



AGENDA

Committee of the Whole

March 13, 2024

10:00 a.m.

1. CALL TO ORDER

2. CHANGES TO AGENDA & ADOPTION OF AGENDA

3. CONFIRMATION OF MINUTES

4. DELEGATIONS

4.1 10:15 a.m. – Friends of A.L. Horton Elementary School

Per: Erin Robert, President of Friends of AL Horton Elementary School and Keri Busenius, Principal of AL Horton Elementary School, parent volunteer and student

4.2 10:30 a.m. – Alberta Land Use Services (ALUS)

5. REPORTS FOR DISCUSSION

5.1 Green Light Bylaw No. 1347-24

Administration Presenter:

Mike Fundytus, Director of Protective Services

5.2 100 Year Agricultural Award

Administration Presenter:

Norm De Wet, Director of Operations

5.3 Tax Due Date and Penalty Restructure

Administration Presenter:

Jason Warawa, Director of Corporate Services Jason Warawa

5.4 Municipal Tax Rate Consolidation

Administration Presenter:

Jason Warawa, Director of Corporate Services

6. COUNCILLOR REQUESTS (INFORMATION / PROGRAM REQUESTS)

6.1 Division Reports

6.2 Councillor Request Report

7. CLOSED SESSION

7.1 Mannville Waste Transfer Station: Management Contract
FOIP Section 16, disclosure harmful to business interests of a third party

7.2 Parks and Rec Mowing Contract Renewal
FOIP Section 16, disclosure harmful to business interests of a third party

7.3 Protective Services Regional Staffing Levels Survey
FOIP Section 21, disclosure harmful to intergovernmental relations

8. OPEN SESSION

9. MOTIONS ARISING OUT OF THE CLOSED SESSION

10. ADJOURNMENT



Committee of the Whole Meeting Minutes

February 14, 2024

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

Administration Present: Pat Podoborzny, Chief Administrative Officer
Jason Warawa, Director of Corporate Services
Norm De Wet, Director of Operations
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.

2. CHANGES TO AGENDA & ADOPTION OF AGENDA

2024-W008

Moved by: Deputy Reeve Kuzio

THAT the February 14, 2024, Committee of the Whole meeting agenda be adopted as presented.

Carried

3. CONFIRMATION OF MINUTES

2024-W009

Moved by: Councillor Anderson

THAT the January 10, 2024, Committee of the Whole meeting minutes be adopted as presented.

Carried

4. DELEGATIONS

4.1 Vegreville Centennial Library

Vegreville Centennial Library's 2024 budget presentation.

External Presenters:

Kira Chalupa, Library Manager

Crystal Ralph, Board Chair

Murray Armitage, Past Chair

4.2 Vegreville RCMP

Quarterly Community Policing Report that covers the October 1 to December 31, 2023, reporting period. The report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Vegreville detachment.

External Presenter:

Sergeant Colin Folk, Vegreville RCMP Detachment

Reeve Konieczny recessed the meeting at 10:56 a.m.

Reeve Konieczny reconvened the meeting at 11:10 a.m.

5. REPORTS FOR DISCUSSION

5.1 FCM 2024 Annual Conference and Trade Show

Every year elected Officials across Canada are invited to attend the annual Federation of Canadian Municipalities (FCM) Conference. The FCM 2024 Annual Conference is scheduled for June 6 to 9, 2024 at the Calgary TELUS Convention Centre.

Administrative Presenter:

CAO Pat Podoborzny

5.2 RMA Mayors and Reeves Meeting Items

The Mayors/Reeves Liaison meeting is held twice a year in conjunction with the Rural Municipalities of Alberta (RMA) Convention. The RMA 2024 Spring Convention is scheduled for March 18 to 20, 2024 with the Mayors/Reeves Liaison meeting on Monday, March 18 at 4:00 p.m.

Athabasca County is compiling agenda items for the meeting and is requesting that Council forward any items they would like to be placed on the agenda by March 1, 2024.

Administrative Presenter:

CAO Pat Podoborzny

5.3 County of Two Hills – Joint Meeting

County of Two Hills, as a neighbouring municipality, is requesting a joint meeting with the Councils of the County of Minburn and County of Vermilion River to discuss mutual topics. Council may forward topics for discussion to the CAO, and a meeting date will be determined at a later time.

Administrative Presenter:

CAO Pat Podoborzny

6. COUNCILLOR REQUESTS (INFORMATION/PROGRAM REQUESTS)

6.1 Divisional Reports
Presented by Reeve and Council

6.2 Councillor Request Report

7. CLOSED SESSION

2024-W010

Moved by: Councillor Bentley

THAT the Committee of the Whole meet in private to discuss matters protected from disclosure under the *Freedom of Information and Protection of Privacy Act (FOIP)*, specifically Section 24, advice from officials at 11:38 a.m.

Carried

7.1 Land Use Bylaw Review
FOIP Section 24, advice from officials

Name	Reason/Purpose
Pat Podoborzny	Strategic Leader of the Organization
Davin Gegolick	Presenter

7.2 Unsold Tax Sale Properties
FOIP Section 24, advice from officials

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

8. OPEN SESSION

2023-W011

Moved by: Councillor Ogrodnick

THAT the Committee of the Whole meeting revert to open session at 11:52 a.m.

Carried

9. MOTIONS ARISING OUT OF CLOSED SESSION

10. ADJOURNMENT

Reeve Konieczny adjourned the meeting at 11:55 a.m.

Reeve

Chief Administrative Officer

Audra Kropielnicki

Subject: FW: AL Horton Elementary School Playground Replacement Campaign
Attachments: Playground Replacement Campaign - ALHorton Friends.jpg

From: ROBERT, ERIN <ERIN.ROBERT@bmo.com>
Sent: Tuesday, February 20, 2024 2:41 PM
To: Pat Podoborzny <ppodoborzny@minburncounty.ab.ca>
Cc: Friends of AL Horton School <friendsofalhortonschool@gmail.com>
Subject: AL Horton Elementary School Playground Replacement Campaign

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

Hi Pat,

I am writing to you, as the President of Friends of AL Horton Elementary School Society, the fundraising body for the school.

As you may be aware, our group has been granted the enormous task of obtaining approximately \$750,000 to remove and rebuild 3 Community playgrounds at AL Horton School, here in Vegreville, in a relatively short period of time. The \$750,000 is going to come from fundraising efforts, grants and community donations.

I email you today to ask for an opportunity to speak with you and Council Members and ask for the County of Minburn's assistance in helping us obtain these funds.

I am aware that members of our group did meet with Council back in 2022 and the response was that the County could not assist at that time.

Since this meeting, we do have a new team of people working together to meet the goal of raising enough funds to remove and replace the 3 community playgrounds.

We strongly believe we cannot do this without The County of Minburn support.

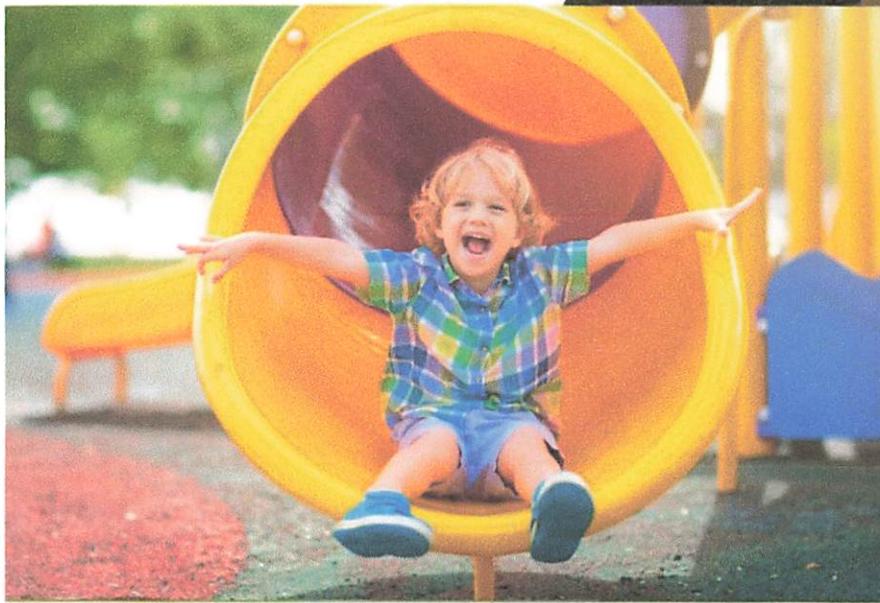
Please let me know if myself and others from our group may have an opportunity to speak with you and Council Members.

I look forward to hearing from you.

Thanks kindly,

Erin Robert
President
On behalf of Friends of AL Horton Elementary School Society

Erin Robert
Senior Relationship Manager
Mid Market, Diversified Industries and Agriculture



A.L. Horton Elementary Playground Replacement Campaign

OUR STORY



The three playgrounds at A.L. Horton Elementary are outdated, worn, and in need of replacement. Their twenty-five year lifespan has come to an end. Over 350 students ages 2-12 climb, swing, jump, and slide on the equipment during recess and outdoor gym time. During the summer months, 60-80 children from the Vegreville community use the playgrounds for summer out of school care.



Many community families, including children and teens, make use of the playgrounds, basketball courts, and field areas throughout the year outside of school hours.

In addition to removing old equipment and building new play structures, our plan includes adding asphalt surfaces for tetherball, painted surface activities, and sidewalk games.



Local businesses, service organizations, parents, extended family members, alumni, staff members, and community members have contributed to the \$65 000 raised so far since fundraising started in 2021. We're working on a plan to recognize them.

FUNDRAISING GOALS

The goal for 2023-2024 is to raise \$60 000 through fundraisers and donations. This will give us \$125 000 so we can apply for a matching grant.

It takes approximately \$250 000 to remove expiring equipment and replace one playground's structures. Our priority is the Kindergarten playground. We have three playgrounds to replace over the next few years and will need to raise \$375 000 to apply for \$375 000 in matching grants, totalling \$750 000.



A MOVABLE PLAYGROUND

Consultations with parents, staff, community members, and representatives from local and provincial governments took place in fall 2022. Elk Island Public Schools' Board of Trustees approved a plan to modernize the current Vegreville Junior/Senior High School to become a K-12 school in the next 10-20 years. Our new playground structures will be movable so they can be dismantled and rebuilt at a new school site in the next decade.



KEEPING STUDENTS SAFE

The health and safety of children is paramount. Elk Island Public Schools is metal testing and inspecting the playgrounds monthly after extending the lifespan of the equipment for another year in summer 2023. So far this fall, school division facilities staff have replaced and reattached the climber anchor and a broken swing belt on the Kindergarten playground.



TIMELINES - SUMMER 2025

Raise \$65 000 by May 1, 2024 and apply for a matching grant.
Summer 2025 - remove & replace Kindergarten playground
May 2025 - raise \$250 000 and apply for a matching grant to replace the Grade 3-4 and Grade 5-6 playgrounds.

Should any equipment be deemed failing or unsafe prior to July 2025, the Friends Society would have to remove it early.

CONTACT US



friendsofalhortonschool@gmail.com



President, Friends Society
Mailbox at A.L. Horton Elementary
5037-48 Avenue
Vegreville, Alberta T9C 1L8



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: Flashing Green Light Bylaw

Date: March 13, 2024

Background

Our paid-on call firefighters have requested that Minburn County adopt a Green Light Bylaw for our first responders for use in private vehicles while responding to an emergency call.

Information for the Committee

The *Traffic Safety Act* authorizes the use of flashing green lights by firefighters in their private vehicles while responding to an emergency. It requires the municipality to pass a bylaw which would enable firefighters to use the flashing green light as a way to identify themselves to other motorists that are responding to an emergency call and hope that other motorists yield the right of way to the firefighters, which would improve response times for emergency calls.

Flashing green lights have been adopted in many municipalities in Alberta. The Town of Vegreville, County of Vermilion River, and County of St Paul have all adopted the green light bylaw.

If Council chooses to pass the green light bylaw rollout of the program would be:

- Council passes Green Light Bylaw.
- The County reaches out to the Villages to adopt Green Light Bylaw.
- Social media education campaign.
- Standard Operating Procedure created for the use of flashing green lights for the fire department members.
- Purchase and rollout of flashing green lights to members.

Recommendation

Administration is recommending that Council direct Administration to bring forth a Flashing Green Light Bylaw for the March Council meeting.

COUNTY OF MINBURN NO. 27

BYLAW NO. _____

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

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

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

NOW THEREFORE, Council of the County of Minburn No. 27, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. TITLE

1.1 This Bylaw shall be cited as the “**Green Light Bylaw**”.

2. PROVISIONS

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

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

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

3. SEVERABILITY

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

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

FIRST READING _____, 2024

SECOND READING _____, 2024

THIRD AND FINAL READING _____, 2024

Reeve

Chief Administrative Officer



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: 100 Year Agricultural Award

Date: March 13, 2024

Background

We have received a qualified nominee for the 100-Year Agricultural Award. The successful nominee is the Hess Family from Mannville. Policy number CC 3011-01, the 100-Year Agricultural Award, states that the award shall be presented at a time and location mutually agreeable to the Agricultural Service Board/County Council.

Discussion question:

When and where would the ASB/Council prefer to make this presentation?



COMMITTEE OF THE WHOLE REQUEST FOR DIRECTION

Topic: Tax Due Date and Penalty Restructure

Date: March 13, 2024

Background

The County's tax due date has traditionally been October 31. While it cannot be confirmed, it is likely that this date was tied to the end of the farming season when crops and cattle were harvested and/or sold. While there is a seasonal component to farming, the use of forward contracts and enhanced marketing strategies have lessened the necessity to intertwine the due date with the annual farm cycle. Adding to this is the fact that property taxes have become a proverbial drop in the bucket compared to the ever-increasing costs for agricultural inputs, equipment, land and associated financing.

From a municipal standpoint having a due date this late in the fiscal year puts a constraint on the County finance's as it is front ending most of the operating and capital costs as taxes aren't collected until the 4th quarter of each year. Moving the tax due date forward to earlier in the year will alleviate some of these pressures allowing for improved cash flow and improved cash management.

To support the consideration of a due date change, a survey of 24 rural municipalities was conducted and included in the attached appendix. Of these municipalities, two-thirds (16) have transitioned to an earlier tax due date with June (7) and July (6) being the most popular. In addition to the tax due date, property tax penalties were also examined to determine structure and if our current penalties percentages are aligned. The overall penalties range from 15% to 25% which suggests that our current penalty of 17% (12%-Nov 1/5%-Feb 1) is on the low side. It was also observed that for several municipalities with earlier tax due dates that the first penalty imposed was lower than the County's or to offset the earlier tax due date they incorporated a third penalty date with a low penalty percentage. It is believed these different penalty structures allow other municipality's to be more forgiving to rate payers who miss the tax due date inadvertently or simply don't have the funds to pay earlier in the year while increasing the penalty percentages later in the year for those who remain in arrears.

Based on the researched information, it is recommended that Council consider altering the tax due date to the last business day in June and its penalty structure to include a 3-tier structure commencing in 2025 to as follows:

4% July 2 (Current Taxes)

8% November 1 (Current Taxes)

10% February 1 (All Arrears)

Considerations that support this recommendation include:

- A one time increase in interest revenue ranging between \$108k-\$217k depending on the interest rate when implemented; moving the due date from October to June would allow for an additional four months of interest on \$18M of tax revenue.
- Increased cash would reduce use of the reserve funds to float the municipality thru the first 10 months of the fiscal year.
- Farmland makes up only 11% of the County's estimated property tax revenue for 2024 so industry and to lesser degree residential properties are bearing the brunt of this proposed change.
- Potential to increase in the use of the TIPP program to ease rate payer cash flow; currently there are only 43 parcels on the program as there is little incentive to join with a tax due date in October. This would also enhance municipal cash flow.
- Shorter time frame between when tax/assessment notices are mailed and when taxes are due which should lessen the likelihood of rate payers forgetting to pay their taxes and reduce the amount of tax notice reprints that are requested.
- Less title changes will be received between when tax/assessment notices are mailed and when taxes are due which will reduce the amount of late tax payments caused by seller and buyer confusion on who is responsible for paying taxes.
- An early summer due date would mesh well with it being a slow period administratively and would enable for better utilization of a summer student.
- Having a 2025 implementation timeframe would allow for sufficient notice and communication with property owners which should lessen backlash in an election year.
- A three-tier system with a low initial penalty allows people who forget to pay or are cash strapped a degree of financial relief as for the average residential property a 4% penalty is approximately \$50 rather than \$150.

- A shift in due dates could also facilitate the development of a tax forgiveness policy so as to further alleviate the potential for backlash and provide a degree of leniency especially during this transitional period.

Recommendation

THAT Council endorse the drafting of tax due date and tax penalty bylaws later in 2024 to support the recommended changes.

Attachment:

Tax Due Date Survey and Interest Calculation

Survey of 24 Rural Municipalities - Tax Due Date and Penalty Structure

Tax Due Date Before Oct 1	Due Date	Penalties
Big Lakes County	6-30	7.5% Jul 1, 14.5% Feb 1-All arrears both dates
Vulcan County	7-31	6% Aug 1, 3% Oct 1, 3% Dec 1, 12% Jan 1(Arrears)
Lamont County	6-30	10% Jul 1, 10% Jan 1-All arrears both dates
County of Northern Lights	6-30	4% Jul 1, 8% Nov 1, 12% May 1-All arrears all dates
County of Forty Mile No. 8	8-31	8% Sept 1, 7% Dec 1-All arrears both dates
Thorhild County	7-15	10% Jul 16, 15% Dec 1(Arrears)
Municipal District of Opportunity No. 17	6-15	5% Jun 16, 9% Jan 1-All arrears both dates
Clear Hills County	7-17	6% Jul 18, 6% Jan 1-All arrears both dates
Municipal District of Pincher Creek No. 9	6-30	2% Jul 1, 4% Nov 1, 12% Jan 1(Arrears)
Municipal District of Lesser Slave River No. 124	7-31	6% Aug 1, 6% Oct 1, 12% Jan 1(Arrears)
Saddle Hills County	7-31	6% Aug 1, 6% Nov 1, 6% Jan 1(Arrears)
County of Paintearth No. 18	6-30	5% Jul 1, 10% Oct 1-All arrears both dates
Starland County	9-30	8% Oct 1, 10% Mar 1(Arrears)
Municipal District of Smoky River No. 130	7-31	10% Aug 1, 15% Jan 1(Arrears)
County of Vermilion River	9-30	8% Oct 1, 6% Jan 16(Arrears), 6% May 1(Arrears)
County of St. Paul	6-30	3% Jul 1, 10% Dec 1, 10% Feb 1(Arrears)
Tax Due Date After Oct 1	Due Date	
County of Warner No. 5	11-30	
Flagstaff County	10-31	
County of Two Hills No. 21	10-31	
County of Minburn No. 27	10-31	
Smoky Lake County	10-31	
Municipal District of Provost No. 52	10-31	
Beaver County	10-31	
MD of Wainwright	11-30	



COMMITTEE OF THE WHOLE REQUEST FOR DIRECTION

Topic: Municipal Tax Consolidation

Date: March 13, 2024

Background

The annual tax rate bylaw that gets passed by County Council includes budgetary requirements, assessment information for various classes of property as well as mill rates related to municipal taxes as well as requisitions for education, seniors and more recently designated industrial property. Several years ago the County further split municipal taxes to contain sub-levels of taxation for various programs and/or costs. These including a planning tax rate, recreational tax rate and more recently a provincial policing tax rate.

There is a general understanding that the rationale for introducing these specialized tax rates was to offset specific program related costs and to deflect any criticism or backlash resulting from tax increases to the groups that are responsible for incurring the costs. While it is easy to understand why these tax rate decisions were originally made, there are a couple concerns:

1. The MGA does not legislatively support the splitting of municipal rates in the way the County has chosen to tax property owners.

Areas of concern:

- Provincial Policing Requisition is not allowed under the MGA. Section 326 – Div 1(a) of the MGA defines requisition and the only ones that are permitted are under section 174 of the School Act and section 7 of the Alberta Housing Act, (education and seniors). There was a request by RMA to have this included as a requisition in 2020, but it was not accepted by the Province.
- Section 382 identifies the only way to include a recreation tax is through the passing of a separate Special Tax bylaw similar to what is currently being done for sewer related costs in the Hamlet of Minburn. There is no legislative mechanism to simply include the recreation tax rate as part of the annual tax rate bylaw which is the way it is currently being done. Special Taxes are also restricted in that the revenue generated can only be applied to the program costs

that were originally budgeted for. The use of any excess funds has to be publicly advertised.

2. Escalating program costs or significant changes to assessment have or will cause a deviation in the practice of matching tax rates so that they offset specific program related costs.

Examples of these include:

- In 2022, the Planning tax rate was consolidated into the municipal rate as Administration could not match planning related costs as the rationale for why the tax rate was implemented in the first place. Further to this, the tax rate of 0.0460 never changed for at least 21 years.
- The Provincial Policing tax rate was introduced in 2019 and was set at a rate to offset the projected invoice from the province. When the costs increased under the model, Council was reluctant to raise the policing tax rate to keep pace and has not considered an increase to the rate since. In 2023, the policing rate only generated \$170k in tax revenue compared to a cost of \$230k.
- For the last number of years, the recreation tax rate closely mirrored the costs of the program despite not being changed in 8 years. This was more of a convenient consequence rather than a deliberate strategy as the years leading up to 2019 had significant bad debts which would have meant that the County was likely subsidizing recreational programming thru the municipal tax rate as the actual recreation revenue generated would have been insufficient. Now looking forward to 2024, with the new assessment from the windmills coming on stream, the same tax rate will generate approximately \$130k in excess tax revenue compared to 2023 recreation related expenditures. Is Council prepared to increase recreational funding to offset this increase or decrease the tax rate by 17% just to maintain alignment?

In addition to the above-mentioned concerns, there are a number of advantages to consolidating the municipal tax rate which includes:

- Supports the key mandates of local government which is good governance thru adherence to the MGA.
- A single rate would provide greater financial flexibility for the municipality to direct funds as it deems important without having restrictions being imposed on use.
- A single municipal tax rate allows for enhanced smoothing when it comes to tax rate decisions especially when program costs changed dramatically. For example: it is far more politically palatable to raise

taxes by 0.45% to accommodate a rise in policing costs than to increase the policing rate by 26%.

- Allows for a shift from passive lobbying and advocacy to a more active approach. For example: Rather than using the special tax rate to deflect the possibility of rate payer concerns, Council can become more vocal on the costs that they are incurring such as the inclusion of policing costs as correspondence in a Council meeting or speaking about it to increase awareness. If someone doesn't notice or care about a line on their tax notice, they don't become any more informed.

It is recognized that this approach represents a departure from current practices as well as those of other municipalities, however Administration feels that following others does not make the current approach correct. Through the consolidation of the municipal tax rate, there is an opportunity for the County to take a leadership role with respect to good governance. It would also proactively address past and upcoming tax rate policy concerns and simplify the tax information for County residents. An extensive communication plan would accompany any such decision to ensure clear understanding by residents.

Recommendation

THAT Council direct Administration to consolidate the recreational and policing taxes under the municipal tax line item of the 2024 Property Tax Bylaw.

Attachment:

Not Applicable



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____ **Division:** _____

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

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

Resident Concerns:



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____ **Division:** _____

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

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

Resident Concerns:



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____ **Division:** _____

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

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

Resident Concerns:



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____ **Division:** _____

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

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

Resident Concerns:



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____

Division: _____

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

From Date: _____

To Date: _____

Resident Concerns:



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):

