



## **AGENDA**

Committee of the Whole

June 11, 2025

10:00 a.m.

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**1. CALL TO ORDER**

**2. CHANGES TO AGENDA & ADOPTION OF AGENDA**

**3. CONFIRMATION OF MINUTES**

**4. DELEGATIONS**

4.1 Vermilion RCMP Cpl. Corey Buckingham – 10:00 a.m.

4.2 Town of Vegreville Library Board – 10:15 a.m.

**5. REPORTS FOR DISCUSSION**

5.1 Oiled Road Bans

**Administration Presenter:**

Norm De Wet, Director of Operations

5.1 "Draft" Mobile Device Policy

**Administration Presenter:**

Jason Warawa, Director of Corporate Services

**6. COUNCILLOR REQUESTS (INFORMATION / PROGRAM REQUESTS)**

6.1 Division Reports

6.2 Councillor Request Report

*(To add or remove items from the Councillor Request Report)*

**7. CLOSED SESSION**

7.1 Transportation Services Agreement

*FOIP Section 24, Advice from officials*

7.2 "Draft" Work from Home Policy

*FOIP Section 17, Disclosure harmful to personal privacy*

7.3 Regional Collaboration

*FOIP Section 24, Advice from officials*

**8. OPEN SESSION**

**9. MOTIONS ARISING OUT OF THE CLOSED SESSION**

9.1 Transportation Services Agreement

9.2 "Draft" Work from Home Policy

9.3 Regional Collaboration

**10. ADJOURNMENT**



## Committee of the Whole Meeting Minutes

May 14, 2025  
9:00 a.m.

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  
Audra Kropielnicki, Executive Coordinator

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### 1. CALL TO ORDER

Reeve Konieczny called the meeting to order at 9:04 a.m.

### 2. CHANGES TO AGENDA & ADOPTION OF AGENDA

#### 2025-W047

**Moved by:** Councillor Anderson

THAT the Agenda for the May 14, 2025 Committee of the Whole meeting be adopted as presented.

**Carried**

### 3. CONFIRMATION OF MINUTES

#### 2025-W048

**Moved by:** Councillor Wowdzia

THAT the April 16, 2025 Committee of the Whole meeting minutes be adopted as presented.

**Carried**

### 4. DELEGATIONS

### 5. REPORTS FOR DISCUSSION

*Mike Fundytus entered the meeting at 9:15 a.m.*

## 6. COUNCILLOR REQUESTS (INFORMATION/PROGRAM REQUESTS)

- 6.1 Divisional Reports
- 6.2 Councillor Request Report

### 2025-W049

**Moved by:** Councillor Kuzio

THAT the Divisional Reports and Councillor Request Report be accepted as presented.

**Carried**

*Mike Fundytus left the meeting at 9:20 a.m.*

*Audra Kropielnicki left the meeting at 9:21 a.m.*

## 7. CLOSED SESSION

### 2025-W050

**Moved by:** Councillor Nafziger

THAT the Committee of the Whole meet in private to discuss matters protected from disclosure under the *Freedom of Information and Protection of Privacy Act (FOIP)*, specifically Section 21, Disclosure harmful to intergovernmental relations, and Section 24, Advice from officials, at 9:21 a.m.

**Carried**

#### 7.1 Vegreville Intermunicipal Meeting Update

*FOIP Section 21, Disclosure harmful to intergovernmental relations*

Name	Reason/Purpose
Pat Podoborzny	Strategic Leader of the Organization

#### 7.2 Wapasu Park

*FOIP Section 24, Advice from officials*

Name	Reason/Purpose
Pat Podoborzny	Strategic Leader of the Organization

## 8. OPEN SESSION

### 2025-W051

**Moved by:** Councillor Wowdzia

THAT the Committee of the Whole meeting revert to open session at 9:59 a.m.

**Carried**

## 9. MOTIONS ARISING OUT OF CLOSED SESSION

There were no motions from the Closed Session.

**10. ADJOURNMENT**

Reeve Konieczny declared the meeting adjourned at 9:59 a.m.

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Reeve

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Chief Administrative Officer



2025-05-20

Reeve Roger Konieczny  
County of Minburn, AB

Dear Reeve Konieczny,

Please find attached the quarterly Community Policing Report covering the period from January 1<sup>st</sup> to March 31<sup>th</sup>, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for the Vermilion Detachment.

As we approach summer, I would like to highlight the preparations that the Alberta RCMP have made to address what may be another busy wildfire season. The wildfire seasons of 2023 and 2024 have provided our organization with many lessons on the best ways to handle the unpredictability of wildfires. In March, we began planning for the 2025 wildfire season and this included the early staffing of our Division Emergency Operations Center (DEOC). In the past two years, DEOC has been the cornerstone of the police response to the wildfires in Alberta. The members and staff in DEOC are able to process information from various sources to determine the most optimal way to deploy police resources in areas under threat of wildfires.

Depending on the severity of the fire season, it may be necessary to draw resources from your police service to ensure the safety of people and property in affected communities. I want to assure you that the Alberta RCMP will keep the needs of your community in mind and will work to deploy only the resources which will not adversely impact the security of our own community. The Alberta RCMP remains ready to respond to wildfires in coordination with other provincial resources to protect our citizens and communities.

Thank you for your ongoing support and engagement. As your Chief of Police for your community, please do not hesitate to contact me with any questions or concerns.

Best regards,

*Corey Buckingham*

Sergeant Corey Buckingham  
Chief of Police  
Vermilion Detachment



Royal Canadian Mounted Police  
Gendarmes royales  
du Canada

Canada



## Alberta RCMP - Provincial Policing Report

### Detachment Information

**Detachment Name**

Vermilion

**Detachment Commander**

Sgt. Corey Buckingham

**Report Date**

May 20, 2025

**Fiscal Year**

2024-25

**Quarter**

Q4 (January - March)

### Community Priorities

**Priority #1: Crime Reduction - Property Crime****Updates and Comments:**

56 curfew checks were completed this quarter, bringing the total to 200. Goal (100) was exceeded.

**Priority #2: Police / Community Relations - Consultations and Connections****Updates and Comments:**

A second Town Hall was held on February 4, 2025, at Innisfree Seniors Drop-in Centre. Approximately 20 attendees. 2 of 2 Town Halls completed and the initiative was met.

32 public communications were completed, including media releases, Voyent/RAVE alerts, and Facebook posts. The Vermilion RCMP Facebook page went live on February 14, 2025. Total public communications for the year were 67 out of the goal of 50. Initiative was exceeded.

**Priority #3: Police / Community Relations - Police Visibility****Updates and Comments:**

193 documented vehicle stops were completed during quarter 4, bringing the annual total to 614 (out of 360). This initiative was well exceeded.

2 checkstops were completed, bringing it to a total of 7 checkstops this year, exceeding the initiative.





## Community Consultations

### Consultation #1

Date	Meeting Type
February 5, 2025	Town Hall
<b>Topics Discussed</b>	
Information Sharing, Education Session, Property Crime	
<b>Notes/Comments:</b>	
Vermilion Detachment hosted a Town Hall meeting at Innisfree Seniors Drop-In Centre. The presentation touched on a variety of topics, followed by a Q&A session.	

### Consultation #2

Date	Meeting Type
February 25, 2025	Meeting with Elected Officials
<b>Topics Discussed</b>	
Information Sharing, Annual Planning	
<b>Notes/Comments:</b>	
Vermilion RCMP attended the regular council meeting with the County of Vermilion River to discuss the Q3 report and planning for the new fiscal year.	



## Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	9	7	0	2
Detachment Support	3	3	0	0

**Notes:**

1. Data extracted on March 31, 2025 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

**Comments:**

Police Officers: Of the nine established positions, seven officers are currently working with none on special leave. There are two hard vacancies at this time, one of which has an identified backfill of an experienced member with a start date of early June, 2025.

Detachment Support: Of the three established positions, three resources are currently working.



























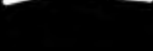

Vermilion Provincial Detachment

Crime Statistics (Actual)

January to March: 2021 - 2025

All categories contain "Attempted" and/or "Completed"

April 3, 2025
























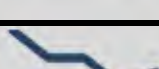









CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	0	1	0	N/A	-100%	0.1
Robbery		2	0	0	0	0	-100%	N/A	-0.4
Sexual Assaults		5	2	2	2	2	-60%	0%	-0.6
Other Sexual Offences		1	3	6	1	4	300%	300%	0.4
Assault		10	15	19	23	31	210%	35%	5.0
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		1	0	2	0	1	0%	N/A	0.0
Criminal Harassment		8	6	7	7	8	0%	14%	0.1
Uttering Threats		7	13	12	9	9	29%	0%	0.0
<b>TOTAL PERSONS</b>		<b>34</b>	<b>39</b>	<b>48</b>	<b>43</b>	<b>55</b>	<b>62%</b>	<b>28%</b>	<b>4.6</b>
Break & Enter		18	11	30	26	16	-11%	-38%	1.1
Theft of Motor Vehicle		10	22	18	14	7	-30%	-50%	-1.4
Theft Over \$5,000		5	2	4	7	3	-40%	-57%	0.1
Theft Under \$5,000		31	49	36	30	32	3%	7%	-1.7
Possn Stn Goods		14	27	37	18	6	-57%	-67%	-2.5
Fraud		16	14	13	14	15	-6%	7%	-0.2
Arson		0	3	3	2	2	N/A	0%	0.3
Mischief - Damage To Property		13	19	20	23	20	54%	-13%	1.8
Mischief - Other		15	13	21	10	25	67%	150%	1.7
<b>TOTAL PROPERTY</b>		<b>122</b>	<b>160</b>	<b>182</b>	<b>144</b>	<b>126</b>	<b>3%</b>	<b>-13%</b>	<b>-0.8</b>
Offensive Weapons		5	7	3	9	4	-20%	-56%	0.0
Disturbing the peace		5	3	7	8	8	60%	0%	1.1
Fail to Comply & Breaches		32	36	35	28	14	-56%	-50%	-4.4
<b>OTHER CRIMINAL CODE</b>		<b>8</b>	<b>4</b>	<b>7</b>	<b>7</b>	<b>13</b>	<b>63%</b>	<b>86%</b>	<b>1.3</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>50</b>	<b>50</b>	<b>52</b>	<b>52</b>	<b>39</b>	<b>-22%</b>	<b>-25%</b>	<b>-2.0</b>
<b>TOTAL CRIMINAL CODE</b>		<b>206</b>	<b>249</b>	<b>282</b>	<b>239</b>	<b>220</b>	<b>7%</b>	<b>-8%</b>	<b>1.8</b>

Vermilion Provincial Detachment

Crime Statistics (Actual)

January to March: 2021 - 2025

All categories contain "Attempted" and/or "Completed"
 April 3, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		1	4	4	2	1	0%	-50%	-0.2
Drug Enforcement - Trafficking		5	3	0	2	4	-20%	100%	-0.3
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>6</b>	<b>7</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>-17%</b>	<b>25%</b>	<b>-0.5</b>
Cannabis Enforcement		0	0	0	0	1	N/A	N/A	0.2
Federal - General		1	1	2	4	5	400%	25%	1.1
<b>TOTAL FEDERAL</b>		<b>7</b>	<b>8</b>	<b>6</b>	<b>8</b>	<b>11</b>	<b>57%</b>	<b>38%</b>	<b>0.8</b>
Liquor Act		1	1	3	1	0	-100%	-100%	-0.2
Cannabis Act		1	0	4	0	2	100%	N/A	0.2
Mental Health Act		4	13	13	18	16	300%	-11%	2.9
Other Provincial Stats		30	15	16	22	39	30%	77%	2.5
<b>Total Provincial Stats</b>		<b>36</b>	<b>29</b>	<b>36</b>	<b>41</b>	<b>57</b>	<b>58%</b>	<b>39%</b>	<b>5.4</b>
Municipal By-laws Traffic		0	0	1	0	0	N/A	N/A	0.0
Municipal By-laws		7	1	1	0	2	-71%	N/A	-1.1
<b>Total Municipal</b>		<b>7</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>-71%</b>	<b>N/A</b>	<b>-1.1</b>
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		7	21	7	10	5	-29%	-50%	-1.5
Property Damage MVC (Reportable)		42	67	58	44	36	-14%	-18%	-3.5
Property Damage MVC (Non Reportable)		6	12	14	7	15	150%	114%	1.3
<b>TOTAL MVC</b>		<b>55</b>	<b>100</b>	<b>79</b>	<b>61</b>	<b>56</b>	<b>2%</b>	<b>-8%</b>	<b>-3.7</b>
Roadside Suspension - Alcohol (Prov)		6	9	14	4	11	83%	175%	0.5
Roadside Suspension - Drugs (Prov)		1	0	2	1	1	0%	0%	0.1
<b>Total Provincial Traffic</b>		<b>351</b>	<b>305</b>	<b>307</b>	<b>330</b>	<b>322</b>	<b>-8%</b>	<b>-2%</b>	<b>-3.3</b>
<b>Other Traffic</b>		<b>4</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>-75%</b>	<b>N/A</b>	<b>-0.8</b>
<b>Criminal Code Traffic</b>		<b>14</b>	<b>19</b>	<b>24</b>	<b>22</b>	<b>19</b>	<b>36%</b>	<b>-14%</b>	<b>1.3</b>
<b>Common Police Activities</b>									
False Alarms		8	16	15	11	9	13%	-18%	-0.3
False/Abandoned 911 Call and 911 Act		13	7	20	10	17	31%	70%	1.1
Suspicious Person/Vehicle/Property		37	37	16	28	6	-84%	-79%	-7.1
Persons Reported Missing		2	1	0	1	1	-50%	0%	-0.2
Search Warrants		1	2	1	0	0	-100%	N/A	-0.4
Spousal Abuse - Survey Code (Reported)		19	17	26	24	25	32%	4%	1.9
Form 10 (MHA) (Reported)		0	1	1	3	1	N/A	-67%	0.4

Occurrence Stats (All Violations)

Violation group - Traffic Offences - Traffic Accidents					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
9930 0020 Traffic Collision(s) - Non - Fatal Injury	2	0	2	0	0	0	0.0%
9930 0030 Traffic Collision(s) - Property Damage - Reportable	6	0	6	1	0	1	16.7%
9930 0040 Traffic Collision(s) - Property Damage - Non - Reportable	3	0	3	0	0	0	0.0%
	11	0	11	1	0	1	9.1%
Violation group - Traffic Offences - Provincial Traffic Offences					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
9900 0030 Moving Traffic - Speeding Violations - Provincial/Territorial	8	0	8	6	1	0	12.5%
9900 0040 Other Moving Traffic Violations - Provincial/Territorial	9	0	9	3	1	3	44.4%
9900 0070 Other Non-Moving Traffic - Provincial/Territorial	10	0	10	4	0	0	0.0%
9900 0100 Dangerous Driving (Provincial/Territorial)	1	0	1	1	0	0	0.0%
9900 0130 Non-Moving Traffic - Use Of Electronic Handheld Device / Distracting Behaviour Violations - Provincial / Territorial	1	0	1	0	1	0	100.0%
	29	0	29	14	3	3	20.7%
Violation group - Traffic offences - Impaired Operation Related Offences					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
9230 0070 Operation while impaired (alcohol)/over 80mg% of Motor Vehicle	1	0	1	1	0	0	0.0%
	1	0	1	1	0	0	0.0%
Violation group - Provincial Statutes {except traffic}					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
7300 0180 Trespass Act - Provincial/Territorial - Offences Only	1	0	1	0	0	1	100.0%
8840 0297 Coroner's Act - Sudden Death/Other Activities	1	0	1	0	0	0	0.0%
8840 0336 Mental Health Act - Other Activities	1	0	1	0	0	0	0.0%
8840 0341 911 Act - Other Activities	2	0	2	0	0	0	0.0%
8840 0376 Trespass Act - Provincial/Territorial - Other Activities	1	0	1	0	0	1	100.0%
8840 0381 Other Provincial/Territorial Statutes (not otherwise specified) - Other Activities	2	0	2	0	0	0	0.0%
	8	0	8	0	0	2	25.0%

Occurrence Stats (All Violations)

Violation group - Other Criminal Code - Other Criminal Code					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
3420 0020 Counterfeit money: buy/possess/import	1	0	1	1	0	0	0.0%
3470 0010 Resists/obstructs peace officer	1	0	1	0	1	0	100.0%
3812 0010 Injure Or Endanger Other Animals	1	0	1	0	1	0	100.0%
	3	0	3	1	2	0	66.7%
Violation group - Other Criminal Code - Offensive Weapons					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
3375 0015 Possession of weapon for dangerous purpose	1	0	1	0	1	0	100.0%
3395 0010 Unsafe storage of firearms	1	0	1	0	0	1	100.0%
	2	0	2	0	1	1	100.0%
Violation group - National Survey Codes					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
8999 3008 Request of Service of Legal Document - Warrant Other than Search Warrants - Provincial Statutes	1	0	1	0	0	0	0.0%
8999 3057 Prisoners Held	1	0	1	0	0	0	0.0%
8999 3064 Written Traffic Offence Warnings - Provincial/Territorial	1	0	1	0	1	0	100.0%
8999 3065 Victim Services Offered - Accepted	2	0	2	1	0	1	50.0%
8999 3066 Victim Services Offered - Declined	13	0	13	6	0	3	23.1%
8999 3071 Victim Services - Proactive Referral	1	0	1	0	0	0	0.0%
	19	0	19	7	1	4	26.3%
Violation group - Drug Enforcement - Trafficking					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
4250 0020 Possession for the Purpose of Trafficking - Schedule I: Methamphetamine (Crystal Meth)	1	0	1	0	1	0	100.0%
	1	0	1	0	1	0	100.0%
Violation group - Crimes Against the Person - Sexual Offences					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
1330 0010 Sexual Assault	1	0	1	0	0	1	100.0%
	1	0	1	0	0	1	100.0%

Violation group - Crimes Against the Person - Robbery/Extortion/Harassment/Threats					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
1625 0010 Criminal Harassment	1	0	1	1	0	0	0.0%
1627 0010 Uttering threats against a person	0	0	0	0	0	1	0.0%
	1	0	1	1	0	1	100.0%
Violation group - Crimes Against the Person - Assaults {excluding sexual assaults}					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
1430 0010 Assault	0	0	0	0	0	1	0.0%
	0	0	0	0	0	1	0.0%
Violation group - Crimes Against Property - Theft under \$5000.00					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
2140 0011 Other theft under \$5000	4	0	4	3	0	1	25.0%
	4	0	4	3	0	1	25.0%
Violation group - Crimes Against Property - Theft over \$5000.00					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
2135 0106 Taking Motor Vehicle/Vessel without consent of owner	1	0	1	0	0	1	100.0%
	1	0	1	0	0	1	100.0%
Violation group - Crimes Against Property - Possession of Stolen Goods					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
2153 0010 Possession of property obtained by crime over \$5000	1	0	1	1	0	0	0.0%
	1	0	1	1	0	0	0.0%
Violation group - Crimes Against Property - Mischief					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
2170 0091 Mischief - damage to property (except motor vehicle) 430(3)&(4) CC	2	0	2	2	0	0	0.0%
2170 0095 Mischief to motor vehicle 430(3)&(4) CC	2	0	2	1	1	0	50.0%
2170 0100 Mischief - Obstruct enjoyment of property	4	1	3	3	0	0	0.0%
	8	1	7	6	1	0	14.3%

Occurrence Stats (All Violations)

Violation group - Crimes Against Property - Fraud					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
2160 0070 Fraud (money/property/security) greater than \$5000	1	0	1	1	0	0	0.0%
2160 0075 Fraud (money/property/security) less than or equal to \$5000	2	0	2	2	0	0	0.0%
	3	0	3	3	0	0	0.0%
Violation group - Crimes Against Property - Break and Enter					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
2121 0010 Break and Enter to Steal Firearm	1	0	1	0	0	1	100.0%
	1	0	1	0	0	1	100.0%
Violation group - Common Police Activities - Related Police Activities					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
8550 0020 Abandoned Vehicles	4	0	4	0	0	0	0.0%
8550 0060 Items Lost/Found - except passports	3	0	3	2	0	0	0.0%
	7	0	7	2	0	0	0.0%
Violation group - Common Police Activities - Assistance to General Public					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
8546 0010 Assist General Public	1	0	1	0	0	0	0.0%
8550 0190 Wellbeing Check	4	0	4	0	0	0	0.0%
	5	0	5	0	0	0	0.0%
Totals					Clearance		
	Reported	Unfounded	Actual	Not cleared	By Charge	Otherwise	Rate
	106	1	105	40	9	17	24.8%

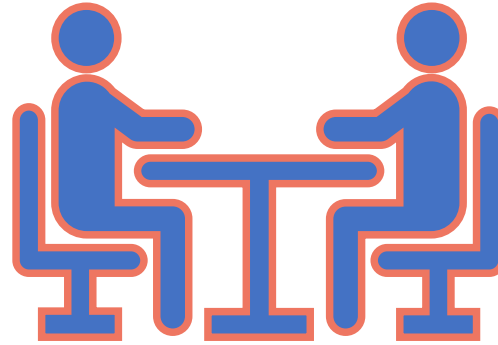
# **Vegreville Centennial Library**

**2025**



## BOARD MEMBERS

- Cherkas, Jennifer (Chairperson)
- Ralph, Crsyta (Vice Chairperson)
- Palichuk, Natasha
- Petro, Lindsay
- Bilodeau, Andrea
- Melsted, Jessica
- Warawa, Tina (Councilor)
- Huijsink, Christina

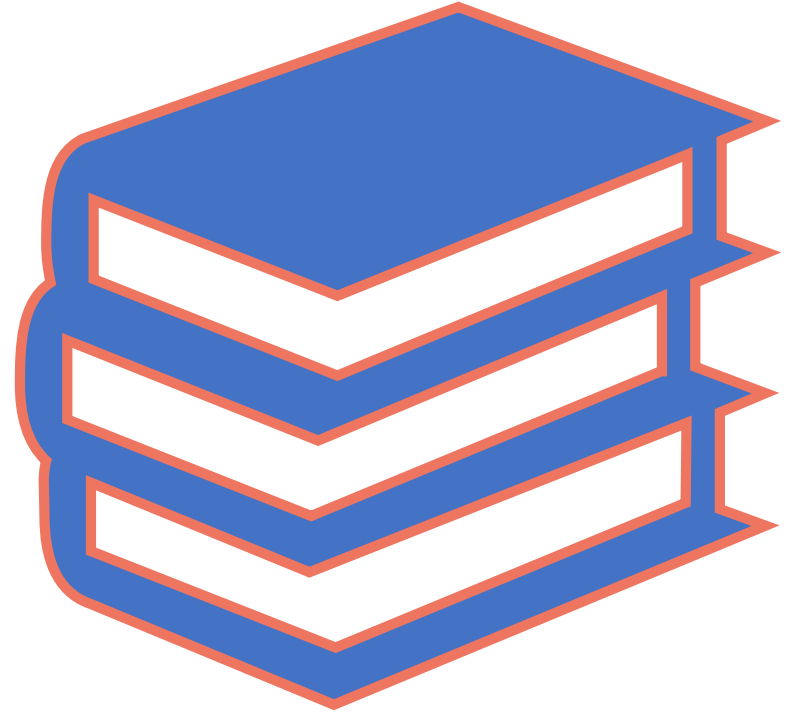


LIBRARY STAFF



# VISION

Vegreville Centennial Library connects ideas,  
people, and knowledge.



# MISSION

Vegreville Centennial Library strives to be Vegreville's community living room, offering programs and resources for everyone, in a welcoming and inclusive space.



# 2024 programs

Family Time

Story Time

Bear Bag

Movie Day at  
the Library

Reading  
Receipt  
Contest

Craft and  
Chat

Deck the  
Halls Crafts  
with Kids

Confidence  
in Color

Book Club

Family Time

After School  
Lego

Science  
Literacy  
Week

Nature  
Summer  
Sprouts

Senior's  
Week

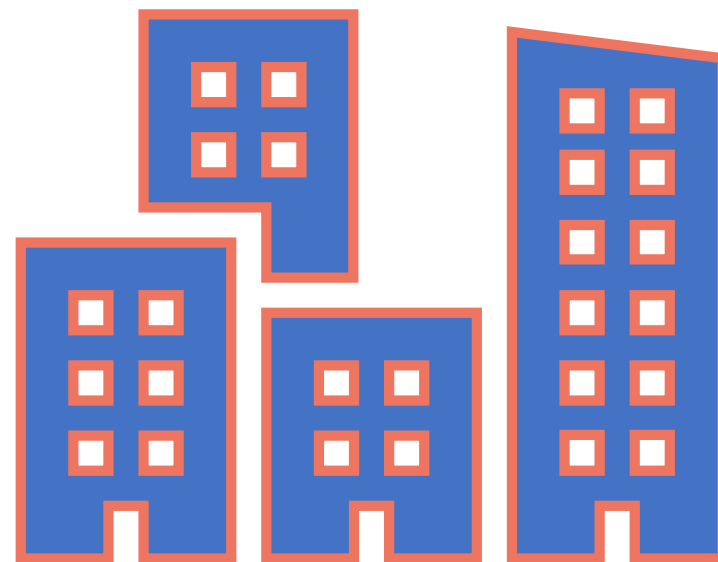
Adult Craft



Sensory  
Friendly  
Story Time

Seed Library

Family Craft  
Kits

# **2024/5 Library Highlights**





<b>Key 2024 Library Highlights</b>	<b>Status</b>
<b>Redesign of the Children Area</b>	<b>In Progress</b>
<b>Plan of Services</b>	<b>Complete</b>
<b>Library New Logo Design</b>	<b>Complete</b>

# Plan of Service 2025-2029

## OBJECTIVES

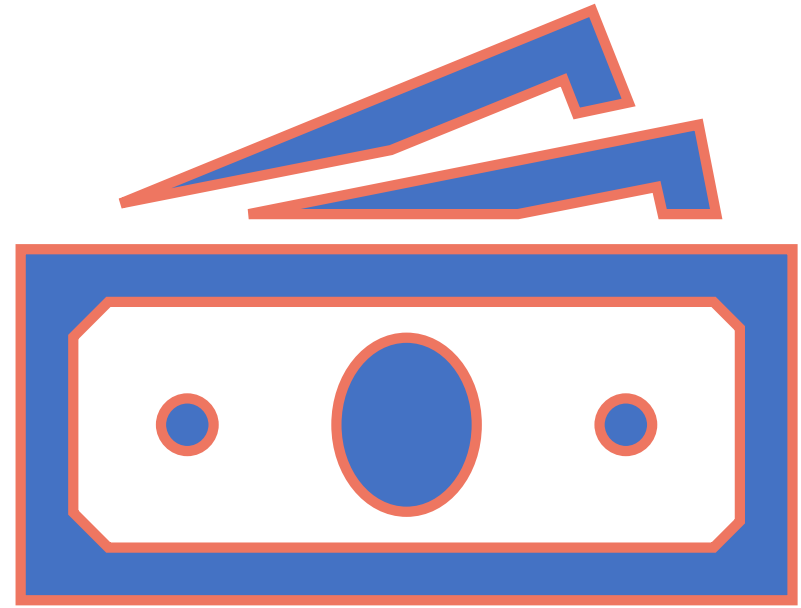
- Innovation Ideas For Making The Library a Comfortable Space for Everyone.
- Expanding Library Access Through Flexible Operating Hours.
- Advertising/Community Engagement/Partnership.
- Expanded Program Service.



# Desired Impacts

- Increased library usage through inclusive and welcoming spaces.
- Stronger community connections via engagement and partnerships.
- Improved accessibility with flexible hours and adaptive services.
- Greater participation in programs and events.
- Enhanced digital literacy and lifelong learning opportunities.
- Stronger financial sustainability through sponsorships and partnerships.
- Cultural inclusion in programming and collections.

# 2025 Library Budget





# Summary Revenue Breakdown

**Funding Ask to County of Minburn:**  
**\$55,000**

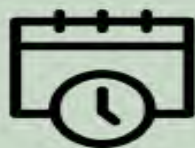
CATEGORY	AMOUNT (\$)
Grants (Federal, Provincial, Local)	384,374
Donations & Fundraising	29,500
Sales, Fees & Fines	14,750
Reserve Transfer	38,737
Sponsorships & Other	750
<b>Total Revenue</b>	<b>468,111</b>
Facilities (Estimated)	136,049
<b>Grand Total Revenue</b>	<b>604,160</b>

# Summary Expense Breakdown

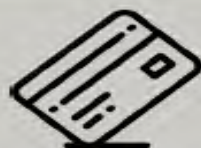
Category	Amount (\$)
Wages & Benefits	352,911
Programs, Supplies & Tech	53,600
Fees, Training & Recognition	25,650
Redesign & Misc. Costs	36,700
<b>Total Operating Expenses</b>	<b>468,111</b>
Facilities (Estimated)	136,049
<b>Grand Total Expenses</b>	<b>604,160</b>

# 2024 **ANNUAL** **STATISTICS**





The library had 2,256 open hours in 2024!



950 people have a card at our library



32,397 people walked through our doors last year



In addition to 6,655 website visits



The library added 1,884 new items last year



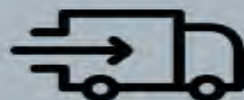
Bringing the total collection to 51,472



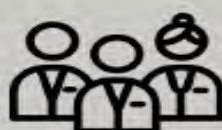
There were 8,563 downloads of e-Content



Contributing to a total of 45,084 checkouts!



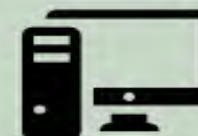
We lent our items to libraries outside of our system 9,585 times



Our service is delivered by 12 dedicated staff



And 27 amazing volunteers



The library has 5 public computers



And brought in 5,102 items upon patron request



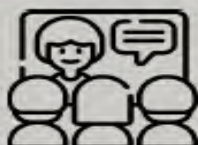
We answered 612 reference questions



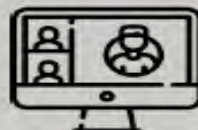
And our meeting spaces were booked times



mobile devices available for loan



We offered 276 in-person programs



18 virtual programs



And digital literacy programs



6,183 people attended in total!



And our Wi-Fi had 21,910 connections!

**Thank you**





## **COMMITTEE OF THE WHOLE DISCUSSION PAPER**

**Topic:** Oiled Road Bans

**Date:** June 11, 2025

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### **Background**

As directed by Council, further information is being provided in the discussion to reduce oiled roads down to a 50% axle weight ban.

### **Information for the Committee**

As discussed, the intent of implementing a 50% road ban is to better preserve oiled road surfaces and extend their lifespan. While in principle a 50% ban would offer improved protection, there are several considerations for the Committee of the Whole.

The first consideration is the cost of implementation. This includes the purchase and installation of approximately 40 new road ban signs, as well as the associated labour. The estimated cost to the County is approximately \$2,000 for signage and hardware alone.

Another consideration is enforcement. The County does not currently actively enforce road restrictions. Based on past experience, industry stakeholders generally comply with road bans; however, some agricultural producers do not consistently follow the required restrictions.

It should also be noted that there may be pushback from local businesses and producers who currently comply with the 75% ban. They may view a shift to 50% as an added barrier, potentially leading to complaints directed at Council and administration.

Reaching out to other municipal Counties, the following information was obtained:

Flagstaff County:

Some sections of their oiled road network are restricted to 50% axle weight for approximately three months, after which the limit is increased to 75%.

Beaver County:

Generally, all oiled roads are restricted to 75%, with only one road limited to 50%. They noted that without enforcement, restrictions have little effect.

County of Warner:

The County experienced significant backlash from local producers over implementing a 75% road ban. As a compromise, Council permitted 100% loads but reduced the speed limit to 60 km/h for heavy trucks. All other traffic continues at 80 km/h.

County of Provost:

All oiled roads are restricted to 75%. However, agricultural hauling permits are issued allowing 100% loads, provided the speed is reduced to 60 km/h.

### **Recommendation**

THAT the Committee of the Whole accepts this report as information.



## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic:** DRAFT Mobile Device Policy

**Date:** June 11, 2025

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### Background

Currently there is no formal policy that permits the allocation of County mobile devices, authorizes the use of personal mobile devices for County related business or for the associated reimbursement.

There was an original listing of approved employees which has been expanded as needs increased. For applicable new employees, a cell phone reimbursement is included as part of their offer of employment letter. The current rate for employees regardless of use is \$40.00/month. During the summer months, there are 39 employees receiving such a payment. This number drops to 24 during the fall/winter season. The cost ranges between \$1,000 - \$1,500 per month.

While the amount seems significant, the cell phone has largely replaced the need for handheld radios and desk phones for equipment operators and has facilitated better internal communication amongst field staff. In addition, the use of the mobile devices has increased to include having a safety app, the ability to generate work orders and capturing field conditions or incidents. To this effect, it has become an invaluable tool for the workplace.

On the administrative side of things, there is less work-related use however, with increased requirements with respect to IT related security protocols like multi-factor authentication are being employed. In addition, the use of mobile devices when remote working provides a more seamless integration with the operation.

The proposed mobile device policy establishes three levels of users.

Senior management would primarily be classified as Tier 1 due to their extensive use of their personal mobile devices both inside and outside of regular business hours and when necessary, while on scheduled leaves like vacation. A capital replacement component is considered as it largely offsets the internal costs of providing a phone/plan and reduces the need for internal device management.



The second tier is primarily for employees working in the field as they are required to download and use the SafeTapp app, generate and respond to workorders and communicate throughout the workday.

The lowest tier is primarily reserved for administrative staff for functions like multi-factor authentication as well as the ongoing expectation of using it for internal communications.

### **Recommendation**

THAT the Committee endorse the draft Mobile Device policy as presented and direct Administration to bring it back to a future Council meeting for approval.

### ***Attachment:***

*Draft Mobile Device Policy*



# Policy

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## Mobile Device Policy

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**Policy Number:** "DRAFT" AD \_\_\_\_\_

**Supersedes Policy Number:** New

**Approved by Council:** TBD

**Next Review Date:** 2029

**Resolution No:** TBD

**Last Review Date:** N/A

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### POLICY STATEMENT

Mobile devices are an integral tool in the County's workplace and can support a variety of functions that facilitate a more productive and efficient workforce. This policy not only recognizes the importance of these devices, but also provides guidance regarding usage, expectations and compensation when applicable.

### PURPOSE

The purpose of this policy is to define the authorization, administration, and acceptable use of mobile devices. This policy applies to all employees using mobile devices for work purposes.

### DEFINITIONS

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

**Employee** means an individual employed to do work on a permanent, non-permanent or term basis, full-time or part-time for the County and who is included on the County's monthly payroll.

**Mobile Devices** means portable electronic devices that enable communication, data access, or computing while away from a fixed workstation. This includes smartphones used to send, receive, or store work-related information.

### ELIGIBILITY AND AUTHORIZATION

Authorization for mobile device usage is determined by the Chief Administrative Officer (CAO) in consultation with the Departmental Directors. Eligibility is based on the position and job function, not the individual employee.

The County-owned mobile devices are restricted to Management and will be provided at the discretion of the CAO.

The County supports the use of personal mobile devices to facilitate the completion of work-related tasks when appropriate.

## **DEVICE OWNERSHIP AND MANAGEMENT**

County-owned mobile devices and all data, documents, and information remain the sole property of the County.

Subsidized mobile devices remain the sole property of the owner, but all County data, documents, information, and work products created, received, transmitted, synchronized, or downloaded remain the sole property of the County.

Employees are required to return County-owned mobile devices to their Supervisor or Corporate Services upon termination, change of duties, or at the request of the CAO.

Out-of-service (obsolete, damaged, replaced, etc.) County-owned mobile devices must be returned to the Corporate Services to wipe any County information prior to disposal.

## **SUBSIDIZATION AND REIMBURSEMENT**

The County may subsidize personal mobile devices at the request of the department Director and at the discretion of the CAO.

Reimbursement is tiered based on usage and the following criteria:

<b>Tier</b>	<b>Eligibility</b>	<b>Monthly Amount</b>
Tier I	Senior management, requiring 24/7 availability and timely responses regardless of location/time	\$100.00
Tier II	Mobile device used in regular course of duties including but not limited to safety app, work order management, primary source of communication, accessing emails and recording of field conditions or incidents	\$40.00
Tier III	Internal messaging, multi-factor authentication, and remote work support	\$20.00

Reimbursement is provided monthly and included on the employee's pay cheque.

Partial months of employment will be prorated.

There will be no subsidization for the purchase of a device except for Tier I where the reimbursement is based on \$60/month for mobile device usage including data and \$40 for mobile device replacement.

Subsidies paid to an employee for a personal mobile device may be deemed a taxable benefit.

## **USAGE AND SECURITY**

Users are required to use County resources in an acceptable manner.

Users shall not drive or operate a vehicle, machinery, or equipment while holding, viewing, or manipulating a mobile device, and must abide by the provisions of the Traffic Safety Act and any other applicable laws.

Users shall ensure that County data, documents and information contained on mobile devices secure, not saved to a personal cloud storage or shared with family members or any other person's not employed by the County.

## **DISCIPLINE AND LIABILITY**

Policy violations may result in revoked privileges or discipline.



**COMMITTEE OF THE WHOLE  
DIVISION REPORT**

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

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

**For Presentation at** \_\_\_\_\_ **Committee of the Whole Meeting**

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

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

**Resident Comments:**



**COMMITTEE OF THE WHOLE  
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**For Presentation at** \_\_\_\_\_ **Committee of the Whole Meeting**

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

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

**Resident Comments:**

Request #	Councillor Name or Motion Number	Request Title	Request	Responding Dept	Response	Response Date	Status
CR25-03	ASB 2025-ASB003	Coyote Harvest Incentive Program	Operations to investigate and develop a Coyote Harvest Incentive Program policy pending funding from Alberta Professional Outfitters Society	Operations			Ongoing
CR25-31	2025-ASB019	ASB Strategic Plan	Administration incorporate approved goals and strategies into a draft ASB Strategic Business Plan for the June ASB meeting	Operations	Currently working on the project.	01-May-25	Ongoing
CR25-32	2025-ASB020	NE Region ASB Conference	Administration prepare a draft NE Region ASB Conference Agenda for presentation at the June ASB meeting	Operations	Currently working on the agenda.	01-May-25	Ongoing
CR25-34	2025-ASB022	ALUS Program Budget	Administration prepare the Terms of Reference for the Project Advisory Committee	Operations	Currently working on the TOR to be presented in June at	01-May-25	Ongoing
CR25-35	2025-ASB023	ALUS Program Budget	Administration prepare a contract for sharing a coordinator with the County of Two Hills for the June ASB meeting	Operations	Letter sent to Two Hills County by the CAO to see if they're willing to partner on the ALUS program.	01-May-25	Ongoing