

AGENDA

October 15, 2025 – County Council Meeting Immediately following the Committee of the Whole Meeting

- 1. Call to Order**
- 2. Changes to Agenda and Adoption of Agenda**
- 3. Confirmation of Minutes**
 - 3.1 September 10, 2025 Council Meeting
- 4. Delegations**
- 5. Council Priorities**
- 6. Requests for Decision**
 - 6.1 Alberta Community Partnership (ACP) Program Application - County of Minburn - Town of Vegreville IDP Review
 - 6.2 Integrity Dig within Road Allowance Special Approval Request
 - 6.3 Letter of Support - NRED Application
 - 6.4 Letter of Support - Go East RTO for Travel Alberta Funding
 - 6.5 Community Connect and Learn 2025 Conference Support Request
 - 6.6 Unit 915 Replacement Truck Tender
 - 6.7 Yield Sign Installation: Twp Rd 520 and RR 85 - Division 3
 - 6.8 Yield Sign Installation: Twp Rd 504 and RR 125 - Division 5
 - 6.9 Northern Lights Library System (NLLS) 2026 Levy-Proposed Increase
 - 6.10 2025 Tax Sale - Reserve Prices and Conditions of Sale
 - 6.11 Bylaw No. 1369-25 to Amend Committees Bylaw No. 1329-22
 - 6.12 Committees and Boards
 - 6.13 Role of the Reeve, Deputy Reeve and Acting Reeve Policy
- 7. Reports**
 - 7.1 Reeve
 - 7.2 Council
 - 7.3 CAO
 - 7.4 Operations
 - 7.5 Planning and Community Services
 - 7.6 Protective Services
 - 7.7 Corporate Services
- 8. Correspondence and Information Items**
 - 8.1 Royal Canadian Legion re Remembrance Day Ceremony
- 9. Councillor Requests (Information Requests and Notices of Motion)**
 - 9.1 Action Item List
- 10. Closed Session**
 - 10.1 Gravel Agreement
Access to Information Act (ATIA), Section 19, Disclosure harmful to business interests of a third party

- 10.2 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
- 10.3 Tax Forfeiture Property
Access to Information Act (ATIA), Section 29, Advice from officials
- 10.4 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 Gravel Agreement
- 12.2 Proposed Contract
- 12.3 Tax Forfeiture Property
- 12.4 Assessment Services Contract Renewal

13. Adjournment



COUNCIL MEETING MINUTES

September 10, 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 10:29 a.m.

Carried

2. ADOPTION OF AGENDA

2025-221

Moved by: Deputy Reeve Bentley

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

Carried

3. CONFIRMATION OF MINUTES

3.1 August 18, 2025 County Council Meeting

2025-222

Moved by: Councillor Anderson

THAT the August 18, 2025 regular Council meeting minutes be adopted as presented.

Carried

4. DELEGATIONS

5. LAND USE BYLAW PUBLIC HEARING - 10:30 A.M.

Reeve Konieczny declared the Public Hearing for Land Use Bylaw No. 1368-25 open at 10:30 a.m.

Administration introduced proposed Bylaw No. 1368-25 and provided a brief overview.

There were no written submissions received.

There were no members of the public present.

Reeve Konieczny declared the Public Hearing closed at 10:34 a.m.

6. COUNCIL PRIORITIES

2025-223

Moved by: Councillor Kuzio

THAT the Council Priorities be accepted as information.

Carried

7. REQUESTS FOR DECISION

7.1 Land Use Bylaw No. 1368-25

2025-224

Moved by: Councillor Ogrodnick

THAT County Council give Second Reading to Land Use Bylaw Amending Bylaw No. 1368-25.

Carried

2025-225

Moved by: Councillor Wowdzia

THAT County Council consider giving unanimous consent to go to Third Reading to Land Use Bylaw Amending Bylaw No. 1368-25.

Carried

2025-226

Moved by: Councillor Anderson

THAT County Council give Third Reading to Land Use Bylaw Amending Bylaw No. 1368-25.

Carried

7.2 Subdivision File #09-2025

2025-227

Moved by: Councillor Ogrodnick

THAT County Council moves to conditionally approve Subdivision File #09-2025 per the recommendations of the report.

Carried

7.3 Integrity Dig Within Road Allowance Special Approval Request

2025-228

Moved by: Councillor Nafziger

THAT County Council move to approve TC Energy's request to conduct a pipeline integrity dig within Township Road 514 road allowance, per the plans submitted.

Carried

7.4 Deployment Revenue Transfer to Reserves

2025-229

Moved by: Deputy Reeve Bentley

THAT County Council direct Administration to transfer \$214,043.75 to fire reserves.

Carried

8.1 Reeve

8.2 Council

8.3 CAO

8.4 Operations

8.5 Planning and Community Services

8.6 Protective Services

8.7 Corporate Services

2025-230

Moved by: Councillor Kuzio

THAT Council accepts the reports as presented.

Carried

9 CORRESPONDENCE AND INFORMATION ITEMS

- 9.1 Meeting with Minister of Municipal Affairs at RMA Convention
- 9.2 Vegreville RCMP Community Policing Report
- 9.3 Town of Vegreville Letter of Support Request

2025-231

Moved by: Councillor Ogrodnick
THAT County Council approve to provide a letter of support to the Town of Vegreville for their grant application to the Government of Alberta's Watershed Resiliency and Restoration Program for the Riverside Cemetery Bank Assessment project, with the understanding that it does not include or constitute a future commitment of funds from the County of Minburn.

Carried

2025-232

Moved by: Deputy Reeve Bentley
THAT Council accept the correspondence as information.

Carried

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

- 10.1 Action Item List

2025-233

Moved by: Councillor Wowdzia
THAT Council accept the Action Item List as information.

Carried

11. CLOSED SESSION

12. OPEN SESSION

13. MOTIONS ARISING OUT OF THE CLOSED SESSION

14. ADJOURNMENT

Reeve Konieczny declared the meeting adjourned at 11:13 a.m.

Reeve

Chief Administrative Officer

STRATEGIC PRIORITIES CHART (October 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

- 2025 MUNICIPAL ELECTION

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. 2025 MUNICIPAL ELECTION– October 2025
4. Intermunicipal Agreements – October 2025
5. Council Orientation – October 2025

CORPORATE SERVICES

1. ERP Conversion Project – January 2026
2. Returning Officer Duties & Municipal Election - October 2025
3. 2026 Preliminary Budget – November 2025
4. Cashflow forecast/investment portfolio update – December 2025
5. Update Procurement Policies – January 2026
6. Update HR Handbook – November 2025

Planning and Community Services

1. 360-Degree Video Release – October 2025
2. Ranfurly Cemetery Webmap Integration – October 2025
3. Update LAS and Rotary Peace Park Agreements – November 2025
4. Crossroads Economic Development Alliance: FDI Strategy and Communications Project – December 2025

Protective Services

1. **UPDATED HEALTH AND SAFETY MANUAL** – December 2025
2. Bylaw Enforcement Role – Ongoing
3. Fire Fighter Recruitment – Ongoing
4. Fire Fighter Health & Culture Survey – November 2025
5. Review Mutual Aid Agreements – November 2025

OPERATIONS

1. Operations Shop Concept Investigation –needs strategic plan from Council
2. Projects – Projects underway for 2025
3. Bridges – Capital replacement – All tenders closed and underway for 2025

AGRICULTURE & UTILITIES

1. ASB POLICY REVIEW – December 2025
2. ASB Regional Conference – November 2025
3. Lavoy Utility Asset Management Plan – October 2025

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: Pat Podoborzny



RFD Appendix

COUNCIL RESOLUTION

Alberta Community Partnership (ACP) Program Application County of Minburn-Town of Vegreville Intermunicipal Development Plan (IDP) Review

BE IT RESOLVED THAT the County of Minburn No. 27 in partnership with the Town of Vegreville participates in the application of the ACP Program: Intermunicipal Collaboration Component to complete a full review of the County of Minburn-Town of Vegreville IDP.

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

Carried.

Roger Konieczny, Reeve

Pat Podoborzny, CAO

Approved this 15th day of October 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:

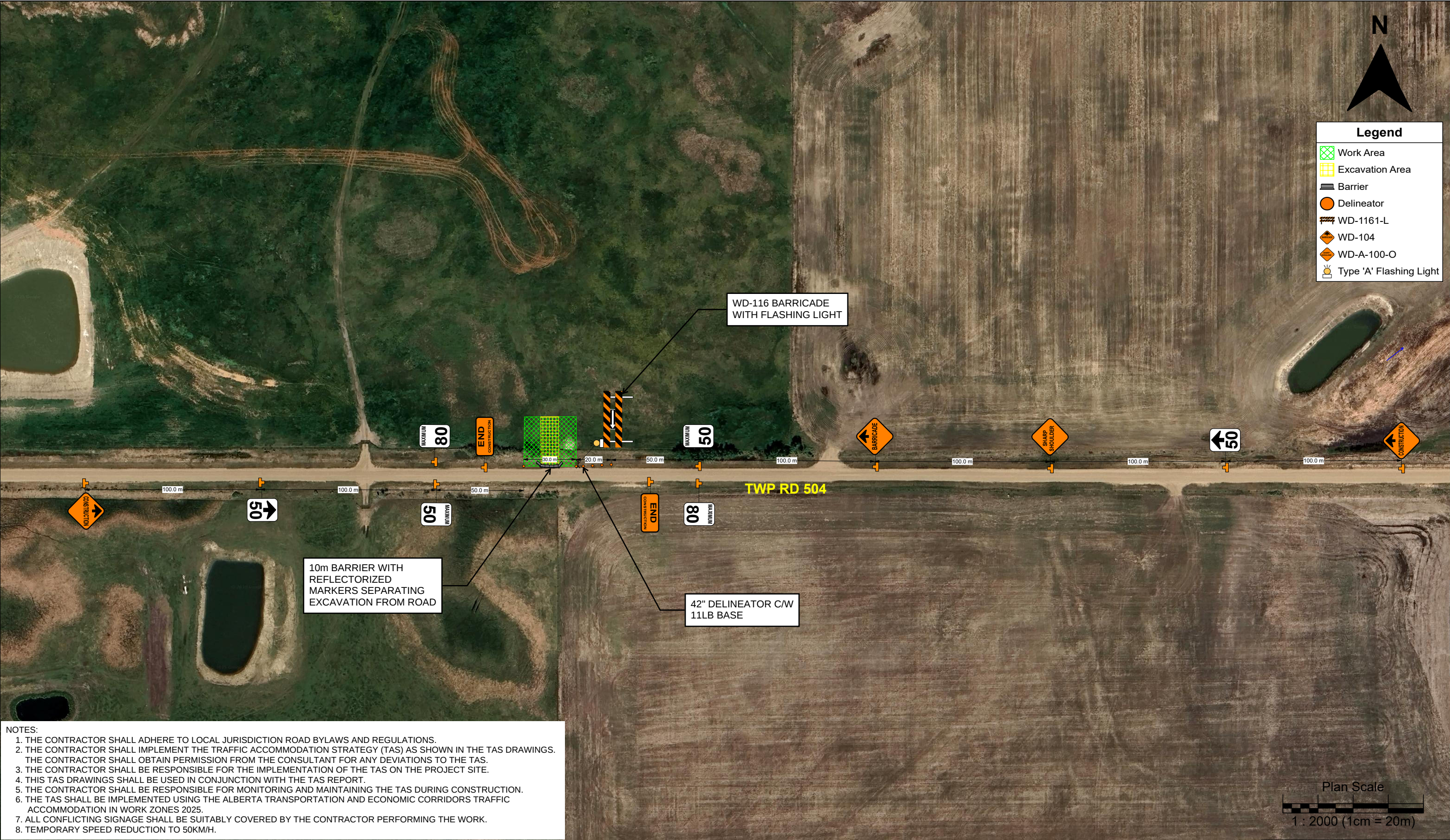
Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____ Pat Podoborzny



Construction Execution Plan

County of Minburn TWP Road 50-4: GWD 53710

Project Number: E.039107

Version: Rev0A

Date: 06 October 2025

Approvals

Project Manager:

Edward Gao

Integrity and Expansion Projects

Signature (signed copy on file)

Date (YYYY-MMM-DD)

Construction Planner:

Michael Tasse

Construction Services West

Signature (signed copy on file)

Date (YYYY-MMM-DD)

Document Control

Revision	Date (yyyy.mm.dd)	Description	Author
0A	2025.10.06	Draft	Edward Gao

Table of Contents

1.0	OVERVIEW	3
1.1	Background	3
1.2	TWP Road 50-4	3
2.0	Construction Schedule	4
3.0	Project Staff	5
4.0	Construction Equipment.....	5
5.0	Task Specific Work Plan	6
5.1	Traffic Management	6
5.2	Backfill, Compaction, and Compaction Testing	6
6.0	Environment & Post Construction Remediation.....	6

1.0 OVERVIEW

1.1 Background

The proposed dig at GWD 53710 on the NPS 12 Flat Lake Lateral aligns with TC Energy's Integrity Management Plan. The excavation is a result of Pipeline Maintenance Plan activities from the Stress Corrosion Cracking Threat Management Program, and the targeted repair will mitigate the threat posed by the identified features (highlighted in yellow):

MPID	Dig Type	GWD	Target Feature Info	Integrity Driver
2504084	Immediate	51850	CLS 8059	Defect - Leak Threat (or rupture and leak threat)
2504085	Immediate	53110	CLS 8088	Defect - Leak Threat (or rupture and leak threat)
2504086	Immediate	53700	CLS 8193	Defect - Leak Threat (or rupture and leak threat)
2504087	Immediate	53710	CLS 8204	Defect - Leak Threat (or rupture and leak threat)

These locations are located under the County of Mindurn Road 50-4, between GWD 53700 and GWD 53720.

1.2 TWP Road 50-4

Construction activities planned at this location may include, but not be limited to, the following:

- Site visits and survey
- Topsoil stripping and access preparation
- Traffic management
- Hydrovac
- Mechanical excavation
- Sandblasting and coating
- Non destruction examination (NDE)
- Pipe grinding
- Welding
- Backfill and compaction
- Compaction testing
- Seeding and cleanup

During the construction period, no through traffic will be permitted on the roadway. This Construction Execution Plan is supplemented by a Traffic Accommodation Strategy prepared by Secure.

2.0 CONSTRUCTION SCHEDULE

The construction schedule will take into account weather conditions that may impact the integrity of the road surface. As such, the construction activities will be expedited to start as early as practical after receiving all approvals and permits, anticipated by 15 Oct 2025. As well, the construction activities will be completed by two crews working continuous rotating shifts to accelerate the schedule.

Milestones:	Baseline Dates
Survey sweep and stakeout	10/8/2025
Construction start	10/15/2025
Pipe assessment	10/20/2025
Repair	10/23/2025
Backfill start	10/27/2025
Backfill complete	10/29/2025
Construction complete	10/30/2025

3.0 PROJECT STAFF

Project resourcing has been secured to align with the execution strategy with two crews working continuous rotating shifts to accelerate the schedule. Key roles include:

- TC Energy (Owner & Prime)
 - Project Manager
 - Construction Managers
 - Welding Inspector
 - Coating Inspector
 - Environmental Inspector
 - Safety Inspector
 - Construction Coordinator
 - Quality Coordinator
 - Land Analyst
 - Environmental Planner
 - Construction crew staff
- Secure (Traffic Management, Waste Management, Hydrovac)
- Acuren (NDE)
- Midwest Surveys (Survey)
- TerraPro (Access Matting)
- Barrier Group (Coating and Sandblasting)
- WSP (Compaction Testing)

4.0 CONSTRUCTION EQUIPMENT

Equipment to complete the scope of work includes both owned, rented, and subcontractor supplied equipment.

Owned or rented equipment includes the following:

- Excavator
- Loader
- Plate tamper
- Jumping jack

Subcontractor supplied equipment includes the following:

- Traffic signs and barricades
- Hydrovac trucks
- NDE equipment
- Survey equipment
- Access matting
- Sandblasting and coating equipment
- Nuclear densometer

5.0 TASK SPECIFIC WORK PLAN

5.1 Traffic Management

See attached traffic Accommodation Strategy prepared by Secure.

5.2 Backfill, Compaction, and Compaction Testing

The backfill scope will be completed to requirements specified by the County of Minburn in order to maintain the integrity of the road surface for traffic. These requirements are attached in Attachment A.

Any requirements not specified in Attachment A will be completed as per the TC Energy Typical Access Road standard, attached in Attachment B. If there are conflicting requirements, the County of Minburn requirements in Attachment A will take precedence.

To complete the backfill as per Attachment A, TES-CT-COMPC-GL (Attachment C) and TES-CI-EARTH-GLE Section 7 (Attachment D) will be referenced. Additionally:

- The excavated material will be reused for backfilling wherever possible. Subgrade and top course materials and thicknesses must match the existing material.
- Reports will be kept as records confirming that backfilling was performed in layers not exceeding 150 mm in thickness, and that a minimum of 98% SPMDD was achieved.
- The slope of the finished surface should be maintained at 3%, sloping away from the centerline of the road.
- The final lift of gravel for the driving surface will be designation 4 class 20 aggregate, of quantity 0.625 tonnes per linear meter.

Construction activities will be expedited to avoid backfill activities during frost conditions. If early frost is encountered, heating and hoarding will be utilized to ensure the material and conditions will allow proper compaction to be achieved.

6.0 ENVIRONMENT & POST CONSTRUCTION REMEDIATION

Site environmental assessments are completed before, during and after construction to ensure compliance to requirements and commitments.

The Pipeline Integrity Program level Environmental Protection Plan (EPP) will be followed (attached in Attachment E), which details on-site mitigation measures for the various environmental conditions that may be encountered throughout the lifecycle of the project.

During the course of construction, an Environmental Inspector will be made available on-site in order to provide independent oversight of compliance to both TC Energy's TOPs/BMP's and all applicable Provincial and Federal environmental regulations, including seeding requirements, and analytical sampling & disposal of waste.

Following the completion of construction an Environmental Inspector will complete a clean-up assessment of the project site and identify if future remediation work is required.



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: Pat Podoborzny



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

October 15, 2025

Ministry of Jobs, Economy and Trade
Legislature Building
Suite 425 – 10800 97 Avenue NW
Edmonton, AB T5K 2B6

Via: Online Application Portal

To whom it may concern,

On behalf of the County of Minburn, I am pleased to offer our full support for the Regional Investment Readiness Project. This initiative represents a vital opportunity to enhance our region's economic growth, competitiveness, and capacity to attract and retain investment.

The Regional Investment Readiness Project is a forward-thinking effort that will leverage our collective strengths in **research, marketing, and project management** to ensure long-term success. Specifically, the project's objectives align with our municipality's strategic priorities.

As an invested partner in this alliance, we confirm our support and are committed to fostering regional collaboration and building a resilient, investment-ready environment. We believe this project will not only stimulate economic development but also create meaningful opportunities for our residents and businesses.

This support extends to all communities within our region, including the Town of Vegreville, the Villages of Innisfree and Mannville, and the Hamlets of Lavoy, Ranfurly, and Minburn. Each of these communities plays a vital role in the character and strength of the County of Minburn, and we are committed to ensuring they all benefit from the opportunities this initiative will bring.

Regards,

Roger Konieczny
Reeve



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

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Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: Pat Podoborzny



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

October 15, 2025

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

Ms. Filip,

The County of Minburn is pleased to offer our support for Go East Regional Tourism (Destination Marketing) Organization for its application to the Travel Alberta - Rural Development and Promotion Fund for the Go East of Edmonton Summer-Fall 2026 Strategic Marketing Campaign.

It is our understanding that Go East of Edmonton is applying for \$100,000 of funding to support this valuable regional promotion which has been a proven to be a great success year after year. We see this application as supportive of Go East Regional Tourism's long term vision to continue to develop, promote, support, and grow tourism which is beneficial to overall economic diversification to grow the visitor economy in north-east and east-central Alberta (Lakeland and Central Prairies regions).

We look forward to being a part of the upcoming Regional Tourism Promotion, which is an innovative and very timely marketing effort with an overall goal to increase visitation and revenues at events, attractions, local businesses, and organizations for the 2026 summer, fall and shoulder seasons.

We wish you every success in the application process, and with many years of dedicated and passionate destination marketing experience, we trust Go East of Edmonton team members will again deliver results and growth for our regional tourism industry.

Sincerely,

Roger Konieczny
Reeve



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

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☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: Pat Podoborozny



COUNTY OF MINBURN NO. 27 COMMUNITY INVESTMENT PROGRAM APPLICATION FORM

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

Date: _____

Organization Name: _____

Mailing Address: _____
Street and number _____ Town _____ Postal Code _____

Contact Person: _____

Phone Number: _____ Email Address: _____

What is the nature of your group?

Ad Hoc group of citizens
Non-profit group

Group of citizens who meet regularly
Registered charity

Registered society
Municipality

Name of Event/Project: _____ Date of Event (if applicable): _____

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

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

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

Not required for
requests under
\$1,000 →

Total projected revenue related to this request: \$ _____

Total projected expenditure related to this request: \$ _____

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

Print Full Name: _____ Signature: _____

Position/Capacity: _____ Date: _____

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 under the authority of s. 33(c) of the *Freedom of Information and Protection Act*
you have any questions about the collection, use, or disclosure of your personal information, contact Planning and Community Services at 780-632-2082.

If

September 18, 2025

County of Minburn # 27
Box 550
Vegreville AB T9C 1R6
planning@minburncounty.ab.ca

Support Letter for the Community Investment Program Funding

Community Connect & Learn 2025 – Funding Request

Event Date: Thursday, October 23, 2025

Location: Mannville, Alberta

Event Description

The **Community Connect & Learn 2025** conference is a full-day regional event dedicated to supporting and celebrating the efforts of nonprofit leaders, front-line workers, volunteers, and community champions throughout East Central Alberta. Building on the success of the 2024 event held in Vegreville, this year's conference will take place in **Mannville, Alberta**, offering a centralized, welcoming space for collaboration and learning.

The event is being developed in partnership with six **Family and Community Support Services Agencies (FCSS)** and reflects the prevention strategy of **promoting and encouraging active engagement in the community**. By equipping individuals with the tools, connections, and recognition they deserve, we aim to strengthen the social fabric of our region.

The conference is designed around four key goals:

1. **Skill Development** – Offering practical tools, workshops, and training relevant to nonprofit and community work.
2. **Inspiration** – Featuring keynote speakers and regional leaders who share stories and strategies to inspire.
3. **Connection** – Fostering meaningful networking and partnerships across sectors and communities.
4. **Recognition** – Honouring the dedication of those working tirelessly to serve others.

Projected Reach and Impact

- **Estimated number of Volunteer participants served:** 120–150 local residents from across the County of Minburn and the partnership surrounding areas.
- **Estimated number of Agencies involved:** 15-20 community assisting with planning, logistics, registration, and on-site support.

Target participants:

- Volunteers and service club members
- Nonprofit staff and board members
- Municipal leaders and community planners
- Educators, healthcare workers, and front-line social service providers
- Grassroots organizers and youth leaders

The event is open to all individuals involved or interested in community betterment work.

Reducing Barriers & Promoting Inclusion

We are committed to ensuring that **Community Connect & Learn 2025** is an inclusive, welcoming event for all individuals who contribute to their communities — whether through formal volunteer organizations, grassroots efforts, or personal commitment to service.

To reduce barriers and encourage participation from a wide range of community members, we are taking the following steps:

- **Free registration**
- An **accessible venue** equipped to accommodate individuals with physical disabilities
- **Plain-language materials** in both print and digital formats
- **Outreach to include volunteers from all backgrounds**, including those who serve informally outside of traditional organizations
- A welcoming environment for people of **all nationalities, cultures, and identities**, with particular attention to including members of **minority and underrepresented groups**
- **Dietary accommodations** and access to **quiet spaces** to support mental health, sensory needs, and overall well-being

This event is designed to reflect the **diversity, generosity, and dedication** of all those who work—formally or informally—to strengthen our communities.

Community Collaboration

This event is made possible through strong partnerships with community-serving organizations and regional leaders. Collaboration to date includes:

- Local municipalities and **FCSS offices**
- Nonprofit and volunteer agencies across sectors
- Local schools, libraries, and chambers of commerce
- Past keynote and session presenters from across the province

We view this conference not as a standalone event, but as a **catalyst for regional collaboration** and long-term community development.

Support from County of Minburn No. 27

We respectfully request financial support from the **County of Minburn No. 27** to assist with the following essential costs:

- Venue rental and logistics
- Lunch, refreshments, and snacks for all participants
- Honoraria and travel expenses for keynote speakers
- Workshop supplies and participant packages

Your contribution would directly support **residents of the County** who are dedicated to improving quality of life for others.

Recognition of County Support

As our public promotional materials have already been circulated, recognition of **County of Minburn No. 27** will include:

- **County logo displayed** on our event signage and display wall
- **Verbal acknowledgment** during the recognition portion of our event program
- Inclusion of the County's name in our **post-event thank yous** in local newspapers and on social media

We are grateful for the County's support and will ensure it is **meaningfully acknowledged** throughout and following the event.

Closing Statement

We believe that **Community Connect & Learn 2025** embodies the spirit of what makes rural Alberta strong: **collaboration, compassion, and commitment to community well-being**. With the County's support, we can ensure this event remains **accessible, inclusive, and impactful** for all who attend.

Thank you for your consideration of this request. We would welcome the opportunity to speak with you further and provide any additional information required.

Warm regards,

Jannette Riedel

Jannette Riedel on behalf of
Community Connect & Learn 2025

FCSS PARTNERS
1. Viking/Beaver
2. Tofield/Beaver County West
3. Mannville-Minburn- Innisfree
4. Lamont County
5. Vegreville & District
6. Town of Vermilion

Attachment: Poster and Agenda

A Multi-Municipal Project

SEPT Proposed Budget– Regional Non-Profit Conference - Community Connect 'n Learn: EMBRACING CHANGE

Thursday October 23, 20259:00am – 4:00pm

Lamont FCSS, Viking/Beaver FCSS, Tofield/Beaver FCSS, M-M-I FCSS, Vegreville FCSS, Town of Vermilion

Budget Sources (estimated): UPDATED	Expenditures			Grants & FCSS
	Estimated Amount	Estimate minus		Actual Amount
Facility Mannville Ag Society (over 120 participants) \$341.25	\$341.25	\$341.25		
Facility Mannville Golden Age Seniors Centre (60-90 participants) \$250				
Facility Mannville Elks Hall (over 90-100 participants) \$250				
Marketing (social media & email)	\$0	0		
Morning Nutrition (Muffins/Fruit Tray/Yogurt) \$3/person x 125 with 10%	\$375	337.5		
Lunch Meal (Something Sweet Bakery & Coffee Shop) \$16.80 /person x 125	\$2,100	2,100		
Afternoon Nutrition (Popcorn/pretzels/M&M's) \$2/person x 125 with 10%	\$400	360		
Beverages (Coffee/Tea/Water) \$2/person x 125with 10%	\$250	225		
Opening Keynote Presenter : Candice Anderson	\$200	100		
Learning Circles:				
Engaging Newcomers - Jocelyn Wynnyk & Amarjeet Kairon with Beaver County CALP	\$400	200		
Creative Volunteering (Partnership & Youth Engagement) - Delayna Koch with Beaver County & Borschiw Social Guild	\$200	100		
Embracing Policy Change in your Organization - Dawn Arnold Tofield Ryley and Area Food Bank	\$200	100		
Show Me the Money - Lynne Jenkinson	\$500	500		
Closing Keynote Presenter : Jamieson Brown	\$200	100		
Decorations	\$0			
Door prizes (Pumpkins) 20 tables x \$5	\$100	80		
Incidentals	\$100	50		
FCSS Agencies (6 x 350)			-\$2,100	
Grant Funding			-\$2,000	County
Donations			-\$100	ATB Financial
Donations			-\$394	Other non committed
Total Spend:	\$5,366.25	\$4,593.75	-\$4,593.75	\$0.00

Community Connect & Learn: **EMBRACING CHANGE**

Location: Mannville

DATE: Thursday, October 23, 2025

9:00 – 9:30	Registration		Jannette & Carla
9:30 - 9:35	Welcome	Municipal Council Rep and MLA's	
9:35 – 10:15	Keynote speaker	Inspiring Volunteers to continue contributing to make our communities the best they can be, exciting opportunities to work with diverse people, cultures & ideas.	Candice Anderson - Owner of Reflections Funeral & Cremation Services
10:15 – 10:30	Nutrition Break	Coffee, Tea, Water, Juice; Fruit Tray; yogurt	
10:30 – 12:15	Learning Circles:	- Engaging Newcomers - Creative Volunteering (Partnership & Youth Engagement) - Embracing Policy Change in your Organization	Jocelyn Wynnyk & Amarjeet Kairon /Beaver County CALP Delayna Koch ,/Beaver County & CALP Dawn Arnold , Tofield Ryley and Area Food Bank
12:15 – 1:00	Lunch	Make your own Taco Salad; Apple Crisp with Cream; Fruit Juice Punch	Something Sweet Coffee & Bakeshop
1:00 – 2:00	Presentation	Show Me The Money	Lynne Jenkinson Community Visionary
2:00 – 2:15	Nutrition Break	Coffee, Tea, Water, Pop; Popcorn, Pretzels, M&M's,	
2:15 – 3:00	Closing Keynote	Community Engagement and Marketing – Promotion – Economic development	Jamieson Brown Town of Vegreville
2:45 – 3:00	Wrap up		Jannette & Carla

Regional FCSS Partnership:

Mannville-Minburn-Innisfree FCSS

Vegreville & District FCSS

Tofield/Beaver West FCSS

Viking FCSS

Lamont County FCSS

Town of Vermilion FCSS

COMMUNITY CONNECT & LEARN



*'The 2025 Non-Profit
Conference Returns
by Popular Demand
for a Full Day Event!'*

**OCT 23
2025
9AM-4PM**

Sessions

Show Me The Money

Lynne Jenkinson, Community Visionary

Learning Circles

Embracing Policy Change

Dawn Arnold, Tofield Ryley and Area
Food Bank

Engaging Newcomers

Jocelyn Wynnyk and Amarjeet Kairon,
Beaver County Community Adult
Learning Program

Creative Volunteering

Delayna Koch, Beaver County & Borschiw
Social Guild

Key Note

Candice Anderson
Inspiring Volunteerism
Owner of Reflections
Funeral & Cremation
Services

Key Note

Jamieson Brown
**Social Media Marketing
and Literacy**
Town of Vegreville
Manager of Community
Engagement & Economic
Development

Location: Mannville Alberta

**Register with your local FCSS Office
by October 10th**





Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:	
Background: ☐ See Appendix	
Legislative Guidance: ☐ Provincial ☐ Municipal ☐ None <i>Details:</i>	Council Priorities Chart: ☐ Yes ☐ No <i>Details:</i>
Previous Council Direction:	
Financial Implications: ☐ Capital ☐ Operations ☐ Other <i>Details:</i>	
Communication and Engagement:	
Implementation Timeline:	
Attachments:	

Prepared By: _____ Reviewed By: _____



RFD Appendix



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:	
Background: ☐ See Appendix	
Legislative Guidance: ☐ Provincial ☐ Municipal ☐ None <i>Details:</i>	Council Priorities Chart: ☐ Yes ☐ No <i>Details:</i>
Previous Council Direction:	
Financial Implications: ☐ Capital ☐ Operations ☐ Other <i>Details:</i>	
Communication and Engagement:	
Implementation Timeline:	
Attachments:	

Prepared By: _____ Reviewed By: _____

Yield Sign Request - Twp 520 and RR 85



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



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

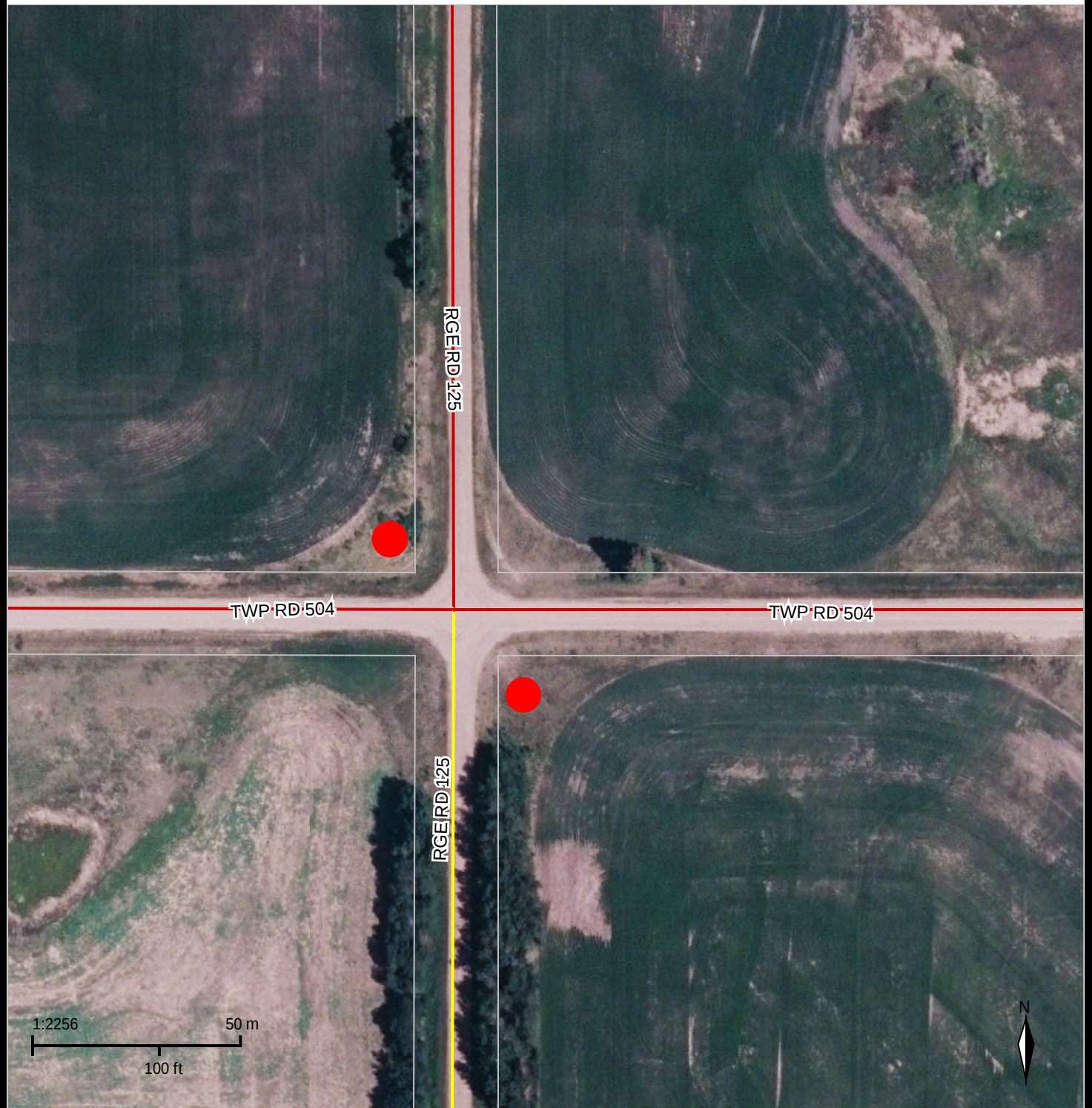
Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____

Yield Sign Recommendation - Twp 504 and RR125



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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: _____



5616 – 48 St, Postal Bag 8, Elk Point, AB, T0A 1A0
Tel 780-724-2596 Fax 780-724-2597

October 6, 2025

Pat Podoborozny
County of Minburn No. 27
PO Box 550
Vegreville, AB
T9C 1R6
cao@minburncounty.ab.ca

Dear Ms Podoborozny,

The Northern Lights Library System Board unanimously approved, in principle, the upcoming 2026 budget. The budget includes a 1.5% levy increase for Municipalities and/or their Library Boards.

Northern Lights Library System's agreement stipulates that we use the same population list to assess the membership levy that the provincial government uses to calculate library operating grants. Therefore, your population for purposes of the 2026 library system levy is **3188**.

Please send a copy of your council motion accepting or rejecting the presented Northern Lights Library System Board 2026 Budget, with its 1.5% levy increase.

2026 Levies:

\$5.55 per capita	Municipality
\$11.10 per capita	Municipality without Library Board

The total levy for 2026 equals **\$35,386.80** from the County of Minburn. (3188 x \$11.10) Do NOT remit payment, the invoice will follow in December.

You may contact your Northern Lights Library Board member representative if you have any questions. A copy of the budget is available from your Northern Lights Library Board member representative.

Regards,

Jennifer Anheliger
Chairman
Northern Lights Library System Board

James MacDonald
Executive Director
Northern Lights Library System

NLLS BUDGET CURRENT WORKING								
		GL Code(s)	BUDGET 2024 - 1.5%	2024 Actuals	BUDGET 2025 - 1.5%	BUDGET 2026 - 1.5%	BUDGET 2027 - 1.5%	COMMENTS / NOTES
REVENUE								
Municipal and Library Board Levies	Municipalities	4010	\$ 1,275,429.00	\$ 1,312,265.57	\$ 1,288,821.00	\$ 1,363,279.80	\$ 1,383,729.00	Municipal levy \$5.55/capita OR \$11.10 without a board
	Book Allotment - EXPENSE	6007	-\$ 382,661.00	-\$ 361,963.97	-\$ 382,661.00	-\$ 356,384.00	-\$ 356,384.00	Book Allotment \$2.15/capita (-7% for Electronic Books as per LMC decision)
	Library Board Levy	4040	\$ 622,388.00	\$ 625,363.97	\$ 631,723.00	\$ 645,809.10	\$ 650,816.00	Local Library Board Levy \$5.55/capita
Total			\$ 1,515,156.00	\$ 1,575,665.57	\$ 1,537,883.00	\$ 1,652,704.90	\$ 1,678,161.00	
Provincial Grants	Provincial Operating Grant	4041	\$ 878,532.00	\$ 878,532.00	\$ 878,532.00	\$ 878,532.00	\$ 878,532.00	\$4.75 per resident; 2019 population
	Rural Services Grant - REVENUE	4042	\$ 3,578.00	\$ 358,574.00	\$ 358,574.00	\$ 358,574.00	\$ 358,574.00	\$5.60/capita
	Rural Services Grant - EXPENSE	6301		\$ 345,546.43	-\$ 354,988.00	-\$ 354,988.00	-\$ 354,988.00	Transfer payments minus 1% NLLS admin fee
	OROS - System portion	4043	\$ 64,458.00	\$ 74,862.00	\$ 64,458.00	\$ 64,458.00	\$ 64,458.00	Indigenous OROS Grant (runs Apr-Mar) 4.75 x 2019 pop
	OROS - local board portion REV	4047		\$ 65,322.00	\$ 86,630.10	\$ 86,630.10	\$ 86,630.10	Indigenous OROS Grant (runs Apr-Mar) 5.60 x 2019 pop
	OROS - local board portion EXP	6081		\$ 109,379.83	-\$ 86,630.10	-\$ 86,630.10	-\$ 86,630.10	Transfer payments to local library boards for Indigenous support
	Provincial Establishment Grant	4044		\$ -	\$ -	\$ -	\$ -	Only received when new members join the system
Total			\$ 946,568.00	\$ 1,832,216.26	\$ 946,576.00	\$ 946,576.00	\$ 946,576.00	
Other Revenue	Other Revenue - General	4530	\$ 5,000.00	\$ 22,190.79	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	Bell rental of NLLS land for supernet infrastructure, Credit Card Points, Asset sales, Department Revenue, etc
	Grants and Sponsorships	4550	\$ 4,000.00	-\$ 2,242.93	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	Grants, Sponsorships
	Rebills and Resales REVENUE	4510 4520	\$ 5,000.00	\$ 157,575.08	\$ 215,000.00	\$ 215,000.00	\$ 215,000.00	Local library supply orders (IN/OUT)
	Rebills and Resales EXPENSE	6618		\$ 192,355.19	-\$ 215,000.00	-\$ 215,000.00	-\$ 215,000.00	Invoiced out
	Interest	4610	\$ 60,000.00	\$ 130,876.56	\$ 110,000.00	\$ 100,000.00	\$ 90,000.00	Bank/Investments Interest
	Office Rentals	4552	\$ 30,000.00	\$ 31,260.00	\$ 32,000.00	\$ 32,000.00	\$ 32,000.00	Offices and board room rentals
Total			\$ 104,000.00	\$ 532,014.69	\$ 158,000.00	\$ 148,000.00	\$ 138,000.00	
Reserves	Reserve Out		-\$ 235,386.47	-\$ 104,477.00	-\$ 112,812.08	-\$ 122,997.30	-\$ 58,729.00	Approx - Transfer from reserves to budget
	Reserves In							
TOTAL OPERATING REVENUE			\$ 2,565,724.00		\$ 2,642,459.00	\$ 2,747,280.90	\$ 2,762,737.00	

		GL Code(s)	2024	Actuals	2025	2026	2027	COMMENTS / NOTES
EXPENSES								
GOVERNANCE								
NLLS BOARD LMC	General Board Meetings	6500	\$ 12,000.00	\$ 11,522.73	\$ 8,000.00	\$ 6,000.00	\$ 6,000.00	1 in-person meetings per year (online option available)
	Executive Meetings	6520	\$ 22,000.00	\$ 17,159.41	\$ 22,000.00	\$ 20,000.00	\$ 20,000.00	6 in-person meetings per year Mileage, PerDiem, Meals
	Committee Meetings	6502	\$ 6,000.00	\$ 2,227.51	\$ 3,000.00	\$ 9,000.00	\$ 3,000.00	Advocacy, Policy, Grievance, Performance, Plan of Service, Budget
	Outreach and Honoraria	6510	\$ 10,000.00	\$ 1,931.98	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	Board Chair Honorarium/Mileage for Executive travel to municipalities
	Professional & Legal Fees	6606	\$ 5,000.00	\$ 4,893.03	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	HR items, Legal contingency, Policy support
	LMC Meeting/Mileage/Meal	6208	\$ 10,000.00	\$ 13,750.82	\$ 10,000.00	\$ 12,000.00	\$ 12,000.00	Budgeted here for 2 LMC Meeting/Mileage/Meals
	Lib Brd Chair Meeting/Mileage/Meal	6602	\$ 3,500.00	\$ 2,793.11	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	Budgeted here for 1 Library Board Chair Meeting/Mileage/Meals
	Board Professional Development	6508	\$ 3,000.00	\$ 1,610.10	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	Conferences, Hotels, Travel, includes Board and LMC Chair
Governance Total			\$ 71,500.00	\$ 55,888.69	\$ 58,500.00	\$ 62,500.00	\$ 56,500.00	
ADMINISTRATION								
	Memberships	6616	\$ 12,000.00	\$ 8,614.50	\$ 12,000.00	\$ 19,500.00	\$ 20,000.00	AbMunis, RMA, ALA, APLAC, TAL, ALTA, Cybera
	PD Training Total	5981	\$ 35,000.00	\$ 29,846.07	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	Courses/Conference/Travel Costs/Hotels
	Education/Tuition	5985	\$ 7,500.00	\$ -	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	Employment offers, Tuition subsidies, Education grants
	Staff Travel/Hosting	5984	\$ 48,000.00	\$ 46,840.21	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	MLS, IT, Admin, OPS, - meals, mileage
	Marketing and Communications	6608	\$ 40,000.00	\$ 33,536.55	\$ 40,000.00	\$ 30,000.00	\$ 30,000.00	Publicity, newsletter, supplies, service catalog, graphic artist, templates
	Office supplies	6620	\$ 10,000.00	\$ 8,184.17	\$ 10,000.00	\$ 12,000.00	\$ 12,000.00	General office supplies
	Staff recruitment	5987	\$ 1,500.00	\$ 1,154.17	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	Job Ads and recruitment
	Equipment/Software	6600	\$ 40,000.00	\$ 10,933.65	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	Repairs, Small equipment / furniture / Photocopier

ADMINISTRATION	Telecommunications	6622	\$ 12,000.00	\$ 11,268.51	\$ 12,000.00	\$ 13,000.00	\$ 13,000.00	NLLS Cell phones
	Caretaking & Landscape	6704	\$ 37,000.00	\$ 37,285.25	\$ 40,000.00	\$ 10,000.00	\$ 10,000.00	Year to year contract (janitorial, snow removal, lawn care)
	Building Maintenance	6702	\$ 15,000.00	\$ 23,230.18	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	Paint, repairs, upkeep
	Utilities	6708	\$ 35,000.00	\$ 29,001.58	\$ 35,000.00	\$ 40,000.00	\$ 40,000.00	Gas, electricity (Group rate for 2024-28), water, garbage.
	Accounting Bookkeeping & Banking	6612	\$ 28,000.00	\$ 25,768.92	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	Independent bookkeeping contract, Quickbooks, Plooto
	Audit and Support	6610	\$ 17,000.00	\$ 16,852.10	\$ 17,500.00	\$ 18,000.00	\$ 18,500.00	Contract with Metrix ends in 2028
	Insurance	6614	\$ 14,000.00	\$ 14,345.00	\$ 14,000.00	\$ 16,000.00	\$ 16,000.00	AMSC, Does not yet include cyber insurance
	Health & Safety	6706	\$ 2,100.00	\$ 2,411.29	\$ 2,200.00	\$ 2,400.00	\$ 2,400.00	Security system, safety workshops,
	NLLS Social Cliub	6522	\$ 1,500.00	-\$ 490.28	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00	Staff social events
Administration Total			\$ 355,600.00	\$ 298,781.87	\$ 336,200.00	\$ 313,900.00	\$ 314,900.00	
OPERATIONS								
OPERATIONS	Vehicle Expenses	6270	\$ 72,000.00	\$ 155,544.19	\$ 20,000.00	\$ 80,000.00	\$ 20,000.00	Maintenance (Purchase of new delivery van 2024/26) 69,000/van)
	Vehicle Fuel	6271	\$ 42,000.00	\$ 38,964.96	\$ 42,000.00	\$ 42,000.00	\$ 42,000.00	Fuel
	Contract Drivers	6272			\$ 91,000.00	\$ 51,000.00	\$ 51,000.00	Contract Drivers
	Processing supplies	6108	\$ 20,000.00	\$ 27,037.71	\$ 30,000.00	\$ 20,000.00	\$ 20,000.00	Laminating, mactac, barcodes, spine lables, dvd cases, library cards, stickers
	Postage	6266	\$ 6,000.00	\$ 4,253.37	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	Materials delivery
Operations Total			\$ 140,000.00	\$ 225,800.23	\$ 187,000.00	\$ 197,000.00	\$ 137,000.00	
TECHNOLOGY SERVICES and INFRASTRUCTURE								
TECHNOLOGY	Internet Service	6169	\$ 5,000.00	\$ 4,896.75	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	Cybera (3 yr/3 Exinda warranty for upgrade of bandwidth)
SERVICES	Website Services	6119	\$ 60,000.00	\$ 60,409.61	\$ 10,000.00	\$ 8,000.00	\$ 8,000.00	Website Hosting

and INFRASTRUCTURE	Computer Software Services	6114/6115	\$ 52,000.00	\$ 82,339.11	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	Helpdesk, Princh, GoToAssist, 1 Password, Adobe, Web Dewey, Deepfreeze, Power BI, Office 365, Envisionware
	Network Security, and Hardware Services	6121	\$ 113,500.00	\$ 53,923.69	\$ 95,000.00	\$ 105,000.00	\$ 105,000.00	Vmware, Veeam, Sentinel One, Windows, Forti Switches
	Computer Hardware and Peripherals	6118	\$ 23,000.00	\$ 16,956.58	\$ 23,000.00	\$ 15,000.00	\$ 15,000.00	Laptops, Staff computers, Monitors Docking Stns etc
	Contract Services	6167	\$ 47,000.00	\$ 96,051.63	\$ 47,000.00	\$ 47,000.00	\$ 47,000.00	Contractor services: ACSI
	TRAC	6168	\$ 125,000.00	\$ 125,389.00	\$ 128,000.00	\$ 160,000.00	\$ 162,000.00	Cost of operations and maintenance of catalogue and Server at YRL
Technology Totals			\$ 425,500.00	\$ 439,966.37	\$ 383,000.00	\$ 415,000.00	\$ 417,000.00	
MEMBER LIBRARY SERVICES								
MEMBER LIBRARY SERVICES	System Collection	6080	\$ 10,000.00	\$ 6,933.18	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	Large Print, Professional collection, Ref, Audio, Kits and Blocks Makerspace
	Online databases/ E-Resources	6280	\$ 120,000.00	\$ 118,804.45	\$ 128,000.00	\$ 158,766.00	\$ 160,766.00	TAL databases, LinkedIn, Ebsco, Overdrive, Cloud Library, Hoopla, Journals, Etc. Included 7% from book allotment
	Programming	6252	\$ 10,000.00	\$ 5,135.72	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	SRP, WRP, entertainer, prizes, story teller, author talks
	Library Staff Training & Development	6206	\$ 27,000.00	\$ 25,089.65	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	Stronger Together Conference and Workshops - LMC Workshop
	Indigenous Relations & Operations	6083	\$ 30,000.00	\$ 49,115.18	\$ 25,000.00	\$ 20,000.00	\$ 20,000.00	Honoraria, contract services, and other services for working with Indigenous communities.
MLS Totals			\$ 197,000.00	\$ 205,078.18	\$ 210,000.00	\$ 235,766.00	\$ 237,766.00	
Operating Total			\$ 1,189,600.00	\$ 1,225,515.34	\$ 1,174,700.00	\$ 1,224,166.00	\$ 1,163,166.00	
STAFFING								
Staff 21 F/T 1P/T Staff members & 2 Summer Students	Salaries	5900	\$ 1,451,000.00	\$ 1,476,189.44	\$ 1,391,516.37	\$ 1,449,261.85	\$ 1,460,000.00	Frozen Grid
	Benefits	5542	\$ 159,610.00	\$ 160,973.50	\$ 187,854.71	\$ 195,650.35	\$ 197,100.00	Dental, Vision, Health, RRSP (10.24%) - now 13.5% with market increases to benefits plan

	Special Events-Long Service	6521	\$ 900.00	\$ 1,161.34	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	Staff Long Service Awards.
Staff Total			\$ 1,611,510.00	\$ 1,638,324.28	\$ 1,580,571.08	\$ 1,646,112.20	\$ 1,658,300.00	
TOTAL EXPENDITURES			\$ 2,801,110.00	\$ 2,863,839.62	\$ 2,755,271.08	\$ 2,870,278.20	\$ 2,821,466.00	
Budgeted Net Gain/Loss					-\$ 112,812.08	-\$ 122,997.30	-\$ 58,729.00	
Budget deficit covered by reserves								



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____



RFD Appendix

October 7, 2025

Jason Warawa
Director of Corporate Services
PO Box 550, 4909 – 50 Street Vegreville, AB T9C 1R6

Dear Jason:

RE: Minburn Roll 211900 at SW-29-50-8-4 - *Draft*

In accordance with your request, we have completed an Estimated Auction Reserve Price [the Estimate] for the noted property. The Estimate has been provided for the October Council meeting.

The Estimate relies on information that occurred past the 2025 assessment base date (July 1, 2024). The estimate is as accurate as the data we have collected, historical records, and information made available to us by owners (when possible) as all inspections if completed are external only. The Estimate is generally different from the assessment roll due to regulated assessment policy and mass appraisal methods.

The subject is a 11.73-acre parcel. The land has a shape disadvantage and appears to have never been cultivated. A total of 4 comparable sales were considered. Large negative adjustments were required to account for the subject's nature.

The Estimate as of October 7, 2025, is:

\$11,000 (rounded)

Should you have any questions or concerns please contact Municipal Assessment Services Group Inc. at your earliest convenience.

Respectfully Submitted,

Municipal Assessment Services Group Inc.



**Municipal Assessment
Services Group Inc.**

Tel 780-939-3310

Fax 780-939-3350

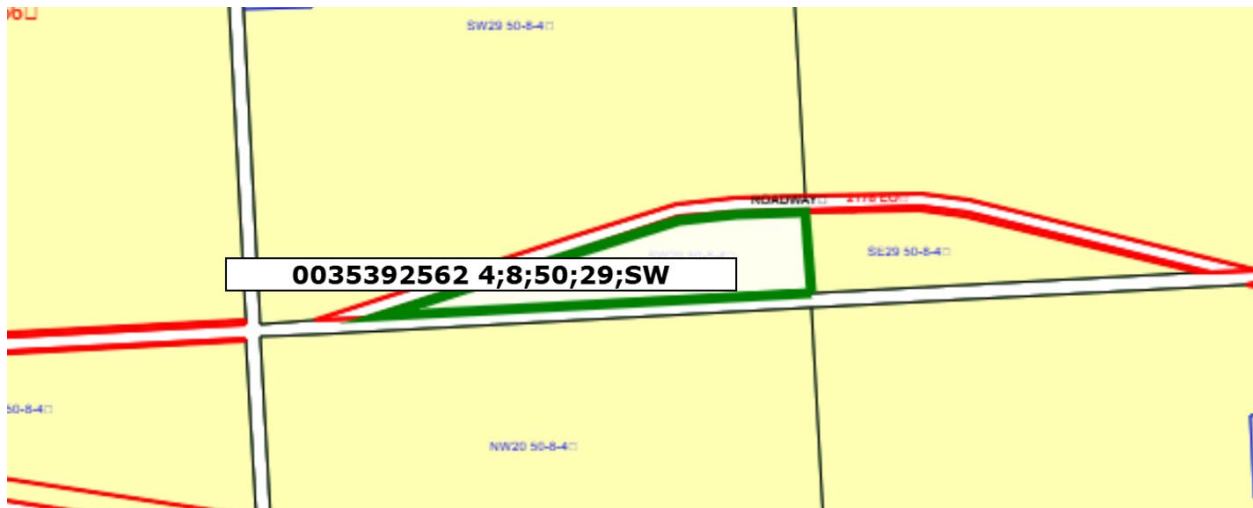
Email masg@shaw.ca

10404 - 100 Avenue, Morinville
Alberta, T8R 1S2, Canada



Subject

ROLL	211900
ADDRESS	
RURALLEGAL	SW-29-50-8-4
ZONING	A
ZONING DESC	AGRICULTURAL
PARCEL ACRES	11.73
TYPE	Farmland
OWNER_NAME	DAUS, REINHART



Terms of Reference

Client – Client as addressed on page 1.

Purpose – as described on page 1.

Intended Use – The intended use of this document is to assist the Client with the use noted on page 1.

Intended User – The intended user of this document is limited to the Client. Unauthorized use of the data, analyses and conclusions presented in this document is strictly prohibited.

Effective Date – The effective date of this document is noted on page 1.

Verification of Third-Party Information – The analysis set out in this document relied on written and verbal information obtained from a variety of sources considered reliable.

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October 7, 2025

Jason Warawa
Director of Corporate Services
PO Box 550, 4909 – 50 Street Vegreville, AB T9C 1R6

Dear Jason:

RE: Minburn Roll 363400 at NW-19-51-10-4 - *Draft*

In accordance with your request, we have completed an Estimated Auction Reserve Price [the Estimate] for the noted property. The Estimate has been provided for the October Council meeting.

The Estimate relies on information that occurred past the 2025 assessment base date (July 1, 2024). The estimate is as accurate as the data we have collected, historical records, and information made available to us by owners (when possible) as all inspections if completed are external only. The Estimate is generally different from the assessment roll due to regulated assessment policy and mass appraisal methods.

The subject parcel is a 5.00-acre parcel. The land borders township road 514 and range road 110. It appears to have been cultivated by neighbouring property. A total of 16 comparable sales were considered. The majority of comparables were located in either Ranfurly or Minburn.

The Estimate as of October 7, 2025, is:

\$40,000 (rounded)

Should you have any questions or concerns please contact Municipal Assessment Services Group Inc. at your earliest convenience.

Respectfully Submitted,

Municipal Assessment Services Group Inc.



**Municipal Assessment
Services Group Inc.**

Tel 780-939-3310

Fax 780-939-3350

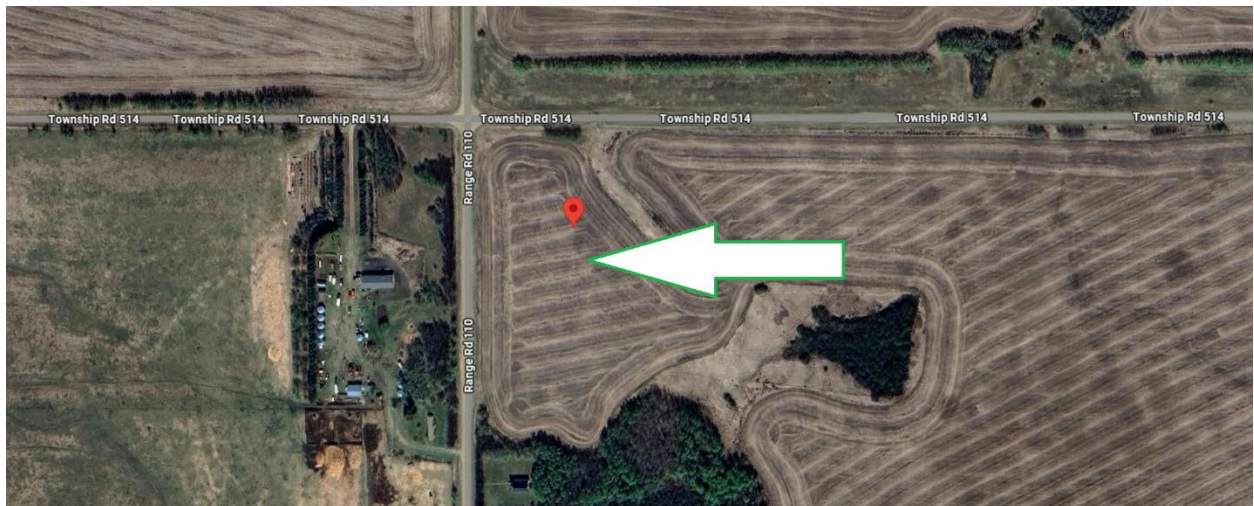
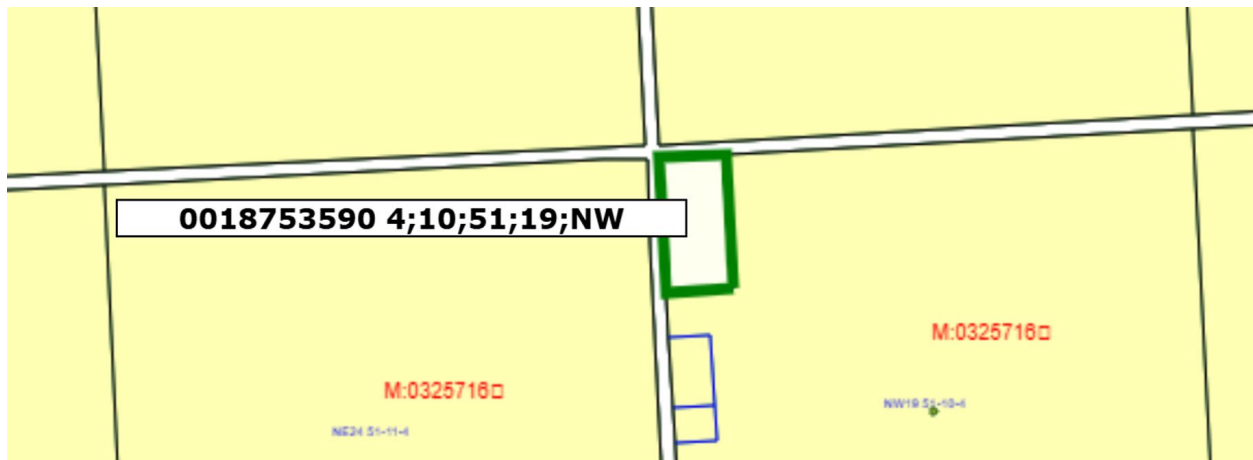
Email masg@shaw.ca

10404 - 100 Avenue, Morinville
Alberta, T8R 1S2, Canada



Subject

ROLL	363400
ADDRESS	
RURALLEGAL	NW-19-51-10-4
ZONING	A
ZONING DESC	AGRICULTURAL
PARCEL ACRES	5.00
TYPE	Market Land
OWNER_NAME	SEMEN, JERRY WALTER



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October 7, 2025

Jason Warawa
Director of Corporate Services
PO Box 550, 4909 – 50 Street Vegreville, AB T9C 1R6

Dear Jason:

RE: Minburn Roll 413100 at NW-3-51-11-4 - *Draft*

In accordance with your request, we have completed an Estimated Auction Reserve Price [the Estimate] for the noted property. The Estimate has been provided for the October Council meeting.

The Estimate relies on information that occurred past the 2025 assessment base date (July 1, 2024). The estimate is as accurate as the data we have collected, historical records, and information made available to us by owners (when possible) as all inspections if completed are external only. The Estimate is generally different from the assessment roll due to regulated assessment policy and mass appraisal methods.

The subject parcel is 137-acres and is currently cultivated. The land is southeast of Innisfree and is *bisected* by the Yellowhead Highway. Due to this – an adjustment was applied to account for the inconvenience. A total of 9 comparable sales throughout the County with similar proximity to highways were considered.

The Estimate as of October 7, 2025, is:

\$345,200 (rounded)

Should you have any questions or concerns please contact Municipal Assessment Services Group Inc. at your earliest convenience.

Respectfully Submitted,

Municipal Assessment Services Group Inc.



**Municipal Assessment
Services Group Inc.**

Tel 780-939-3310

Fax 780-939-3350

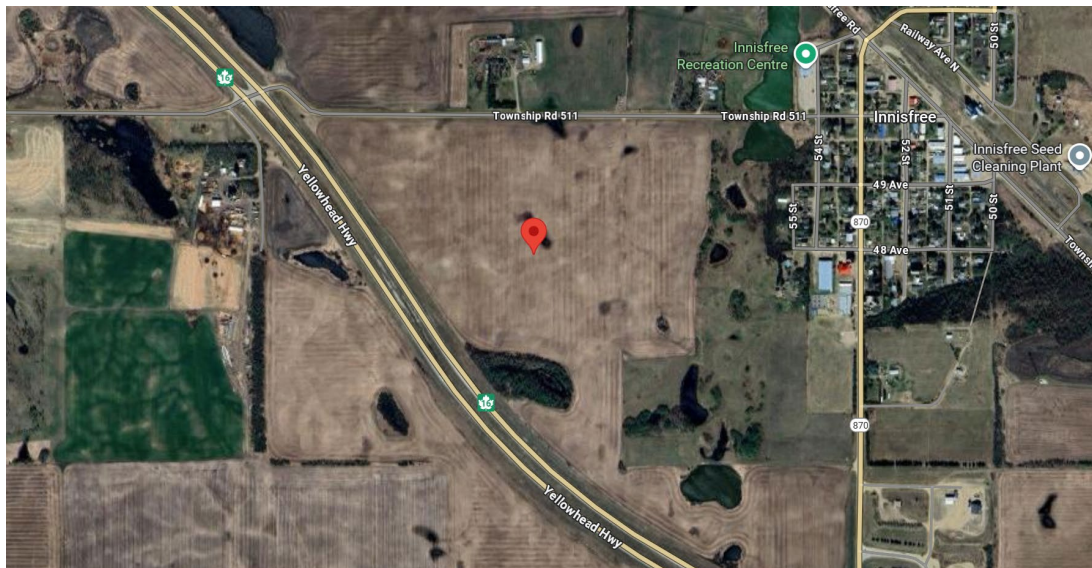
Email masg@shaw.ca

10404 - 100 Avenue, Morinville
Alberta, T8R 1S2, Canada



Subject

ROLL 413100
RURALLEGAL NW-3-51-11-4
ZONING A
ZONING DESC AGRICULTURAL
PARCEL ACRES 137.14
TYPE Farmland
OWNER_NAME HLUS, DAVID DELMAR



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October 7, 2025

Jason Warawa
Director of Corporate Services
PO Box 550, 4909 – 50 Street Vegreville, AB T9C 1R6

Dear Jason:

RE: Minburn Roll 413200 at SW-3-51-11-4 - *Draft*

In accordance with your request, we have completed an Estimated Auction Reserve Price [the Estimate] for the noted property. The Estimate has been provided for the October Council meeting.

The Estimate relies on information that occurred past the 2025 assessment base date (July 1, 2024). The estimate is as accurate as the data we have collected, historical records, and information made available to us by owners (when possible) as all inspections if completed are external only. The Estimate is generally different from the assessment roll due to regulated assessment policy and mass appraisal methods.

The subject parcel is a 86-acre parcel. The land is just south of the Yellowhead Highway – near Innisfree. It is currently cultivated as farmland. A total of 8 comparable sales throughout the County with similar soil and size.

The Estimate as of October 7, 2025, is:

\$337,100 (rounded)

Should you have any questions or concerns please contact Municipal Assessment Services Group Inc. at your earliest convenience.

Respectfully Submitted,

Municipal Assessment Services Group Inc.



**Municipal Assessment
Services Group Inc.**

Tel 780-939-3310

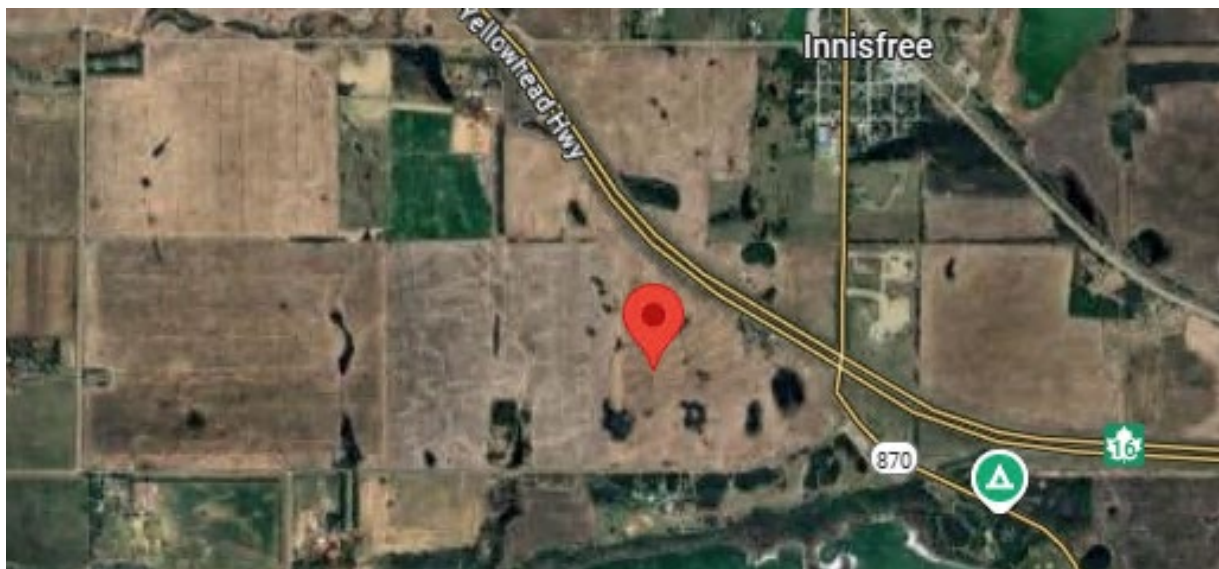
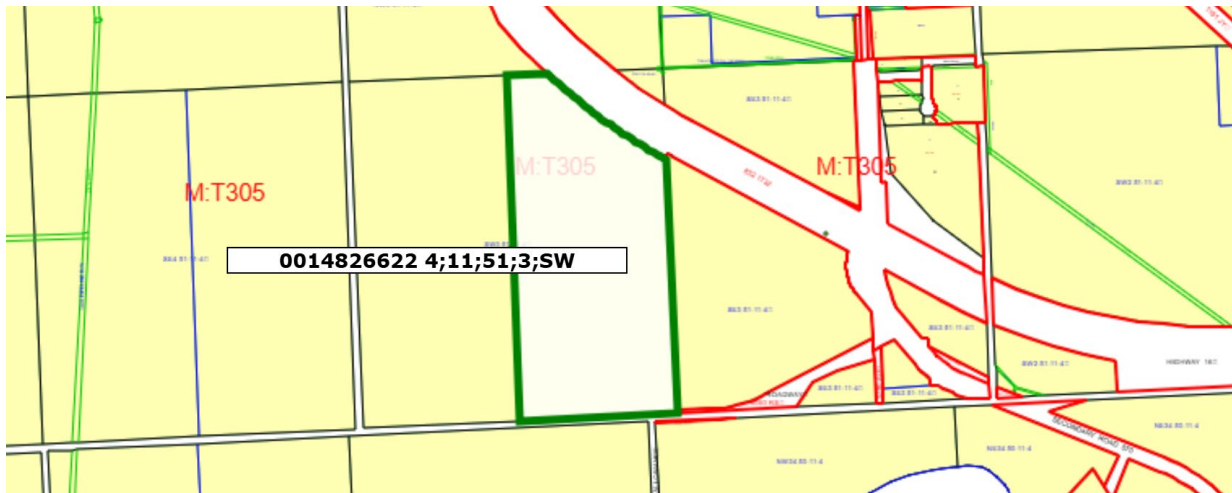
Fax 780-939-3350

Email masg@shaw.ca

10404 - 100 Avenue, Morinville
Alberta, T8R 1S2, Canada

Subject

ROLL	413200
RURALLEGAL	SW-3-51-11-4
ZONING	A
ZONING DESC	AGRICULTURAL
PARCEL ACRES	86.43
TYPE	Farmland
OWNER_NAME	HLUS, DAVID DELMAR



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October 7, 2025

Jason Warawa
Director of Corporate Services
PO Box 550, 4909 – 50 Street Vegreville, AB T9C 1R6

Dear Jason:

RE: Minburn Roll 711070 at SW-15-50-10-4 - *Draft*

In accordance with your request, we have completed an Estimated Auction Reserve Price [the Estimate] for the noted property. The Estimate has been provided for the October Council meeting.

The Estimate relies on information that occurred past the 2025 assessment base date (July 1, 2024). The estimate is as accurate as the data we have collected, historical records, and information made available to us by owners (when possible) as all inspections if completed are external only. The Estimate is generally different from the assessment roll due to regulated assessment policy and mass appraisal methods.

The subject is a 0.86-acre parcel improved with a derelict modular home. It is unknown if it is occupied. A total of five comparable land only sales were considered. All the comparables were in Minburn. The subject's estimate is land only based on the derelict nature of the improvement.

The Estimate as of October 7, 2025, is:

\$28,500 (rounded)

Should you have any questions or concerns please contact Municipal Assessment Services Group Inc. at your earliest convenience.

Respectfully Submitted,

Municipal Assessment Services Group Inc.



**Municipal Assessment
Services Group Inc.**

Tel 780-939-3310

Fax 780-939-3350

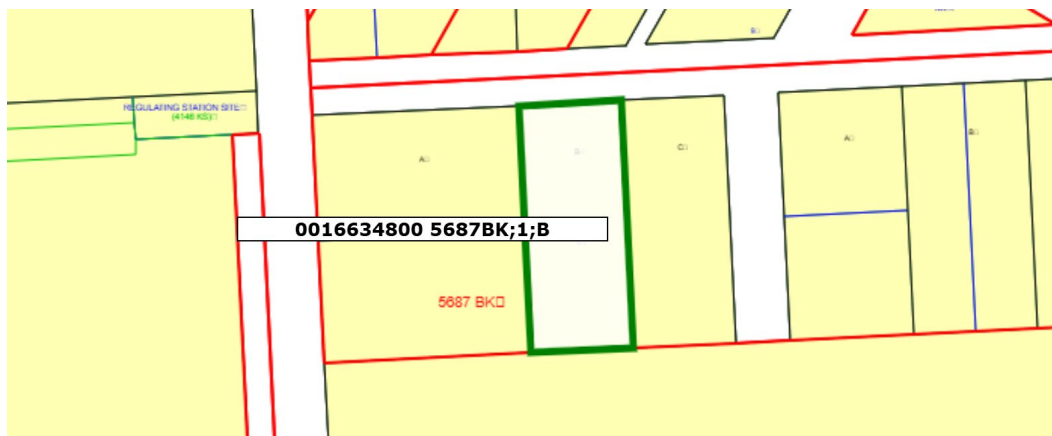
Email masg@shaw.ca

10404 - 100 Avenue, Morinville
Alberta, T8R 1S2, Canada



Subject

ROLL	711070
ADDRESS	5015,48 AVENUE
PARCEL_ACRES	0.86
PROVLINC	16634800.
RURALLEGAL	SW-14-50-10-4
URBANLEGAL	5687BK 1 B
PRIMARYLEVEL1_CODE	R1
ZONING_QK	HR
ZONING_DESC	HAMLET RESIDENTIAL
LOCATION_QK	9
OWNER_NAME	MANDRUSIAK, MELANIE



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October 7, 2025

Jason Warawa
Director of Corporate Services
PO Box 550, 4909 – 50 Street Vegreville, AB T9C 1R6

Dear Jason:

RE: Minburn Roll 741400 at NE-3-51-11-4 - *Draft*

In accordance with your request, we have completed an Estimated Auction Reserve Price [the Estimate] for the noted property. The Estimate has been provided for the October Council meeting.

The Estimate relies on information that occurred past the 2025 assessment base date (July 1, 2024). The estimate is as accurate as the data we have collected, historical records, and information made available to us by owners (when possible) as all inspections if completed are external only. The Estimate is generally different from the assessment roll due to regulated assessment policy and mass appraisal methods.

The subject is a farmed 75-acre parcel improved with an early 1950's home and garage. It is with an IDP¹ and identified for future commercial and residential development. A total of eight comparable land only sales were considered in the same location. The improvements values were developed via the replacement cost new less depreciation. The Estimate as of October 7, 2025, is:

\$332,200 (rounded)

Should you have any questions or concerns please contact Municipal Assessment Services Group Inc. at your earliest convenience.

Respectfully Submitted,

Municipal Assessment Services Group Inc.



**Municipal Assessment
Services Group Inc.**

Tel 780-939-3310

Fax 780-939-3350

Email masg@shaw.ca

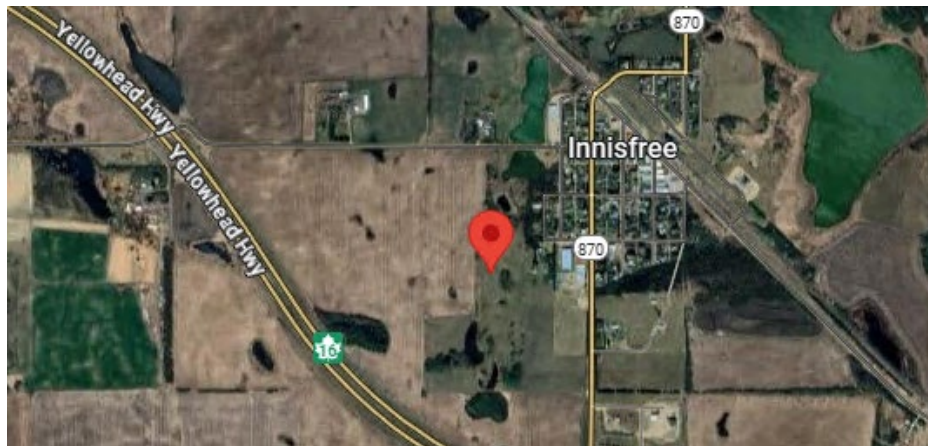
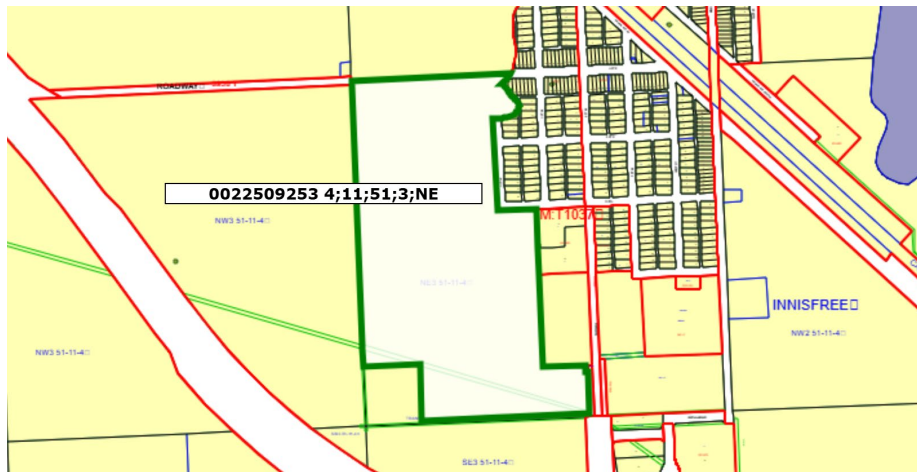
10404 - 100 Avenue, Morinville
Alberta, T8R 1S2, Canada

¹ [Bylaw 1302-20: County of Minburn/Village of Innisfree IDP](#)



Subject

ROLL	741400
ADDRESS	5401,48 AVENUE, INNISFREE
PARCELAREA	74.94
AREAUNIT_CODE	ACRES
PROVLINC	22509253.
RURALLEGAL	NE-3-51-11-4
ZONING_QK	A
LOCATION_QK	113
OWNER_NAME	HLUS, OLGA





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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. 1369-25

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

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

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

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

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

1. TITLE

- 1.1 This Bylaw may be cited as the **"Bylaw to Amend Committees Bylaw No. 1329-22"** of the County of Minburn No. 27.

2. AMENDMENT

- 2.1 Bylaw No. 1329-22 is hereby amended by removing the following:
- 2.1.1 Under the heading **Establishment 4.1** remove:
- (c) Pest Control Appeal Board
(f) Weed Control Appeal Board.
- 2.1.2 Under the heading **Establishment 4.1** add:
- Agricultural Appeal Board
- 2.1.3 Under the heading **Establishment 4.2** remove:
- (a) Assessment Review Board
(d) Subdivision and Development Appeal Board

3. EFFECTIVE DATE

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

FIRST READINGOctober 15, 2025

SECOND READINGOctober 15, 2025

THIRD READING.....October 15, 2025

Reeve

Chief Administrative Officer



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

☐ See Appendix

Legislative Guidance:

☐ Provincial ☐ Municipal ☐ None

Details:

Council Priorities Chart:

☐ Yes ☐ No

Details:

Previous Council Direction:

Financial Implications:

☐ Capital ☐ Operations ☐ Other

Details:

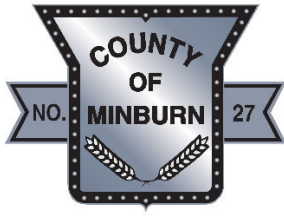
Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: _____



Policy

Role of the Reeve, Deputy Reeve and Acting Reeve

Policy Number:

Supersedes Policy Number: NEW

Approved by Council: TBD

Next Review Date: TBD

Resolution No: TBD

Last Review Date: TBD

POLICY STATEMENT

The Municipality recognizes the importance of clear roles and responsibilities for the Reeve, Deputy Reeve, and Acting Reeve to ensure effective governance, leadership, and continuity of municipal operations. This policy establishes expectations and procedures for these positions in accordance with the Municipal Government Act (MGA) and Council's Procedural Bylaw.

PURPOSE

The purpose of this policy is to:

- Define the roles and responsibilities of the Reeve, Deputy Reeve, and Acting Reeve;
- Provide clarity on succession and authority during absences; and
- Support consistent and effective leadership of Council.

DEFINITIONS

Acting Reeve means the Councillor designated to fulfill the duties of the Reeve when both the Reeve and Deputy Reeve are unavailable.

Council means the municipal Council of the County of Minburn.

County means the County of Minburn No. 27.

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

Deputy Reeve means the Councillor appointed by Council to act in the Reeve's place when the Reeve is unable to perform the duties of the office or is absent.

Reeve means the member of Council elected or appointed by Council to serve as its chief elected official, as defined in Section 150 of the Municipal Government Act.

GUIDELINES

1. Deputy Reeve

The Deputy Reeve is appointed as per the Council's Procedural Bylaw, as amended from time to time.

The Deputy Reeve shall be appointed by Council resolution for a one-year term at the Organizational meeting.

2. Acting Reeve

In the absence of the Reeve and Deputy Reeve Council will appoint an Acting Reeve by resolution.

3. Role of the Reeve

This section applies to the Reeve, Acting Reeve or Deputy Reeve when performing the responsibilities of the Reeve.

In addition to the general duties of the Chief Elected Official (Reeve) and members of Council listed in the Municipal Government Act, the Reeve is also responsible for the following:

- a) Providing leadership to Council and ensuring the equitable treatment of all members of Council.
- b) Supporting a professional atmosphere among Council.
- c) The Reeve is responsible for the day-to-day dealings with the Chief Administrative Officer.
- d) The Reeve is responsible for communicating concurrently with members of Council to keep them informed of emerging matters in a timely fashion.
- e) The Reeve is the primary spokesperson for the County when dealing with the media. Administration drafts news releases on behalf of the County of Minburn. Dependent on the subject of the news release, input from the Reeve may be solicited prior to release of the document. The Reeve may be requested to provide quotes for news releases.
- f) The Reeve is the primary liaison with other levels of Government and other municipalities.

- g) The Reeve is the primary linkage to administration through the Chief Administrative Officer.
- h) The Reeve represents the County at ceremonies, public relation events (i.e. ribbon cuttings, grand openings, award banquets, etc.) The Reeve may delegate this responsibility to the Deputy Reeve or the local Councillor. As a multitude of invitations are received, attendance at these events is at the discretion of the Reeve.
- i) Responding to resident inquiries addressed to all of Council.
- j) Ensuring Administration is treated respectfully by all members of Council.

The Reeve is the signing authority on behalf of the elected officials of the County.

- a) As the Chairperson of Council, the Reeve signs Council meeting minutes.
- b) The Reeve is responsible for signing banking documents (i.e. cheques and other negotiable instruments) as per the Signing Authority Policy, as amended from time to time.
- c) The Reeve is responsible for signing County Bylaws.
- d) The Reeve is responsible for signing agreements/contracts, as required.



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:** _____

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County Meetings (include date):

Boards and Committee Meetings (include date):

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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):

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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 October 15, 2025 **Council Meeting**

From Date: September 6, 2025

To Date: October 10, 2025

Internal Meetings:

- Committee of the Whole – September 10
- Council Meeting – September 10
- RMA Insurance – September 23

External Meetings:

- RMA District 5 Meeting (virtual) – September 12
- Regional CAO meeting (Lloydminster) – September 17
- Alberta Municipalities – September 5

Education and Professional Development:

- Elections Database Training – September 11
- County of Minburn Election Worker Training – September 29

Senior Leadership Team Support:

- 2025 Municipal Election
- Municipal Election Workers support materials
- Council Orientation materials
- Council and Committee meeting packages
- Occupational Health and Safety Program
- 2026 Budget



ADMINISTRATION REPORTS

Name: Norm De Wet

Department: Operations

Reviewed by: Pat Podoborzny

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

From Date: September 11, 2025

To Date: October 14, 2025

Fleet purchases/Maintenance:

- The For Sale by Tender for Units 220 and 228 closed on October 1, 2025. Both units were approved for sale by the CAO, as per Policy AD 1014-01, Asset Disposal.
 - Unit 220, 7 bids – Highest bid \$5,500.00
 - Unit 228, 6 bids – Highest bid \$7,500.00
- Unit 520, a 2008 D7 Cat torque converter and contamination repair have been completed.
- As approved by Council, Unit 522 will be delivered to Finning on November 1 for a complete refurbishment. It is expected the project will be completed by March 2026.

Public Works Update:

- Construction is completed on Two 490 and RR 85 in Division 1. Crews are completing final cleanup.
- Construction crews will mobilize into the Hamlet of Minburn to clean up old piles of dirt from the previous sanitary line replacement project.
- Site Resource Group Inc. completed the mix of 900 tonnes of winter sand/calcium on September 24.
- Emcon Services completed line painting on RR 145 south of Twp 524, as well as Twp 524, west of Hwy 857.

Contracted Services:

- The bridge culvert replacement for BF 1195, scheduled on RR 134, south of Hwy 16, Division 5, has been postponed until 2026. It was decided the best course of action is for the County to purchase the bridge culvert from WestCan and that the project will be re-tendered in early 2026.

- The bridge maintenance tender project with Bridgemen Services is scheduled to start on October 14. The project includes maintenance work on BF 0931 in Division 4, BF 01895 in Division 4, and BF 74718 in Division 1.
- The roadside mowing program has been completed.

Parks and Open Spaces

- The Wapasu Gazebo construction Project has been completed, which includes the replacement and installation of three new picnic tables.

Waste Management

- The CleanFarms Northern Alberta obsolete Herbicide and Veterinary Medicines round-up was held at the Crop Management Network location in Vegreville on October 8, 2025.

Utilities

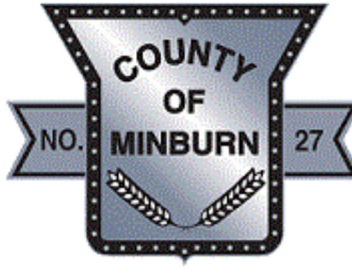
- The sewage lagoon at Lavoy has had its annual effluent discharge from September 29, 2025, to October 2, 2025. Notification was sent to Alberta Environment as required by Alberta Environment and Protected Areas.

Hamlets

- The assessment of the Lavoy water and sewer infrastructure has been completed, and a draft report has been provided to the administration. The report will be presented to Council at the November County Council 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.
- Crop Surveys for canola and wheat were completed for Alberta Agriculture.
- Roadside seeding was completed for construction projects C25-2-482 and C25-3-85.



ADMINISTRATION REPORTS

Name: Davin Gegolick

Department: Planning and Community Services

Reviewed by: Pat Podoborozny

For Presentation at: October 15, 2025 Council Meeting

From Date: September 4, 2025

To Date: October 8, 2025

Planning Update:

- Responding to ongoing development inquiries
- Issued development permits:
 - Farm shop (NW 14-50-13-4)
 - Seasonal cabin (SW 18-52-9-4)
 - Detached garage (Pt. NE 32-52-9-4)
 - Wood shed (Pt. NW and NE 31-52-15-4)
 - Barn (South ½ SW 30-53-15-4)
- 360-degree video data completion
- Issued a Stop Order for a property in Minburn
- Assessor's are updating property photos, resulting in several new unauthorized development files.
- Complaint about camping at Minburn Ag Society grounds

Subdivision Update:

- Ongoing subdivision inquiries
- Received file #11-2025
- Completed subdivision endorsement: files #06-2025, #08-2025

Economic Development Update:

- Alberta HUB completed a regional data center profile as investment opportunities are currently being explored in the Alberta HUB region.
- Responded to Invest Alberta site selector request – Project Husk
- Crossroads Developer's Package is complete

Community Services:

- Wapasu gazebo grand opening – October 15
- FCSS Community Connect & Learn event – October 23, 9-4 in Mannville

Attachments:

- RFD – ACP Program Application–County-Town IDP Review
- RFD – Integrity Dig/Road Closure
- RFD – Letter of Support – NRED Application
- RFD – Letter of Support – Go East RTO for Travel Alberta Funding
- RFD – Community Connect and Learn 2025 Conference Support Request



ADMINISTRATION REPORTS

Name: Mike Fundytus

Department: Protective Services

Reviewed by: Pat Podoborzny

For Presentation at: September Council Meeting

From Date: Sept 3, 2025

To Date: October 9, 2025

Fire Department Update:

Call Type	Date	Details	Station Dispatched
Medical	Sept 6	Village Medical 4:55 pm 1 POC and 1 FT member attended	Innisfree
Fire	Sept 9	Combine fire NE 23 52 14w4	Vegreville
Medical	Sept 9	Village Medical 2:28 pm 1 POC and 1 FT member attended	Innisfree
Fire	Sept 10	Hwy 16 Twp 502, fire reported in ditch. No fire located 6:00 am 3 POC and 1 ft member attended	Innisfree
Fire	Sept 10	9501 Twp 504 ditch fire that spread into yard. 3:20 pm 3 POC 1 FT member responded	Mannville
Fire	Sept 14	NW 6 50 10 W4 Tractor and Baler Fire 12:55 pm 4 POC and 1 FT attended.	Innisfree
MVC	Sept 15	Hwy 16 RR 111 Single vehicle rollover with trailer 10:02 am 4 POC, 2 FT members attended	Innisfree
False Alarm	Sept 15	5124-53 Village 8:44pm 7 POC members attended	Mannville
Medical	Sept 16	Village Medical 1:56 pm 1 POC 1 FT member attended	Innisfree
Fire	Sept 17	Hwy 36 TWP 504 RCMP police chase. Called for fire suppression standby 1 FT attended	Innisfree/Vegreville
Fire	Sept 17	Hwy 870 1 mile south tractor on fire 14.37 pm 2 POC 2 FT members attended	Innisfree
Fire	Sept 18	NW 3 50 10 W4 Combine fire 1:07 am 8 POC 2 FT members attended	Mannville/Innisfree

MVC	Sept 20	Hwy 16 RR 135	Vegreville
Fire	Sept 23	NW 11 52 14W4 Field fire	Vegreville
Fire	Sept 24	Vegreville Landfill Vegreville requested tender from MCFD 1 POC 1 FT attended	Vegreville/Innisfree
Fire	Sept 25	Hwy 16 RR 80 02:06 small ditch fire	Mannville
Fire	Oct 3	Combine Fire NE 14 52 15W4	Vegreville
Fire	Oct 3	5044-53 Street, Mannville garage fire, 2:30 pm, 10 POC and 2 FT members responded	Mannville/Innisfree
Fire	Oct 4	5044-53 street, Mannville house fire, 4:30 am, 9 POC and 2 FT members responded	Mannville/Innisfree
Medical	Oct 4	Village Medical 9:30 pm 3 POC responded	Mannville
MVC	Oct 5	Hwy 16 Hwy 16A MVC	Vegreville
MVC	Oct 5	Hwy 626 RR 154	Vegreville

- Total Fire Responses:
 - Mannville – 7
 - Innisfree – 12
 - Vegreville – 7
- Currently issuing burn permits until October 31.
- Current staffing in Protective Services is 1 FT Director, 1 FT Public Safety Officer, 30 paid on call firefighters (15 Innisfree Station 15 Mannville station) 1 member on medical leave. 1 member from Mannville left due to increased work commitments. 2 members not attending practices or calls regularly.
- Unit 919 water tender is out of service and in Red Deer for repair, warranty work for damage caused by Rocky Mountain Phoenix emergency vehicle tech.
- Working on 2026 Budget.
- Hosted 1041 Level 2 Fire Service Instructor course.
- Assisted County of Two Hills with fire inspections.

Emergency Management Update:

- Reviewing the Regional Emergency Management Plan to ensure all municipalities' information is up to date.

OH&S Update:

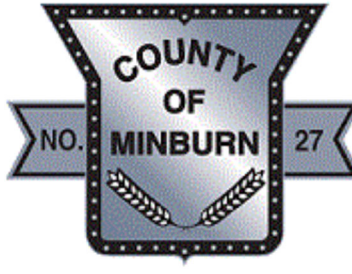
- Working on Emergency Plans for County facilities.

Bylaw Enforcement :

- Public Safety Officer conducted six bylaw complaint investigations.

RCMP Liaison :

- Nothing to report



ADMINISTRATION REPORTS

Name: Jason Warawa

Department: Corporate Services

Reviewed by: Pat Podoborzny

For Presentation at: October 15, 2025 Council Meeting

From Date: September 1, 2025

To Date: September 30, 2025

Department Update:

The Deputy Returning Officers have been recruited and DRO training was completed at the end of September. Election related advertising is ongoing, ballots have been ordered and the election supplies for each voting station are being compiled and will be disseminated prior to the Advance Vote day on October 16, 2025.

There are currently six properties scheduled to be included as part of the tax sale in December. It is expected that at least three parcels will be removed as they are larger pieces of agricultural land which are actively being farmed. Reserve price estimates have been provided by Municipal Assessment Services Group with Council required to formally ratify these and the tax sale terms and conditions.

As of September 30, only 5.34% of property taxes have been collected. While this is an increase from the 3.43% collected at the end of August, the collection rate is slightly lower than what was seen in previous years.

The implementation of the Financial ERP is finally gaining traction and more noticeable progress is being made. At this point, it appears that we will be completing the 2025 fiscal year using our current system and making the jump to the new system in early 2026.

Statement of Financial Position

Financial assets during the month of September decreased by just over \$1.2M. with a depletion of cash used for operations accounting for almost \$800k of this amount and a decrease in both taxes and trade receivables accounting for the balance. From a liability standpoint, accounts payable decreased slightly from the previous month but this was more than offset by an increase in deferred revenue which represents grant money received but not yet allocated to a project to offset corresponding expenses. Once allocated, a majority of this amount will be seen to boost revenue on the Statement of Operations. From a non-financial asset standpoint, inventory levels increased by over \$400k, but this is more a reflection of an increased cost of

the inventory rather than an increased quantity as these additional costs reflect the relocation expenses incurred from moving product from a remote stockpile to ones that are more strategically placed within the County.

Statement of Operations

In the month of September, revenue recognition was largely limited to user fees for utilities and investment income which when combined for approximately 95% of the actual revenue for the month. Offsetting these revenue lines was a negative revenue adjustment of \$797,076 which reflects the payment of the 3rd quarter education requisition as these payments are netted against the property tax revenue that was previously recognized. With the 4th quarter requisitions still outstanding, this reflects why property tax revenue exceeds the budget by over 6%.

With the re-gravel program being completed in August and the summer construction season winding down, the month of September shows significantly lower levels of expenditures compared to the previous couple of months as only \$673k of expenses were incurred compared to \$2.1M and \$2.4M, in August and July, respectively. This significant drop suggests that expenses were largely limited to base budget operating expenditures like wages, utilities, office supplies and vehicle related costs.

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 (+3)
- 1 DP's in progress <50% complete (-3)
- 0 DP's not started (n/c)

Investment Report - Quarter 3

Despite the strong returns of the investment portfolio, the County's cash position in Q3 remains tight with just over a \$1.7M remaining in accessible working capital and approximately \$13M in short and long term GIC's most of which are held with Canadian Western Bank (National Bank) with lower amounts held with the ATB and BMO. Currently, investments are set to mature between Q4 of 2025 and Q1 of 2030 with rates of these investments ranging from 2.4% to 4.79%. Using a combination of interest accruals and interest received, the portfolio has earned a total of \$588k as of September 2025 which exceeds the conservative budgetary number of \$529k in investment income.

Given that funds from the collection of property taxes is just starting to roll in, it is expected that the split of investments between firms may change considerably in the next few months as monies collected will be invested with financial institutions providing the best rates of return in the terms that support our investment ladder. The current rate environment suggests returns in the mid-3% range are to be expected. Administration will also be circling back with the investment arm of ATB in Q4 as they have established an investment team that is dedicated to the municipal government space and there may be opportunities to consider other approved investment instruments that are identified within our Investment Policy but have not yet expired.

Attachments:

Statement of Financial Position as at September 30, 2025

Statement of Operations up to September 30, 2025

Decision Paper Update to September 30, 2025

Quarterly Report - Investment Income as at September 30, 2025



County of Minburn No. 27
2025 Statement of Financial Position
As At September 30, 2025

FINANCIAL ASSETS	Sept/2025	August/2025	Dec/2024
Cash & Temporary Investments	14,595,054	15,370,053	28,466,857
Receivables			
Taxes & Grants in Place of Taxes Receivable	21,331,131	21,684,282	392,128
Due From Governments	121,079	89,167	130,155
Trade & Other Receivables	679,980	846,873	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:	\$ 37,028,302	\$ 38,291,434	\$ 30,673,426
LIABILITIES	Sept/2025	August/2025	Dec/2024
Accounts Payable & Accrued Liabilities	7,819,333	7,944,858	11,742,616
Asset Retirement Obligation	3,388,544	3,388,544	3,388,544
Deposit Liabilities	-	-	-
Deferred Revenue	1,344,575	826,040	729,290
Employee Benefit Obligations	- 107,711	- 106,850	330,460
Total Liabilities:	\$ 12,444,743	\$ 12,052,592	\$ 16,190,910
Net Financial Assets:	\$ 24,583,560	\$ 26,238,841	\$ 14,482,516
NON-FINANCIAL ASSETS	Sept/2025	August/2025	Dec/2024
Tangible Capital Assets	36,404,608	36,404,608	36,404,608
Inventory for Consumption	20,795,323	20,382,722	21,935,517
Prepaid Expenses	19,608	3,780	285,476
Total Non-Financial Assets:	\$ 57,219,538	\$ 56,791,109	\$ 58,625,600
ACCUMULATED SURPLUS:	\$ 81,803,098	\$ 83,029,951	\$ 73,108,117
Difference:	\$ 8,694,982	\$ 9,921,834	



County of Minburn No. 27
2025 Revenue & Expenditure Report
For Month Ending September 30, 2025

REVENUE	2025 Current Month	2025 Year-To-Date	2025 Budget	% of Budget Used	Same Period Last Year
Net Municipal Taxes	- 797,076	20,169,101	18,984,421	106.2%	104.5%
User Fees & Sale of Goods	50,506	294,207	325,550	90.4%	107.3%
Government Transfers	1,100	640,598	4,830,449	13.3%	7.9%
Investment Income	182,232	332,154	529,500	62.7%	31.8%
Penalties & Costs on Taxes	674	105,176	122,400	85.9%	61.4%
Gain on Disposal of Tangible Assets	-	260,800	-	N/A	1743.2%
Other	9,475	380,983	179,000	212.8%	47.6%
Totals:	-\$ 553,089	\$ 22,183,019	\$ 24,971,320	88.8%	85.5%

EXPENDITURES	2025 Current Month	2025 Year-To-Date	2025 Budget	% of Budget Used	Same Period Last Year
Administrative & Legislative	138,822	1,777,716	3,101,545	57.3%	30.4%
Fire Protection & Safety Services	49,511	937,181	1,673,021	56.0%	53.7%
Emergency Dispatch Services	8,350	27,289	18,000	151.6%	128.9%
Policing Services	-	53,694	250,000	21.5%	93.7%
Bylaw Enforcement, Health & Safety	5,176	33,744	45,400	74.3%	63.7%
Roads, Streets, Walks, Lights	371,725	9,120,758	15,752,865	57.9%	48.8%
Water Supply & Distribution	8,667	127,989	291,304	43.9%	64.2%
Wastewater Treatment & Disposal	23,184	56,117	117,861	47.6%	66.4%
Waste Management	6,369	135,406	360,030	37.6%	62.4%
Family & Community Support Services	-	126,307	168,409	75.0%	75.0%
Cemeteries	1,845	84,266	119,156	70.7%	111.6%
Planning & Economic Services	18,960	325,218	584,845	55.6%	54.6%
Agricultural Services Board	36,552	292,412	629,518	46.5%	51.4%
Recreation & Library Services	4,603	389,941	878,775	44.4%	45.2%
Totals:	\$ 673,764	\$ 13,488,038	\$ 23,990,729	56.2%	46.2%

Difference:

\$ 8,694,982

COUNTY OF MINBURN NO. 27
2025 Monthly Progress Report - At September 30, 2025
~Final~

Decision Papers - Operating								
Project Name	20%	40%	60%	80%	100%	Budget	Spent	Comments
Staff Remuneration / Compensation						\$ 140,000	\$ 105,000	Implemented January 1/2025 - Ongoing costs
Admin Bldg. Mechanical & Electrical Study						\$ 52,500	\$ 1,980	Additional testing completed. Awaiting the results and the final report regarding the mechanical and electrical condition.
Financial ERP System Replacement						\$ 200,000	\$ 203,923	Contract awarded; system configuration, migration and training underway
Emergency Responder Permanent Employee						\$ 97,200	\$ 48,600	Permanent employee hired
MRF 360 Degree Video of County						\$ 40,000		Field collection complete. MRF is finalizing data processing for publishing
Crossroads Capacity Building Projects						\$ 60,000		2025 CECI grant approved for \$30K (matched by \$30K partner funds). Contract awarded; work underway throughout 2025
Communications Project/Dev. Package						\$ 100,000	\$ 60,000	2024 SCOP grant approved for \$90K. Project total is \$100K. Municipal contribution (split by partners is \$10K). Contract awarded; work underway throughout 2025
Lavoy Infrastructure Assessment						\$ 60,000	\$ 49,368	Approved with MPE Engineering
Cemetery Survey / GIS Project						\$ 140,000	\$ 110,277	Surveying is complete, finalizing data for Ranfurly Cemetery
Decision Papers - Capital								
Project Name	20%	40%	60%	80%	100%	Budget	Spent	Comments
Fire Fighting Utility Terrain Vehicle						\$ 65,000	\$ 58,961	
Admin Bldg. Front Entry Rehabilitation						\$ 78,000	\$ 28,965	Door completed January 2025
New Fire Truck - Unit #910 Replacement						\$ 275,000	\$ -	Tender awarded to Fort Gary
Innisfree Fire Station Cold Storage Upgrade						\$ 115,000	\$ 99,636	
Innisfree Fire Turnout Gear Mobile Lockers						\$ 13,000	\$ 12,857	
Mannville Fire Sea Can Storage Project						\$ 8,000	\$ 13,182	
Turn Out Gear Decontamination Extractors						\$ 23,000	\$ 23,994	
Unit #518 Motor Scraper - Refurbishment						\$ 183,000	\$ 758,120	Refurbishment complete and ready for construction.
Fleet Truck Replacement (2)						\$ 130,000	\$ 115,591	Both trucks delivered and in service
Skidsteer Sweeper						\$ 15,000	\$ 11,166	Purchased and in service.
2025 CAT 160 Motor Graders (2)						\$ 1,339,620	\$ 1,339,620	Both graders delivered and in service
Vegreville Fire Truck						\$ 320,000	\$ 320,000	
BF75589 Bridge Work / Engineering						\$ 646,000	\$ 393,967	Tender approved with TerraPro Inc.
Ranfurly Sidewalk Rehabilitation						\$ 47,300	\$ 56,802	Project completed with Northwind Concrete.
Bridges (STIP Approved 4 Capital Bridges)						\$ 1,992,000	\$ 989,929	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.		



~ 2025 INTEREST SUMMARY ~	
Total Interest Accrued at September 30/2025	\$ 279,633.00
Total Interest Received at September 30/2025	\$ 500,551.27
Less: Portion of 2025 Interest Related to Prior Years	-\$ 191,340.81
Investment Interest as of September 30/2025 >>>>>>>>>>>>>>>>	\$ 588,843.46
2025 Budgeted Total Interest	\$ 529,500.00
% of Budget Received	111.21%
Investment Interest as of September 30/2024 >>>>>>>>>>>>>>>>	\$ 464,175.86

The Royal Canadian Legion

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

September 25, 2025

Once again the Royal Canadian Legion in Vegreville is busy preparing for the November 11 Ceremony for 2025, and it would be a great honour to have your participation during this special event. As in previous years, it will be held indoors at the Social Centre. Last year we had over 600 community members and military personnel attend the Ceremony.

Those participating in the March to the Social Centre will gather at the Branch with the doors opening at 9:00 a.m. We will be forming up in front of the Legion at 10:15 and stepping off at 10:30.

We ask that everyone be seated by 10:45, and the ceremony will start at 11:00 a.m.

If you wish to lay a wreath this year, please indicate this by completing the attached form, indicating the size of the wreath and your intention to lay it at the ceremony. Your generosity and caring for this campaign has been truly appreciated and we hope you will be able to attend this year. As an option, you can chose to email us your form and e-transfer the payment to the email below.

An indication of your participation will be required no later than October 31, 2025 so we can include you in our program. Please ensure you include your email address as we will be issuing all receipts via email.

We thank you for your support.

Phone: (780) 632-3900

Email: rclbr39poppy@gmail.com



Heather Short
Poppy Chair
587-280-2626



ROYAL CANADIAN LEGION, BRANCH 39, VEGREVILLE

2025 Poppy Campaign

Order Sheet

Business/Community Group: _____

Address: _____

Contact Name: _____

Phone Number: _____

Email Address: _____

<u>QUANTITY</u>	<u>PRODUCT</u>	<u>COST</u>	<u>TOTAL COST</u>
_____	#24 Wreath	\$140.00	_____
_____	#20 Wreath	\$ 90.00	_____
_____	#14 Wreath	\$ 55.00	_____
_____	#8 Wreath	\$ 33.00	_____
_____	Green Cross	\$ 50.00	_____

I do not want to lay a wreath but wish to donate to the
Poppy Campaign. My donation amount: _____

CHEQUE ENCLOSED _____

_____ Yes, we want to be included in your Ceremony.

_____ We would prefer to receive our future invitations by email.

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	75%	Mike		Issuing Tender documents for the vehicle and firefighting skid
2430	2025-186	21-Jul-25	Issue advance of \$8,350 to East Central 911 Call Answer Society for AFRRCS capital upgrades	100%	Mike/Jay	15-Sep-25	Invoice paid September 2025
2445	2025-205	18-Aug-25	First Reading approved for Amending LUB Land Use Bylaw 1368-25, advertise Public Hearing, Second and Third Readings to follow	100%	Davin	10-Sep-25	Public Hearing and Bylaw adopted at September 10 Council meeting
2448	2025-210	18-Aug-25	Amend Bridgeman Services Contract to include repairs to BF 00931 at a cost of \$137,500.00, inclusive of contingency and engineering; ensure funds are allocated from the bridge maintenance operating budget, and any funding shortfall to be covered from bridge reserves	100%	Norm	17-Sep-25	Amended contract completed
2455	2025-226	10-Sep-25	Third reading of Bylaw 1368-25 approved. Administration to add to website	100%	Davin	10-Sep-25	Posted on website
2456	2025-228	10-Sep-25	Advise TC Energy Council approved request to conduct a pipeline integrity dig within Twp Rd 514 road allowance and enter into agreement	100%	Davin	10-Sep-25	Emailed approval to TC Energy
2457	2025-229	10-Sep-25	Transfer deployment revenue in the amount of \$214,043 to Fire Reserves.	100%	Jay	30-Sep-25	Transfer completed September 30, 2025
2458	2025-231	10-Sep-25	Prepare letter of support for Town of Vegreville in their grant application to the Gov't of Alberta Watershed Resiliency and Restoration Program for the Riverside Cemetery Bank Assessment project	100%	Office of the CAO	15-Sep-25	Complete