



County of Minburn No. 27
December 13, 2023 - Committee of the Whole - 10:00 AM

- 1 **Call To Order**
- 2 **Changes to Agenda and Adoption of Agenda**
- 3 **Confirmation of Minutes**
 - 📎 November 15, 2023 Committee of the Whole Minutes
- 4 **Delegations**
- 5 **Reports for Discussion**
 - 5.1 Leasing of Lands in Lavoy
 - 📎 Leasing of Lands in Lavoy
 - 5.2 Voyent Alert
 - 📎 Voyent Alert
 - 5.3 Master Rates Bylaw Amendment
 - 📎 Master Rates Bylaw Amendment
 - 5.4 Vermilion Airport
 - 📎 Vermilion Airport
 - 5.5 Emerging Trends in Municipal Law
 - 📎 Emerging Trends in Municipal Law
- 6 **Councillor Requests (Information/Program Requests)**
 - 6.1 Division Reports
 - 📎 Division 1
 - 📎 Division 2
 - 📎 Division 3
 - 📎 Division 4
 - 📎 Division 5
 - 📎 Division 6
 - 📎 Division 7
 - 6.2 Councillor Request Report
 - 📎 Councillor Request Report
- 7 **Closed Session**
 - 7.1 Gravel Haul Program 2024 - FOIP Section 16, disclosure harmful to business interest of a third party
 - 7.2 2024 Interim Budget - FOIP Section 16, disclosure harmful to business interests of a

third party, Section 23, local body confidence, Section 24, advice from officials,
Section 27, privileged information

8 Open Session

9 Motions Arising out of the Closed Session

10 Adjournment



Committee of the Whole Meeting Minutes

November 15, 2023

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 Podoborozny, Chief Administrative Officer
Jason Warawa, Director of Corporate Services
Norm De Wet, Director of Operations
Mike Fundytus, Director of Protective Services
Davin Gegalick, Director of Planning and Community Services
Trudy Shukalak, Legislative Services Coordinator

1. CALL TO ORDER

Reeve Konieczny called the meeting to order at 10:04 a.m.

2. CHANGES TO AGENDA & ADOPTION OF AGENDA

2023-W069

Moved by: Councillor Wowdzia

THAT the November 15, 2023, Committee of the Whole meeting agenda be adopted as amended.

Addition: 5.7 Enel Road Maintenance Agreement

Carried

3. CONFIRMATION OF MINUTES

2023-W070

Moved by: Councillor Nafziger

THAT the October 11, 2023, Committee of the Whole meeting minutes be adopted as presented.

Carried

4. DELEGATIONS

Reeve's Initials	CAO's Initials
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5. REPORTS FOR DISCUSSION

5.1 Leasing of Lands in Lavoy

A request has been received from a Hamlet of Lavoy resident to lease one or two County owned vacant lots located behind her property for the purpose of planting a garden.

Block 8 was developed by the County with the intent of being sold for residential use, however, due to drainage issues on this land, the lots have not been sold.

Leasing of County Owned Land Policy AD 1018-01 does not address leasing of County owned land within the hamlets.

Administration Presenter:

Director of Planning and Community Services Davin Gegolick

Administration will research additional information regarding soil type of this property to determine its suitability for garden planting.

5.2 Bridges: Asset Management Plan

The Committee of the Whole was presented with a Five-Year Bridge Repair/Replacement Asset Management Plan prepared by MPA Engineering which focuses on the structural condition rating for each bridge and bridge culvert in the County.

Administration Presenter:

Director of Operations Norm De Wet

2023-W071

Moved by: Councillor Ogrodnick

THAT the Five-Year Bridge Repair/Replacement Asset Management Plan be accepted for information, and that Administration provide capital project recommendations to Council for future budget discussions.

Carried

5.3 Equipment: Asset Management Plan

The Committee of the Whole was presented with an Equipment Asset Management Plan prepared by Administration which prioritizes future equipment replacement and determines reasonable replacement and refurbishment schedules. The proposed five-year capital plan will be used to assist Administration in presenting future equipment replacement options for Council's consideration.

Administration Presenter:

Director of Operations Norm De Wet

Reeve's Initials	CAO's Initials
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2023-W072

Moved by: Councillor Wowdzia

THAT the Equipment Asset Management Plan be accepted for information, and that Administration provide equipment replacement and refurbishment recommendations to Council for future budget discussions.

Carried

5.4 Municipal Indicators

The Committee of the Whole was presented with a 2023 County of Minburn Municipal Indicator Dashboard report which measures specific aspects of the County's governance, finances and community and are weighed against defined benchmarks. This report is created annually by Municipal Affairs using data supplied by municipalities including financial statements, municipal census, election results, and information from ministerial orders issued to municipalities.

Administration Presenter:

Director of Corporate Services Jason Warawa

5.5 Financial Institutions for Investment Purposes

The Committee of the Whole was presented with information regarding the proposed expansion of the County's financial institutions for investment purposes and meeting the diversification requirements of Investment Policy AD 1004-01.

Administration Presenter:

Director of Corporate Services Jason Warawa

2023-W073

Moved by: Councillor Nafziger

THAT Administration prepare an RFD for the November 20, 2023, County Council meeting recommending the expansion of the County's financial institutions for investment purposes to include the Bank of Montreal as well as Scotia Bank.

Carried

ACTION: Create RFD

5.6 Veteran Memorial Highway Association

The Committee of the Whole was presented with information regarding the proposed reinstatement of Council's membership to the Veterans Memorial Highway Association.

Administration Presenter:

Chief Administrative Officer Pat Podoborzny

5.7 Enel Road Maintenance Agreement

The Committee of the Whole was presented with a draft Road Maintenance Agreement between the County of Minburn and Enel Alberta Wind Inc. who operates the Grizzly Bear Creek Wind Project located in the County.

Administration Presenter:

Director of Planning and Community Services Davin Gegolick

2023-W074

Moved by: Deputy Reeve Kuzio

THAT Administration prepare an RFD for the November 20, 2023, County Council meeting recommending approval of the Road Maintenance Agreement between the County of Minburn and Enel Alberta Wind Inc.

Carried
ACTION: Create RFD

Councillor Wowdzia left the meeting at 11:19 a.m.

Reeve Konieczny recessed the meeting at 11:19 a.m.

Reeve Konieczny reconvened the meeting at 11:28 a.m.

6. COUNCILLOR REQUESTS (INFORMATION/PROGRAM REQUESTS)

6.1 Divisional Reports
Presented by Reeve and Council

Councillor Wowdzia returned to the meeting at 11:31 a.m.

6.2 Councillor Request Report

7. CLOSED SESSION

2023-W075

Moved by: Deputy Reeve Kuzio

THAT the Committee of the Whole meet in private to discuss matters protected from disclosure under the *Freedom of Information and Protection of Privacy Act (FOIP)*, section 17 at 11:36 a.m.

Carried

7.1 Organizational Chart and Salary Grid
FOIP Section 17, harmful to personal privacy

Name	Reason/Purpose
Pat Podoborozny	Presenter

7.2 Councillor Communications
FOIP Section 17, harmful to personal privacy

Name	Reason/Purpose
Pat Podoborozny	Presenter

8. OPEN SESSION

2023-W076

Moved by: Councillor Wowdzia

THAT the Committee of the Whole meeting revert to open session at 12:27 p.m.

Carried

9. MOTIONS ARISING OUT OF CLOSED SESSION

10. ADJOURNMENT

Reeve Konieczny adjourned the meeting at 12:28 p.m.

Reeve

Chief Administrative Officer



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: Leasing of Lands in Lavoy
Date: December 13, 2023

Background:

A resident of Lavoy contacted administration, interested in leasing 1-2 County-owned lots behind her house for the purpose of planting a garden.

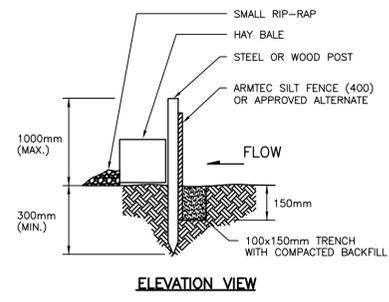
Block 8 was developed by the County 15-20 years ago with the intent of being sold for residential use. However, drainage has always been an issue and therefore we haven't been able to sell the lots. The cost to conduct drainage improvements to a point where we would be able to sell the lots is over \$660,000 (AE Lavoy SWMP Update).

At the November 15, 2023 COW meeting, Council requested administration to research soil composition of Block 8 lots to determine suitability for garden plots. The Details and Notes plan dated August 31, 2009 prepared by Associated Engineering suggests the lots within Block 8 are comprised of 150mm of topsoil and seed.

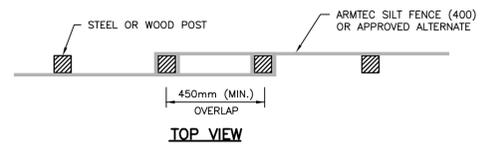
Council Discussion:

Is Council in support of the idea of leasing out the lots within Block 8 for the purpose of developing private gardens? If so, does Council want administration to draft a new policy for leasing of hamlet lands or revise the existing Leasing of County Owned Land Policy AD 1018-01?

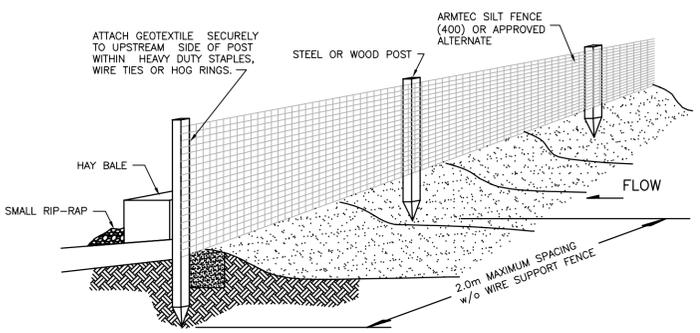
Attachments: AE Plan, Policy AD 1018-01



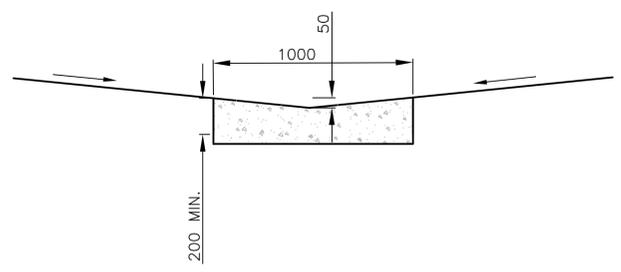
ELEVATION VIEW



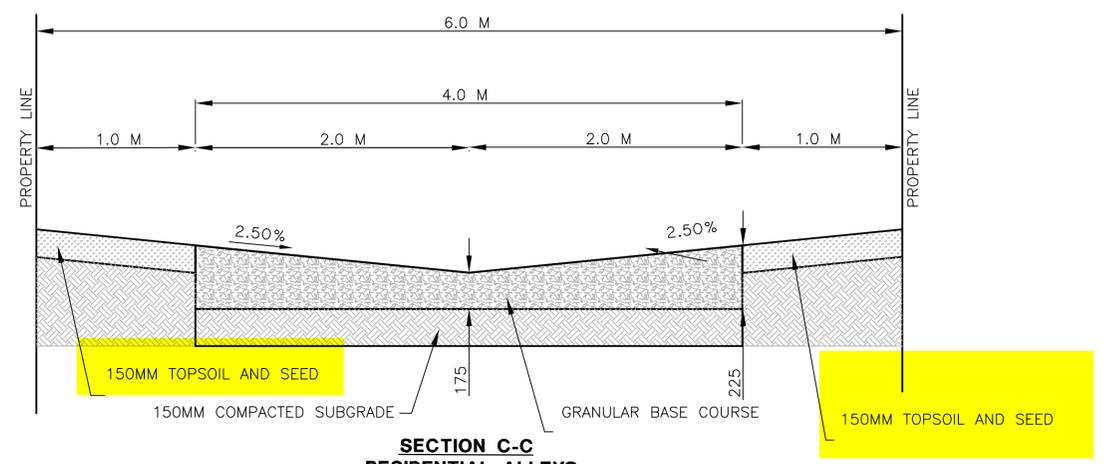
TOP VIEW



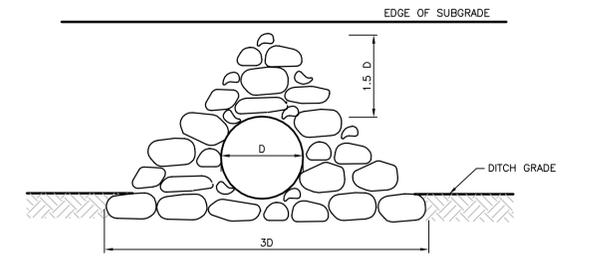
TYPICAL SILT FENCE
N T S



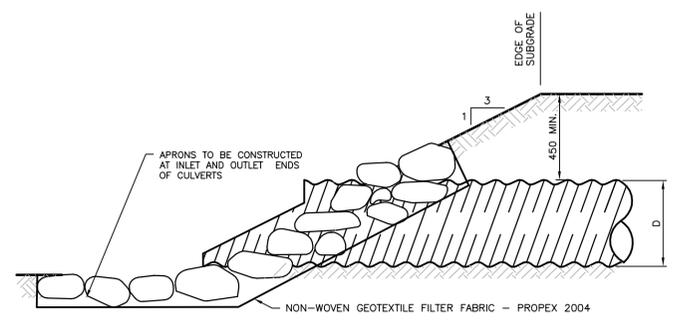
CONCRETE SWALE
SCALE: N.T.S.
NOTE: ALL DIMENSIONS IN MILLIMETRES UNLESS OTHERWISE NOTED



SECTION C-C RESIDENTIAL ALLEYS
SCALE: N.T.S.
NOTE: ALL DIMENSIONS IN MILLIMETRES UNLESS OTHERWISE NOTED



TYPICAL RIP-RAP DETAIL
N T S



- NOTE:**
- ROCKS AND BOULDERS SHALL BE SELECTED AS NEARLY CUBICAL IN FORM AS PRACTICABLE AND OF A SIZE GREATER THAN 17 Kg.
 - THE STONES SHALL BE PLACED WITH THEIR BEDS AT RIGHT ANGLES TO THE SLOPE. THE LARGER STONES BEING USED IN THE BOTTOM COURSES AND THE SMALLER STONES AT TOP.
 - THEY SHALL BE LAID IN CLOSE CONTACT SO AS TO BREAK JOINTS AND IN SUCH MANNER THAT THE WEIGHT OF THE STONES IS CARRIED BY THE EARTH AND NOT BY THE ADJACENT STONES.

GENERAL NOTES:

- THE CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT FROM DAMAGE ALL UNDERGROUND AND SURFACE STRUCTURES AND SERVICES LOCATED ON THE SITE.
- EXISTING UNDERGROUND STRUCTURES AND SERVICES AS SHOWN ON THE DRAWINGS ARE DRAWN ACCORDING TO AVAILABLE INFORMATION, BUT ARE NOT GUARANTEED TO BE ACCURATE OR COMPLETE.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR INSPECTING ALL EXISTING UNDERGROUND AND SURFACE STRUCTURES PRIOR TO THE START OF CONSTRUCTION AND SHALL BE RESPONSIBLE FOR PAYMENT AND REPAIR FOR ANY SUBSEQUENT DAMAGES THAT MAY OCCUR PRIOR TO THE FINAL ACCEPTANCE OF THE WORK.
- ALL EXISTING SURFACE AND UNDERGROUND STRUCTURES MAY NOT BE SHOWN ON THE DRAWINGS.
- ALL ELEVATIONS AND MEASUREMENTS INDICATED ARE IN METRES UNLESS OTHERWISE STATED. ALL PIPE DIAMETERS ARE IN MILLIMETRES UNLESS OTHERWISE NOTED.
- ALL CHAINAGES CALCULATED ALONG CENTRELINE OF RIGHT-OF-WAY.
- ALL CULVERTS 1.6MM WALL THICKNESS GALVENIZED.

PA:30093780_00_1.dwg; 08/08/2009 10:00:00 AM; User: B. Beck; Plot: 3780-1-106.dwg; DATE: 8/25/2010 11:55:05 AM; User: B. Beck

NO.	DATE	ENG.	BY	SUBJECT
1	31/08/2009	H.P.	B.W.	ISSUE FOR RECORD
0	31/08/2009	H.P.	B.W.	ISSUE FOR TENDER
A	04/03/2009	H.P.	E.F.	ISSUE FOR PRELIMINARY REVIEW
REVISIONS				

THE INFORMATION CONTAINED ON THIS DRAWING, OTHER THAN CHANGES MADE BY ASSOCIATED ENGINEERING ALBERTA LTD. ORIGINATED FROM SOURCES OTHER THAN THE DESIGN PROFESSIONAL AND ASSOCIATED ENGINEERING ALBERTA LTD. DOES NOT WARRANT OR REPRESENT THAT SUCH INFORMATION IS ACCURATE OR REPRESENTS THE ORIGINAL DESIGN AS CONTAINED IN THE CONTRACT DOCUMENTS.



PROJECT No.	20093780
SCALE	N.T.S.
DRAWN	E.F.
DESIGNED	H.P.
CHECKED	G.S.
APPROVED	G.S.
DATE	2009-03
	INITIAL

COUNTY OF MINBURN NO. 27
DETAILS AND NOTES

HAMLET OF LAVOY BLOCK 8		
DRAWING NUMBER	REV. NO.	SHEET
3780-1-106	1	6/6



ADMINISTRATION

Title: Leasing of County Owned Land

Supersedes Policy Number: New

Policy Number: AD 1018-01

Next Review Date: 2026

Approved by Council: December 19, 2022

Last Review Date: N/A

Resolution No: 2022-156

POLICY STATEMENT

The County of Minburn No. 27 (hereinafter referred to as “the County”) supports **agricultural use of County owned agricultural land and, as such, may lease such land.**

PURPOSE

To establish guidelines for leasing County owned land **used for primary agricultural production.**

GENERAL PRINCIPLES

1. Land available for lease shall be determined by Council. Not all County owned lands are available for lease.
2. Leases grant for undeveloped and/or closed road allowances are excluded from this policy.
3. Land to be leased will be publicly tendered. The highest, or any tender, will not necessarily be accepted.
4. The current Lessee shall have the Right of First Refusal (ROFR) to renew the said lease at the discretion of Council, subject to all existing terms and conditions of the original lease agreement and amendments thereto, provided they submitted a tender on the parcel of land available for lease.
5. Owners adjacent to land tendered, that are not the current Lessee, shall be granted a Right of Second Refusal (ROSR) at the discretion of Council provided they submitted a tender on the parcel of land available for lease.

6. All Lessees will be required to enter into a Lease Agreement (Appendix A).
7. Leases will be for a period of three years, from start date with no option of an extension.
8. Annual property taxes shall be the responsibility of the Lessee.
9. A minimum of two million (\$2,000,000) personal liability insurance with the County as a named insured must be maintained for the duration of the lease. Proof of the insurance coverage must be presented to the County upon request.
10. The proposed use of the leased property must conform to the County's Land Use Bylaw and/or Area Structure Plan.
11. At all times during the term of the lease, the Lessee is expected to use the land in a manner that reflects good land management practices to the satisfaction of the County.
12. All and any improvements carried out by a Lessee on lands during a lease period shall be at the sole expense of the Lessee and remain with the property upon termination of the lease.
13. The Agricultural Services Department shall inspect the property annually during the grazing season, in the presence of the Lessee, to ensure compliance of the lease agreement.

Termination of all leases shall be by six months written notice by either party, except in cases of the said lease being in arrears of rental or property taxes, which shall render the same null and void.



Chief Administrative Officer

COUNTY OWNED AGRICULTURAL LAND LEASE

THE COUNTY OF MINBURN NO. 27, hereinafter called the LESSOR, being the owner or administrator of

DOES HEREBY LEASE the said lands to _____ of _____ in the Province of Alberta, hereinafter called the LESSEE for the space of 3 (three) years from the _____ day of _____ 2023, at a lump sum rental price of _____ payable on the _____ day of _____ in each and every year during the continuance of the said term.

AND THE SAID LESSEE HEREBY COVENANTS WITH THE SAID LESSOR:

That the LESSEE will not during the said term transfer, assign or sublet the land and premises leased or any part thereof or otherwise by any act or deed procure the said land or premises or any part thereof to be transferred or sublet without the consent in writing of the LESSOR;

That the LESSEE will pay the rent hereby reserved punctually as the rent falls due;

That the LESSEE will pay the taxes as levied yearly by the penalty date;

That the LESSEE will maintain adequate weed control and cultivate the said lands in a reasonable manner and will not impoverish or waste the same;

That the LESSEE shall not erect any building, structure or other thing that is, in the opinion of the LESSOR, a permanent improvement except for a fence, unless the erection receives prior approval in writing;

That land used for grazing of livestock, shall during the continuance of the term hereby granted, keep the fences around and upon the said land in good repair and where no fence exists, erect a good and substantial fence to be maintained by the LESSEE at no expense to the LESSOR. The fence once erected shall remain and the ownership invested to the LESSOR unless otherwise authorized by the LESSOR;

That the LESSEE will not cut down trees on the lands herein described;

That the LESSEE agrees to indemnify and save harmless the LESSOR from any and all costs or damages which may occur from the leasing of the land;

The LESSOR by his authorized agents may enter the said lands at all reasonable times for the purpose of viewing and examining the state of the said lands and premises or for performing any other duties;

When the LESSEE defaults for a period exceeding 30 days in payment of the annual rental or taxes or is in breach of any of the terms of this Lease, the LESSOR may cancel the said Lease upon the expiration of 30 days after the LESSOR has mailed to the LESSEE'S last known address a notice that the Lease will be cancelled and the reasons for the impending cancellation;

This Lease Agreement may be terminated upon six months prior written notice from either party;

Upon default by the LESSEE in due performance of any of the covenants herein the LESSOR may re-enter the premises and eject the said LESSEE according to law;

Sale or redemption of this property must be subject to this lease;

The said LESSOR covenants with the said LESSEE for quiet enjoyment;

It is agreed by and between the LESSOR and the LESSEE that the terms "LESSOR" and "LESSEE" as herein used shall include the feminine and plural where required by the context and shall include also the heirs, executors, administrators, successors and assigns of the LESSOR and LESSEE respectively;

AND _____, the LESSEE, accept this lease to be held by me as tenant and subject to the conditions, restrictions and covenants set forth above.

Dated this ____ day of _____, _____.

SIGNED BY THE ABOVE NAMED

Lessee

Witness

COUNTY OF MINBURN NO. 27

Reeve

Chief Administrative Officer

AFFIDAVIT OF EXECUTION

CANADA I, _____
PROVINCE OF ALBERTA of, _____ in the
TO WIT Province of Alberta,

MAKE OATH AND SAY:

1. That I was personally present and did see _____ named in the within INSTRUMENT who is personally known to me to be the Person named therein duly sign and execute the same for the purpose named therein.
2. That the same was executed at _____ of _____ in the Province of Alberta and that I am the subscribing witness thereto.
3. That I know the said _____ and _____ in my belief is the full age of eighteen years.

SWORN before me at the _____
of _____ in the
Province of Alberta, this _____ day of
_____ A.D., _____

Commissioner of Oaths



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: Voyent Alert

Date: Oct, 11, 2023

Background

RCMP mentioned the use of Voyent Alert app system Council requested administration provide more information around the Voyent Alert system.

Information for the Committee

Voyent Alert is an app-based solution for mass communication to residents of information on many different situations such as road closures, construction notices, emergencies, etc. Click the link a video on how Voyent Alert works [Voyent Alert! How It Works - Mass Notification Service - YouTube](#).

With the system being app based it would only notify residents who have signed up or downloaded the app. This would require a marketing campaign to advise residents of the system and how it can be beneficial for them to download.

Voyent Alert has an annual cost \$3,400.00 per year. Based upon our population 3,080 (2022) if every resident signed up for the app it would cost approximately \$1.10 per person.

In talks with other communities that utilize Voyent or other similar systems the main challenge is having people sign up for the app. With out participation from residents the app becomes ineffective.

Recommendation

Upon investigation into this app it was realized that the County currently has many different ways it is communicating with residents. We already are advocating for residents to use our website, app, social media, and print based quarterly newsletter. While it is important to have many different ways to communicate to residents we may also be overlooking some features in systems we already have in place. Administration is recommending that we conduct a review and develop a resident communication strategy in 2024 before making a decision to sign up for another way of communicating to our residents.



HELP KEEP COMMUNITIES SAFE & PREPARED

MASS NOTIFICATION SERVICE DESIGNED FOR COMMUNITIES

WHEN CRITICAL INCIDENTS OCCUR ON OR NEAR YOUR SITES, HELP NEARBY COMMUNITIES COMMUNICATE RAPIDLY TO THEIR RESIDENTS TO AVOID SAFETY HAZARDS.

When it comes to the integration between local communities and your site assets, it is crucial to communicate localized, relevant, and timely information to protect nearby communities.

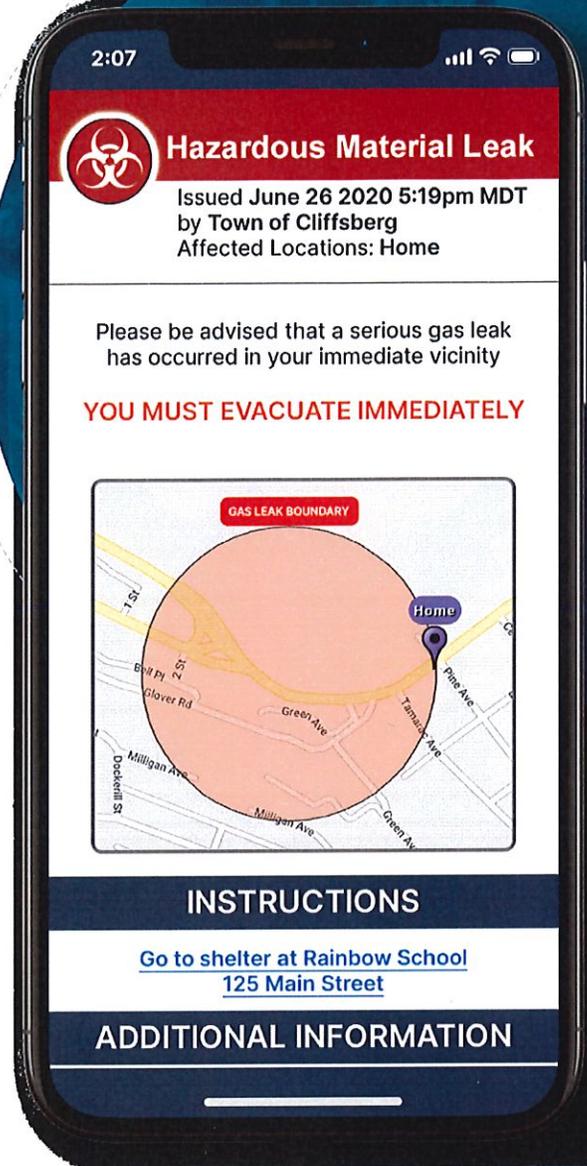
Voyent Alert! can help provide personalized, targeted, and engaging information to the impacted citizens when it matters most.

WHY IT MATTERS

Enhance resident's ability to respond to emergency situations & make safe and informed decisions.

Voyent Alert! goes beyond the traditional text-based offering:

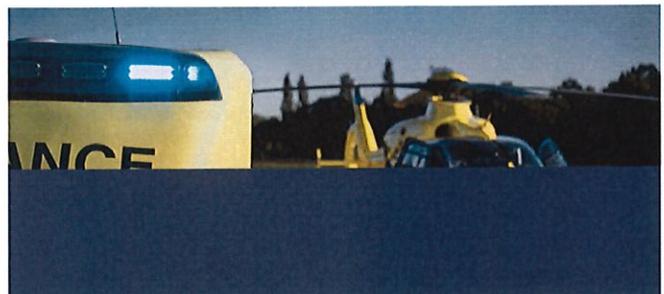
- **Personalized Map & Directions**
- **Distance & Direction From an Incident**
- **Important Safety Information**
- **Images & Rich Media**



REAL LIFE SCENARIOS



- **Emergency & Evacuation Alerts**
- **Infrastructure Leaks & Maintenance**
- **System Outages**



- **Emergency Preparedness Information**
- **Community Events**
- **Internal Team and Group Communications**

MULTI-PURPOSE **NATURE**

Communities can send emergency notifications as well as everyday communications with one application, contributing to the overall wellbeing of the community.



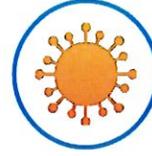
BIO **HAZARD**



GAS **LEAK**



WATER **ADVISORY**



COVID-**19**

MULTI-CHANNEL **DELIVERY**

Leverage a wide range of channels to ensure that anyone can receive notifications.



MOBILE **APP**



SMS **TEXT**



EMAIL



VOICE-TO-**LANDLINE**



SOCIAL **MEDIA**

MULTI-ASSET **MANAGEMENT**

One of the most important assets next to your site and infrastructure, are your people and the community they reside in. Voyent Alert! can be used in a plethora of ways to help keep everyone safe, informed and engaged.



CONSIDER THE SAFETY OF THE COMMUNITIES YOU INVEST IN
AND THE PRODUCTIVITY OF YOUR ORGANIZATION



CALL

1-877-263-3822



LEARN

voyent-alert.com



STAY INFORMED

KEEP YOUR CITIZENS UP-TO-DATE & ENGAGED

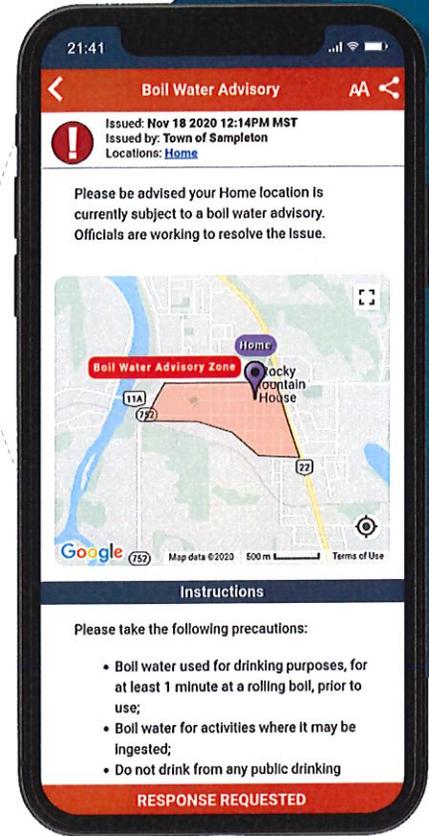
CRITICAL INCIDENTS, EMERGENCY ALERTS, PUBLIC NOTICES, DAY-TO-DAY COMMUNITY NOTIFICATIONS

When critical incidents occur or community notification is required, how do you communicate relevant information to your citizens?

Voyent Alert! can help provide personalized and engaging information to the people you are trying to reach when it matters most.

Designed to meet the unique needs of your community, Voyent Alert's! multipurpose nature allows you to send critical event notifications as well as everyday communications with one application, eliminating the need to subscribe to multiple services.

- **Easy To Use**
- **Saves You Time**
- **Personalized**
- **Affordable**
- **Reliable**
- **Targeted**



REAL LIFE SCENARIOS



- **Wildfire Warnings**
- **Flood Evacuation**
- **Man-Made Critical Incidents/Shootings**



- **Public Work Notices**
- **Road Closures & Construction**
- **Boil Water Orders**



- **Garbage Collection Reminders**
- **Snow Removal**
- **Digital Council Meetings**
- **Trail Closures & Park Policies**

ASSISTANCE WITH

COMMUNITY REGISTRATION

Together we will help you launch in your community. We help increase user adoption by offering customized, press-ready artwork with your logo and geographical location in mind, such as:

- **Sample Web & Social Media Content**
- **Banners**
- **Posters**
- **One-Pagers**
- **Mailers**

FEATURES THAT **MATTER**



ENRICHED MEDIA **ALERTS**

Visually engaging and personalized alerts provide more context to your citizens in less time. Easily include images, documents, and map directions relative to them.



ADVANCED **GEOFENCING**

Easily define a precise region to notify. Whether it is one street or many, only the impacted residents are notified. You have greater control over the targeting of your message.



TWO-WAY **COMMUNICATION**

Receive status updates or responses from citizens and/or emergency responders to gain real time insights and make quicker, more informed decisions.



TIME **SAVING**

Increase your productivity with relevant notifications that are sent to the correct people at the right time. Schedule notifications ahead of time and save yourself the trouble.



TEMPLATES TO **REDUCE ERRORS**

Pre-designed templates suited to your community help you get information out fast without errors. Simply fill in placeholders and send.



GROUP & TEAM **FUNCTIONALITY**

Communicate efficiently to the right people in your organization: Public works, recreation, emergency management, search and rescue, and maintenance personnel.



MOBILE **ADMINISTRATION**

Send out notifications and receive updates on the go. When a critical incident occurs, you may not have access to your office, but will have access to Voyent Alert!



CUSTOMIZATION & **SUPPORT**

Your account, your way. We will help create templates for situations unique to your community and support you 24/7/365.



MULTI-CHANNEL **DELIVERY**

Send relevant notifications to your citizens where they want to receive it.

OTHER WAYS WE HELP

TRAINING, SUPPORT & COMPLIANCE

Located in Canada, our support team provides the online training and support for your organization. Anybody can be easily trained on the service.

A dedicated training environment and online knowledge base is provided to your team to ensure they can easily send out an alert or review our online reference material, tutorials and videos.

Our support team is available 24/7/365.

As a Canadian company we are compliant with both federal and provincial privacy legislation.



CALL

1-877-263-3822



LEARN

voyent-alert.com



Voyent Alert! Hosted Services Quote

Quote Number: VQ- County Minburn 2023
Date: 09/06/2023
Quote Expiry Date: 11/30/2023

Date format: mm/dd/yyyy

Service Provider Details:
 ICESoft Technologies, Canada Corp.
 Suite 340, 600 Crowfoot Cres. N.W.
 Calgary, AB T3G 0B4 Canada
 Email: product.sales@icesoft.com

Prepared For:
 The County of Minburn
 4909-50 Street,
 Vegreville, AB T9C 1R6

ICESoft Contact Information:
 Name: Liana Munroe
 Telephone: +1 877 263-3822 ext. 330
 Email: liana.munroe@icesoft.com

Attention:
 Name: Mike Fundytus
 Telephone: 780-632-2082 ext 1104
 Email: mfundytus@minburncounty.ab.ca

Product/Description:	Amount
Voyent Alert! Annual Service Subscription Subscription Term: One Year	\$3,400.00 + tax

Entitlements:

- Unlimited Registrants for County of Minburn, based on organic registration.
- Unlimited communications across all channels, with no usage fees
- Unlimited team and group communications
- Up to 5 Administrator seats (additional can be purchased at \$400.00 each per year)
- All setup, training, support and product features listed in Attachment 1

Additional Terms:

- i) Payment Terms Net 30 days. Invoicing to occur as of Subscription Start Date.
- ii) Return Policy: 30 Day unconditional return / cancellation from start of Subscription term.
- iii) Pricing in Canadian Dollars.
- iv) All services provided are subject to ICESoft Voyent Alert! Terms of Service Agreement.

**Attachment 1
Voyent Alert!
Product Description Sheet**

Features	
Geofencing	
Rich Alert Zone Editor	✓
Pre-defined Alert Templates	
Basic Library	✓
Customized Library	✓
Communication Channels	
Mobile App (IOS and Android)	✓
SMS/Email/Text to Voice	✓
Social Media (Facebook/Twitter)	✓
Exclusive Features	
Alert Scheduler	✓
Group/Team Alerting	✓
Topic Groups	✓
Recipient Response and Receipt Acknowledgement	✓
Training Environment	✓
KML/KMZ map file import	✓
3 rd Party Service Integrations	✓
CAP-CP Integrations	✓
Multi-Tier Administration	✓
Rich Media Support	✓
Training and Support	
Support Hours	24/7/365
Instructor Led Online Training	✓
Emergency Concierge Service	✓
FAQ/Knowledge Base	✓
SLA Support	✓
Remote Desktop Service	✓
Phone Support	✓
Community Onboarding Collateral Kit	
Sample web page content	✓
Print-ready pdf files for mailers and one-pagers	✓
Print-ready pdf files for banners	✓
Social media images and captions	✓
Registrant YouTube Videos	✓
Registrant community Info/FAQ site	✓
Trial Period	30 Days
Return/Cancellation Policy	30 Days



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: Master Rates Bylaw Amendment

Date: December 15, 2023

Background

On annual basis, Administration reviews its current schedule of fees and provides recommendations to Council, typically in the form of fee increases, fees for new services or the removal of fees for services/goods that are no longer offered. These changes are enacted thru a new bylaw which amends the original Master Rates Bylaw 1281-19

The last changes to the Master Rates Bylaw were passed on December 17, 2022 – Bylaw 1336-22.

This Discussion Paper presents a number of changes being proposed by various departments. Most of the changes are housekeeping related or are common charges that have been absent on the County’s Schedule “A”. One of the more notable changes relates to the water consumption rate. Given that ACE rate announcements typically aren’t given to municipalities before January of the following year, it is being proposed that we proactively increase the rate starting January 1, 2024.

Information for the Committee

See attached for current fee schedule as well as the changes as identified in red.

Recommendation

It is recommended that Council approve the presented rates and instruct Administration to prepare an amending bylaw with an updated fee schedule for the December Council meeting that reflects the changes discussed.

Attachment:

Master Rates Schedule – with revisions

MASTER RATES BYLAW #1281-19

SCHEDULE "A"

COUNTY OF MINBURN FEES, RATES AND CHARGES

Effective January 1, 2024

ADMINISTRATION FEES	
County of Minburn County Maps	
<u>Description</u>	<u>Fee</u>
Purchased at the County office	\$20.00 plus GST
County maps mailed	\$20.00 plus GST plus \$5.00 postage per map
Photocopying/Faxing	
Photocopying and faxing	\$0.25/page plus GST (maximum 100 pages)
Returned Item Fee	
Chargebacks, NSF, Returned Item Fee	\$35.00 per occurrence
Tax Certificates/Searches	
Tax Certificate	\$25.00 (no GST)
GIS Mapping	
GIS mapping	\$10.00 plus GST per 8 ½ x 11 sheet (no charge for landowner)
Land (ortho) photo	\$10.00 plus GST per 8 ½ x 11 sheet (no charge for landowner)
County Publications	
County History book	\$25.00 plus GST
County Map book	\$25.00 plus GST
Freedom of Information & Protection of Privacy (FOIP) Act Fees	
<i>*Fees are determined by Provincial Legislation. If the total cost of processing a FOIP request is more than \$150, a 50% deposit is required</i>	
FOIP Requests	\$25.00 per request
Preparing and Handling a Record for Disclosure	\$6.75 per 15 minutes

Searching, Locating and Retrieving a Record	\$6.75 per 15 minutes
Supervising the Examination of a Record	\$6.75 per 15 minutes
Property Assessment Appeal Fees	
Residential and Farmland	\$50.00 per parcel
Non-residential	\$650.00 per parcel
Tax Penalties <i>Property Tax penalties shall form part of the total outstanding balance due and will be applied to the total outstanding balance on the dates specified in Bylaw 1137-99 Addition of Penalties on Current and Arrears of Taxes</i>	
Current Property Taxes including Special Taxes outstanding as of November 1 st of the current year	12% penalty imposed
On all Property Taxes including Special Taxes outstanding as of February 1 st of the following year and every year thereafter	5% penalty imposed
Tax Recovery <i>(Division 8 and 8.1 of the Municipal Government Act (MGA))</i>	
Registration of Tax Recovery Notification	\$200 per roll number
Registration of Tax Recovery Lien	\$100 per roll number
Properties Advertised for Public Auction	\$100 per roll number
Preparation of Reserve Price	\$300 per roll number

AGRICULTURAL SERVICE BOARD (ASB) FEES

ASB Rental Equipment	
<u>Description</u>	<u>Fee</u>
Squeeze chute	\$35.00 per day (GST included)
Weigh scale	\$50.00 per day (GST included)
Tree planters	No charge
Pocket gopher plow Remove as no longer have	\$30.00 per day (GST included)
Shelterbelt insecticide sprayer	\$30.00 per day (GST included)
Trailer mount herbicide sprayer	\$30.00 per day (GST included)
Custom Work	
Grass mowing, weed notice enforcement, etc.	Current market rates (as determined by the County)

PLANNING AND DEVELOPMENT FEES

Construction of Pipelines and Burial of Utility Lines Affecting County Road Allowances

<u>Description</u>	<u>Fee</u>
Residential hookup pipeline for Gas Co-ops	\$10.00 per crossing
Interconnect pipeline	\$100.00 per crossing
Major transmission pipeline	\$125.00 per crossing
Burial of utility lines in or across County road allowances	\$100.00 per crossing
Review of revised plan after approval was given	50% of original fee (no GST)

Fees for Approaches to County Roads which are Developed by Energy Resource and Utility Activity

Utilize existing approach with/without upgrading	\$100.00 per approach
Construct new permanent or temporary approach	\$100.00 per approach
Review of revised plan after approval was given	50% of original fee (no GST)

Statutory Plans/Zoning Compliance

Copy of Land Use Bylaw	\$25.00 plus GST
Copy of Municipal Development Plan	\$25.00 plus GST
Copy of Area Structure Plan	\$25.00 plus GST
Letter of Compliance	\$100.00 plus GST
File search with written response	\$75.00 per lot plus GST
Environmental site assessment file search with written response	\$75.00 per lot plus GST
Written zoning confirmation	\$50.00 per lot plus GST
Application to amend Land Use Bylaw and/or a Statutory Plan – Policy PDS 4	\$500.00 for each application submitted

Road Closures/Diversions

Closure of Regular Road Allowance/Road Diversion	Old road plans – \$50.00 Regular road allowance – \$150.00 \$1,000 Proposed
--	--

Subdivision Fees (No GST)

1st parcel out	\$800.00
2 parcels	\$900.00

3 parcels	\$1,000.00
Boundary adjustment	\$800.00
Endorsement	\$300.00
Revision after notifications sent out	Half the original fee

Development Permits (No GST)	
<u>Description</u>	<u>Fee</u>
Dwelling or semi-detached dwelling	\$150.00
Multi-family dwelling	\$150.00
Addition to dwelling	\$100.00
Accessory building/Use/Accessory building addition	\$100.00
Public or Institutional development/use	\$150.00
Sign	\$100.00
Home Occupation or Bed and Breakfast	\$150.00
Commercial or Industrial development <ul style="list-style-type: none"> - Value less than \$250,000 - Value \$250,000 to \$1,000,000 - Value over \$1,000,000 	\$200.00 \$250.00 \$300.00
Application which involves notification (variance, discretionary use)	\$100.00 in addition to regular fee
Extension Request	\$50.00
Development commenced prior to permit approval	Double the regular fee
Revision after decision	Half the original fee
Subdivision and Development Appeal Board application fees	\$300.00 (\$100.00 of fee will be refunded if appeal is successful)

OPERATIONS FEES

Dust Control	
<u>Description</u>	<u>Fee</u>
Dust Control with Oil and Calcium Policy OP 9001-02	Fee is reviewed annually
Road Closures/Diversions Move to Planning & Development	
Closure of Regular Road Allowance/Road Diversion	Old road plans—\$50.00 Regular road allowance—\$150.00
Grader Blades No longer offering for sale	
Purchase used Grader blades	\$2 each plus G.S.T.
Road Permits/Agreements	
Field inspection and assessment of roads under agreement	\$70.00 per hour for County staff plus any associated engineering costs
Rural Address Signage	
Rural address sign	\$50.00 per sign (Installation included on new signs only)
Geophysical Companies Conducting Exploration Programs as per Policy OP 9026-01-A	
Inspections for seismic activity	Inspection fee levy for pre and post inspections is \$50.00 per hour to a total of \$200.00 per project.
Custom Work (plus GST)	
Labour & Equipment (see below)	Current market rates (as determined by the County)
Manpower Rate <i>Hourly rates will be charged at one and one-half (1&1/2) times the employee's basic rate, plus 25% for benefits, administration, etc.</i>	Per hour according to County of Minburn's current Salary Grid
Equipment Rates <i>Hourly rates charged will be based on the most current edition of the Alberta Roadbuilders & Heavy Construction Association (ARCHA) Equipment Rental Rate Guide</i>	Per Hour as per ARHCA Rates

HAMLET OF LAVOY

Water, ~~Wastewater~~ Sanitary Sewer and Garbage ~~Solid Waste~~ Services

Description

Hamlet of Lavoy urban users will pay a monthly fee comprise of two parts, a fixed service charge and a usage charge as follows:

RESIDENTIAL: (Monthly)		
Usage Charge		Fixed Service Charge
2023	2.86 /m ³	\$88.65
2024	2.95 /m ³	\$88.65

COMMERCIAL: (Monthly)				
Usage Charge		Fixed Service Charge 1" Line	Fixed Service Charge 1 1/4" Line	Fixed Service Charge 2" Line
2023	2.86 /m ³	\$118.35	\$147.76	\$236.43
2024	2.95/m ³	\$118.35	\$147.76	\$236.43

Connection and Reconnection Fees for Hamlet of Lavoy Urban Users	
<u>Description</u>	<u>Fee</u>
Water Connection Fee	\$50.00
Disconnection Fee	\$150.00

Wastewater Sanitary Sewer Charges (monthly) for Hamlet of Lavoy Urban Users	
<u>Description</u>	<u>Fee</u>
Residential	\$17.85
Commercial	\$24.30

Any account that is for a non-water user pays the commercial rate for sanitary sewer. Commercial usage above normal volumes will be at the sole discretion of the County and will be charged a negotiated rate.

Solid Waste Garbage for Hamlet of Lavoy Urban Users	
<u>Description</u>	<u>Fee</u>
Residential (monthly)	\$13.50
Commercial (monthly)	\$18.00

Any large commercial or industrial customer will need to negotiate a rate with the County based on the volume of waste to be expected.

HAMLET OF MINBURN WASTEWATER SPECIAL TAX

Hamlet of Minburn Wastewater Users

<u>Description</u>	<u>Fee</u>
Hamlet of Minburn property owners that are connected to the wastewater system will be levied for the service through a special tax enacted through bylaw which will be established annually.	

ALBERTA CENTRAL EAST (ACE) REGIONAL WATER SYSTEM

County of Minburn Rural Residential Users

<u>Description</u>	<u>Fee</u>
Rural users who connect to the ACE regional water system will pay a monthly fee comprise of three parts: service charge, usage charge and ACE regional water system maintenance fee.	

RURAL RESIDENTIAL USERS: Service Charge based on Service Size (Standard 1" Service Line) (Monthly)

Usage Charge	Service Size (gallons/minute flow)	Number of Dwellings Served	County Monthly Fixed Charges	ACE Monthly Capital Reserve Fee	Total Monthly Fixed Charges
2023 — 2.86 /m ³	0.5	1	\$25.00	\$25.00	\$50.00
2024 — 2.95/m ³	2 at 0.5	2	2 at \$25.00	\$25.00	2 at \$37.50
	0.75	2	\$34.00	\$37.50	\$71.50
	1.0	3 - 4	\$40.00	\$50.00	\$90.00
	1.75	5 - 7	\$50.00	\$81.50	\$131.50
	2.5	8 - 11	\$70.00	\$125.00	\$195.00
	3.5	12 - 15	\$100.00	\$175.00	\$275.00
	4.5	16-20	\$127.00	\$225.00	\$352.00

Connection and Reconnection Fees for County of Minburn Rural Residential Users

<u>Description</u>	<u>Fee</u>
One Time Connection Fee to ACE Water Main	Cost as per ACE
Disconnection Fee	\$3,000.00
Reconnection Fee	\$1,000.00

As per section 11.11(e) of the Utilities Bylaw a customer who requests testing on their water meter will be required to pay a water meter handling fee of \$300. Move to different section

BULK WATER RATES – TRUCK FILLS
For County of Minburn Residents

<u>Description</u>		<u>Fee</u>
Ranfurly	NW 13-51-12-W4M 51231 Range Road 121	2022 — \$6.00 per cubic metre 2023 — \$6.22 per cubic metre 2024 \$6.31 /m³
Minburn	NE 22-50-10-W4M 50318 Range Road 102	
Lavoy	Block C, Plan 4185R 5128 – 51 Avenue	

Connection Fee for Truckfill Users (Moved from Lavoy Area)

<u>Description</u>	<u>Fee</u>
Water Connection Fee	\$50.00

ALL UTILITY ACCOUNTS
(except Hamlet of Minburn)

<u>Description</u>	<u>Fee</u>
Penalty on unpaid utility bills that remain outstanding after the last business day of the month.	1.50% per month on outstanding balance
User requested water meter testing	\$300.00 unless determined to be outside of tolerances specified in Utilities Bylaw

~~Penalty on Overdue Utility Accounts~~

~~1.50% per month on outstanding balance~~ Moved to section above

PROTECTIVE SERVICES FEES

Fire Fees	
<u>Description</u>	<u>Fee</u>
Response by County fire department or mutual aid partners to accidental structure fires, wildland fires, or rescue operations on private property within the boundaries of the County of Minburn	\$750.00
Response to deliberately set or gross negligent structure fires, wildland fires	
Pumper	\$350.00 per hour
Rescue	\$350.00 per hour
Rapid Attack	\$350.00 per hour
Tender/Tanker	\$350.00 per hour
ATV/UTV	\$150.00 per hour
Command Unit	\$185.00 per hour
Response to Motor Vehicle Collisions	
Pumper	\$650.00 per hour \$700.00 per hour
Rescue	\$650.00 per hour \$700.00 per hour
Rapid Attack	\$650.00 per hour \$700.00 per hour
Tender/Tanker	\$650.00 per hour \$700.00 per hour
Command Unit	\$185.00 per hour \$205.00 per hour
Rates subject to change in accordance with Alberta Infrastructure and Transportation Policy TCE-DC-501.	
Fire Bans/No Fire Permit	
Burning during a fire ban/restriction or without a fire permit	\$750.00
False Alarms	
1 st Callout	\$250.00
Inspections/Investigations	
Fire Code Inspections and Investigations	\$100.00 per hour
Mutual Aid	
As per the rates defined in the mutual aid agreement with the requesting municipality.	

Trudy Shukalak

From: Pat Podoborzny
Sent: December 4, 2023 11:28 AM
To: Trudy Shukalak
Subject: FW: Vermilion Airport
Attachments: Ben McPhee P_Tech_(Eng).vcf

From: Pat Podoborzny
Sent: Thursday, November 30, 2023 4:20 PM
To: Trudy Shukalak <TShukalak@minburncounty.ab.ca>
Cc: Audra Kropielnicki <akrop@minburncounty.ab.ca>
Subject: FW: Vermilion Airport

For COW meeting

From: Ben McPhee <bmcphoe@vermilion.ca>
Sent: Thursday, November 30, 2023 8:14 AM
To: Pat Podoborzny <ppodoborzny@minburncounty.ab.ca>
Cc: Kevin Lucas <klucas@vermilion.ca>
Subject: RE: Vermilion Airport

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

Good Morning Pat,

Thank you for the reply. Initially the Town is looking to gather information on which municipalities would be interested in being a partner for a regionalized airport. From there the Town and the interested parties would discuss the direction of the airport and how to ensure the success of the airport for the future. During these discussions there would eventually be a financial ask to support the airport as well.

I hope this provides clarity.

Kind Regards,



From: Pat Podoborzny <ppodoborzny@minburncounty.ab.ca>
Sent: Wednesday, November 29, 2023 5:05 PM

To: Ben McPhee <bmcphree@vermilion.ca>

Subject: Vermilion Airport

Afternoon,

Thank you for forwarding Vermilions' letter about the potential of regionalizing the Vermilion airport. After reading your letter, I am unsure what your ask is for the County of Minburn. Would you be able to provide more clarity on what the project looks like to take the airport from a aerodrome to a regional airport?

Pat Podoborzny, C.E.T. CLGM
CHIEF ADMINISTRATIVE OFFICER



Ph. 780-632-2082 ext. 1110

Fx. 780-632-6296

www.minburncounty.ab.ca

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5021 - 49 Avenue
Vermilion, AB Canada T9X 1X1
www.vermilion.ca

Dear County of Minburn No.27:

I am writing to you to emphasize the importance of the Vermilion airport to our region and seek partnerships for the airport to ensure its future success. Collectively, the Vermilion airport supports municipalities such as Lloydminster, Kitscoty, Mannville, Clandonald, Marwayne, Dewberry, Derwent, Myrnam, Minburn, Innisfree, Islay, Vermilion River County No. 24, portions of the County of Minburn No. 27, portions of the County of St. Paul, and portions of the County of Two Hills No. 21.

The Vermilion Airport provides services to these areas by ensuring that air Medi-Vac services are possible, that agricultural benefits continue by having arial crop spraying available, as well as the economic and tourist benefits that airports bring to a region. Testimonials of this include a doctor that flies to Vermilion from out of province to perform day surgeries at the hospital. Without this doctor coming to provide these services, a whole division of health care at the Vermilion hospital may not be possible. Similarly, during the Covid-19 pandemic the Vermilion airport was utilized by the Medi- Vac substantially to transport patients to larger centres more effectively than ground transport.

We understand that the regionalization of the Vermilion Airport is a complex endeavour that requires careful planning, collaboration, and investment. However, I firmly believe that the long-term benefits far outweigh the challenges we may face along the way.

I urge you to support this critical project and to allocate the necessary resources and efforts to ensure its success. Our communities deserve a vibrant, well-connected airport that will not only serve our current needs but also pave the way for a prosperous and dynamic future.

Thank you for considering my perspective on this matter. I look forward to seeing our communities thrive with the regionalization of the Vermilion Airport.

In summary, a regional airport in Vermilion would have far-reaching implications for our region, from economic growth and improved connectivity to enhanced quality of life and educational opportunities. It would play a pivotal role in shaping the region's future and fostering development in various sectors.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg Thronson". The signature is fluid and cursive, written over a white background.

Greg Thronson and Town of Vermilion Council
Cc: Administration
Cc: Garth Rowswell MLA
Cc: Adriana LaGrange Minister of Health

From: Pat Podoborzny
Sent: December 6, 2023 7:05 AM
To: Trudy Shukalak
Subject: FW: Save the Date: Emerging Trends in Municipal Law 2024

For COW agenda

From: Moyo, Nicole <nmoyo@brownleelaw.com>
Sent: Wednesday, October 11, 2023 12:17 PM
To: CAO <cao@minburncounty.ab.ca>
Subject: Save the Date: Emerging Trends in Municipal Law 2024

You don't often get email from nmoyo@brownleelaw.com. [Learn why this is important](#)

EMERGING TRENDS IN MUNICIPAL LAW

PRESENTED
BY



BROWNLEE LLP
Barristers & Solicitors

CALGARY February
8th, 2024

EDMONTON February
15th, 2024

Save the Date: Emerging Trends in Municipal Law 2024

Brownlee LLP cordially invites you to our annual Emerging Trends in Municipal Law seminar, aimed at delivering expert insight and understanding into the field of municipal law. Join us as we delve into the challenges, opportunities and changes that lie ahead for municipalities, while providing invaluable strategies to empower municipal success at this invite-only event.

Please mark your calendars and feel free to reach out to me at nmoyo@brownleelaw.com if you have any questions.

Stay tuned for further updates!

Emerging Trends dates:

- Feb 8th 2024 – Calgary
- Feb 15th 2024 – Edmonton

Sincerely,

Brownlee LLP

This message is sent on behalf of the Brownlee Municipal Practice Area.

You are receiving this correspondence because you have previously attended Emerging Trends in Municipal Law, or because you or your employer has utilized or expressed interest in utilizing our services.

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Website: BrownleeLaw.com

LinkedIn: [Brownlee LLP](https://www.linkedin.com/company/brownlee-llp)

If you do not wish to receive information regarding upcoming Emerging Trends in Municipal Law sessions, [Unsubscribe here.](#)



NICOLE MOYO | EVENTS ASSISTANT | BROWNLEE LLP

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**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____ **Division:** _____

For Presentation at _____ **Committee of the Whole Meeting**

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

Resident Concerns:



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____ **Division:** _____

For Presentation at _____ **Committee of the Whole Meeting**

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

Resident Concerns:



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DIVISION REPORT**

Name: _____ **Division:** _____

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Resident Concerns:



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DIVISION REPORT**

Name: _____ **Division:** _____

For Presentation at _____ **Committee of the Whole Meeting**

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

Resident Concerns:

