



AGENDA

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

- 1. Call to Order**
- 2. Changes to Agenda and Adoption of Agenda**
- 3. Confirmation of Minutes**
 - 3.1 June 17, 2024 Council Meeting
- 4. Delegations – NIL**
- 5. Council Priorities**
- 6. Requests for Decision**
 - 6.1 Subdivision File #06-2024
 - 6.2 Appointment of Agricultural Fieldman
 - 6.3 Rescind Farm Family Award Policy ASB 2003-02
 - 6.4 2024 Updated Construction Program
 - 6.5 Bridge Maintenance Tender
 - 6.6 August Committee of the Whole Meeting and September Committee of the Whole and Regular Meeting Date/Time Change
 - 6.7 2024 Recreation Funding
 - 6.8 Policy CC 3013-01 Elected Officials Business Expense Policy
 - 6.9 Rescind Policy CC 3007-01 Travel and Subsistence Policy
- 7. Reports**
 - 7.1 Reeve
 - 7.2 Council
 - 7.3 CAO
 - 7.4 Operations
 - 7.5 Planning & Community Services
 - 7.6 Protective Services
 - 7.7 Corporate Services
- 8. Correspondence and Information Items**
 - 8.1 Alberta Transportation re STIP Grant Application
 - 8.2 Rural Municipalities of Alberta re Victim Services
 - 8.3 Vegreville Transportation Services Society re Handivan
- 9. Councillor Requests (Information Requests and Notices of Motion)**
 - 9.1 Action Item List
- 10. Closed Session**
- 11. Open Session**
- 12. Motions arising out of the Closed Session**
- 13. Adjournment**



Council Meeting Minutes

June 17, 2024

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

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

1 CALL TO ORDER

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

2024-113

Moved by: Deputy Reeve Kuzio

THAT Council excuse Councillor Wowdzia from the June 17, 2024, County Council regular meeting.

Carried

2 ADOPTION OF AGENDA

2024-114

Moved by: Councillor Anderson

THAT the June 17, 2024, regular Council meeting Agenda be adopted as presented.

Carried

3 CONFIRMATION OF MINUTES

3.1 May 21, 2024, Council Meeting

2024-115

Moved by: Councillor Bentley

THAT the May 21, 2024, regular Council meeting minutes be adopted as presented.

Carried

4 DELEGATIONS

5 Land Use Bylaw Public Hearing

Reeve Konieczny declared the Public Hearing for Land Use Bylaw No. 1348-24 open at 10:30 a.m.

Administration introduced proposed Bylaw No. 1348-24 and provided a brief overview.

There were no written submissions received.

There were no members of the public present.

Reeve Konieczny declared the Public Hearing closed at 10:38 a.m.

6 COUNCIL PRIORITIES

2024-116

Moved by: Deputy Reeve Kuzio

THAT the Council Priorities be accepted as information.

Carried

7 REQUESTS FOR DECISION

7.1 Land Use Bylaw No. 1348-24

2024-117

Moved by: Deputy Reeve Kuzio

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

Carried

2024-118

Moved by: Councillor Ogradnick

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

Carried

7.2 Subdivision File No. 05-2024

2024-119

Moved by: Member Anderson

THAT the Subdivision Authority approve Subdivision File No. 05-2024 regarding NE 10-51-10-W4M as per the required conditions of the report presented.

Carried

7.3 Crossroads Economic Development Alliance Funding Model

2024-120

Moved by: Councillor Nafziger

THAT Council endorse the Local Government Fiscal Framework (LGFF) funding model for the Crossroads Economic Development Alliance.

Carried

7.4 Crossroads Economic Development Alliance Parade Float

2024-121

Moved by: Councillor Nafziger

THAT Council endorse the use of a County vehicle and supply of candy for the Crossroads Economic Development float in the 2024 Lavoy, Ranfurly and Minburn summer parades.

Carried

7.5 Non-Profit Advocacy Letter

2024-122

Moved by: Deputy Reeve Kuzio

THAT Council send a letter to the local MLA and Minister of Service Alberta and Red Tape Reduction to advocate for fairer fundraising

opportunities for rural non-profit organizations and charities provided by Alberta Gaming, Liquor and Cannabis (AGLC) at casino events.

Carried

7.6 Regulatory Sign on 51 Avenue and Range Road 134 – Hamlet of Lavoy

2024-123

Moved by: Councillor Bentley

THAT Council approve to change the signage at the intersection of 51 Avenue and Range Road 134 in the Hamlet of Lavoy from a "Stop" sign to a "Yield" sign.

Carried

7.7 Rescind Land Compensation for Road Right-of-Way Policy OP 9003-01

2024-124

Moved by: Councillor Ogradnick

THAT Council approve to rescind Land Compensation for Road Right-of-Way Policy OP 9003-01.

Carried

7.8 Amendment to Flag Protocol Policy AD 1021-01

2024-125

Moved by: Deputy Reeve Kuzio

THAT Council approve amended Flag Protocol Policy AD 1021-02 as presented.

Carried

7.9 Draft Condolence Policy CC 3014-01

2024-126

Moved by: Councillor Anderson

THAT Council approve Condolence Policy CC 3014-01 as presented, and rescind Congratulatory, Compassion and Loss Policy CC 3005-01.

Carried

7.10 2024 Community Centre Grant Funding Program

2024-127

Moved by: Councillor Bentley

THAT Council approve the allocation of \$67,000 to non-profit organizations as presented under the 2024 Community Centre Grant Funding Program.

Carried

7.11 Cancellation of Mannville Golf Course 2024 Municipal Tax

2024-128

Moved by: Councillor Nafziger

THAT Council approve the cancellation of the 2024 general municipal portion of the property tax levy for the Village of Mannville (Mannville Riverview Golf Course), Tax Roll Account No. 217700 in accordance with Section 347(1) of the *Municipal Government Act (MGA)*.

Carried

8 REPORTS

8.1 Reeve

8.2 Council

Reeve Konieczny recessed the meeting at 10:49 a.m.

Reeve Konieczny reconvened the meeting at 10:57 a.m.

8.3 CAO

8.4 Operations

8.5 Planning and Community Services

8.6 Protective Services

8.7 Corporate Services

2024-129

Moved by: Deputy Reeve Kuzio

THAT Council accept the reports as presented.

Carried

9 CORRESPONDENCE AND INFORMATION ITEMS

9.1 Alberta Municipal Affairs – Local Government Fiscal Framework

Letter received from Alberta Municipal Affairs confirming the 2024 Local Government Fiscal Framework (LGFF) capital and operating allocations for the County of Minburn. The 2024 LGFF capital allocation is \$1,381,582, and 2024 LGFF operating allocation is \$302,710.

9.2 Alberta Municipal Affairs – PERC Program Allocation to ASFF

Letter received from Alberta Municipal Affairs informing the County of Minburn that their Provincial Education Requisition Credit (PERC) application has been approved, and an adjustment of \$33,933 will be credited to the June 2024 Alberta School Foundation Fund (ASFF) requisition invoice.

9.3 Ag for Life Membership Request

Letter received from Agriculture for Life (Ag for Life) asking for the County's support of an annual membership in the amount of \$2,500 which would enhance their ability to provide educational resources and programs to Alberta's educators and students.

9.4 STARS Thank You

Letter received from Shock Trauma Air Rescue Service (STARS) Foundation thanking the County for their donation.

9.5 Alberta Municipal Affairs – Canada Community Building Fund

Letter received from Alberta Municipal Affairs advising that the Alberta government is in active negotiations with the Government of Canada for the Canada Community Building Fund (CCBF) 10-year renewal agreement that will cover the 2024-34 period.

2024-130

Moved by: Councillor Ogradnick

THAT Council accept the correspondence and information items as information.

Carried

10 COUNCILLOR REQUESTS (INFORMATION REQUESTS AND NOTICES OF MOTION)

10.1 Action Item List

2024-131

Moved by: Deputy Reeve Kuzio

THAT Council accept the Action Item List as information.

Carried

11 CLOSED SESSION

12 OPEN SESSION

13 MOTIONS ARISING OUT OF THE CLOSED SESSION

14 ADJOURNMENT

Reeve Konieczny adjourned the meeting at 11:33 a.m.

Reeve

Chief Administrative Officer

STRATEGIC PRIORITIES CHART (July 2024)

COUNCIL PRIORITIES

NOW

1. **RECREATION AGREEMENT VEGREVILLE:** Intermunicipal
2. **REGIONAL ECONOMIC DEVELOPMENT FRAMEWORK:** Consultant

TIMELINE

September 2024
December 2024

NEXT

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

ADVOCACY

- *Policing Services/Costs (RMA)*
- *Bridge Funding Continuity (RMA)*
- *Wind Energy Restoration Strategies (RMA)*
- *Broadband Speeds (RMA)*
- *SL3/SL4 Seniors Facility Support (AHS)*
- *Water Act Enforcement and Approvals (AEP)*
- *Rural Medical Services (RMA)*

OPERATIONAL INITIATIVES

OFFICE OF THE CAO

1. *WIND ENERGY PROJECTS – Soil Segregation/End of Life Advocacy – Awaiting action from the Province*
2. **RECREATION AGREEMENT: VEGREVILLE –** September 2024
3. Drought and/or Water Shortage Plan – September 2024
4. Website Updates – October 2024
5. *AlphaBow Energy tax recovery initiative with ARMAA – Ongoing*
6. 2025 Municipal Election Preparation – December 2024
7. Establishment of Regional SDAB and ASB

CORPORATE SERVICES

1. Council Procedural Bylaw – Adoption – August 2024
2. Regional ARB Investigation – August 2024
3. Update Procurement Policy – August 2024
4. Initiate 2025 budget discussion – July 2024
5. ERP Conversion Project – July 2024 to May 2025

PLANNING AND COMMUNITY SERVICES

1. Regional GIS Project: proposal submitted – March 2024
2. **REGIONAL ECONOMIC DEVELOPMENT FRAMEWORK: BRE SURVEY –** August 2024
3. Cemetery Survey and Software: December 2024
4. Economic Development Communications Project: December 2025

PROTECTIVE SERVICES

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

OPERATIONS

1. Grader Beat Review – Ongoing
2. Operations Shop Concept Investigation –needs strategic plan from Council
3. Tenders – Projects being completed as approved

AGRICULTURE & UTILITIES

1. Program and service delivery review – November 2024
2. Policy review – Winter 2024-2025
3. Lavoy Backup generator: Generator ordered as per Policy AD 1008-01

CODES:

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

2 – 3 Year OUTLOOK

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



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____

Department: _____

Recommendation:

Background:

See Appendix

Legislative Guidance:

Provincial Municipal None

Details:

Council Priorities Chart:

Yes No

Details:

Previous Council Direction:

Financial Implications:

Capital Operations Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Podobrosny



COUNTY OF MINBURN NO. 27

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

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

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

COUNTY OF MINBURN NO. 27 SUBDIVISION AUTHORITY OFFICER REPORT

A. BACKGROUND:

File Number: 06-2024

Legal: SE 16-52-15-W4M

Owner: Corner View Land and Cattle Ltd.

Applicant: Bernie Klammer

Date Accepted: June 13, 2024

Decision Due Date: August 12, 2024

Existing Use: Agricultural/Rural Residential

Proposed Use: Rural Residential

1/4 Section Designation: Arable quarter

Gross Area: 64.7 Ha (160 ac)

Proposed Area: Lot 1, Block 1 – 4.75 Ha (11.7 ac)

Zoning: A: Agricultural District

Division: 6

B. DESCRIPTION OF PROPOSAL:

The subject property is located on SE 16-52-15-W4M in Division 6, approximately 2.5 km west of Vegreville on Rge Rd 153 and Twp Rd 522. The applicant is proposing to separate the existing yard site from the quarter section.

Proposed Lot 1 is 4.75 Ha (11.7 ac) containing the old dwelling/cabin, outbuildings, trees and fruit shrubs. The proposed remnant parcel primarily consists of cultivated farmland with a dugout located on the SE corner of the quarter. There is existing access to proposed Lot 1 off Rge Rd 153 and two existing approaches (Rge Rd 153 and Twp Rd 522) providing access to the proposed remnant parcel. Road widening dedication hasn't yet been dedicated towards Rge Rd 153 or Twp Rd 522.

C. NOTIFICATION:

Adjacent property owners and agencies were notified on June 13, 2024. An adjacent landowner provided a response advising they are in support of the application. Received the standard responses from the agencies with no objections.

D. COMPLIANCE:

The proposed subdivision complies with the Subdivision and Development Regulation and municipal statutory plans. There is no existing private sewage disposal system.

E. RESERVES:

Pursuant to Section 663(a) of the Municipal Government Act, reserves are not required.

F. RECOMMENDATION

That the proposed subdivision application be **approved**, subject to the following conditions:

1. That prior to endorsement, a registerable instrument be prepared by an Alberta Land Surveyor and submitted to the County, and the registerable instrument shall be in conformance with the approved tentative plan of subdivision.
2. That the registered owner/applicant enter into a development agreement by way of Caveat with the County of Minburn pursuant to Sections 661 and 662 of the Municipal Government Act, 2000 as amended, pertaining to the provision of land for future road widening as required.
3. That prior to endorsement of the registerable instrument, written documentation prepared by a certified private sewage installer shall be submitted to the County indicating that an on-site private sewage treatment system can be considered for approval in accordance with the Alberta Private Sewage Disposal System Regulation (AR 229/97, as amended) given the soil conditions, size and configuration of proposed Lot 1, Block 1.
4. That all outstanding property taxes are to be paid pursuant to Section 654 of the Municipal Government Act, 2000 as amended.

Information Items (these are not conditions of approval):

1. That a development permit application is required for any proposed future development of the subject lot (i.e. addition, change in use, Accessory Building, etc.). Please contact County of Minburn Planning and Development at 780-632-2082 for further information.
2. That the necessary Safety Code Permits, which include building, plumbing, electrical, gas and private sewage permits would be required prior to any and all new construction, alteration, or change in use or occupancy of a building on-site. Please contact the Inspections Group for further information on Safety Code Permit requirements.

3. That registration of the proposed subdivision at the Land Titles office may result in a change in the assessment of proposed Lot 1, Block 1. Please contact Municipal Assessment Services at 780-939-3310 with regards to any questions about assessment.
4. The proposed subdivision may be affected by a permanent, naturally occurring body of water or watercourse. The Province has an interest in the Crown ownership of Provincial waterbodies/or Public Land boundaries in Alberta. **Development or water diversion may not occur in waterbodies including wetlands, watercourses, or Public Lands without prior consultation and approval from Alberta Environment and Protected Areas.** If you have any questions about development on or near water bodies, watercourses, or public land please contact Alberta Environment and Protected Areas prior to undertaking any activity (including construction of a private driveway) within or near the lake/wetland.
5. That approval of this application does not excuse the applicant from ascertaining and complying with the requirements of other municipal bylaws, easements, environmental reserve easements, covenants, conservation agreements, development agreements, or Provincial or Federal statutes, regulations, licenses or codes or standards of practice.

G. ATTACHMENTS:

- ◆ Location plan
- ◆ Application form
- ◆ Tentative Plan of Subdivision
- ◆ Inspection Summary

Subdivision Location Plan

Twp. Rd. 530

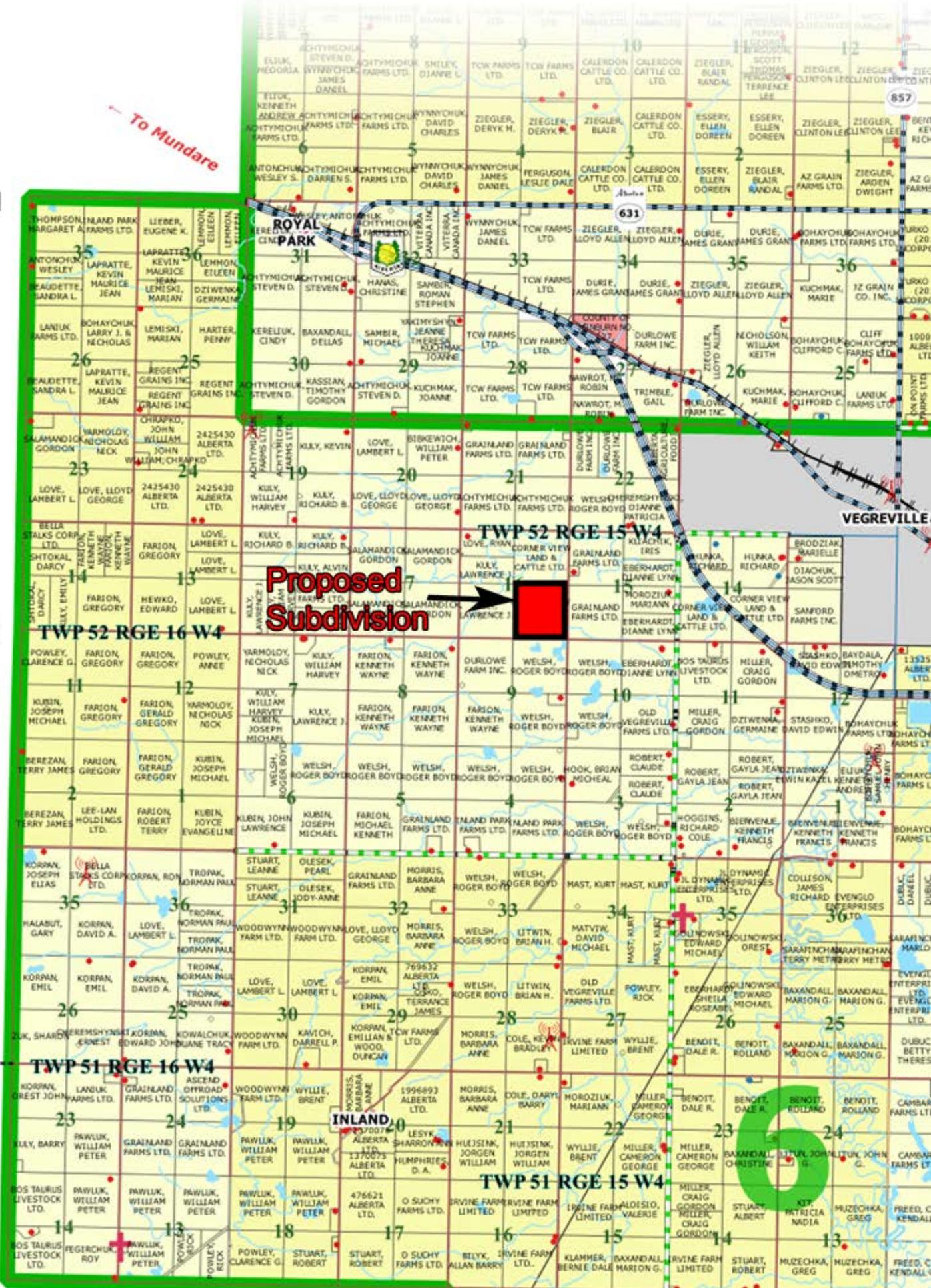
Twp. Rd. 524

Twp. Rd. 522

Twp. Rd. 520

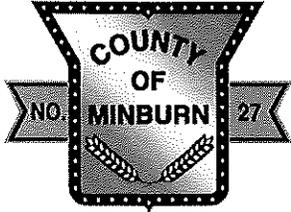
Twp. Rd. 514

Twp. Rd. 512



Proposed Subdivision





SUBDIVISION APPLICATION

For Office Use Only	
Date Received: Mar 6/24	File # 06-2024
Date Complete: June 13, 2024	Roll # 627500

1. NAME AND MAILING ADDRESS OF THE APPLICANT

Bernie Klammer

Email: _____
Phone: _____
Cell: _____

By checking this box I accept correspondence by email only

2. NAME AND MAILING ADDRESS OF THE OWNER (if not the applicant)

Check if owner is the same as the applicant

Corner View Land & Cattle LTD.

Email: _____
Phone: _____
Cell: _____

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED (ie: existing titled area)

All part of the SE ¼ sec. 16 twp. 52 range 15 west of the 4th meridian

Being all parts of Lot _____ Block _____ Plan _____

Certificate of Title No. 232175123

Area of the above parcel of land to be subdivided 64.75 hectares (ie: existing titled area)

Municipal address (if applicable) 52214 RG RD 153

4. LOCATION OF LAND TO BE SUBDIVIDED

a. Is the land in the County of Minburn?

Yes No

b. Is the land adjacent to a municipal boundary?

Yes No

If "yes", the adjacent municipality is _____

c. Is the land located within 1.6 km of the highway right-of-way?

Yes No

If "yes", the highway is No. _____

d. Is the land located within 450m of a landfill/waste facility?

Yes No

e. Is the land located within 300m of a sewage lagoon?

Yes No

f. Is the land located within 800m of a Confined Feeding Operation (feedlot, dairy)?

Yes No

g. Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water, or by a drainage ditch or canal?

Yes No

If "yes", state its name (if known): _____

h. Is the proposed parcel within 1.5 km of a sour gas facility?

Yes No

i. Is the land the subject of a license, permit, approval or other authorization granted by the Natural Resources Conservation Board, Energy Resources Conservation Board, Alberta Energy Regulator, Alberta Energy & Utilities Board or Alberta Utilities Commission?

Yes No

If "yes" please describe: Lamco gas co-op pipeline

j. Is the land the subject of the application is the subject of a license, permit, approval or other authorization granted by the Minister or granted under any Act the Minister is responsible for

under s.16 of the Government Organization Act?

Yes No

If yes, please describe:

**The Minister is responsible for the following Acts: AB Land Stewardship Act, Environmental Protection Act, Public Lands Act, Surveys Act, Water Act. Please see attached list of resources for identifying this information.*

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED – describe the following:

Existing use of the land (agricultural, rural residential, etc.):

Proposed use of the land:

Land Use District (Agricultural, Hamlet Residential, etc.):

6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED (WHERE APPROPRIATE)

Describe the nature of the topography of the land (flat, rolling, steep, mixed):

Describe the nature of the vegetation and water on the land (brush, shrubs, treed, woodlots, sloughs, creeks, etc.):

Describe the kind of soil on the land (sandy, loam, clay, etc.):

7. EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED

Describe any building and any structures on the land and whether they are to be demolished or moved:

8. WATER AND SEWER SERVICES

If the proposed subdivision is to be served by other than a water distribution system and a wastewater collection system, describe the manner of providing water and treating sewage:

9. CERTIFICATION

I hereby certify that I am the registered owner(s) authorized agent and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of facts relating to the condition of the property referred to in this application for the subdivision.

Signature

Signature

Date

10. RIGHT OF ENTRY

I/We, authorize staff of the County of Minburn to enter upon my/our land for the purpose of conducting a site inspection with respect to my subdivision application.

Signature of Registered Owner

Signature of Registered Owner

Are there any access restrictions/hazards we should be aware of prior to accessing the lands for inspection (dogs, locked gates, tenants, etc.)?

11. REGISTERED OWNER'S CONSENT

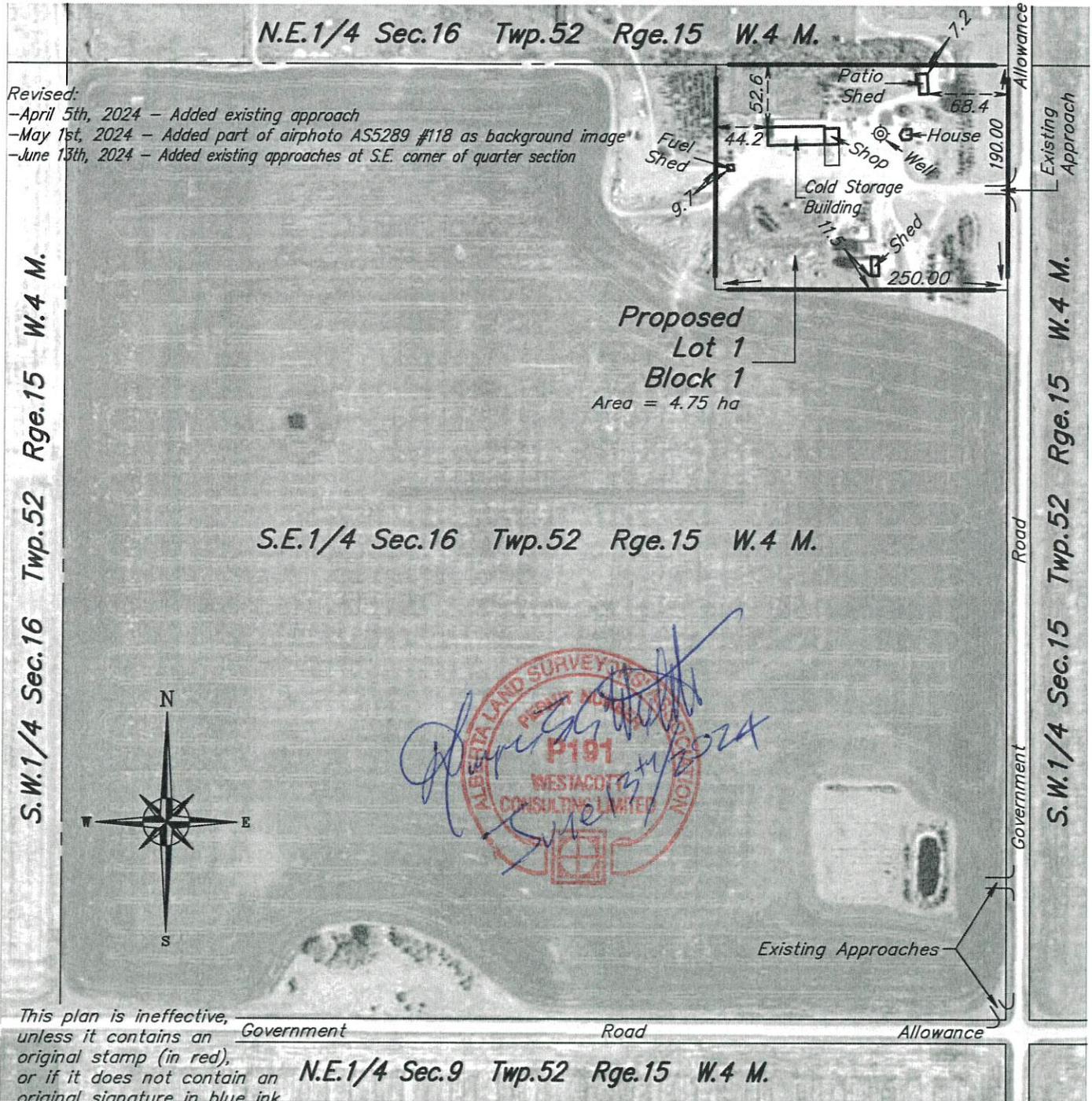
I/We, the above named registered owner(s) of (legal description) do hereby authorize the applicant named above to make application for subdivision.

Signature of Registered Owner

Signature of Registered Owner

This personal information is being collected under the authority of the *Municipal Government Act Subdivision and Development Regulation 43/2002* and will be used to process the subdivision application. If you have any questions or require further information please contact Planning and Development, County of Minburn, Box 550, Vegreville, Alberta, T9C 1R6, telephone 780.632.2082 or email dgegolick@minburncounty.ab.ca

Plan Showing
PROPOSED SUBDIVISION
 within
 S.E.1/4 Sec.16 Twp.52 Rge.15 W.4 M.



Revised:
 -April 5th, 2024 - Added existing approach
 -May 1st, 2024 - Added part of airphoto AS5289 #118 as background image
 -June 13th, 2024 - Added existing approaches at S.E. corner of quarter section

S.W.1/4 Sec.16 Twp.52 Rge.15 W.4 M.

S.W.1/4 Sec.15 Twp.52 Rge.15 W.4 M.

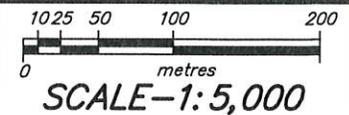
This plan is ineffective, unless it contains an original stamp (in red), or if it does not contain an original signature in blue ink.

Government Road Allowance

N.E.1/4 Sec.9 Twp.52 Rge.15 W.4 M.

Prepared by:
WESTACOTT CONSULTING LIMITED

Utilities have not been located for this plan. Locate utilities prior to construction.



FILE NO.
 24-0004a

From NE corner of quarter facing SW towards the front of proposed Lot 1: proposed acreage includes an old cabin, multiple outbuildings, and treed area. Access to proposed Lot 1 is from Rge Rd 153.



From SE corner of proposed Lot 1 facing NW.



From SW corner of proposed Lot 1, facing NE.



From SE corner of quarter facing NW: proposed remnant is primarily cultivated farmland with a dugout located on the SE corner. 2 existing approaches provide access to the remnant farmland.



Cabin/dwelling which doesn't appear to have been lived in for several years. Water well can be seen west of the building along the sidewalk.



Inspection Summary:

- Topography – flat
- Soil characteristics – sandy loam
- Nature of vegetation and water – Mature trees and shrubs within proposed Lot 1. Remnant parcel is primarily cultivated farm land with a water well located on the SE corner of the quarter.
- Private Sewage/water well – No existing private sewage disposal system. Confirmed the existing water well.
- Use of land in the vicinity – Agricultural, rural residential, pasture – no compatibility issues.



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____

Department: _____

Recommendation:

Background:

See Appendix

Legislative Guidance:

Provincial Municipal None

Details:

Council Priorities Chart:

Yes No

Details:

Previous Council Direction:

Financial Implications:

Capital Operations Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Podoborsky



RFD Appendix

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Council Request for Decision (RFD)

Title: ASB 2003-02 Farm Family Award

Meeting Date: 07/15/2024

Department: Agricultural & Utilities

Recommendation:

THAT County Council moves to rescind policy ASB 2003-02, Farm Family Award.

Background:

See Appendix

Explore Edmonton is no longer supporting the Farm Family Award program. An email dated March 15, 2024 was received from Explore Edmonton notifying that the Farm Family Awards are no longer supported.

Administration recommends rescinding Policy ASB 2003-02 Farm Family Awards.

Legislative Guidance:

Provincial Municipal None

Details:
N/A

Council Priorities Chart:

Yes No

Details:
N/A

Previous Council Direction:

Financial Implications:

Capital Operations Other

Details:
N/A

Communication and Engagement:

Advertising the Minburn County 100 Yr Agriculture Award.

Implementation Timeline:

Immediately

Attachments: County of Minburn No. 27 Policy ASB 2003-02

Prepared By: Quentin Bochar

Reviewed By: P. Podoborzny



AGRICULTURAL SERVICE BOARD

Title: Explore Edmonton Farm Family Award

Supersedes Policy Number: ASB 2003-01

Policy Number: ASB 2003-02

Next Review Date: January 2027

Approved by Council: January 16, 2023

Last Review Date: November 26, 2002

Resolution No: 2023-07

The Explore Edmonton Farm Family Award Committee requests the assistance of the County of Minburn No. 27 Agricultural Service Board in selection of a nominee for the Explore Edmonton Farm Family Award.

PURPOSE

The purpose of this award is to better recognize the relationship between urban and rural people and to set before the general public the high ideals of agriculture and the opportunities of rural citizenship. The County of Minburn No. 27 Agricultural Service Board believes that the Explore Edmonton Farm Family Award be recognized within the County and therefore provide for the selection of a family deserving this recognition.

POLICY GUIDELINES

1. Applications of nominees must be ratepayers who are living within the County of Minburn No. 27.
2. The Agricultural Societies within the County are requested to assist in the Farm Family Award by selecting a nominee from their agricultural area.
3. The Agricultural Societies are to submit the family nominated to the Final Selection Committee, c/o the Agricultural Fieldman.
4. The final selection committee is comprised of the Agricultural Service Board.
5. The Agricultural Service Board shall select from the nominees submitted the successful family nominated.
6. The application of the Farm Family selected is to be emailed to Explore Edmonton.
7. The Farm Family selected will officially be announced by Edmonton Explore Edmonton Farm Family Award Committee.

The County of Minburn No. 27 will present the recipient with a plaque of congratulations in the approximate value of \$200.00.



Chief Administrative Officer



Council Request for Decision (RFD)

Title: 2024 Updated Construction Program

Meeting Date: 07/15/2024

Department: Operations

Recommendation:

THAT County Council approves the updated 2024 road construction plans at an estimated operating cost of \$502,166.52, as presented.

Background:

See Appendix

Legislative Guidance:

Provincial Municipal None

Details:

Council Priorities Chart:

Yes No

Details:

Previous Council Direction:

A request to revisit the construction planned for Division 5.

Financial Implications:

Capital Operations Other

Details:

Communication and Engagement:

The County website will be used to ensure residents are informed of the planned construction schedule.

Implementation Timeline:

Construction start tentatively scheduled for July 2024

Attachments: 2024 Construction Overview

Prepared By: Norm De Wet

Reviewed By: 



RFD Appendix

The previously approved 2024 construction plan included a 1-mile rebuild of Twp Rd 502, from RR 132 to Hwy 36 in Div. 5. However, the landowner has refused an easement for various reasons.

After discussions with Deputy Reeve Kuzio, an updated construction priorities chart for 2024 has been finalized, with an estimated cost of \$502,166.52. The updated route is RR 135, north of Twp 512, an Elk Island bus route.

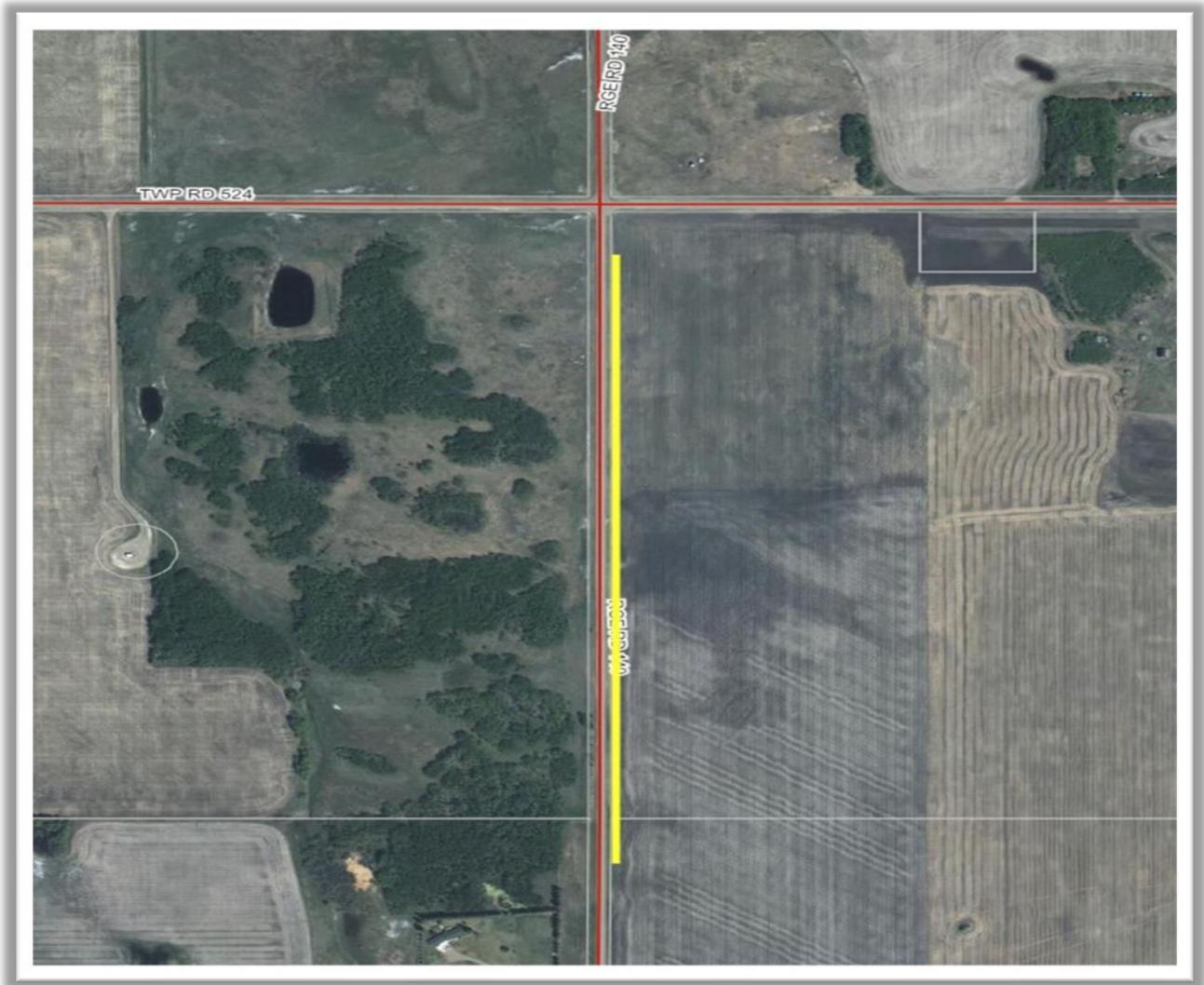
Focusing the Construction Program on identified concerns will help resolve road issues in the most cost-effective manner. Road improvements will lead to reduced maintenance, safer use, easier snow removal, and less inconvenience for ratepayers due to poor road conditions. The 2024 program is primarily focused in the western part of the county, with projects planned for Divisions 4, 5, 6, and 7, as requested by County Council.

2024 Construction Overview (Updated)

Total Cost Estimate: \$502,166.52

Total Days: 121.85

Div. 4 - RRd 140, S of Twp Rd 524



- Historical ditch Erosion and Intersection Flooding - 1/2 mile of ditch repair, ditch block installations and potential additional culvert installations.
- Potential Clay Source: Sawiak
- Estimated Time: 7.67 days.
- Estimated Cost: \$61,081.15

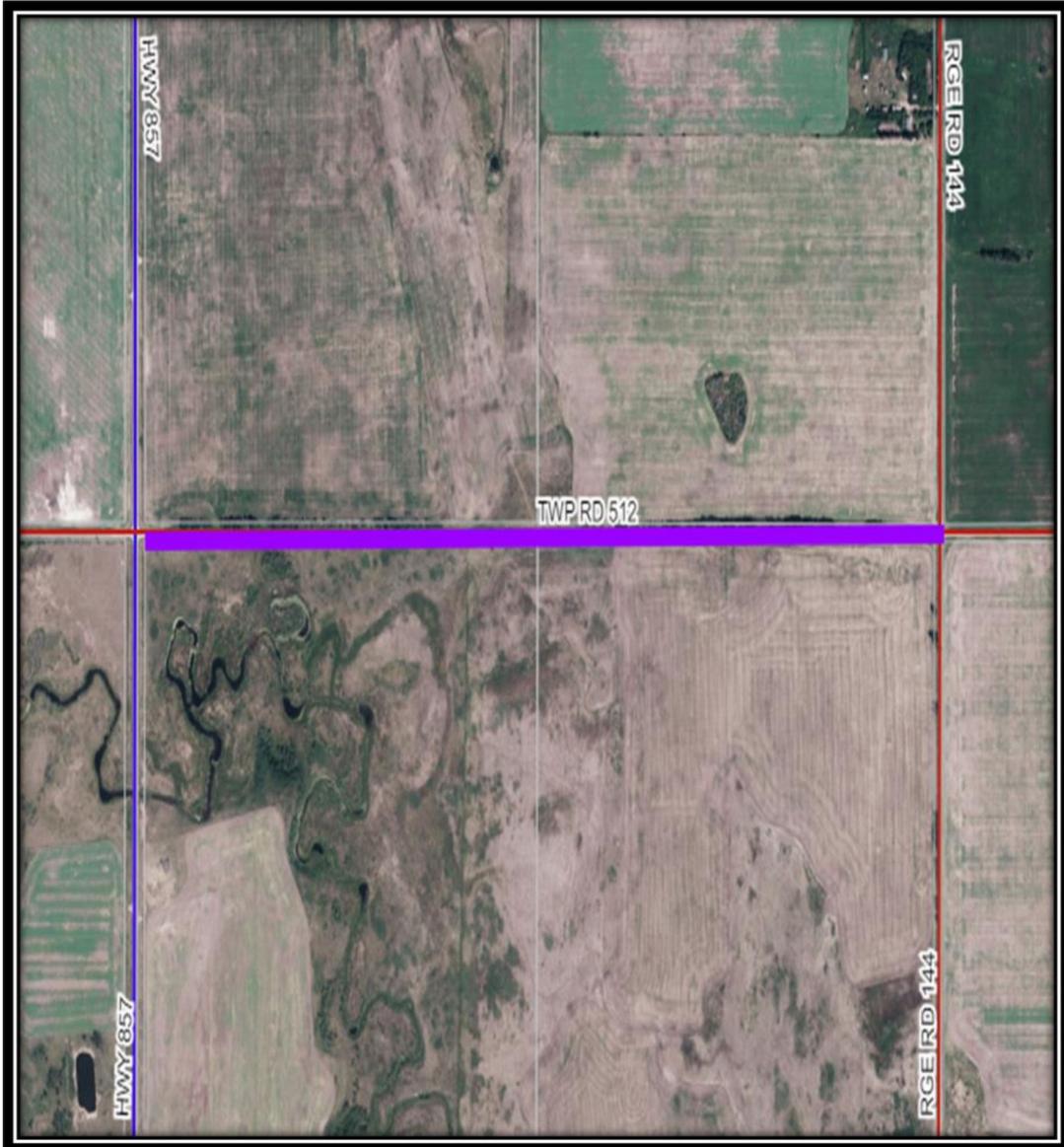
Div. 5 – RR 135, N of Twp 512



Road Rebuild: 1 mile – Bus route, narrow road with soft spots.

- Potential Clay Source: Yakimetz
- Estimated Time: 37.39 days.
- Estimated Cost: \$144,449.72

Div. 6 – Twp RRd 512, Hwy 857, to RR 144



- Potential Clay Source: Corner View L&C, Miller
- Estimated Time: 34.85 days
- Estimated Cost: \$135,097.50

Div. 7 – Rge. Rd 152, Hwy 16A – Hwy 631



- Soft Areas, Drifting: 1.6 Miles – Poor Drainage, High Traffic
- Potential Clay Source: Ziegler, Durie
- Estimates Time: 41.94 days
- Estimates Cost: \$161,488.15



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____

Department: _____

Recommendation:

Background:

See Appendix

Legislative Guidance:

Provincial Municipal None

Details:

Council Priorities Chart:

Yes No

Details:

Previous Council Direction:

Financial Implications:

Capital Operations Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Padoborsky



RFD Appendix

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July 11, 2024

File: **Various**

COUNTY OF MINBURN NO. 27

4909-50 Street
Vegreville, AB T9C 1R6

Attention: Norm De Wet, Director of Operations

Dear Norm,

Re: Tender 01306-24 - Bridge Maintenance and Other Work
Tender Award Recommendation

Attached are the results of the bids received for Tender 01306-24 for Bridge Maintenance and Other Work at Bridge Files 01306, 06729, and 08790. Griffin Contracting Ltd. (Griffin) was the low bidder at a total cost of \$331,500.00, excluding GST, which is 6.4% higher than the "C" estimate dated May 21st, 2024. The overall project cost estimate, including engineering, contingencies, and fish salvage, would be \$450,650.00, excluding GST.

Griffin is fully capable of completing this type of work and, when working with MPA, has always completed projects in a satisfactory manner. We recommend this contract be awarded to Griffin Contracting Ltd.

Once the County has approved the award of this tender, we will advise the Bidder and prepare the Contract documents for signing. If you require anything further or have any questions, please call.

Sincerely,
MPA Engineering Ltd.

per:

Kirk Morris, P.Eng.



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____ Department: _____

Recommendation:

Background:

See Appendix

Legislative Guidance:

Provincial Municipal None

Details:

Council Priorities Chart:

Yes No

Details:

Previous Council Direction:

Financial Implications:

Capital Operations Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Pedoharofny



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____

Department: _____

Recommendation:

Background:

See Appendix

Legislative Guidance:

Provincial Municipal None

Details:

Council Priorities Chart:

Yes No

Details:

Previous Council Direction:

Financial Implications:

Capital Operations Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Padoborzny

Summary of Recreational Funding - 2023 & 2024 (Proposed)

Organization/Facility	2023 Actual	2024 Budget	2024 Proposed
External Organizations			
Innisfree Ag Society	43,300	43,300	43,300
Lavoy Action Society	18,300	18,300	18,300
Mannville Ag Society	109,300	109,300	109,300
Minburn Ag Society	23,300	23,300	23,300
Ranfurly Ag Society	23,300	23,300	23,300
Vegreville Ag Society	-	-	25,800
Town of Vegreville	318,785	328,349	328,349
	536,285	545,849	571,649



County of Minburn 2024 Recreation Grant Application

Name of Organization Innisfree and District Agricultural Society

Mailing Address Box 269 Innisfree, AB T0B 2G0

Contact Person Jordana Sashu

Contact Number & Email 780-853-3781 innisfreeagsociety@gmail.com

Activities

Please summarize any capital projects or major maintenance items that were completed in the last year or are currently underway:

Project Description	Actual/Year to Date Costs	Status (Complete, In progress)
Upgrade lights in Agri-Plex	3898.70	Complete.
Plumbing Maintenance in Agri-Plex	620.55	Complete.
Furnace Maintenance in Agri-Plex	3780.00	Complete.

Identify any major capital projects that your organization is considering in the next 12-24 months.

Repairs to Millennium Bldg (Re-keying of building + Replace concrete steps)

Adding concrete ramps to Millennium Building

Submission Requirements

Please ensure the following documents are included with your submission:

- Completed and signed application
- Copy of the latest Financial Statements
- Copy of the latest Annual Return submitted to Corporate Registry Service Alberta

Declaration

I declare that I am authorized to submit the application on behalf of the organization and the information provided is complete and accurate to the best of my knowledge.

Jordan Jackson
Signature

June 13, 2024
Date

Deanna Jackson President
Name and Position



County of Minburn
2024 Recreation Grant Application

Name of Organization Lavey Action Society

Mailing Address _____

Contact Person Ken Baxandal

Contact Number & Email 780-208-0131 ken.baxandal@lgsociety.com

Activities

Please summarize any capital projects or major maintenance items that were completed in the last year or are currently underway:

Project Description	Actual/Year to Date Costs	Status (Complete, In progress)
Kitchen Upgrade	\$2500 ^{Electrical} _{Carbmet}	Complete
✓ ✓ Range Hood + Fire Suppression	\$75000	Waiting Grants

Identify any major capital projects that your organization is considering in the next 12-24 months.

Kitchen Upgrade \$75,000
Front Entrance Handicap Ramp + Handrails \$5000.

Submission Requirements

Please ensure the following documents are included with your submission:

- Completed and signed application
- Copy of the latest Financial Statements
- Copy of the latest Annual Return submitted to Corporate Registry Service Alberta

Declaration

I declare that I am authorized to submit the application on behalf of the organization and the information provided is complete and accurate to the best of my knowledge.

Signature

June 1 / 2024
Date

Ken Baxandal
Name and Position

President Lavey Action Society



County of Minburn 2024 Recreation Grant Application

Name of Organization Mannville + District Agricultural Society
Mailing Address PO Box 180
Contact Person Chantal Foster
Contact Number & Email 780-787-0255 mannagsoc@gmail.com

Activities

Please summarize any capital projects or major maintenance items that were completed in the last year or are currently underway:

Project Description	Actual/Year to Date Costs	Status (Complete, In progress)
replace metal siding on arena	\$61,500.00	completed
upgrade player's entrance sidewalk, new door	\$4,500.00	completed
added gable to player's entrance	\$8,000.00	completed
installed flooring in hall storage areas	\$13,248.00	completed by volunteers
added metal cladding to interior of hall storage room	\$500.00	completed

Identify any major capital projects that your organization is considering in the next 12-24 months.

Ice plant upgrades upon grant approvals - ASIRP
1) Change refrigerant - switch from R22 to R449A
2) Replace compressor #1,
3) Replace curling rink mains

Submission Requirements

Please ensure the following documents are included with your submission:

- Completed and signed application
- Copy of the latest Financial Statements
- Copy of the latest Annual Return submitted to Corporate Registry Service Alberta

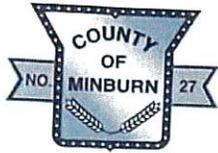
Declaration

I declare that I am authorized to submit the application on behalf of the organization and the information provided is complete and accurate to the best of my knowledge.

Chantal Foster
Signature

May 30 /24
Date

Chantal Foster - Treasurer
Name and Position



County of Minburn
2024 Recreation Grant Application

Name of Organization Minburn District Agricultural Society
Mailing Address Box 111 Minburn, NB T0B 3B0
Contact Person Debbie Holder
Contact Number & Email 780 914-8938 minburn_ag_society@hotmail.ca

Activities

Please summarize any capital projects or major maintenance items that were completed in the last year or are currently underway:

Project Description	Actual/Year to Date Costs	Status (Complete, In progress)
Drop Ceiling - Seniors Side	\$8400	Complete
new lights - Seniors side	.	In Progress - est \$3,000
Gazebo	\$2,520	In Progress - estimated cost \$13,750.00

Identify any major capital projects that your organization is considering in the next 12-24 months.

Cupboards in Seniors - \$12,263 , Table & Chair repl. \$6,000
Benches - granite - \$2,450 x 2 = \$4,900 , Sound System \$5,000
Baffling for Hall / curling rink, Bleacher improvements

Submission Requirements

Please ensure the following documents are included with your submission:

- Completed and signed application
- Copy of the latest Financial Statements
- Copy of the latest Annual Return submitted to Corporate Registry Service Alberta

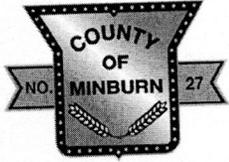
Declaration

I declare that I am authorized to submit the application on behalf of the organization and the information provided is complete and accurate to the best of my knowledge.

Debbie Holder
Signature

June 13/2024
Date

Secretary/Treasurer - Debbie Holder
Name and Position



County of Minburn

2024 Recreation Grant Application

Name of Organization

Ranfurly and District Recreation and Agricultural Society

Mailing Address

Box 162, Ranfurly AB T0B3T0

Contact Person

Dwayne Durie

Contact Number & Email 780.280.2049 dwndurie@gmail.com

Activities

Please summarize any capital projects or major maintenance items that were completed in the last year or are currently underway:

Project Description	Actual/Year to Date Costs	Status (Complete, In progress)
Completely re-do the mens and womens bathrooms. Toilets, sinks, flooring	100,000.00 <i>Projected.</i>	In Progress

Identify any major capital projects that your organization is considering in the next 12-24 months.

Submission Requirements

Please ensure the following documents are included with your submission:

- Completed and signed application
- Copy of the latest Financial Statements
- Copy of the latest Annual Return submitted to Corporate Registry Service Alberta

Declaration

I declare that I am authorized to submit the application on behalf of the organization and the information provided is complete and accurate to the best of my knowledge.

Dwayne Durie
Signature

June 4/2024
Date

Name and Position

DWAYNE DURIE PRESIDENT



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____

Department: _____

Recommendation:

Background:

See Appendix

Legislative Guidance:

Provincial Municipal None

Details:

Council Priorities Chart:

Yes No

Details:

Previous Council Direction:

Financial Implications:

Capital Operations Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Radoborsky



Policy

Elected Officials Business Expense Policy

Policy Number: CC 3013-01

Supersedes Policy Number: New

Approved by Council: TBD

Next Review Date: 2028

Resolution No: TBD

Last Review Date: N/A

POLICY STATEMENT

To address matters affecting the County of Minburn, the County's Elected Officials must meet with stakeholders and participate in various community, committee, regional, and national events.

Elected Officials' duties often occur outside regular work hours requiring time away from family and personal life.

The Business Expense Policy provides clarity on which expenses will be reimbursed by the municipality and which expenses will not. The list of events in the policy is meant to provide examples and is not exhaustive. Expenses categorized as Public Relations or Professional Development, subject to conditions set out in the policy, are to be charged from the approved Elected Officials' operating budget.

The reimbursement of expenses adheres to the following principles:

- a) Taxpayer dollars are used prudently and responsibly with a focus on accountability and transparency;
- b) Expenses for travel, meals, and hospitality support County business objectives;
- c) Plans for travel, meals, accommodation, and hospitality are necessary and economical with due regard for health and safety; and
- d) Only legitimate authorized expenses incurred during the course of undertaking County business are reimbursed.

PURPOSE

The purpose of this policy is to provide clear direction on Elected Officials' business expenses; enhance public confidence in the oversight of expenses incurred by the County's Elected Officials; and to enhance accountability and transparency through routine reporting of Elected Officials' business expenses.

DEFINITIONS

Alternate - means the individual(s) who is appointed to a board/committee/commission as an alternate member and is expected to attend on behalf of the appointed elected official when they are unable to attend, or when invited by the appointed elected official or board/committee chair.

ASB – the Agricultural Service Board

Board - any board or other body established by the Council of the County of Minburn or, any external board or other body to which a Councillor is appointed by the Council of Minburn.

Committee - any committee or other body established by the Council of the County of Minburn or, any external board or other body to which a Councillor is appointed by the Council of the County of Minburn.

CAO - the person appointed by Council to the position of Chief Administrative Officer under the Municipal Government Act for the County or designate.

Conference - a formal meeting at which individuals participate in the exchange of ideas, information, and expertise in work-related subject areas.

Convention - an assembly, usually of members of a professional group or delegates, whose primary purpose is to elect officers, report progress and obtain approval for future activities.

Council - the duly elected Council members of the County of Minburn No.27.

Council Business - the activities conducted by Council in keeping with the provisions of the Municipal Government Act. Examples of Council business includes, but is not limited to, attendance at Council and Committee meetings, municipally-sanctioned events, meetings with the CAO, and meetings with constituents.

Councillors - the Elected Officials of the County of Minburn No.27, excluding the Reeve.

County - the municipality of the County of Minburn No.27 having jurisdiction under the Municipal Government Act and other applicable legislation.

Designate - the person authorized by Council to conduct the duties and functions assigned to the Reeve by Council under the Municipal Government Act and under this or any other bylaw or policy.

Elected Officials – Reeve and Councillors for the County of Minburn.

Expenses - means the costs incurred by Elected Officials when conducting Council business.

Hospitality Event - an event or function where the provision of food, beverages, accommodations, transportation, and other amenities are provided, at public expense, to people who are not engaged in work for The County of Minburn.

Reeve - the Chief Elected Official as defined in the Municipal Government Act.

Resident Meeting - a meeting of a small, focused group of Division residents for informing or discussing a specific issue of interest or concern to those residents rather than to the Division as a whole. A Resident Meeting may be initiated by an Elected Official or by Administration. A Resident Meeting is generally held at a County facility or within a public facility in a Division.

RMA - the Rural Municipalities of Alberta Association.

Professional Development - means a process of enhancing a Council member's ability to perform in relation to their governance role.

Working Session - a function where food, beverages, accommodations, transportation and other amenities are provided only for people who work for the County of Minburn.

GUIDELINES

1. Boards and Committee's Functions

Elected Officials can charge the ticket or registration fee for a function related to any Council Committee appointment.

2. Community Events, Charitable and Non-Profit Fundraisers

a) Tickets and registration fees:

Elected Officials invited to a community or regional charitable event or non-profit fundraiser by the charitable organization can charge the ticket or registration fee to their Elected Officials' Expense Budget.

b) Sponsorships:

Elected Officials may provide door prizes or auction items for community events, charitable and non-profit fundraisers.

3. Federal Political Events

The Federal *Canada Elections Act*, SC 2000, c. C-9, as amended, provides that no person or entity other than an individual who is a citizen or permanent resident shall make a contribution to a registered party, a registered association, a candidate, a leadership contestant or a nomination contestant. A municipality, being a corporation, is an ineligible contributor and cannot make contributions. Accordingly, any tickets, registration fees or donations to any federal registered party, registered association, a candidate, a leadership contestant or a nomination contestant are personal expenses of an Elected Official.

4. Provincial Political Events

The Provincial *Election Finances and Contributions Act Disclosure Act*, RSA 2000, c. E-2 provides that a municipality is a prohibited corporation and may not make any contributions to a registered party, registered constituency association or registered candidate. Any ticket purchases or contributions, including items for door prizes, auctions, and the costs of attending political conventions, shall be Personal Expenses. An Elected Official attending a fundraiser, if attendance has been approved by County Council, may claim a meal expense as set out in Schedule "A" hereto.

5. Reeve's Representative

If a Councillor is designated by the Reeve to represent the Reeve in an official capacity, the cost of the tickets for that Councillor and his or her spouse or guest, where applicable, pursuant to subsection 6(b), will be charged to the Elected Officials' Expense Budget.

6. Guests

- a) If a guest accompanies an Elected Official to an out-of-town conference or convention, any expenses of the guest for travel, meals, or registration is considered a personal expense.
- b) Notwithstanding section 6(a), when a guest accompanies the Elected Official to a banquet or reception, their ticket may be charged to the Elected Official's Business expense budget.
- c) When an Elected Official is invited to a social or fundraising function in an official capacity, the ticket for a guest may be paid from the Elected Official's Expense Budget.

7. Resident Meetings

- a) Elected Official initiated Resident Meetings may be held at the discretion of the Elected Official and expenses for facility rental and light refreshments may be charged to the Elected Officials' Expense budgets. Expenses incurred for resident meetings initiated by Administration will be charged to the County department initiating the meeting.
- b) An Elected Official may book space at a public facility for committee meetings to which the Elected Official serves in their capacity as an Elected Official. There will be no rental charges for rooms booked in a public facility. In the event space in a community hall is booked for a meeting, the rental cost, if any, will be reimbursed. After hours security costs for events before or after normal business hours and the costs of any refreshments, if required, will be charged to the Elected Official's Expense budget.

8. Business Expenses

Business expenses must remain within the operating budget of an Elected Official. Expenses which exceed an Elected Official's total annual budget must be authorized by Council resolution prior to the expenditure being made. If expenses exceed the Elected Official's total annual budget and have not been

authorized by Council prior to the expenditure, then the Elected Official is personally responsible to reimburse the municipality for these costs.

8.1 Mileage Expenses

- a) Elected Officials shall be reimbursed for actual distance travelled outside of the County Boundary, based on the automobile allowance rates posted annually by the Canada Revenue Agency.
- b) Elected Officials completing an Expense Claim shall include details of the business purpose, location, departure dates, and distance travelled with each claim.
- c) If two or more Elected Officials travel together in the same vehicle while on Council business, only one Elected Official may claim mileage for the distance travelled.
- d) An elected official who is required by his/her insurance company to be insured for business use of his/her motor vehicle for travel on County business shall be reimbursed for the full amount of applicable business premium up to a maximum of \$150 a year and pro-rated if coverage applies to a lesser period, upon submission of proof of payment.

8.2 Training and Professional Development

- a) Elected Officials are encouraged to participate in professional training and development opportunities to enhance their skills and knowledge to effectively fulfill their governance roles and responsibilities.
- b) Mandatory and pre-approved training will be budgeted as general training in the Council budget. Mandatory and pre-approved training is identified in Schedule "C".

8.3 Conferences and Conventions

- a) Elected Officials are expected to represent the County of Minburn at conferences and conventions. Pre-approved conferences and conventions are identified in Schedule "B". These will be discussed at the annual organizational meeting and included in the annual operating budget.
- b) All additional conferences and conventions require approval by Council motion.

8.4 Office Expenses

- a) Office expenses including telephone lines, facsimile transmission equipment, internet hook-up and monthly service fees, office space, furniture, cellular phones, local or long-distance charges, postage, photocopying, promotion or entertainment expenses are not eligible for business expense reimbursement.

8.5 Electronic Devices

- a) While in office, Elected Officials will be provided with a technology allowance for the purchase a laptop or ipad and printer to assist with carrying out their duties, and for attendance at Council and Council Committee meetings. If the Elected Official leaves before the end of the four-year term, the technology allowance will be prorated for length of service. The current rates are outlined in Schedule "A".
- b) Should an Elected Official wish to use their own mobile device instead of a laptop or ipad for Council business, a monthly allocation may be expensed from their technology allowance. The current rates are outlined in Schedule "A".
- c) Printer cartridges will be supplied by Administration.

9. Criteria for Reimbursement of Expenses

9.1 Mandatory Requirements – General

- a) Alcohol will not be reimbursed as part of Travel or Meal expense except for Hospitality Events.
- b) Hospitality is only provided when the event involves participants from outside the County. Functions involving only people who work for the County are not considered Hospitality Events; they are considered Working Sessions.

9.2 Elected Official's Responsibilities

- a) Identify and review required business expenses to ensure cost effective options for travel, accommodation, etc. are selected.
- b) Submit a completed Elected Official Business Expense Form to the CAO for each event attended.
- c) Any expenses for the Reeve shall be reviewed and approved by the Deputy Reeve and CAO or designate.
- d) Any expenses for Councillors shall be reviewed and approved the Reeve and CAO or designate.
- e) Submit Elected Official Business Expense Forms accompanied by all necessary receipts and/or documentation monthly. Receipts must be detailed and show the GST amount. A Visa/Mastercard slip is not a receipt for business expense purposes. The current Elected Official Business Expense Form is as per Schedule "D".

9.3 Reimbursement of Expenses

- a) Travel: The most direct, economical and time efficient mode of transportation shall be utilized or, if an Elected Official chooses an alternate method, then reimbursement shall be limited to an amount equal to the cost of the most direct, economical and time efficient mode.
- b) Airfare: Economy class is preferred for travel. Business class may also be booked or if a medical condition or business reason

necessitates an upgraded travel class.

- c) Ground Transportation: Taxis or Ride Share are the preferred method of ground transportation. In a situation where a rental car is practical, the size and type of rental car should be appropriate for the number of people in the car, road conditions, and nature of need.
- d) Accommodations: When an Elected Official is required to travel on County business and accommodation away from the Elected Official's regular residence is necessary, the Elected Official may claim the actual cost of accommodation for a single room rate or a per diem for stays in a private residence in an amount set out in Schedule "A".
- e) Meals:
 - i. When travelling on County related business, an Elected Official may claim either the actual cost of the meal or the per diem. The actual cost of the meal is the amount shown on the receipt, excluding alcoholic beverages, plus a gratuity not to exceed fifteen (15) percent of the meal cost.
 - ii. The maximum reimbursement for food and beverages cannot exceed \$100 per day, with the cost of one single meal not exceeding \$50, plus taxes and gratuities.
 - iii. Per diems are based on Government of Alberta meal allowance rates.
 - iv. When an Elected Official attends a conference, meeting, or other event where a meal has been provided, the elected official shall not claim a per diem.
 - v. Expense claims for meals shall be submitted with a detailed receipt.
 - vi. When an Elected Official is travelling on County related business, the Elected Official may be reimbursed for the following per diems:
 - Breakfast—if departure or return time is earlier than 7:30 a.m.
 - Lunch—if the departure time is earlier or later than 1:00 p.m.
 - Dinner—if the departure or return time is later than 6:30 p.m.
 - vii. When Elected Officials submit expense claims for County related beverage/meal meetings (excluding alcoholic beverages), the names of those in attendance and the purpose of the meeting shall be recorded on the receipt.
 - viii. If a meal is included in the cost of airfare, an Elected Official shall not claim a per diem or meal expense unless the flight is delayed.
- f) Transportation and Communication: An Elected Official may claim the following expenses with a receipt: bus fare, railway fare, limousine/taxi fare, parking charges, air fare, automobile rental,

facsimile or e-mail charges.

- g) Kilometer Rates: An Elected Official who uses their personal vehicle for County business outside of the County of Minburn shall be reimbursed for travel as per Schedule "A".
- h) Medical Insurance: An Elected Official authorized to travel outside of Canada, who is not covered by Extended Health Care, shall arrange for and may claim for the cost of medical insurance to cover the period of authorized travel.
- i) The Miscellaneous category of expenses is to provide for personal items such as internet connectivity, business centre costs and while on county business.
- j) Special Provisions: If an Elected Official incurs business expenses not specifically authorized by this policy, the CAO may, subject to availability of funds in an appropriate budget, authorize payment of such a business expense claim.
- k) A receipt is not required for a reimbursement of an expense for which an allowance can be claimed. This includes expenses such as meal allowances, mileage claims and meter parking.

10. Additional Expenses

- a) In addition to those expenses authorized for Elected Officials in the policy, Elected Officials may have additional business expenses arising from the promotion of the interests of the County of Minburn which, subject to availability of budget funds, and subject to normal administration approvals, will be treated as Elected Officials' Business Expense.
- b) Hospitality Business Expenses: An Elected Official engaged in authorized County business may claim for alcoholic beverages purchased at special events for consumption while promoting the interests of The County of Minburn. Functions or events of this nature are considered Hospitality Events. A detailed expense claim stating the names of all individuals involved and the purpose of the Hospitality Event shall be included with any such claim.

11. Administration

The administration of the regulations set out in this Policy is the responsibility of each individual Elected Official in cooperation with the CAO. The CAO must approve each expense claim prior to payment.

12. Public Disclosure of Elected Official's Business Expense

Elected Officials' expense reports will be posted monthly on the County of Minburn website.

Expense reports must, at a minimum, include the following components:

- i. name of Elected Official who incurred the expense;
- ii. date of transaction(s);

- iii. transaction amount(s); and
- iv. expense category (travel, including transportation, accommodation, meals and incidentals; and hospitality).

Information that would normally be withheld under the Freedom of Information and Protection of Privacy Act, such as personal information, must be redacted from supporting documentation and will not be publicly disclosed.

SCHEDULE "A"
Allowance

Mobile Device	\$50.00 per month
Technology Allowance	Up to \$2600.00 per term of office

SCHEDULE "B"

Pre-Approved Conferences and Conventions

Funds will be budgeted annually for Elected Officials to attend the following pre-approved events (includes travel and conference fees):

Conference/Activity
ASB Provincial Conference
ASB Regional Conference
Rural Municipalities of Alberta Conventions (Spring and Fall)

Note: County representation is encouraged, however, attendance by all Councillors is not required.

Others pre-approved by Council at the annual Organization Meeting:

Conference/Activity
Federation of Canadian Municipalities Conference (FCM) – 2 members of Council
Alberta Economic Development Conference – 1 member of Council

SCHEDULE "C"

Mandatory and Pre-Approved Training

Mandatory

Before the organizational meeting following a municipal election, or the day a councillor is elected through a by-election takes the oath of office, all Councillors are required to participate in the following training events:

- Role of Municipalities in Alberta
- Municipal Organization and Function
- Council and Councillor Roles and Responsibilities
- Code of Conduct
- Roles and responsibilities of the CAO and staff

Before the first regularly scheduled council meeting following a municipal election or 90 days from the day a councillor is elected through a by-election takes the oath of office, Councillors are required to participate in the following training events:

- County of Minburn Elected Official Orientation
 - key municipal plans, policies and projects;
 - budgeting and financial administration
 - public participation; and
 - any other topic prescribed by provincial regulations

Ninety days from the day a councillor takes the oath of office, Councillors are required to participate in the following training events:

- Media Training (Communications)
- Freedom of Information Privacy (FOIP) for Elected Officials
- Basic Emergency Management for Elected Officials

Pre-Approved

Funds will be budgeted annually for Elected Officials to attend the following pre-approved training events (includes travel and conference fees):

- Elected Officials Education Program – Municipal Elected Leaders Certificate courses
- Brownlee LLP Emerging Trends
- Reynolds Mirth Richards Farmer Municipal Law Seminar

SCHEDULE "D"
Elected Official Business Expense Form

COUNTY OF MINBURN No. 27
ELECTED OFFICIAL BUSINESS EXPENSE FORM

AP Vendor No. _____

NAME _____

ADDRESS _____

MEETING OR FUNCTION _____

LOCATION _____

DATE(S) _____

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

EXPENSES:

Meals – No Receipt Required

Breakfast _____ @ \$20.00 _____

Lunch _____ @ \$25.00 _____

Dinner _____ @ \$35.00 _____

Meals – Receipts Required

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

Total of all meal receipts _____

Hotel – Receipts Required

Private Accommodation – No Receipt Required

_____ days @ \$100 per day _____

Parking _____ days @ _____ _____

Miscellaneous _____

Miscellaneous _____

TOTAL _____

GL Code	AMOUNT
TOTAL	

Please attach all receipts to support your claim.

Approved

Claimant's Signature

Approved



Council Request for Decision (RFD)

Title: _____

Meeting Date: _____

Department: _____

Recommendation:

Background:

See Appendix

Legislative Guidance:

Provincial Municipal None

Details:

Council Priorities Chart:

Yes No

Details:

Previous Council Direction:

Financial Implications:

Capital Operations Other

Details:

Communication and Engagement:

Implementation Timeline:

Attachments:

Prepared By: _____

Reviewed By: P. Padobersky



COUNTY COUNCIL

Title: Travel and Subsistence

Supersedes Policy Number: CC 16

Policy Number: CC 3007-01

Next Review Date: July 2024

Approved by Council: June 15, 2020

Last Review Date: N/A

Resolution No: 89-20

POLICY STATEMENT

The County of Minburn shall reimburse expenses occurred while travelling on County business for councillors, staff, and authorized individuals.

PURPOSE

To provide for a consistent, fair, and transparent travel and expense policy for elected officials, staff, and authorized individuals at the County Minburn No. 27.

POLICY PRINCIPLES

1. General

- 1.1 The County will pay the cost of all reasonable expenses incurred while travelling on County business.
- 1.2 All business travel outside the County must be approved in advance by the claimants direct designated supervisor.
- 1.3 Official receipts are required for all expenses (excluding per diem allowances, alternative accommodations), regardless of the method of payment or amount. If no receipt is available, an explanation must be provided and a statutory declaration completed.
- 1.4 The County will only reimburse for expenses that are business related. When combining vacation with business travel, claimants are responsible for all incremental costs associated with the personal component of the trip. Claimants are also responsible for any incremental costs associated with accompanying personal travel companions. The County does not reimburse for any spousal expenses related to conferences or travel.
- 1.5 The County will not reimburse for any tickets, fines, or penalties resulting from a violation of any local, provincial, or federal statute, including but not limited to photo radar, failing to stop, speeding tickets, seat belt or distracted driving infractions. If a fine or other financial penalty is charged against a County owned vehicle, the driver is responsible for paying the amount in full.

- 1.6 Any reimbursement for travel expenses received from a third party that have been previously reimbursed by the County, shall be remitted to the County.
- 1.7 All travel and subsistence claims must be submitted via the County of Minburn's *Travel and Expense Form*, attached as schedule 'A', and as amended.

2. Transportation

- 2.1 Mileage calculations for staff shall be based on the County administration office as a departure point, unless otherwise approved by a supervisor.
- 2.2 Mileage for Councillors and other individuals will generally be based on the place of residence as a departure point.
- 2.3 On any County business trip where two or more staff are travelling to the same destination, the use of more than one vehicle must be approved by a direct supervisor.
- 2.4 If two or more people travel together on County business in one vehicle, only one person may claim reimbursement for mileage.
- 2.5 Taxis, ridesharing services, and other forms of public transportation shall be eligible for reimbursement at cost; gratuities shall be limited to 10% of the total bill.
- 2.6 Rental vehicles will be authorized only when the cost is economically justified or where no other alternative exists. Official receipts and rental agreements must be submitted.
- 2.7 For airfare expenses, the County will only reimburse for economy seating, seat selection, and fees for one checked bag and one carry-on bag.

3. Meals and Accommodations

- 3.1 Meal reimbursement shall occur when no complimentary meal is available or consumed. It is expected that when meals are provided or consumed, no claim for those meals will be submitted.
- 3.2 Reimbursement for meals relating to hospitality, promotion, or 3rd parties must be approved by a supervisor prior to incurring the expense.
- 3.3 Meal gratuities are limited to 10% of the total bill.
- 3.4 For staff accommodation expenses that are to exceed \$250 per night, approval must be obtained in advance from a direct supervisor.
- 3.5 An alternative accommodation allowance of \$50 may be claimed for an overnight stay resulting from County business where no hotel charges are incurred or reimbursed by the County.

4. Travel and Subsistence Rates

- 4.1 The following rates shall apply to all reimbursement for County related travel:
 - a. Mileage: as per the CRA automobile rate for kilometers driven (adjusted annually)
 - b. Breakfast: \$20 per day
 - c. Lunch: \$25 per day
 - d. Dinner: \$35 per day
 - e. Hotel: Actual Cost
 - f. Airfare: Actual Cost
 - g. Taxi/Ride Share: Actual Cost
 - h. Parking: Actual Cost
 - i. Registration Fees: Actual Cost

5. Definitions

- 5.1 “*Authorized Individual*” means a person granted authority to conduct business on behalf of the County, such as Returning Officers, Board Members, Board Clerks, and others as required.
- 5.2 “*Claimant*” means employees, councillors, and other authorized individuals travelling on County business.
- 5.3 “*County*” means the County of Minburn No. 27.
- 5.4 “*Official Receipt*” means a vendor supplied payment document that shows all expenses and taxes separately. Debit and credit card receipts are not official.
- 5.5 “*Supervisor*” means the person who the claimant reports to.

6. Responsibilities

- 6.1 Council: to periodically review and amend this policy as required.
- 6.2 CAO: to ensure department heads are made aware of this policy and their responsibilities under it; and to resolve any disputes resulting from the interpretation of this policy.
- 6.3 Director of Finance and Administration: to implement and monitor the principles of this policy and report any diversions or discrepancies.
- 6.4 Claimants: to complete and submit accurate Travel and Expense forms with any official receipts in a timely manner to a direct supervisor.

Reeve





REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

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

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

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

County Meetings (include date):

Boards and Committee Meetings (include date):

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REEVE AND COUNCIL REPORTS

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Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



REEVE AND COUNCIL REPORTS

Name: _____ **Division:** _____

For Presentation at _____ **Council Meeting**

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

County Meetings (include date):

Boards and Committee Meetings (include date):

Education and Professional Development (include date):

County of Minburn Functions and Events (include date):



Office of the CAO Report

For Presentation at July 15, 2024 **Council Meeting**

From Date: June 17, 2024

To Date: July 12, 2024

Internal Meetings:

- Council Meeting – June 17
- Operations Projects tour – June 20
- Committee of the Whole Meeting - July 10
- Operations Projects tour – June 20
- Senior Leadership Team meeting – July 12

External Meetings:

- Meeting with IT Services provider – June 19
- Vegreville Flood Study – June 24
- Meeting with MLAs Office – June 27

Education and Professional Development:

- AEMA Emergency Alert training – June 22

Senior Leadership Team Support:

- Regional Water Emergency Response Plan
- Regional Drought and/or Water Shortage Plan
- 2025 Municipal Election and Elected Official Training
- Boards and Committees Terms of Reference
- Website Updates
- IT Service Delivery
- Social Media Posts
- Council Packages
- Budget 2025
- Policy research
- Agriculture and Municipal Services Manager recruitment
- SDAB and ASB regionalization



ADMINISTRATION REPORTS

Name: Norm De Wet

Department: Operations

Reviewed by: Pat Podoborzny

For Presentation at: July 15, 2024 County Council Meeting

From Date: June 18, 2024

To Date: July 12, 2024

Fleet/Shop Update:

- Retired Fleet Truck tender is currently posted, and results will be brought to Council in August.

Public Works Update:

- The oil program has started and is busy with reclamations and oiling as the weather permits.
- The gravel program is operating out of the Innisfree pit and should mobilize to the Zaparose pit by July 17th.
- The construction crew have completed the Twp 512 project in Div. 6 and is now working on the erosion repair on RR140 (South of Twp 524) in Div. 4.
- The ATCO RR150 shoulder pull project has been completed.
- Traffic counts are ongoing on the Hwy 16A's and some low structural rating bridges.
- The crack sealing program, as approved by Council, has been completed.

Contracted Services Update:

- The bridge maintenance tender was closed on July 11, and the results will be discussed at the July 15th Council meeting.
- Bar Engineering has completed the Construction Completion Certificate (CCC) inspection for the Enel development area. A CCC report with deficiencies has been forwarded to Enel for action; only then and once reinspected will the CCC be issued.

Agricultural Services Update:

- Diamondback Moth trapping was completed this month, and there is no threat of a Diamondback outbreak for this season.

- Grass seeding of last year's road construction projects has been completed.
- Brush spraying was completed the week of June 17.
- Roadside weed spraying will commence on July 15.
- Roadside mowing will commence on August 1st, beginning in Div. 1 and 3 and advancing west.

Water and Sewer Utility Update:

- The abandonment of services at the Lavoy campground will be completed the week of July 22nd.

Waste Management:

- The scrap metal cleanup at the transfer stations is booked for August 2024.



ADMINISTRATION REPORTS

Name: Davin Gegolick

Department: Planning & Community Services

Reviewed by: Pat Podoborzny

For Presentation at: July 15, 2024 Council Meeting

From Date: June 13, 2024

To Date: July 10, 2024

Planning Update:

- Issued development permits: church hall (Pt. SW 12-54-15-4), mobile home (SW 2-50-10-4), house addition (NW 2-52-16-4)
- Received complaint RE: unauthorized development and materials blocking alley in Lavoy
- Met with Select Engineering (planner and engineer) regarding the conceptual scheme/subdivision for the Block C lot development in Lavoy – June 13
- Vegreville Flood Study update – reviewing draft report/flood maps. Administration will provide Council with draft mapping prior to the public review.
- Attended Canadian Institute of Planners (CIP) conference – July 9-11

Subdivision Update:

- Accepted subdivision and conduct site inspection for file: 06-2024
- Provided endorsement to subdivision file: 07-2023, 12-2023

Economic Development Update:

- Provided input during an interview for the Labour Force Link initiative to better understand the labour market needs and dynamics of the community. Outcomes will include a report specific for our region with strategies for employers to navigate our dynamic labour landscape, facilitate connection between employers and employees, and bridge the gap between employer demand and available talent.

Community Services:

- Awarded Cemetery Survey contract to GeoVerra Inc. at the cost of \$43,200

- Met with Lavoy Cemetery group to mark an inurnment location – June 25

Attachments:

- RFD – Subdivision File #06-2024



ADMINISTRATION REPORTS

Name: Mike Fundytus

Department: Protective Services

Reviewed by: *P. Podoborsky*

For Presentation at: July 15th, Council Meeting

From Date: June 11, 2024

To Date: July 9th, 2024

Fire Department Update:

Call Type	Date	Details	Station Dispatched
Medical Assist	June 16	Hwy 16 RR 120 5:25 pm. Patient had signs of a stroke. Arrived 30 seconds before EMS	Innisfree
MVC	June 20	Vehicle Vs Deer 10:39pm.	Innisfree
Fire	Jun 24	Vehicle Fire North of golf course 4:08pm	Vegreville
MVC	June 28	Vehicle vs Pedestrian 6:56pm	Vegreville
Fire	June 28	Grass Fire Hwy 16 RR 134 9:40pm	Vegreville/Innisfree
Fire	June 29	Fire Vegreville Landfill 11:18am	Vegreville/Innisfree
Fire	June 29	Hwy 857 Twp 503 1:03pm	Vegreville/Innisfree
Fire	June 29	Hwy 16 RR 93 8:29pm	Mannville
MVC	July 1	Hwy 16 RR 125 11:53pm	Innisfree
Mutual Aid	July 4	Hwy 16 Hwy 15 Multi vehicle MVC 3:32pm	Vegreville

- Total Fire Responses:
 - Mannville – 1
 - Innisfree – 6
 - Vegreville - 6

- Currently issuing fire permits till July 30th

- No new members joined. Current staffing in protective services is one FT Director, one FT Emergency Responder (term), thirty paid on call firefighters (thirteen at Innisfree Station and seventeen at Mannville station). Two paid on call firefighters are on medical leave, six members have not been attending

regularly to calls or practices.

- Our FT member has been engaging the members in fire training and assisting in the planning and implementation to have relevant training nights for the members to take part in.
- Unit 912 deployed on July 11, 2024 to John D'Or Prairie First Nation for a 7 to 14 day deployment.

Emergency Management Update:

Nothing to report

OH&S Update:

- Conducting field H&S inspections for our work crews.
- Updating/renewing AMVIR agreement to pull drivers abstracts.

RCMP Liaison:

- Reached out for feedback on Victims Services regionalization.



ADMINISTRATION REPORTS

Name: _____ **Department:** _____

Reviewed by: *P. Pedoborony*

For Presentation at: _____ **Council Meeting**

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

Department Updates:

Department Updates Cont'd.:

Attachments:



County of Minburn No. 27
2023 Statement of Financial Position
As At June 30, 2024

FINANCIAL ASSETS	Jun/2024	May/2024	Dec/2023
Cash & Temporary Investments	14,165,469	15,572,297	22,912,309
Receivables			
Taxes & Grants in Place of Taxes Receivable	20,674,119	21,065,906	329,578
Due From Governments	63,969	41,227	336,862
Trade & Other Receivables	347,961	354,216	1,294,260
Long Term Receivables	325,545	332,802	514,159
Land Held for Resale	169,407	169,407	169,407
Total Financial Assets:	\$ 35,746,470	\$ 37,535,855	\$ 25,556,576
LIABILITIES	Jun/2024	May/2024	Dec/2023
Accounts Payable & Accrued Liabilities	10,592,544	10,586,311	13,645,998
Asset Retirement Obligation	3,211,917	3,211,917	3,211,917
Deposit Liabilities	-	-	-
Deferred Revenue	225,707	225,707	90,250
Employee Benefit Obligations	- 80,464	- 79,415	204,678
Total Liabilities:	\$ 13,949,704	\$ 13,944,520	\$ 17,152,844
Net Financial Assets:	\$ 21,796,766	\$ 23,591,335	\$ 8,403,732
NON-FINANCIAL ASSETS	Jun/2024	May/2024	Dec/2023
Tangible Capital Assets	34,398,308	34,398,308	34,398,308
Inventory for Consumption	21,992,191	22,335,983	22,405,825
Prepaid Expenses	3,083	2,444	277,705
Total Non-Financial Assets:	\$ 56,393,582	\$ 56,736,736	\$ 57,081,838
ACCUMULATED SURPLUS:	\$ 78,190,348	\$ 80,328,071	\$ 65,485,570
Difference:	\$ 12,704,778	\$ 14,842,501	



County of Minburn No. 27

2024 Revenue & Expenditure Report

For Month Ending June 30, 2024

REVENUE	2024 Current Month	2024 Year-To-Date	2024 Budget	% of Budget Used	Same Period Last Year
Net Municipal Taxes	- 835,295	19,424,890	18,099,043	107.3%	108.6%
User Fees & Sale of Goods	47,548	107,108	283,300	37.8%	51.0%
Government Transfers	-	58,389	4,309,847	1.4%	2.3%
Investment Income	108,059	110,208	529,500	20.8%	-11.7%
Penalties & Costs on Taxes	196	74,329	122,000	60.9%	45.1%
Gain on Disposal of Tangible Assets	-	510,500	29,400	1736.4%	60.6%
Other	2,280	149,234	869,625	17.2%	162.7%
Totals:	-\$ 677,212	\$ 20,434,658	\$ 24,242,715	84.3%	85.1%

EXPENDITURES	2024 Current Month	2024 Year-To-Date	2024 Budget	% of Budget Used	Same Period Last Year
Administrative & Legislative	164,952	1,217,888	5,764,789	21.1%	40.0%
Fire Protection & Safety Services	39,956	533,642	1,407,762	37.9%	33.3%
Emergency Dispatch Services	-	14,178	11,000	128.9%	82.4%
Policing Services	-	229,995	245,569	93.7%	68.9%
Bylaw Enforcement, Health & Safety	2,034	16,890	38,350	44.0%	11.8%
Roads, Streets, Walks, Lights	1,072,345	4,920,914	16,732,643	29.4%	30.6%
Water Supply & Distribution	15,843	59,969	329,316	18.2%	25.4%
Wastewater Treatment & Disposal	2,394	20,265	83,761	24.2%	19.4%
Waste Management	20,759	165,404	369,032	44.8%	39.9%
Family & Community Support Services	-	84,204	168,409	50.0%	49.8%
Cemeteries	4,800	5,761	9,034	63.8%	94.5%
Planning & Economic Services	18,737	174,622	447,386	39.0%	23.9%
Agricultural Services Board	39,516	156,029	619,148	25.2%	22.3%
Recreation & Library Services	79,024	130,118	836,575	15.6%	13.6%
Totals:	\$ 1,460,359	\$ 7,729,880	\$ 27,062,774	28.6%	31.5%

Difference:

\$ 12,704,778



County of Minburn No. 27

Quarterly Report - Investment Income

As At June 30, 2024

Financial Institution	Investment Fund	Term	Maturity Date	Current Month Investment Amount	2024 Interest Accrued	2024 Interest Received
ATB	Operating Acct	Monthly	Monthly	\$ 2,573,844.23	\$ -	\$ 33,451.56
Total ATB Operating Cash:				\$ 2,573,844.23	\$ -	\$ 33,451.56
ATB	MUSH Operating			\$ 17.24		
ATB	Equip Combined	90 day	Monthly	\$ 1,160.40	\$ -	\$ 32.80
ATB	Gen Op 31 days	31 day	Monthly	\$ 2,323.18	\$ -	\$ 63.45
ATB	Tax Recovery Y	90 day	Monthly	\$ 3,080.69	\$ -	\$ 85.62
ATB	Sale Proceeds Hoff	31 day	Monthly	\$ 63,002.24	\$ -	\$ 1,720.48
ATB	MUSH Savings	Monthly	Monthly	\$ 182,911.92	\$ -	\$ 93,115.08
Total ATB NDC Investments:				\$ 252,495.67	\$ -	\$ 95,017.43
ATB	GIC	6 month	Apr 13/23	\$ -	\$ -	\$ -
ATB	GIC	6 month	Apr 27/23	\$ -	\$ -	\$ -
ATB	GIC	9 month	Jul 31/23	\$ -	\$ -	\$ -
ATB	GIC	15 month	Jan 13/24	\$ -	\$ -	\$ 46,294.73
ATB	GIC	24 month	Sep 22/24	\$ 500,000.00	\$ 11,926.16	\$ -
ATB	GIC	24 month	Oct 13/24	\$ 750,000.00	\$ 18,707.47	\$ -
ATB	GIC	36 month	Sep 22/25	\$ 500,000.00	\$ 11,901.37	\$ -
ATB	GIC	48 month	Sep 22/26	\$ 1,000,000.00	\$ 23,604.38	\$ -
ATB	GIC	60 month	Sep 22/27	\$ 1,000,000.00	\$ 23,753.15	\$ -
Total ATB GIC Investments:				\$ 3,750,000.00	\$ 89,892.53	\$ 46,294.73
Total ATB Cash & Investments:				\$ 6,576,339.90	\$ 89,892.53	\$ 174,763.72
CWB	GIC	18 month	Mar 29/24	\$ 0.91	\$ 0.01	\$ -
CWB	GIC	21 month	Jun 25/24	\$ -	\$ -	\$ 14,281.51
CWB	GIC	12 month	Aug 30/24	\$ 770,882.00	\$ 22,870.91	\$ -
CWB	GIC	30 month	Sep 30/24	\$ 1,059,953.46	\$ 7,795.74	\$ 7,509.07
CWB	GIC	36 month	Mar 11/25	\$ 1,055,833.66	\$ 8,829.95	\$ 5,433.85
CWB	GIC	18 month	Apr 3/25	\$ 1,000,000.00	\$ 30,516.16	\$ -
CWB	GIC	36 month	Jun 7/25	\$ 542,420.33	\$ 1,418.47	\$ 9,439.95
CWB	GIC	42 month	Sep 30/25	\$ 1,064,597.81	\$ 8,427.09	\$ 8,099.46
CWB	GIC	48 month	May 4/26	\$ 539,295.90	\$ 3,242.42	\$ 6,865.03
CWB	GIC	48 month	Aug 2/26	\$ 523,500.00	\$ 12,268.55	\$ -
CWB	GIC	60 month	May 4/27	\$ 539,816.01	\$ 3,287.70	\$ 6,957.54
CWB	GIC	60 month	Aug 2/27	\$ 525,000.00	\$ 13,089.04	\$ -
Total CWB Investments:				\$ 7,621,300.08	\$ 111,746.05	\$ 58,586.42
Total CWB Investments:				\$ 7,621,300.08	\$ 111,746.05	\$ 58,586.42
Grand Totals to June 30/2024:				\$ 14,197,639.98	\$ 201,638.58	\$ 233,350.14

~ 2024 INTEREST SUMMARY ~	
Total Interest Accrued at June 30/2024	\$ 201,638.58
Total Interest Received at June 30/2024	\$ 233,350.14
Grand Total Interest	\$ 434,988.72
2024 Budgeted Total Interest	\$ 529,500.00
% of Budget Received	44.07%
Interest Received- Same Period Last Year	\$ 155,729.80

COUNTY OF MINBURN NO. 27
2024 Monthly Progress Report - At June 30, 2024

Decision Papers - Operating								
Project Name	20%	40%	60%	80%	100%	Budget	Spent	Comments
Staff Remuneration / Compensation	<div style="width: 100%;"></div>					\$ 217,000	N/A	Implemented January 1/2024 - Ongoing costs
Admin Bldg. Mechanical & Electrical Study	<div style="width: 0%;"></div>					\$ 52,500	\$ -	
Financial ERP System Replacement	<div style="width: 25%;"></div>					\$ 200,000	\$ -	Contract awarded, kick off meeting scheduled
Surfaced Road & Fac. Reserve Allocations	<div style="width: 0%;"></div>					\$ 225,000	\$ -	
Fire Reserve Transfer - Annual Increase	<div style="width: 0%;"></div>					\$ 50,000	\$ -	
ArcGIS Software	<div style="width: 100%;"></div>					\$ 12,010	\$ 12,010	Purchased and in use
Communications Project/Dev. Package	<div style="width: 25%;"></div>					\$ 10,000	\$ -	Received SCOP Program funding approval; project to commence in 2025
Wapasu Lake Campground Upgrades	<div style="width: 100%;"></div>					\$ 23,000	\$ 11,099	Projects complete
Asphalt Maintenance - Crack Sealing	<div style="width: 100%;"></div>					\$ 37,200	\$ -	Crack-sealing project complete
Unit #528 Excavator - Undercarriage Rpr	<div style="width: 100%;"></div>					\$ 24,814	\$ 24,576.68	Work complete
Land Use Bylaw Review (Carry Over)	<div style="width: 75%;"></div>					\$ 16,175	\$ 15,482	LUB Bylaw passed at June Council meeting
Cemetery Survey / GIS Project	<div style="width: 25%;"></div>					\$ 135,000	\$ -	Tender awarded to GeoVerra

Decision Papers - Capital								
Project Name	20%	40%	60%	80%	100%	Budget	Spent	Comments
Council Chambers Rehabilitation	<div style="width: 100%;"></div>					\$ 30,000	\$ 7,638	Work has been completed
Admin Bldg. Front Entry Rehabilitation	<div style="width: 0%;"></div>					\$ 78,000	\$ -	Trying to identify potential alternative suppliers
New Fire Truck - Unit #910 Replacement	<div style="width: 0%;"></div>					\$ 275,000	\$ -	
Innisfree Fire Station Cold Storage Upgrade	<div style="width: 50%;"></div>					\$ 115,000	\$ 34,000	Tender awarded to Fullswing Construction; work is underway
AB First Responder Radio Comm. System	<div style="width: 75%;"></div>					\$ 143,000	\$ 160,765	Radios are being programmed by supplier; will likely arrive in August 2024
2024 CAT 160M Motor Grader	<div style="width: 100%;"></div>					\$ 655,000	\$ 649,000	Equipment received and in use
Unit #518 Motor Scraper - Refurbishment	<div style="width: 0%;"></div>					\$ 183,000	\$ -	Refurbishment planned for fall 2024
2024 Fleet Truck Replacements (2)	<div style="width: 100%;"></div>					\$ 150,000	\$ 128,711	Both vehicles received and in use
2024 Excavator & Mulching Head	<div style="width: 100%;"></div>					\$ 452,000	\$ 452,995	Equipment received and in use
Lavoy Water Reservoir Generator Unit	<div style="width: 0%;"></div>					\$ 60,500	\$ -	Generator been ordered and is 6 weeks out
BF75589 Bridge Work / Engineering	<div style="width: 33%;"></div>					\$ 646,000	\$ 50,968	Project to be completed in 2025 with all other STIP projects
TWP 524 Aggregate Seal Coat	<div style="width: 33%;"></div>					\$ 276,000	\$ -	Construction planned for July

Road Maintenance Activities								
Road Projects	20%	40%	60%	80%	100%			Comments
Road Construction	<div style="width: 0%;"></div>							Crew on RR 140 in Div. 4
Gravel Haul Program	<div style="width: 60%;"></div>							Program underway from Innisfree Pit
Oiling Projects	<div style="width: 0%;"></div>							Patching in May and June; oiling beginning in July
Dust Controls	<div style="width: 100%;"></div>							All residential dust controls complete
Roadside Mowing	<div style="width: 0%;"></div>							Program starting August 2024
Roadside Brushing	<div style="width: 0%;"></div>							Spring program finished; program to continue in fall 2024

June 18, 2024

Ms. Pat Podoborzny, CAO
County of Minburn No. 27
PO Box 550
4909-50 Street
Vegreville, AB T9C 1R6

Dear Ms. Podoborzny:

**Re: Strategic Transportation Infrastructure Program (STIP)
Local Municipal Initiatives**

Thank you for your applications for grant funding under the Local Municipal Initiatives component of the Strategic Transportation Infrastructure Program (STIP).

As you can appreciate, a significant number of applications were received under the Local Municipal Initiatives. Unfortunately, program budgets limited the amount of approvals this year and this application did not rank high enough to receive an approval in 2024.

You may resubmit or update the applications along with any other eligible projects for potential 2025 grant funding prior to November 30, 2024.

If you have any questions or concerns please contact me at (403) 340-5069.

Sincerely,



Denette Leask
Infrastructure Technologist

Subject: FW: Victim Services Update
Attachments: Victim Services Issue Backgrounder.pdf; Victim Services Update.pdf

From: Kallie Wischoff <Kallie@rmalberta.com>
Sent: Thursday, June 20, 2024 2:05 PM
To: RMA Board Dist <aamdcboarddist@rmalberta.com>
Subject: Victim Services Update

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Hello RMA mayors/reeves and CAOs,

Please share with councils and relevant staff in your municipality

For over thirty years, local victim services units (VSUs) have provided essential information, support, and local referrals for victims of crime and tragedy. As you may know, the Government of Alberta is continuing to move forward with a regional model that will remove over 60 local VSUs and replace them with only 4 regional hubs. The regionalization of VSUs threatens the access to essential support and services for victims of crime and tragedy. The regional model is set to be fully implemented by Fall 2024.

For more information, please see the attached Victim Services Issue Backgrounder that was released in Summer 2023, and the Victim Services Update that contains information on what RMA has since learned about the transition.

RMA urges all members to voice concerns about the regionalization of VSUs to their MLAs and the Minister of Public Safety and Emergency Services. Key messaging points are included in the Victim Services Update document.

Please reach out if you have questions or suggestions for other resources or tools that may benefit RMA members more broadly on this issue.

Thank you,

Kallie Wischoff

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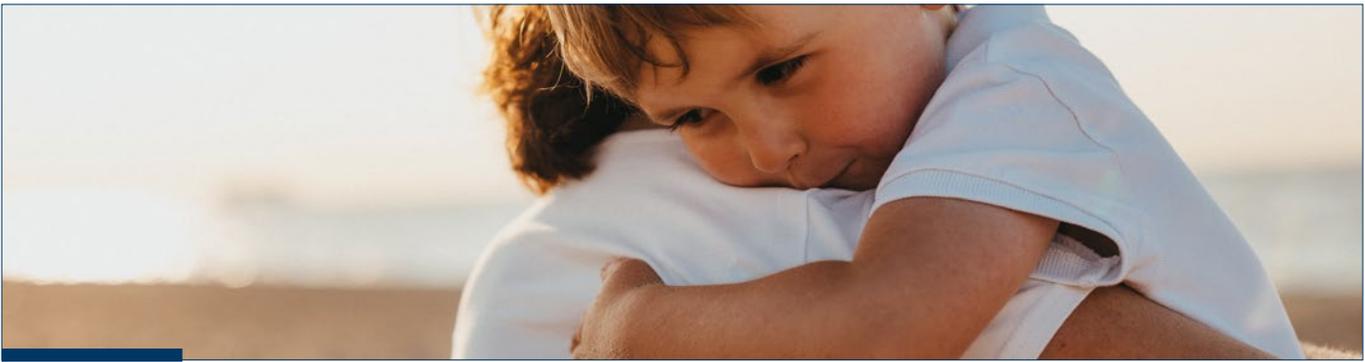
RMA ISSUE BACKGROUND

**Victim Services
Unit Regionalization:
RMA Concerns**



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Introduction

Rural Alberta is a unique place. It covers large areas with sparse populations, often far from towns and cities. As a result, the service delivery in rural areas is often innovative out of necessity. Unfortunately, the trend within Alberta (and worldwide) is to centralize and standardize how services are delivered. On paper, this trend often leads to perceived improvements in efficiency and consistency. In reality, however, it often results in reduced access to services, service delivery approaches that are less responsive to local needs, and minimized local governance of services.

Unfortunately, this trend is currently playing out in Alberta through the regionalization of victim services delivery. Alberta has a unique model in which victim services are delivered by local organizations funded through a combination of provincial grants, municipal contributions, and tireless fundraising by local volunteers. This system has evolved over many decades and has resulted in a victim service network that meets local needs. Those providing support better understand service users because they are community members too.

Unfortunately, the Government of Alberta (GOA) is moving forward with a regionalization model that will replace local victim services units (VSUs) with four service delivery regions. According to the GOA, this change will result in more consistent service delivery and governance of victim services. However, the GOA has not clearly explained how and why the current model was not meeting expectations, or even defined what it considers to be “quality” victim service delivery and what portion of communities were not receiving it under the current model.

For a provincial government that places great importance on having the autonomy to do things “the Alberta way” within Canada, the lack of respect for the unique, localized, made-in-Alberta approach of the current VSU model is disappointing. The RMA has consistently expressed its concerns with the proposed changes since the idea was first introduced in 2020. In fact, RMA members recently passed [Resolution 10-23S: Victim Services Delivery Model](#), which requests the following:

THEREFORE, BE IT RESOLVED that the Rural Municipalities of Alberta (RMA) advocate to the Government of Alberta to maintain the current model of victim services program delivery and instead provide direct assistance to the small number of communities that are struggling to operate under the current model and have insufficient services for victims; and

FURTHER BE IT RESOLVED that RMA advocate to the Government of Alberta for more consistent funding for the current model and the development of an approach for more consistent regional collaboration and information-sharing within the current model.

This issue backgrounder is intended to summarize the current victim services model and describe the GOA’s proposed changes. It then analyzes the claims made by the GOA to argue that to this point, no evidence or justification has been provided for why the current model should be overhauled or how the new model will improve service to victims of crime or tragedy in communities across the province.



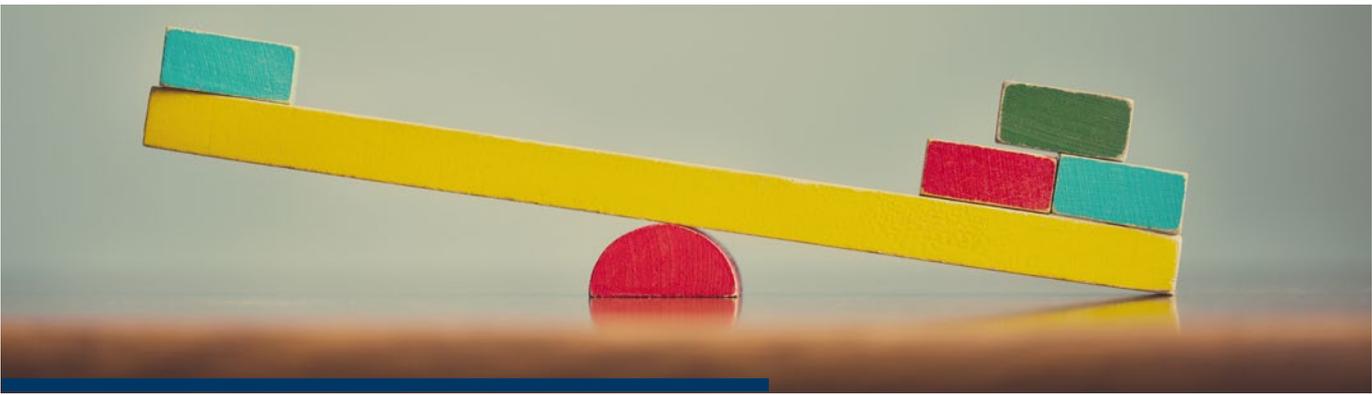
What is the current state of victim services in Alberta?

VSUs have provided critical assistance for victims of crime and tragedy for over 30 years. Services include immediate crisis support, justice and court system guidance, and assistance navigating government programs that offer counselling and other supports.

VSUs are operated locally within communities in partnership with the Royal Canadian Mounted Police (RCMP), municipal police services, and community-based programs. Because VSUs are local by nature, no two programs will look the same. They can adapt and accommodate the distinct needs of each community by fostering the knowledge of volunteers that have dedicated their time to understanding their communities. What started out as a grassroots movement of localized volunteers passionate about helping others has, over the course of three decades, evolved into a reliable means of ensuring victims of crime and tragedy can access the unique supports they deserve during times of crisis, grief, and uncertainty.

Most VSUs in Alberta are police-based programs. These are recognized as non-profit organizations with corporate legal status that act as a governing body. Alberta police-based victim service programs utilize highly trained volunteers to provide a 24/7 response to victims of crime and tragedy. Volunteers provide a continuum of services, from the time of first response by police to the final disposition of the case by the courts. These programs rely heavily on volunteers that are committed to professional development, education, minimum core training standards, mentoring, and advocacy for victims. Permanent staff are also required to ensure that these programs run smoothly and adequately. To maintain funding and grants from the Government of Alberta (GOA), police-based programs are required to complete [quarterly statistic reports and annual progress reports](#) to assist with auditing and demonstrate accountability.

Regardless of population or geographical area that they serve, VSUs are eligible to receive a maximum of \$150,000 in annual provincial funding, which is typically not adequate to properly fund the services. In many cases, municipalities help supplement these costs, but also face their own financial limitations. Because of these financial challenges, almost all police-based VSU programs in Alberta fundraise to provide services to victims of crime. Some programs must fundraise as much as 50% of their total operational expenses each year. Alberta's VSUs need long-term and sustainable funding because every year the demand for programs and services exceeds the funding available. This has significant implications related to recruitment, staffing, adequate training, decision-making, organizational culture, physical office space, liability, reporting, administrative structure, and many other areas in which these programs simply lack the time and resources to make major changes to accommodate.



What changes are being made to VSUs?

In 2019, the GOA launched an MLA-led Victims of Crime Review, which aimed to identify specific gaps in services and supports available for victims of crime within the current model. One aspect of the review focused on the victim services model. The review suggested three possible new approaches to victim services governance and delivery (zonal approach, government approach, and municipal approach). The review did not consider a continuation of the current model. During the review, the GOA provided no information on how local service delivery or administrative functions would be funded under the proposed approaches, which is critical to understanding how the concepts would impact service levels in various locations and community types. However, the review indicated that any new service delivery model should:

- ◆ Encourage consistency in services;
- ◆ Reduce administrative and service duplication;
- ◆ Include sustainable paid staffing;
- ◆ Reduce over-reliance on volunteer advocates;
- ◆ Include longer-term funding arrangements to provide greater operational stability; and
- ◆ Address the reluctance of some victim-serving organizations to collaborate.

Following the review process, the GOA announced plans to shift from the current model to a zonal model beginning in 2024. There are nine municipal / Indigenous operated VSU programs that are not included in the zonal redesign, comprising Alberta's largest cities and First Nations. The other 62 VSUs will be condensed into the four-zone model. All four zones will operate with a board of directors, an Executive Director, centralized professional support staff (CPSS), and frontline case workers. The CPSS are paid employees of the board of directors and will include:

- ◆ One human resources professional
- ◆ One regional manager
- ◆ One cultural safety specialist
- ◆ One administration / office manager
- ◆ Qualified financial management (potentially a shared service)
- ◆ Qualified legal resources (potentially a shared service)

Victim case workers will be dispersed throughout the zone, each working from RCMP detachments. The GOA has provided no information on how caseworks will be dispersed throughout the region or what level of service will be expected in terms of responsiveness, access, specialized supports, etc.

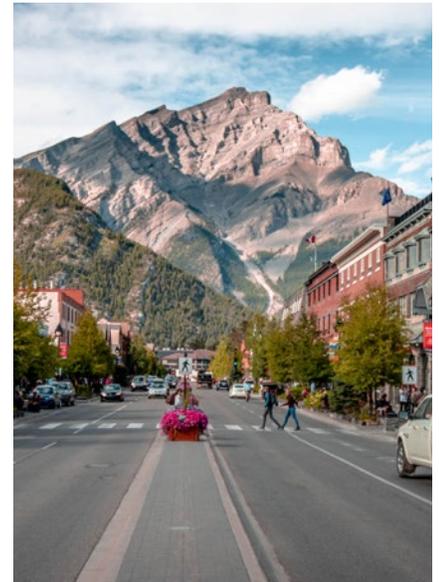


What are the concerns with the zonal approach?

The [GOA 2023 budget](#) included a plan and funding model to replace local VSUs with a zonal model by March 2024. According to the GOA, this redesign will promote a standardized, financially sustainable, and professional level of service to victims of crime and trauma across the province. However, the GOA has shared no information about why this change is necessary or how and to what extent the current service delivery model was not meeting these outcomes.

Flexibility versus standardization

As mentioned, the existing model is unique in that it allows victim service delivery to be localized. Given the benefits of a localized approach that the current model provides, there is no indication that the standardization of VSU service delivery is necessary or would improve service outcomes. For example, Bow Valley Victim Services, which operates in Banff, Canmore, and surrounding communities provides staff and volunteers with training to deal with the unique needs of tourism-based communities. Because tourism is so prevalent in this area, victims are often not from the local community, meaning that support may be required through virtual delivery in consultation with services available in the victim’s home community. Would this level of specialized service and community understanding be maintained if Banff and Canmore were two of many communities within a broad service delivery zone?

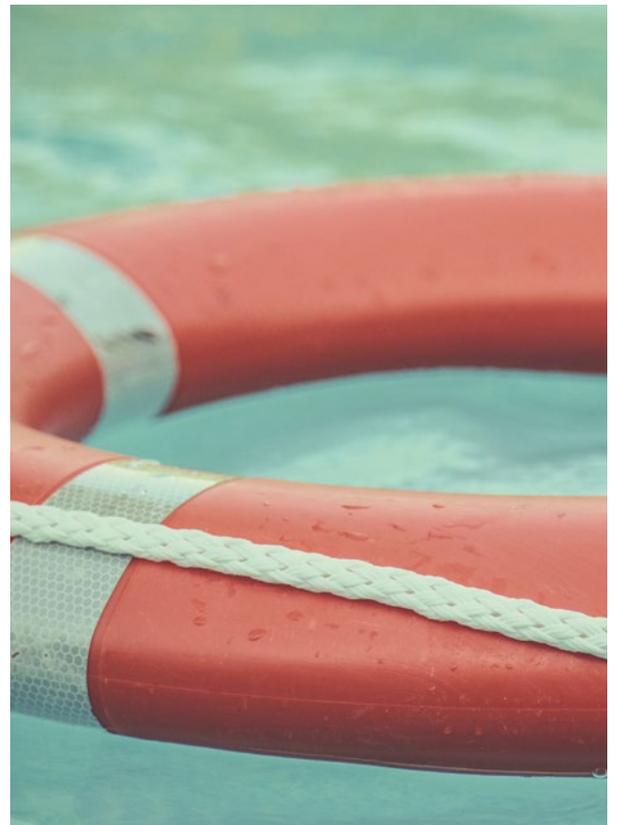


Financial sustainability

It is no secret that many VSUs struggle to remain financially sustainable under the current model. While this is a risk to the viability of the service, it is not a result of the model itself, but rather of deliberate provincial policy decisions to not provide local VSUs adequate funding. In fact, a 2016 report by the [Auditor General of Alberta](#) identified that the Government of Alberta was not properly utilizing the Victims of Crime Fund (VOCF), which is used to support VSUs along with other victim programs. The report found that despite a surplus in the VOCF, provincial grant funding for small, rural-base VSUs was arbitrarily capped at \$150,000, which had not been increased or adjusted for inflation since 2009. The report also pointed out that this modest amount had resulted in some VSUs reducing their service levels, and many focused heavily on local fundraising to remain viable, which “divert the time and energy of volunteers and staff away from the core purpose of the program.” Despite the fact that the 2016 report identifies \$150,000 as inadequate and criticizes the GOA for the arbitrary grant, the same limit remains in 2023. When discussing how the new zonal model will be

funded, GOA representatives stated that the program would receive a funding amount that exceeded the cumulative grant funding allocated to individual VSUs **plus the total amount generated across the province through fundraising**. This leads to obvious but yet-to-be answered question: If the province has the capacity to provide a new model with adequate funding, why not provide the current model with adequate funding?

VSUs currently struggle to fund their programming through provincial support and rely heavily on fundraising to meet the needs of their organizations, volunteer training, and victims of crime supports. By distancing VSUs from local communities, services will become more expensive to attain, require more resources, and dismiss the tireless work of volunteers and employees that are experts in their communities. The main concern is that the zonal model would effectively remove all of the benefits from the current service delivery model, while costing the GOA the same, if not more, to maintain.



Defining “effective” victim services

Despite arguing that the zonal model will improve Alberta’s victim services system, the GOA has not (to the RMA’s knowledge) provided any analysis or data defining how the current model does not meet service delivery outcomes, how the zonal model will improve outcomes, or what thresholds or benchmarks are used to measure service delivery success.

This is significant; the GOA’s proposal is much more than a tweak to the existing model. It fundamentally ends victim services as it is known in Alberta.

It eliminates boards of directors, eliminates volunteer roles, and eliminates long-standing local partnerships. It also invests in brand new regional governance structures, senior management positions, and frontline caseworkers. Given the disruption that such a shift will cause to service delivery and the costs of creating a new provincially based model, such a decision should be based on evidence that the current model is not meeting the needs of victims.

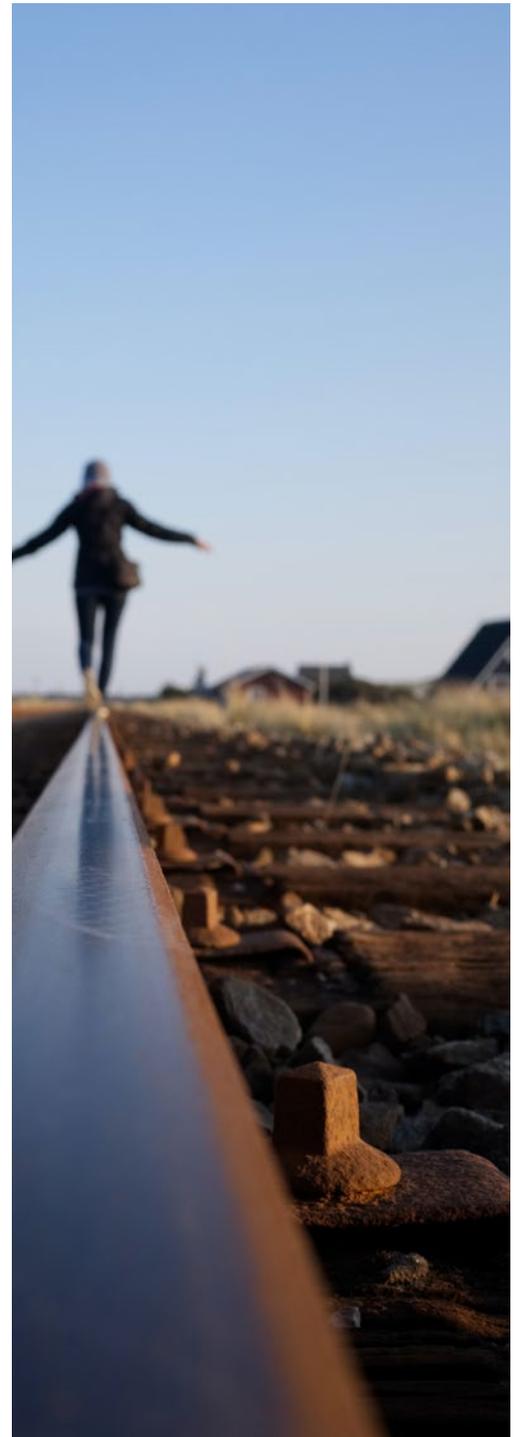
While much of the GOA’s rationale for implementing the zonal model has been linked to supporting more consistent service delivery, little information is available as to what level these “consistent” services will be delivered at, why consistency is so important in a service for which it is so crucial to treat each incident as unique, and if or how the “inconsistency” of the current model impacted service quality and outcomes for service users. In other words, the GOA has emphasized consistency based on an assumption that it equates to enhanced service quality but has provided no evidence that the two are linked.

Service access

Despite emphasis on consistency and standardization, the GOA has not adequately addressed if and how the disconnection of victim services from local police detachments will impact timely access to the service for victims. It is unclear how police will work with victim service providers under the new model, and whether connections will be consistent across communities if case workers are physically located in only certain communities.

Lack of recognition for community and service provider perspectives

The GOA is in the process of finalizing implementation details related to the zonal model despite opposition to the shift from the RMA, ABmunis, Victim Services Alberta, and many VSUs and municipalities across the province. In discussions with the RMA, GOA representatives have dismissed these concerns as a case of service providers that will be impacted by the model prioritizing self-preservation over “the greater good” for victims. This assumption could not be further from the truth. In fact, the RMA has no direct role in representing or advocating for VSUs. However, in its role as an advocate for strong rural communities, the RMA cannot support a policy shift that removes local governance and service delivery control and replaces it with a centralized model, especially when no details are provided as to how the current model is not meeting community needs and how the new model will enhance service quality. While governance and administrative capacity is a consideration in how to design and deliver any service, at the end of the day, service outcomes are what matters most, and the GOA has provided absolutely no response to concerns shared by the RMA and other stakeholders on how service levels informed the decision to shift to a new model.





How will these changes to VSUs affect rural municipalities?

Rural VSUs provide services that reflect the needs of their residents. Under the proposed service delivery changes, dozens of local VSUs would be modified into a four-zone model. It is currently unknown if and how individual communities within each zone will be served, and how local needs will be reflected in a more standardized and centralized approach. However, both the RMA and other stakeholders have shared concerns that services may be eliminated or modified based around the needs of larger communities within each zone.

In addition to the risk of a centralized model leading to reductions in the quality and accessibility of victim services in rural communities, the shift will also further weaken rural communities more broadly by removing a true community service. Highly trained volunteers will no longer have a role, local VSU boards will be disbanded, and rural residents that have dedicated countless hours training and supporting their friends and neighbours through some of the worst moments of their lives will be told their efforts are no longer needed, because a more “professional” system can do it better.

Volunteers are critical to the ongoing success of VSUs. Without the dedication, commitment, and hard work of volunteers, the organizations would be unable to fulfill their missions and mandates. In the unfortunate event that an Albertan falls victim to crime or tragedy, they deserve to have prompt and sustainable access to support.

People across the province have dedicated themselves to volunteering with their local VSUs, a position that requires compassion, dedication, and many hours of training. The new zonal model will not only remove many of these volunteer positions, but also remove unique local community support when victims need it most.



What has the RMA done about this issue?

The RMA has been involved in conversations and consultation about the transition to a new VSU delivery model since the GOA began discussing the shift in 2019. In response to an initial round of GOA consultations on the shift, led by MLAs Angela Pitt and Nathan Neudorf, the RMA provided a formal submission expressing concern with the proposed shift away from the current model. Some of the key questions and concerns raised by the RMA in 2020 that still hold true today include the following:

- ◆ More research is needed on the extent to which the current victim services model meets the needs of victims.
- ◆ The Government of Alberta is not adequately recognizing the importance of the flexibility and collaboration built into the current model.
- ◆ Each of the proposed test concepts (including the zonal model that the GOA ultimately selected) have significant gaps and unanswered questions that must be evaluated before any changes are made.

Specific questions raised by the RMA regarding the zonal concept included:

- ◆ How would regions be developed that are meaningful to stakeholders that are involved with or interact with victim services?
- ◆ How will existing local service delivery be impacted by a regional model?
- ◆ How will decisions on service delivery be made within regions that would likely include multiple large urban municipalities and isolated rural areas?
- ◆ What role (if any) would volunteers have in a regional model?

Three years later, many of these questions remain unanswered, even as a transition to a regional model is confirmed.

At the RMA Spring 2023 Convention, rural municipalities voiced their frustration with the new model by endorsing Resolution 10-23S: Victim Services Delivery Model, which calls on the RMA to continue to advocate for the current service delivery model:

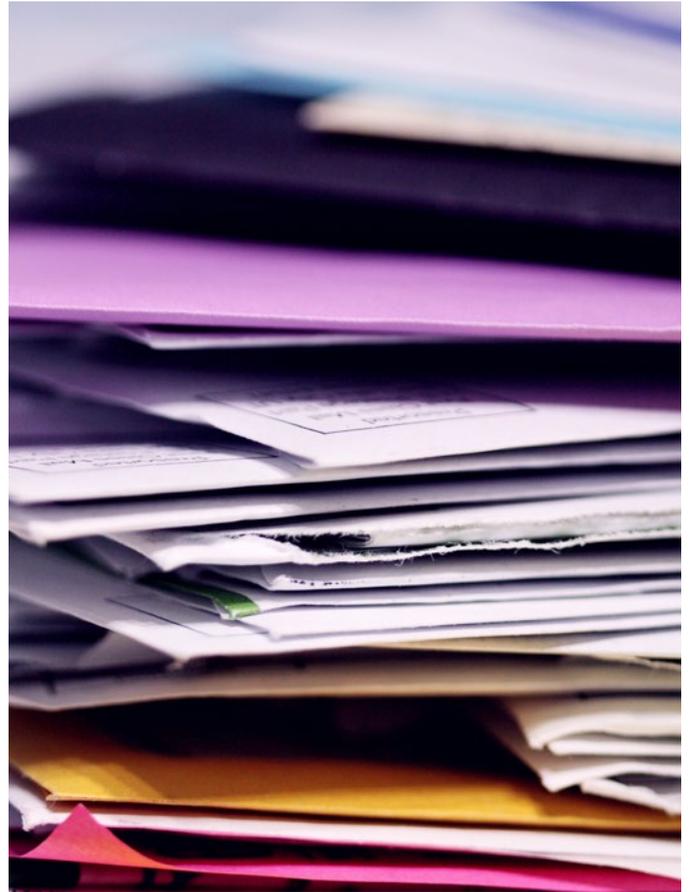
THEREFORE, BE IT RESOLVED that the Rural Municipalities of Alberta (RMA) advocate to the Government of Alberta to maintain the current model of victim services program delivery and instead provide direct assistance to the small number of communities that are struggling to operate under the current model and have insufficient services for victims; and

FURTHER BE IT RESOLVED that the RMA advocate to the Government of Alberta for more consistent funding for the current model and the development of an approach for more consistent regional collaboration and information-sharing within the current model.

The resolution calls for continued funding and support for victim services across the province using the current local service delivery model, while also identifying the systemic underfunding currently taking place.

The RMA recently met with GOA representatives to discuss the implications of the zonal model for VSUs and rural victim services delivery. During the discussion, the RMA voiced concerns about the discontinuation of the current model and the detrimental impacts that the zonal model will have on employees, volunteers, and community members. Despite not providing supporting data or evidence, the GOA argued that the zonal model will provide the same, or better, levels of care for victims, despite it being far removed from local communities.

The RMA also met with representatives from Victim Services Alberta to better understand their concerns with the zonal model, and how the change will impact front-line service delivery, staffing, and volunteers. As community members and victim services experts, they explained that quality and efficient services are critical to community resilience.





Conclusion

Throughout the consultation process, the RMA has consistently argued that the current VSU delivery model is a uniquely Albertan example of a service designed to allow local needs to be met. Any governance issues or poor service delivery outcomes linked to the current model have been the exception and can often be traced to the lack of provincial funding available to build local governance capacity and support service delivery without separate fundraising efforts. Even after several years of engagement, it remains difficult to understand the value of sacrificing the flexibility and collaboration present in the current model to create a standardized, centrally controlled model.

The RMA input into the review process has included concerns with both funding amounts and the relatively short-term nature of the current grant-based approach.

It is extremely disappointing that the GOA has chosen to undergo a costly transformation of victim services and has committed to providing the new model with significantly more funding than existing VSUs receive currently.

Victim services support Albertans of all backgrounds during the most difficult periods of their lives. Unfortunately, the shift to a regional model is much more concerned with creating a centralized and “professional” governance model than with how this change will actually impact the supports available to victims.

Have questions?

Contact RMA Policy Advisor Kallie Wischoff at kallie@RMAAlberta.com.



RMA
RURAL MUNICIPALITIES
of ALBERTA

Victim Services Update

RMA Member Guide

June 2024



Introduction

Alberta has a unique model in which victim services are delivered by local organizations funded through a combination of provincial grants, municipal contributions, and tireless fundraising by volunteers. This system has evolved over many decades and has resulted in a victim service network that meets local needs. Those providing support better understand service users because they are community members too.

For over thirty years, local victim services units (VSUs) have provided essential information, support, and local referrals for victims of crime and tragedy. Unfortunately, the Government of Alberta (GOA) is continuing to move forward with a regional model that will replace local VSUs with four service delivery regions, called Regional Victim Serving Societies (RVSS). According to the GOA, this change will result in more consistent service delivery and governance of victim services. However, the GOA has not clearly explained how and why the current model was not meeting expectations, or even defined what it considers to be “quality” victim service delivery and what portion of communities were not receiving it under the current model.

Several months ago, RMA released an [issue backgrounder outlining rural municipal concerns](#) with the Government of Alberta’s plan to regionalize victim services. This issue backgrounder raises several concerns that RMA has regarding this redesign, including:

- ◆ That a standardized regional approach to victim services delivery will replace the flexibility and local focus of the existing model.
- ◆ That the GOA plans to provide increased funding for the new model rather than sufficiently fund the current model.
- ◆ That the GOA is moving ahead with this decision without providing any public analysis or data explaining how the current model does not meet service delivery outcomes.
- ◆ That the disconnection of victim services from local police detachments under a regional model will risk timely access to the service for victims.

Since the release of RMA’s issue backgrounder, the GOA has continued with the creation of RVSS, including the formation of four regional governance entities. RMA has become aware of further details of this process and continues to have concerns about the effectiveness of this redesign and its impacts on rural service users, staff, and volunteers.

Contact

Any specific questions about this submission can be directed to RMA Policy Advisor Kallie Wischoff at kallie@rmalberta.com.

RMA Concerns

Loss of local flexibility

Under the existing model, sixty-two VSUs operate across the province and provide crucial support to victims of crime and tragedy. Although there will continue to be nine municipal and Indigenous VSU programs operated in the largest cities and First Nations in the province, the new victim services model has four regional hubs that will replace the other local VSUs across the province. The four central RVSS will have to support nearly one hundred communities each.

Regionalization of programs often leads to the standardization of service delivery. While standardization is not necessarily an inherently bad thing, it also creates a risk that delivery at a local level will not meet the unique needs of communities. Victims in different communities require unique support, which is what the current localized system offers. Unfortunately, the GOA's plan to regionalize VSUs will remove the ability for these organizations to operate at the level necessary to provide adequate and timely support for victims.

Service levels

Under the new model, GOA decision-makers have suggested that phone support may replace in-person support in instances where victims are too far to access VSU hubs. Despite in-person support being a fundamental and necessary aspect of victim services, there may no longer be access to this service under the regionalized model. This means that victims will be given a "1-800" phone number to call for support as an alternate resource for assistance, rather than having the resources available to provide the required in-person support. This removes the personal nature of victim services and does not follow a trauma-informed approach. Victims of crime and tragedy require timeliness and genuine access to support no matter where they reside. This is especially concerning given that most communities have an existing volunteer network willing to provide in-person support locally.

Staffing

The professionals that assist victims of crime and trauma require a high degree of empathy with corresponding education, experience, and skills. The only way to recruit and retain these professionals is to ensure that they are fairly compensated.

Based on a survey conducted by the Alberta Police-Based Victim Services Association (APBVSA) in 2021, the average VSU program manager wage in Alberta was \$38.41 per hour. In 2023, the City of Calgary conducted a review on the wages for program managers. This review concluded that based on the demands and skills required of this position, program managers should be paid at a base wage of \$52 per hour.

Individuals that serve as program managers in the current local VSU model will be referred to as "court and support navigators" under the new GOA-administered regional model. Despite the fact that program managers are already arguably underpaid in the current local model, the GOA plans to significantly reduce wages for these crucial frontline support positions further. The wage range of court and support navigators has been set at \$27.00 to \$32.40 per hour, a significant decrease from the average paid for a similar role in the local model, and barely above half of what is justified based on the City of Calgary's analysis.

Should they choose to do so, individuals serving in a program manager position in an existing local VSU are required to re-apply for the position of court and support navigator under the new provincially-administered structure. Despite many of these program managers devoting their time and expertise to their position for many

years, they will not automatically transition into the same role after the VSU transition. It is also important to note that many court and support navigator positions will only be part-time, rather than full-time. Considering current victim services program managers have made a livelihood and career out of the positions that they work, many will be unable to step down to part-time positions as it is simply not financially sustainable. It is unclear how these part-time positions will effectively work across the province to fulfill the duties currently being taken on by full-time positions. It is also unclear how retention of employees will be fulfilled when the skills required of this work does not align with the compensation. This shift to part-time positions not only calls into question the provincial claims that the shift to the new model will enhance service levels, it also shows a disregard for maintaining crucially important skillsets in rural Alberta.

The shift to court and support navigators and the corresponding wage cut causes concern for the staffing of VSUs across the province. This raises several questions about how this transition will function, including:

- ◆ Will program managers accept a decrease in pay for the difficult work that they do in order to continue working as a court and support navigator? If they do not, who will fill these roles?
- ◆ Will a part-time position fulfill all of the duties currently being taken on by a full-time position?
- ◆ Will court and support navigators be restricted in the extent and duration of support they provide due to a shift to half-time positions?
- ◆ Will new court and support navigators be qualified to continue the work of previous program managers?
- ◆ Will there be increased staff turnover for employees leaving these positions for higher-paying careers?

Any changes to VSUs across the province should be evidence-based and support the needs of victims. However, the GOA has provided no information on why they believe court and support navigators deserve lowered hourly pay and half-time roles. Considering there is evidence of what the standard should be for program managers/court and support navigators, it is concerning that the GOA has made the decision to cut the wages of these positions with no explanation why.

Budget

It is no secret that many VSUs struggle to remain financially sustainable under the current model. While this is a risk to the viability of the service, it is not a result of the model itself, but rather of deliberate provincial policy decisions to not provide VSUs with adequate funding. The GOA has allocated \$36 million to assist victims of crimes and tragedy in Budget 2024. Although this is only a slightly lower number than the \$39 million that was allocated to victim services in Budget 2023, it suggests that the GOA is already expecting the regional model to provide an enhanced level of service with less funding. Considering the transition to a new VSU model is the result of the GOA being adamant that current VSU programming is inadequate to serve the needs of Albertans, it is concerning that the budget for victim services is already being decreased.

When discussing how RVSS will be funded, GOA representatives stated that the programs would receive a funding amount that exceeded the cumulative grant funding allocated to individual VSUs plus the total amount generated across the province through fundraising. However, there are already budget cuts to victim services for 2024, which calls into question whether the intent of regionalizing is to allow the Government of Alberta to more easily reduce victim service costs and service levels.

Throughout this transition process, RMA's main question has been why the province is willing to increase spending on a new model but is unwilling to support the current local model with adequate funding. Unfortunately, it is now made clear through budget allocations that ensuring victim services have the financial support they need is not a priority of the GOA, and there is likely a long-term provincial intent to significantly reduce service levels and costs in the long-term.

Considering the regionalization of victim services is set to be fully operational by Fall 2024, it is unclear how \$3 million in savings is worth the complete overhaul and regionalization of what is currently effective and localized victim services programming. While the RVSS replace local VSUs, it will become clear that more financial support is needed for access to resources and replace the tireless work of volunteers that will no longer have a role.

Key Messaging

While the transition to a regional model continues, RMA continues to advocate for a shift in government direction to properly support local VSUs. RMA has developed the following key messages for members to bring forward to their MLAs and the Minister of Public Safety and Emergency Services.

Regionalization will not meet local needs

- ◆ Any changes to important programs should be made with the intent of improving services from the perspective of service users.
- ◆ Creating four regional hubs to replace sixty-two VSUs across the province cannot adequately support the needs of victims of crime and tragedy.
- ◆ The GOA is moving ahead with regionalization concerns from local VSUs and community members that the redesign will pose significant risks to service quality.

Victims require timeliness access to service and support

- ◆ The foundation of victim services is ensuring that residents have timely access to service and support in their communities in the unfortunate event that they fall victim to crime or tragedy.
- ◆ The new model has not been justified through the lens of service level quality. The focus is on administrative efficiency and centralized control of the service, with the actual frontline impacts viewed as a secondary consideration.
- ◆ The GOA has already confirmed that timely access to services will be compromised in some communities, as residents will either have to travel far distances to reach a hub for support or rely on different 1-800 numbers to navigate getting the help they need.
- ◆ There should be zero barriers for victims to receive the services and support they require in times when they need it most.

Staff require adequate compensation for the work that they do

- ◆ VSU program managers offer invaluable support, such as:
 - ◇ Consulting with victims;
 - ◇ Sudden death notification;
 - ◇ Redirecting victims to additional and external resources;
 - ◇ Providing financial assistance;
 - ◇ Providing victims with an insight and guidance through the court process;
 - ◇ Accompanying the victims to court;
 - ◇ Organizing meetings between the victims and the Crown;
 - ◇ Restitution;
 - ◇ Victim impact statements;
 - ◇ Reviewing statements with victims before they have to testify; and
 - ◇ Fundraising efforts.

These examples paint a picture of the services that VSUs offer, but cannot show the full extent of the work and emotional labour that program managers are subject to on a daily basis.

- ◆ The GOA must ensure that full-time positions remain the standard for victim services employees and that their wages adequately account for the extremely difficult work that they do.

The GOA has provided no evidence as to why the current VSU programming needs to be overhauled

- ◆ Despite arguing that the regional model will improve Alberta's victim services system, the GOA has not provided any analysis or data defining how the current model does not meet service delivery outcomes, how the zonal model will improve outcomes, or what thresholds or benchmarks are used to measure service delivery success.
- ◆ There is no evidence available explaining why local VSUs must be overhauled, and there continues to be no known benefits to the community, victims, program managers, or volunteers regarding this change.

The GOA should adequately fund VSU programming that is already successful in communities

- ◆ VSUs currently struggle to fund their programming through provincial support and rely heavily on fundraising to meet the needs of their organizations, volunteer training, and victims of crime supports. By distancing VSUs from local communities, services will become more expensive to attain, require more resources, and dismiss the tireless work of volunteers and employees that are experts in their communities.
- ◆ The main concern is that the regional model will effectively remove all of the benefits from the current service delivery model, while costing the GOA the same, if not more, to maintain.

VEGREVILLE TRANSPORTATION SERVICES SOCIETY
BOX 1113
VEGREVILLE, AB
T9C 1S3

Phone (780) 632-7363/Fax (780) 632-7414

RECEIVED

JUN 26 2024

June 15, 2024

Dear Community Members:

COUNTY OF MINBURN NO. 27

Vegreville Transportation Society Services (VTSS) has been providing affordable and accessible transportation to the seniors and low income citizens in the Town of Vegreville and County of Minburn since 2005. It is sustained by community partnerships with service groups, volunteers and donors to raise the funds necessary to provide the taxi voucher program and our handivan service.

VTSS has been truly blessed with the support it has received throughout the years from you as this support has made it possible for us to continue to provide a quality service. Our handi-van is now 11 years old and needs to be replaced again.

Due to the generosity of our service groups, regular donors, fundraising and special bequests, VTSS will be able to purchase a new handi-van this year.

As VTSS values our partnerships and support from the community, we still wanted to give you the opportunity to donate if you choose to do so.

VTSS will acknowledge donations over \$1000 by having the person's, business's or service clubs' name displayed on the handi-van. Any person, business or service group who has donated \$1000+ in 2023 will automatically have the option to have their name displayed on the handivan.

As a donor in 2023 we appreciate your consistent support of VTSS and would be honored to have your organization's name placed on our new handivan. Please contact Elaine Kucher to confirm your agreeance as well as to confirm how you would like your organizations name outlined on the handivan.

If you have any questions regarding VTSS please do not hesitate to contact Elaine Kucher at (780) 208-7100 or Dwayne Hlady at (780) 603-0931.

Sincerely,

*Vegreville Transportation Services Society
Board of Directors*

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

Action List Item No.	Motion No.	Meeting Date	Description	Percentage Completed	Person Responsible	Date Completed	Notes
2265	2023-149	19-Jun-23	Review Code of Conduct Bylaw No. 1280-19.	50%	Pat		
2337	2024-108	21-May-24	Proceed with hiring MNP Digital to implement the SylogistGov Financial ERP solution for an estimated cost of \$240,345.	100%	Jay	10-Jul-24	Agreement executed, retainer paid and kick off meeting scheduled for mid-July
2338	2024-W043	12-Jun-24	Present Elected Official's Business Expense Policy at the July 2024 COW meeting.	100%	Pat	10-Jul-24	Draft policy was presented and will be taken to July 15th Council meeting for consideration
2339	2024-W042	12-Jun-24	Present the draft Council Procedural Bylaw at the July 2024 COW meeting.	50%	Pat/Jay		Presented at July COW meeting and incorporating changes into document for approval at August Council meeting.
2340	2024-121	17-Jun-24	Send letter to local MLA and Minister of Service Alberta and Red Tape Reduction supporting the advocacy for fairer fundraising opportunities for rural non-profit organizations and charities provided by AGLC at casino events.	50%	Pat		Discussion for July 15th Council meeting on research into the closing of Camrose Casino
2341	2024-122	17-Jun-24	Change signage at intersection of 51st Avenue and Range Road 134 in Lavoy from a "Stop" sign to a "Yield" sign.	100%	Norm	21-Jun-24	Completed.
2342	2024-126	17-Jun-24	Notify non-profit organizations of 2024 Community Centre Grant Funding Program and issue payments.	100%	Trudy/Dwight	19-Jun-24	Letters mailed June 19, 2024. Cheques issued.
2343	2024-127	17-Jun-24	Cancel 2024 municipal portion of property tax for Mannville Riverveiw Golf Course (R# 217700).	100%	Dwight	19-Jun-24	Municipal portion of tax levy for Mannville Riverview Golf Course cancelled.