



AGENDA

Committee of the Whole

November 15, 2023

10:00 a.m.

-
- 1. CALL TO ORDER**
 - 2. CHANGES TO AGENDA & ADOPTION OF AGENDA**
 - 3. CONFIRMATION OF MINUTES**
 - 4. DELEGATIONS**
 - 5. REPORTS FOR DISCUSSION**
 - 5.1 Leasing of Lands in Lavoy
Administration Presenter:
Davin Gegolick, Director of Planning and Community Services
 - 5.2 Bridges: Asset Management Plan
Administration Presenter:
Norm De Wet, Director of Operations
 - 5.3 Equipment: Asset Management Plan
Administration Presenter:
Norm De Wet, Director of Operations
 - 5.4 Municipal Indicators
Administration Presenter:
Jason Warawa, Director of Corporate Services
 - 5.5 Financial Institutions for Investment Purposes
Administration Presenter:
Jason Warawa, Director of Corporate Services
 - 5.6 Veterans Memorial Highway Association
Administration Presenter:
Pat Podoborzny, CAO
 - 6. COUNCILLOR REQUESTS (INFORMATION / PROGRAM REQUESTS)**
 - 6.1 Division Reports
 - 6.2 Councillor Request Report
(To add or remove items from the Councillor Request Report)

7. CLOSED SESSION

- 7.1 Organizational Chart and Salary Grid
FOIP Section 17, harmful to personal privacy
- 7.2 Councillor Communications
FOIP Section 17, harmful to personal privacy

8. OPEN SESSION

9. MOTIONS ARISING OUT OF THE CLOSED SESSION

10. ADJOURNMENT



Committee of the Whole Meeting Minutes

October 11, 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 Ogradnick, Division 6
Councillor Kevin Bentley, Division 7

Administration Present:

Pat Podoborzny, Chief Administrative Officer
Jason Warawa, Director of Corporate Services
Norm De Wet, Director of Operations
Mike Fundytus, Director of Protective Services
Davin Gegolick, Director of Planning and Community Services
Darwin Ullery, Agriculture and Utilities Foreman
Trudy Shukalak, Legislative Services Coordinator

1. CALL TO ORDER

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

2. CHANGES TO AGENDA & ADOPTION OF AGENDA

2023-W062

Moved by: Deputy Reeve Kuzio

THAT the October 11, 2023, Committee of the Whole meeting agenda be adopted as amended.

Addition: 7.6 Closed Session, Cemetery Survey, *Freedom of Information and Protection of Privacy Act (FOIP)*, Section 24, advice from officials.

Carried

3. CONFIRMATION OF MINUTES

2023-W063

Moved by: Councillor Anderson

THAT the September 13, 2023, Committee of the Whole meeting minutes be adopted as presented.

Carried

4. DELEGATIONS

5. REPORTS FOR DISCUSSION

5.1 Enel Road Maintenance Agreement

Enel Alberta Wind Inc. has requested the County waive the reclamation obligation pursuant to the Development Agreement dated March 21, 2022, on three routes that access the Grizzly Bear Creek Wind Project, and further, that a Road Maintenance Agreement be established to address the maintenance of the three routes.

Administration Presenter:

Director of Planning and Community Services Davin Gegolick

2023-W064

Moved by: Councillor Nafziger

THAT Administration prepare an RFD for the October 16, 2023, County Council meeting recommending the approval of entering into a Road Maintenance Agreement with Enel Alberta Wind Inc.

Carried
ACTION: Create RFD

5.2 Asphalt Roadway Future Planning

The Committee of the Whole was presented with information regarding future planning of paved surface capital projects and maintenance of paved capital assets located throughout the County. To ensure that Council is able to make informed decisions regarding future capital planning of asphalt surfaces, each road has been separated for this discussion.

Administration Presenter:

Director of Operations Norm De Wet

2023-W065

Moved by: Deputy Reeve Kuzio

THAT the Asphalt Roadways – Future Planning report be accepted for information, and that the recommendations be brought to future budget discussions.

Carried
ACTION: Create RFD

5.3 “Draft” Donations to Community Organizations, Programs, Events and Activities Policy

The Committee of the Whole was presented with a draft Donations to Community Organizations, Programs, Events and Activities Policy that establishes consistent guidelines and clear procedures when responding to requests for donations.

Administration Presenter:

Director of Corporate Services Jason Warawa

2023-W066

Moved by: Councillor Anderson

THAT Administration prepare an RFD for the November 20, 2023, County Council meeting recommending the approval of the Donations to Community Organizations, Programs, Events and Activities Policy.

Carried
ACTION: Create RFD

6. COUNCILLOR REQUESTS (INFORMATION/PROGRAM REQUESTS)

6.1 Divisional Reports
Presented by Reeve and Council

6.2 Councillor Request Report

Reeve Konieczny recessed the meeting at 11:07 a.m.

Reeve Konieczny reconvened the meeting at 11:14 a.m.

7. CLOSED SESSION

2023-W067

Moved by: Councillor Ogrodnick

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)*, sections 16, 21 and 24.

Carried

7.1 Town of Vegreville 2024 Cold Mix Request
FOIP Section 21, disclosure harmful to intergovernmental relations

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

7.2 Armitage Pit
FOIP Section 16, third party business interests

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

Norm De Wet left the meeting at 11:38 a.m.

Reeve Konieczny recessed the meeting at 11:53 a.m.

Reeve Konieczny reconvened the meeting at 11:58 a.m.

7.3 AlphaBow Energy Outstanding Taxes
FOIP Section 24, advice from officials

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

7.4 Discussion on Strategic Planning Session
FOIP Section 24, advice from officials

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

7.5 Operational Hours
FOIP Section 24, advice from officials

Name	Reason/Purpose
Pat Podoborzny	Presenter
Jason Warawa	Presenter

7.6 Results of Cemetery Surveys in County of Minburn
FOIP Section 24, advice from officials

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

8. OPEN SESSION

2023-W068

Moved by: Councillor Anderson

THAT the Committee of the Whole meeting revert to open session at 12:43 p.m.

Carried

9. MOTIONS ARISING OUT OF CLOSED SESSION

10. ADJOURNMENT

Reeve Konieczny adjourned the meeting at 12:45 p.m.

Reeve

Chief Administrative Officer



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: Leasing of Lands in Lavoy
Date: November 15, 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)

Information for the Committee:

- There are 7 lots within Block 8 which are serviced but vacant
- The size of the lots are 50' x 125'
- There is an alley separating the residential lots and vacant Block 8 lots
- Policy AD 1018-01 addresses the leasing of County owned agricultural land but does not address the leasing of land within the hamlets.

Council Discussion:

Is Council in support of the idea of leasing out the lots within Block 8 for the purpose of developing private gardens?

Attachment: *Aerial Photo – Block 8, Image of Block 8*

Block 8 Development (Lavoy)



October 19, 2023 - Photo by Davin Gegolick
From 53 Ave/Alley intersection facing south towards vacant Block 8. Alley/Block 8 development lots seen in distance





COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: Bridge Asset Management Planning

Date: November 15, 2023

Background

MPA Engineering has prepared our five-year bridge repair/replacement asset management plan. As more information is gathered, the plan will be subject to change to meet the County's needs. The County has a total of 118 bridges with a replacement value of \$99 million or \$110 million, which includes engineering services. Out of these structures, 70 are bridge culverts, and 48 are bridges.

It is important to note that the County inspects its bridges on a 5-year cycle, following Alberta Transportation recommendations. Some of the older bridges in the County could experience significant deterioration between inspections, which may result in changes to the five-year Asset Management Plan. Given this information, the five-year plan will be updated annually as new information becomes available.

Information for the Committee

The Bridge Asset Management Plan focuses on the structural condition rating for each bridge and bridge culvert. Structures with ratings of less than 33% or an individual element of less than 3 are a high priority for repair or replacement. 50% of the County's bridge structures could be considered below adequate condition.

The five-year Bridge Asset Management Plan has been prepared to address high priority structures. It should be noted that a significant number of bridge structures require Level Two Coring and Assessment. This engineering inspection could yield additional repairs that are not accounted for in the five-year plan.

Based on the recommended five-year Bridge Asset Management Plan, there are six bridges recommended for replacement, and 13 bridges that are recommended for additional assessment, engineering, and repair. The total cost of replacement, engineering and repairs totals approximately \$4,539,000.00.

MPA Engineering has agreed to provide Council an overview of the Bridge Asset Management plan at the December Committee of the Whole meeting.

Financials

- The Budgeted Annual Bridge Maintenance Budget (all in) is \$300,000. This includes inspections, engineering, some repairs, STIP applications, etc.
- There is an Approved Annual Allocation is \$425,000 for Capital reserves dedicated to capital projects.
- The Current Bridge Reserve Balance is \$2,880,000.

Based on the above numbers and the required replacements, repairs, and engineering, there will be a small drawdown on reserves over the next five years, with an estimated reserve balance of \$1.9 million at the end of the five-year period.

All of the estimates above are calculated without any STIP approvals; however, we are submitting 10 STIP applications before the end of November 2023. If any of these STIP applications are successful, they will boost our reserve balance positively.

Recommendation

THAT the Committee of the Whole accepts this report as information and that administration provides the necessary RFDs or Decision Papers for capital projects for Council's consideration.

Attachment:

*Five-Year Asset Management Plan
STIP Application List.*

	Description	Road Description	Div.	Priority	Year	Work Cost	Engineering Cost	Total Cost	Engineering Recommendations	BIM Maintenance Recommendations
Assessments and Other Engineering	01306 -1 Bridge	RR102 N of HWY 16	2	High	2024	\$ 30,000.00	\$ 25,000.00	\$ 55,000.00	Assessment/Engineering	Treat and band 5 split piles, remove debris from channel, post 1 pile, install breastwall at A2 - 2 rows, shim 1 pile
	74718 -1 Bridge	TWP502 W of RR85	1	High	2025	\$ 100,000.00	\$ 25,000.00	\$ 125,000.00	Assessment	Install 8 bridgerail splice bolts, replace 1 stringer, remove gravel from bridge deck to facilitate stripdeck inspection, drive 2 new piles, install 2 rows of breastwall x 3m long at A2, repair 1 damaged backwall plank at A1
	71897 -1 Bridge	TWP504 W of RR104	2	Medium	2026	\$ 45,000.00	\$ 25,000.00	\$ 70,000.00	Assessment	Shim 3 piles, replace strip deck, replace 1 stringer, install 5 m long rock ditch drain, remove beaver dam, reset 1 hazard marker, patch A2 backwall with 3 m2 plywood and fill void with 0.1 m3 gravel, treat and band 1 pile, realign SE ditch, replace 3m long wheelguard section and 1 block
Level 2/Maintenance Program	06729 -1 Bridge	RR160 S of TWP540	7	High	2024	\$ 110,000.00	\$ 22,000.00	\$ 132,000.00	LVL 2/Maintenance	Replace 6 girders, place 15 m3 of Class 1 riprap under bridge, replace hazard markers, reattach south breastwall, post A1 Pile 4
	08790 -1 Bridge	TWP 520 W of RR94	3	High	2024	\$ 65,000.00	\$ 22,000.00	\$ 87,000.00	LVL 2/Maintenance	0.1 m2 of partial depth concrete repairs, grout drift pins, replace 2 girders, reattach 3 pier sheeting planks, reinstall nose plates, lower A1 backwall by 1 row sheeting, replace 3 pile tin tops, reset hazard markers
	01865 -1 Bridge	TWP532 E of RR143	4	High	2025	\$ 160,000.00	\$ 22,000.00	\$ 182,000.00	LVL 2/Maintenance	0.25 m2 partial depth repairs to punchouts, install guardrail at SE corner, replace 2 guardrail posts and 5 rail sections, partial depth repairs to deck or overlay, remove vegetation at corners, replace 2 pier caps (confirm with level 2 inspection), place 20 m3 Class 1 riprap at A2 headslope, rebuild A2 headslope with 60 m3 clay, 1 m2 partial depth repairs to curbs, replace 3 split bridgerail spacer blocks, repair/replace 4 girders
	01000 -1 Bridge	TWP540 W of RR145	7	Medium	2026	\$ 22,000.00	\$ 10,000.00	\$ 32,000.00	Maintenance	Install 8 bridgerail splice bolts, consider upgrading rail to meet standard, install oversized washer at S bridgerail post 3 connection bolt, wash girder undersides to facilitate thorough inspection, remove 10 m3 drift and silt from under bridge, cut old piles in stream, advise Telus to bury telephone cable, re-pave 40 m2 at approaches to remove bump
	01485 -1 Bridge	TWP504 E of RR93	1	Medium	2026	\$ 20,000.00	\$ 10,000.00	\$ 30,000.00	Maintenance	Remove approach windrows, remove beaver dam, reset hazard markers, 0.1 m2 partial depth concrete repairs, address NE wingwall/backwall erosion issue and add 1 m3 gravel
	06554 -1 Bridge	RR83 S of TWP510	1	Medium	2026	\$ 80,000.00	\$ 22,000.00	\$ 102,000.00	LVL 2/Maintenance	Contact Telus to reattach conduit or bury cable, 0.1 m2 partial depth repair to girder punchout, reset 1 hazard marker, post rotten piles (potentially 10)
	81828 -1 Bridge	Peace Park Bridge	6	High	2026	\$ 60,000.00	\$ 22,000.00	\$ 82,000.00	LVL 2/Maintenance	0.6 m2 of partial depth repairs, replace 4 split sway braces, treat and band 4 piles, cut down trees at side of bridge, replace 2 girders, post or drive 1 new pile
	08311 -1 Bridge	RR141 S of TWP542	4	High	2027	\$ 250,000.00	\$ 40,000.00	\$ 290,000.00	LVL 2/Maintenance	Replace girders at rehab/Assessment, install missing bridgerail bolts, consider upgrading bridgerail to standard, Level 2 core if not done recently, remove drift from both headslope at piers, reinstall 4 hazard markers
	00239 -1 Bridge	RR150 N of TWP520	6	Medium	2028	\$ 200,000.00	\$ 22,000.00	\$ 222,000.00	LVL 2/Maintenance	Consider upgrading bridgerail to double layer, tighten anchor bolt nut at NW post, replace 4 missing splice bolts, replace missing post connection bolt, Replace TT shims at abutments, Repair/replace P1- pile 4, 5, and P2 - pile
	13740 -1 Bridge	TWP 534 W of RR141	4	Medium	2028	\$ 40,000.00	\$ 22,000.00	\$ 62,000.00	LVL 2/Maintenance	Treat and band 2 piles, repair/replace 1 girder, repair Span 1 G3 girder leg, replace 2 pier braces
Replacements	75589 -1 Bridge Culvert	RR155 N of TWP532	7	High	2024	\$ 550,000.00	\$ 96,000.00	\$ 646,000.00	Replace	Install 40 m3 Class 1 riprap riprap at u/s and d/s ends, replace 5 m section of barrel and u/s bevel, install concrete floor - 42 m (assess hydraulics first), remove beaver dam from inlet - 30-50 m3
	78718 -1 Bridge Culvert	TWP512 E of RR80	3	High	2025	\$ 525,000.00	\$ 96,000.00	\$ 621,000.00	Replace	Program for replacement
	01195 -1 Bridge Culvert	RR134 S of TWP520	5	High	2026	\$ 318,000.00	\$ 96,000.00	\$ 414,000.00	Replace	Remove debris from barrel if not already done, replace 4 damaged barrel rings, place 6 m3 Class 1 riprap,
	75604 -1 Bridge Culvert	RR145 S of TWP530	7	High	2026	\$ 315,000.00	\$ 96,000.00	\$ 411,000.00	Replace	Schedule for replacement
	01105 -1 Bridge Culvert	RR130 N of TWP522	4	Medium	2027	\$ 334,000.00	\$ 96,000.00	\$ 430,000.00	Replace	None
	01819 -1 Bridge Culvert	RR123 N of TWP510	5	Medium	2028	\$ 450,000.00	\$ 96,000.00	\$ 546,000.00	Replace	Place 20 m3 Class 1 riprap, remove beaver dam at inlet
Total						\$ 3,674,000.00	\$ 865,000.00	\$ 4,539,000.00		

STIP APPLICATION LIST

Pref Desc	Division	Structure Info	Work Year	Total Cost	Engineering Recommendations
75589 -1 Bridge Culvert	7	1 - 1724 mm x 1901 mm x 42.1 m SPCSP	2024	646,000	Replace
06729 -1 Bridge	7	1 - 6.1 m HC on TT	2024	132,000	LVL 2/Maintenance
78718 -1 Bridge Culvert	3	1- 1724 mm x 1901 mm x 40.2 m SPCSP & 1 - 1219 mm x 31.7 m CSP	2025	621,000	Replace
74718 -1 Bridge	1	6.1 m Treated Timber	2025	125,000	Assessment
01865 -1 Bridge	4	3 - 8.5 m HC on TT	2025	182,000	LVL 2/Maintenance
01195 -1 Bridge Culvert	5	1 - 1500 mm x 17.7 m SPCSP	2026	414,000	Replace
75604 -1 Bridge Culvert	7	1 - 1829 mm x 1118 mm x 16.5 m CSP	2026	411,000	Replace
01105 -1 Bridge Culvert	4	2 - 1600 mm x 18 m CSP	2027	430,000	Replace
08311 -1 Bridge	4	8.5 m - 8.5 m - 8.5 m PG on TT	2027	290,000	LVL 2/Maintenance
01819 -1 Bridge Culvert	5	1 - 1429 mm x 1575 mm x 39.6 m SPCSP	2028	546,000	Replace



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: Equipment: Asset Management Plan
Date: November 15, 2023

Introduction

To ensure that the County is planning and prioritizing future equipment replacement, administration has been working on developing an asset management plan for all equipment. Maintaining our existing fleet of equipment and fleet vehicles enables us to continue providing the current levels of service approved by the Council.

Capital equipment planning is not an exact science, and it is important for the Council to consider some of the following risks:

- Projected costs of equipment are based on information for the current year, and there could be significant changes in pricing, as seen in the last three years.
- Despite efforts by the administration to plan for future replacements, equipment not included in the five-year replacement schedule could experience sudden failures that could result in unplanned spending for repair or replacement.

Information for the Committee

Currently, the County operates based on two guiding documents approved by County Council.

- OP 9029-01-A: Light Vehicle Replacement Policy.
- OP 9030-010-A: Grader Replacement Policy.

Both policies were used to determine the replacement for graders, as well as the County's fleet trucks.

The remaining equipment included in this plan has been grouped for easier planning.

Construction

The equipment in the construction fleet has been reviewed by industry experts to determine reasonable replacement or refurbishment schedules. The following examples are being used to assist administration in presenting future options for the Council's consideration.

Unit 518 2009 627G Scraper: Current Hours – 12,365.6

Average Annual Use: 883 hours.

New purchase price: \$1,93 Million (60 month/7,500-hour warranty)
Rental (\$448 hourly): \$395,000.00 Annual Cost
Refurbishment: \$695,000.00 (60 month/6,000-hour warranty)

Unit 520 2008 Cat D7: Current Hours – 8,943.2

Average Annual Use: 596 hours

New Price: \$1.28 Million (60 month/7,500-hour warranty)
Rental (\$220 hourly): \$131,120.00 Annual Cost
Refurbishment: \$379,000.00 (60 month/6,000-hour warranty)

Unit 531 2013 Cat D6: Current Hours – 7,046

Average Annual Use: 704 hours

New price (D5): \$660,000.00 (60 month/7,500-hour warranty)
Rental (\$210 hourly): \$147,000.00 Annual Cost
Refurbishment: \$354,732.00 (60 month/6,000-hour warranty)

Unit 530 2008 Cat 815 packer: Current hours – 7,680

Average Annual use: 521 hours

New Price: \$1,05 Million (60 month/7,500-hour warranty)
Rental (\$346 hourly): \$180,266 Annual Cost
Refurbishment: \$450,000.00 (60 month/6,000-hour warranty)

Unit 327 14M Grader: Current Hours - 6,329

Average Annual use: 837 hours

New Price: \$1 Million (60 month/7,500-hour warranty)
Rental (\$267 hourly): \$223,479.00 Annual Cost
Refurbishment: \$400,000.00 (60 month/6,000-hour warranty)

Based on the examples provided above, it is recommended to consider refurbishing most of the construction equipment currently in use by the County, which would allow us to maintain existing service levels. Refurbishment provides an overall cost savings and will allow us to operate equipment that isn't too technically challenging. The refurbishment pricing discussed here utilizes the RMA Finning program with 'Do Not Exceed' pricing.

Gravel/Sanding & Hauling

Administration has considered industry standards when evaluating our gravel/plow truck fleet. Currently, we have four trucks that function as combo units, with interchangeable boxes to accommodate different seasons, and two trucks dedicated solely to gravel.

Unit 90 - Gravel	Mac 1998 (Tandem)
Unit 201 - Combo Unit	International 2002 (Tandem) Minburn/Spare
Unit 211 - Gravel	2002 Volvo (Tandem)
Unit 219 - Winch Truck	Freightliner 2007 (Tri-Drive)
Unit 229 - Combo Unit	Mac 2013 (Tandem) Mannville
Unit 236 - Combo Unit	International 2015 (Tandem)
Unit 238 - Combo Unit	International 2016 (Tandem)

Moving forward, the administration suggests that we reduce the number of plow/gravel trucks to four in total. These four trucks would incorporate dual stainless-steel boxes, resulting in overall cost savings. As previously discussed with the Council, it could be considered to purchase tandem pups for future use, enabling the Operations staff to haul or move gravel.

Miscellaneous Equipment

The County has a significant amount of miscellaneous equipment that various departments use, but it is, overall, minimally utilized in terms of hours. Given the age of some of this equipment, it is recommended that we continue to perform repairs and maintenance until we reach a point where repairing them is no longer feasible. At that time, we will have a discussion with the Council to decide whether these pieces of equipment should be replaced.

Unit 533- Skidsteer	2002 Bobcat
Unit 538- Skidsteer	2013 Case SR200
Unit 541- Skidsteer	2021 Bobcat S64
Unit 241- Truck	International 2018 (Distributor Truck)
Unit 529- Reclaimer	2012 CAT RM500
Unit L11 - Rubber Tire	1997 CAT 416C
Unit 501 - Rubber Tire	1998 CAT 416C
Unit 207- Picker	1995- Ford F800 (Single-axle)
Unit 210- Steamer	Hotsy Steamer
Unit 214- Water Truck	1997- Ford 9000 (Tandem)
Unit 227- Water Truck	1988- GMC 7000
Unit 234- Fuel Truck	2004- International 4300
Unit 245- Steamer	2019- Hotsy Steamer
Unit 526- Chipper	2011- Vermeer
Unit 504- Packer	1999- Bomag Single Drum (Smooth)
Unit 512- Packer	2006- Leeboy (Wobbly)
Unit 527-Packer	2007- CAT (Vibratory)
Unit 230- Tractor	2012- Kubota Tractor- ASB
Unit 143- RTV	2021- Kubota (Side by Side)-ASB
Unit 540- Mulcher	Mulcher Attachment

Proposed Five-Year Plan

Based on the information provided, the administration has determined a five-year capital replacement plan. All future equipment scheduled for replacement or refurbishment will be presented to the Council for a decision.

Proposed 5-year Replacement/Refurbishment Plan					
	2024	2025	2026	2027	2028
Graders	One \$661,500	Three \$2,004,000	Two \$1,070,000	Three \$2,025,000	None
Fleet Trucks	Two \$150,000	Two \$172,000	Two \$144,000	Two \$150,000	Two \$120,000
Construction	Three \$1,168,000	None	Two \$1,073,754	One \$354,732	One \$436,209
Gravel/Plow trucks & Hauling	None	One \$510,000	None	One \$510,000	Two \$860,000
Miscellaneous	None	None	One \$80,000	None	None
Total	\$1,979,500	\$2,686,000	\$2,367,754	\$3,039,732	\$1,416,209
Average Annual Cost	\$2,297,849.00				

Financial

2024 Projected Beginning Balance	\$ 1,800,980
Add: 2024 Transfer to Reserve Allocation	\$ 970,000
Add: 2024 Sale of 3 Motor Graders	\$ 600,000
Add: 2024 LGFF Funding	\$ 838,000
Add: 2% Interest Earned on Ending Balance	\$ 29,600
Less: 2024 Purchase of Equipment	-\$ 1,979,500
Less: 2024 Delivery of 14M Motor Grader (2022 Budget Item)	-\$ 750,000
2024 Projected End Balance	\$ 1,509,080

2025 Projected Beginning Balance	\$ 1,509,080
Add: 2025 Transfer to Reserve Allocation	\$ 970,000
Add: 2025 Sale of 3 Motor graders	\$ 600,000
Add: 2025 LGFF Funding	\$ 838,000
Add: 2% Interest Earned on Ending Balance	\$ 24,630
Less: 2025 Purchase of Equipment	-\$ 2,686,000
2025 Projected End Balance	\$ 1,255,709

2026 Projected Beginning Balance	\$ 1,255,709
Add: 2026 Transfer to Reserve Allocation	\$ 970,000
Add: 2026 Sale of 2 Motor Graders	\$ 400,000
Add: 2026 LGFF Funding	\$ 838,000
Add: 2% Interest Earned on Ending Balance	\$ 21,920
Less: 2026 Purchase of Equipment	-\$ 2,367,754
2026 Projected End Balance	\$ 1,117,875

2027 Projected Beginning Balance	\$ 1,117,875
Add: 2027 Transfer to Reserve Allocation	\$ 970,000
Add: 2027 Sale of 3 Motor Graders	\$ 600,000
Add: 2027 LGFF Funding	\$ 838,000
Add: 2% Interest Earned on Ending Balance	\$ 9,730
Less: 2027 Purchase of Equipment	-\$ 3,039,732
2027 Projected End Balance	\$ 495,873

2028 Projected Beginning Balance	\$ 495,873
Add: 2028 Transfer to Reserve Allocation	\$ 970,000
Add: 2028 Sale of Equipment	\$ -
Add: 2028 LGFF Funding	\$ 838,000
Add: 2% Interest Earned on Ending Balance	\$ 17,760
Less: 2028 Purchase of Equipment	-\$ 1,416,209
2028 Projected End Balance	\$ 905,424

Based on the projected reserve transfer, expenditure, and equipment reserve balance, Council should consider making a financial injection into equipment reserves towards the end of 2028. This timing aligns well with the final payment for the Wowdzia gravel purchase.

Recommendation

THAT the Committee of the Whole accepts this report as information and recommends bringing the recommendations to future budget discussions as decision papers.



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: Municipal Indicators – Information Item

Date: November 15, 2023

Background

Municipal Affairs has created a series of municipal indicators to provide a general assessment of organization risk for Alberta municipalities. Specific aspects of a municipality's governance, finances, or community are weighed against defined benchmarks. These municipal indicators are calculated using data supplied by municipalities including financial statements, municipal census, election results, and information from ministerial orders issued to municipalities. If a municipality has flagged a critical indicator, 'auditor outcome' or 'ministry intervention', or 3 or more of the 11 non-critical indicators for 3 consecutive years, ministry staff may contact them to discuss additional support that may be needed.

Information for the Committee

The County of Minburn has one non-critical indicator "Infrastructure Age" that does not meet the established benchmark (see attached). The benchmark for this criterion is based on the net book value of the tangible capital assets having a value that is greater than 40% of the original cost of those same assets. The County is currently sitting about 20% and has been in this range for the past 5 years. Administration is required to report on the deficiency in terms of why it is not an issue or how it is being addressed.

If this criterion is examined in isolation, it would suggest that the County is not investing sufficient funds into replacement of its capital infrastructure and that the County could experience financial viability issues in the future if the infrastructure were to be replaced.

While it is never ideal to be below an expected municipal standard, this deficiency is not entirely accurate given the County's strong financial position, its lack of complex and expensive infrastructure and the overall condition of its existing capital. Below are some of the brief explanations that will be provided to Municipal Affairs in response to the municipal indicator report:

- History of deferring capital improvements on facilities such as the Admin Bldg/Shop as well as delaying replacement on capital equipment, both of which lower the percentage-based benchmark.
- The County has not been focused on enhancing road infrastructure in terms of adding pavement which limits our capital investment as we focus on regravelling/maintenance both of which are operational in nature.
- Administration has historically put local road construction jobs thru operations via fuel/wage/equipment related expenses. There is a plan in 2023 to capitalize these road segments to boost the capital investment.
- Inherited the 16a highways which limited the investment into surfaced road infrastructure in or around the urban centres.....they have held up more or else until the last couple of years. The County is also fortunate to have a robust system of secondary highways within its boundaries which serve as key collectors thus reducing the need to pave/oil internal collector roads.
- Having ACE water infrastructure running through our municipality limits the need to have water treatment facilities systems. In addition, the County's hamlets have limited underground infrastructure further reducing the need for capital investment.
- Currently all recreational facilities outside of the Lavoy Hall are owned and operated by the Agricultural Societies and the County supports them thru operational grant funding.

To put some context into the benchmark: by reverse engineering the calculation, the County would have needed to invest at least \$40 million more in long lived assets to meet the 40% threshold. It could definitely be argued that the County would be worse off financially if this was done.....so delaying infrastructure replacement and having no debt is not the worst place to be from a sustainability standpoint.

Of all the indicators, the one that is trending negative that is increasingly concerning is that population has decreased by 8.05% over the last ten years. While this is far away from being a flagged benchmark (20%), it does raise questions about the following:

- Does Council want to take steps to try reverse the negative population trend given the County's has extensive infrastructure (highways, rail and power) that is conducive for economic development which also has demands for human capital? Is the lack of capital investment in County Hamlets and around key urban areas contributing to this trend?

- What should the municipal service offering be given that the demands of its citizens are increasing as is the cost of providing existing services especially when factored in on a per capita basis?

Recommendation

THAT Council accept the report as information and consider the findings during future budget discussions.

Attachment:

- 2023 County of Minburn Municipal Indicator Dashboard
- Municipal Indicator Explanation Summary

County of Minburn No. 27 2022

AUDIT OUTCOME

No Concern

MINISTRY INTERVENTION

No

TAX BASE BALANCE

26.26%

TAX COLLECTION RATE

96.32%

POPULATION CHANGE

-8.05%

CURRENT RATIO

6.90

ACCUMULATED SURPLUS/DEFICIT

\$34,545,575

ON-TIME FINANCIAL REPORTING (Date Received)

April 21, 2023

DEBT TO REVENUE PERCENTAGE

0.00%

DEBT SERVICE TO REVENUE PERCENT

0.00%

INVESTMENT IN INFRASTRUCTURE

1.66

INFRASTRUCTURE AGE

20.21%

INTEREST IN MUNICIPAL OFFICE

N/A

Municipal Indicators

Find out more about how each municipal indicator is calculated and what the results mean

Each indicator is intended to measure a specific aspect of the municipality's governance, finances, or community.

Each indicator has a defined benchmark. The benchmarks established by Municipal Affairs for each indicator are rules of thumb that provide a general indication of acceptable risk; however, a municipality may have unique circumstances or alternative strategies that justify a different result. Should a municipality flag an indicator, Municipal Affairs allows stakeholders to provide an explanation as to result. This explanation is then published next to the indicator result on the Municipal Indicators' Dashboard.

Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
<p>1 - Audit Outcome</p> <p>An audit report in the municipality's audited annual financial statements.</p>	<p>The audit report does not identify a going concern risk or denial of opinion.</p>	<p>The municipal auditor was able to complete the audit and express an opinion and did not identify a specific concern about the ability of the municipality to meet its financial obligations.</p>	<p>Follow auditor recommendations to resolve denial of opinion issues. Consider obtaining professional financial consulting services or requesting a viability review to address going concern issues.</p>
<p>2 - Ministry Intervention</p> <p>Interventions authorized by the Minister of Municipal Affairs in accordance with the <i>Municipal Government Act</i>, such as a viability review, or where directives were issued pursuant to an inspection.</p>	<p>The municipality was not the subject of a Municipal Affairs intervention.</p>	<p>Municipal Affairs is not undertaking a formal intervention with respect to the municipality. The Minister typically intervenes only when requested by a council or through a petition, and only issues directives in cases where significant concerns are evident.</p>	<p>Complete Minister-directed processes and actions.</p>

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Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
<p>3 - Tax Base Balance</p> <p>The proportion of the total municipal tax revenue generated by residential and farmland tax base, regardless of whether it is municipal property taxes, special taxes, or local improvement taxes.</p>	<p>The municipality's residential and farmland tax revenue accounts for no more than 95 per cent of its total tax revenue. Summer Villages are excluded from this indicator to better reflect their geographical and economic conditions.</p>	<p>The municipality can rely in some measure on its non-residential tax base to generate a portion of its tax revenues. These properties are typically taxed at a higher rate than residential and farmland properties.</p>	<p>Ensure taxes on residential and farmland properties are sufficient to meet budgeted expenditure requirements.</p>
<p>4 - Tax Collection Rate</p> <p>The ability of the municipality to collect own-source revenues, including property taxes, special taxes, local improvement taxes, and grants-in-place-of-taxes.</p>	<p>The municipality collects at least 90 per cent of the municipal taxes (e.g. property taxes, special taxes) levied in any year.</p>	<p>The municipality is able to collect its tax revenues and use those funds to meet budgeted commitments and requisitioning obligations.</p>	<p>Review tax collection and recovery policies and processes.</p>
<p>5 - Population Change</p> <p>The change in population of the municipality over the past ten years based on the Municipal Affairs Population List.</p>	<p>The population has not declined by more than 20 per cent over a ten-year period. Summer Villages are excluded from this measure because of the small permanent population.</p>	<p>The population of the municipality is stable or growing.</p>	<p>Consider how services and infrastructure can be scaled down to accommodate reduced demands.</p>

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Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
<p>6 - Current Ratio</p> <p>The ratio of current assets (cash, temporary investments, accounts receivable) to current liabilities (accounts payable, temporary borrowings, current repayment obligations on long-term borrowings).</p>	<p>The ratio of current assets to current liabilities is greater than one. This indicator is not typically measured if the municipality's total assets exceed current assets by a factor of two or more, as these municipalities typically have significant financial resources including long-term investments, but manage with minimal current assets.</p>	<p>The municipality is able to pay for its current financial obligations using cash or near-cash assets.</p>	<p>Consider increasing revenues or reducing costs to provide additional working capital.</p>
<p>7 - Accumulated Surplus/Deficit</p> <p>The total assets of the municipality net of total debt, excluding equity in tangible capital assets (tangible capital property less debts related to tangible capital property).</p>	<p>The municipality has a positive (above zero) surplus.</p> <p>An accumulated deficit is a violation of Section 244 of the <i>Municipal Government Act</i>. Municipalities in a deficit position are required to recover the shortfall in the next year.</p>	<p>The municipality has more operational assets than liabilities, which generally provides the municipality with cash flow to meet ongoing obligations and manage through lean periods of the year where costs may exceed revenues.</p>	<p>Consider increasing revenues or reducing costs to provide additional surplus and maintain working capital.</p>
<p>8 - On-Time Financial Reporting</p> <p>Whether the municipality successfully submitted its completed annual financial statements and financial information return to Municipal Affairs by the legislated due date.</p>	<p>The municipality's financial statements and financial information return for the preceding calendar year are received by Municipal Affairs no later than May 1st or the approved extension date.</p>	<p>The municipality is preparing its audited financial reports on a timely basis. Financial reporting is an important aspect of municipal accountability to its residents and businesses.</p>	<p>Consider additional resources to complete year-end accounting on a timely basis.</p>

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Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
<p>9 - Debt to Revenue Percentage</p> <p>The total amount of municipal borrowings, including long term capital leases, as a percentage of total municipal revenues.</p>	<p>The municipality's total borrowings represent less than 120 per cent (160 per cent for municipalities with a higher regulated debt limit) of its total revenue.</p>	<p>The municipality has maintained reasonable levels of borrowing debt.</p>	<p>Review anticipated funding sources for debt repayments to ensure borrowing commitments can be met.</p>
<p>10 - Debt Service to Revenue Percentage</p> <p>The total cost of making scheduled repayments (including interest) on borrowings as a percentage of total municipal revenues.</p>	<p>The municipality's total costs for borrowing repayments do not exceed 20 per cent (28 per cent for municipalities with a higher regulated debt limit) of its total revenue.</p>	<p>The municipality has assumed a reasonable level of borrowing repayment obligations.</p>	<p>The municipality has assumed a reasonable level of borrowing repayment obligations.</p>
<p>11 - Investment In Infrastructure</p> <p>The total cost of annual additions (through purchases or construction) to tangible capital assets (vehicles, equipment, buildings, roads, utility infrastructure, land) relative to the annual amortization (depreciation) on all tangible capital assets - measured as a five year average.</p>	<p>The municipality's average capital additions exceed the average amortization (depreciation).</p>	<p>The municipality is replacing its existing tangible capital assets and investing in new assets and infrastructure at a rate exceeding the estimated wear or obsolescence of its existing assets.</p> <p>This measure does not account for the effects of inflation; typically, replacement costs for new assets exceed the historic cost of existing assets.</p>	<p>Review asset replacement activities over past years and anticipated capital additions in future years to ensure average annual additions exceed average annual amortization. Consider conducting a study of municipal infrastructure to ensure that future service requirements can be met.</p>

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Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
<p>12 - Infrastructure Age</p> <p>The net book value of tangible capital assets as a percentage of the total original costs. Net book value is the original purchase cost less amortization (depreciation).</p>	<p>The net book value of the municipality's tangible capital assets is greater than 40 per cent of the original cost.</p>	<p>The municipality is replacing existing assets on a regular basis. If the municipality is adding new services or expanding facilities and infrastructure, it would be expected that the ratio would be higher than 40 per cent.</p>	<p>Consider conducting a study of municipal infrastructure to ensure that future service requirements can be met.</p>
<p>13 - Interest in Municipal Office</p> <p>The number of candidates running in a municipal election relative to the total number of councillor positions up for election.</p>	<p>The number of candidates exceeded the number of councillor positions.</p>	<p>The ratio of candidates to total council positions measures the willingness of electors to run for municipal office.</p>	<p>Consider increased focus on community engagement.</p>

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COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: Financial Institutions for Investment Purposes

Date: November 15, 2023

Background

The County of Minburn currently holds its investments with the ATB and the Canadian Western Bank. While the two institutions and their associated investments meet the criteria of our Investment Policy, the policy also speaks to diversification requirements when investments aren't guaranteed. It could be argued that we are not currently meeting this requirement in that technically GIC's aren't fully guaranteed but in reality and for all intents and purposes they are. That being said, diversification is an important aspect to any investment portfolio as it helps to reduce organizational risk. Having additional investment options can provide the County with some additional diversification, but can also provide additional opportunities for more competitive rates as often financial institutions have varying capital requirements throughout the year and as a result often have short term rate specials. Given that adding a bank for investment opportunities requires a Council motion as well as a considerable amount of paperwork regarding signing authorities and processes, Administration often cannot take advantage of these opportunities when they become available. Sometimes the two current banks try to match or beat posted rates, but often they are unable to do so.

Information for the Committee

Given the rise in rates banks have been aggressively seeking out new clients. To this effect, the County met with local representatives from two Schedule 1 banks since the beginning of September: ScotiaBank (Vermilion) as well as Bank of Montreal (Vegreville). While both have a local contact, we are primarily dealing with deposit specialists who have the ability to offer rates that are significantly better than at the local branch. In fact, both are offering rates that are more attractive than the current offering by ATB. Having a local contact facilitates the transfer of funds especially when we are redeeming an outside investment and looking to re-deposit the funds in the ATB.

Although the County has limited cash for long term investments due to the gravel acquisition, there is likely \$10M that could be invested short term with a maturity less than a year. Getting 0.5% better rate on even half of this balance would generate an additional \$25,000 in interest revenue so there is merit to exploring alternatives. It is also known that the cash management crunch is a short term one and by this time next year the cash position of the County should be considerably better than it will be leading up the 2024 tax dues date. Having these additional financial institutions in place should allow us to explore and take advantage of competitive interest rates into the foreseeable future.

Recommendation

THAT Council direct Administration to bring back an RFD to expand the County's financial institutions for investment purposes to include the Bank of Montreal as well as Scotia Bank.

Attachment:

- BMO – Rate Proposal
- Scotiabank – Investment Rates Email

Partnering for Success

CONFIDENTIAL

**Dedication, Expertise,
and Reliability** for
Today and Beyond

Proposal for Term Investments

DATE: November 10, 2023

Prepared for:

**County of
Minburn No. 27**

Contact Information:

Erin Robert

**Senior Relationship Manger • Mid Market, Diversified
Industries and Agriculture**

M: 780-603-0309
Erin.robert@bmo.com

Iqra Javed

Portfolio Manager • Treasury & Payment Solutions

M: 587-785-5239
iqra.javed@bmo.com



November 10, 2023

Jason Warawa
Director of Corporate Services
Box 550
Vegreville, AB T9C 1R6

Dear Jason:

We are pleased to present County of Minburn No. 27 with this competitive proposal.

We are a bank with strong and sophisticated systems, significant capital, and the people, processes, and products to bring simplicity to daily work and ideas as a strategic banking partner. Our philosophy is relationship-oriented with a strong commitment to the long-term needs of your organization.

In addition to our advisory approach to client relationships, we trust you will find us a highly attractive banking partner for these simple reasons:

- Strength and stability with proven financial results to accommodate your current needs and future growth plans
- Commitment to service excellence through our local branch network and community support
- Comprehensive Treasury & Payment Solutions with dedicated technology for maximum efficiencies and effectiveness

We're here to help and define a great customer experience for you. We are committed to providing a smooth implementation for your new services and collaborating with you every step of the way.

Building a strong partnership with the County of Minburn No. 27 is a high priority for us. Thank you for the opportunity to work with you on this very important initiative. We look forward to meeting with you to answer any specific questions or provide additional information.

Sincerely,

Erin Robert

Erin Robert
Senior Relationship Manager
780-603-0309
Erin.robert@bmo.com

Iqra Javed

Iqra Javed
Portfolio Manager, Treasury & Payment Solutions
587-785-5239
iqra.javed@bmo.com

TERM INVESTMENT RATES

Rate offer is valid until November 14, 2023.

Term	Rate	Investment Type
90 Days	5.81%	Non-Redeemable
120 Days	5.91%	Non-Redeemable
180 Days	6.02%	Non-Redeemable
270 Days	6.03%	Non-Redeemable
1 Year	6.11%	Non-Redeemable
18 Months	5.95%	Non-Redeemable
2 Year	5.73%	Non-Redeemable
364 Days	5.43%	Redeemable

Rating Agency	Short Term	Long Term
Moody's	P-1	Aa2
S&P	A-1	A+
Fitch	F1+	AA
DBRS	R-1 (high)	AA

Excerpt from email dated November 7, 2023

Hi Jason,

Please find below updated rates. Is there a time next week you would be free for a MS Teams call with Terry and I? Thank you.

Client Name: * **County of Minburn No 27**

Please see below:

GIC Rates (CAD) Approved as of November 1, 2023

- 1 Year Cashable (after 30 days) 5.35%
- 6 Month NonRedeemable 6.00%
- 12 Month NonRedeemable 6.32%
- 18 Month NonRedeemable 6.25%
- 2 Year NonRedeemable 6.10%
- 3 Year NonRedeemable 5.87%
- 4 Year NonRedeemable 5.73%
- 5 Year NonRedeemable 5.63%

1 Year High Interest Redeemable GIC Term:		Redemption Rate
0 -3 months	(0 - 90 days)	0.00%
3 - 12 months	(91 - 364 days)	5.55%
Maturity Rate	(day 365)	5.55%

Amount: Upto \$20MM CAD

Rates provided are available on the date of issue and are subject to change.

Andre Deslauriers | Client Relationship Manager

Scotiabank | Commercial Banking – Alberta North
Suite 2100 Stantec Tower, 10220 103 Avenue NW, Edmonton AB, T5J 0K4

587.591.0071
andre.deslauriers@scotiabank.com
<http://scotiabank.com>

Scotiabank is a business name used by The Bank Of Nova Scotia

Team Contacts:

Salina Hua | Client Service Associate | 780 448 7671 | salina.hua@scotiabank.com

Support Centres:

Business Service Centre 1.888.855.1234 | bsc@scotiabank.com
ScotiaConnect/Electronic Products Help Desk 1.800.265.5613 | hd.ccebs@scotiabank.com | also see: [How-to videos](#)
Business Tax Payments and Filing 1.800.206.9444
Financial Reporting can be sent to commercial.reporting@scotiabank.com (please cc salina.hua@scotiabank.com)
Bank confirmations can be done via www.confirmation.com
Scotiabank VISA Business Card Service Centre 1.888.823.9657



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: Veterans Memorial Highway Association
Date: October 31, 2023

Background

County records indicate membership with Route 36 Development Safety Association yet in 2003. In 2010, the Route 36 Development Safety Association changed its name to Veteran's Memorial Highway Association. County Council at their October 16, 2020 Organizational meeting decided to not appoint a member and opted out of the Veteran's Memorial Highway Association. Last time membership fees were paid to the Association was in 2019 in the amount of \$338.

Information for the Committee

The Veterans Memorial Highway Association (VMHA) is the advocate for the Veterans Memorial Highway, the major north/south corridor in eastern Alberta. Their goals are to ensure safety for all travellers, reduce traffic fatalities, increase economic growth by improving road infrastructure, promote unique attractions along the Fort McMurray to Mexico high load corridor highway.

The VMHA engages with its partners and stakeholders to create solutions to economic diversity and infrastructure development that is necessary to move products efficiently and safely in a north-south direction.

Currently the VMHA has us listed on their website under their "Municipalities & Community Partners" with the following: Beaver County, City of Brooks, County of Newell, County of Paintearth, County of Smoky Lake, County of St. Paul, County of Two Hills, County of Warner, Fishing Lake Metis Settlement, Flagstaff County, Kikino Metis Settlement, Lac La Biche County, MD of Taber, RM of Wood Buffalo, Saddle Lake Cree Nations, Town of Castor, Town of Hanna, Town of Killam, Town of Taber, Town of Two Hills, Town of Vauxhall, Town of Vegreville, Town of Viking, Special Areas, Village of Alliance and Village of Warner.

Recommendation

That Council reinstate their membership with the Veterans Memorial Highway Association and appoint a representative to the VMHA.

Attachment: N/A



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____

Division: _____

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

From Date: _____

To Date: _____

Resident Comments:



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____ **Division:** _____

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

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

Resident Comments:



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____ **Division:** _____

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

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

Resident Comments:



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____ **Division:** _____

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

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

Resident Comments:



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____ **Division:** _____

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

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

Resident Comments:



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____ **Division:** _____

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

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

Resident Comments:



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____ **Division:** _____

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

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

Resident Concerns:

