



AGENDA

November 24, 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 October 15, 2025 Council Meeting
- 3.2 October 27, 2025 Organizational Meeting
- 3.3 November 5, 2025 Special Council Meeting

4. Delegations

- 4.1 Crossroads Economic Development Alliance - 10:00 a.m.
Kathy Dmytriw, Economic Development Consultant
- 4.2 Mannville-Minburn-Innisfree FCSS - 10:30 a.m.
Jannette Riedel, Director & Carla Cavanagh, Coordinator

5. Council Priorities

6. Requests for Decision

- 6.1 Subdivision File #10-2025
- 6.2 Subdivision File #11-2025
- 6.3 ACP Program Application - Crossroads Regional Supply Chain Gap Analysis
- 6.4 Mannville-Minburn-Innisfree FCSS Funding Increase
- 6.5 Y.C.S.S. Transportation Neighborly Ride Service Funding Request
- 6.6 Vegreville Attraction and Retention Committee Funding Request
- 6.7 Vermilion Physician Recruitment Committee Funding Request
- 6.8 Compensation Assistance Request
- 6.9 2026 Preliminary Budget Approval
- 6.10 Interim Borrowing Bylaw No. 1370-25
- 6.11 Notice of Motion - Review of Oiled Roads Policy No. OP 9002-01

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 Vermilion RCMP Congratulatory Message
- 8.2 Federation of Canadian Municipalities (FCM) re Rural Post Offices
- 8.3 VegProud Council re Universal Human Rights Proclamation Request
- 8.4 Vegreville & District Chamber of Commerce Invitation
- 8.5 Minister of Municipal Affairs Congratulatory Letter
- 8.6 Alberta Transportation & Economic Corridors re Increase Speed Limit

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

- 9.1 Action Item List

10. Closed Session

10.1 Assessment Services Contract Renewal

Access to Information Act (ATIA), Section 32, Privileged information

11. Open Session

12. Motions Arising out of the Closed Session

12.1 Assessment Services Contract Renewal

13. Adjournment



COUNCIL MEETING MINUTES

October 15, 2025

Council Members Present: Reeve Roger Konieczny, Division 3
Deputy Reeve Kevin Bentley, Division 7
Councillor Joey Nafziger, Division 1
Councillor Eric Anderson, Division 2
Councillor Cliff Wowdzia, Division 4
Councillor Tara Kuzio, Division 5
Councillor Carl Ogrodnick, Division 6

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

1. CALL TO ORDER

Reeve Konieczny called the meeting to order at 10:11 a.m.

Carried

2. ADOPTION OF AGENDA

2025-234

Moved by: Councillor Ogrodnick

THAT the October 15, 2025 regular Council meeting agenda be adopted as presented.

Carried

3. CONFIRMATION OF MINUTES

3.1 September 10, 2025 County Council Meeting

2025-235

Moved by: Councillor Anderson

THAT the September 10, 2025 regular Council meeting minutes be adopted as presented.

Carried

4. DELEGATIONS

5. COUNCIL PRIORITIES

2025-236

Moved by: Councillor Kuzio

THAT the Council Priorities be accepted as information.

Carried

6. REQUESTS FOR DECISION

6.1 Alberta Community Partnership (ACP) Application with Town of Vegreville for our IDP

2025-237

Moved by: Councillor Ogrodnick

THAT County Council approves to participate in an application under the Alberta Community Partnership (ACP) Program to conduct a review of the County of Minburn-Town of Vegreville Intermunicipal Development Plan (IDP), with the Town of Vegreville acting as the managing partner.

Carried

6.2 Integrity Dig/ Road Closure

2025-238

Moved by: Councillor Kuzio

THAT County Council approve TC Energy's request to conduct a pipeline integrity dig within Township Road 504 road allowance, per the plans submitted.

Carried

6.3 Letter of Support - NRED Application

2025-239

Moved by: Councillor Nafziger

THAT County Council provide a letter of support in the Town of Vegreville's application to the Northern and Regional Economic Development (NRED) Program for their application to the 2026 Regional Investment Readiness Project.

Carried

6.4 Letter of Support - Go East RTO for Travel Alberta Funding

2025-240

Moved by: Councillor Anderson

THAT County Council provide a letter of support to Go East of Edmonton Regional Tourism Organization (RTO) for their application to the 2026 Travel Alberta Rural Development and Promotion Fund.

Carried

6.5 Community Connect and Learn 2025 Conference Support Request

2025-241

Moved by: Councillor Anderson

THAT County Council approve a financial contribution of \$2000 in support of the Mannville-Minburn-Innisfree Family and Community Support Services Community Connect and Learn 2025 conference.

Carried

6.6 Unit 915 Replacement Truck Tender

2025-242

Moved by: Councillor Kuzio

THAT Council award the purchase of fleet truck for Unit 915 replacement to Vegreville Ford for the total of \$67,632.00 plus GST

Carried

6.7 Yield Sign Installation: Twp Rd 520 and RR 85 - Division 3

2025-243

Moved by: Councillor Nafziger

THAT County Council approve the installation of yield sign on RR 85 at the Twp 520 intersection.

Carried

- 6.8 Yield Sign Installation: RR 125 and Twp Rd 504 - Division 5

2025-244

Moved by: Councillor Kuzio

THAT County Council approve the installation of yield signs on RR 125 at the Twp 504 intersection.

Carried

- 6.9 Northern Lights Library System (NLLS) 2026 Levy - Proposed Increase

2025-245

Moved by: Councillor Anderson

THAT County Council approve the proposed 1.5% levy increase (\$11.10 per capita) for municipalities without library boards in conjunction with NLLS's 2026 budget approval process.

Carried

- 6.10 2025 Tax Sale - Reserve Prices and Conditions of Sale

2025-246

Moved by: Councillor Wowdzia

THAT County Council approve the reserve prices and conditions of sale for the 2025 tax sale as presented.

Carried

- 6.11 Bylaw No. 1369-25 to Amend Committees Bylaw 1329-22

2025-247

Moved by: Councillor Nafziger

THAT County Council give first reading to Bylaw No. 1369-25 that amends Committees Bylaw No. 1329-22.

Carried

2025-248

Moved by: Councillor Kuzio

THAT County Council give second reading to Bylaw No. 1369-25 that amends Committees Bylaw No. 1329-22.

Carried

2025-249

Moved by: Councillor Wowdzia

THAT County Council consider giving unanimous consent to going to third reading to Bylaw No. 1369-25 that amends Committees Bylaw No. 1329-22.

Carried

2025-250

Moved by: Councillor Ogrodnick

THAT County Council give third reading to Bylaw No. 1369-25 that amends Committees Bylaw No. 1329-22.

Carried

- 6.12 Committees and Boards

2025-251

Moved by: Councillor Ogrodnick

THAT County Council be a member of the St. Joseph's Hospital Board, Vegreville Attraction and Retention Committee, Vermilion District Health Care Providers Attraction and Retention Committee and the Vegreville and District Chamber of Commerce.

Carried

6.13 Role of the Reeve, Deputy Reeve and Acting Reeve Policy

2025-252

Moved by: Councillor Kuzio

THAT Council approve the Role of the Reeve, Deputy Reeve and Acting Reeve Policy as presented.

Carried

7. Reports

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

2025-253

Moved by: Councillor Kuzio

THAT Council direct Administration to forward a letter to Honourable Joël Lightbound, M.P., Minister responsible for Canada Post, regarding closure of Canada Post rural offices and outline the negative impacts on rural communities.

Carried

Reeve Konieczny recessed the meeting at 11:02 a.m.

Reeve Konieczny reconvened the meeting at 11:13 a.m.

2025-254

Moved by: Councillor Anderson

THAT Council accepts the reports as presented.

Carried

8 CORRESPONDENCE AND INFORMATION ITEMS

- 8.1 Royal Canadian Legion re Remembrance Day Ceremony

2025-255

Moved by: Councillor Nafziger

THAT Council accept the correspondence as information.

Carried

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

- 9.1 Action Item List

2025-256

Moved by: Councillor Kuzio

THAT Council accept the Action Item List as information.

Carried

10. CLOSED SESSION

2025-257

Moved by: Councillor Anderson

THAT Council meet in private to discuss matters protected from disclosure under the Access to Information Act (ATIA) specifically Sections 19, Disclosure harmful to business interests of a third party, Section 29, Advice from officials and Section 32, Privileged information at 11:35 a.m.

Carried

Davin Gegolick, Mike Fundytus, and Audra Kropielnicki left the meeting at 11:35 a.m.

- 10.1 Gravel Agreement
Access to Information Act (ATIA), Section 19, Disclosure harmful to business interests of a third party

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

- 10.2 Proposed Contract with County of Two Hills
Access to Information Act (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 11:51 a.m.

- 10.3 Tax Forfeiture Property
Access to Information Act (ATIA) Section 29, Advice from officials

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

- 10.4 Assessment Services Contract Renewal
Access to Information Act (ATIA) Section 32, Advice from officials

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

11. OPEN SESSION

2025-258

Moved by: Councillor Nafziger

THAT Council move to revert to Open Session at 12:29 p.m.

Carried

12. MOTIONS ARISING OUT OF THE CLOSED SESSION

- 12.1 Gravel Agreement
Access to Information Act (ATIA), Section 19, Disclosure harmful to business interests of a third party

2025-259

Moved by: Councillor Nafziger

THAT County Council moves to approve extending the existing gravel supply contracts for two years with Bykowski Sand & Gravel for both the NE-5-52-9-W4 (Lobe Pit) and NW-34-52-10-W4 (Chomlak Pit) as discussed in closed session.

Carried

- 12.2 Proposed Contract with County of Two Hills
Access to Information Act (ATIA), Section 19, Disclosure harmful to business interests of a third party, and Section 29, Advice from officials

2025-260

Moved by: Councillor Wowdzia

THAT County Council approve the contract with County of Two Hills as discussed in Closed Session.

Carried

- 12.3 Tax Forfeiture Property
Access to Information Act (ATIA) Section 29, Advice from officials

2025-261

Moved by: Councillor Nafziger

THAT County Council conditionally accept the offer to purchase the tax forfeiture property provided the purchase price includes all land title fees associated with reviving the title including registering a caveat as discussed in closed session.

Carried

- 12.4 Assessment Services Contract Renewal
Access to Information Act (ATIA) Section 32, Advice from officials

County Council deferred discussion of the Assessment Services Contract renewal to the next Council meeting.

13. ADJOURNMENT

Reeve Konieczny declared the meeting adjourned at 12:30 p.m.

Reeve

Chief Administrative Officer



Organizational Meeting Minutes

October 27, 2025

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 9:08 a.m.

2 ADOPTION OF AGENDA

2025-262

Moved by: Councillor Ogrodnick

THAT the October 27, 2025, Organizational meeting Agenda be adopted as presented.

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 Councillor 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 accepted 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.

2025-263

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

2025-264

Moved by: Councillor Ogrodnick

THAT voting be by secret ballot with the votes being read aloud.

Carried

2025-265

Moved by: Councillor Nafziger

That Council appoint Councillor Konieczny as Reeve of the County of Minburn for a one-year period ending October 19, 2026.

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 Ogrodnick 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.

2025-266

Moved by: Councillor Nafziger

THAT Council cease further nominations for the position of Deputy Reeve of the County of Minburn for a one-year period.

Carried

2025-267

Moved by: Councillor Ogrodnick

THAT Council appoint Councillor Kuzio as the Deputy Reeve for the County of Minburn for a one-year period ending October 19, 2026.

Carried

3.5 Administration of Oath of Office to Deputy Reeve

3.6 Destroy Secret Ballots

2025-268

Moved by: Councillor Nedzielski

THAT the secret ballots from the election of Reeve be destroyed.

Carried

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).

2025-269

Moved by: Councillor Nafziger

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

2025-270

Moved by: Deputy Reeve Kuzio

THAT the Canadian Western Bank, Alberta Treasury Branch, Bank of Montreal and the Bank of Nova Scotia be designated as the financial institutions for the County of Minburn.

Carried

2025-271

Moved by: Councillor Ziegler

THAT Municipal Assessment Services Group be appointed as the assessors for the County of Minburn for 2025/2026.

Carried

2025-272

Moved by: Councillor Ogrodnick

THAT Wilde Advisory Group of Vegreville be appointed as the auditors for the County of Minburn for 2025/2026.

Carried

2025-273

Moved by: Councillor McCutcheon

THAT Reynolds Mirth Richards and Farmer LLP of Edmonton, be appointed as legal counsel for the County of Minburn for 2025/2026.

Carried

2025-274

Moved by: Councillor Nafziger

THAT Quentin Bochar be appointed as the Agricultural Fieldman for the County of Minburn for 2025/2026.

Carried

5 Requests for Decision

5.1 2026 Meeting Schedule

2025-275

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 27, 2025 Organizational Meeting.

Carried

5.2 2025/2026 Boards and Committee Appointments

2025-276

Moved by: Councillor Ogrodnick

THAT the Internal Boards and Committee appointments be approved as presented, for a one-year term.

Carried

2025-277

Moved by: Councillor Nafziger

THAT the External Boards and Committee appointments be approved as presented, for a one-year term.

Carried

2025-278
Moved by: Deputy Reeve Kuzio
THAT Reeve Konieczny be appointed as Chair of the Soil Conservation Appeal Board.

Carried

2025-279
Moved by: Councillor Ogrodnick
THAT Deputy Reeve Kuzio be appointed as Chair of the Wapasu Committee.

Carried

2025-280
Moved by: Councillor McCutcheon
THAT the public-at-large appointments be approved as presented for a one-year term.

Carried

5.3 Annual Conferences, Conventions and Activities

2025-281
Moved by: Councillor Nafziger
THAT up to two Councillors attend Federation of Canadian Municipalities Conference in 2026.

Carried

2025-282
Moved by: Deputy Reeve Kuzio
THAT up to two Councillors attend the Alberta Association of Agriculture Societies Conference in 2026.

Carried

2025-283
Moved by: Councillor Nafziger
THAT all Councillors have the option to attend the RMA District 5 and Lamont County Reeve’s Charity Golf Tournament in 2025.

Carried

ADJOURNMENT

Reeve Konieczny declared the meeting adjourned at 10:15 a.m.

Reeve

Chief Administrative Officer



Special Council Meeting Minutes

November 5, 2025

Council Members Present: Reeve Roger Konieczny, Division 3
Deputy Reeve Tara Kuzio, Division 5
Councillor Joey Nafziger, Division 1
Councillor Ray Nedzielski, Division 2
Councillor Allen McCutcheon, Division 4
Councillor Carl Ogrodnick, Division 6
Councillor Jerri Ziegler, Division 7

Administration Present: Pat Podoborozny Chief Administrative Officer
Norm De Wet, Director of Operations
Jason Warawa, Director of Corporate Services
Mike Fundytus, Director of Protective Services
Davin Gegolick, Director of Planning and
Community Services

1 CALL TO ORDER

Reeve Konieczny called the meeting to order at 9:00 a.m.

2 ADOPTION OF AGENDA

2025-284

Moved by: Deputy Reeve Kuzio

THAT the November 5, 2025, Special Council meeting Agenda be adopted as presented.

Carried

3 2026 INTERIM BUDGET DISCUSSION

3.1 CAO Opening Remarks

3.2 Budget Summary

3.3 Budgetary Discussions and Analysis

Reeve Konieczny recessed the meeting at 9:42 a.m.

Reeve Konieczny reconvened the meeting at 9:47 a.m.

3.4 Operating Decision Papers

Reeve Konieczny recessed the meeting at 10:54 a.m.

Reeve Konieczny reconvened the meeting at 11:04 a.m.

3.5 Capital Decision Papers

Reeve Konieczny recessed the meeting at 12:40 p.m.

Reeve Konieczny reconvened the meeting at 1:02 p.m.

4 CLOSED SESSION

2025-285

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 1:30 p.m.

Carried

4.1 COLA Discussions

ATIA Act, Section 29, advice from officials

Name	Reason Purpose
Pat Podoborozny	Strategic Leader of the Organization

5 OPEN SESSION

2025-286

Moved by: Councillor Ogradnick
THAT County Council revert to open session at 1:45 p.m.

Carried

6 MOTIONS ARISING OUT OF CLOSED SESSION

2025-287

Moved by: Councillor Nafziger
THAT County Council decline a COLA Increase for 2026.

Carried

7 ADJOURNMENT

Reeve Konieczny declared the meeting adjourned at 1:46 p.m.

Reeve

Chief Administrative Officer

STRATEGIC PRIORITIES CHART (November 2025)

COUNCIL PRIORITIES

NOW

- 1. RECREATION AGREEMENT VEGREVILLE:** Intermunicipal
- 2. WASTE AGREEMENT VEGREVILLE:** Intermunicipal
- 3. UPDATED HEALTH AND SAFETY MANUAL**

TIMELINE

December 2025
December 2025
December 2025

NEXT

- ERP CONVERSION PROJECT – January 2026
- ASB POLICY REVIEW – December 2025
- PROJECTS – PLANNING FOR 2026
- STRATEGIC PLAN – Feb 2026

ADVOCACY

- *Policing Services/Costs (RMA)*
- *Bridge Funding Continuity (RMA)*
- *Reinstatement of Gopher Control (Federal)*
- *On-Farm Slaughter Sales (Provincial)*
- *SL3/SL4 Seniors Facility Support (AHS)*
- *Non-Potable Water Resources for Ag Producers (AEP)*
- *Rural Medical Services (RMA)*

ADMINISTRATIVE INITIATIVES

OFFICE OF THE CAO

- 1. RECREATION AGREEMENT: VEGREVILLE** – December 2025
- 2. WASTE AGREEMENT VEGREVILLE** – December 2025
3. Policy and Bylaw Review – January 2026
4. STRATEGIC PLAN – Feb 2026

CORPORATE SERVICES

1. ERP CONVERSION PROJECT – January 2026
2. 2026 Preliminary Budget – November 2025
3. Update HR Handbook – December 2025
4. Financial Year End & Audit – February 2026
5. Update Procurement Policies – March 2026

Planning and Community Services

1. Ranfurly Cemetery Webmap Integration – November 2025
2. Apply for ACP grant funding: Crossroads Retail Supply Chain Gap Analysis – November 2025
3. Update LAS and Rotary Peace Park Agreements – November 2025
4. Crossroads Economic Development Alliance: FDI Strategy and Communications Project – December 2025
5. Research a Community Standards Bylaw – January 2025
6. Cemetery workshop with Cemetery groups – February 2025

Protective Services

1. **UPDATED HEALTH AND SAFETY MANUAL** – December 2025
2. Bylaw Enforcement Role – Ongoing
3. Fire Fighter Recruitment – Ongoing
4. Review Mutual Aid Agreements – November 2025
5. Vehicle and Equipment Handbook Implementation – December 2025

OPERATIONS

1. Operations Shop Concept Investigation –needs strategic plan from Council
2. PROJECTS – PLANNING FOR 2026
3. Bridges – STIP application deadline November 28

AGRICULTURE & UTILITIES

1. ASB POLICY REVIEW – December 2025 ASB Meeting
2. Provincial ASB Conference – January 2026

CODES:

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

2 – 3 Year OUTLOOK

1. *Service Level Review* – **December 2025**
2. *Strategic Plan Workshops* – **January 2026**



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:

File Number:	10-2025
Legal:	NW 9-51-12-W4M
Owner:	Edeltraud Engleberger
Applicant:	Explore Geomatics Inc. (Greg Stromsmoe)
Date Application Deemed Complete:	September 25, 2025
Decision Due Date:	November 24, 2025
Existing Use:	Agricultural/Rural Residential
Proposed Use:	Rural Residential
Gross Area:	64.7 Ha (160 ac)
Proposed Area:	Lot 1, Block 1 – 5.76 Ha (14.23 ac)
Zoning:	A: Agricultural District
Division:	5

B. DESCRIPTION OF PROPOSAL:

The subject property is located on NW 9-51-12-W4M in Division 5, about 3.5 km southwest of Ranfurly on Rge Rd 124 and Twp Rd 512. The applicant is proposing to separate the existing yard site from the quarter section. Proposed Lot 1 is 5.76 Ha (14.23 ac) and contains the dwelling, several outbuildings, treed area, and wetland/pasture. The proposed remnant parcel contains a Quonset and machine shed near the north approach and consists primarily of productive farmland which slopes toward the east side of the quarter.

Although the current rural address sign is placed on the northernmost access point—serving the remnant parcel—proposed Lot 1 has legal access via a separate approach on Range Road 124. Additionally, there is another access point to the northeast corner of the remnant quarter from Twp Rd 512. Road widening dedication hasn't yet been dedicated toward Rge Rd 124 or Twp Rd 512.

C. NOTIFICATION:

Adjacent property owners and agencies were notified on September 29, 2025 – ATCO Electric responded advising that they will require new agreements, caveats, easements, and/or right-of-way in accordance with utility company requirements and that they will be approaching the landowner for the purpose of acquiring a power line right of way on all facilities affected by this subdivision.

D. COMPLIANCE:

The proposed subdivision complies with the Subdivision and Development Regulation and municipal statutory plans. The existing septic pump out within proposed Lot 1 does not meet minimum required setbacks to the northern proposed property boundary and is therefore planned to be relocated.

E. RESERVES:

Pursuant to Section 663(a) of the Municipal Government Act, reserves are not required.

F. RECOMMENDATION

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

1. That prior to endorsement, a registerable instrument be prepared by an Alberta Land Surveyor and submitted to the County, and the registerable instrument shall be in conformance with the approved tentative plan of subdivision.
2. That prior to endorsement, the registered owner/applicant shall relocate the rural address sign, 51123 Rge Rd 124, to the southernmost approach which provides legal access to proposed Lot 1, Block 1.
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 prior to endorsement of the registerable instrument, the registered owner/applicant must provide documentation to the County indicating that the on-site private sewage disposal system has been removed and replaced (and/or relocated) with an approved on-site private sewage treatment system in accordance with the Alberta Private Sewage Disposal System Regulation (AR 229/97).
5. 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 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 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.
3. **That ATCO Electric Ltd. will be approaching the landowner for the purpose of acquiring a power line right-of-way on all facilities affected by this subdivision.**
4. 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

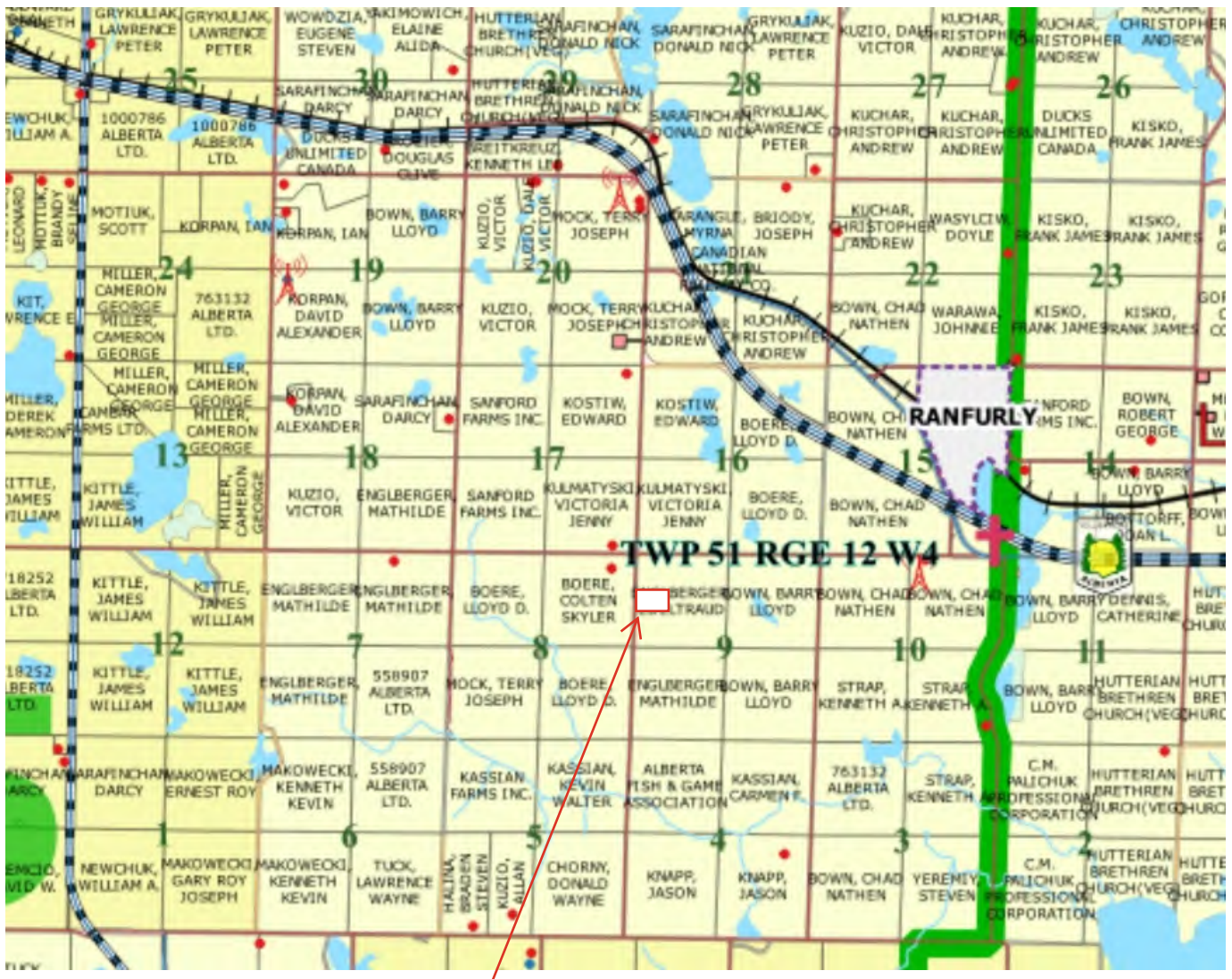
change in use or occupancy of a building on-site. Please contact the Inspections Group for further information on Safety Code Permit requirements.

5. The proposed subdivision may be affected by a permanent, naturally occurring body of water or watercourse. The Province has an interest in the Crown ownership of Provincial waterbodies/or Public Land boundaries in Alberta. **Development or water diversion may not occur in waterbodies including wetlands, watercourses, or Public Lands without prior consultation and approval from Alberta Environment and Protected Areas.** If you have any questions about development on or near water bodies, watercourses, or public land please contact Alberta Environment and Protected Areas prior to undertaking any activity (including construction of a private driveway) within or near the lake/wetland.
6. That approval of this application does not excuse the applicant from ascertaining and complying with the requirements of other municipal bylaws, easements, environmental reserve easements, covenants, conservation agreements, development agreements, or Provincial or Federal statutes, regulations, licenses or codes or standards of practice.

G. ATTACHMENTS:

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

Location Map



Proposed
Subdivision

TENTATIVE PLAN SHOWING
PROPOSED SUBDIVISION
WITHIN
N.W.1/4 Sec.9 Twp.51 Rge.12 W.4M.
COUNTY OF MINBURN NO. 27
ALBERTA



PHOTO MOSAIC DETAIL
1:5000

LEGEND:

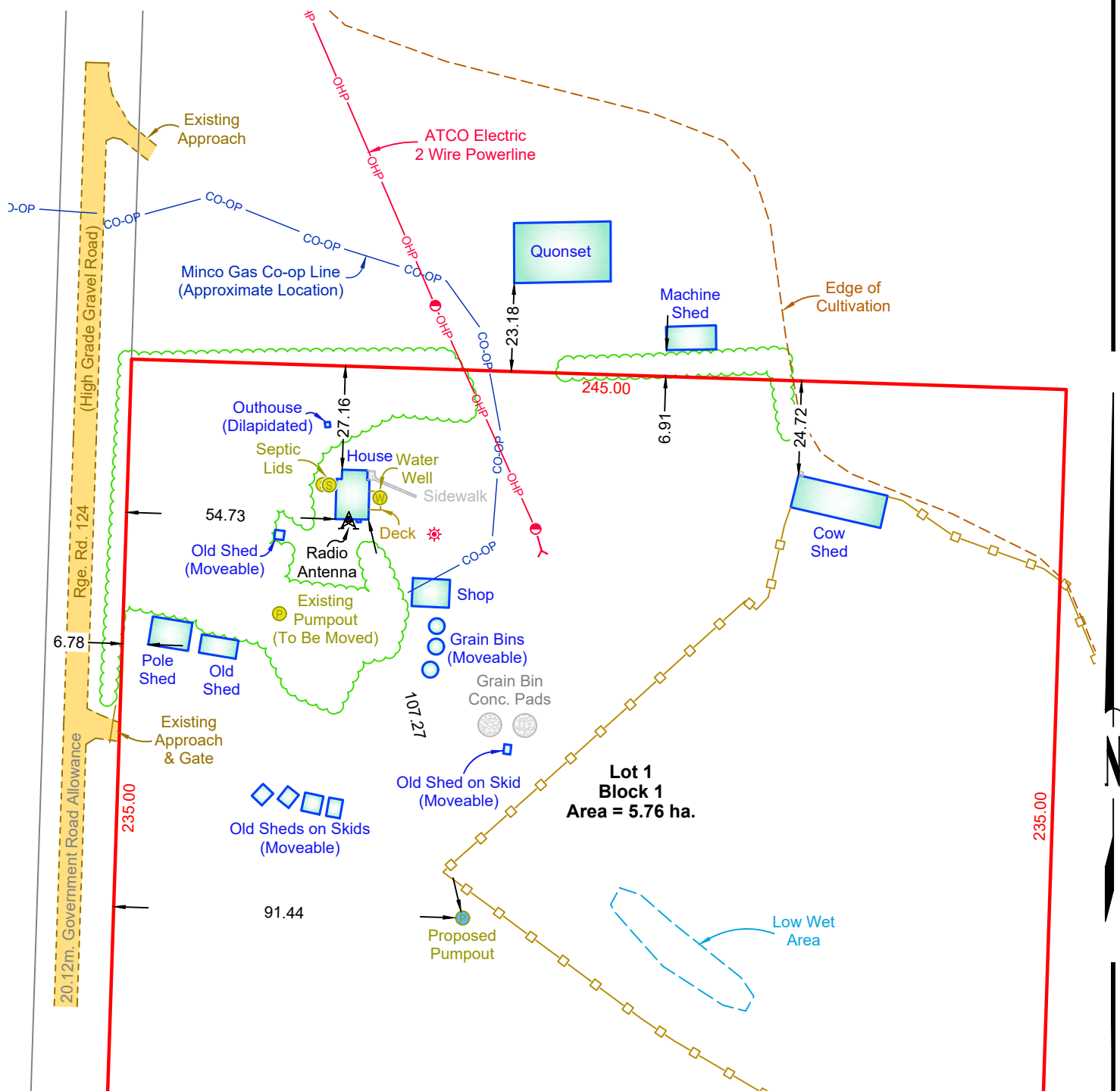
Proposed Parcel shown as:	
Buildings shown as:	
Gravel shown as:	
Bush / Tree line shown as:	
Cultivation Line shown as:	
Wooden Fence Line shown as:	
Buried Gas Co-op Line shown as:	
O/H Powerline shown as:	
Power Pole shown as:	
Anchors shown as:	
Light Pole shown as:	
Water Well shown as:	
Pumpout shown as:	
Proposed Pumpout shown as:	
Septic Tank shown as:	

Cad File: X063025-Tent-R1

Imagery Source: Bing, Imagery Date: Unknown

	Plan Prepared by: Explore Geomatics Inc. Edmonton, Alberta Toll Free 1-866-936-1805 Fax No. 780-800-1927	Distances are in metres and decimals thereof.	No.	DATE	DESCRIPTION
				Sept. 16, 2025	Plan Issued
				Sept. 17, 2025	Update Proposed Boundary
Job: X063025	SURVEYED BY: I.F.	CHK'D BY: B.D.	DRAWN BY: S.H.		

TENTATIVE PLAN SHOWING
PROPOSED SUBDIVISION
WITHIN
N.W.1/4 Sec.9 Twp.51 Rge.12 W.4M.
COUNTY OF MINBURN NO. 27
ALBERTA



DETAIL
1:1500

LEGEND:

Proposed Parcel shown as:	
Buildings shown as:	
Gravel shown as:	
Bush / Tree line shown as:	
Cultivation Line shown as:	
Wooden Fence Line shown as:	
Buried Gas Co-op Line shown as:	
O/H Powerline shown as:	
Power Pole shown as:	
Anchors shown as:	
Light Pole shown as:	
Water Well shown as:	
Pumpout shown as:	
Proposed Pumpout shown as:	
Septic Tank shown as:	

Cad File: X063025-Tent-R1

	Plan Prepared by: Explore Geomatics Inc. Edmonton, Alberta Toll Free 1-866-936-1805 Fax No. 780-800-1927	Distances are in metres and decimals thereof.	No.	DATE	DESCRIPTION
			0	Sept. 16, 2025	Plan Issued
			1	Sept. 17, 2025	Update Proposed Boundary
Job: X063025	SURVEYED BY: I.F.	CHK'D BY: B.D.	DRAWN BY: S.H.		

Drone photos of proposed Lot 1: one approach provides access to proposed remnant parcel off Rge Rd 124 (existing rural address sign) and one approach provides access to proposed Lot 1 (no existing rural address sign). Proposed Lot 1 is located on the top of a hill sloping towards productive farmland which surrounds proposed Lot 1. Quonset and machine shed will remain with the proposed remnant parcel.



Existing buildings within proposed Lot 1 including the dwelling and several outbuildings. The Quonset and machine shed are planned to remain with the proposed remnant parcel (farmland). Neighbouring farms can be seen in the distance to the north and west.



Drone photo facing NE: proposed Lot 1 contains the treed area, dugout, and pasture. Topography slopes away from the yard site to the low/drainage area on the east side of the quarter section.



Existing septic pump out located SW of the dwelling is planned to be relocated



Existing approach off Rge Rd 124 providing access to the remnant parcel reads '51123 Rge Rd 124' – this address sign must be moved to the southern-most approach to proposed Lot 1.



This approach off Rge Rd 124 is the only legal access to proposed Lot 1 and is where the rural address sign, '51123 Rge Rd 124' should be located.



Another approach to the proposed remnant parcel off Twp Rd 512 (NE corner of quarter)



Inspection Summary:

- Topography – rolling, sloping away from proposed lot 1 towards the remnant parcel
- Soil characteristics – clay/loam
- Nature of vegetation and water – trees around the yard site, dugout, with a low-lying, wet area on the east side of the quarter where the land naturally slopes toward
- Private Sewage/water well – confirmed by existing septic pump out (to be relocated) and water well.
- Use of land in the vicinity – Agricultural, rural residential – no compatibility issues.



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____



A. BACKGROUND:

File Number:	11-2025
Legal:	South ½ SW 30-53-15-W4M
Owner:	Lorne Zelmer
Applicant:	Lorne Zelmer
Date Application Deemed Complete:	October 6, 2025
Decision Due Date:	December 5, 2025
Existing Use:	Agricultural/Rural Residential
Proposed Use:	Rural Residential
Gross Area:	32.4 Ha (80 ac)
Proposed Area:	Lot 1, Block 1 – 6.02 Ha (14.9 ac)
Zoning:	A: Agricultural District
Division:	7

B. DESCRIPTION OF PROPOSAL:

The subject property is located on South ½ SW 30-53-15-W4M in Division 7, about 6.5 km north of Hwy 16 on Rge Rd 160 and Twp Rd 534, adjacent to the Lamont County boundary. The applicant is proposing to separate the existing yard site from the south half of the quarter. Proposed Lot 1 is 32.4 Ha (80 ac) and contains the dwelling, several outbuildings, treed area, and wetland/pasture. The remnant parcel contains is productive farmland

There are two existing approaches off Rge Rd 160 which provide access to proposed Lot 1, and one existing approach off Rge Rd 160 which provides access to the proposed remnant parcel. Road widening hasn't yet been dedicated along Rge Rd 160 or Twp Rd 534.

C. NOTIFICATION:

Adjacent property owners and agencies were notified on October 6/7, 2025 – no objections.

D. COMPLIANCE:

The proposed subdivision complies with the Subdivision and Development Regulation. There is no record of a private sewage disposal system permit for the existing sewage pump out which was installed in 2007.

E. RESERVES:

Pursuant to Section 663 of the *Municipal Government Act*, reserves are owed. It is recommended that the reserves owing for proposed Lot 1, Block 1 be collected by way of cash-in-lieu and defer the reserve owing for the proposed remnant parcel by way of a deferred reserve caveat pursuant to MDP Policy 3.8.6.

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 pursuant to Division 8, Part 17 of the *Municipal Government Act*, 2000, as amended, cash-in-lieu of municipal reserve land owing for the area of the proposed Lot 1, Block 1 is to be paid to the County of Minburn. The calculation is as follows: begin with the area of the proposed Lot 1, Block 1 as shown on the registerable instrument, then multiply by \$3,500/acre, then multiply by 10%.
4. 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 (South ½ SW 30-53-15-W4M), subtract the amount of land within the proposed Lot 1, Block 1 as shown on the registerable instrument submitted for endorsement, then multiply by 10%.
5. That prior to endorsement of the registerable instrument, the registered owner/applicant must provide documentation to the County indicating that the existing on-site private sewage disposal system is approved in accordance with the Alberta Private Sewage Disposal System Regulation (AR 229/97).
6. 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):

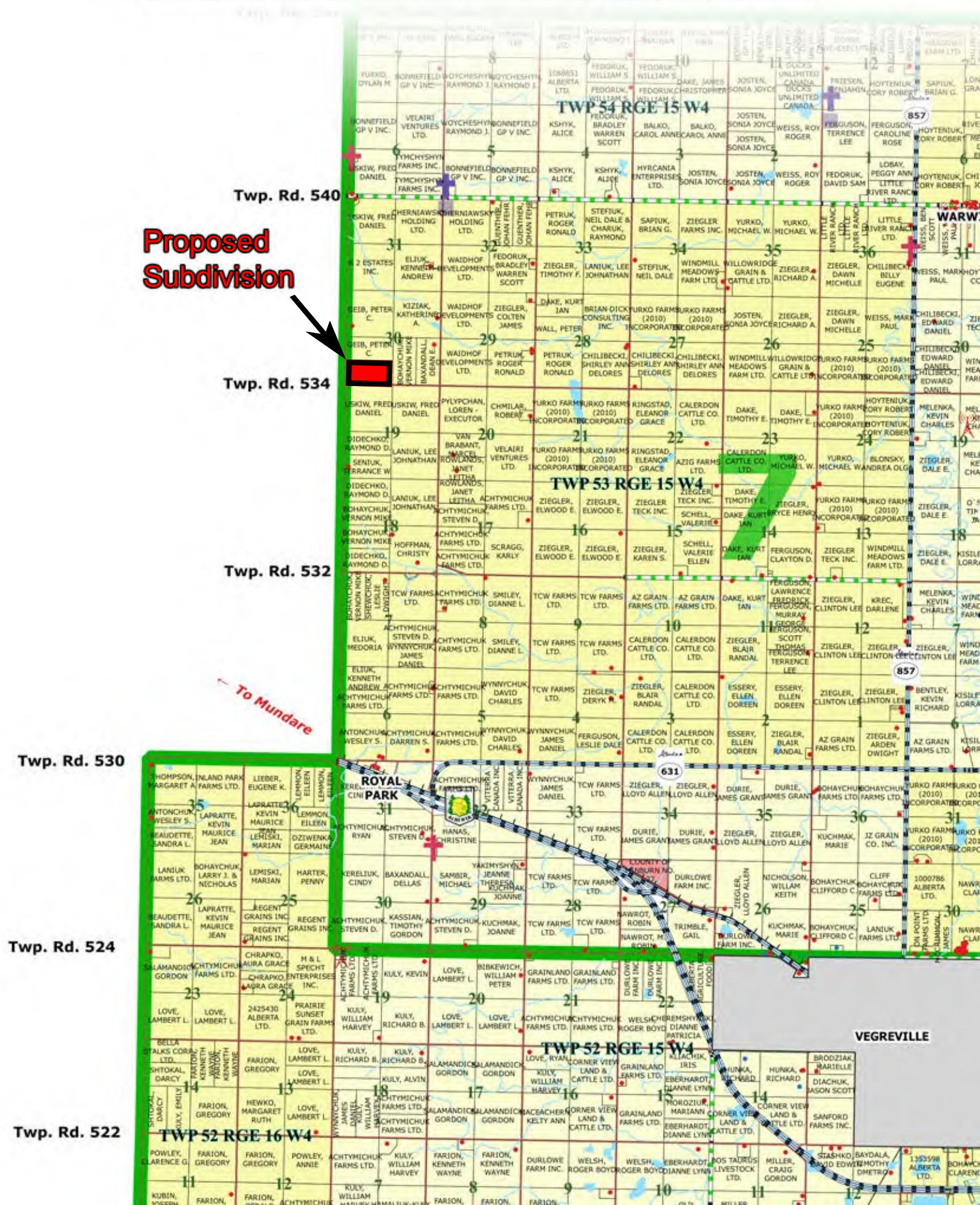
1. That a development permit application is required for any proposed future development of the subject lot (ie. Addition, change in use, Accessory Building, etc.). Please contact the County of Minburn Planning department at planning@minburncounty.ab.ca for further information.
2. That the necessary 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. **It is advised that a private sewage disposal system permit application will be required to ensure that the existing private sewage disposal system (pump out) conform to the Alberta Private Sewage Disposal System Regulation, 229/97 as amended.**
4. 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.
5. The proposed subdivision may be affected by a permanent, naturally occurring body of water or watercourse. The Province has an interest in the Crown ownership of Provincial waterbodies/or Public Land boundaries in Alberta. **Development or water diversion may not occur in waterbodies including wetlands, watercourses, or Public Lands without prior consultation and approval from Alberta Environment and Protected Areas.** If you have any questions about development on or near water bodies, watercourses, or public land please contact Alberta Environment and Protected Areas prior to undertaking any activity (including construction of a private driveway) within or near the lake/wetland.
6. That approval of this application does not excuse the applicant from ascertaining and complying with the requirements of other municipal bylaws, easements, environmental reserve easements, covenants, conservation agreements, development agreements, or Provincial or Federal statutes, regulations, licenses or codes or standards of practice.

G. ATTACHMENTS:

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

Subdivision Location Plan



Tentative Plan of Subdivision



0 50 100 150 200 250 m



Scale: 1:5,000

File No.: 11-2025

Landowner: Lorne Zelmer

Legal Description: S 1/2 SW 30-53-15-W4M

Legend

- | | |
|----------------------|-----------------|
| Proposed Subdivision | Sewage Pump Out |
| Lamont County | Water Well |
| Dwelling | Pipeline R/W |
| Accessory Buildings | Gas Well |
| Granaries | Approach |
| Low/Wet Area | Roads |

© 2019 County of Minburn. All Rights Reserved.
Drawn by Davin Gegolick on October 31, 2019
Note: Distances & area calculations are approximate. Improvements located as data supplied by applicant & 2018 aerial photo.

Applicant Signature: _____

October 9, 2025, 2025

South ½ SW 30-53-15-W4M

Photos by Davin Gegolick

Drone photos of proposed Lot 1: 2 existing approaches off Twp Rd 534 provide access to proposed Lot 1. Remnant south ½ primarily consists of flat pasture land.





Existing yard site within proposed Lot 1 encompassing the dwelling and several outbuildings.





Septic pump out located NE of the dwelling. Installed in 2007 as per subdivision application.



Cistern located on the east side of dwelling. Water well located in bush west of the dwelling.



Existing approach off Rge Rd 160 providing access to the proposed remnant parcel (south 1/2)



Inspection Summary:

- Topography – flat
- Soil characteristics – sandy loam
- Nature of vegetation and water – trees near the house, slough and dugout north of the yard site
- Private Sewage/water well – confirmed by existing septic pump out, water well, and cistern.
- Use of land in the vicinity – Agricultural, Lamont County to the west – no compatibility issues.



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____

COUNCIL RESOLUTION

Alberta Community Partnership (ACP) Program Application Crossroads Regional Supply Chain Gap Analysis

BE IT RESOLVED THAT the County of Minburn No. 27 in partnership with the Town of Vegreville, Village of Innisfree, and Village of Mannville participate in the application of the ACP Program: Intermunicipal Collaboration Component for the project titled: 'Crossroads Regional Supply Chain Gap Analysis'

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

Carried.

Roger Konieczny, Reeve

Pat Podoborzny, CAO

Approved this 24th day of November 2025.



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: _____



5004 - 49 Street Suite #4 Box 534 Mannville AB T0B 2W0
Phone: 780-763-3005 or 3004 Fax: 780-763-3004
E-Mail: mmifcss@mannville.com Website: www.mannville.com
<http://mmifcss.wixsite.com/mmifcss> Facebook: MMIFCSS

County of Minburn # 27
County Reeve Konieczny and County of Minburn # 27 Council
4909-50th Street
Vegreville AB T9C 1R6

November 4, 2025

Dear Reeve Konieczny and County of Minburn # 27 Council,

Re: M-M-I F.C.S.S. – Appreciation and 2026-2028 Funding Consideration

On behalf of M-M-I Family and Community Support Services (FCSS), I would like to extend our sincere appreciation to the County of Minburn No. 27 for your ongoing commitment and valued contributions to our FCSS program.

We recognize that this is budget decision time, and we truly appreciate your continued agreement with the Province of Alberta under the 80/20 funding partnership. Your allocation of 40% of the local FCSS funds to M-M-I F.C.S.S., with 60% allocated to Vegreville FCSS, is greatly valued.

We are especially grateful that the County continues to contribute an additional portion of funding above the required 20% municipal share. This long-standing commitment has allowed us to maintain quality prevention-based programs and services that enhance the well-being of residents across our communities.

Despite a modest budget and the rising costs of operations, M-M-I F.C.S.S. has continued to successfully deliver programs, projects, and services that meet the evolving needs of individuals and families. This has been possible thanks to the County's consistent support and belief in the value of preventive programming.

We have enclosed a copy of our Annual Report 2024, which outlines our programs, projects, services, and related financial information. These costs reflect not only program delivery but also day-to-day operational expenses such as office costs, telephone and internet, rent, utilities, and staff wages, benefits, and remittances.

As the County undertakes its annual budget review, we respectfully request your continued consideration of M-M-I F.C.S.S. and, if possible, an increase to your additional contribution beyond the required share. Increased local investment would help offset rising costs and strengthen our ability to sustain and expand preventive initiatives in our region.

We also appreciate the County's advocacy with the Government of Alberta and encourage you to continue lobbying for increased provincial funding for FCSS. Additional provincial support would further enhance our collective capacity to deliver meaningful prevention programs that make a lasting difference in the lives of our citizens.

Once again, thank you for your partnership, trust, and long-standing commitment to the FCSS Program. Your continued support ensures that prevention remains at the heart of healthy, resilient communities.

Sincerely,

Jannette Riedel

Director

A Multi-Municipal Project

From: [Jannette Riedel](#)
Sent: November 18, 2025 10:41 AM
To: [Davin Gegolick](#)
Subject: RE: M-M-I F.C.S.S. – Appreciation and 2026-2028 Funding Consideration

Davin,

After reviewing our operational pressures—rising personnel costs, increased navigation and referral workload, expanded provincial reporting requirements, and our very limited staffing capacity—we respectfully request:

A 20–25% increase to the County’s additional contribution beyond the required 20% municipal share.

Your current additional contribution is \$8,474.
A 20–25% increase represents approximately \$1,700–\$2,100.

This increase would:

- Stabilize staffing and help address rising employment-related costs
- Offset increased operational and reporting demands
- Support core navigation, information, and referral services
- Reduce the need for further program reductions
- Maintain service levels while we continue advocating together for increased provincial FCSS funding

This is a measured, responsible request made directly in response to your inquiry about what increase is needed.

Jannette Riedel

Director of Mannville – Minburn – Innisfree
Family and Community Support Services
And
Yellowhead Community Support Society
5004 – 49 Street Suite # 4
Box 534



FCSS Annual Report

Legal Name: VILLAGE OF MANNVILLE

Seniors, Community and Social Services

2024 ANNUAL FCSS PROGRAM REPORT

This information is collected under the authority of the Family and Community Support Service Act, Regulation and section 8 (a) of the Family and Community Support Service Funding Agreement. The Municipality shall provide the Minister with annual reporting within one hundred twenty (120) days after the end of each year of the Term as outlined in section 9 of the Family and Community Support Services Funding Agreement.

SECTION 1 - Statement of Revenues and Expenditures

Revenues

Annual Funding Provided Under the Act (A)	Municipal Contribution (Minimum ¼ of the Amount on Line (C)) (D)
33,242.50	8,310.63
Total Potential Provincial Carryover (Previous Year) (B)	Total Grant Transfer(s) Received (E)
	75,784.00
Provincial Funding Withheld + Returned (B1)	Total of Other External Revenues Value (F)
	13,035.05
Total Annual Provincial Funding (A + B - B1 = C) (C)	Total Revenues (C + D + E + F = G) (G)
33,242.50	130,372.18

Expenditures

Direct Delivery of Programs (H)

119,691.62

Total Surplus (Deficit) (G – L = M) (M)

-2,819.44

Indirect Delivery of Programs (I)

Total Potential Provincial Carryover

Total Administration Cost (J)

13,500.00

Provincial Portion Requested for Carryover

0

Total Grant Transfer(s) Sent (K)

Provincial Portion Approved for Carryover (N)

Total Expenditures (H + I + J + K = L) (L)

133,191.62

Matching Municipal Portion for Carryover

Returned Amount

Total Potential Carryover

Provincial Funding Requested to be Withheld

Provincial Funding Approved to be Withheld (N1)

SECTION 2 - Volunteers

Total Number of Volunteers who Supported FCSS Programs

22.00

Total Number of Volunteer Hours Contributed to FCSS Programs

550.00

SECTION 3 - Direct Delivery of Programs: Programs delivered directly by the Municipality/Metis Settlement.

Total Expenditures Related to the Direct Delivery of Programs

119,691.62

List of programs delivered directly by the Municipality/Metis Settlement:

Program Name	Description	Amount	Participants
Roots of Empathy	>Planned program incorporated into the school setting that helps build life skills; addresses empathy, feelings, Relationship building, decision making, self help skills development	\$6,020	30
Community Facilitation & Support	>offer administrative supports to community organizations, help promote sense of community collaboration. >supports welcoming and inclusive community	\$20,294	20
Adult Life Skills Development Program	>Workshops, presentations focused on building self esteem building, personal capacity , contributes to positive mental health and social connection to others. Supports adults to cope, learn skills, and improve their financial and social stability >Ladies Night Out, Endeavour To Be Different	\$8,418	55
Community Connection Program	Provide welcome services to newcomers, connect people to other people, encourage inclusion, enhance cultural connections and awareness, encourage natural supports, enhance relationships, promotes a sense of belonging >Newcomer Welcome; Coffee Connections; Block Party; Community Fairs; Community and Cultural Events	\$11,191	95

Program Name	Description	Amount	Participants
Volunteer Engagement	>Promote volunteerism, recognition and appreciation of volunteers, offer training opportunities ; promote engagement opportunities' and create a sense of meaning and purpose	\$2,882	22
Community Capacity Building & Partnerships	Facilitates the involvement and participation of organizations for the welfare of the community. Emphasis on the lived experience of community members taking a front seat and local knowledges inflecting decision-making processes, challenges a top-down approach to public decision making. Increases the visibility and understanding of issues and empowers communities to have say over decisions that affect their lives, their towns, cities and neighborhoods. Partnerships with community agencies: Library, Schools, RCMP, Alberta Health, Community organizations;	\$9885.62	30
Information and Referral Program	Information & awareness program to connect individuals in the community with needed resources; supports poverty reduction. Form completion, assisting with government forms, referral and advocacy Provides newsletters, Community Directories, Community Posters/Calendars	\$11,000	2000
Seniors Home Support	>Support programs that connect people to resources and supports, help reduce isolation and allow for aging in place.	\$9,697	12
Community Education & Awareness	Provide services to enhance knowledge and promote awareness of community social issues to promote self-sufficiency and resiliency. Workshops, Information Sessions, program directories	\$3,000	75
Seniors Connection Program	Connect people with others to reduce isolation, build resilience, Recognition and Appreciation for the value of seniors. The program works to increase the prevalence of open and inclusive conversations. Senior Connects and engages with seniors to learn about senior-specific concerns and needs to develop presentations in response ranging from healthy living, identity theft, volunteerism, elder abuse, fall prevention, funeral planning, and living will/personal directives. Life Skill development and support >SMILE, Building Bridges, Seniors Wellness Connection, Coffee Connections, Friendly Phone Visiting, Endeavour To Be Different	\$11,697	55
Children Life Skills	Provision of activities that support child and youth engagement, life skills & social skills development	\$14,284	125

Program Name	Description	Amount	Participants
Development Program	programs, focus on promoting positive values, competence & identities; enhancing self-esteem, positive decision-making, encouraging connections with others, relationship building, connections to support and others; mentorship addressed social issues of youth through information sessions, education to support the positive development of children and youth. Babysitters Course; Home Alone; Say Hi; Money Mentors;		
Youth Life Skills Development Program	>programs focus on promoting Positive values, Competence & Identities; enhancing self-esteem, positive decision making encouraging connections with others, Relationship building, social skill enhancement, connections to supports and others and building social skills; >encourage community participation through projects like Snow Angel, Communities in Bloom> Babysitters Course/Money Mentors; Risk Awareness presentation;	\$5,885	135
Family Program	>Programs that strengthen and support family connection and unity; partnering project with FRN	\$5,438	50

SECTION 4 - Indirect Delivery of Programs: Programs funded by the Municipality/Metis Settlements and delivered by an external organization.

Total Expenditures Related to the Indirect Delivery of Programs

List of programs delivered by an external organization:

Program Name	Organization Name	Description	Amount	Participants
No Delivery of Programs				

SECTION 5 - Program Outcomes: This section is automatically populated by completing the required outcome information in the "FCSS Delivery of Programs" form.

Total # of Participants in All Programs

Percentage of Positive Change

2,704.00

95.42

Outcome	% Experiencing Positive Change
Individual Outcome 1 - Individuals experience personal well-being.	100
Individual Outcome 2 - Individuals are connected with others.	89.43
Individual Outcome 3 - Children and youth develop positively.	96.19
Family Outcome 2 - Families have social supports.	89.36
Community Outcome 1 - The community is connected and engaged.	98.64
Community Outcome 2 - Community social issues are identified and addressed.	91.36

SECTION 6 - Attachments

Review Engagement Report

☒

Audit Report

☐

Outcomes Information

☐

Other Related Documentation

☐

SECTION 7 - Certificate of Compliance

This is to certify that:

- **To the best of my knowledge and belief, the projects/services and expenditures included in this report comply with the requirements and conditions set out in the Family and Community Support Services Act and Regulation; and all expenditures and revenues relative to the Program have been included in the report.**
- **The 20% municipal contribution has been derived from the operating budget of the municipality.**

Director or Designate Compliance

Date of Signature

Jannette Riedel

May 5, 2025

Chief Administrative Officer or Designate Compliance

Date of Signature

Brooke Magosse

May 7, 2025



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
**COMMUNITY INVESTMENT PROGRAM
APPLICATION FORM**

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

Date: 10/16/25

Organization Name: Yellowhead Community Support Society [Y.C.S.S.]

Mailing Address: _____ **Mannville AB**

Street and number	Town	Postal Code
_____	_____	_____

Contact Person: _____

Phone Number: _____ Email Address: _____

What is the nature of your group?

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

Name of Event/Project: Transportation -Neighorly Ride **Date of Event (if applicable):** _____

Are you requesting **financial support** (please indicate value) or an **in-kind donation** (gift basket, County promo items, etc.): \$ 5000.00

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

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

*Not required for
requests under
\$1,000*

Total projected revenue related to this request: \$ 6,500.00

Total projected expenditure related to this request: \$ 7,8060.00

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

Print Full Name: _____ Signature: _____

Position/Capacity: Director Date: 10/17/25

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

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

OFFICE USE ONLY

CAO Approval: _____ Date: _____

Collection and Use of Personal Information

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

County of Minburn # 27: Community Investment Program Application

Supporting Letter

Yellowhead Community Support Society [Y.C.S.S]

➤ Project Description: Neighborly Ride Transportation Service Enhancement Proposal

Since 1997, the Neighborly Ride Transportation Service has been a vital and valued community resource, jointly operated by Y.C.S.S. and M-M-I FCSS, with longstanding support from the County of Minburn and the Village of Mannville. This service offers accessible and affordable transportation primarily for seniors, persons with disabilities, and rural residents who lack reliable alternatives.

In recent years, the program has mainly supported weekly transportation for residents of the Mannville Care Centre, some of whom are former County residents with deep ties to the local farming community. Volunteer drivers—largely farmers themselves—support the service by contributing their time, usually one shift per month, or occasionally covering longer periods depending on availability during the farming season. They currently receive a modest reimbursement of \$11/hour, which does not fully reflect their valuable contribution.

➤ Project Enhancements

To sustain and strengthen this essential program, Y.C.S.S. proposes the following improvements:

- Increase driver compensation to \$20/hour to help recruit and retain dependable drivers.
- Introduce bi-monthly community trips to nearby towns for shopping, medical appointments, and social activities that promote wellness.
- Maintain low client fees to ensure affordability: \$6 per local trip and \$0.70 per kilometre for out-of-town travel.
- Hire a part-time driver or recruit a consistent pool of volunteer drivers to ensure reliability and year-round service.

Although the program vehicle—a 1994 Ford Handivan—is still operational, it is increasingly noisy and uncomfortable. While immediate replacement is not required, maintenance costs are rising, and long-term sustainability will eventually require investment.

Key in-kind supports—such as vehicle storage by the Mannville Care Centre and administrative assistance from the Village of Mannville (including registration, insurance, and fuel billing)—are essential to keeping the service running efficiently.

➤ Program Reach and Community Impact

- **Annual Clients Served:** Approximately 30 residents, including those from the Mannville Care Centre and throughout the County of Minburn.
- **Volunteer Drivers:** Currently 3 active volunteers, with a goal to recruit more through improved compensation.
- **Barrier Reduction:** The program directly addresses transportation barriers for:
 - Seniors aging in place
 - Individuals with physical or mental disabilities
 - Isolated and transportation-insecure rural residents
- **Door-to-Door Access** helps clients stay connected to:
 - Medical services
 - Grocery and essential shopping
 - Social and wellness activities
- **Participant Eligibility:** Open to all County residents, with priority given to seniors, persons with disabilities, and individuals with limited transportation access.
- **Community Partnerships:**
 - **Village of Mannville** – Vehicle insurance, invoicing, and fuel administration
 - **Mannville Care Centre** – Vehicle storage
 - **Y.C.S.S.** – Volunteer coordination, scheduling, and overall program administration
- **County Recognition:** The County of Minburn's support will be recognized through:
 - Branding on all program materials and promotional items
 - Acknowledgment at community events and in annual reports
 - Public recognition in newsletters, social media, and regional communications

➤ Conclusion and Funding Justification

Although usage of the Neighborly Ride Transportation Service remains modest—currently averaging 52 trips annually for Mannville Care Centre residents—the program continues to fill a critical gap for seniors, individuals with disabilities, and rural residents without other transportation options.

Volunteer driver recruitment remains a persistent challenge, especially given seasonal farming demands. Increasing driver compensation is a necessary step to maintain reliability, while keeping rider fees affordable is vital to ensure no one is excluded due to cost.

While the aging vehicle still meets current needs, the low frequency of trips does not yet justify replacement. However, ongoing maintenance, insurance, and operations continue to be a financial burden.

Therefore, this request for **\$5,000 in continued County support** serves as a **pragmatic, short-term investment** that enables us to:

- Sustain current service levels
- Maintain low rider fees
- Fairly compensate volunteer drivers
- Cover essential operational costs

We sincerely thank the County of Minburn for recognizing the value of this service. Your continued support ensures that, despite low usage, this transportation program remains available, affordable, and accessible for those who depend on it most.

➤ **Financial Breakdown”**

- **Budget Comparison: Current vs. Proposed Operational Needs (2025–2026)**

To illustrate both the sustainability challenges and the impact of increased operational demands, the following table compares the current cost structure with a proposed model that better reflects the true requirements of the Neighborly Ride Transportation Service.

Category	Description	Current Scenario(\$11/hr + standard admin)	Proposed Scenario(\$20/hr + increased admin)
Driver Honorariums	\$11/hr or \$20/hr × 2 hrs/week × 52 weeks	\$1,144	\$2,080
	Additional hours for extended or full-month coverage	\$500	\$800
Fuel Costs	Based on 1 trip per week	\$1,500	\$1,500
Vehicle Maintenance	Routine servicing and minor repairs	\$300	\$300
Annual Safety Inspection	Required annual inspection	\$400	\$400
Insurance Reimbursement	Paid to Village of Mannville	\$300	\$300
Administration (Y.C.S.S.)	Scheduling, coordination, reporting	\$1,200	\$2,400
Total Estimated Expenses		\$5,344	\$7,860

- **Revenue & Confirmed Support (Both Scenarios)**

Source	Estimated Value
Client Fees	\$1,500
County of Minburn – Requested	\$5,000
Total Support (Cash Only)	\$6,500

- **Financial Summary**

	Current Scenario	Proposed Scenario
Total Estimated Expenses	\$5,344	\$7,860
Confirmed Support	\$6,500	\$6,500
Surplus / Deficit	+\$1,156 surplus	–\$1,360 deficit

➤ **Context and Justification**

While the current model technically shows a small surplus, it relies on low compensation and minimal admin hours, which are no longer sustainable. The proposed budget reflects a more realistic and responsible operating model, including:

- Fairer compensation to attract and retain volunteer drivers
- Increased administrative capacity for scheduling and coordination
- Continued affordability for low-income and vulnerable clients

The \$5,000 requested from the County is essential in both scenarios, and even more so in the proposed model to help close the \$1,360 gap and support long-term program viability.

➤ **Final Remarks**

The program's modest surplus under the current model masks deeper sustainability concerns. With drivers underpaid and admin support stretched, these conditions are not viable long-term. The proposed enhancements offer a more equitable and stable model to keep the service operating with consistency and dignity.

On behalf of the Yellowhead Community Support Society, we thank the County of Minburn for your ongoing commitment to rural wellbeing, senior care, and inclusive access to transportation.

Jannette Riedel

Director



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: _____



October 28, 2025

County of Minburn
Box 550
Vegreville, Alberta
T9C 1R6

Attention: Mr. Roger Konieczny and Council

Dear Mr. Konieczny:

We would like to express our sincere gratitude to the Council for the financial support of our committee in recent years. Your support has been invaluable to enable us to continue to recruit new physicians to our community.

We would like to note that we are now operating under the name of Vegreville Attraction & Retention Committee (previously Vegreville Region Physician and Health Professionals Attraction and Retention Committee)

For your review and information, we have provided a copy of our interim financial statement for the year ended December 31, 2024 and a copy of our 2025 budget.

We would like to respectfully request the financial support from the County for 2025 in the amount of \$2,000. Our goal is to look ahead of future needs for our community for doctors and health professionals to ensure needs are addressed.

We thank you for the support and confidence in the committee.

Yours truly,

Vegreville Attraction & Retention Committee

Tara Kuzio, Board Chair

Statement

Vegreville Physician Attraction and Retention Committee
Financial Summary
As of December 31, 2024

	2024	2023
	\$	\$
Revenues		
Municipal funding	0	0
Grants Rhpap 3 years to use funding	1,000	0
	1,000	0
Expenses		
Doctor Attraction		
Site visit	0	1,164
Retention and Attraction		
Doctor and Clinic appreciation and recognition	836	1,671
Health Professionals - appreciation and recognition	932	0
Other Expenses		
Rural Health Week advertising	1,920	1,649
Other	325	0
Donations	0	2,500
Promotion	739	0
Office	523	0
	5,274	6,984
Net revenue (expenditures)	(4,274)	(6,984)
Opening bank balance	13,685	20,669
Closing bank balance	9,411	13,685

Prepared by Brett Boser
17-Sep-25

Vegreville Regional Physicians and Health Professionals Attraction and Retention Committee
2025 Budget

		2025
Revenues		
RhPAP grant	Received for 2025	1,000
Town of Vegreville	Based on our request...	2,000
County of Minburn	Based on our request...	3,000
		6,000
Expenses		
Retention and Attraction		
Doctor welcome and appreciation receptions		1,500
Heath Professionals welcome event		1,000
Promotional materials		1,000
Advertising		2,000
Other Expenses		
Conference registrations		500
Miscellaneous		1,000
		7,000
Net expenditures		-1,000



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: _____

September 24, 2025

Dear Mayor/Reeve and Council,

Re: Per Capita Request for the Health Care Providers Attraction and Retention Committee

At a recent Health Care Providers Attraction and Retention committee meeting on August 14, 2025, the Board made a motion to ask the member municipalities to contribute a standing annual allocation as a means of allowing the committee to expand its focus and have more predictable funding in future years. More specifically, the Committee is requesting the following for the 2026 and 2027 fiscal years:

- \$2500.00 from the County of Minburn with a population of approximately 1127
- \$1500.00 from the Village of Manville with a population of approximately 765
- \$7000.00 from the Town of Vermilion with a population of approximately 4000
- \$7000.00 from the County of Vermilion with half a population of approximately 4000

The current physicians complement in Vermilion is four. Although a new doctor arrived this spring, the committee is continuously seeking new and innovative ways to retain the doctors whom have relocated to our region as well as be prepared to recruit new physicians if the need arises.

We thank you in advance for your consideration and we look forward to your response in the very near future regarding our funding request.

Sincerely,

Kirby Whitlock

Councillor, Town of Vermilion

Chair of the Health Care Providers Attraction and Retention



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: P. Padabonzy



RFD Appendix

To Minburn County council

From Robert Bown

I am mulching trees on my fence lines and would like the county to pay for the mulching on the county land.

NW18-51-11-W4 TWP RD 512A

NE14-51-12-W4 TWP RD 512A, TWP RD 513

W1/2 24-51-12-W4 TWP RD 513, RGE RD 121. TWP RD 514

Section 36-51-12-W4 RGE RD 121, RGE RD 120

Box 174

Ranfurty AB

T0B 3T0

Phone # 780 632 9241



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____



County of Minburn No. 27

2026 Budget - Financial Summary

November 24, 2025

2026 BUDGET DETAILS	2026 BUDGET \$
Operating Revenue	24,371,829
Funds available for Operations	24,371,829
Less:	
Operating Expenses - Base Budget	(19,242,634)
Existing Annual Reserve Transfers	(1,710,195)
Non-Cash Inventory Adjustment - Gravel	(1,712,841)
Plus:	
Transfers from Reserve	-
Funds Available for Operating & Capital Decision Papers	1,706,159
Operating Decision Papers	
Less:	
10 Proposed Operational Decision Papers	(693,875)
Plus:	
Grants & Draws from Reserves (Various)	222,000
Projected Operational Surplus	1,234,284
Capital Decision Papers	
Less:	
8 Proposed Capital Decision Papers	(574,975)
7 Previously Approved Capital Projects	(6,942,951)
Plus:	
Grants, Other Sources & Draws from Reserves	6,136,607
Projected Deficit from Capital Projects	(1,381,319)
Draw From Future Expenditures Reserve	147,036
2026 Budget Surplus (Operating & Capital)	-



County of Minburn No. 27

2026 PRELIMINARY BUDGET DECISION PAPERS

PLUS PREVIOUS COUNCIL APPROVALS

					Source of Funds			
#/Type	Description	Recurring/ One Time	Department	Cost	Grant	Reserve	Tax	Other
~ OPERATING DECISION PAPERS ~								
ODP26-001	Front Step Admin Building	One Time	Corporate Services	36,000	-	36,000	-	-
ODP26-002	Corporate Services Staffing	Recurring	Corporate Services	34,375	-	-	34,375	-
ODP26-003	Protective Services Seasonal Staffing	Recurring	Protective Services	42,000	-	21,000	21,000	-
ODP26-004	Fire Reserve Transfer Increase	Recurring	Protective Services	60,000	-	-	60,000	-
ODP26-005	Automated Development Permitting	Recurring	Planning & Comm Services	12,500	-	-	12,500	-
ODP26-006	Crossroads Economic Development Alliance	Recurring	Planning & Comm Services	200,000	100,000	30,000	35,000	35,000
ODP26-007	Tax Sale Land Inventory Increase	Recurring	Planning & Comm Services	50,000	-	-	50,000	-
ODP26-008	Cemetery Signage for 3 Cemeteries	One Time	Planning & Comm Services	5,000	-	-	5,000	-
ODP26-009	Vegreville FCSS Funding Increase	Recurring	Planning & Comm Services	4,000	-	-	4,000	-
ODP26-010	Lavoy Reserve Transfer Increase	Recurring	Operations	250,000	-	-	250,000	-
Total Operating Decision Papers:				\$ 693,875	\$ 100,000	\$ 87,000	\$ 471,875	\$ 35,000
~ CAPITAL DECISION PAPERS ~								
CDP26-001	Mannville Fire Hall Station Fencing	One Time	Protective Services	65,000	-	-	65,000	-
CDP26-002	Innisfree Fire Training Storage Building	One Time	Protective Services	84,900	-	-	84,900	-
CDP26-003	Mannville Fire Thermal Camera	One Time	Protective Services	9,000	-	9,000	-	-
CDP26-004	Fire Truck Air Lift Bags	One Time	Protective Services	32,000	-	32,000	-	-
CDP26-005	Fleet Truck Replacement	One Time	Operations	128,625	-	128,625	-	-
CDP26-006	Minburn Sidewalk Rehabilitation	One Time	Operations	22,667	-	22,667	-	-
CDP26-007	Fuel System Upgrade	One Time	Operations	107,048	-	-	107,048	-
CDP26-008	Lavoy Hydrant Rehabilitation	One Time	Operations	125,735	-	125,735	-	-
Total Capital Decision Papers:				\$ 574,975	\$ -	\$ 318,027	\$ 256,948	\$ -
Total Operating & Capital Decision Papers:				\$ 1,268,850	\$ 100,000	\$ 405,027	\$ 728,823	\$ 35,000



County of Minburn No. 27

2026 PRELIMINARY BUDGET DECISION PAPERS

PLUS PREVIOUS COUNCIL APPROVALS

					Source of Funds			
#/Type	Description	Recurring/ One Time	Department	Cost	Grant	Reserve	Tax	Other
<i>~ PREVIOUS COUNCIL APPROVALS ~</i>								
CA26-001	2 - 2026 Graders	One Time	Operations	1,335,000	1,335,000	-	-	-
CA26-002	Scraper Refurbishment	One Time	Operations	679,951	-	679,951	-	-
CA26-003	Bridges (STIP Approved 1 Cap./2 Main.)	One Time	Operations	583,000	545,000	38,000	-	-
CA26-004	2026 Crushing Program - Coulter Pit	One Time	Operations	3,000,000	-	1,875,629	1,124,371	-
CA26-005	Replace Unit 915 - Rapid Response	One Time	Fire	165,000	-	165,000	-	-
CA26-006	Replace Unit 910 - Fire Pumper Truck	One Time	Fire	1,100,000	-	1,100,000	-	-
CA26-007	Veg Fire Truck	One Time	Fire	80,000	-	80,000	-	-
Total Council Approvals:				\$ 6,942,951	\$ 1,880,000	\$ 3,938,580	\$ 1,124,371	\$ -
Total Previous Council Approvals:				\$ 6,942,951	\$ 1,880,000	\$ 3,938,580	\$ 1,124,371	\$ -
Total Decision Papers & Previous Approvals:				\$ 8,211,801	\$ 1,980,000	\$ 4,343,607	\$ 1,853,194	\$ 35,000



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____

COUNTY OF MINBURN NO. 27

BYLAW NO. 1370-25

A BYLAW OF THE COUNTY OF MINBURN NO. 27, VEGREVILLE, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE BORROWING OF \$4,500,000.00 FROM ATB FINANCIAL, VEGREVILLE, ALBERTA.

WHEREAS, the Council of the County of Minburn No. 27 of Vegreville (hereafter called the "Corporation") in the Province of Alberta considers it necessary to borrow certain sums of money from time to time to meet current expenditures of the Corporation for its financial year commencing January 1, 2026;

WHEREAS, Section 251 of the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26, allows a municipality to make a borrowing if the borrowing is authorized by a borrowing bylaw.

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

1. TITLE

1.1 This Bylaw may be cited as “**Borrowing Bylaw No. 1370-25**” of the County of Minburn No. 27.

2. The Corporation do borrow from ATB Financial sums of money from time to time in the said financial year as required to meet current expenditures of the Corporation in the said financial year, provided the total principal amount owed to ATB Financial at any one time hereunder shall not exceed the sum of four million five hundred thousand dollars (\$4,500,000).

3. The Reeve and Chief Administrative Officer are hereby authorized for, and on behalf of the Corporation:

3.1 To apply to ATB Financial for the aforesaid loan to the Corporation; and

3.2 To obtain advance of monies from ATB Financial in the said financial year by way of an overdraft on the Corporation's account at ATB Financial or pursuant to promissory notes or other evidence of indebtedness, as may be permitted or required by ATB Financial; and

3.3 To execute on behalf of the Corporation such bills, debentures, promissory notes or similar forms of obligation as ATB Financial may require evidence of and security for all sums borrowed hereunder;

and each document executed as aforesaid shall be valid and binding upon the Corporation according to its tenor, and ATB Financial shall never be bound to inquire whether such officers are observing the limitations on their authority as set forth in this Bylaw.

4. Notwithstanding the foregoing, the Reeve and Chief Administrative Officer shall apply such part of the foregoing sum authorized to be borrowed in repayment of previous borrowings of the Corporation such that all amounts borrowed and outstanding by the Corporation at any one time to ATB Financial and to all other persons, firms and corporations shall not exceed the amount of the taxes levied or estimated to be levied by the Corporation for the said financial year.

- 5. All sums borrowed as aforesaid or so much thereof as from time to time remains unpaid shall bear interest at a rate per annum equal to one quarter (¼) percent below the prime lending rate established from time to time by ATB Financial, and such interest shall be calculated and due and payable monthly.
- 6. All sums authorized to be borrowed hereunder, including interest, shall be due and payable in full no later than December 31st of the said financial year, unless hereafter extended by authority of the Council of the Corporation.
- 7. As security for payment of money borrowed hereunder, the Corporation hereby charges to and in favour of ATB Financial the whole of the taxes levied or to be levied by the Corporation, requisitions made or to be made by the Corporation and other money due or accruing due to the Corporation, and the Reeve and Chief Administrative Officer of the Corporation are hereby authorized on behalf and in the name of the Corporation to execute and deliver to ATB Financial such security documents as ATB Financial may require in collateral to the obligation of the Corporation to repay with interest all sums borrowed from ATB Financial, and ATB Financial shall not be bound to recover any such taxes requisitions or other monies before being entitled to payment from the Corporation.
- 8. In the event the Council of the Corporation decides to extend the said loan and ATB Financial is prepared to extend the said loan, any renewal or extension bill, debenture, promissory note or other obligation executed by the officers designated in paragraph two(2) hereof and delivered to ATB Financial shall be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal of extension bill, debenture, promissory note or other obligation, and ATB Financial shall not be bound to inquire into the authority of such officers to execute and deliver any such renewal or extension document.
- 9. This Bylaw comes into force on the date of the third and final reading passed in Council with unanimous consent of the members present on the 24th day of November 2025.

FIRST READING..... November 24, 2025

SECOND READING..... November 24, 2025

THIRD READING November 24, 2025

REEVE

CHIEF ADMINISTRATIVE OFFICER



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

From Date: _____ **To Date:** _____

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

From Date: _____ **To Date:** _____

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

From Date: _____ **To Date:** _____

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

From Date: _____ **To Date:** _____

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



"Add to" or "cross out" if
you didn't attend

Only document events up
to November 21st

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 November 24, 2025 **Council Meeting**

From Date: October 11, 2025

To Date: November 21, 2025

Internal Meetings:

- Committee of the Whole Meeting - October 15
- County Council Meeting - October 15
- Swearing In Ceremony/Organizational Meeting - October 27
- Agricultural Service Board Special Meeting - October 27
- Budget Meeting - November 5
- Committee of the Whole Meeting - November 12

External Meetings:

- Regional ASB Conference - November 3
- Alberta Municipalities, Benefits - November 6
- RMA District 5 Policies Review – November 7

Education and Professional Development:

- Council Orientation - October 22
- Reynolds Mirth Richards & Farmer Governance Session - October 23
- Todd Brand Consulting Effective Meeting Procedures Training - October 28
- Community & Engagement (Social Media) Training - October 30
- ATIA and POPA Training for Elected Officials - November 4
- Staff Professional Development Day - November 14
- Rural Municipalities of Alberta (RMA) Convention – November 17-20

Senior Leadership Team Support:

- 2025 Municipal Election
- Council Orientation
- Council and Committee meeting packages
- Occupational Health and Safety Program
- 2026 Budget
- Coffee with Council



ADMINISTRATION REPORTS

Name: Norm De Wet

Department: Operations

Reviewed by: Pat Podoborzny

For Presentation at: September 10, 2025, County Council meeting.

From Date: October 15, 2025

To Date: November 21, 2025

Fleet purchases/Maintenance:

- As approved by Council, the CAT 627G (Unit 522) refurb has started in Edmonton. It is expected that the project will be completed by March 2026.

Public Works Update:

- Construction crews cleaned up old piles of dirt in Minburn, as well as completed a small pad for the fire department to use the well hydrant.

Contracted Services:

- The bridge maintenance project on BF 0931 on RR 142 north of Twp 540 has been completed by Bridgemen Services.
- The bridge maintenance project for BF 1865 on Twp 532 is ongoing, with work expected to be completed in the week of November 24, 2025.
- The bridge maintenance project on BF 74718 on Twp 502 has started and is expected to be completed the week of November 24, 2025.
- RockSight Solutions has completed the County's gravel stockpile assessments as required by OP 9031-01. Gravel Inventory Control.

Waste Management

- As a reminder, transfer site winter hours will come into effect for the waste transfer sites starting December 1.

Utilities

- As indicated by the Lagoons sludge survey report from earlier this summer, the cattails have been removed by County personnel and equipment from both the Lavoy and Minburn lagoons. Administration will work on contractor subaquatic vegetation removal for 2026.

Hamlets

- The assessment of the Lavoy water and sewer infrastructure has been completed, and a draft report has been shared with Council. Should there be any changes to the final report, the changes will be shared with Council at a future meeting.

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. The season for that is quickly coming to an end based on weather conditions.
- Roadside seeding was completed for construction project C25-1-490.
- Administration is reviewing sites for addition to the 2025-2026 mulching list, with crews expected to start mulching near the end of November. The mulching map will be shared with Council once finalized.

Project Photos:

BF 0931 – Div. 4



BF 1865 – Div. 4

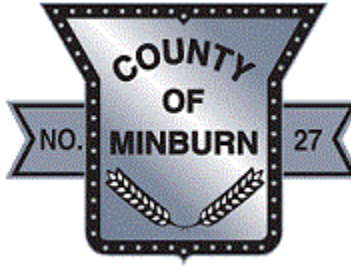


Minburn Lagoon – Div. 1



Lavoy Lagoon – Div. 5





ADMINISTRATION REPORTS

Name: Davin Gegolick

Department: Planning and Community Services

Reviewed by: Pat Podoborozny

For Presentation at: November 24, 2025 Council Meeting

From Date: October 9, 2025

To Date: November 18, 2025

Planning Update:

- Preparing for budget
- Issued development permits:
 - Mixed Commercial/Residential development (Lavoy General Store)
 - Dwelling (Pt. NW 31-53-15-4)
 - Dwelling (NE 12-50-10-4)
 - Storage Shed (Minburn)
 - Detached garage (Ranfurly)
 - Farm shop (NW 35-50-11-4)
 - Dwelling (SW 21-48-8-4)
- 360-degree video project has been delivered and actively used by staff
- Received complaint – unsightly property in Minburn
- Meeting with MCSNet RE: plans to connect fiber to homes in Lavoy and Ranfurly

Subdivision Update:

- Received file #12-2025
- Complete subdivision inspection: files #10-2025, 11-2025
- Completed subdivision endorsement: file #07-2025

Economic Development Update:

- Crossroads meeting – October 10
- Met with a family who is looking to start a business/relocate to our region

Community Services:

- Lavoy Cemetery signage planned to be installed before the end of the month.

Attachments:

- RFD – Subdivision File #10-2025
- RFD – Subdivision File #11-2025
- RFD – ACP Program Application: Crossroads Regional Supply Chain Gap Analysis
- RFD – M-M-I FCSS Funding Increase
- RFD - Y.C.S.S. Transportation Neighborly Ride Service Funding Request
- RFD – Vegreville Attraction & Retention Committee Funding Request
- RFD – Vermilion Physician Recruitment Committee Funding Request



ADMINISTRATION REPORTS

Name: Mike Fundytus

Department: Protective Services

Reviewed by: Pat Podoborzny

For Presentation at: November 24, 2025 Council Meeting

From Date: October 10, 2025

To Date: November 18, 2025

Fire Department Update:

Call Type	Date	Details	Station Dispatched
Fire	Oct 14	RR 145 Twp 540, powerline down	Vegreville/Innisfree
MVC	Oct 14	Hwy 16 Hwy 631 Multi Vehicle MVC	Vegreville
Medical	Oct 24	Village medical 1:48 pm 2 POC members attended	Mannville
False Alarm	Oct 25	5234 46 Street Mannville 5 POC members attended	Mannville
MVC	Oct 25	Hwy 16 RR 110 4 POC members attended	Innisfree
Medical	Oct 26	County Medical 2 POC members attended	Innisfree
MVC	Oct 27	Hwy 881 Twp 522 5 POC members attended	Mannville
MVC	Oct 29	MVC Hwy 881 Twp 464 Mutual aid for Irma Hazardous Materials call 3 POC and 1 FT member attended	Innisfree Mannville
MVC	Oct 31	Hwy 16 RR 122 2 Vehicle MVC 3 POC and 2 FT members attended	Innisfree
False Alarm	Nov 1	4819 51 Street, Innisfree CO alarm was going off 2 POC and 1 FT attended	Innisfree
Fire	Nov 1	Hwy 16 A Hwy 16 Mannville Roll of wire burning in the ditch 5 POC members attended	Mannville
Medical	Nov 5	Village Medical, 2 POC attended	Innisfree
Medical	Nov 7	Village Medical, 3 POC attended	Mannville

Medical	Nov 10	County Medical 3 POC and 1 FT member attended	Mannville
MVC	Nov 12	Hwy 16 RR 103, deer strike 2 POC 1 FT member attended	Innisfree
Medical	Nov 14	County Medical **No response not enough staffing**	Mannville
Medical	Nov 16	Village medical **long response due to staffing**	Mannville
Medical	Nov 16	Village medical in Mannville ** Long response no staffing in Mannville, response came from Innisfree**	Innisfree

- Total Fire Responses:
 - Mannville – 9
 - Innisfree – 8
 - Vegreville – 2
- Currently issuing burn permits until November 30th
- 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 on medical leave. 1 new member at the Mannville Station 2 members not attending practices or calls regularly
- Light Package and Skid unit Package for Unit 915 replacement tenders have been posted, closing December 8th, 2026

Emergency Management Update:

- Nothing to report

OH&S Update:

- Continued work on updated handbook

Bylaw Enforcement :

- Public Safety Officer attended 3-week Bylaw Enforcement training course in Lac La Biche

RCMP Liaison :

- New detachment commander in Vermilion, Kenneth Shamblaw



ADMINISTRATION REPORTS

Name: Jason Warawa

Department: Corporate Services

Reviewed by: Pat Podoborozny

For Presentation at: 11/24/2025 **Council Meeting**

From Date: 10/01/2025

To Date: 11/15/2025

Department Updates:

The 2025 Municipal Election and the associated administrative requirements is approximately 95% complete. All that is left is to destroy the ballot boxes in accordance with legislation and update the Provincial Elector's Register which is due in March 2026. Councillors are reminded to complete their financial disclosure requirements as per the LAEA.

As of November 14th, there are only 2 properties scheduled to be included as part of the tax sale in December. Both of the property owners, have been on the list before so it is possible that both will have the arrears paid off so as to exclude them from this year's sale.

A Staff Development Day was held on November 14th and included departmental discussions, updates regarding the AB Munis benefit plan, presentation and acknowledgement of a Drug and Alcohol Program, information regarding the importance of accessing personal governmental accounts like MyCRA, Alberta.ca and concluded with lunch and a team building event.

As of October 31, 97.4% of the 2025 property taxes have been collected. The total amount outstanding is \$629,375. This collection rate is on par with previous years and efforts will continue to collect the balance. A 5% penalty will be levied on outstanding amounts on February 1, 2026.

The implementation of the Financial ERP is proceeding and Administration is expected to start the testing phase in December. This step may include several rounds depending on the issues that are encountered. It is still expected that the new ERP system will go live in Q1 2026.

The County received the RMA insurance renewal documents which when combined carries an annual premium of \$232k. This represents a \$10k year over year increase which is 4%. This increase is attributable to both higher replacement values on our assets as well as higher rates imposed by the insurer.

Notable change to the coverage: RMA insurance will begin using loss experience to reflect future premiums instead of using overall industry pool performance. So, the more losses a municipality has, the higher the premiums they would pay. They feel this will keep things fair amongst the municipalities and keep the entire industry from huge increases due to a few with high losses. Overall, our loss experience is low relative to our peers which should reflect positively on overall premiums.

Department Updates Cont'd.:

Statement of Financial Position

While the financial assets for the month of October decreased by just over \$100k, there was a significant shift within the categories as cash increased by more than \$20M with taxes receivable decreasing by a similar amount. with a depletion of cash used for operations accounting for almost \$800k of this amount

In terms of liabilities, the only significant change was a \$1.6M increase to deferred revenue which accounts for the receipt of LGFF Capital funding which has yet to be allocated.

As the fiscal year end is approaching, we are once again seeing an uptick in the use of pre-paid expenses which increased from \$20k in the previous period to just over \$74k.

Statement of Operations

In the month of October, a total of \$156k of revenue was recognized. The most notable amount is government transfers which includes 4th quarter FCSS funding, TRAVIS fees, municipal contributions for the Crossroads initiative.

From an expense standpoint, a total of \$1.9M of expenditures were incurred during the period bringing the total budget utilization up to 64.1% which is higher than the budget use percentage at the same point last year which was only at 51%. Notable expenditures during the period include payments for the gazebo/picnic tables at Wapasu Park (\$54k), roadside mowing and spraying (\$155k), as well as bridge work (\$590k).

Decision Paper Progress Report Summary - has been updated to reflect the ongoing progress made with respect to capital/operating purchases, projects and initiatives that were approved outside of the base budget.

- 15 DP's - 100% complete (n/c)
- 7 DP's in progress >50% complete (n/c)
- 1 DP's in progress <50% complete (n/c)
- 0 DP's not started (n/c)

Attachments:

Statement of Financial Position as at October 31, 2025

Statement of Operations up to October 31, 2025

Decision Paper Update to October 31, 2025



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

FINANCIAL ASSETS	Oct/2025	Sep/2025	Dec/2024
Cash & Temporary Investments	34,919,408	14,595,054	28,466,857
Receivables			
Taxes & Grants in Place of Taxes Receivable	904,012	21,331,131	392,128
Due From Governments	61,592	121,079	130,155
Trade & Other Receivables	702,098	679,980	1,224,935
Long Term Receivables	129,109	129,109	287,402
Land Held for Resale	171,949	171,949	171,949
Total Financial Assets:	\$ 36,888,168	\$ 37,028,302	\$ 30,673,426
LIABILITIES	Oct/2025	Sep/2025	Dec/2024
Accounts Payable & Accrued Liabilities	8,001,872	7,819,333	11,742,616
Asset Retirement Obligation	3,388,544	3,388,544	3,388,544
Deposit Liabilities	-	-	-
Deferred Revenue	2,927,693	1,344,575	729,290
Employee Benefit Obligations	- 111,918	- 107,711	330,460
Total Liabilities:	\$ 14,206,192	\$ 12,444,743	\$ 16,190,910
Net Financial Assets:	\$ 22,681,976	\$ 24,583,560	\$ 14,482,516
NON-FINANCIAL ASSETS	Oct/2025	Sep/2025	Dec/2024
Tangible Capital Assets	36,404,608	36,404,608	36,404,608
Inventory for Consumption	20,913,763	20,795,323	21,935,517
Prepaid Expenses	74,347	19,608	285,476
Total Non-Financial Assets:	\$ 57,392,717	\$ 57,219,538	\$ 58,625,600
ACCUMULATED SURPLUS:	\$ 80,074,693	\$ 81,803,098	\$ 73,108,117
Difference:	\$ 6,966,577	\$ 8,694,982	



County of Minburn No. 27
2025 Revenue & Expenditure Report
For Month Ending October 31, 2025

REVENUE	2025 Current Month	2025 Year-To-Date	2025 Budget	% of Budget Used	Same Period Last Year
Net Municipal Taxes	-	20,169,101	18,984,421	106.2%	101.1%
User Fees & Sale of Goods	16,655	310,862	325,550	95.5%	113.1%
Government Transfers	89,587	730,185	4,830,449	15.1%	9.4%
Investment Income	24,218	356,372	529,500	67.3%	74.9%
Penalties & Costs on Taxes	352	105,527	122,400	86.2%	61.9%
Gain on Disposal of Tangible Assets	13,000	273,800	-	N/A	1869.3%
Other	12,549	393,408	179,000	219.8%	52.3%
Totals:	\$ 156,361	\$ 22,339,255	\$ 24,971,320	89.5%	84.6%

EXPENDITURES	2025 Current Month	2025 Year-To-Date	2025 Budget	% of Budget Used	Same Period Last Year
Administrative & Legislative	254,758	2,032,473	3,101,545	65.5%	35.3%
Fire Protection & Safety Services	45,998	985,565	1,673,021	58.9%	54.6%
Emergency Dispatch Services	-	27,289	18,000	151.6%	128.9%
Policing Services	-	53,694	250,000	21.5%	93.7%
Bylaw Enforcement, Health & Safety	7,474	38,832	45,400	85.5%	68.3%
Roads, Streets, Walks, Lights	1,030,231	10,150,988	15,752,865	64.4%	52.4%
Water Supply & Distribution	57,107	185,096	291,304	63.5%	70.6%
Wastewater Treatment & Disposal	15,294	71,411	117,861	60.6%	78.8%
Waste Management	36,286	171,692	360,030	47.7%	72.8%
Family & Community Support Services	42,102	168,409	168,409	100.0%	100.0%
Cemeteries	5,106	89,372	119,156	75.0%	7.0%
Planning & Economic Services	22,830	348,048	584,845	59.5%	54.5%
Agricultural Services Board	197,344	489,757	629,518	77.8%	76.6%
Recreation & Library Services	170,111	560,052	878,775	63.7%	58.7%
Totals:	\$ 1,884,641	\$ 15,372,679	\$ 23,990,729	64.1%	50.9%

Difference:

\$ 6,966,577

COUNTY OF MINBURN NO. 27
2025 Monthly Progress Report - As at October 31, 2025

Decision Papers - Operating						
Project Name	20%	40%	60%	80%	100%	Comments
Staff Remuneration / Compensation						Implemented January 1/2025 - Ongoing costs
Admin Bldg. Mechanical & Electrical Study						Additional testing completed. Awaiting the results and the final report regarding the mechanical and electrical condition.
Financial ERP System Replacement						Contract awarded; system configuration, migration and training underway
Emergency Responder Permanent Employee						Permanent employee hired
MRF 360 Degree Video of County						Project complete and in-use. Submitted invoice for final payment.
Crossroads Capacity Building Projects						2025 CECI grant approved for \$30K (matched by \$30K partner funds). Contract awarded; work underway throughout 2025
Communications Project/Dev. Package						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						Approved with MPE Engineering
Cemetery Survey / GIS Project						Surveying is complete, finalizing data for Ranfurly Cemetery
Decision Papers - Capital						
Project Name	20%	40%	60%	80%	100%	Comments
Fire Fighting Utility Terrain Vehicle						
Admin Bldg. Front Entry Rehabilitation						Door completed January 2025
New Fire Truck - Unit #910 Replacement						Tender awarded to Fort Gary
Innisfree Fire Station Cold Storage Upgrade						
Innisfree Fire Turnout Gear Mobile Lockers						
Mannville Fire Sea Can Storage Project						
Turn Out Gear Decontamination Extractors						
Unit #518 Motor Scraper - Refurbishment						Refurbishment complete and ready for construction.
Fleet Truck Replacement (2)						Both trucks delivered and in service
Skidsteer Sweeper						Purchased and in service.
2025 CAT 160 Motor Graders (2)						Both graders delivered and in service
Vegreville Fire Truck						
BF75589 Bridge Work / Engineering						Tender approved with TerraPro Inc.
Ranfurly Sidewalk Rehabilitation						Project completed with Northwind Concrete.
Bridges (STIP Approved 4 Capital Bridges)						All TerraPro projects and one WestCan project done. One project deferred to 2026.
Road Maintenance Activities						
Road Projects	20%	40%	60%	80%	100%	Comments
Road Construction						Final project underway in Div. 1
Gravel Haul Program						Program currently working out of Innisfree Pit
Oiling Projects						Oiling Program underway
Dust Controls						Program underway with residential dust controls.
Roadside Mowing						Mowing program ongoing, and moving east.
Roadside Brushing						Approximately 29150 m completed. Brushing to continue in fall.

From: Pegg, Brittany (RCMP/GRC) <brittany.pegg@rcmp-grc.gc.ca>

Sent: Tuesday, October 28, 2025 4:09 PM

To: CAO <cao@minburncounty.ab.ca>

Subject: Congratulations and Thank you.

You don't often get email from brittany.pegg@rcmp-grc.gc.ca. [Learn why this is important](#)

Good Day Pat,

I just want to pass along a congratulations to the elected Minburn County councillors. Myself and the Vermilion Detachment are looking forward to furthering the partnership that we have developed with the previous Reeve and Councillors. I look forward to getting to know the new faces and recognize the faces from the previous council.

If you can pass along Thank yous to the previous Reeve and Council that it was enjoyable working with them from myself and Sgt Corey Buckingham.

I will stated that the new Detachment Commander has been named – Kenneth Shamblaw. He is now working through the process of the promotion and transfer to Vermilion. I will hopefully have more information for everyone come the next couple of weeks.

Thank you, Pat, for always being so welcoming to the RCMP.

Cpl Brittany Pegg
Ops NCO Vermilion Detachment

5115 50 Avenue, Vermilion, AB T9X 1A9
780-853-4441
780-853-4100 (f)

Audra Kropielnicki

From: Rachel Rizzuto <rrizzuto@fcm.ca>
Sent: November 3, 2025 7:22 AM
To: Audra Kropielnicki
Cc: Cassandra Morris
Subject: RE: Importance of Rural Post Offices

You don't often get email from rrizzuto@fcm.ca. [Learn why this is important](#)

Good morning Audra,

Thank you for copying FCM in the letter to Minister Lightbound. Having on-the-ground realities to draw from in FCM's advocacy is important, and if there are additional or developing concerns around this issue, please let me know.

We were able to meet with the Minister during our Advocacy Days to discuss the importance of rural post offices. As well, our Executive Director Matt Gemmel will be speaking to the Standing Committee on Government Operations and Estimates tomorrow on the issue. I'll be happy to share that link once it is available.

Rachel

Rachel Rizzuto | she/her/elle

Rural and Northern Policy Officer | Policy and Public Affairs
Agente des Politiques des Régions Rurales et du Nord | Politique et affaires
publiques
T. 1-343-655-1998



As we move forward with our commitment to reconciliation, FCM acknowledges that our head offices are located on the unceded, unsundered territory of the Anishinaabe Algonquin Nation whose presence here reaches back to time immemorial. We recognize and honour the historic and ongoing contributions of Indigenous peoples across the country. [Full Statement](#)

Dans le cadre de son engagement pour favoriser la réconciliation, la FCM tient à reconnaître que ses sièges sociaux sont situés sur le territoire non cédé de la Nation anishinaabée algonquienne, présente en ces lieux depuis des temps immémoriaux. Nous reconnaissons également les contributions passées et présentes des peuples autochtones au pays. [Déclaration complète](#)

From: Audra Kropielnicki <akrop@minburncounty.ab.ca>
Sent: October 27, 2025 1:04 PM
To: joel.lightbound@parl.gc.ca
Cc: shannon.stubbs@parl.gc.ca; kwesterlund@RMAAlberta.com; FCM President <president@fcm.ca>
Subject: Importance of Rural Post Offices

[EXTERNAL EMAIL]

Good Morning,

On behalf of Reeve and Council for the County of Minburn, please find attached a letter on the importance of rural post offices.

Have a great day!



Audra Kropielnicki

Executive Coordinator, Office of the CAO

780-632-2082

4909-50 Street | Box 550, Vegreville, Alberta T9C 1R6

www.minburncounty.ab.ca

This communication is intended for the recipient to whom it is addressed, and may contain confidential, personal, and or privileged information. Please contact the sender immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

From: Holly & Ron Cenda <info.beachside.bed.breakfast@gmail.com>
Sent: November 3, 2025 2:58 PM
Subject: Proposed Proclamation
Attachments: 2025 Universal Human Rights Proclamation.docx

You don't often get email from info.beachside.bed.breakfast@gmail.com. [Learn why this is important](#)

Attention: County Council Members
Re: Universal Human Rights Proclamation request

Attached is a request for a joint proclamation between the County and the Town for 'Universal Human Rights' for December 10 2025.

VegProud Council is a community organization that supports Human Rights Across the Field - see our Facebook page VegProud Council for more information on our group.

We think in the light of current events in our town, county, province, country and the rest of the world, folks need to be reminded the importance of basic human rights.

Thank you for considering this request. I can be reached through this email address if you require more information.

-Holly Cenda
Member of: VegProud Council and Vegreville Pride Committee

Town of Vegreville and County of Minburn No. 27

Proclamation

Universal Declaration of Human Rights

Whereas, On December 10, 1948, the United Nations adopted the Universal Declaration of Human Rights to recognize the inherent dignity and equal intrinsic rights of all people; and

Whereas, The Canadian Human Rights Act and the Alberta Human Rights Act have been enacted to ensure equal opportunity to individuals who may be victims of discriminatory practices based on prohibited grounds such as sex, sexual orientation, race, marital status, gender identity, gender expression, creed, age, colour, disability, family status, genetic characteristics, religious or political belief, and other recognized grounds; and

Whereas, The town of Vegreville promotes efforts to eliminate barriers to the fulfillment of human rights, the empowerment of vulnerable communities and the achievement of a civil society through the elimination of poverty, violence, racism, sexism, homophobia, transphobia, homelessness, hate crimes, hunger and illiteracy; and

Whereas, Vegreville Town Council and County of Minburn No. 27 Council further promote efforts to ensure that everyone live in conditions of dignity, respect and peace in a town and county where all residents participate equally and fully in its social, cultural, economic, recreational and political life.

Now therefore, we, Mayor Tim MacPhee,

And

Reeve, _____

by and with the advice and consent of the Councils of the Town of Vegreville and Minburn County No. 27,

do hereby proclaim December 10, 2025 as “Human Rights Day”

in the Town of Vegreville and in Minburn County as we observe the protections of the Universal Declaration of Human Rights, the Canadian Human Rights Act, and the Alberta Human Rights Act.

Signed this _____ day of _____, in Vegreville, Alberta

Tim MacPhee (Mayor, town) (insert
name) (Reeve, County)



VEGREVILLE AND DISTRICT CHAMBER OF COMMERCE

Box 877, Vegreville, Alberta T9C 1R9
Phone: (780) 632-2771; Fax: (780) 632-6958
vegchamb@telus.net



MISSION: Action through connection.

VISION: To represent promote and enhance the interest of Vegreville and district business community.

County of Minburn Council

4909 – 50 Street
Vegreville, AB
T9C 1N6

Dear Reeve and Members of Council,

On behalf of the Vegreville & District Chamber of Commerce, it is our pleasure to invite you to join us for our annual Chamber Christmas Party on Thursday, December 12, 2025, at the Vegreville Social Centre.

The evening will begin with cocktails at 5:30 p.m., followed by a delicious supper at 6:30 pm. After dinner, enjoy some laughs with comedian Sean Lecomber at 8:00 p.m., and stay to dance the night away afterward!

This festive evening is a wonderful opportunity to celebrate the holiday season, connect with fellow community members, and enjoy some great entertainment.

We would be delighted to have members of Minburn County Council and staff join us for this celebration. Please RSVP by Wednesday November 26, 2025.

We look forward to celebrating the season with you!

Warm regards,

Connie Steinwand

General Manager

Vegreville & District Chamber of Commerce

Town of Vegreville
Vegreville Dental Centre
Webb's Machinery Ltd.
Grant Miller Motors Ltd.
The Medicine Shoppe
Brokerlink
Vegreville & District Co-op
TD Bank

2025 Chamber Sponsorship

Community Futures Elk Island Region
Vegreville Ford Sales & Services
Blessed Be Wellness & Beauty Inc.
Quest Disposal & Recycling Inc.
Wiebe Insurance Brokers Ltd.
Bilyk Financial Services Ltd.
Synergy Chartered Professional Accountants

Town of Mundare
InnoTech Alberta
Lakeland REA Ltd.
County of Minburn No. 27
Wilde Advisory Group
Richardson Pioneer Ltd.
RJV Manufacturing
Spectre Systems



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Peace River

AR120370

November 4, 2025

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

Dear Reeve Konieczny and Council:

My sincere congratulations on your election to municipal office for the County of Minburn No. 27. I commend your commitment to serving Alberta's rural communities. Your leadership plays a vital role in shaping the future of our province, and I look forward to working collaboratively with you.

As Alberta's economy and communities continue to grow, rural municipalities are uniquely positioned to advance shared priorities such as local job creation, enhancing public safety, and ensuring access to essential services.

I look forward to working with you to support the County of Minburn No. 27's success through funding programs, legislative guidance, and collaborative initiatives that strengthen local infrastructure, public services, and community resilience. Our goal is to help rural municipalities thrive and deliver meaningful outcomes for residents.

I welcome the opportunity to connect and explore how we can work together to build strong, resilient communities throughout rural Alberta.

Again, thank you for your dedication to public service.

Sincerely,

Dan Williams, ECA
Minister of Municipal Affairs

AR 105508

November 13, 2025

Ms. Pat Podoborzny
Chief Administrative Officer
County of Minburn
cao@minburncounty.ab.ca

Dear Ms. Podoborzny:

As part of our continued efforts to maintain a safe and efficient highway network, Alberta Transportation and Economic Corridors is seeking your feedback on a proposal to increase the speed limit from 110 kilometres per hour (km/h) to 120 km/h on select divided rural highways. This initiative will help rural Albertans who commute long distances each day save valuable time. A 2024 public survey indicated 58 per cent (1,203 total survey participants) of Albertans were in favour of such an increase on divided highways.

The divided highways under consideration are those under provincial jurisdiction only and exclude the low-speed portions which run through urban areas, towns, or First Nation lands. They are:

- Highway 1 from Banff to the Saskatchewan border, approximately 400 kilometres (km);
- Highway 2 between Edmonton and Calgary and south (excluding Deerfoot Trail), approximately 400 km;
- divided portions of Highway 3, approximately 80 km;
- Highway 4 from Lethbridge to the United States Border, approximately 100 km;
 - In Montana, there is a posted speed limit of 80 miles per hour (approximately 130 km/h) for the I-15.
- Highway 16 from Hinton to Lloydminster, approximately 500 km;
- Highway 63 from north of Highway 55 to Fort McMurray, and then north of Fort McMurray, approximately 270 km; and
- Highway 43 from west of Edmonton to Grande Prairie, approximately 400 km.

To broadly engage with Albertans on the topic of raising the posted speed limit on divided rural highways, we also launched a public opinion survey, available here:
www.alberta.ca/divided-highway-speed-limit-increase-survey.

Transportation and Economic Corridors recognizes your municipality may be interested in this proposal. As a valued stakeholder, I ask you to consider the proposal outlined in this letter and provide your feedback no later than December 12, 2025. I would also encourage you to complete the online survey, and/or provide a direct response by email to highwayspeedsurvey@gov.ab.ca.

.../2

Alberta's highways provide efficient connections between communities, businesses, jobs, and services. Investment in highway infrastructure creates jobs, supports long-term economic growth, and helps position our province as a place with world-class transportation networks, infrastructure, and economic corridors. All feedback received will be carefully considered and a summary of the survey and results will be shared with stakeholders following the consultation period.

Thank you for your time and thoughtful engagement on this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul Smith", is positioned above the printed name.

Paul Smith
Deputy Minister

COUNCIL MEETING ACTION ITEMS

Action List Item No.	Motion No.	Meeting Date	Description	Percentage Completed	Person Responsible	Date Completed	Notes
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.	100%	Mike	20-Oct-25	Completed
2459	2025-237	15-Oct-25	Advise Town of Veg Council approved to participate under the ACP Program to conduct a County-Town IDP review, with the town as the managing partner.	100%	Davin	15-Oct-25	Emailed signed Motion to Vegreville CAO, Sandra Ling
2460	2025-238	15-Oct-25	Advise TC Energy of Council approved their request to conduct pipeline integrity dig with Twp Rd 504 allowance.	100%	Davin	15-Oct-25	Emailed approval to TC Energy Land Analyst, Maria Miller
2461	2025-239	15-Oct-25	Provide letter of support to Town of Veg for their application to NRED Program for Regional Investment Readiness Program.	100%	Davin	15-Oct-25	Emailed letter of support to Crossroads Economic Development Consultant, Kathy Dmytriw
2462	2025-240	15-Oct-25	Provide letter of support to Go East of Edmonton RTO for their application to the 2026 Travel Alberta Rural Development and Promotion Fund.	100%	Davin	15-Oct-25	Emailed letter of support to Kevin Kisilevich at Go East of Edmonton RTO
2463	2025-241	15-Oct-25	Submit \$2000 to Mann-Min-Inn FCSS for the Community Connect and Learn 2025 Conference.	100%	Davin	15-Oct-25	Emailed Janette Riedel at Mannville-Minburn-Innisfree FCSS of the approval and submitted A/P request to Dwight through BisTrainer
2464	2025-242	15-Oct-25	Advise Vegreville Ford Council approved purchase of fleet truck for Unit 915 replacement in the amount of \$67,632 plus GST	100%	Mike	20-Oct-25	Completed
2465	2025-243	15-Oct-25	Oversee installation of yield sign on RR 85 Twp 520 intersection, Division 3.	75%	Norm	15-Oct-25	Assigned to the operator
2466	2025-244	15-Oct-25	Oversee installation of yield sign on RR 125 Twp 504 intersection, Division 5.	100%	Norm	15-Oct-25	Completed by operator
2467	2025-245	15-Oct-25	Advise Northern Lights Library of approval of 1.5% levy increase for NLLS 2026 budget.	100%	Office of the CAO	17-Nov-25	Letter sent advising NLLS Chair and Executive Director of Council's approval of levy increase
2468	2025-246	15-Oct-25	Use reserve prices and conditions of sale as approved by Council for the 2025 Tax Sale.	100%	Jay	14-Nov-25	Conditions included in advertisement and reserve prices will be incorporated into tax sale
2469	2025-247, 2025-248, 2025-249, 2025-250	15-Oct-25	Add approved Amending Committee Bylaw No. 1369-25 to the server.	100%	Office of the CAO	16-Oct-25	Completed. Original placed in bylaw book in vault
2470	2025-251	15-Oct-25	Ensure approved Boards - St. Josephs Hospital Board, VARC, Vermilion Health Care Providers Attraction & Retention Committee, and Veg Chamber of Commerce are on the October 27 Organizational Meeting Agenda for member appointment	100%	Office of the CAO	16-Oct-25	Completed
2471	2025-252	15-Oct-25	Ensure new policy Role of the Reeve, Deputy Reeve and Acting Reeve, is added to the server and website.	100%	Office of the CAO	17-Oct-25	Completed
2472	2025-253	15-Oct-25	Prepare and send letter to Hon. Joël Lightbound, Minister responsible for Canada Post, regarding closure of rural post offices and the negative impacts on the community.	100%	Office of the CAO	27-Oct-25	Letter sent to Federal Minister Lightbound with copies to MP Stubbs, RMA President and FCM President
2473	2025-259	15-Oct-25	Enter into agreement with Bykowski Sand & Gravel for 2 year extension of supply contracts for Lobe and Chomlak pits.	75%	Norm	15-Oct-25	Waiting on the contract to be drafted
2474	2025-260	15-Oct-25	Advise County of Two Hills of Council's approval to enter into contract as discussed in closed session.	75%	Jay	14-Nov-25	Latest draft presented to County of Two Hills, awaiting approval from them
2475	2025-261	15-Oct-25	Enter into agreement for purchase of tax forfeiture property with purchase price including land title fees associated with reviving title, registering a caveat.	0%	Jay		No action being taken until December