



AGENDA

April 15, 2024 – County Council Meeting – 10:00 AM

- 1. Call to Order**
- 2. Changes to Agenda and Adoption of Agenda**
- 3. Confirmation of Minutes**
 - 3.1 March 14, 2024, Council Meeting
 - 3.2 April 4, 2024, Special Council Meeting
- 4. Delegations**
 - 4.1 Wilde & Company – 10:30 a.m.
Presentation of 2023 Financial Statement
- 5. Council Priorities**
- 6. Requests for Decision**
 - 6.1 2024 Final Budget
 - 6.2 Tax Rate Bylaw
 - 6.3 Hamlet of Minburn Special Tax Bylaw
 - 6.4 Rescind Personnel Policy AD 1006-01
 - 6.5 Information Security Policy No. AD 1026-01
 - 6.6 Employee Code of Conduct and Ethics Policy No. AD 1027-01
 - 6.7 Information Management Policy No. AD 1028-01
 - 6.8 Employee Business Expense Policy No. AD 1029-01
 - 6.9 Spring Clean-up Program – County Owned Hwy 16A's
 - 6.10 Friends of A.L. Horton Elementary School re Playground
 - 6.11 Health and Safety Policy No. PS 8008-01
 - 6.12 Workplace Violence Prevention Policy No. AD 1024-01
 - 6.13 Respectful Workplace Policy No. AD 1025-01
 - 6.14 Green Light Bylaw No. 1347-24
 - 6.15 Full-Time Emergency Responder
 - 6.16 Crossroads Economic Development Alliance & Survey Business Introduction Letter
- 7. Reports**
 - 7.1 Reeve
 - 7.2 Council
 - 7.3 CAO
 - 7.4 Operations
 - 7.5 Planning & Community Services
 - 7.6 Protective Services
 - 7.7 Corporate Services
- 8. Correspondence and Information Items**
 - 8.1 Two Hills School Funding Request
 - 8.2 Delta Waterfowl Non-Profit Conservation Organization
 - 8.3 Provincial Education Requisition Credit Program Extension
 - 8.4 Creditors of Alpha Bow Energy - Restructuring
- 9. Councillor Requests (Information Requests and Notices of Motion)**
 - 9.1 Action Item List
- 10. Closed Session**
 - 10.1 CAO Evaluation - *FOIP sec. 17, harmful to personal privacy*
- 11. Open Session**
- 12. Motions arising out of the Closed Session**
- 13. Adjournment**



Council Meeting Minutes

March 14, 2024

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

Administration Present: Norm De Wet, Acting Chief Administrative Officer/ Director of Operations
Jason Warawa, Director of Corporate Services
Mike Fundytus, Director of Protective Services
Davin Gegolick, Director of Planning and Community Services
Trudy Shukalak, Senior Administrative Support Specialist

Administration Absent: Pat Podoborzny, Chief Administrative Officer

1 CALL TO ORDER

Reeve Konieczny called the meeting to order at 10:00 a.m.

2 ADOPTION OF AGENDA

2024-037

Moved by: Deputy Reeve Kuzio

THAT the March 14, 2024, regular Council meeting Agenda be adopted as presented.

Carried

3 CONFIRMATION OF MINUTES

3.1 February 20, 2014, Council Meeting

2024-038

Moved by: Councillor Ogrodnick

THAT the February 20, 2024, regular Council meeting minutes be adopted as presented.

Carried

4 DELEGATIONS

5 COUNCIL PRIORITIES

2024-039

Moved by: Councillor Wowdzia

THAT the Council Priorities be accepted as presented.

Carried

6 REQUESTS FOR DECISION

6.1 Subdivision File No. 03-2024

2024-040

Moved by: Member Bentley

THAT the Subdivision Authority approve Subdivision Application File No. 03-2024 regarding NW 20-53-14-W4M as per the required conditions of the report presented.

Carried

6.2 Subdivision File No. 04-2024

2024-041

Moved by: Member Wowdzia

THAT the Subdivision Authority approve Subdivision Application File No. 04-2024 regarding SE 4-52-8-W4M as per the required conditions of the report presented.

Carried

6.3 Land Use Bylaw No. 1348-24

Land Use Bylaw No. 1348-24 was presented for the purpose of regulating the use and development of land within the County of Minburn No. 27.

2024-042

Moved by: Deputy Reeve Kuzio

THAT Land Use Bylaw No. 1348-24 be given first reading.

Carried

6.4 Crack Sealing Tender

2024-043

Moved by: Councillor Anderson

THAT Council award the 2024 Crack Sealing Project Contract to Marshall Lines for a cost of \$28,140.

Carried

6.5 Asset Disposal – CAT Graders

2024-044

Moved by: Councillor Nafziger

THAT Council approve the sale of Unit 325, CAT 14M motorgrader to Road to Rail for a cost of \$275,000, and the sale of Unit 328, CAT 160M motorgrader to Road to Rail for a cost of \$235,500.

Carried

6.6 Township Road 524 – Aggregate Seal Coat Tender

2024-045

Moved by: Councillor Bentley

THAT Council award the Township Road 524 Aggregate Seal Coat Tender to Ant Construction Ltd. for a cost of \$178,635.45, including engineering.

Carried

6.7 Innisfree Fire Hall Renovation Project

2024-046

Moved by: Councilor Nafziger

THAT Council award the Innisfree Firehall Renovation Project to Fullswing Construction for a cost of \$60,427.50.

Carried

6.8 Vegreville FCSS Donation Request

2024-047

Moved by: Councillor Wowdzia

THAT Council approve to provide funding to Vegreville and District Family and Community Support Services (FCSS) in the amount of \$2,000 to assist them with expenses incurred for their 50th Anniversary Celebration.

Carried

6.9 Letter of Support – Lavoy Action Society

2024-048

Moved by: Deputy Reeve Kuzio

THAT Council provide a letter of support to the Lavoy Action Society for their grant applications to fund the upgrades of the Lavoy Community Hall.

Carried

6.10 Letter of Support – Go East of Edmonton Regional Tourism Organization (RTO)

2024-049

Moved by: Councillor Bentley

THAT Council provide a letter of support to Go East of Edmonton Regional Tourism Organization (RTO) for their grant application to the Travel Alberta Cooperative Investment Fund for their rural development and promotion campaign.

Carried

6.11 May Committee of the Whole Meeting Date/Time Change

2024-050

Moved by: Deputy Reeve Kuzio

THAT Council reschedule the date of the May 15, 2024, Committee of the Whole meeting to May 21, 2024, at 9:00 a.m.

Carried

6.12 Health and Safety Policy No. PS 8008-01

6.13 Information Security Policy No. AD 1026-010

6.14 Respectful Workplace Policy No. AD 1025-01

6.15 Workplace Violence Prevention Policy No. AD 1024-01

6.16 Employee Code of Conduct and Ethics Policy No. AD 1027-01

6.17 Information Management Policy No. AD 1028-01

Policy Discussion Deferral

2024-051

Moved by: Councillor Ogrodnick

THAT Council defer discussion of the following Agenda Items to the April 10, 2024, Committee of the Whole meeting.

6.12 Health and Safety Policy No. PS 8008-01

6.13 Information Security Policy No. AD 1026-01

6.14 Respectful Workplace Policy No. AD 1025-01

6.15 Workplace Violence Prevention Policy No. AD 1024-01

6.16 Employee Code of Conduct and Ethics Policy No. AD 1027-01

6.17 Information Management Policy No. AD 1028-01

Carried

7 REPORTS

7.1 Reeve

7.2 Council

2024-052

Moved by: Deputy Reeve Kuzio

THAT Administration write a letter to Alberta Minister of Seniors, Community and Social Services Jason Nixon with copies to MLA Jackie Armstrong-Homeniuk and MP Shannon Stubbs requesting the Alberta Government consider moving the responsibility of operating senior lodges from the municipalities to the province.

Carried

Reeve Konieczny recessed the meeting at 11:06 a.m.

Reeve Konieczny reconvened the meeting at 11:12 a.m.

7.3 CAO

7.4 Operations Report

7.5 Agriculture and Utilities Report

7.6 Planning and Community Services Report

7.7 Protective Services Report

7.8 Corporate Services Report

2024-053

Moved by: Deputy Reeve Kuzio

THAT Council accept the reports as presented.

Carried

8 CORRESPONDENCE AND INFORMATION ITEMS

8.1 MD of Minburn Foundation – Letter to MLA

Copy of letter sent to MLA Jackie Armstrong-Homeniuk dated February 16, 2024, from MD of Minburn Foundation requesting her advocacy for the Vegreville Homestead Lodge Re-development Project to replace existing assets to meet the anticipated demand of safe and affordable housing for seniors.

8.2 St. Mary’s Catholic School Sponsorship Request

Letter received from St. Mary’s Catholic School dated January 15, 2024, requesting the County donate athletic grab bags or silent auction items for their High School Boys Provincial Basketball Championship Tournament scheduled for March 14 to 16, 2024.

8.3 Alberta Municipal Affairs – Fire Training Program

Letter received from Alberta Municipal Affairs dated February 23, 2024, informing the County that the grant application under the 2024 Fire Services Training Program has been approved in the amount of \$7,236 to carry out fire services training to its members.

8.4 Alberta Municipal Affairs – 2024 Budget

Letter received from Alberta Municipal Affairs dated February 29, 2024, containing information regarding Budget 2024.

8.5 Alberta Public Safety and Emergency Services – Police Funding Model

Letter received from Alberta Public Safety and Emergency Services dated January 31, 2024, containing the annual notification to the County regarding the Government of Alberta’s legislation for collecting a municipality’s policing cost share under the Police Funding Model (PFM) Regulation.

2024-054

Moved by: Councillor Ogradnick

THAT Council accept the correspondence as information.

Carried

9 COUNCILLOR REQUESTS (INFORMATION REQUESTS AND NOTICES OF MOTION)

9.1 Action Item List

2024-055

Moved by: Councillor Nafziger

THAT Council accept the Action Item list as presented.

Carried

10 CLOSED SESSION

2024-056

Moved by: Councillor Anderson

THAT Council meet in private to discuss matters protected from disclosure under the *Freedom of Information and Privacy (FOIP) Act*, specifically Section 16, disclosure harmful to business interests of a third party at 11:39 a.m.

Carried

10.1 Roadside Mowing Contract

FOIP Section 16, disclosure harmful to business interests of a third party

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

11 OPEN SESSION

2024-057

Move by: Councillor Anderson

THAT Council revert to open session at 11:59 a.m.

Carried

12 MOTIONS ARISING OUT OF THE CLOSED SESSION

Roadside Mowing Contract

2024-058

Moved by: Councillor Anderson

THAT Council approve a three-year extension of the Roadside Mowing Contract with A&R Contracting.

Carried

13 ADJOURNMENT

Reeve Konieczny adjourned the meeting at 12:01 p.m.

Reeve

Chief Administrative Officer



Special Council Meeting Minutes

April 4, 2024

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

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

1 CALL TO ORDER

Reeve Konieczny called the meeting to order at 1:00 p.m.

2 ADOPTION OF AGENDA

2024-059

Moved by: Councillor Wowdzia

THAT the April 4, 2024, Special Council meeting Agenda be adopted as presented.

Carried

3 CLOSED SESSION

2024-060

Moved by: Councillor Anderson

THAT Council meet in private to discuss matters protected from disclosure under the *Freedom of Information and Privacy (FOIP) Act*, specifically Section 16, disclosure harmful to business interests of a third party, Section 23, local body confidence, Section 24, advice from officials, and Section 27, privileged information at 1:00 p.m.

Carried

3.1 2024 Draft Final Budget Discussion

FOIP, Section 16, disclosure harmful to business interests of a third party
FOIP, Section 23, local body confidence
FOIP, Section 24, advice from officials
FOIP, Section 27, privileged information

Name	Reason/Purpose
Pat Podoborzny	Presenter
Norm De Wet	Presenter
Jason Warawa	Presenter
Mike Fundytus	Presenter
Davin Gegolick	Presenter

Councillor Bentley left the closed session at 2:28 p.m.

Councillor Bentley returned to the closed session at 2:31 p.m.

Davin Gegolick left the closed session at 2:51 p.m.

4 OPEN SESSION

2024-061

Move by: Councillor Bentley

THAT the Special Council meeting revert to open session at 3:00 p.m.

Carried

5 MOTIONS ARISING OUT OF THE CLOSED SESSION

6 ADJOURNMENT

Reeve Konieczny adjourned the meeting at 3:08 p.m.

Reeve

Chief Administrative Officer

STRATEGIC PRIORITIES CHART (April 2024)

COUNCIL PRIORITIES

NOW

- 1. RECREATION AGREEMENT VEGREVILLE:** Intermunicipal
- 2. LAND USE BYLAW REVIEW:** Planning and Development
- 3. REGIONAL ECONOMIC DEVELOPMENT FRAMEWORK:** Consultant

TIMELINE

August 2024
June 2024
December 2024

NEXT

- BYLAW OFFICER CONTRACTED SERVICES (June 2024)
- POLICY AND BYLAW REVIEW- (October 2024)

ADVOCACY

- *Policing Services/Costs (RMA)*
- *Bridge Funding Continuity (RMA)*
- *Wind Energy Restoration Strategies (RMA)*
- *Broadband Speeds (RMA)*
- *SL3/SL4 Seniors Facility Support (AHS)*
- *Water Act Enforcement and Approvals (AEP)*
- *Rural Medical Services (RMA)*
- *2023 Canada - Alberta Drought Livestock Assistance (Ministry of Agriculture)*

OPERATIONAL INITIATIVES

OFFICE OF THE CAO

1. *WIND ENERGY PROJECTS – Soil Segregation/End of Life Advocacy – Awaiting action from the Province*
- 2. RECREATION AGREEMENT: VEGREVILLE – August 2024**
3. Staff Job Descriptions– May 2024
4. Fire Service Recruitment – May 2024
5. *AlphaBow Energy tax recovery initiative with ARMAA - Ongoing*

CORPORATE SERVICES

1. 2024 Final Budget & Tax Rate Bylaw – April 2024
2. 2023 Financial Statement Presentation – April 2024
3. Financial ERP System Decision – April 2024
4. Employee Orientation Package – April 2024
5. Regional ARB Investigation – May 2024
6. Procedural Bylaw Update – May 2024

PLANNING AND COMMUNITY SERVICES

- 1. LAND USE BYLAW REVIEW: OPEN HOUSE - APRIL 2024**
2. Regional GIS Project: proposal submitted – March 2024
3. REGIONAL ECONOMIC DEVELOPMENT FRAMEWORK: PROJECT / WEBSITE LAUNCH – April 2024
4. Cemetery Survey and Software: Budget ODP – April 2024
5. Economic Development Communications Project: SCOP funding agreement – June 2024

PROTECTIVE SERVICES

1. Updated Health & Safety Manual – April 2024
2. BYLAW OFFICER CONTRACTED SERVICES – May 2024
3. AFRRCS Migration Sept 2024
4. Design and tender new fire truck – May 2024

OPERATIONS

1. Grader Beat Review – Ongoing
2. Operations Shop Concept Investigation –needs strategic plan from Council
3. Tenders – Drafting agreements with the necessary signatures
4. Recruitment – Fulltime Operators and Summer Staff: April 2024

AGRICULTURE & UTILITIES

1. Program and service delivery review – April 2024
2. Policy review – Winter 2023-2024
3. Lavoy Backup generator RFP – April 2024

CODES:

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

2 – 3 Year OUTLOOK

1. *Service Level Review – Dec. 2024*
2. *Strategic Plan Workshops - Dec. 2024*



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____

Department: _____

Recommendation:

Background:

See Appendix

Legislative Guidance:

Provincial Municipal None

Details:

Council Priorities Chart:

Yes No

Details:

Previous Council Direction:

Financial Implications:

Capital Operations Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Podobrosny



County of Minburn No. 27

2024 Final Budget - Financial Summary

April 10, 2024

2024 BUDGET DETAILS	FINAL BUDGET
Operating Revenue	\$ 22,946,758
Funds available for Operations	22,946,758
Less:	
Operating Expenses - Base Budget	(18,394,568)
Existing Annual Reserve Transfers	(1,425,881)
Non-Cash Inventory Adjustment - Gravel	(1,541,654)
Plus:	
Transfers from Reserve	253,430
Funds Available for Operating & Capital Decision Papers	1,838,085
Operating Decision Papers	
Less:	
14 Approved Operational Decision Papers	(1,090,774)
Plus:	
Approved Grants & Reserve Draws	52,500
Projected Operational Surplus	799,811
Capital Decision Papers	
Less:	
14 Approved Capital Decision Papers	(6,221,328)
Plus:	
Approved Grants, Other Sources & Reserve Draws	6,193,663
Projected Deficit from Capital Projects	(27,665)
Repayment of Future Expenditures Reserve Draw	(772,146)
2024 Budget Surplus (Operating & Capital)	-



County of Minburn No. 27

2024 FINAL BUDGET DECISION PAPER LISTING

Approved April 4/2024

# /Type	Description	Recurring/ One Time	Department	Cost	Source of Funds			
					Grant	Reserve	Tax	Other
~ OPERATING DECISION PAPERS ~								
ODP24-001	Staff Remuneration / Compensation	One Time	All Dept's	217,000	-	-	217,000	-
ODP24-002	Admin Building - Mechanical & Electronic Study	One Time	Admin	52,500	-	52,500	-	-
ODP24-003	Financial ERP System Replacement	One Time	Admin	200,000	-	-	200,000	-
ODP24-004	Surfaced Road & Facility Reserve Allocations	Recurring	Admin	225,000	-	-	225,000	-
ODP24-005	Fire Reserve Transfer Annual Increase	Recurring	Fire	50,000	-	-	50,000	-
ODP24-006	Arch GIS Software	Recurring	Econ Dev	12,010	-	-	12,010	-
ODP24-007	Developer's Package	One Time	Econ Dev	20,000	-	-	20,000	-
ODP24-008	Wapasu Lake Campground Upgrades	Recurring	Operations	23,000	-	-	23,000	-
ODP24-009	Asphalt Maintenance - Hot Pour Crack Sealing	Recurring	Operations	37,200	-	-	37,200	-
ODP24-010	Unit #528 Excavator - Undercarriage Refurb.	One Time	Operations	24,814	-	-	24,814	-
ODP24-012	Fire Fighter FTE	Recurring	Fire	65,000	-	-	65,000	-
ODP24-013	Bridge Maintenance Increase (Carry Over)	One Time	Operations	-	-	-	-	-
ODP24-014	Cemetery Survey & Software	One Time	Operations	135,000	-	-	135,000	-
ODP24-015	Outstanding Tax Sale Properties	One Time	Operations	29,250	-	-	29,250	-
Total Operating Decision Papers:				1,090,774	-	52,500	1,038,274	-
~ CAPITAL DECISION PAPERS ~								
CDP24-001	Council Chambers Rehabilitation	One Time	Admin	20,000	-	20,000	-	-
CDP24-002	Admin Building Front Entry Rehabilitation	One Time	Admin	78,000	-	78,000	-	-
CDP24-003	New Fire Truck - Unit #910 Replacement	One Time	Fire	275,000	-	275,000	-	-
CDP24-004	Innisfree Fire Station Cold Storage Upgrade	One Time	Fire	115,000	-	115,000	-	-
CDP24-005	AB First Responder Radio Comm System	One Time	Fire	173,000	-	173,000	-	-
CDP24-006	2024 CAT Motor Grader	One Time	Operations	655,000	655,000	-	-	-
CDP24-007	Unit #518 Motor Scraper - Refurbishment	One Time	Operations	183,000	-	183,000	-	-
CDP24-008	2024 Fleet Truck Replacements (2)	One Time	Operations	150,000	-	150,000	-	-
CDP24-009	2024 Excavator & Mulching Head	One Time	Operations	452,000	452,000	-	-	-
CDP24-010	New Lavoy Water Reservoir Generator Unit	One Time	Operations	60,500	-	60,500	-	-
CDP24-011	BF75589 Bridge Work/ Engineering	One Time	Operations	646,000	474,082	171,918	-	-
CDP24-012	Veg Road to GrainsConnect Paving	One Time	Operations	2,657,300	1,328,650	664,325	-	664,325
CDP24-013	TWP 524 Aggregate Seal Coat	One Time	Operations	276,000	-	276,000	-	-
CDP24-014	2024 Construction Program	One Time	Operations	480,528	-	-	27,665	452,863
Total Capital Decision Papers:				6,221,328	2,909,732	2,166,743	27,665	1,117,188
Total All Decision Papers:				7,312,102	2,909,732	2,219,243	1,065,939	1,117,188

Type: Municipal
 PERIOD: 2023/12/31

	2024 FINAL BUDGET	2025 OPERATING PLAN	2026 OPERATING PLAN	2027 OPERATING PLAN
MUNICIPAL REVENUES				
1-1-000-00-00-00-00-00 GENERAL MUNICIPAL	-21,515,406.00	-21,945,714.00	-22,384,629.00	-22,832,323.00
1-1-000-12-00-00-00-00 ADMINISTRATIVE	-182,500.00	-186,150.00	-189,872.00	-193,670.00
1-1-000-23-00-00-00-00 FIRE SERVICES - REVENUE	-925,169.00	-943,672.00	-962,545.00	-981,796.00
1-1-000-32-00-00-00-00 TRANSPORTATION	-5,760,913.00	-5,876,132.00	-5,993,654.00	-6,113,527.00
1-1-000-41-00-00-00-00 WATER SUPPLY & DISTRIBUTIO	-258,675.00	-263,849.00	-269,126.00	-274,508.00
1-1-000-42-00-00-00-00 SANITARY SEWER SERVICE	-12,400.00	-12,648.00	-12,901.00	-13,159.00
1-1-000-43-00-00-00-00 ENVIRONMENTAL HEALTH SERVI	-233,502.00	-238,172.00	-242,936.00	-247,794.00
1-1-000-51-00-00-00-00 FAMILY & COMMUNITY SUPPORT	-119,660.00	-122,053.00	-124,494.00	-126,984.00
1-1-000-61-00-00-00-00 PLANNING/ZONING AND DEVELO	-182,300.00	-185,946.00	-189,665.00	-193,457.00
1-1-000-62-00-00-00-00 AGRICULTURAL SERVICE BOARD	-211,826.00	-216,063.00	-220,383.00	-224,789.00
1-1-000-71-00-00-00-00 RECREATION	-67,000.00	-68,340.00	-69,707.00	-71,101.00
TOTAL MUNICIPAL REVENUES	-29,469,351.00	-30,058,739.00	-30,659,912.00	-31,273,108.00
MUNICIPAL EXPENSES				
1-2-000-00-00-00-00-00 GENERAL MUNICIPAL	400,000.00	408,000.00	416,160.00	424,483.00
1-2-000-11-00-00-00-00 LEGISLATIVE	672,725.00	686,180.00	699,903.00	713,902.00
1-2-000-12-00-00-00-00 ADMINISTRATIVE	4,692,064.00	4,800,905.00	4,881,620.00	4,979,250.00
1-2-000-13-00-00-00-00 HEALTH & SAFETY SERVICES	38,350.00	39,117.00	39,898.00	40,696.00
1-2-000-21-00-00-00-00 POLICING	245,569.00	250,480.00	255,490.00	260,600.00
1-2-000-23-00-00-00-00 FIRE SERVICES	1,638,462.00	1,671,231.00	1,704,656.00	1,738,749.00
1-2-000-24-00-00-00-00 EMERGENCY SERVICES	9,300.00	9,486.00	9,674.00	9,868.00
1-2-000-25-00-00-00-00 GRANTS-AMBULANCES	11,000.00	11,220.00	11,444.00	11,673.00
1-2-000-32-00-00-00-00 TRANSPORTATION	18,152,643.00	18,405,869.00	18,773,985.00	19,149,459.00
1-2-000-41-00-00-00-00 WATER SUPPLY & DISTRIBUTIO	344,361.00	351,248.00	358,273.00	365,438.00
1-2-000-42-00-00-00-00 SANITARY SEWER SERVICES	85,411.00	87,119.00	88,862.00	90,638.00
1-2-000-43-00-00-00-00 ENVIRONMENTAL HEALTH SERVI	369,032.00	376,413.00	383,942.00	391,619.00
1-2-000-51-00-00-00-00 FAMILY & COMMUNITY SUPPORT	168,409.00	171,778.00	175,214.00	178,718.00
1-2-000-56-00-00-00-00 PUBLIC HEALTH & WELFARE	9,034.00	9,215.00	9,399.00	9,587.00
1-2-000-61-00-00-00-00 PLANNING & DEVELOPMENT	262,257.00	267,503.00	272,849.00	278,308.00
1-2-000-62-00-00-00-00 AGRICULTURAL SERVICE BOARD	619,148.00	631,531.00	644,161.00	657,046.00
1-2-000-65-00-00-00-00 ECONOMIC DEVELOPMENT	209,315.00	213,501.00	217,769.00	222,124.00
1-2-000-71-00-00-00-00 RECREATION	690,176.00	703,980.00	718,060.00	732,422.00
1-2-000-74-00-00-00-00 LIBRARY	146,399.00	149,327.00	152,314.00	155,361.00
1-2-000-81-00-00-00-00 REQUISITIONS	2,753,963.00	2,809,043.00	2,865,224.00	2,922,528.00
TOTAL MUNICIPAL EXPENSES	31,517,618.00	32,053,146.00	32,678,897.00	33,332,469.00



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

See Appendix

Legislative Guidance:

Provincial Municipal None

Details:

Council Priorities Chart:

Yes No

Details:

Previous Council Direction:

Financial Implications:

Capital Operations Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Podobrosny

COUNTY OF MINBURN NO. 27

BYLAW NO. 1349-24

A BYLAW OF THE COUNTY OF MINBURN NO. 27, VEGREVILLE, IN THE PROVINCE OF ALBERTA TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE COUNTY OF MINBURN NO. 27 FOR THE 2024 TAXATION YEAR.

WHEREAS, the County of Minburn No. 27 has prepared and adopted detailed estimates of the municipal revenues and expenditures as required at the Council meeting held on April 15, 2024; and

WHEREAS, the estimated municipal expenditures (excluding non-cash items) and transfers set out in the budget for the County of Minburn No. 27 for 2024 total \$29,469,351 and;

WHEREAS, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$11,371,890 and the balance of \$18,097,461 is to be raised by municipal taxation; and

WHEREAS, the requisitions for 2024 are:

Alberta School Foundation Fund (ASFF)	
Residential/Farmland	991,501
Non-residential	1,333,531
Opted-Out School Boards	
Residential/Farmland	65,322
Non-residential	<u>34,124</u>
Total Education Requisitions	\$ 2,424,478
Seniors Foundation	\$283,096
Designated Industrial Property Requisition	\$46,389

WHEREAS, the Council of the County of Minburn No. 27 is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

WHEREAS, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the *Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000*; and

WHEREAS, the assessed value of all property in the County of Minburn No. 27 as shown on the assessment roll is:

	<u>Assessment</u>
Residential	319,529,520
Non-Residential	574,509,430
Farmland	108,098,930
Machinery and Equipment	<u>107,929,700</u>
Total	\$1,110,067,580

NOW THEREFORE under the authority of the *Municipal Government Act*, the Council of the County of Minburn No. 27, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the County of Minburn No. 27:

	<u>Tax Levy</u>	<u>Assessment</u>	<u>Tax Rate</u>
Municipal			
Farmland	2,020,899	108,098,930	18.6949
Residential	1,550,963	319,529,520	4.8539
Non-Residential	12,080,327	565,730,550	21.3535
Non-Residential (Small Business)	140,595	8,778,880	16.0151
Machinery & Equipment	<u>2,304,677</u>	<u>107,929,700</u>	21.3535
Total Municipal	\$18,097,461	\$1,110,067,580	
ASFF			
Residential / Farmland	984,150	397,298,950	2.4771
Non-Residential	1,344,911	564,685,205	2.3817
Opted-Out School Boards			
Residential / Farmland	72,690	29,344,830	2.4771
Non-Residential	<u>23,398</u>	<u>9,824,225</u>	2.3817
Total Education Requisition	\$2,425,150	\$1,001,153,210	
Seniors Foundation	\$283,260	\$1,109,082,910	0.2554
Designated Industrial Property	\$46,389	\$606,386,000	0.0765

2. That the Chief Administrative Officer is hereby authorized to levy a minimum property tax on the assessed value of all property as set out in the assessment and tax roll of \$50.00.
3. That this Bylaw comes into force on the date of the third and final reading passed in Council with unanimous consent of the members present the 15th day of April 2024.

FIRST READING April 15, 2024
 SECOND READING April 15, 2024
 THIRD AND FINAL READING April 15, 2024

 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: P. Podoborsky



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: P. Padolabony



Policy

Information Security

Policy Number: AD 1026-01

Supersedes Policy Number: NEW

Approved by Council:

Next Review Date: April 2028

Resolution No:

Last Review Date: N/A

POLICY STATEMENT

Information is a critical asset of the County. Confidentiality, integrity and availability must be protected in compliance with provincial and federal legal or regulatory requirements. This Policy shall enable efficient and effective protection of County information assets by implementing an information security management framework.

This will be achieved through a cycle of continuous improvement, and by:

- a) minimizing information security risk;
- b) ensuring personnel are trained and knowledgeable;
- c) applying appropriate security controls; and
- d) providing protection against business interruptions

PURPOSE

The purpose of this Policy is to ensure that appropriate safeguards are in place to protect information and the Information Technology systems, services, end-user equipment and network infrastructure of County of Minburn.

The objectives of Information Security Policy are:

- a) To secure the County's information assets against theft, fraud, malicious or accidental damage, breach of privacy or confidentiality, financial loss and loss of public trust; and
- b) To protect the County from damage and liability arising from the use of County computing facilities for any purposes contrary to the County's policies, and provincial and federal legal or regulatory requirements.

DEFINITIONS

County – means County of Minburn No. 27.

Information – Data or content recorded or stored in any way, including facts, events, ideas, processes, or concepts, that are specific and organized for a purpose, and to increase understanding within a certain context and timeframe. Includes the summation of all documents, records, and data under the control of County of Minburn.

Security – The practice of protecting assets against theft, fraud, malicious, or accidental damage, breach of privacy or confidentiality, financial loss and loss of public trust.

Facility – Buildings, pieces of equipment, or services that are provided for a particular purpose.

Risk – A probability or threat of damage, injury, liability, loss, or any other negative occurrence that is caused by external or internal vulnerabilities, and that may be avoided through pre-emptive action.

Security Control – Safeguards or countermeasures to avoid, detect, counteract, or minimize security risks to physical property, information, computer systems, or other assets.

GENERAL GUIDELINES

1. Security Awareness Training

Corporate Services will develop and maintain a security awareness program and ensure that all existing staff and all new staff are made aware of their role in protecting our information and that the awareness program remains current considering changing technology.

2. Information Security Risk Mitigation

Corporate Services will develop and maintain an information risk management process that applies an appropriate level of protection based on the sensitivity and value of the information

3. Security Controls

Corporate Services will partner with County departments and third-party stakeholders to establish and maintain security controls designed to protect the information entrusted to the County by our customers ensuring the integrity, confidentiality, and availability of the information.

4. Continuous Improvement

Corporate Services will be accountable to evolve the County's security program.



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____

Department: _____

Recommendation:

Background:

See Appendix

Legislative Guidance:

Provincial Municipal None

Details:

Council Priorities Chart:

Yes No

Details:

Previous Council Direction:

Financial Implications:

Capital Operations Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Podoborsky



Policy

Employee Code of Conduct and Ethics

Policy Number: AD 1027-01

Supersedes Policy Number: NEW

Approved by Council:

Next Review Date: April 2028

Resolution No:

Last Review Date: N/A

POLICY STATEMENT

County of Minburn employees are expected to demonstrate the highest standards of ethical business and personal behaviour in the delivery of services that reflect Council approved direction. Employees will represent the organization and community positively through their conduct and behaviours, while demonstrating the corporate values.

PURPOSE

The purpose of this policy is to outline expectations for appropriate employee conduct, provide consistent guidelines for all employees and address risk areas that employees may encounter in their work.

This policy is intended to augment any professional codes of conduct or ethics that an employee would normally follow as a result of their membership with a professional association.

DEFINITIONS

County – means the County of Minburn No. 27.

Conflict of Interest – when the interests of an employee compete or appear to compete with the interests of the County.

Employee – any person employed by the County of Minburn on a permanent, non-permanent, full- time or part-time basis; including all firefighting, management, and staff engaged through an employment contract.

Immediate Family – a spouse (includes common-law), son, daughter, parent, sibling, grandparent or grandchild of the employee or their spouse; a person permanently residing in the employee's household, or with whom the employee permanently resides; or a person under the legal guardianship of the employee or their spouse.

Information – Data or content recorded or stored in any way, including facts, events, ideas, processes, or concepts, that are specific and organized for a purpose, and to increase understanding within a certain context and timeframe. Includes the summation of all documents, records and data under the control of the County of Minburn.

Reprisal – negatively impacting an employee because the employee had, in good faith, made a report, or participated in an investigation, proceeding, or hearing with respect to a suspected violation of any County Policy, Procedure, or other rule/expectation respecting the conduct of employees.

Secondary Employment – includes paid or volunteer work an employee undertakes for another employer or work they may undertake as a self-employed person, in addition to their employment with the County of Minburn.

GUIDELINES

The County of Minburn is committed to maintain the highest standards of conduct. Employees are expected to be aware of and act appropriately when placed in circumstances where they may be in, or perceived to be in, compromising or conflict of interest situations.

Employee Behavior

1. **Personal Conduct:** Employees will conduct themselves in accordance with the County of Minburn values and in a manner that exercises good judgement, courtesy and that values the diversity of all individuals.
2. **Social Media:** Employees will represent the best interests of the County of Minburn on all personal and business social media platforms through professional and ethical conduct.

Employees will act in accordance with the County of Minburn’s Social Media policy.

3. **Council Appearances:** Employees appearing before Council on their own behalf or on behalf of another organization:
 - a) Must declare to Council that they are not appearing as a representative of or on behalf of the County of Minburn.
 - b) Will not wear County of Minburn issued branded clothing or uniforms.

Disclosure

1. **Conflict of Interest Disclosure:** Employees who may have a real or perceived conflict of interest; or who feel they may be in contravention of this policy, must make a full and prompt disclosure to their manager or direct supervisor.

At the discretion of the CAO, Administration will advise Council regarding any relevant disclosures.

2. **Criminal Offence Disclosure:** Employees must immediately disclose to Human Resources if they are charged with a criminal offence.

County of Minburn Assets

- 1. County of Minburn Time and Assets:** Employees will care for and respect County time and assets, including tools and equipment, software, information and records. Personal use of County assets is prohibited, except when it is done so under the authority of other policies, procedures, guidelines and/or upon Director approval.
- 2. Collection, Use and Disclosure of Information:** As part of their employment, employees will be entrusted with information and will act accordingly to ensure that the information is protected. Employees are required to keep information private that they come across in the course of their duties.

Personal information will be collected, used and disclosed only for purposes consistent with the use for which it was collected and in accordance with the *Freedom of Information and Protection of Privacy (FOIP) Act*. Information will be secured and managed in accordance with the County of Minburn's Information Management Procedure.

Conflicts of Interest

- 1. Political Activity:** An employee may run for Council in accordance with the provisions of the *Local Authorities Election Act*.

An employee who runs as a candidate in a County municipal election must take an unpaid leave of absence. If elected, the employee must resign from their employment with the County of Minburn. If not elected the employee will return to the same position they held before the leave commenced effective the first working day after the official election results have been announced.

Employees must not engage in any election campaigning, on behalf of themselves or others, during hours in which they receive compensation from the County of Minburn or at their place of work.

Employees must not use any facilities, equipment, supplies, services, municipal logo or other resources of the County of Minburn for any election campaign or campaign-related activity unless they have paid for the resources as a member of the public.

- 2. Personal Gain, Benefit or Favouritism:** Employees will immediately disclose to their direct supervisor and remove themselves from any decision that may result in personal or monetary gain, benefit or favouritism; or any other situation in which they could influence a matter that directly or indirectly affects them or their immediate family.
- 3. Gifts and Gratuities:** Employees will not accept or provide any gift, cash, benefit or favour in exchange for special consideration or influence, or where it may be perceived to be in exchange for special treatment. High value gifts such as concert and hockey tickets and golf passes must not be accepted. If an employee is unsure if an item is classified as high value, they will contact their supervisor.

Employees may accept a token or gift that meets one of the following criteria:

- a) Hospitality among persons doing business that is reasonably necessary for conducting the County of Minburn's business (e.g. lunch or networking event).
- b) Small gifts (approx. value \$20-\$50) showing appreciation (e.g. clothing, cookies, chocolates).
- c) Advertising material or promotional items with low monetary value (e.g. calendar, note pads, pens).
- d) A corporate discount available to all County employees.
- e) A protocol item (e.g. symbolic or ceremonial gifts).
- f) A raffle or door prize.

4. Secondary Employment: Employees who engage in secondary employment:

- a) are required to disclose any secondary employment to their direct supervisor.
- b) will make it known to the secondary employer that service is provided on a personal basis only and is in no way authorized, endorsed or supported by the County of Minburn.
- c) will conduct themselves in such a manner that there will be no ethical or legal conflict of interest.

Employees may not engage in secondary employment if the outside employment:

- a) interferes with, influences or impacts the performance of duties in the County employment.
- b) provides an advantage derived from County employment.
- c) is performed in such a way as to appear to be an official act, or to represent a County opinion.
- d) involves performance of work which must be inspected or approved by another County employee where a conflict of interest or preferential treatment may exist.

5. Nepotism: Employees shall not directly supervise or exercise influence over the employment relationship of a member of their immediate family.

Employees must disclose to Human Resources where they may have an opportunity to influence the decision to hire someone with whom they have or have had a close personal relationship.

Other

- 1.** Employees are expected to understand and follow all governing policies, procedures and guidelines.

It is not possible to document all potential ethical concerns that could arise in the course of employment. Therefore, employees should seek guidance from their supervisor or Human Resources if they have any doubt about how this policy would apply in specific situations.

- 2.** Administration will ensure that employees with ethical concerns have reporting options available to them and are supported and protected from reprisal. All reported violations of this policy will be investigated in a timely and fair manner.



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____

Department: _____

Recommendation:

Background:

See Appendix

Legislative Guidance:

Provincial Municipal None

Details:

Council Priorities Chart:

Yes No

Details:

Previous Council Direction:

Financial Implications:

Capital Operations Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Podoborsky



Policy

Information Management

Policy Number: AD 1028-01

Supersedes Policy Number: NEW

Approved by Council:

Next Review Date: April 2028

Resolution No:

Last Review Date: N/A

POLICY STATEMENT

Information is a strategic asset of County of Minburn. Having information of high quality and integrity enables the organization to make evidence-based decisions.

To ensure effective and continuous management of information throughout its lifecycle, the County will implement information governance.

PURPOSE

Information management is necessary to meet County of Minburn's operational requirements; to be compliant with legal and regulatory obligations to customers, citizens, and to the business; and to reduce risk. Furthermore, information management enables the organization to increase productivity, by enhancing the way the County performs everyday business and by maximizing the value of the information and minimizing the cost of ownership.

County of Minburn manages, protects, and preserves information:

- a) To ensure compliance with provincial and federal legal or regulatory requirements;
- b) To ensure disposition or transfer of corporate records for historical preservation and/or to maintain a collective memory;
- c) To support both freedom of information, and the protection of privacy from unauthorized access;
- d) To define appropriate security measures depending on the levels of sensitivity, and to provide guidance in their application;
- e) To provide access to all information assets to support business functions and activities for as long as they are required;

- f) To enable our workforce to be more efficient and effective, and to encourage both collaboration and innovation; and
- g) To ensure and/or guide the authenticity, reliability, integrity, and usability of information.

DEFINITIONS

County – means County of Minburn No. 27

Information – Data or content recorded or stored in any way, including facts, events, ideas, processes, or concepts, that are specific and organized for a purpose, and to increase understanding within a certain context and timeframe. Includes the summation of all documents, records, and data under the control of County of Minburn.

Content – Unstructured information which does not adhere to an approved schema or a format. This is the totality of all documents and files, including audio, images and video, under the control of County of Minburn, in either electronic or paper format.

Data – Facts, figures and statistics objectively measured according to a standard or scale such as frequency or volumes or occurrences. This term shall include statistical or factual information about image files and geographic information system data.

Information Management – The field of management responsible for efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records.

GENERAL GUIDELINES

The County is committed to providing ongoing support and continuous improvement of information management. All personnel are responsible for applying the following principles expressed in this Policy and to comply with associated procedures and processes.

The Principle of Accountability

Responsibility for information management shall be delegated to appropriate individuals. The organization shall adopt Policies, procedures, and standards to guide personnel and ensure the program can be audited.

The Principle of Integrity

An information management program shall be constructed so the information assets generated by or managed for the organization have a reasonable and suitable guarantee of authenticity and accuracy. Information aims to be provided from an authoritative source to all users.

The Principle of Availability

The organization shall maintain its information assets in a manner that ensures their timely, efficient, and accurate retrieval.

The Principle of Retention

The organization shall maintain its information assets for an appropriate time, taking into account its legal, regulatory, fiscal, operational, and historical requirements.

The Principle of Disposition

The organization shall provide secure and appropriate disposition for information assets that are no longer required to be maintained, in compliance with applicable laws and the organization's policies and procedures.

The Principle of Transparency

The organization's information management business processes and activities shall be documented in an open and verifiable manner, and that documentation shall be available to all personnel and appropriate interested parties.



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____

Department: _____

Recommendation:

Background:

See Appendix

Legislative Guidance:

Provincial Municipal None

Details:

Council Priorities Chart:

Yes No

Details:

Previous Council Direction:

Financial Implications:

Capital Operations Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Padoborsky



Policy

Employee Business Expense

Policy Number: AD 1029-01

Supersedes Policy Number: NEW

Approved by Council: TBD

Next Review Date: TBD

Resolution No: TBD

Last Review Date: TBD

POLICY STATEMENT

The County of Minburn No. 27 shall reimburse employees for reasonable, legitimate, and necessary expenses incurred while on County business including performing job duties, attending conferences, conventions, training, workshops, and meetings.

PURPOSE

To provide direction for payment and reimbursement of reasonable expenses incurred while on authorized County of Minburn No. 27 business.

DEFINITIONS

Business Expense -shall mean an expense incurred to acquire goods or services necessary for the provision of municipal services.

Director of Corporate Services – shall mean the person who is appointed to the position by the Chief Administrative Officer.

CAO - shall mean the Chief Administrative Officer for the County of Minburn No. 27.

County – shall mean the municipal corporation of the County of Minburn No. 27.

Employee(s) - an individual or individuals who are employed with the County of Minburn No. 27.

Per Diem – shall mean an allowance available to employees to reimburse for the cost of food and beverages while away on County business.

Workplace – shall mean the location at, or from which an employee ordinarily performs the duties of their position. In the case of an employee whose work requires

travel from place to place on an ongoing basis, their workplace is deemed to be the building where their administrative matters are conducted.

GENERAL PRINCIPLES AND GUIDELINES

1. General

- a) For an expense to be eligible for reimbursement:
 - i. It must be necessary to the performance of the employee's duties in conducting the business of the County;
 - ii. The amount of the expense must be reasonable given the nature of the expense, neither subsidizing the County's cost, not an indulgence of the employee; and
 - iii. The employee must have prior authorization to incur the expense on behalf of the County.
- b) Within overall department budgets, funds made available for employees shall be used for training, development, and associated eligible expenses that will benefit the employee in their current role or in a future role at the County.
- c) Whenever possible, employees provided with a corporate credit card shall use the card to cover expenses incurred by them.
- d) Supervisors may use their corporate credit card to pay for expenses such as registrations, travel, and expenses that would be personally incurred by one of their staff.
- e) An expense claims form, attached as schedule "A", shall be completed, and submitted to the employee's supervisor, along with supporting documentation for all eligible expenses.
- f) When a personal credit or debit card is used, it should be noted that credit/debit card slip is not considered to be sufficient unless it includes details of items that are purchased, applicable taxes and tips. In cases where the credit/debit card slip contains insufficient details, both of the following must be attached:
 - i. The itemized receipt which shows the purchase plus applicable taxes;
 - ii. The receipt from the debit/credit card machine which shows the tip amount.

2. Expenses

- a) Eligible expenses include costs associated with meals not provided, per diems, transportation, mileage, and accommodation, pursuant to this Policy.
- b) An employee's supervisor shall review and approve all expenses. In the absence of the supervisor, another County employee with appropriate signing authority may review and approve the employee's expenses.
- c) The CAO's expenses shall be authorized by the Director of Corporate Services.
- d) Employees shall complete an expense claim for any expense reimbursements, in accordance with this Policy.
- e) Expense claims shall be submitted by County employees or representatives to Accounts Payable within ten (10) days following the end of the month for reimbursement. All expense claims must be accompanied by original receipts which detail the expenses.
- f) Where applicable, gratuities for eligible meals and transportation fares shall not exceed fifteen (15) percent of the expense, except in cases where a tip that exceeds this amount is automatically applied (ie. large groups).
- g) Where it is determined that an employee has submitted a false or incorrect expense claim, the reimbursement shall immediately be repaid to the County, and disciplinary action may be taken against the individual.
- h) No expenses shall be submitted or approved that contain Alcohol, tobacco, marijuana, or similar items.

3. Travel:

- a) Employees travelling on County business shall be entitled to reimbursement for transportation, accommodation, meals, and miscellaneous travel costs.
- b) Where possible and practical, employees shall share transportation methods to reduce costs.
- c) Taxis, ridesharing services, and other forms of public transportation shall be eligible for reimbursement at cost; gratuities shall be limited to fifteen (15) percent of the total bills.
- d) The most economical means (i.e., economy or coach) of vehicle, air, bus, or train transport shall be approved, considering the net cost to the County. When determining the most economical means of transportation the supervisor may consider cost, purpose of the travel, travel time

required, timing of travel options and other factors relevant to the individual situation.

- i. When unable to use the most economical means, the employee must obtain prior approval from their supervisor. If the employee chooses to upgrade the level of transportation, the employee shall be responsible for any additional costs.
- e) Where an employee chooses to use a method of transportation other than one of the prescribed methods noted in Section 3c and has obtained approval from their supervisor to do so, the employee shall be reimbursed or paid an allowance as though the most economical means had been used.
- f) An employee may, with consent of their supervisor, select a route and method of transportation to combine personal activities with County business. In this case, the reimbursement or allowance shall be paid on the basis that would have applied had the trip been strictly for County business.
- g) If personal activities extend the period of working time required for a trip, the additional time shall be deducted from the employee's accruals for vacation/time-off-in-lieu.
- h) Private Vehicle Use:
 - i. Expenses incurred by County employees or representatives shall be submitted to their supervisor through the expense claim form.
 - ii. Employees shall be reimbursed for actual distance travelled from the employee's workplace or principal residence, whichever is a shorter distance, as appropriate, to their destination for County work which they have incurred, based on the automobile allowance rates posted annually by the Canada Revenue Agency.
 - iii. Detailed documentation of the distance travelled may be required.
- i) An employee authorized to use their personal vehicle for travel will receive the lower of a reimbursement equal to the economy return airfare, if applicable, or the actual distance travelled while on County business during the trip. However, if it is deemed to be more practical to travel by personal automobile than by other means (e.g. conference in major centre where rental car costs or taxi/bus fares from the airport are substantial) the cost of actual distance travelled will be reimbursed.
- j) An employee using their personal vehicle while conducting County business shall carry at least one million (\$1,000,000) dollars of public liability and property damage insurance. In the event of an accident, the insurance deductible will be the responsibility of the employee.
- k) Parking expenses incurred while carrying out County business will be reimbursed with parking receipts.

- l) Fines for moving violations incurred while conducting County business are the responsibility of the employee and are not eligible for reimbursement.
- m) Vehicle rental fees for travel to areas outside the County boundary may be claimed when such rental is deemed to be economical/practical.
- n) Claims where travel is from an employee's residence to the workplace shall not be an eligible expense.

4. Accommodation:

- a) Eligible expenses include commercial accommodations for conferences, meetings, or other events, when necessary.
- b) Accommodation expenses shall be reimbursed at the approved event rate, government rate, or other economical accommodation in the locale of the event.
- c) Costs associated with any personal entertainment, such as movies and in-room items or services are not eligible for reimbursement. In-room meals may be eligible for expense, in accordance with this policy.
- d) Where private arrangements for accommodation are made and commercial accommodations are not used, a daily allowance of \$100 may be claimed for an overnight stay resulting from County business.

5. Meals:

- a) When travelling on County related business, an employee may claim either the actual cost of the meal or the per diem. The actual cost of the meal is the amount shown on the receipt, excluding alcoholic beverages, plus a gratuity not to exceed fifteen (15) percent of the meal cost.
- b) The maximum reimbursement for food and beverages cannot exceed \$100 per day, with the cost of one single meal not exceeding \$50, plus taxes and gratuities.
- c) Per diems are based on Government of Alberta meal allowance rates.
- d) When an employee attends a conference, meeting, or other event where a meal has been provided, the employee shall not claim a per diem.
- e) Expense claims for meals shall be submitted with a detailed receipt.
- f) When an employee is travelling on County related business, the employee may be reimbursed for the following per diems:
 - i. Breakfast – if the departure or return time is earlier than 7:30 a.m.;

- ii. Lunch – if the departure time is earlier or return time is later than 1:00 p.m.; and
 - iii. Dinner – if the departure time is earlier or return time is later than 6:30 p.m.
- g) When employees submit expense claims for County related beverage/meal meetings (excluding alcoholic beverages), the names of those in attendance and the purpose of the meeting shall be recorded on the receipt.

6. Professional Development:

- a) Professional Development budgets shall be individually set by each department. Department Directors should be consulted regarding funds available.
- b) Pursuant to this Policy, eligible professional development expenses include:
 - i. registration costs for attendance at conferences, seminars, workshops, meetings, or other related events;
 - ii. formal educational opportunities at accredited institutions; and
 - iii. costs for transportation, accommodation, and meals which are not included in the registration.
- c) Costs incurred when travelling for professional development and meetings will be reimbursed in accordance with this Policy.
- d) Costs incurred for attending professional development that is approved through an individual learning plan will not be reimbursed as set out in the Employee Handbook.
- e) Unexpended funds shall not be carried over from the current budget to a future budget allocation.

AUTHORITY / RESPONSIBILITY TO IMPLEMENT

The CAO delegates responsibility for this Policy, the development of Procedures to implement it, and ensuring the uniform application of this Policy within the organization in accordance with legislative requirements to the Director of Corporate Services. The appropriate supervisor for each employee shall review and ensure eligible expenses in accordance with this Policy are approved.

Appendix One – Employee Business Expense Form

COUNTY OF MINBURN No. 27
EMPLOYEE BUSINESS EXPENSE FORM

AP Vendor No. _____

NAME _____

ADDRESS _____

MEETING OR FUNCTION _____

LOCATION _____

DATE(S) _____

TRAVEL BY VEHICLE _____ km. @ _____ (2024 rate - \$0.70 km) _____

EXPENSES:

Meals – No Receipt Required

Breakfast _____ @ \$20.00 _____

Lunch _____ @ \$25.00 _____

Dinner _____ @ \$35.00 _____

Meals – Receipts Required

The maximum reimbursement for food and beverages cannot exceed \$100 per day, with the cost of one single meal not exceeding \$50, plus taxes and gratuities.

Total of all meal receipts _____

Check here if any meals were purchased on County Credit Card

Hotel – Receipts Required

Check here if any hotels were purchased on County Credit Card

Private Accommodation – No Receipt Required

_____ days @ \$100 per day _____

Parking _____ days @ _____ _____

Miscellaneous _____ _____

Miscellaneous _____ _____

TOTAL _____

GL Code	AMOUNT
TOTAL	

Please attach all receipts to support your claim.

Approved

Claimant's Signature



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____

Department: _____

Recommendation:

Background:

See Appendix

Legislative Guidance:

Provincial Municipal None

Details:

Council Priorities Chart:

Yes No

Details:

Previous Council Direction:

Financial Implications:

Capital Operations Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Podchorzny



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____

Department: _____

Recommendation:

Background:

See Appendix

Legislative Guidance:

Provincial Municipal None

Details:

Council Priorities Chart:

Yes No

Details:

Previous Council Direction:

Financial Implications:

Capital Operations Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Podchorzny



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____

Department: _____

Recommendation:

Background:

See Appendix

Legislative Guidance:

Provincial Municipal None

Details:

Council Priorities Chart:

Yes No

Details:

Previous Council Direction:

Financial Implications:

Capital Operations Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Padolabofny



Policy

Health and Safety

Policy Number: PS 8008-01

Supersedes Policy Number: NEW

Approved by Council:

Next Review Date:

Resolution No:

Last Review Date: TBD

POLICY STATEMENT

The County of Minburn is committed to protecting and maintaining the health and safety of all employees, contractors, and visitors at its worksites. County of Minburn leaders, managers, and supervisors commit to protecting the physical and psychological health and social wellbeing of employees. A healthy and safe workplace is the responsibility of every employee, at every level.

PURPOSE

The purpose of this Policy is to establish the general roles and responsibilities of management, supervisors, workers and contractors to ensure the health and safety of every employee.

DEFINITIONS

County – means the County of Minburn No. 27.

Contractor - a person, partnership, or group of persons who, through a contract, agreement or ownership, directs the activity of one or more employers involved in work at a worksite and are not an employee of the County (including contractors, contracted services and contract workers). Also known as “contracting employer” in Section 1(f) of the Occupational Health and Safety (OHS) Act.

Management - any worker occupying the CAO, Director or Manager position.

Supervisor - an employee whose responsibilities include supervision of other employee(s), not just those with the formal title of “supervisor”.

Worker (employee) - a person, including volunteers, engaged in an occupation.

GUIDELINES

All work performed for the County of Minburn must meet the requirements identified in the *Alberta Occupational Health and Safety Act*, Regulation, and Code and must comply with the County of Minburn Occupational Health and Safety Management Program. As a core value, occupational health and safety will be integrated into all County of Minburn work activities.

RESPONSIBILITIES

1. Management is responsible for:
 - a) Providing leadership in promoting a safe environment within the County.
 - b) Working with the County of Minburn Health and Safety Officer to address health and safety issues as they are identified.
 - c) Providing resources and support for the development and implementation of the Occupational Health and Safety Program and ensuring workers have the authority to meet their responsibilities.
 - d) Participating in health and safety activities.
2. Supervisors are responsible for:
 - a) Ensuring workers, under their supervision, follow the Occupational Health and Safety Management Program and are aware of their responsibilities.
 - b) Ensuring that workers are aware of the hazards associated with their work and use identified hazard controls.
 - c) Ensuring that workers who report to them have the qualifications, training, and experience to do the work assigned to them.
3. Workers are responsible for:
 - a) Actively participating in education and training.
 - b) Using established hazard controls.
 - c) Reporting safety issues, hazards and incidents.
 - d) Following policies, procedures, and rules to ensure the safety of themselves and others.
4. Contractors working on behalf of the County of Minburn are responsible for:
 - a) Meeting or exceeding applicable laws and legislation.
 - b) Protecting the health and safety of their employees, County of Minburn employees, other contractors, visitors, and patrons.



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____

Department: _____

Recommendation:

Background:

See Appendix

Legislative Guidance:

Provincial Municipal None

Details:

Council Priorities Chart:

Yes No

Details:

Previous Council Direction:

Financial Implications:

Capital Operations Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Podoborsky



Policy

Workplace Violence Prevention

Policy Number: AD 1024-01

Supersedes Policy Number: NEW

Approved by Council:

Next Review Date: April 2028

Resolution No:

Last Review Date: N/A

POLICY STATEMENT

Violent behavior, including the threat of violence, in the workplace is unacceptable. County of Minburn is committed to providing a workplace that is productive, safe, and respectful of its employees, volunteers, visitors, contractors, and the public.

All people working on behalf of County of Minburn have the right to work in an environment based upon mutual respect, dignity, and fairness, and one that is free from actions and behaviors that are contrary to respectful, dignified, and fair treatment of the individual.

PURPOSE

The purpose of this Policy is to outline the framework for identifying and preventing the potential for violence in the workplace; and to provide guidance for employees on how to respond should violence occur.

DEFINITIONS

Employee - – any person employed by The County of Minburn on a permanent, non-permanent, full-time, or part-time basis; including all firefighting, management, and staff engaged through an employment contract.

Joint Health and Safety Committee (JHSC) – County of Minburn’s Joint Health and Safety Committee, as required under section 16 of the Occupational Health and Safety Act, SA 2017, c O-2.1

Management – Any employee occupying a position classified within the management job family (includes Managers, Directors, and CAO).

Supervisor – An employee whose job responsibilities include supervision of other employee(s) (includes managers).

Violence – The threatened, attempted, or actual conduct of a person that could cause physical or psychological injury or harm, whether at a workplace or work related. Workplace – A ‘work site’ as defined by the Occupational Health and Safety

Act: a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.

Work-Related – An event that occurs as a direct result of doing a job, linked to the job by time, place, and activity.

GENERAL GUIDELINES

Everyone has a role in preventing workplace violence. County of Minburn has taken steps to identify potential sources of violence in the workplace and commits to training our workforce on controls and procedures to eliminate or minimize risk. Any reported incident of violence will be investigated, and appropriate corrective measures will be taken to avoid future incidents. Contractors working on behalf of the County of Minburn are responsible to meet or exceed applicable laws and legislation, and protect the health and safety of their employees, County of Minburn employees, other contractors, visitors, and patrons.

RESPONSIBILITIES

1. **Employees** are responsible to:
 - a) Comply with this Policy and associated procedures.
 - b) Attend training associated with this Policy.
 - c) Refrain from engaging in any behavior or actions that constitutes workplace violence.
 - d) Report any incident or situation that could constitute workplace violence.
 - e) Cooperate in fact finding processes conducted pursuant to this Policy.
 - f) Maintain confidentiality of a complaint or investigation.

2. **Management and Supervisors** are responsible to:
 - a) Comply with this Policy and associated procedures.
 - b) Ensure workplace violence is an identified hazard and effective controls are implemented to prevent and/or mitigate employee exposure to workplace violence.
 - c) Ensure that employees are aware of this Policy.
 - d) Ensure that employees are provided the opportunity to attend training related to this Policy.
 - e) Foster a work environment where individuals are supported and encouraged to bring forward complaints of workplace violence.
 - f) Report, as soon as they become aware, all incidents of workplace violence.
 - g) Participate in the resolution of issues in an unbiased manner.
 - h) Initiate the incident investigation process for all incidents of reported workplace violence.
 - i) Following an investigation, implement and act on appropriate corrective actions to address the incident.

- j) Ensure the details of workplace violence and threats investigation are kept confidential, except where limited disclosure is necessary.

3. **Human Resources** is responsible to:

- a) Ensure that reported incidents involving workplace violence are investigated.
- b) Keep details of workplace violence investigation confidential, except where limited disclosure is necessary.
- c) Support departments in conducting investigations, particularly for any matters that may involve disciplinary action.
- d) Review this Policy every three years, at minimum, from the date of approval. Revisions and/or updates may occur at any time prior to the review date in consultation with the JHSC in response to an incident.
- e) Establish training requirements related to workplace violence.
- f) Involve the Occupational Health and Safety Coordinator in investigations to ensure that OHS legislative requirements are met.

CONFIDENTIALITY

County of Minburn will not disclose the circumstances related to an incident of violence or the names of the complainant, the individual alleged to have committed the violence and/or any witnesses except where limited disclosure is necessary, as follows:

- a) To investigate the incident or to take corrective action.
- b) To inform the parties involved in the incident of the results of the investigation and corrective action taken.
- c) To inform employees of a specific or general threat of violence or potential violence.
- d) As allowed or required by law.

Only the minimum amount of personal information that is necessary to inform employees of a specific or general threat of violence or potential violence will be disclosed.

INVESTIGATION AND PROTECTION FROM REPRISAL

Incidents of workplace violence will be investigated. The investigation process will be consistent, prompt, fair, and equitable in the handling of complaints and/or violations.

Retaliation against any employee who has made a complaint or who has participated in an investigation is prohibited. No employee will be penalized, reprimanded or in any way criticized when acting in good faith while following this Policy and the supporting procedures for addressing situations involving workplace violence. This Policy does not discourage employees from exercising their rights under any other law.

Any employee who violates this Policy and/or makes a violent incident complaint maliciously may be subject to discipline up to and including dismissal.



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____

Department: _____

Recommendation:

Background:

See Appendix

Legislative Guidance:

Provincial Municipal None

Details:

Council Priorities Chart:

Yes No

Details:

Previous Council Direction:

Financial Implications:

Capital Operations Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Podobinskiy



Policy

Respectful Workplace

Policy Number: AD 1025-01

Supersedes Policy Number: NEW

Approved by Council:

Next Review Date: April 2028

Resolution No:

Last Review Date: N/A

POLICY STATEMENT

The County of Minburn is committed to ensuring a respectful workplace, free of violence and harassment, for all individuals that work in a County workplace.

PURPOSE

Accountability and responsibility for a respectful workplace is shared. The purpose of this Policy is to outline the framework for a respectful workplace and inform employees and other individuals that work or interact in a County workplace of their right and obligation to work in a respectful environment.

DEFINITIONS

County – means County of Minburn No. 27.

Contractor – a person, partnership, or group of persons who, through a contract, or an agreement with the County, directs the activities of one or more employers or self-employed persons involved at work at a workplace, and are not an employee of The County of Minburn.

Employee – any person employed by the County of Minburn on a permanent, non-permanent, full-time, or part-time basis; including all firefighting, management, and staff engaged through an employment contract.

Violence – The threatened, attempted, or actual conduct of a person that could cause physical or psychological injury or harm, including domestic or sexual violence, whether at a workplace or work related.

Workplace – a “work site” as defined by the *Occupational Health and Safety Act*: a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.

Workplace Harassment - any incident (single or repeated) of objectionable or

unwelcome conduct, comment, bullying, discrimination, or action by a person that they know or ought to know will or would cause offence or humiliation to an employee, or adversely affects the employee's health and safety. This includes conduct, comment, bullying, or action because of a prohibited ground under human rights legislation. Reasonable conduct and feedback by supervisors and managers relating to the management and performance of employees is not workplace harassment.

GENERAL GUIDELINES

All individuals who work or interact at a County workplace have the right to a respectful environment and one that is free of workplace violence and harassment.

The County of Minburn is committed to realizing a respectful workplace through the following actions:

- a) Setting, communicating, and modeling clear expectations of employee behaviours in relation to other employees, members of the public, elected officials, and contractors.
- b) Setting and communicating expected behaviours of individuals who interact with employees including members of the public, elected officials, and contractors.
- c) Communicating that inappropriate behaviours that are contrary to the intent of this policy will not be tolerated.
- d) Identifying and eliminating or, if that is not reasonably practicable, controlling the hazards of workplace violence and harassment.
- e) Providing appropriate respectful workplace training, education, and awareness information for employees.
- f) Ensuring a process is available to raise complaints of workplace violence or harassment without fear of reprisal.
- g) Ensuring complaints of workplace violence and harassment are investigated appropriately. The privacy of all parties involved will be respected as much as possible, except where limited disclosure is necessary to address the incident or as required by law.
- h) Taking corrective action when conduct does not satisfy the established expectations.

Any individual who is subjected to workplace violence or harassment may exercise their rights under any other law, including the *Alberta Human Rights Act* and the *Occupational Health and Safety Act*.

Complaints regarding Elected Official behaviour can be submitted to any member of Council. The complaint will be investigated and responded to by Council under the provisions of the Council Code of Conduct Bylaw.

Contractors working on behalf of the County of Minburn are responsible to meet or exceed applicable laws and legislation, and protect the health and safety of their employees, The County of Minburn employees, other contractors, elected officials, and members of the public.



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

See Appendix

Legislative Guidance:

Provincial Municipal None

Details:

Council Priorities Chart:

Yes No

Details:

Previous Council Direction:

Financial Implications:

Capital Operations Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Padolborzny

COUNTY OF MINBURN NO. 27

BYLAW NO. 1347-24

A BYLAW OF THE COUNTY OF MINBURN NO. 27, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE FIREFIGHTERS TO USE FLASHING GREEN LIGHTS IN THEIR VEHICLES.

WHEREAS the *Traffic Safety Act* authorizes the use of flashing green lights by authorized firefighters in private vehicles when used in response to a fire or other emergency.

AND WHEREAS Section 28 being Alberta Regulation 122/2009, the *Vehicle Equipment Regulation* of the *Traffic Safety Act*, authorizes municipalities the power to pass a bylaw allowing authorized firefighters to use flashing green lights in their vehicles as a means of identification when responding to a fire or other emergency.

NOW THEREFORE, 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 shall be cited as the “**Green Light Bylaw**”.

2. PROVISIONS

2.1 Any active Minburn County Fire Department may carry on or in a vehicle other than an emergency vehicle, a lamp that produces intermittent flashes of green light, and may operate the same in the County of Minburn if the vehicle is proceeding to the Fire Station for an emergency call.

2.2 No person other than an active Minburn County Fire Department member shall operate a lamp that produces intermittent flashes of green light while operating a motor vehicle.

2.3 Nothing in this bylaw shall be construed so as to permit an active Minburn County Fire Department member to operate a vehicle in contravention of the *Traffic Safety Act*, the regulations under the *Traffic Safety Act*, any other provincial legislation or regulation, or any bylaw of the County of Minburn.

3. SEVERABILITY

3.1 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of this bylaw is deemed valid.

This Bylaw comes into force on the date of the third and final reading done and passed in open Council with unanimous consent of the members present the 15th day of April, 2024.

FIRST READING April 15, 2024

SECOND READING April 15, 2024

THIRD AND FINAL READING April 15, 2024

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: P. Podchorzyny



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

See Appendix

Legislative Guidance:

Provincial Municipal None

Details:

Council Priorities Chart:

Yes No

Details:

Previous Council Direction:

Financial Implications:

Capital Operations Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Podoborsky



COUNTY OF MINBURN NO. 27

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

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

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

April 19, 2024

Dear County of Minburn Business,

I am writing to you today on behalf of the Crossroads Economic Development Alliance, a collaborative effort between the County of Minburn, the Town of Vegreville, the Village of Innisfree, and the Village of Mannville, aimed at fostering regional economic prosperity.

As a valued member of our local business community, I am pleased to introduce you to the Crossroads Economic Development Alliance as well as the Alliance's newly appointed Regional Economic Development Consultant, Kathy Dmytriw.

This initiative is wholly funded by a successful application from the County of Minburn, the Village of Innisfree, the Village of Mannville, and the Town of Vegreville for the Alberta Communities Partnership Grant and will be immensely valuable as we collaboratively work toward regional economic prosperity.

Some of you may have already had the pleasure of meeting and discussing your business goals and challenges with Kathy. While these business visitations will continue around our region in the months ahead, another major component of the Crossroads Economic Development Alliance's presently underway Business Retention Expansion Study is a recently launched online survey for business owners/representatives. Your feedback from this survey will play a vital role in shaping the future of our economic landscape as we assess your opinions, concerns, and suggestions regarding the challenges and opportunities faced by businesses within our region.

To access the survey, please visit https://www.surveymonkey.com/r/MinburnBRE?gf_id. Your participation is greatly appreciated, and as a token of our gratitude, all participants will be entered into a draw for a Business Promotion Package valued at nearly \$4,000.

For more information about the Crossroads Economic Development Alliance, the Business Retention Expansion Study, and the prize draw, please visit our website at www.crossroadsdevelopment.ca. Your input is invaluable to us, and I urge you to take a few moments to complete the survey. Together, we can work towards a vibrant and resilient business community.

Thank you for your continued support and participation in this important endeavor.

Sincerely,

Roger Konieczny
Reeve



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

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

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

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

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

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

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

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

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

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

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

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

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



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):



CAO REPORT

For Presentation at April 15, 2024 Council Meeting

From Date: March 13, 2024

To Date: April 12, 2024

Internal Meetings:

- Staff Meeting – Employee Handbook: March 27
- Special Meeting – Budget 2024: April 4
- Committee of the Whole Meeting: April 10

External Meetings:

- Quad CAO Meeting – March 28
- Meeting with MLA and Reeve – April 4
- Hosted ARMAA Zone 5 Meeting – April 5

Education and Professional Development:

- Alberta Emergency Alert, Authorized User Training: AEMA – March 14
- RMA Spring Conference: RMA – March 18-20
- ICF Workshop: Municipal Affairs – March 20
- FOIP Training: Town of Vegreville – March 21-22

Senior Leadership Team Support:

- Employee Handbook
- Job Descriptions
- Human Resources and OH&S Policies
- Shortlisting and offer letters for permanent and temporary positions
- Procurement and Contract awards
- Job Descriptions
- Annual Report
- Social Media Posts
- Council Packages



ADMINISTRATION REPORTS

Name: Norm De Wet

Department: Operations

Reviewed by: Pat Podoborzny

For Presentation at: April 15, 2024 County Council Meeting

From Date: March 15, 2024

To Date: April 12, 2024

Fleet/Shop Update:

- Unit 528 is currently having the undercarriage refurbished at Wajax in Edmonton and should be back at the shop within the next few weeks.

Public Works Update:

- It is anticipated that the calcium program should start by the final week of April 2024 and will be focused on residential customers first, followed by road maintenance applications.
- Construction program planning is underway, and landowner agreements are being signed. The first project will be Twp 512 from Hwy 857 to RR 144 in Div. 6 and should take approximately a month to complete. The final construction schedule will follow in May.
- Crews have been proactively focusing on steaming where necessary.
- Crews are currently brushing on RR155 south of Hwy 16.

Contracted Services Update:

- Contracts have been executed for the following:
 - Roadside Mowing Services: A&R Contracting
 - Parks and Recreation Mowing: Precision Services
 - Crack Sealing: Marshall Lines
- A preconstruction meeting is scheduled for May 7, 2024, with Ken-X Energy. It is anticipated that the gravel program will start on May 21, although this may be sooner depending on road conditions.
- MPA is finalizing the tenders for BF 75589 in Div. 7 and the bridge maintenance program.

Agricultural Services Update:

- 16,030 kg of grain bags have been removed from Mannville Waste Transfer Station and Vegreville landfill and sent for recycling. There is a partial load still left at Vegreville for pickup this month by Clean Farms.

- Notification has been received from Explore Edmonton that they have ended the Farm Family Awards program. They cited a decline in community participation as the main reason for the decision and are looking for alternatives to recognize and celebrate the accomplishment of rural Albertans.

Water and Sewer Utility Update:

- Administration is currently finalizing the request for quotations the emergency backup power generator in Lavoy, and this will be posted to APC and advertised within the next few weeks.

Waste Management:

- The new contractor at the Mannville Waste Transfer Station is in place as from April 1, 2024 and everything is working well at this point.



ADMINISTRATION REPORTS

Name: Davin Gegolick

Department: Planning & Community Services

Reviewed by: Pat Podoborzny

For Presentation at: April 15, 2024 Council Meeting

From Date: March 8, 2024

To Date: April 8, 2024

Planning Update:

- Issued development permits: detached garage (NE 28-50-8-4), farm shop (NW 28-50-12-4)
- Receiving a lot of inquiries for tiny homes in Lavoy and "Buy a Lot for a Loonie" program
- LUB update: sent letter to all landowners whose land is proposed to be redistricted. Receiving positive feedback on social media. Open houses are scheduled April 16 (Lavoy) and April 17 (Mannville)
- Reviewed and provided comments on Vegreville's draft MDP
- Prepared budget decision paper - Cemetery Survey & Software, Tax Sale Properties
- Met with Ducks Unlimited RE: land use bylaw update – April 2
- Met with ATCO Electric to discuss projects in the County - March 15
- Received notice of intent for a geophysical program (Mannville 2024 3D) NE of Mannville on private lands via dynamite (March 9 – June 15)
- Atlas Carbon Storage Hub update: seismic data collected last year, now planning to drill an appraisal well. Open house – April 24 between 4:30-7pm (Vegreville Social Center)
- Attended Planning Management training – March 21

Subdivision Update:

- Prepared subdivision endorsement file: 02-2024

Economic Development Update:

- We were successful in our application for funding through the Small Community Opportunity Program (SCOP) to fund our Economic Development Communications Project.
- Crossroads Economic Development Alliance meeting held on March 27
 - Planning to formally launch mid-April followed by sending Council support letter to County businesses
 - Website can be viewed at <https://crossroadsdevelopment.ca/>
 - Kathy has been meeting with businesses, networking with Chambers of Commerce, Alberta HUB, STEP initiative, and schools (YI#LoveAlberta initiative). ~20 interviews completed.
 - Request to have division Councilors visit County businesses with Kathy

Attachments:

- Facebook Post Comments – LUB Review
- Mannville 2024 3D Seismic program map
- Atlas Carbon Storage Hub letter
- Grant funding approval letter
- RFD – CEDA & Survey Business Introduction Letter

SMALL SPACES, BIG BUZZ:

Tiny Homes, Urban Hens, and Bees Shake Up Land Use

Join us and discover why we're the bee's knees in the County of Minburn! We've cut through the red tape to offer you more opportunities with our updated land use bylaw:

- Enhanced agricultural and food security by allowing beekeeping and urban hens
- More room for your family by allowing tiny homes on properties
- Enjoy more freedom with your animals on residential acreages, no more red tape permit approvals
- Sustainable living with more options for solar and geothermal energy
- Experience a reduction in permits required for certain land uses

Have Questions? Come for the snacks and stay for the open houses:

- April 16, 2024, 4-7 p.m. at Lavoy Hall
- April 17, 2024, 4-7 p.m. at Mannville Elks Hall

minburncounty.ab.ca



What ? they dont want to make 15 minute cities and in prison their residents like the cities and other counties are trying to do. Regulating how many trees or buildings you can have .
More counties need to enforce their own law and vision of what they want rather than what our treasonous federal gov and the WEF are trying to fool people with!!

1w Like Reply

12

well said! I totally agree.

1w Like Reply



I wish Lamont County would do this as well. Way to go Mindburn!

2w Like Reply

12

I was just thinking the same thing 😊 it would let my family stay with me.

1w Like Reply

we have an approved country residential subdivision in Lamont County and want to allow people to develop affordable small homes, but the County will not allow it... I just don't understand 😞

1w Like Reply



I don't understand either, not everyone can afford a standard size home. So we let our citizens move to the city and our tax base gets overloaded to compensate for less people. My example would be Andrew school, up until the 50's it used to have about 850 students now it's shut down. Obviously there are different reasons but it all comes down to the fact that we still need our roads fixed, plowed, county employees ,infrastructure maintained,etc. So why not allow small homes to be built, we have excellent schools, arenas ,restaurants that could use a boost of new people. It doesn't make much sense ,you are correct.

1w Like Reply

4

Should be interesting to go and see what they have to say. I am sure there is more to it than these highlights.

2w Like Reply

8

Looks like Minburn could teach the rest of Alberta a thing or two Especially Edmonton, red tape city

2w Like Reply

8

Good for you Minburn, looks like you got off the UN sustainable trap and the Kiclie bandwagon. More people need to really start questioning their counsellors and find out who is running them and find out if they are running your counties and small towns by the UN handbook that was given to every municipality in 1992-93

1w Like Reply Edited

2

look like you're allowing small houses mini houses out in the countryside what next?

1w Like Reply Edited

why do you Need a big house ? A Mansion? How would that even effect your life? Get a real designation on life.

1w Like Reply

Go Minburn. We are watching you for a potential retirement location. We are in Strathcona county where you can't do a thing. You vcan build a small "garden cottage on your acreage but you can't subdivide the land it's on and sell it/

1w Like Reply

3

great incentives to move there..

2w Like Reply

4

don't do it!!

1w Like Reply

Wish we could do this in vegreville

2w Like Reply

3

I would suggest you read all these documents very carefully the UN is not your friend!!!

2w Like Reply

9

it has nothing to do with the u.n. just have balls and get away from your keyboard where you're so tough. And go out and make life difficult for these losers!

1w Like Reply

is vergerville not aprt of minburn County i am sure it is

2w Like Reply

2 

we are Minburn County

2w Like Reply



so it should apply to that area

2w Like Reply

the town has its own bylaws

2w Like Reply

2 

sorry - but Vegreville has it's own government (elected officials), so what Minburn does has nothing to do with Veg. and vise-versa

2w Like Reply

3   

Good on them.

2w Like Reply 

Very 

2w Like Reply

Finally one county gets their shit together.

1w Like Reply



RGE 8 W4m

RGE 7 W4m

TWP 52

TWP 52

TWP 51

TWP 51

RGE 8 W4m

RGE 7 W4m



peersolutions
 Box 466 Erskin, AB T0C 1G0 403-923-7703

Program: **Mannville 2024 3D** UTM ZONE: 12
 TWP 51, RGE 7-8 W4M PROV: AB

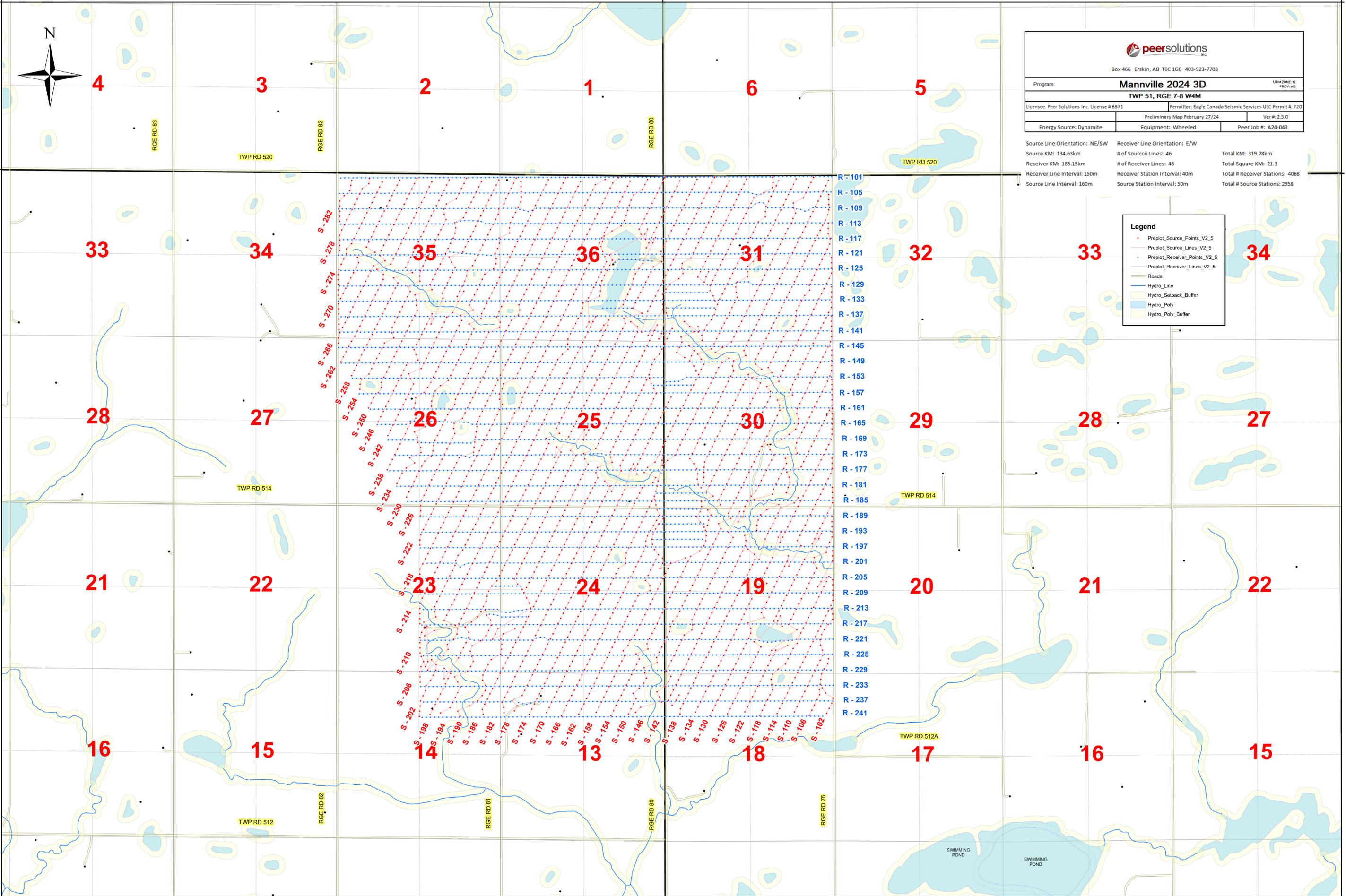
Licensee: Peer Solutions Inc. License # 6371 Permittee: Eagle Canada Seismic Services ULC Permit # 720
 Preliminary Map February 27/24 Ver # 2.3.0

Energy Source: Dynamite Equipment: Wheeled Peer Job #: A24-043

Source Line Orientation: NE/SW Receiver Line Orientation: E/W
 Source KM: 134.63km # of Source Lines: 46 Total KM: 319.78km
 Receiver KM: 185.15km # of Receiver Lines: 46 Total Square KM: 21.3
 Receiver Line Interval: 150m Receiver Station Interval: 40m Total # Receiver Stations: 4068
 Source Line Interval: 160m Source Station Interval: 50m Total # Source Stations: 2958

Legend

- Preplot_Source_Points_V2_5
- Preplot_Source_Lines_V2_5
- Preplot_Receiver_Points_V2_5
- Preplot_Receiver_Lines_V2_5
- Roads
- Hydro_Line
- Hydro_Setback_Buffer
- Hydro_Poly
- Hydro_Poly_Buffer



S - 282
 S - 278
 S - 274
 S - 270
 S - 266
 S - 262
 S - 258
 S - 254
 S - 250
 S - 246
 S - 242
 S - 238
 S - 234
 S - 230
 S - 226
 S - 222
 S - 218
 S - 214
 S - 210
 S - 206
 S - 202
 S - 198
 S - 194
 S - 190
 S - 186
 S - 182
 S - 178
 S - 174
 S - 170
 S - 166
 S - 162
 S - 158
 S - 154
 S - 150
 S - 146
 S - 142
 S - 138
 S - 134
 S - 130
 S - 126
 S - 122
 S - 118
 S - 114
 S - 110
 S - 106
 S - 102

R - 101
 R - 105
 R - 109
 R - 113
 R - 117
 R - 121
 R - 125
 R - 129
 R - 133
 R - 137
 R - 141
 R - 145
 R - 149
 R - 153
 R - 157
 R - 161
 R - 165
 R - 169
 R - 173
 R - 177
 R - 181
 R - 185
 R - 189
 R - 193
 R - 197
 R - 201
 R - 205
 R - 209
 R - 213
 R - 217
 R - 221
 R - 225
 R - 229
 R - 233
 R - 237
 R - 241

RGE RD 83

TWP RD 520

RGE RD 82

RGE RD 80

TWP RD 520

TWP RD 514

TWP RD 514

TWP RD 512

RGE RD 82

RGE RD 81

RGE RD 80

RGE RD 75

TWP RD 512A

SWIMMING POND

SWIMMING POND

ATLAS

CARBON STORAGE HUB

POWERING CCS



RECEIVED

APR 09 2024

Spring 2024

COUNTY OF MINBURN NO. 27

Project updates

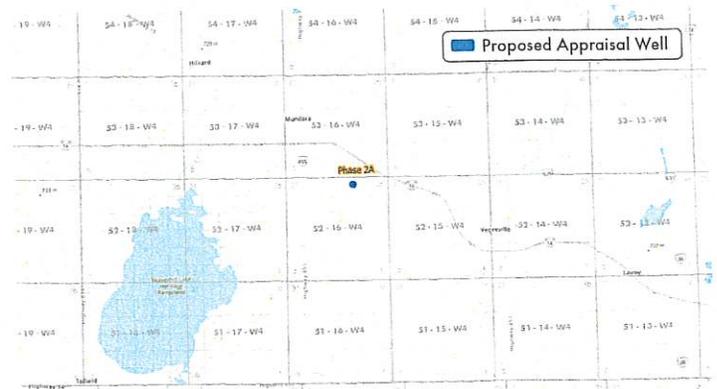
Appraisal program

To finalize the design for the Atlas CO₂ storage hub and plan where we will place the CO₂ injection wells, we need two pieces of data - seismic data, which we collected in this area last year, and data from an appraisal well, which we plan to drill later this year.

An appraisal well will collect data from the subsurface to confirm that an area is safe and suitable for CO₂ storage. It will provide detailed information regarding the storage reservoir where we plan to store the CO₂, and the rock seals that sit above ensuring the CO₂ remains safely stored in the reservoir. The appraisal well will also enable us to test how the CO₂ will inject into the selected area. The data collection from the appraisal well includes:

- **Core samples** - these are pieces of rock brought up from about 2 km underground from the actual seal and reservoir rock where we will store the CO₂. We get them by pausing regular drilling and carefully cutting down with a hollow tube while drilling to capture some of the intact rock so we can bring it up to surface to be studied - just like the pieces of rock you may have seen at one of our open houses. We will perform various studies on this rock to get more information about the storage complex, like porosity and permeability - the number of tiny spaces between the rock grains where we store the CO₂ and how easily the CO₂ will flow through it.
- **Log data** - after the well is drilled, we lower long thin sensitive tools into the well to measure the rock properties. This gives us measurements about each layer of rock on the way down and in the storage complex. This data gives us more information about the rocks, like what they are made up of, the porosity and density of all the layers, and we can even bring up fluid samples. This is important data to input into the modeling we do to understand how the CO₂ storage will perform and to confirm if the location is suitable to safely store CO₂.
- **Injectivity test** - we will inject some water down the well into the reservoir to help us understand how the fluid CO₂ will flow into the reservoir.

The data provided by an appraisal well is an important piece enabling us to capture more specific data about the reservoir and seal rocks.



Upcoming open house events

Please join us at our upcoming open house to hear the latest project updates, ask us questions, and provide us with feedback as we continue to develop the project.

Vegreville

- Wednesday, April 24, 2024
- 4:30 p.m. - 7:00 p.m.
- The Social Centre - 4802 47A Street, Vegreville, AB

Doors open at 4:30 p.m. A presentation will begin at 5:00 p.m., followed by a Q&A session, and time to speak one-on-one with the project team.

Dinner will be provided.

FAQ's

Will the appraisal well be used to inject CO₂?

No. This well will only be used to collect data for the appraisal program and will not be used to inject CO₂. Once the data has been collected, the appraisal well will be used as a monitoring well where we will place geophones to listen for very tiny vibrations in the earth.

Why aren't you using this well to inject CO₂?

We want to collect all the data from the appraisal well and 3D seismic to best understand the reservoir and seal before we commit to how many injection wells we need and where it is best to place the injection wells to store the CO₂. This allows us to locate them in most optimal and safe locations. We plan to repurpose the appraisal well as a monitoring well, so it will still be useful in the injection phase.

What should I expect to see at the appraisal well location? How long does construction take?

First, we will prepare the appraisal well location which would take about 3 weeks. There will be standard road construction equipment on site to prepare a flat area. Then, we will move the drilling rig to the location and set it up. The well will drill for about 5 weeks, during which you will see the tall drilling rig, trailers, and trucks at the well site. 2-3 months after the well is finished drilling, we will be back at the well site for 2-3 weeks of testing activity.

Will there be an increase in traffic during the construction phase? Will it be noisy?

To transport drilling rig equipment to and from the site, there will be an increase in traffic on the access roads between the highways and the well site location. This will be limited to the first few days of the operation, as the equipment is transported to the site and set up, and the last few days of the operation, as the drilling rig is taken apart and moved off site.

During the drilling operation and the well testing phases, there will be intermittent traffic during the day and occasionally at night, to provide supplies and equipment needed for the operation. There will also be some noise from rig generators and well testing pumps. However, the noise is not usually audible from a short distance away from the well site. There will also be lights at the well site at night to provide safe working conditions.

Appraisal program timeline of activities

- Pad Construction - June to July 2024
- Drilling - September to October 2024
- Completions - November to December 2024

Please note: the timeline is subject to change due to commercial or environmental factors.

Meet Andrea Hepp New Project Lead for Atlas



Andrea Hepp is the new Business Opportunity Manager for the Atlas Carbon Storage Hub proposed by Shell and ATCO. Andrea is originally from Regina, Saskatchewan and holds a BSc in Chemical Engineering.

Throughout her 16+ year career, Andrea has held various senior roles in unconventional oil and gas, projects and technology, and new business development. Andrea has worked on growth opportunities throughout Asia, Australia, Africa, Middle East, Europe, and the Americas. In her recent role, Andrea led multiple M&A (mergers and acquisitions) corporate development deals in renewables, upstream and downstream.

Beyond her professional pursuits, Andrea actively contributes to the non-profit sector, serving on the Board of Directors for Women's Energy Network. She enjoys skiing in the Rockies, rock climbing, playing basketball and making perogies with her two sons.

Andrea is looking forward to returning to Canada after 10 years abroad and is excited to join the Atlas team to build a sustainable energy future for many generations.

As we shape and refine this project, we want to hear your feedback. Please join us at an open house event or reach out directly to the contact listed in this newsletter. Andrea looks forward to meeting some of you in our upcoming engagements and continuing to share more details as the project progresses.

Contact us

Janine King
Community Relations Advisor
Janine.King@shell.com
587 879 1633



ALBERTA
AGRICULTURE AND IRRIGATION

*Office of the Minister
MLA, Highwood*

AR-85032
Davin Gegolick
County of Minburn
RED-070735

RECEIVED

APR 02 2024

MAR 28 2024

COUNTY OF MINBURN NO. 27

Davin Gegolick
Director of Planning
County of Minburn
4909 - 50 Avenue
Vegreville, AB T9C 1R6
dgegolick@minburncounty.ab.ca

Dear Davin Gegolick:

I am pleased to confirm that I have approved grant funding of \$90,000 to the County of Minburn. This funding will support the County of Minburn Economic Development Communications project.

The funding will be provided in accordance with the Ministerial Grants Regulation following execution of a funding agreement between the County of Minburn and Alberta Agriculture and Irrigation.

For further details on arranging the funding agreement, please contact Scott Long, Executive Director, Rural Economic Development Branch, at 780-427-6483 or scott.long@gov.ab.ca.

Best wishes for the successful completion of this project.

Sincerely,

Honourable RJ Sigurdson
Minister, Agriculture and Irrigation

cc: Scott Long, Executive Director, Rural Economic Development
scott.long@gov.ab.ca



ADMINISTRATION REPORTS

Name: Mike Fundytus

Department: Protective Services

Reviewed by: Pat Podoborzny

For Presentation at: March 14th, Council Meeting

From Date: March 5th, 2024

To Date: April 10th, 2024

Fire Department Update:

Call Type	Date	Details	Station Dispatched
Medical	March 7	Village of Mannville. **Mannville did not have enough members to respond. Innisfree responded to call.	Innisfree
Fire - False Alarm	March 10	Village of Mannville	Mannville
Fire - False Alarm	March 10	Village of Mannville	Mannville
MVC	March 11	Hwy 631 Hwy 16	Vegreville
Fire - False Alarm	March 14	County of Minburn - Rural	Innisfree
Medical/Extrication	March 15	Village of Innisfree - EMS required Fire Dept. to gain entry to home for EMS access. Fire Dept. arrived 15 Min 14 seconds before EMS	Innisfree
Medical	March 18	Village of Mannville - Medical Chest Pain difficulty breathing/speaking. Fire Dept. arrived 3 minutes and 45 second before EMS	Mannville
Fire - False Alarm	March 28	Village of Mannville **Mannville did not have enough members to respond.	Innisfree
Fire - Vehicle	March 30	Semi hauling diesel fuel Hwy 16 RR 94	Mannville/Innisfree

Fire - Grass	April 1	RR 131 north of Hwy 631	Vegreville/Innisfree
Fire - False Alarm	April 3	Reported grass fire Hwy 631 RR 133. Could not find fire.	Vegreville
Medical	April 6	Village of Mannville Ineffective Breathing Fire Dept arrived 8 minutes and 4 seconds before EMS	Mannville
Fire - Grass	April 9	Hamlet of Ranfurly large grass fire spread to small storage shed	Innisfree
Fire - False Alarm	April 10	RR 135	Vegreville

- Total Fire Responses:
 - Mannville - 5
 - Innisfree - 7
 - Vegreville - 2

- Currently issuing fire permits till April 30th
- Fire inspection complete at Mannville Elks Hall
- Hazard reduction-controlled burns completed in Villages of Mannville and Innisfree
- Completed fire inspections for the Town of Vegreville.
- Member recruitment campaign
- New member joining Innisfree once they move into the Village and get settled (likely end of May beginning of June)

Emergency Management Update:

Nothing to report

OH&S Update:

- Policy updates
- H&S Manual updates

RCMP Liaison:

- Nothing to report



ADMINISTRATION REPORTS

Name: _____ Department: _____

Reviewed by:

For Presentation at: _____ Council Meeting

From Date: _____ To Date: _____

Department Updates:

Department Updates Cont'd.:

Attachments:



County of Minburn No. 27
2023 Statement of Financial Position
As At March 31, 2024

FINANCIAL ASSETS	Mar/2024	Feb/2024	Dec/2023
Cash & Temporary Investments	16,204,124	17,787,185	22,912,309
Receivables			
Taxes & Grants in Place of Taxes Receivable	283,442	334,278	329,578
Due From Governments	231,838	220,989	336,862
Trade & Other Receivables	1,121,276	382,832	1,294,260
Long Term Receivables	354,573	499,645	514,159
Land Held for Resale	169,407	169,407	169,407
Total Financial Assets:	\$ 18,364,660	\$ 19,394,336	\$ 25,556,576
LIABILITIES	Mar/2024	Feb/2024	Dec/2023
Accounts Payable & Accrued Liabilities	10,521,980	10,529,261	13,645,998
Asset Retirement Obligation	3,211,917	3,211,917	3,211,917
Deposit Liabilities	-	-	-
Deferred Revenue	135,707	90,056	90,250
Employee Benefit Obligations	- 69,253	- 63,412	204,678
Total Liabilities:	\$ 13,800,351	\$ 13,767,822	\$ 17,152,844
Net Financial Assets:	\$ 4,564,309	\$ 5,626,514	\$ 8,403,732
NON-FINANCIAL ASSETS	Mar/2024	Feb/2024	Dec/2023
Tangible Capital Assets	34,398,308	34,398,308	34,398,308
Inventory for Consumption	22,488,659	22,488,950	22,405,825
Prepaid Expenses	1,122	15,691	277,705
Total Non-Financial Assets:	\$ 56,888,089	\$ 56,871,567	\$ 57,081,838
ACCUMULATED SURPLUS:	\$ 61,452,398	\$ 62,498,081	\$ 65,485,570
Difference:	-\$ 4,033,172	-\$ 2,987,489	



County of Minburn No. 27

2024 Revenue & Expenditure Report

For Month Ending March 31, 2024

REVENUE	2024		2024	% of	Same
	Current Month	Year-To-Date	Budget	Budget Used	Period Last Year
Net Municipal Taxes	- 584,838	- 619,570	18,099,043	-3.4%	-5.0%
User Fees & Sale of Goods	24,734	34,403	283,300	12.1%	13.7%
Government Transfers	100	9,590	4,309,847	0.2%	1.1%
Investment Income	73,938	119,251	529,500	-22.5%	-36.3%
Penalties & Costs on Taxes	-	73,517	122,000	60.3%	44.3%
Gain on Disposal of Tangible Assets	510,500	510,500	29,400	1736.4%	27.1%
Other	93,658	107,979	869,625	12.4%	23.7%
Totals:	\$ 118,092	-\$ 2,831	\$ 24,242,715	0.0%	-3.6%

EXPENDITURES	2024		2024	% of	Same
	Current Month	Year-To-Date	Budget	Budget Used	Period Last Year
Administrative & Legislative	171,581	632,780	5,764,789	11.0%	23.2%
Fire Protection & Safety Services	74,558	233,818	1,407,762	16.6%	15.7%
Emergency Dispatch Services	14,178	14,178	11,000	128.9%	82.4%
Policing Services	-	-	245,569	0.0%	0.0%
Bylaw Enforcement, Health & Safety	2,116	10,791	38,350	28.1%	5.9%
Roads, Streets, Walks, Lights	861,787	2,761,673	16,732,643	16.5%	8.1%
Water Supply & Distribution	10,215	23,985	329,316	7.3%	8.2%
Wastewater Treatment & Disposal	4,457	10,134	83,761	12.1%	7.7%
Waste Management	7,913	112,432	369,032	30.5%	14.7%
Family & Community Support Services	-	42,102	168,409	25.0%	24.9%
Cemeteries	961	961	9,034	10.6%	0.0%
Planning & Economic Services	- 1,678	92,983	447,386	20.8%	7.3%
Agricultural Services Board	17,903	54,578	619,148	8.8%	8.9%
Recreation & Library Services	781	39,927	836,575	4.8%	4.8%
Totals:	\$ 1,164,772	\$ 4,030,341	\$ 27,062,774	14.9%	10.5%

Difference: **-\$ 4,033,172**



County of Minburn No. 27

Quarterly Report - Investment Income

As At March 31, 2024

Financial Institution	Investment Fund	Investment Date	Maturity Date	Current Month Investment Amount	Int Rate/Annum	2024 Interest Accrued	2024 Interest Received
ATB	Operating Acct	Monthly	Monthly	\$ 1,502,215.67	5.40%	\$ -	\$ 18,074.64
Total ATB Operating Cash:				\$ 1,502,215.67		\$ -	\$ 18,074.64
ATB	MUSH Operating			\$ 1.60			
ATB	Equip Combined	Monthly	Monthly	\$ 1,160.40	5.70%	\$ -	\$ 16.50
ATB	Gen Op 31 days	Monthly	Monthly	\$ 2,270.48	5.60%	\$ -	\$ 31.70
ATB	Tax Recovery Y	Monthly	Monthly	\$ 3,009.57	5.70%	\$ -	\$ 42.77
ATB	Sale Proceeds HofM	Monthly	Monthly	\$ 61,573.23	5.60%	\$ -	\$ 859.59
ATB	MUSH Savings	Monthly	Monthly	\$ 4,126,235.89	5.57%	\$ -	\$ 69,117.43
Total ATB NDC Investments:				\$ 4,194,251.17		\$ -	\$ 70,067.99
ATB	GIC	Oct 13/22	Jan 13/24	\$ -	4.93%	\$ -	\$ 46,294.73
ATB	GIC	Sep 22/22	Sep 22/24	\$ 500,000.00	4.81%	\$ 5,930.14	\$ -
ATB	GIC	Oct 13/22	Oct 13/24	\$ 750,000.00	5.03%	\$ 9,302.05	\$ -
ATB	GIC	Sep 22/22	Sep 22/25	\$ 500,000.00	4.80%	\$ 5,917.81	\$ -
ATB	GIC	Sep 22/22	Sep 22/26	\$ 1,000,000.00	4.76%	\$ 11,736.99	\$ -
ATB	GIC	Sep 22/22	Sep 22/27	\$ 1,000,000.00	4.79%	\$ 11,810.96	\$ -
Total ATB GIC Investments:				\$ 3,750,000.00		\$ 44,697.95	\$ 46,294.73
Total ATB Cash & Investments:				\$ 9,446,466.84		\$ 44,697.95	\$ 134,437.36
CWB	GIC	Sep 29/23	Mar 29/24	\$ 0.91	6.12%	\$ 0.01	\$ -
CWB	GIC	Feb 25/22	Jun 25/24	\$ 1,833,216.44	2.35%	\$ 4,131.02	\$ 6,457.86
CWB	GIC	Aug 30/23	Aug 30/24	\$ 770,882.00	5.95%	\$ 11,435.45	\$ -
CWB	GIC	Mar 31/22	Sep 30/24	\$ 1,029,500.00	2.95%	\$ -	\$ 7,489.79
CWB	GIC	Mar 11/22	Mar 11/25	\$ 1,027,500.00	2.75%	\$ 7,044.71	\$ 5,419.01
CWB	GIC	Oct 3/23	Apr 3/25	\$ 1,000,000.00	6.12%	\$ 15,258.08	\$ -
CWB	GIC	Jun 7/22	Jun 7/25	\$ 520,750.00	4.15%	\$ 5,387.98	\$ -
CWB	GIC	Mar 31/22	Sep 30/25	\$ 1,031,750.00	3.18%	\$ -	\$ 8,077.33
CWB	GIC	May 4/22	May 4/26	\$ 519,250.00	3.85%	\$ 4,984.09	\$ -
CWB	GIC	Aug 2/22	Aug 2/26	\$ 523,500.00	4.70%	\$ 6,134.27	\$ -
CWB	GIC	May 4/22	May 4/27	\$ 519,500.00	3.90%	\$ 5,051.25	\$ -
CWB	GIC	Aug 2/22	Aug 2/27	\$ 525,000.00	5.00%	\$ 6,544.52	\$ -
Total CWB Investments:				\$ 9,300,849.35		\$ 65,971.38	\$ 27,443.99
Total CWB Investments:				\$ 9,300,849.35		\$ 65,971.38	\$ 27,443.99
Grand Totals to March 31/2024:				\$ 18,747,316.19		\$ 110,669.33	\$ 161,881.35

~ 2024 INTEREST SUMMARY ~	
Total Interest Accrued at March 31/2024	\$ 110,669.33
Total Interest Received at March 31/2024	\$ 161,881.35
Grand Total Interest	\$ 272,550.68
2024 Budgeted Total Interest	\$ 529,500.00
% of Budget Received	30.57%
Interest Received - Same Period Last Year	\$ 104,490.88

COUNTY OF MINBURN NO. 27
2024 Monthly Progress Report - At March 31, 2024

Decision Papers - Operating								
Project Name	20%	40%	60%	80%	100%	Budget	Spent	Comments
Staff Remuneration / Compensation	<div style="width: 100%; height: 10px; background-color: #4b618c;"></div>					\$ 217,000	N/A	Implemented January 1/2024 - Ongoing costs
Admin Bldg. Mechanical & Electrical Study	<div style="width: 0%; height: 10px; background-color: #4b618c;"></div>					\$ 52,500	\$ -	
Financial ERP System Replacement	<div style="width: 0%; height: 10px; background-color: #4b618c;"></div>					\$ 200,000	\$ -	
Surfaced Road & Fac. Reserve Allocations	<div style="width: 0%; height: 10px; background-color: #4b618c;"></div>					\$ 225,000	\$ -	
Fire Reserve Transfer - Annual Increase	<div style="width: 0%; height: 10px; background-color: #4b618c;"></div>					\$ 50,000	\$ -	
Arch GIS Software	<div style="width: 100%; height: 10px; background-color: #4b618c;"></div>					\$ 12,010	\$ 12,010	Purchased and in use
Developer's Package	<div style="width: 0%; height: 10px; background-color: #4b618c;"></div>					\$ 10,000	\$ -	Received SCOP Program funding approval for \$90k; County portion is \$10k
Wapasu Lake Campground Upgrades	<div style="width: 0%; height: 10px; background-color: #4b618c;"></div>					\$ 23,000	\$ -	Reduced due to lack of grant funding
Asphalt Maintenance - Crack Sealing	<div style="width: 0%; height: 10px; background-color: #4b618c;"></div>					\$ 37,200	\$ -	Tender awarded to Marshall Lines
Unit #528 Excavator - Undercarriage Rpr	<div style="width: 0%; height: 10px; background-color: #4b618c;"></div>					\$ 24,814	\$ -	
Land Use Bylaw Review (Carry Over)	<div style="width: 0%; height: 10px; background-color: #4b618c;"></div>					\$ 6,346	\$ -	April 16/17 Open House; planned to be adopted at June 17 Council meeting
Decision Papers - Capital								
Project Name	20%	40%	60%	80%	100%	Budget	Spent	Comments
Council Chambers Rehabilitation	<div style="width: 0%; height: 10px; background-color: #4b618c;"></div>					\$ 30,000	\$ 7,205	Council Chambers has had electrical work & has been painted
Admin Bldg. Front Entry Rehabilitation	<div style="width: 0%; height: 10px; background-color: #4b618c;"></div>					\$ 78,000	\$ -	Additional quotes required prior to proceeding
New Fire Truck - Unit #910 Replacement	<div style="width: 0%; height: 10px; background-color: #4b618c;"></div>					\$ 275,000	\$ -	
Innisfree Fire Station Cold Storage Upgrade	<div style="width: 0%; height: 10px; background-color: #4b618c;"></div>					\$ 115,000	\$ -	Tender awarded to Fullswing Construction
AB First Responder Radio Comm. System	<div style="width: 0%; height: 10px; background-color: #4b618c;"></div>					\$ 143,000	\$ -	Tender awarded to LH3 Harris via West Can ACS
2024 CAT 160M Motor Grader	<div style="width: 100%; height: 10px; background-color: #4b618c;"></div>					\$ 655,000	\$ 649,000	Equipment received and in use
Unit #518 Motor Scraper - Refurbishment	<div style="width: 0%; height: 10px; background-color: #4b618c;"></div>					\$ 183,000	\$ -	Refurbishment planned for fall 2024
2024 Fleet Truck Replacements (2)	<div style="width: 0%; height: 10px; background-color: #4b618c;"></div>					\$ 150,000	\$ -	Tender awarded to Vegreville Ford & Maddigan Chrysler
2024 Excavator & Mulching Head	<div style="width: 100%; height: 10px; background-color: #4b618c;"></div>					\$ 452,000	\$ 452,995	Equipment received and in use
Lavoy Water Reservoir Generator Unit	<div style="width: 0%; height: 10px; background-color: #4b618c;"></div>					\$ 60,500	\$ -	
BF75589 Bridge Work / Engineering	<div style="width: 0%; height: 10px; background-color: #4b618c;"></div>					\$ 646,000	\$ 26,637	Engineering being completed by MPA
Veg Road to GrainsConnect Paving	<div style="width: 0%; height: 10px; background-color: #4b618c;"></div>					\$ 2,657,300	\$ -	Submitted application; awaiting STIP funding announcement
TWP 524 Aggregate Seal Coat	<div style="width: 0%; height: 10px; background-color: #4b618c;"></div>					\$ 276,000	\$ -	Tender awarded to Ant Construction Ltd.
Road Maintenance Activities								
Road Projects	20%	40%	60%	80%	100%			Comments
Road Construction	<div style="width: 0%; height: 10px; background-color: #4b618c;"></div>							Land agreements being worked on
Gravel Haul Program	<div style="width: 0%; height: 10px; background-color: #4b618c;"></div>							Tender awarded to Ken-X Energy
Oiling Projects	<div style="width: 0%; height: 10px; background-color: #4b618c;"></div>							Projects being presented to Council in April
Dust Controls	<div style="width: 0%; height: 10px; background-color: #4b618c;"></div>							Currently taking applications for dust control
Roadside Mowing	<div style="width: 0%; height: 10px; background-color: #4b618c;"></div>							Tender awarded to A&R Contracting for 3 years
Roadside Brushing	<div style="width: 0%; height: 10px; background-color: #4b618c;"></div>							

Two Hills School

4806 - 51st Ave ♦ PO Box 427 ♦ Two Hills, AB ♦ T0B 4K0 ♦ Ph: 780-657-3383



To County of Minburn Council Member Kevin Bentley,

At Two Hills School, our first priority is making sure that our students have the necessary tools and skills they need to learn and grow.

In the 2023 / 2024 school year, a group of Mathematics 10-3 students, from a project, have developed an action plan that they feel would address the concerns that they feel would help enhance their learning and skills developed at THS by fighting climate change in our area. Our goal is to raise funds for the action plan that contains four phases. We have already secured \$15,000 towards our goal.

Phase One is upgrading our schools' fluorescent lighting with LED's. By switching to LED's, studies have shown that it has a positive effect on student learning, student mental health, and a positive impact to the environment, by reducing our power consumption at THS. The cost for this phase is \$66 000.

Phase Two was developed in collaboration with our sister school, Two Hills Mennonite School. Both schools lack substantial greenspace. The goal for this phase is to install trees/shrubs/flowers within each school yard and building of a school garden and greenhouse. The cost for this phase is \$32 000 per school.

Phase Three is a solar panel grid for the school. This phase would require substantial support as a local solar installation company estimated it would cost around \$500 000 to install to become net-zero.

Phase Four is to obtain a multimedia suite in which we can develop and promote content related to fighting climate change from a students' perspective. This system would allow students to develop some of their STEM skills, such as content creation, digital editing, teamwork, research, designing, planning, creating routines, production, lighting, etc. The cost of this phase is \$25 000.

If we can get to our goal of \$123 000, we would be able to complete the three of our four phases (phase 1, 2, and 4) by Sept 1, 2024, we will be well on our way to our fundraising goal for this school year. Will you join us in working towards that goal? A donation of any size can make a huge impact on our ability to achieve this goal.

Your involvement can make a huge difference. With supporters like you giving back to our school's community, Two Hills School is able to lay the groundwork for future student achievement and success.

Thank you for being such a supporter of student success!

With warm regards,

Stephen McMaster, B.Ed.

Staff Representative, Two Hills School





RECEIVED

MAR 19 2024

COUNTY OF MINBURN NO. 27

County of Minburn
4909-50 Street
Vegreville, AB T9C 1R6

Attention: Reeve Roger Konieczny
CC: Chief Administrative Officer Pat Podoborozny

Dear Mr. Konieczny:

Delta Waterfowl is a non-profit conservation organization that promotes waterfowl conservation and hunting across North America. One of our projects happening in your area this year is a research study to test the effect of trapping ravens, crows, magpies, raccoons, skunks and other mammalian predators on duck nest success. We believe that targeted removal of these corvids and mammals is a management technique that can raise ducks in a way that is compatible with farm and ranch operations and communities. All of our work, of course, is done by professional trappers and with landowner permission under federal and provincial permits. As part of this study, student technicians will be actively searching for and monitoring duck nests during the nesting season on both managed and non-managed sites.

If you have any questions regarding the research, including location and type of traps in your county, please contact Mike Buxton at 1-888-987-3695 (ext. 5204).

Sincerely,

Mike Buxton
Waterfowl Programs Director
mbuxton@deltawaterfowl.org



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR114060

Subject: Provincial Education Requisition Credit Program Extension

Our government recognizes delinquent oil and gas property tax payments continue to be a concern for many municipalities. To help address this issue, *Budget 2024* included the announcement of an extension to the Provincial Education Requisition Credit (PERC) program for an additional two years up to and including the 2025 tax year. The maximum annual credit limit is \$3 million.

The extension of PERC is in addition to other recent government initiatives including:

- establishing a mandatory condition with the Alberta Energy Regulator that property taxes are to be paid before approving well licence transfers or granting new well licences;
- strengthening the liability management framework and empowering the Alberta Energy Regulator to enforce it;
- passing new legislation to give municipalities priority over other creditors through a special lien where companies owe taxes; and
- providing the Rural Municipalities of Alberta with a \$300,000 grant to provide resources and training related to enforcing the special lien.

Furthermore, our government will continue working in collaboration with our partners in industry, the Rural Municipalities of Alberta, Alberta Municipalities, and the Alberta Energy Regulator, to ensure oil and gas companies pay their fair share of taxes that municipalities rely on for effective and efficient local service delivery to Albertans.

I look forward to continuing to work together on this important matter.

Sincerely,

Ric McIver
Minister



RECEIVED

APR 09 2024

ksv advisory inc.
324-8th Avenue SW, Suite 1165
Calgary, AB T2P 2Z2
T +1 587 287 2670
F +1 416 932 6266

ksvadvisory.com

COUNTY OF MINBURN NO. 27

April 1, 2024

To: Creditors of AlphaBow Energy Ltd. ("AlphaBow")

On March 28, 2024, AlphaBow commenced restructuring proceedings by filing a Notice of Intention to Make a Proposal ("NOI") pursuant to Section 50.4(1) the *Bankruptcy and Insolvency Act (Canada), R.S.C. 1985, c. B-3 ("BIA")* and KSV Restructuring Inc. was appointed as Proposal Trustee. A copy of the NOI is attached. All information pertaining to the proceedings will be posted to the Proposal Trustee's website at <https://www.ksvadvisory.com/experience/case/AlphaBow>.

Although the NOI proceeding is pursuant to the BIA, it is important to note that AlphaBow is not bankrupt. The principal purpose of the NOI proceeding is to allow for a stay of proceedings to allow AlphaBow to consider various restructuring options.

At present, creditors are not required to file a proof of claim. The Proposal Trustee will provide you with further information and a proof of claim form at a later date. Due to the number of creditors listed, a listing of known creditors with claims amounting to \$250 or more is available on the Proposal Trustee's website at <https://www.ksvadvisory.com/experience/case/AlphaBow> and not included with this notice.

During the restructuring proceedings:

- no person may terminate or amend any agreement with AlphaBow, or claim an accelerated payment, or a forfeiture of the term, under any agreement with AlphaBow, by reason only that AlphaBow is insolvent or by reason of the filing of the NOI, pursuant to Section 65.1(1) of the BIA;
- no creditor has any remedy against AlphaBow or its property or shall commence or continue any action, execution, or other proceedings against AlphaBow, pursuant to Section 69.1(1) of the BIA; and
- to the extent applicable, suppliers should discuss directly with their usual AlphaBow representative the terms of payment for goods and/or services that they provide to AlphaBow.

Please be advised that AlphaBow has scheduled a Court application for 10:00am on April 26, 2024 to continue these proceedings under the *Companies' Creditors Arrangement Act*. Copies of the materials will be posted on the Proposal Trustee's website at <https://www.ksvadvisory.com/experience/case/AlphaBow>.

If you have any questions after speaking with your contact at AlphaBow or wish to be added to the service list in these proceedings, please contact Maha Shah from the Proposal Trustee's office at mshah@ksvadvisory.com or visit the Proposal Trustee's website at <https://www.ksvadvisory.com/experience/case/AlphaBow>.

Yours very truly,

KSV Restructuring Inc.

**KSV RESTRUCTURING INC.
TRUSTEE UNDER THE NOTICE OF INTENTION
TO MAKE A PROPOSAL OF ALPHABOW ENERGY LTD.**

Encl.

FORM 33

Notice of Intention to Make a Proposal
[Subsection 50.4(1)]

**IN THE MATTER OF THE PROPOSAL OF
ALPHABOW ENERGY LTD.
OF THE CITY OF CALGARY, IN THE PROVINCE OF ALBERTA**

TAKE NOTICE THAT:

1. AlphaBow Energy Ltd., an insolvent company, pursuant to subsection 50.4(1) of the *Bankruptcy and Insolvency Act*, intends to make a proposal to its creditors.
2. **KSV Restructuring Inc.** of 1165, 324 8th Avenue SW, Calgary, Alberta T2P 2Z2 a licensed insolvency trustee, has consented to act as trustee under the proposal and a copy of the consent is attached hereto.
3. A list of the names of the known creditors with claims amounting to \$250 or more and the amounts of their claims is listed at the Proposal Trustee's website at <https://www.ksvadvisory.com/experience/case/AlphaBow>.
4. Pursuant to Section 69 of the *Bankruptcy and Insolvency Act*, all proceedings against AlphaBow Energy Ltd. are stayed as of the date of filing this notice with the Official Receiver in its locality.

DATED at Calgary, Alberta this 28th day of March, 2024.

ALPHABOW ENERGY LTD..

Per: 
Name: Ben Li
Title: President



Industry Canada
Office of the Superintendent
of Bankruptcy Canada

Industrie Canada
Bureau du surintendant
des faillites Canada

District of Alberta
Division No. 02 - Calgary
Court No. 25-3062078
Estate No. 25-3062078

In the Matter of the Notice of Intention to make a proposal of:

AlphaBow Energy Ltd.

Insolvent Person

KSV RESTRUCTURING INC.

Licensed Insolvency Trustee

Date of the Notice of Intention:

March 28, 2024

CERTIFICATE OF FILING OF A NOTICE OF INTENTION TO MAKE A PROPOSAL
Subsection 50.4 (1)

I, the undersigned, Official Receiver in and for this bankruptcy district, do hereby certify that the aforementioned insolvent person filed a Notice of Intention to Make a Proposal under subsection 50.4 (1) of the Bankruptcy and Insolvency Act;

Pursuant to subsection 69. (1) of the Act, all proceedings against the aforementioned insolvent person are stayed as of the date of filing of the Notice of Intention.

Date: March 28, 2024, 16:18

E-File/Dépôt Electronique

Official Receiver

Harry Hays Building, 220 - 4th Ave SE, Suite 478, Calgary, Alberta, Canada, T2G4X3, (877)376-9902

Canada

IN THE MATTER OF THE PROPOSAL OF
ALPHABOW ENERGY LTD.
OF THE CITY OF CALGARY, IN THE PROVINCE OF ALBERTA

CONSENT

KSV RESTRUCTURING INC. hereby consents to act as Trustee under the Notice of Intention to Make a Proposal and/or Proposal to be filed by AlphaBow Energy Ltd.

DATED at Calgary, Alberta this 27th day of March 2024.

KSV RESTRUCTURING INC.

Per: 

Name: Andrew Basi

Title: Authorized Signing Officer

**COMMITTEE OF THE WHOLE
AND COUNCIL MEETING ACTION ITEMS**

Action List Item No.	Motion No.	Meeting Date	Description	Percentage Completed	Person Responsible	Date Completed	Notes
2265	2023-149	19-Jun-23	Review Code of Conduct Bylaw No. 1280-19.	50%	Pat		Draft of new bylaw is being prepared and will be presented to Council in early 2024.
2314	N/A	13-Mar-24	Present proposed Green Light Bylaw at April Committee of the Whole meeting.	100%	Mike	25-Mar-24	Will be presented at April 15, 2024 Council meeting.
2315	N/A	13-Mar-24	Research information regarding Alberta Land Use Services (ALUS) including funding resources and budget, and present at April Committee of the Whole meeting.	N/A	Darwin	03-Apr-24	Deferred to ASB meeting.
2316	2024-043	14-Mar-23	Award 2024 Crack Sealing Project to Marshall Lines for cost of \$28,140.	100%	Norm	25-Mar-24	Project has been awarded to Marshall Lines
2317	2024-044	14-Mar-24	Proceed with sale of Unit 325 CAT grader to Road to Rail for \$275,000 and Unit 328 CAT grader to Road to Rail for \$235,500.	100%	Norm	03-Apr-24	Sale is complete and units have been deleted from the County's insurance policy.
2318	2024-045	14-Mar-24	Award Township Road 524 Aggregate Seal Coat Tender to Ant Construction Ltd. for cost of \$178,635.45, including engineering.	100%	Norm	25-Mar-24	Project has been awarded.
2319	2024-046	14-Mar-24	Award Innisfree Firehall Renovation Project to Fullswing Construction for cost of \$60,427.50.	100%	Mike	25-Mar-24	Project has been awarded to Fullswing Construction
2320	2024-047	14-Mar-24	Provide funding to Vegreville FCSS in amount of \$2,000 to assist with 50th Anniversary Celebration.	100%	Dwight	27-Mar-24	Payment issued
2321	2024-048	14-Mar-24	Provide letter of support to Lavoy Action Society for their grant applications to upgrade Lavoy Community Hall.	100%	Davin	15-Mar-24	Emailed letter to Patti Johnson
2322	2024-049	14-Mar-24	Provide letter of support to Go East of Edmonton Regional Tourism Organization for their grant application to the Travel Alberta Cooperative Investment Fund for their rural development and promotion campaign.	100%	Davin	15-Mar-24	Emailed letter to Kevin Kisilevich
2323	2024-050	14-Mar-24	May 15 Committee of the Whole meeting rescheduled to May 21 at 9:00 a.m.	100%	Audra	15-Mar-24	Changed on website and social media posts.
2324	2024-051	14-Mar-24	Discussion of policies (Agenda Items 6.12 through 6.17) deferred to April 10, 2024 Committee of the Whole meeting.	100%	Pat	15-Mar-24	Scheduled for discussion at the April 14, 2024 Committee of the Whole meeting.
2325	2024-052	14-Mar-24	Write letter to Alberta Minister of Seniors, Community and Social Services, with copies to MLA Jackie Armstrong-Homeniuk and MP Shannon Stubbs requesting the Alberta Government consider moving the responsibility of operating senior lodges from the municipalities to the province.	100%	Pat	08-Apr-24	Letter was signed by Reeve and emailed
2326	2024-058	14-Mar-24	Complete the three-year extension contract with A&R Contracting for Roadside Mowing.	100%	Norm	15-Mar-24	Completed three-year extension contract with A&R Contracting for Roadside Mowing.