant Allocations 2025

<u>Community Centres</u>	<u>2024 Allocations</u>	<u>2025 Proposed</u>
Braes Community Centre	<u>1,500.00</u>	<u>1,500.00</u>
Chailey Community Association	<u>1,500.00</u>	<u>1,500.00</u>
Ruthenian Greek Catholic Parish (New Buchach)	<u>1,500.00</u>	<u>-</u>
New Kiew National Hall Association	<u>1,500.00</u>	<u>1,500.00</u>
Imperial Community Centre	<u>1,500.00</u>	<u>1,500.00</u>
Park Grove Community Centre	<u>1,500.00</u>	<u>1,500.00</u>
Old Vegreville Society	<u>1,500.00</u>	<u>1,500.00</u>
T. Shevchenko Community Association (Warwick)	<u>1,500.00</u>	<u>1,500.00</u>
Bruno Community Centre	<u>1,000.00</u>	<u>1,000.00</u>
Sich Community Centre	<u>1,000.00</u>	<u>1,000.00</u>
Lavoy Action Society	<u>2,500.00</u>	<u>2,500.00</u>
Mannville Golf Course	<u>4,000.00</u>	<u>4,000.00</u>
Vegreville Kinsmen Golf Course	<u>4,000.00</u>	<u>4,000.00</u>
Mannville & District Agricultural Society	<u>15,000.00</u>	<u>15,000.00</u>
Minburn & District Agricultural Society	<u>2,500.00</u>	<u>2,500.00</u>
Innisfree & District Agricultural Society	<u>2,500.00</u>	<u>2,500.00</u>
Ranfurly & District Agricultural Society	<u>2,500.00</u>	<u>2,500.00</u>
Vegreville & District Agricultural Society	<u>20,000.00</u>	<u>20,000.00</u>
<b>Total Non-Profit</b>	<b>\$ 67,000.00</b>	<b>\$ 65,500.00</b>



## Council Request for Decision (RFD)

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

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

**Recommendation:**

**Background:**

☐ See Appendix

**Legislative Guidance:**

☐ Provincial ☐ Municipal ☐ None

*Details:*

**Council Priorities Chart:**

☐ Yes ☐ No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

☐ Capital ☐ Operations ☐ Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

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

**Recreation Grant Allocations**  
**2025**

<b><u>Organization</u></b>	<b><u>2024</u></b> <b><u>Allocations</u></b>	<b><u>2025</u></b> <b><u>Proposed</u></b>
Lavoy Action Society	<u>18,300.00</u>	<u>18,300.00</u>
Minburn and District Agricultural Society	<u>23,300.00</u>	<u>23,300.00</u>
Mannville and District Agricultural Society	<u>109,300.00</u>	<u>109,300.00</u>
Innisfree and District Agricultural Society	<u>43,300.00</u>	<u>43,300.00</u>
Ranfurly and District Agricultural Society	<u>23,300.00</u>	<u>23,300.00</u>
Vegreville and District Agricultural Society	<u>25,800.00</u>	<u>25,800.00</u>
<b>Total</b>	<b><u>\$ 243,300.00</u></b>	<b><u>\$ 243,300.00</u></b>





## Council Request for Decision (RFD)

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

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

**Recommendation:**

**Background:**

☐ See Appendix

**Legislative Guidance:**

☐ Provincial ☐ Municipal ☐ None

*Details:*

**Council Priorities Chart:**

☐ Yes ☐ No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

☐ Capital ☐ Operations ☐ Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

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



## RFD Appendix



August 13, 2025

**County of Minburn No. 27**  
4909-50 St  
Vegreville, AB  
T9C 1R6

***Delivered via  
e-mail***

**Attention: Mr. Norm De Wet, CLGM, Director of Operations**

**LOW RATING ADVISORY**

<b>Bridge File:</b> (including Structure #)	00931-01	<b>Highway:</b> (incl. Control Section)	Local	<b>Legal Location:</b>	SW 2-54-14-W4
<b>Stream/Over:</b>	Vermillion River		<b>Town:</b>	Vegreville	
<b>Rating:</b>	1	<b>Element:</b>	Cap, substructure		
<b>Reason for Low Rating:</b>	Pier 2 Cap is shearing,				
<b>Recommendations:</b> (see Note)	Close roadway until cap is replaced.				
<b>Changes to Inspection Cycle:</b>	Keep closed, once it is back in service, inspect on a 24 month cycle due to age.				
<b>Other Comments:</b> (if any)					


**Note:** These recommendations are provided as a spot inspection. This notification will be revised once the BIM is completed and submitted for review. Information on the submitted BIM should be consulted when available.

If more information is required please call.

Sincerely,  
MPA Engineering Ltd.  
per:



Kirk Morris, P.Eng.

		File No.:	00931-1
		Date:	August 13, 2025
Over:	Vermillion River	By:	Kirk Morris
Highway / Location:	Local Road / SW 2-54-14-W4M, near Vegreville	Page:	




Vertical displacement of the girders at pier 2.



Another view of the displacement at pier 2.



		File No.:	00931-1
<b>ENGINEERING LTD</b>		Date:	August 13, 2025
Over:	Vermillion River	By:	Kirk Morris
Highway / Location:	Local Road / SW 2-54-14-W4M, near Vegreville	Page:	




Shearing cap at pier 2



Another view of shearing cap



		File No.:	00931-1
		Date:	August 13, 2025
Over:	Vermillion River	By:	Kirk Morris
Highway / Location:	Local Road / SW 2-54-14-W4M, near Vegreville	Page:	




Another view of the shearing cap



Typical girder spalling due to low cover on stirrups



		File No.:	00931-1
		Date:	August 13, 2025
Over:	Vermillion River	By:	Kirk Morris
Highway / Location:	Local Road / SW 2-54-14-W4M, near Vegreville	Page:	



Lead pier pile damaged by drift or ice flows



Suspect cracked pile (to be confirmed)



## Council Request for Decision (RFD)

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

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

**Recommendation:**

**Background:**

☐ See Appendix

**Legislative Guidance:**

☐ Provincial ☐ Municipal ☐ None

*Details:*

**Council Priorities Chart:**

☐ Yes ☐ No

*Details:*

**Previous Council Direction:**

**Financial Implications:**

☐ Capital ☐ Operations ☐ Other

*Details:*

**Communication and Engagement:**

**Implementation Timeline:**

**Attachments:**

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

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





# Policy

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## Signing Authority

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**Policy Number:** AD 1033-01

**Supersedes Policy Number:** NEW

**Approved by Council:** TBD

**Next Review Date:** 2029

**Resolution No:** TBD

**Last Review Date:** N/A

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### POLICY STATEMENT

The County of Minburn recognizes the importance of governance responsibilities including compliance with the *Municipal Government Act*, accountability of public funds and providing efficient municipal business operations.

### PURPOSE

The purpose of this policy is to establish primary signing authorities with regards to transactions, agreements, contracts and other municipal and/or legal documents for the County of Minburn. The policy provides direction for delegation of signing authority in accordance with the *Municipal Government Act*, and where applicable by bylaw.

### DEFINITIONS

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

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

**Council** means elected officials of the County of Minburn No. 27.

**Chief Elected Official** means the Reeve for the County of Minburn No. 27.

**Delegation** means the formal assignment or transfer of a power, duty or function from one authority to another employee in accordance with the *Municipal Government Act* and the Policy.

**Municipal Government Act (MGA)** means the legislative framework that outlines the powers, responsibilities, governance structure of a municipality, and defines how they operate.

### GUIDELINES

This policy applies to the signing of all municipal documents and includes, but is not limited to bylaws, minutes, letters, invoices, cheques, negotiable instruments, and agreements entered into by the County.

The Reeve, or in his/her absence, the Deputy Reeve and the CAO, or in his/her absence the Director of Corporate Services are the corporate signing authorities for the County.

In the absence of the Reeve, the Deputy Reeve has the authority to sign County documents requiring the signature of the Chief Elected Officer where required.

The CAO, as per Sections 202 and 209 of the MGA, may also further delegate any of the powers, duties or function under the Act to a designated officer or employee of the County provided that the delegation falls within the scope of powers, duties or functions contained within the CAO Bylaw.

The CAO delegates this authority to sign agreements, contracts and other municipal documents by way of the Delegation of Authority Directive.

Specific signing authorities including the use of electronic signatures may also be designated in various municipal bylaws and policies.

Unless otherwise indicated in policy, bylaw or as required by provincial or federal legislation, a contracting party or financial institution, all contractual, financial or legal documents require a single authorized signature.

Any signing authority granted shall not exceed the authority provided under the *MGA* or by specific Council resolution.

All individuals authorized by way of County policy, bylaw or directive are responsible for:

- a) complying with all relevant bylaws, policies, procedures, as well as external legislative requirements when exercising their authority; and
- b) understanding the powers, duties and functions that have been delegated to them.

The County shall indemnify the employees delegated signing authority provided they were acting in good faith to conduct the powers, duties and functions delegation by the CAO and/or Council by this Policy, the Act and any other applicable enactment or any other applicable bylaw, resolution, policy or procedure.



## COUNTY COUNCIL

**Title:** Signing Authority

**Supersedes Policy Number:** CC 7

**Policy Number:** CC 3003-01

**Next Review Date:** 2023

**Approved by Council:** August 12, 1987

**Last Review Date:** August 19, 2019

**Resolution No:** 110-97

---

### POLICY STATEMENT

The *Municipal Government Act* provides that every Order, Agreement, Document, Bylaw, Cheque or Contract made or executed on behalf of the municipality shall be signed by the Reeve and the Chief Administrative Officer (CAO) or the designated alternates.

### POLICY GUIDELINES

1. That the Reeve, or in his absence, the Deputy Reeve and the Chief Administrative Officer (CAO), or in his absence, the Director of Finance and Administration are signing authorities for the County.
2. Council passed a resolution in May 2003 to implement the Payroll Direct Deposit program at ATB Financial effective July 1, 2003.
3. That the Chief Administrative Officer (CAO) or Director of Finance and Administration is authorized to sign bank debit slips for utility bills, payroll deductions, benefit payments and other emergent payments as may be necessary from time to time to eliminate late penalty charges.

  
\_\_\_\_\_  
Reeve





## REEVE AND COUNCIL REPORTS

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

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

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

---

**County Meetings (include date):**

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

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

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



## REEVE AND COUNCIL REPORTS

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

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

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

---

**County Meetings (include date):**

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

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

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



## REEVE AND COUNCIL REPORTS

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

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

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

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**County Meetings (include date):**

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

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

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





## REEVE AND COUNCIL REPORTS

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

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

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

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**County Meetings (include date):**

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

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

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



## REEVE AND COUNCIL REPORTS

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

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

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

---

**County Meetings (include date):**

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

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

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



## REEVE AND COUNCIL REPORTS

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

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

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

---

**County Meetings (include date):**

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

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

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





## REEVE AND COUNCIL REPORTS

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

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

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

---

**County Meetings (include date):**

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

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

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



## **Office of the CAO Report**

**For Presentation at:** August 14, 2025 Council Meeting

**From Date:** July 19, 2025

**To Date:** August 15, 2025

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### **Internal Meetings:**

- Committee of the Whole – July 16

### **External Meetings:**

- Vegreville Intermunicipal Committee – August 13

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

- Elections Webinar – August 6
- Access to Information Act & Protection of Privacy Act Webinar – August 6
- Access to Information Act & Protection of Privacy Act Webinar – August 12
- Managing Agriculture Plastics Waste – August 13

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

- 2025 Municipal Election
- Boards and Committees Terms of Reference
- Agreements and Contracts review
- Council and Committee meeting packages
- Policy and Bylaw development
- Council Policy and Bylaw Review
- Occupational Health and Safety Program
- Updating external forms
- Regional collaboration projects and agreements





## **ADMINISTRATION REPORTS**

**Name: Norm De Wet**

**Department: Operations**

**Reviewed by:** Pat Podoborozny

**For Presentation at: August 18, 2025, County Council meeting.**

**From Date: July 22, 2025**

**To Date: August 15, 2025**

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### **Public Works Update:**

- The construction project on RR 85, south of Twp Rd 512, should be completed by August 15, with only minor touch-ups remaining.
- Construction will move into Twp Rd 490 and RR 85 in Division 1 during the week of August 18. The project is expected to take approximately 35 working days.
- The gravel program should be completed by August 15. Crews will begin hauling the week of August 18 for stockpile management.
- Oiling crews have mobilized onto Holden Road in Division 6 and are expected to complete the project by the week of August 18.
- Traffic counts are ongoing.

### **Contracted Services:**

- TerraPro is currently working on the bridge culvert replacement on RR 123, south of Twp 512 in Division 5 (BF 01819). Work is expected to be completed by the start of the week of August 25, weather permitting.
- WestCan is working on the bridge culvert replacement of BF 75604 on RR 145, south of Hwy 631 in Division 7. The project is scheduled for completion during the week of August 25, weather permitting.
- The BF 01195 Bridge Culvert Replacement Project on RR 134, south of Twp 520 in Division 5, is scheduled to start on August 28. The road is planned to reopen by September 9.
- The roadside mowing program began on August 1 on the west side of the County and is expected to take approximately six weeks.

### **Parks and Open Spaces**

- The contracted parks and recreation mowing services are ongoing in the hamlets, including the Wapasu Park area.

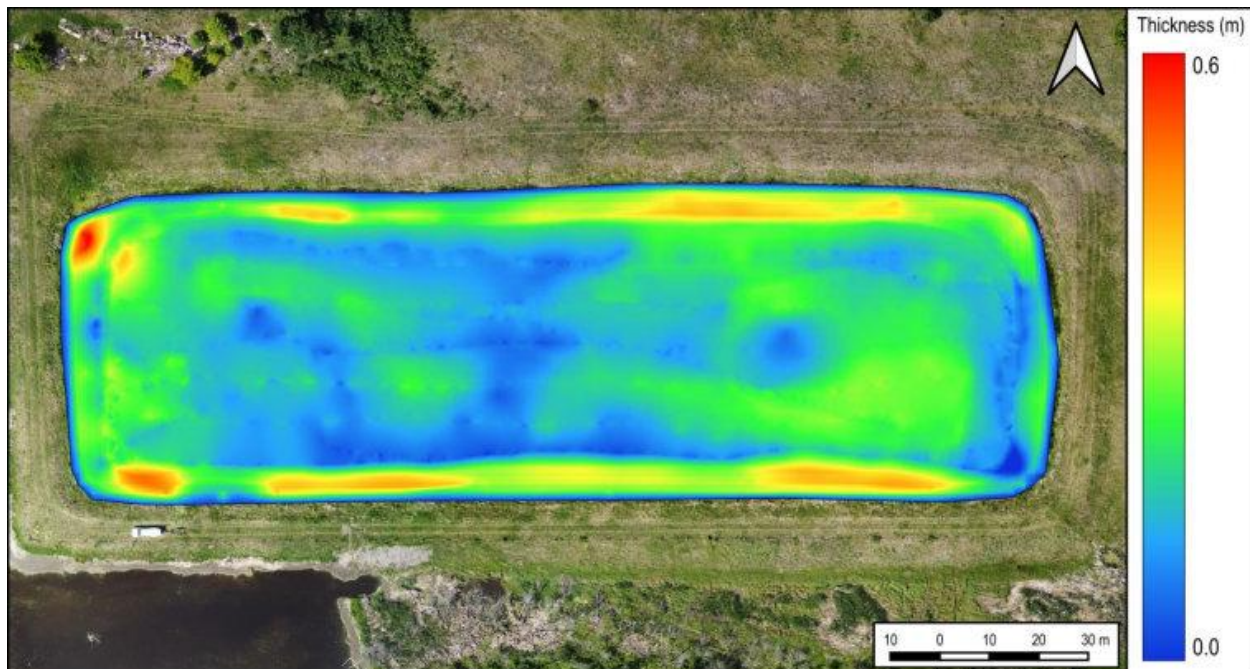
- The Wapasu Gazebo Project, awarded Twin Ridge Construction, is scheduled to start the first week of September.

## Waste Management

- Currently conducting pest control efforts for pigeons and Richardsons Ground Squirrels in the East Regional WTS.

## Utilities

- The survey of the Lavoy sewage Lagoon has been completed with the following summary information provided:
  - **Total volume:** 12,390 m<sup>3</sup>
  - **Sludge volume:** 19% (2,415 m<sup>3</sup>)
  - **Total potential volume:** 21,890 m<sup>3</sup>
  - Areas of concern include shoreline vegetation (cattails), which will be addressed by County forces in the fall. There is also concern about subaquatic vegetation and duckweed covering part of the cell. Administration is working with a contractor to get cost estimates for removal.
  - An aerial view of the lagoon can be seen [here](#).





- An assessment of the Minburn Lagoon could not be completed due to heavy cattail growth. County forces will remove the cattails in the fall, and the assessment will be rescheduled for spring 2026.
- QQR Mechanical has been contracted to replace the Lavoy water plant valves, distribution head, and pump runs at a total cost of \$15,283.00, funded from utility contingency reserves. The project should be completed in September. Notices will be hand-delivered to residents, and downtime is expected to be approximately two hours.

## Hamlets

- The Ranfurly sidewalk and oiling project has been completed.
- Successfully removed some of Richardson Ground Squirrels in Ranfurly and Minburn truck fill locations.
- The assessment of the Lavoy water and sewer infrastructure is ongoing with MPE Engineering.

## Agricultural Services Update:

- Various beaver and drainage complaints and issues are being taken care of. This includes trapping, unplugging culverts, opening dams, unplugging bridges, and blasting dams.
- Bertha Army Worm monitoring locations on the east side and west side of the county. The traps were pulled the last week of July, and numbers were lower than the threshold for damage (East had 152, West had 255).
- Swede Midge traps have been set out in concurrent locations to the Bertha traps and will remain until mid September.
- Crews sprayed County Gravel pits for noxious weed control.





## **ADMINISTRATION REPORTS**

**Name:** Davin Gegolick

**Department:** Planning and Community Services

**Reviewed by:** Pat Podoborzny

**For Presentation at:** August 18, 2025 Council Meeting

**From Date:** July 21, 2025

**To Date:** August 12, 2025

---

### **Planning Update:**

- Responding to ongoing development inquiries
- Issued development permits:
  - Detached garage (Pt. E ½ 8-52-14-4)
  - Dwelling (Pt. SE 2-53-11-4)
- Received redistricting application – NW 8-52-14-4
- Conducted inspection on complaint properties in Minburn

### **Subdivision Update:**

- Responding to ongoing subdivision inquiries
- Received application: file #09-2025

### **Economic Development Update:**

- Launched new County website
- Filming continues on Young Farts RV Parts Amazon Prime docuseries

### **Community Services:**

- Ranfurly Cemetery data collection week of July 28

### **Attachments:**

- RFD – Bylaw 1368-25 – First Reading
- RFD – Subdivision File #07-2025
- RFD – Subdivision File #08-2025
- RFD – 2025 Community Centre Grant Funding Program
- RFD – 2025 Recreation Grant Funding Program



## ADMINISTRATION REPORTS

**Name:** Mike Fundytus

**Department:** Protective Services

**Reviewed by:** Pat Podoborzny, CAO

**For Presentation at:** August 18, 2025 Council Meeting

**From Date:** July 16, 2025

**To Date:** August 12, 2025

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### Fire Department Update:

Call Type	Date	Details	Station Dispatched
MVC	July 16	Hwy 16 RR 85 1:43 pm 5 POC members attended	Mannville
False Alarm	July 17	False alarm 6:11 pm 5011 51 street Mannville 8 POC members attended	Mannville
False Alarm	July 21	4:15 pm 5123 46 street 3 POC members attended	Mannville
MVC	July 31	Hwy 16 TWP 503 9 POC and 2 FT members attended	Innisfree/Mannville
Medical	August 1	County Medical 5:51 pm 2 POC members attended	Innisfree
Vehicle Fire	Aug 1	Hwy 16 RRR 121 Tractor and Baler fire 3 7:34 pm 3 POC members attended	Innisfree
Structure Fire	Aug 3	NW 35 52 10 old log house on fire Two Hills fire was called first. 7:03 pm 4 POC 1 FT attended.	Innisfree
Medical	Aug 3	Village Medical 10:43 pm 2 POC members attended	Innisfree
False Alarm	Aug 4	50530 Hwy 870 Birch Lake Campground 9:33 am	Innisfree
MVC	Aug 4	Hwy 857 Twp 540 MVC 10:40 Called by Vegreville Fire to use drone to search for possible ejected patient from MVC	Vegreville/Innisfree
Medical	Aug 11	County Medical 2:54 pm 2 POC 1 FT member attended.	Mannville

- Total Fire Responses:
  - Mannville – 5
  - Innisfree – 7
  - Vegreville – 1
- Currently issuing burn permits until August 31.
- Current staffing in protective services is 1 FT Director, 1 FT Public Safety Officer, 31 paid on call firefighters (15 Innisfree Station 16 Mannville station). 1 member retired from Mannville Station. 1 member on medical leave.
- Fire Department attended Minburn, Ranfurly, Innisfree and Mannville Parades.
- POC Staff availability has been a huge challenge this summer with lots of POC members away.
- Unit 919 water tender is out of service and in Red Deer for repair, warranty work for damage caused by Rocky Mountain Phoenix emergency vehicle tech.
- Received \$4,000 in grant funding from AHS MFR Training and Equipment Fund.
- Met with County of Two Hills regarding possible assistance with Fire Department operations and regionalization discussions.

### **Emergency Management Update:**

- Discussed fire dept and County emergency management procedures with Point Break Resources.
- Updated corporate ERPs for Pembina Pipelines and Rock Point Gas Storage.

### **OH&S Update:**

- Working on field inspections with operations crews.

### **Bylaw Enforcement :**

- Bryson accompanied Davin on a field inspection for a Land Use Bylaw complaint.

### **RCMP Liaison :**

- Nothing to report.





## ADMINISTRATION REPORTS

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

**Reviewed by:**

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

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

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**Department Updates:**

**Department Updates Cont'd.:**

**Attachments:**



**County of Minburn No. 27**  
**2025 Statement of Financial Position**  
**As At July 31, 2025**

<b>FINANCIAL ASSETS</b>	<b>July/2025</b>	<b>June/2025</b>	<b>Dec/2024</b>
Cash & Temporary Investments	16,453,178	17,378,030	28,466,857
Receivables			
Taxes & Grants in Place of Taxes Receivable	21,873,461	22,066,882	392,128
Due From Governments	179,837	129,855	130,155
Trade & Other Receivables	844,216	752,370	1,224,935
Long Term Receivables	129,109	129,109	287,402
Land Held for Resale	171,949	171,949	171,949
<b>Total Financial Assets:</b>	<b>\$ 39,651,749</b>	<b>\$ 40,628,195</b>	<b>\$ 30,673,426</b>
<b>LIABILITIES</b>	<b>July/2025</b>	<b>June/2025</b>	<b>Dec/2024</b>
Accounts Payable & Accrued Liabilities	7,849,602	7,832,339	11,742,616
Asset Retirement Obligation	3,388,544	3,388,544	3,388,544
Deposit Liabilities	-	-	-
Deferred Revenue	795,565	748,910	729,290
Employee Benefit Obligations	- 102,996	- 100,055	330,460
<b>Total Liabilities:</b>	<b>\$ 11,930,716</b>	<b>\$ 11,869,738</b>	<b>\$ 16,190,910</b>
<b>Net Financial Assets:</b>	<b>\$ 27,721,034</b>	<b>\$ 28,758,457</b>	<b>\$ 14,482,516</b>
<b>NON-FINANCIAL ASSETS</b>	<b>July/2025</b>	<b>June/2025</b>	<b>Dec/2024</b>
Tangible Capital Assets	36,404,608	36,404,608	36,404,608
Inventory for Consumption	20,824,079	21,469,770	21,935,517
Prepaid Expenses	3,780	3,780	285,476
<b>Total Non-Financial Assets:</b>	<b>\$ 57,232,467</b>	<b>\$ 57,878,158</b>	<b>\$ 58,625,600</b>
<b>ACCUMULATED SURPLUS:</b>	<b>\$ 84,953,500</b>	<b>\$ 86,636,615</b>	<b>\$ 73,108,117</b>
<b>Difference:</b>	<b>\$ 11,845,384</b>	<b>\$ 13,528,498</b>	





## County of Minburn No. 27

### 2025 Revenue & Expenditure Report

For Month Ending July 31, 2025

REVENUE	2025 Current Month	2025 Year-To-Date	2025 Budget	% of Budget Used	Same Period Last Year
Net Municipal Taxes	- 1,238	20,966,177	18,984,421	110.4%	107.3%
User Fees & Sale of Goods	63,966	232,259	325,550	71.3%	80.8%
Government Transfers	370,725	468,401	4,830,449	9.7%	7.6%
Investment Income	84,131	142,497	529,500	26.9%	18.7%
Penalties & Costs on Taxes	456	104,120	122,400	85.1%	61.2%
Gain on Disposal of Tangible Assets	-	260,800	-	N/A	1736.4%
Other	183,651	314,530	179,000	175.7%	17.8%
<b>Totals:</b>	<b>\$ 701,691</b>	<b>\$ 22,488,784</b>	<b>\$ 24,971,320</b>	<b>90.1%</b>	<b>85.9%</b>

EXPENDITURES	2025 Current Month	2025 Year-To-Date	2025 Budget	% of Budget Used	Same Period Last Year
Administrative & Legislative	238,088	1,501,101	3,101,545	48.4%	24.6%
Fire Protection & Safety Services	74,449	829,247	1,673,021	49.6%	40.9%
Emergency Dispatch Services	-	18,939	18,000	105.2%	128.9%
Policing Services	-	53,694	250,000	21.5%	93.7%
Bylaw Enforcement, Health & Safety	4,963	23,366	45,400	51.5%	49.3%
Roads, Streets, Walks, Lights	1,885,496	7,211,748	15,752,865	45.8%	39.1%
Water Supply & Distribution	42,569	104,181	291,304	35.8%	37.9%
Wastewater Treatment & Disposal	2,958	28,819	117,861	24.5%	30.5%
Waste Management	13,070	97,929	360,030	27.2%	46.7%
Family & Community Support Services	42,102	126,307	168,409	75.0%	50.0%
Cemeteries	7,223	73,324	119,156	61.5%	63.8%
Planning & Economic Services	20,759	287,580	584,845	49.2%	44.1%
Agricultural Services Board	40,780	213,428	629,518	33.9%	35.0%
Recreation & Library Services	12,348	73,739	878,775	8.4%	44.8%
<b>Totals:</b>	<b>\$ 2,384,806</b>	<b>\$ 10,643,401</b>	<b>\$ 23,990,729</b>	<b>44.4%</b>	<b>36.9%</b>

Difference:

**\$ 11,845,384**

# COUNTY OF MINBURN NO. 27

## Monthly Progress Report - At July 31, 2025

Decision Papers - Operating								
Project Name	20%	40%	60%	80%	100%	Budget	Spent	Comments
Staff Remuneration / Compensation	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 140,000	\$ 70,000	Implemented January 1/2025 - Ongoing costs
Admin Bldg. Mechanical & Electrical Study	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 52,500	\$ 1,980	Awarded to TWS; site visit completed in November; testing estimate received and approved, additional testing to be completed in July 2025
Financial ERP System Replacement	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 200,000	\$ 203,923	Contract awarded; system configuration, migration and training underway
Emergency Responder Permanent Employee	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 97,200	\$ 48,600	Permanent employee hired
MRF 360 Degree Video of County	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 40,000		Contract awarded; MRF conducting road scanning in summer 2025.
Crossroads Capacity Building Projects	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 60,000		2025 CECI grant approved for \$30K (matched by \$30K partner funds). Contract awarded; work underway throughout 2025
Communications Project/Dev. Package	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 100,000	\$ 60,000	2024 SCOP grant approved for \$90K. Project total is \$100K. Municipal contribution (split by partners is \$10K). Contract awarded; work underway throughout 2025
Lavoy Infrastructure Assessment	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 60,000	\$ 49,368	Approved with MPE Engineering
Cemetery Survey / GIS Project	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 140,000	\$ 110,277	Surveying is complete, GIS data to be collected for Ranfurly Cemetery in summer 2025
Decision Papers - Capital								
Project Name	20%	40%	60%	80%	100%	Budget	Spent	Comments
Fire Fighting Utility Terrain Vehicle	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 65,000	\$ 58,961	
Admin Bldg. Front Entry Rehabilitation	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 78,000	\$ 28,965	Door completed January 2025
New Fire Truck - Unit #910 Replacement	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 275,000	\$ -	Tender awarded to Fort Gary
Innisfree Fire Station Cold Storage Upgrade	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 115,000	\$ 99,636	
Innisfree Fire Turnout Gear Mobile Lockers	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 13,000	\$ 12,857	
Mannville Fire Sea Can Storage Project	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 8,000	\$ 13,182	
Turn Out Gear Decontamination Extractors	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 23,000	\$ 23,994	
Unit #518 Motor Scraper - Refurbishment	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 183,000	\$ 758,120	Refurbishment complete and ready for construction.
Fleet Truck Replacement (2)	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 130,000	\$ 115,591	Both trucks delivered and in service
Skidsteer Sweeper	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 15,000	\$ 11,166	Purchased and in service.
2025 CAT 160 Motor Graders (2)	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 1,339,620	\$ 1,339,620	Both graders delivered and in service
Vegreville Fire Truck	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 320,000	\$ 320,000	
BF75589 Bridge Work / Engineering	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 646,000	\$ 365,986	Tender approved with TerraPro Inc.
Ranfurly Sidewalk Rehabilitation	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 47,300	\$ 56,802	Project completed with Northwind Concrete.
Bridges (STIP Approved 4 Capital Bridges)	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	\$ 1,992,000	\$ 578,915	All Capital projects with TerraPro Inc, or Westcan Sealcoating.
Road Maintenance Activities								
Road Projects	20%	40%	60%	80%	100%	Comments		
Road Construction	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Program underway in Div. 2 and moving to Div. 1 in September		
Gravel Haul Program	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Program currently workin out of Innisfree Pit		
Oiling Projects	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Oiling Program underway		
Dust Controls	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Program underway with residential dust controls.		
Roadside Mowing	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Starting August 1, 2025		
Roadside Brushing	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	Approximately 29150 m completed. Brushing to continue in fall.		



# Vegreville Cultural Association

Sponsoring...

CANADIAN SHOWCASE OF UKRAINIAN CULTURE

UKRAINIAN PYSANKA FESTIVAL

Box 908 Phone (403) 632-2777

4737 - 45 Ave

VEGREVILLE, ALBERTA

~~T9C 1S1~~ T9C 1S1



Administration, County of Minburn No. 27  
Vegreville, Alberta

July 18, 2025

**Subject: Request for Letter of Support – Community Facility Enhancement Program Grant Application**

We are reaching out to request your support for our upcoming application to the Community Facility Enhancement Program (CFEP) through the Government of Alberta. As you may know, the Vegreville Cultural Association has long been committed to serving our community by providing accessible, affordable space for local groups including dance clubs, visual artists, and a wide range of grassroots organizations.

Our building, located in Vegreville, has become a vital hub for community connection, creativity, and cultural expression. In addition to year-round programming, we also organize the annual Pysanka Festival that draws thousands of attendees locally, nationally, and internationally. This event is a major contributor to the local economy, supporting small businesses, vendors, and tourism while celebrating local talent and culture.

To ensure we can continue meeting the growing needs of our community and safely hosting both regular activities and large-scale events, we are applying for CFEP funding to modernize and upgrade our facility, improve accessibility, and replace aging infrastructure. Phase 1 of our upgrade would involve the office area, kitchen area and bathroom areas which could be in the neighborhood of a \$70,000 – \$80,000 expenditure. Phase 2 would involve the studio area and the public waiting area a year or two following completion of Phase 1. Estimated expenditures for Phase 2 have not been finalized.

A letter of support from you would go a long way in demonstrating the value of our facility and programs to the broader community. Your endorsement will help show funders that this space is not just a building—it is a cornerstone for community engagement, economic development, and cultural celebration.

If you are willing to support our application, we'd be happy to provide any background information you may need. Letters can be delivered in person or sent to Vegreville Cultural Association, Box 908, Vegreville, Alberta T9C 1S1 or via e-mail to "info@pysankafestival.com" by July 31, 2025.

Thank you for your continued support of community-driven spaces and initiatives.

Warm regards,

**Orest Olineck**

Building Committee Volunteer

Vegreville Cultural Association

780-632-2777 | info@pysankafestival.com

<https://www.pysankafestival.com/>



To Whom It May Concern:

TEMPLATE

Re: Vegreville Cultural Association – Letter of Support

On behalf of \_\_\_\_\_, please accept this letter of support to the Vegreville Cultural Association in their application for a grant to the Community Facility Enhancement Program for their project to modernize and upgrade their Cultural facility, improve accessibility, and replace aging infrastructure.

The \_\_\_\_\_ is enthusiastic about the Vegreville Cultural Association's endeavor to continue meeting the growing needs of our community and safely hosting both regular activities and large scale events such as their Annual Pysanka Festival that draws thousands of attendees locally, nationally, and internationally.

The Facility is valuable to our organization. It allows us to carry out our Dance Program Instruction to the children of this community.

We strongly believe this project will not only enhance the Vegreville community as a whole, but also act as a catalyst for economic growth by making it easier for visitors to navigate and access the town's many events and amenities.

NOTE: You are encouraged to  
revise this letter to better  
meet your thoughts  
Doreen Olmstead

THANK  
YOU SO  
MUCH

On behalf of the Innistree Seed Plant, we would like to extend our sincere thanks and appreciation to the County of Minburn for the recent reduction of taxes.

~ Krystin Cannan -  
Secretary/treasurer

RECEIVED

JUL 4 2 2025

COUNTY OF MINBURN NO. 27

County of Minburn  
Box 550  
Vegreville, AB T9C 1R6

RECEIVED

AUG 07 2025



DATE: August 5, 2025

COUNTY OF MINBURN NO. 27

Dear County of Minburn,

### **Municipal Funding Request from the Battle River Watershed Alliance**

Battle River Watershed Alliance (BRWA) values the support and stewardship of municipalities across the Battle River and Sounding Creek Watersheds. Please accept this letter as a formal request of your Council to *Invest 50* in the watershed with a contribution to the BRWA of fifty cents per capita.

This year, there has been some relief from the drought; however, much of the Battle River Watershed remains under a provincial water shortage advisory, which has been in place since May 2023. Currently, the watershed is experiencing a Stage 2 (moderate) drought due to low flow conditions in the Battle River.

As a designated Watershed Planning and Advisory Council, we are committed to collaborating with community partners to support the goals of Alberta's Water for Life Strategy for Sustainability:

- Safe, secure drinking water supply,
- Healthy aquatic ecosystems, and
- Reliable, quality water supplies for a sustainable economy.

Working with communities to support watershed management has been an ongoing priority for BRWA. Together, we can build resilience and manage risks associated with drought, flooding, and extreme weather events. This year, BRWA:

- provided municipalities with a Guide to Watershed Management in Land Use Planning for Local Governments,
- offered technical and financial support to landowners to implement riparian conservation and restoration projects with an overall investment of over \$160,000 to enhance over 2700 acres,
- secured additional funds for riparian demonstration sites and projects with landowners. We also have funds to provide shoreline pressure and prioritization data reports to municipalities in the Sounding Creek Watershed, and
- we engaged with more than 1600 students and 700 teachers through our place-based watershed education programs. These programs are provided free of charge to schools, and for some programs, BRWA pays for field trip busing.

The ongoing support and funding from municipalities is critical. Municipal support enables the BRWA team to: keep residents up to date on the state of the watershed, host events, deliver place-based watershed education programs, support on-the-ground stewardship, and engage across sectors for informed and collaborative efforts to support a sustainable community.

As a municipality in the Battle River or Sounding Creek watershed, we Thank You for your ongoing stewardship of the land and water. In the coming year, we ask for your support and collaboration in three key ways:

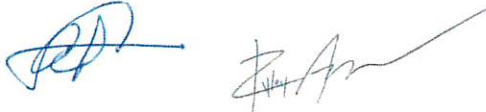
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Suite 3, Mirror Lake Centre, 5415 49 Ave,  
Camrose, Alberta T4V 0N6



1. We would appreciate the opportunity to present to your Council to share an update on our work, learn more about the sustainability efforts you have initiated, and discuss our shared priorities.
2. Have new and returning council members sign up for a fall Watershed 101 webinar on November 4 or November 21. These webinars will introduce the goals of Water for Life: Alberta's Strategy for Sustainability and share information about the local watershed, our work as a Watershed Planning and Advisory Council, and how we can work together for water and ecosystem conservation. Use the QR codes below to register.
3. We ask you to *Invest 50*. For your convenience, we have enclosed an invoice for \$158.62. The invoice of fifty cents per capita is based on the recent census showing the County of Minburn's population as 3,080 and the portion of the County of Minburn (10.3%) located in the watershed. All funds remain in the watershed to support local programs. Funding is very important to preserve our watershed for future generations. Thank you for considering our request.

Sincerely,



Alan Corbett and Ryley Andersen  
Co-Chairs  
Battle River Watershed Alliance

Watershed 101 for Elected Officials - Register through Eventbrite:

November 4, 12-1:30 pm

November 21, 12-1:30 pm



## ABOUT THE BATTLE RIVER WATERSHED ALLIANCE

The Battle River Watershed Alliance (BRWA) was created in November 2006 as a non-profit society. Shortly after its formation, BRWA was designated by Alberta Environment, under Water for Life: Alberta's Strategy for Sustainability, as a Watershed Planning and Advisory Council for the Battle River and Sounding Creek watersheds. We are a multi-stakeholder non-governmental organization dedicated to preserving and enhancing the land and water in these basins. Our vision is to have a watershed that sustains all life by using sound knowledge, wisdom, and wise actions to preserve our watershed for future generations. We achieve our vision by providing relevant science, social science, policies, and education for a diverse community of people to create solutions to our watershed's challenges. The BRWA has grown into a well-respected community organization. Our work takes a balanced approach for healthy natural areas, resilient communities, and a stable economy.

## MEET THE BOARD OF DIRECTORS

### **Academia**

Greg Smith, BRWA Treasurer

Clark Banack, University of Augustana

### **Agriculture**

Terry Vockeroth, County of Paintearth

Ahsan Rajper, Battle River Research Group

### **Business/Industry**

Ryley Andersen, BRWA Co-Chairperson

### **Health**

Marilyn Weber, Healthcare Professional

### **Individual**

Al Corbett, BRWA Co-Chairperson

Peter Pullishy

Bruce Hinkley

### **Government Bodies (Municipal, Provincial, or Federal)**

Preston Weran, Town of Blackfalds

Dale Pederson, Beaver County

Jamie Bruha, Alberta Environment and Protected Areas

Melvin Thompson, Flagstaff County \*

### **Ex-Officio**

Melissa Orr-Langner, Alberta Agriculture and Irrigation

Catherine Peirce, Battle River Watershed Alliance Executive Director

Special thanks to retiring directors:

Khalil Ahmed, Battle River Research Group

Dustin Owens, Heartland Generation

Alex Retfalvi, Heartland Generation

Bruce Cummins, MD of Wainwright

\*Pending Council Approval

## MEET THE LAND AND WATER COMMITTEE

Jamie Bruha, Government of Alberta  
Susanna Bruneau, Battle River Watershed Alliance  
Glinis Buffalo, Consultant, Glinis Buffalo Consulting (on behalf of Samson Cree Nation)  
Will Challenger, Town of Wainwright  
Alan Corbett, Drainage Council  
Chris Elder, ALUS, County of Vermilion River  
Scott Flett, Town of Wainwright  
Anjah Howard, Camrose County  
Amanda Koot, Pigeon Lake Watershed Association  
Aaron Leckie, City of Camrose  
Doug Lyseng, Camrose County  
Arin MacFarlane-Dyer, Government of Alberta  
Rick Melia, Pigeon Lake Watershed Association  
Melissa Orr-Langner, Government of Alberta  
Jill Owen, Ducks Unlimited Canada  
Dale Pederson, Beaver County  
Catherine Peirce, Battle River Watershed Alliance  
Howard Shield, Flagstaff County  
Sarah Skinner, Battle River Watershed Alliance  
Greg Smith, Academia  
Melvin Thompson, Flagstaff County  
Terry Vockeroth, County of Paintearth  
Dwayne West, Lacombe County

## MEET THE EDUCATION & ENGAGEMENT COMMITTEE

Justin Babcock, Ponoka County  
Kim Barkwell, Leduc County  
Greg Bowie, Beef Producer  
Jamie Bruha, Government of Alberta  
Susanna Bruneau, Battle River Watershed Alliance  
Alexandra Harland, Cows and Fish  
Janine Higgins, Government of Alberta  
Catherine Peirce, Battle River Watershed Alliance  
Greg Smith, Academia  
Joey Temple, Individual



# INVOICE



Invoice # 2025-101

FROM:

Battle River Watershed Alliance (BRWA)  
Suite 3, Mirror Lake Centre  
5415 49 Avenue  
Camrose, Alberta

To:

County of Minburn  
Box 550  
Vegreville, AB T9C 1R6

AUGUST 1, 2025		POPULATION	\$ .50 PER CAPITA
	County of Minburn	3,080	
	DESCRIPTION		
	% of the County of Minburn in the Battle River Watershed	10.3 %	
	2025 Battle River Watershed Alliance support request	\$158.62	
			\$158.62
<p><u>Please make your cheque payable to:</u> Battle River Watershed Alliance Suite 3, 5415-49 Ave Mirror Lake Centre Camrose, Alberta, T4V 0N6</p> <p><b><i>Thank you for your support!</i></b></p>			



Orphan Well  
Association

## Orphan Well Association

---

Alberta Oil and Gas Orphan Abandonment and Reclamation Association  
2100, 715 – 5 Avenue SW, Calgary Alberta, T2P 2X6  
[www.orphanwell.ca](http://www.orphanwell.ca)

RECEIVED

JUL 29 2025

July 18, 2025

COUNTY OF MINBURN NO. 27

Reeve Roger Konieczny  
Minburn County  
4909-50 Street  
Vegreville, AB T9C 1R6

Dear Reeve Konieczny,

As a neighbour in Minburn County, and a partner with Alberta businesses, I wanted to let you know that we have released the Orphan Well Association (OWA) annual report for 2024/25. It outlines our work across the province in the principled, safe, efficient and environmentally responsible closure of oil and gas sites that we have in our orphan inventory or that we have agreed to close on behalf of a minority interest partner. **We have supplemented province-wide summaries in this letter with information specifically about Minburn County.**

In the 2024/25 fiscal year, our typical cost for closing an orphan site, combining decommissioning and reclamation categories, was about \$71,300. However, it should be noted that these two categories may span over several fiscal years, and specific projects vary significantly depending on technical complexity.

While we carry on our work, we are also putting Albertans to work. A study by Enserva, which represents energy service companies, found between 41 and 57 people are employed in the closure of a single well. In the three fiscal years from April 1, 2022 to March 31, 2025, the OWA invested about \$2,549,000 in Minburn County, hiring 88 vendors to safely perform a variety of activities, ranging from inspections and decommissioning to remediation and reclamation, but also including other related spending such as accommodation and food services.

There remain other orphan properties under OWA management in Minburn County, with 157 sites that require decommissioning and then reclamation, including 165 wells under OWA management. There are also 75 sites that require reclamation only. Of the sites that require reclamation only, we have completed our work on 12, or about 16 per cent, and are waiting on vegetation to be fully established before we apply for a reclamation certificate from the AER.

In our letter to you last year, we noted that Minburn County had a number of sites licensed to Sequoia Resources which, at the time, was in the final stages of insolvency. The insolvency process is now complete and these sites, included in the numbers above, will be closed by the OWA or managed by an AER-approved party who has acquired the licence.

Our complete inventory is available on our website at [orphanwell.ca](http://orphanwell.ca), and I can provide more specific information if requested.

In addition to orphan properties, Minburn County also has 301 inactive well licenses. These properties have solvent owners and operators and are not the responsibility of the OWA.

With the support of the oil and gas industry, as well as provincial and federal government loans from several years ago, we have decommissioned more than 5,000 orphan wells over the past five years, ensuring they are in a safe state for Albertans and our shared environment. The loan funding, initiated in 2021, has been completely deployed for field activities, and we have already repaid nearly 50 per cent of the Alberta loan from industry levies, as of July 2025.

Following a surge in decommissioning, we have seen a larger portion of our expenditures shift toward the final stages of site closure – remediation and reclamation. This builds on previous years of work, which has resulted in substantially more sites closed in the last year than any previous year of operations.

Although Alberta's energy sector remains relatively stable, it hasn't been immune to the current global economic turmoil, and we expect to see new sites added to our inventory. However, it should be noted that recent additions to the orphan inventory and those on the horizon are largely legacy operations predating significant regulatory enhancements aimed at reducing the risk of future orphans.

For more than two decades, meeting our mandate and investing in our economy has been funded nearly entirely by the oil and gas industry. This truly takes accountability to an elevated level, with diligent and responsible operators conducting their own site closure planning and operations, while paying to clean up orphans left by others. There is no other industry in Canada that I'm aware of that does this. In 2024/25, these active companies provided \$132 million of funds, bringing the total industry contribution to nearly one billion dollars with the current year's levy.

Underpinning all the OWA's efforts is our relationships with industry partners and contractors – more than 900 large and small businesses across Alberta over the last three years. They are critical to how we do our job, meet our goals and perform our mandate.

We've had a successful year of reducing environmental liabilities, focusing on cost-efficiencies, supporting local communities and building our role as a trusted partner of government, industry and landowners – and we are confident we will meet the challenges ahead.

For more information, I invite you to read our annual report, available under the "About Us" tab at [www.orphanwell.ca](http://www.orphanwell.ca) or contact me directly at 403-297-3398.

Yours truly,

A handwritten signature in black ink, appearing to read 'Lars De Pauw', with a long horizontal line extending to the right.

Lars De Pauw  
President  
Orphan Well Association



# Thank You!

The Minburn and District Agricultural Society would like to say a Thank-you to the County of Minburn for the continued support, through the Recreational Grant Funding.

We have used your past funding for:

- an interior upgrade to our Community Hall
- purchase tables and chairs for our Curling Rink
- Installation of a new playground
- Replace tables and chairs in our Community Hall (2024)

In 2025 we completed a Gazebo/ Shelter build next to the playground at the Community Hall & Seniors Centre. We hope to put a concrete slab under it next year.



Without your funding we would not be able to continue to improve our facilities to support our community.

## Minburn and District Agricultural Society

Teresa Jackson	President	Gene Drury	Director	Wendy Jackson	Member
Kaylie Anderson	Vice President	Shawna Drury	Director	Warren Kelliher	Member
Colleen Berg	2nd Vice President	Dawn Jackson	Director	Bobbi Jo Lysons	Member
Debbie Holden	Secretary - Treasurer	Conna Warrilow	Director	Kyle Lysons	Member
Mark Anderson	Director	Mike Dafoe-Clarke	Member	Julie Warrilow	Member

**COUNCIL MEETING ACTION ITEMS**

<b>Action List Item No.</b>	<b>Motion No.</b>	<b>Meeting Date</b>	<b>Description</b>	<b>Percentage Completed</b>	<b>Person Responsible</b>	<b>Date Completed</b>	<b>Notes</b>
2376	2025-031	23-Jan-25	Increase Non-Residential Education Tax rate for 2025 and 2026 years.	75%	Jay		Included tax rate deferral adjustment in 2025 tax rate bylaw. 2nd stage won't be completed until 2026
2429	2025-185	21-Jul-25	Include in 2026 Budget the replacement of Unit 915 Ford F550 Rapid Response with funding from Fire Reserves	75%	Mike		Issuing Tender documents for the vehicle and firefighting skid
2430	2025-186	21-Jul-25	Issue advance of \$8,350 to East Central 911 Call Answer Society for AFRRCS capital upgrades	75%	Mike/Jay		Invoice submitted August 14, 2025
2431	2025-187	21-Jul-25	Proceed with Sea-Can Container Storage Project with a \$14,000 budget with additional costs being funded from fire reserves	100%	Mike	23-Jul-25	Completed
2432	2025-188	21-Jul-25	Enter into contracts to acquire 2-CAT graders (1.335M excludes GST) and to refurbish 1-Scraper (\$679,951 excludes GST) with the acquisitions to be part of the 2026 budget, and to sell Units 326 and 330 once graders have been delivered	100%	Norm	21-Jul-25	Completed
2433	2025-189	21-Jul-25	Enter into contract with MPA Engineering to complete preliminary engineering for six bridge files that will be included in the 2026 budget.	100%	Norm	21-Jul-25	Completed
2434	2025-190	21-Jul-25	Add new Community Recognition Policy to server, website and mobile app	100%	Audra	22-Jul-25	Completed
2435	2025-191	21-Jul-25	Remove repealed Policy 3006-01 Recognition Plaque/Certificates/ Other from server, website and mobile app	100%	Audra	22-Jul-25	Completed
2436	2025-192	21-Jul-25	Update server, website and mobile app with amended Proclamations and Recognition Policy	100%	Audra	22-Jul-25	Completed
2437	2025-193	21-Jul-25	Remove repealed Policy 3004-01 County Solicitor from server, website and mobile app	100%	Audra	22-Jul-25	Completed
2438	2025-194	21-Jul-25	Remove repealed Policy 3009-01 Elected Officials Education Program from server, website and mobile app	100%	Audra	22-Jul-25	Completed
2439	2025-195	21-Jul-25	Add new Mobile Device Policy AD 1030-01 to server, website and mobile app	100%	Audra	22-Jul-25	Completed
2440	2025-196	21-Jul-25	Add new Work From Home Policy AD 1032-01 to server, mobile app and website	100%	Audra	22-Jul-25	Completed
2443	2025-197	21-Jul-25	Administration send letter obo Council to Federal Agricultural Minister with copy to RMA on gopher control methods including the use of strychnine	100%	Office of CAO	14-Aug-25	Completed
2444	2025-198	21-Jul-25	Administration send letter obo Council to Provincial Agricultural Minister with copy to RMA on farm slaughter/sales	100%	Office of CAO	14-Aug-25	Completed