



**County of Minburn No. 27**  
**February 15, 2023 - Committee of the Whole - 10:00 AM**

- 1      **Call To Order**
- 2      **Review of Agenda**
- 3      **Review of Committee Minutes**
  - 🔗 January 11, 2023 Committee Meeting Minutes
- 4      **Delegation**
  - 4.1      11:00 a.m. - Vegreville Centennial Library, per: Kira Chalupa & Murray Armitage
    - 🔗 Vegreville Centennial Library Delegation Presentation Form
    - 🔗 2023 Vegreville Library Budget and Report
- 5      **New Business**
  - 5.1      Discussion Paper: Coyote Predator Control
    - 🔗 Coyote Predator Control
  - 5.2      Discussion Paper: 100 Year Agricultural Award
    - 🔗 100 Year Agricultural Award
  - 5.3      Discussion Paper - Sale of Unit 904
    - 🔗 Sale of Unit 904
  - 5.4      Discussion Paper: Advertising Bylaw 1337-23
    - 🔗 Advertising Bylaw 1337-23
  - 5.5      Discussion Paper: County Leased Land - Canada Food Grains Bank Option
    - 🔗 County Leased Land - Canada Food Grains Bank Option
  - 5.6      Discussion Paper: Waste Management MOU
    - 🔗 Waste Management MOU
  - 5.7      Discussion Paper: Electoral Boundaries Review
    - 🔗 Electoral Boundaries Review
  - 5.8      Discussion Paper: Council Honorariums
    - 🔗 Council Honorariums
  - 5.9      Discussion Paper: Lavoy Campground
    - 🔗 Lavoy Campground
- 6      **Closed Session - As per Freedom of Information and Privacy (FOIP) Act Section 16 "Disclosure harmful to business interests of a third party" and FOIP Section 25 "Disclosure harmful to economic and other interests of a public body"**
  - 6.1      Discussion Paper: Broadband Internet Partnership with MCSNet
    - 🔗 Broadband Internet Partnership with MCSNet

6.2 Offer to Purchase Land and Aggregate

7 **Adjournment**



## County of Minburn Committee of the Whole Minutes

January 11, 2023

*In attendance were Reeve Roger Konieczny, Deputy Reeve Tara Kuzio, Councillors Joey Nafziger, Eric Anderson, Carl Ogradnick and Kevin Bentley, Interim CAO Pat Vincent, CAO Designate Pat Podoborzny and Legislative Services Coordinator Trudy Shukalak*

1. **Call to Order**

Reeve Konieczny called the meeting to order at 10:01 a.m.

2. **Agenda**

Councillor Wowdzia moved the Agenda for the January 11, 2023 Committee of the Whole meeting be adopted as presented.

**Carried**

3. **Committee Minutes**

Councillor Anderson moved the minutes of the December 14, 2022 Committee of the Whole meeting be adopted as presented.

**Carried**

4. **Delegations**

4.1 Northern Lights Library System (NLLS)

James MacDonald and Lesley Cusack

- Presentation of NLLS's Value Statement which highlights the benefits of belonging to NLLS and discussion regarding budget considerations for the upcoming year.

Councillor Anderson moved to accept the presentation as information.

**Carried**

5. **New Business**

5.1 Discussion Paper: Town of Vegreville Sanitary Sewer Connection

- The Town of Vegreville has upgraded the sewer service line along 51 Avenue to accommodate Property Industrial Park and is offering all businesses located along 51 Avenue to connect to the line using a low-pressure connection which includes the County's Operation's building.

The Town has proposed to pay \$11,616.47 as quoted by Excalibur Mechanical, representing 50 percent of the total installation costs and 50 percent of the electrical connection costs to the County shop.

The current cost to empty the existing septic tank at the County shop is \$165 per week.

Operations is recommending that the project be approved.

Councillor Bentley moved that the proposal received from the Town of Vegreville to fund 50 percent of the installation and connection of the new service line from the main line to the County of Minburn's existing sewer holding tank, and installation of the required pump system with electrical connections be forwarded to County Council for approval.

**Carried**

5.2 Discussion Paper: Temporary Road Closure Policy OP 9008-01-A

- Operations has planned to systematically review policies with Council that require updating.

Temporary Road Closure Policy OP 9008-01-A which allows Council by resolution to temporarily close the whole or part of a road at any time due to a construction or maintenance project hazard requires updating to reflect the repeal of Section 25 of the *Municipal Government Act (MGA)* and addition of Section 22(5).

Operations is recommending the amended policy be approved.

Councillor Nafziger moved the recommendation to amend Temporary Road Closure Policy OP 9008-01-A be forwarded to County Council for approval.

**Carried**

5.3 Discussion Paper: 4-H Grant Program Policy ASB 2002-01-A

- The Agricultural Services Board (ASB) has planned to systematically review policies with Council that require updating.

Councillor Ogrodnick left the meeting. Time 10:09 a.m.

4-H Grant Program Policy ASB 2002-01-A which outlines the requirements for 4-H grant eligibility has not been updated since 2014. ASB is recommending that grant remuneration for 4-H clubs be increased from \$20 per member to \$30 per member.

Councillor Anderson moved the recommendation to amend 4-H Grant Program Policy ASB 2005-01-A be forwarded to County Council for approval.

**Carried**

Councillor Ogrodnick returned to the meeting. Time 10:10 a.m.

5.4 Discussion Paper: Northlands Farm Family Awards Policy ASB 2003-01

- Since the disbandment of "Northlands" in Edmonton, Explore Edmonton has become the new host for the Farm Family Awards.

ASB is recommending the name of the policy be changed from Northlands Farm Family Award to Explore Edmonton Farm Family Award, and further that the plaque of recognition awarded to the recipients be increased from a \$60 value to a \$200 value.



Deputy Reeve Kuzio moved the recommendation to amend Northlands Farm Family Awards Policy ASB 2003-01 and recommendation to increase the value of the recipient plaque to \$200 from \$60 be forwarded to County Council for approval.

**Carried**

Deputy Reeve Kuzio moved that Administration prepare a 100-year agricultural award policy that recognizes ratepayers who have farmed and continue to farm the same parcel of land for 100 years or longer in the County of Minburn and present at the February 2023 Regular Council meeting.

**Carried**

5.5 Discussion Paper: Northern and Regional Economic Development Program (NRED)

- There is an opportunity to apply for grant funding under the recently announced NRED Program for the Regional Economic Development Framework Project. Although approved funding under this program would cover 50 percent of eligible costs, the application is an alternative should the County be denied for 100 percent funding under the Alberta Community Partnership (ACP) Program.

Planning and Development is recommending the County submit an application for grant funding under NRED for the Regional Economic Framework Project.

Councillor Anderson moved the recommendation to submit an application for grant funding under NRED for the Regional Economic Framework Project be forwarded to County Council for approval.

**Carried**

5.6 Discussion Paper: County Fires, Permits and Bans Policy PS 8002-01 and County Emergencies Policy PS 8003-01

- Protective Services has planned to systematically review policies with Council that require updating.

County Fires, Permit and Bans Policy PS 8002-01 which provides direction for fire permitting and fire bans is now covered in the Fire Services Bylaw.

County Emergencies Policy PS 8003-01 which relates to emergency management is covered in the Regional Emergency Management Plan.

Protective Services is recommending these policies be rescinded.

Councillor Nafziger moved the recommendation to rescind County Fires, Permit and Bans Policy PS 8002-01 and County Emergencies Policy PS 8003-01 be forwarded to County Council for approval.

**Carried**

6. **Adjournment**

Deputy Reeve Kuzio moved to adjourn the meeting. Time 10:43 a.m.

**Carried**

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Reeve

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Chief Administrative Officer



**County of Minburn No. 27**  
**COUNCIL MEETING DELEGATION FORM**

**Delegate Information**

Council Meeting Date: \_\_\_\_\_

Name of Organization/Person: \_\_\_\_\_

Name of Presenter(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Delegation Information**

Topic/Issue/Concern/Etc.: \_\_\_\_\_

Please provide a brief description of the nature of the presentation and attach any relevant information for Council to consider:

Are you requesting a specific action be taken by Council? If so, please provide a brief outline of the request:

Have you reviewed and understand County of Minburn's Council Delegation Guidelines on page 2?

☐ Yes    ☐ No

Does the delegation require any special equipment? (Overhead projector, laptop, etc.)

☐ Yes    ☐ No

## Date and Signature

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Delegation Information / Guidelines

*as outlined in County of Minburn Bylaw 1290-19*

### 9. **DELEGATIONS**

- (a) *Individuals or groups may request an appointment to be heard by Council as a delegation.*
- (b) *Requests for appointments with Council from individuals or groups shall be made to the CAO in writing or electronically at least seven (7) days prior to a Regular Council meeting.*
- (c) *The request to be heard as a delegation must clearly identify the reason or purpose of the presentation.*
- (d) *After reviewing the request to be heard as a delegation, the CAO will schedule the delegation to be heard by Council at a Regular Council meeting or Committee of the Whole meeting.*
- (e) *The CAO has the authority to deny or postpone delegation requests for any reason, unless otherwise directed by Council.*
- (f) *Presentations shall be limited to ten (10) minutes unless prior arrangements and approval have been received by the CAO.*



# **2023 Budget Presentation**

**Prepared 18<sup>th</sup> November 2022**

# 2022 Highlights

- A challenging year! First there was the tail-end of the COVID-19 pandemic which has now morphed into an endemic. Then we lost several staff members including the Library Manager, a Programmer and some Pages. Throughout these stressful times the remaining Library staff were able to provide a service to the community. There were times when the Library doors were closed and the only way for patrons to access books was through curbside pickup. There were also days when the Library operated reduced hours due to lack of staff. The Library is now close to being back on track to meet the expectations set out in the Plan of Service.
- Loss of the Library Manager in June created a lot of extra work and stress for the Board and the Staff. This experience served to emphasize the need for increased succession planning and staff cross training. With the much appreciated assistance of the staff at the Northern Lights Library System (NLLS), the Library staff have been able to fill in some of the critical managerial roles. The NLLS was also instrumental in assisting the Board to hire a new Library Manager effective the first part of November.

# 2022 Highlights cont...

- Currently we are providing a variety of programs and are constantly assessing any needs to adjust them to meet the community's interests – the last couple of years have posed some new challenges. Some programs were pivoted to virtual platform where possible. Lately in-person participation appears to be slowly returning back to normal.
- During the pandemic we experienced reduced membership as well as reduced demand for our resources. Statistics indicate there is a steady return to normal which we anticipate and hope occurs in 2023.
- This year we participated in and led a few regional programs, shared amongst all NLLS member libraries.
- We continue to strengthen our partnerships with local agencies partnering with them to deliver programs, both in-person and virtually.
- We continue to make sure our collection contains a variety of materials of different types, that are current, relevant and inclusive.



# 2022 Highlights cont...

- We continue to offer patrons the option to pick up their materials without entering the building (curb-side pick up).
- This year was the second year for the National Truth and Reconciliation Day. A website page was created to showcase Indigenous Resources. This page will be a permanent part of our website and updated often.
- We have increased our in-house and online displays that showcase library materials and provide information. Especially about different cultural groups and their celebrations.
- The circulation desk, public access computer stations, and Library Assistant and Manager desks were all replaced in 2022. The design of both the circulation desk and public access computer stations is such that it gives patrons and staff extra protection and privacy.

## **Mission**

Vegreville Centennial Library strives to be Vegreville's Community Living Room, offering programs and services for everyone in a welcoming and inclusive space.

## **Vision**

Vegreville Centennial Library connects ideas, people and knowledge.

## **2020-2024 Plan of Service**

The Town of Vegreville Library Board and Library Staff continue to work towards the goals and objectives in our Plan of Service.





## Included in the Plan of Service are objectives we plan to meet in 2023:

1. Continue to provide programming that meets the needs of varied age and cultural groups. This will be done in a virtual format if there is a risk to staff and participants.
2. Provide communication and marketing of our programs and services across multiple platforms, for our library, our patrons, and our community at large.
3. The Vegreville Public Library was first created in 1920. We were hoping to celebrate our 100<sup>th</sup> Anniversary in 2020. These plans were postponed due to the COVID pandemic. The Plan of Service still anticipates a belated celebration.
4. Now COVID restrictions are removed we plan to work with the local school libraries to share resources where appropriate.



# Your local library is invaluable!

Your library saves money and time, improves lives, and helps people find joy and purpose.

## OUR COMMUNITY SAVED \$656,900 THIS YEAR



**\$288,000** | **\$218,000**  
IN ADULT BOOKS | IN CHILDREN'S & YA BOOKS



**\$1,750**  
IN MAGAZINES



**\$15,800** | **\$21,850**  
IN MOVIES | IN VIDEO GAMES



**\$4,600**  
IN COMPUTER USE

## Library Members have access to many e-resources that save them \$\$



**FREE with your Membership** | **\$14.95/month**  
Overdrive, Libby & Cloud Library | **\$180/year**  
AUDIBLE Membership



**FREE with your Membership** | **\$30.00/month**  
SOLARO | **\$360/year**  
SOLARO full Access Plan



**FREE with your Membership** | **\$19.99/month**  
ANCESTRY LIBRARY EDITION | **\$240/year**  
ANCESTRY Discovery Plus



**FREE with your Membership** | **\$24.99/month =**  
LINKED IN LEARNING | **\$300/year**  
LINKED IN LEARNING

**Library Membership = \$25.00/year for adults, \$12.50/year for seniors**



# Library Budget

The 2020-21 levels of service along with associated costs were greatly affected by the pandemic. The levels of service started to normalize in 2022. This budget uses many of the actual costs from 2019, our last normal service level year, as well as the actual costs experienced to date in 2022 as a basis to estimate the costs for 2023. This years preliminary financial statements for the first 75% of the year up to September 30<sup>th</sup> indicate the Library expenses are 67% of the annual budgeted amount.





# Revenue

The Library uses a combination of provincial grants, its own revenue, and municipal operating grants to determine revenue.

The Provincial grants have not seen an increase since 2015. The Northern Lights Library System has sent a letter to the Provincial Government requesting an increase in this funding. Our Library Board has also sent a letter of support for this initiative. While we hope there is some success in this request, this budget reflects the existing grant structure.

The amount of monies collected from the County of Minburn has not changed for several years. The County uses a formula which utilizes the most recent posted Provincial average library cost per resident. There has been no indication from the County of Minburn that they plan to change this strategy. This budget reflects no change.



# Revenue cont'd

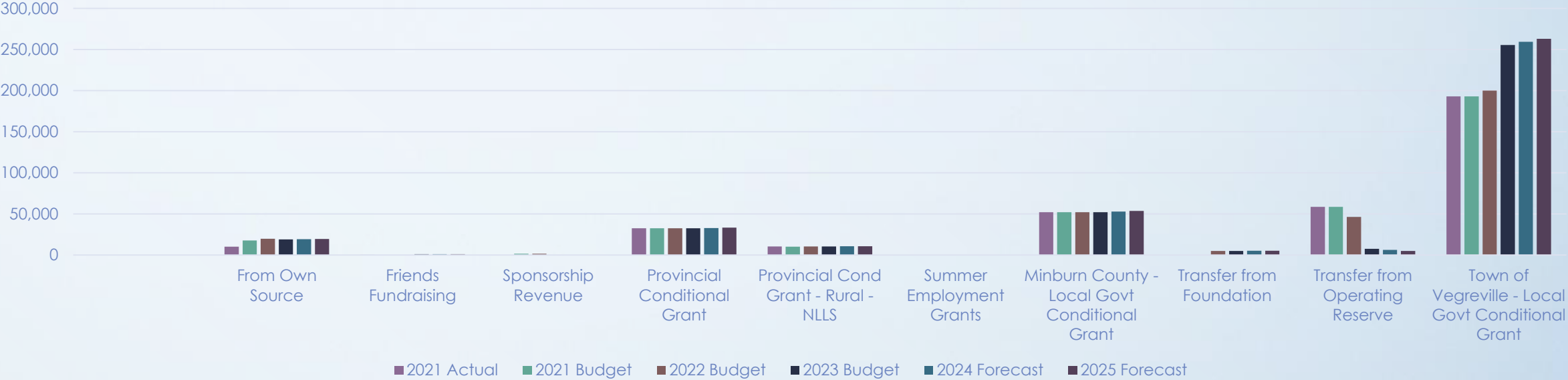
In 2021 we raised our membership fees by \$5.00 for adults and \$2.50 for seniors. Our initial plan was to raise it again in 2022 or 2023. With the current state of our economy, the Board felt it was prudent to postpone this.

The Town's Sponsorship program, managed by the Vegreville News Advertiser, was terminated. Add the financial effect COVID had on the community and this source of Library income has disappeared.

In the past there were problems found with the Library Foundation Alberta Corporate Registry registration. The issues and requirements have since been rectified. Now that the Library Foundation is in good standing, the Board plans to apply for gaming licenses including a Casino License. We understand there is currently a Casino waiting list and expect it to take more than 1½ - 2 years to get.

The Board intends to form a fundraising committee whose sole purpose will be to promote and organize fundraising from all available sources.

Revenue



	2021 Actual	2021 Budget	2022 Budget	2023 Budget	2024 Forecast	2025 Forecast
From Own Source	9,964	17,605	19,605	18,950	19,234	19,523
Friends Fundraising	7	0	0	1,000	1,015	1,030
Sponsorship Revenue	0	1,540	1,500	0	0	0
Provincial Conditional Grant	32,379	32,379	32,379	32,379	32,865	33,358
Provincial Cond Grant - Rural - NLLS	10,409	10,131	10,409	10,409	10,565	10,724
Summer Employment Grants	0	0	0	0	0	0
Minburn County - Local Govt Conditional Grant	51,948	51,948	51,948	51,948	52,727	53,518
Transfer from Foundation	0	0	5,000	5,000	5,075	5,151
Transfer from Operating Reserve	58,628	58,628	46,229	7,468	6,151	4,812
Town of Vegreville - Local Govt Conditional Grant	193,012	193,012	200,000	255,628	259,385	263,196
Total Revenue	356,347	365,243	367,070	382,782	387,017	391,312





# Expenses

Expenditures are balanced with the staffing and operational requirements to provide services as outlined in the Plan of Service.

Hiring a new Library Manager required the Board to review the wages for the position. The Board took this opportunity to also review the wages of all remaining staff positions. Salary surveys available from three regional library systems were utilized. The average salary for communities similar in size to Vegreville were determined. These average salaries were applied to the salary grids for the library staff.

COLA has been set at 5% for 2023 to reflect the need to keep in touch with today's economy. The staff have not had a cost of living increase since 2020. The Alberta consumer price index increased 3.3% in 2021 and is currently at 6.2% for the past twelve months.



# Expenses cont'd

With the loss of staff we experienced during the past year, the Board realized the staff complement, succession planning, and cross training was an issue. An analysis was undertaken to evaluate the number of staff and associated hours of work required to meet the Plan of Service expectations. The total hours of work have been incorporated into the wages and benefits in this budget.

The NLLS have announced a plan to increase their levy by 1.5%. This budget reflects this plan

Operational Expenses include \$5,000 furniture replacement. The money will come from the Library Foundation fund.



Expenses



	2021 Actual	2021 Budget	2022 Budget	2023 Budget	2024 Forecast	2025 Forecast
Wages & Benefits	238,806	257,818	271,702	289,552	292,389	295,264
Collection Purchases	14,114	18,300	18,200	18,200	18,473	18,750
Fees - NLLS	29,853	29,853	29,853	30,575	31,034	31,499
Program Expenses	5,596	3,000	6,500	6,500	6,598	6,696
Operational Expenses	39,369	38,773	39,660	36,850	37,403	37,964
Additional fees paid to the Town	384	1,642	1,155	1,105	1,122	1,138
Transfer to Operating Reserve	28,224	15,857	0	0	0	0
Total Expenses	356,346	365,243	367,070	382,782	387,017	391,312



# Vegreville Secondment Final Report

January 2023

*Prepared by Alliah Krahn, MLIS*

## Introduction

Beginning July 4, 2022, Northern Lights Library System provided secondment services to Vegreville Centennial Library in effort to recruit, hire and train a new library manager. NLLS provided a total of 12 days of on-site support for Board and staff. During this time, NLLS also performed a staffing evaluation including library traffic analysis, staffing hours/role complement, and job descriptions. The following document outlines the highlights (Strengths) and lowlights (Risks) of our findings with some recommendations (Opportunities) for future development.

## Library Operations

### Strengths

- Relationship with the Town of Vegreville is strong, with the Town providing building maintenance and accounting services. The relationship is supported by frequent communication and backed up by a Letter of Understanding. This kind of documentation is ideal for both organizations to understand their respective responsibilities and limits.
- Library has a history of collaborative partnerships with community organizations, which boosts their standing and connections in the community.
- Library space is open and inviting, with a good balance between collection space and public space.

### Risks

- Library policies and provincial legislation relating to working standards have not been enforced. In some cases, the lack of enforcement has resulted in contravention of provincial Employment Standards. This has been addressed with the new manager and can be resolved with increased staff access to information and training on library policies, as well as training for library management on Alberta's Employment Standards.
- Library records are kept on USB drives without password protection or backups. This leaves the information on them at risk both for loss/damage and unauthorized access.
- Account passwords are kept written down in easily-accessible locations. This is a risk for unauthorized access to personal information and puts the library in the position of not having done its due diligence to protect its patrons' privacy in the event of a breach.
- Vegreville is one of the few libraries in Alberta that continues to charge library memberships and late fees. Both of these things pose a major barrier to use and also harm membership stats—for instance, instead of signing each member of the family up for a card, they will share a single card, limiting access for everyone, and also limiting the library's ability to protect individuals' privacy. The library should consider eliminating at least one of these barriers in the near future or offering other mitigating efforts to alleviate the barriers. (Food for fines, welcome basket free membership, etc.)



- The library's current Plan of Service is not always clear in its objectives, and objectives do not always align with the steps to be taken to achieve them. This can make the implementation of the Plan of Service difficult to achieve for the library manager and difficult to measure for the board, ultimately impeding the library's progress towards its goals.

### Opportunities

- Changes and turnover at the Town of Vegreville mean that the library's Letter of Understanding with the Town should be re-negotiated sooner than its 2024 due date. This is a great opportunity to connect with Town staff on the value each organization provides the other, and for the new manager to see what the Town provides that the library could take advantage of.
- The end of Covid restrictions along with the fresh start of a new manager and staff is a great opportunity to begin the process of creating an implementation plan for the Plan of Service.
- There is a lot of support for the library within the community—which could be tapped with specific fundraising projects. Working with the Chamber of Commerce to attract sponsorships and donations from local businesses is one potential way to fund large projects that are outside of the library's current budget; the library's public computers need replacing, which is a very appealing project for potential funders as they are both visible and well-used.
- Tools for communication and organization (Teams, Outlook, Calendar, MS Planner) and training offered by NLLS HQ can help the library move its information and communications to a more secure cloud-based model supported by a professional IT team.

## Human Resources

### Strengths

- Long-term staff with lots of passion and experience.
- Positive energy between staff, healthy collaboration, and teamwork.
- Demonstrated willingness by staff to work together and adapt to emergent situations.

### Risks

- Staff members are contributing unpaid time to their own job roles, including not taking the breaks indicated in library policy and 'volunteering' their time to come early and stay late to ensure services continue running smoothly. This practice runs the risk of contributing to staff burnout and turnover, as well as creating difficulties in assessing the true number of staff hours required to carry out library services.
- The library is understaffed for its current opening hours, resulting in delayed service to patrons and overtime for full-time staff.
- Job descriptions have not been updated systematically for all staff, leading to a situation where every staff member has a different combination of job title and job duties. Job descriptions should be reviewed, updated, and signed annually by staff and management. An ideal time for this is during annual performance evaluations.
- Performance evaluations are a sore spot for staff and have not been completed recently for the manager at all.



- Lack of absence coverage for more specific job duties such as programming or copy-cataloguing risks service interruption during holidays or illnesses. Procedures for handling short- and long-term absences ought to be defined and approved by the board.

### Opportunities

- Updating job descriptions is a great time to evaluate role complement at the library and implement recommendations from the Staffing Evaluation.
- Staff are experienced and passionate about their work and can easily be cross-trained to provide greater flexibility and reduce the risks associated with information silos.
- Updating staff performance evaluation templates and procedures is an opportunity to direct organizational culture towards a growth mindset.
- Updating performance evaluation procedures for the library manager is an opportunity for the library to set good habits with connecting library programs and services to the outcomes of the plan of service. Tying performance goals to the achievement of those plans can help center the library on the values and priorities defined by the board at the time of writing the plan of service.
- Digitizing internal communications and record-keeping is an opportunity to set good habits for communication as staff grows and fewer staff members overlap between shifts.
- Regular 1:1 meetings between staff and manager can improve communication for all and limit staff anxieties towards annual performance evaluations, as there should be no surprises.
- NLLS provides and facilitates centralized training for staff development on relevant topics.

## Community Engagement and Programs

### Strengths

- The staffing complement projected in the 2023 budget is more than enough to staff a robust slate of programs and outreach initiatives.
- Strong interagency collaboration gives a great base to build on.
- Staff have diverse interests and skillsets that can be harnessed in programs and outreach to diversify the program and outreach offerings.

### Risks

- There is currently only one programmer, Val, who is not full-time. Support for library programming should be addressed not only by hiring another position, but by determining absence procedures and assigning other library assistants specific off-desk time to support programs when needed.
- Program evaluations should be used to assess whether the programs are meeting the needs of the community and these results should be reported on to the board for transparency.
- The current definition of 'programming' seems to be fairly narrow and focuses mainly on staff-delivered presentations or activities aimed at children and young families. This focus risks missing out on a lot of opportunities for innovation in areas like conversational/peer-led programming, passive programming, and virtual or hybrid programming.



## Opportunities

- Including programming in Library Assistant job duties would increase flexibility in staff scheduling, as well as tap into the staff's diversity of experience and talents.
- Staff are already providing services such as one-on-one technology training, homebound patron deliveries, and personalized ILL services that could be formalized and captured as programs/community engagement initiatives.
- The model used by the Lego program of using reusable supplies for programs is one that could be replicated for pre-K programs, cutting down substantially on the staff time and supplies budget needed to supply make-and-take craft activities.
- Regular interagency meetings mean there is a wealth of information on community needs available to the library. This information can be used to target underserved groups with needed services and programs that fit the library's mandate, while communicating the opportunities that don't fit to other organizations better suited to fill those gaps.
- Covid, manager turnover, and staff turnover have created the perfect opportunity to evaluate the current program slate on how they are meeting the needs of the community and whether those needs are being met in a way that is responsible with budget and staff time.
- NLLS provides centralized program planning resources and tools to bring innovative programs to Vegreville without exhausting your staff and budget.

## Policies and Procedures

### Strengths

- The library has a regular review process in place for its policy manual with a tracking system to match. Kudos!
- Library staff have worked to build up a base of written knowledge to be used to train new staff members.

### Risks

- The Policy Manual's 'official' version is a printed binder which needs to be updated every time a policy changes. This can lead to difficulties with staff access and trust that its contents are up to date.
- Staff have not been given regular access to the library policy manual and were not aware of the contents of many policies governing their work.
- Having to align policies with the Town of Vegreville risks diluting the library's status as an entity independent from the Town.

## Opportunities

- Having manager, staff, and board working together on the policy committee would create opportunities for greater understanding between multiple layers of library stakeholders, leading to well-informed, stronger policies.
- Creating a digital 'official' version of the library's policy manual would allow it to be hosted on the library's website, giving free access not only to staff members but to the public to whom the documents ultimately belong.



- Current cross-training efforts for staff are a great opportunity for organizational knowledge to be captured as part of a procedure manual.
- Renegotiating the Letter of Understanding between the library and the Town is the library's chance to specify which policies the library really needs to align with the Town's, versus areas the library has more freedom to create policies more specific to its own organizational needs.
- NLLS has a large repository of policies both from HQ as well as from member libraries. Policies can be created from these documents, compared between libraries, and tweaked to suit the needs of Vegreville Centennial Library.
- NLLS Consultants are happy to support policy development research as needed.

## General Recommendations

At all times, but especially as the town and library grow, regular and candid communication is key to ensuring decision makers have the necessary information. We encourage the Vegreville Library staff, management, and board to continue to find ways to enhance their communications both between one another and with outside entities.

## Conclusion

Kira Chalupa is now in place as a library manager, although the library remains at less than full staff capacity. Kira has demonstrated a high emotional intelligence, a dedication to supporting her staff and community, and a thorough attention to detail that will be a great combination as she navigates her new role. Kira will find NLLS, especially her library consultant, a valuable resource in the coming months and she should not hesitate to reach out for information and support whenever needed. Having met with the board several times over the course of this secondment, we would like to express our sincere appreciation for its members' willingness to step up and support their library and its staff. The town itself has demonstrated its commitment to the library's success and its important role in the community and should certainly be consulted with for future innovation and collaboration. All of this together adds up to a very promising future for the Vegreville Centennial Library, and we look forward with interest to seeing where that future takes it.



## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic: Coyote Predator Control**

**Date: February 15 , 2023**

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### **Background:**

At the January 16, 2023 meeting, Council directed Admin to research Coyote Predator Control options for the County of Minburn No.27 and to bring this topic to Committee as a discussion paper this month. I contacted all of our neighboring municipalities to find out what they are doing as well as the Rat and Pest Program Specialist from Alberta Agriculture and Irrigation Karen Wickersen. The province also issues us compound 1080 to issue to producers with confirmed predation:

1. County of Two Hills has no bounty, however they utilize a contract trapper, to trap and shoot for producers however only when they have confirmed predation. They have not had to utilize the contractor in the past year.
2. Lamont County has no Bounty but do offer 1080 from the province when predation is confirmed.
3. Beaver County has no Bounty but do offer 1080 from the province when predation is confirmed.
4. Wainwright County has no bounty but do offer 1080 from the province when predation is confirmed.
5. Vermilion River County has no bounty but do offer 1080 from the province when predation occurs, they also offer trapping and shooting service to producers once predation is confirmed.
6. Alberta Agriculture and Irrigation is discouraging bounty programs as they feel they have limited impact on livestock predation, litter sizes become larger and disease is reduced.

### **Recommended Resolution:**

That the Committee accepts this report as information; and further, to continue to offer compound 1080 to producers experiencing predation, offer contact info for our contract trapper and to not implement a bounty program.



## **COMMITTEE OF THE WHOLE DISCUSSION PAPER**

**Topic: 100 Year Agricultural Award**

**Date: February 3, 2023**

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### **Background**

Previous Council discussion has indicated a desire to implement a 100 Year Agricultural Award, recognizing Farm Families that have produced Agricultural products on their property for 100 years or more. A policy has been drafted and is attached to this discussion paper. The Province of Alberta has a similar recognition program where they award a large bronze plaque which can be placed in the farm home or used as a gate sign outside. For our program, staff felt a nice form of recognition would be to name a two mile stretch of road (in the case of Range Roads) and a One mile stretch (in the case of Township roads) after the family name. A green road sign with the family name could be erected at each end of the road, above the road number sign.

Other potential awards might be a custom made log bench with a recognition plaque mounted in it. Another plaque, or whatever the ASB prefers.

### **Recommended Resolution:**

That the Committee recommends that the draft policy be forwarded to County Council for discussion and approval.

*Attachment: Draft Policy*





## COUNTY COUNCIL

**Title:** 100 Year Agricultural Award

**Supersedes Policy Number:** New

**Policy Number:** CC 3011-01

**Next Review Date:** February 2027

**Approved by Council:** February 21, 2023

**Last Review Date:** N/A

**Resolution No:**

---

### PURPOSE

The purpose of this policy is to recognize the significant contributions of farming/ranching families in the County of Minburn who have continuously owned and actively farmed the same land for 100 years or more.

### POLICY STATEMENT

County of Minburn Council shall present the prestigious "100 Year Agricultural Award" to eligible families who have farmed or ranched in the County for 100 years or longer, and who continue to farm.

### DEFINITIONS

1. "Council" means the duly elected Council members of the County of Minburn No. 27.
2. "County" means the municipality of the County of Minburn No. 27 having jurisdiction under the municipality of the *Municipal Government Act*.
3. "Homestead" means the residence of a person or family which comprises its home, land and surrounding property.
4. "Commodities" means a primary agricultural product that may be bought or sold
5. "100" Year Agricultural Award" refers to the award presented to those farm families who have farmed, and continue to farm, in the County of Minburn for 100 years or longer.

### POLICY GUIDELINES

In order to effectively recognize the significant contributions pioneer farming families have made to the County:

1. The family must have continuously owned and actively operated the same land for 100 years or more.
2. Have a family member still actively farming the land.
3. The land must still be producing agricultural commodities by the owner.
4. The family or individual nominating the farm/ranch family must submit an application/nomination form available on the County's website at [www.minburncounty.ab.ca](http://www.minburncounty.ab.ca)

5. The homestead establishment date must be provided.
6. Historical documentation must be provided, where possible, to show ownership and support homestead establishment date.

#### **PROCEDURE**

1. The Agricultural & Utilities Foreman will review the application.
2. Administration staff will obtain and verify homestead and current land titles as supporting documentation and verification of ownership.
3. To mark the significant milestone, Council will present a honorary "100 Year Agricultural Award" at a County Council meeting, or at the recipient's farm or ranch as they so choose.

---

Reeve



## 100 Year Agricultural Award Application / Nomination Form

The County is proud to recognize farm/ranch families who continue to farm in the County of Minburn for 100 years or longer.

### NOMINEE INFORMATION

Name of Nominee \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Verification of family history attached, please include a copy of the following where possible:

Land Title \_\_\_\_\_ Homestead Title \_\_\_\_\_

Relationship to the original homesteader \_\_\_\_\_

Has the land been owned for consecutive years by the family? \_\_\_\_\_

Is the family still actively farming the land? \_\_\_\_\_

Does the family still reside on the land? \_\_\_\_\_

Background information helps us make a more personal presentation. Please include any additional information you would like mentioned at the awards presentation below or attach a separate sheet if necessary (please note: this information may be edited).

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### APPLICANT / NOMINATOR INFORMATION

Name of Applicant / Nominator \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

The personal information provided by you is being collected under the authority of the *Municipal Government Act* and will be used for the purposes under that Act. The personal information may be made public, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

County of Minburn No. 27  
4909-50 Street, Box 550  
Vegreville, AB T9C 1R6

Email: [info@minburncounty.ab.ca](mailto:info@minburncounty.ab.ca)  
Phone: 780.632.2082  
Fax: 780.632.6296



## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic:** Sale of Unit 904

**Date:** February 15, 2023

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### Background

In 2020 Unit 904 was replaced with Unit 920 from Hub Fire Engines, during that time the County also had sold an underutilized water tender stationed in Vegreville and was awaiting delivery of a wildland apparatus to be placed in Vegreville hall.

Due to delivery delays it was decided to place unit 904 in Vegreville until the new wildland apparatus arrived. After the new wildland unit arrived in 2021, the Vegreville Fire Hall Administration elected to hold off on requesting the return of unit 904 due to the ongoing fire service agreement negotiations. With the agreement being finalized in early 2022, Unit 904 has now been returned to the County.

### Information for the Committee

The unit is the oldest fire apparatus in the County's fleet and it is recommended that Unit 904 be sold via public tender. Administration would first advertise on Alberta Purchasing Connection (APC) and the Alberta Fire Chief's Association to eliminate the time and costs associated with removing the emergency related equipment (decals, lights, siren) if sold to a private individual. However, if there was no interest and/or bids were below market value, the County would not award and advertise locally in the newspapers, on the County website, and social media.

The estimated proceeds are expected to be between \$10,000-\$20,000 from the sale of unit 904 would be transferred into the Fire Reserve for future capital expenditures.

### Recommendation

It is recommended that Council approve the disposal of Unit 904 via the methods outlined above.

*Attachment: Disposal Form and advertisement*

## APPENDIX "A"

### TANGIBLE CAPITAL ASSET DISPOSAL FORM

Date: \_\_\_\_\_

Unit # (if applicable): \_\_\_\_\_

Year, Make and Model: \_\_\_\_\_

\_\_\_\_\_

Serial # (if present): \_\_\_\_\_

Odometer/Hour Meter Reading: \_\_\_\_\_

Reason for Disposal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommended Method of Disposal:

☐ Public Tender      ☐ Auction Mart      ☐ Trade In      ☐ Donation      ☐ Salvage

Requested By: \_\_\_\_\_

Council Approval:      ☐ Approved as part of Budget

☐ Motion Required

If approved in Budget, identify budgeted sale proceeds: \_\_\_\_\_

CAO Approval: 



## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic:** Advertising Bylaw  
**Date:** February 15, 2023

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### **Background**

According to Section 606 of the MGA, specific bylaws, Council resolutions, and certain hearings must be advertised through a local newspaper that circulates in the broader area or such a notice must be delivered to every resident of the County via mail. Historically this has been done by advertising in the Vegreville News Advertiser and on occasion the Vermilion Voice. The downside to advertising solely in the newspaper is primarily the declining readership as well as cost to advertise but this method of advertising also requires additional human resources for coordination of the ads/proofing, etc. We have often supplemented this method of advertising by also posting on our website and/or social media to ensure the wide dissemination of the notice or message.

Section 606.1 of the MGA does allow for the County, by bylaw, to have the latitude to use electronic means of advertising as an alternative to newspaper advertising or mailing out of a notice unless otherwise specified in the MGA (eg: advertising a public auction in the Alberta Gazette).

### **Information for the Committee**

The proposed bylaw does not eliminate the use of newspaper or the mail for informing residents, but instead makes them one of a variety of options that could be used as opposed to them being a requirement.

The underlying principle that will guide the decision on how and where to advertise will be based on Council's degree of satisfaction that the proposed method(s) of advertising will reach the residents that will be impacted by the bylaw, notice, hearing, etc.

Administration's responsibility in this regard will be to undertake the necessarily due diligence to rationalize and communicate the advertising methods in their recommendations to Council. It is anticipated that eventually there will be a general understanding and acceptance between Council and Administration about which methods will be used routinely.

Before this Advertising Bylaw can be enacted it must be advertised and a public hearing held in accordance with Section 606 of the MGA. The bylaw must also be made available for public inspection.

### **Recommendation**

It is recommended that Council support the bylaw and would be prepared to give first reading to the Advertising Bylaw 1337-23 at a future Council meeting.

### ***Attachment:***

Draft Advertising Bylaw 1337-23

## **COUNTY OF MINBURN NO. 27**

### **BYLAW NO. 1337-23**

A BYLAW OF THE COUNTY OF MINBURN NO. 27, VEGREVILLE, IN THE PROVINCE OF ALBERTA TO ESTABLISH ALTERNATE METHODS OF ADVERTISING STATUTORY NOTICES.

WHEREAS, pursuant to Section 606 of the *Municipal Government Act*, a Council must give notice of certain bylaws, resolutions, meetings, public hearings or other things by advertising in a newspaper or other publication circulating in the area, mailing or delivering a notice to every resident in the affected area or by another method provided for in a bylaw under Section 606.1;

AND WHEREAS, pursuant to Section 606.1(1) of the *Municipal Government Act*, a Council may by bylaw, provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in Section 606.

AND WHEREAS, Council is satisfied the advertising method set out in this Bylaw is likely to bring matters advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be held;

NOW THEREFORE, the 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 may be cited as the “**Advertising Bylaw**”.

#### **2. DEFINITIONS**

- 2.1 “Council” means the duly elected Council of the County of Minburn No. 27.
- 2.2 “County” means the County of Minburn No. 27.
- 2.3 “Detailed Notice” means a notice containing all the information required under Section 606 of the *Municipal Government Act*.
- 2.4 “*Municipal Government Act*” means the Municipal Government Act, RSA 2000, Chapter M-26, as amended or replaced from time to time.
- 2.5 “Social Media” means any electronic online form of communication through which groups of users share information and content.

#### **3. APPLICATION**

- 3.1 This Bylaw applies specifically to those items identified in Section 606 of the *Municipal Government Act*.
- 3.2 This Bylaw does not apply to those items addressed in other Sections of the *Municipal Government Act* that require alternative advertising requirements such as advertising of public auctions as identified in Section 421.

#### **4. METHODS OF ADVERTISING**

- 4.1 Any detailed notice required to be advertised under Section 606 of the *Municipal Government Act* of a bylaw, resolution, meeting, public hearing or other things may be given, in accordance with the timelines prescribed in Section 606 by the following methods:



- (a) Advertising the notice prominently in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is being held; and/or
- (b) Mailing or delivering the notice to every residence in the affected area; and/or
- (c) Electronically posting the notice prominently on the County’s official website; and/or
- (d) Electronically posting the notice prominently on any of the County’s official social media sites.

4.2 The County shall make detailed notices available at the County Administration building.

**5. SEVERABILITY**

5.1 If any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

**6. EFFECTIVE DATE**

6.1 This Bylaw comes into force on the date of the third and final reading passed in Council with unanimous consent of the members present.

FIRST READING.....

PUBLIC HEARING held on the \_\_\_\_ day of \_\_\_\_\_

SECOND READING.....

THIRD READING .....

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer



## **COMMITTEE OF THE WHOLE DISCUSSION PAPER**

**Topic:** County Leased Land – Canada Food Grains Bank Option  
**Date:** February 15, 2023

---

### **Background**

At the December Committee of the Whole meeting, Councillor Anderson brought up the possibility of participating in a program where the County's leased lands could be used to facilitate a donation to a food bank type of organization. Based on this suggestion, Council directed Administration to investigate this possibility as an alternative to entering into lease agreements with local agricultural producers for three parcels of land where leases have or are expiring on or before March 31, 2023.

### **Information for the Committee**

Administration's investigation led to an organization known as the Canada Food Grains Bank (CFGB). This organization touts themselves as a "Christian Response to Hunger". It focuses on ending world hunger but also plays a role in providing emergency assistance related to natural disasters and world issues. It does not appear that CFGB provides a direct benefit to the immediate local area in terms of addressing hunger and those accessing the food bank.

Through the organization, individuals and organizations can donate one of three main ways:

- Participate in a Growing Project whereby the resulting crop is sold at market value and the proceeds less any crop input costs are donated to CFGB
- Provide direct Corporate support through the donation of funds, inputs, promotion, etc
- Initiate or participate in a Fundraiser

A straight donation of the leases proceeds would be approximately \$5,000 per year but donation of County generated funds for a non-local cause may not be politically palatable.

However, there is the potential to significantly increase the donation if the County were to organize/participate in a Growing Project. A growing project involves the gathering and coordinating of farm inputs using local resources that will enable the project to plant, grow and harvest a crop that can be sold on the open market with the bulk of proceeds being donated to the CFGB.

There is an active CFGB Growing Project in the Vegreville area (see attached map). This project is on lands that are situated on the parcel across the road from the crop land that is leased out by the County. Contact was made with the coordinator for the project: Darren Achtymichuk. It appears there are multiple local area producers operating as a volunteer board that seeks out donations or offerings of goods, service, equipment in order to plant and harvest a crop. Darren also indicated that Viterra also typically offers a small premium on the prices when the crop is sold. Kyle Bodnarchuk from Wilde and Co serves as the Treasurer for this Growing Project. Darren indicated that in 2022, they generated about \$95k of revenue of which \$80k was donated. Darren was asked about the possibility of taking on additional lands to add to his growing project but unfortunately, his group was not interested given the considerable time required to secure resources for their own project, as well as the poor access to the parcel from the south side of the highway, etc.

The ability to leverage the land for the potential of increased donations is definitely there, but there would also need to be a significant contribution from interested farmers in the immediate area to get the project off the ground especially for 2023. Given its proximity to the other project, there could also potentially be a competition for the some of the donated resources which could hamper the success of both projects.

One possible alternative that may facilitate the future organization of a County sponsored/involved Growing Project may be to participate in/donate to the existing Growing Project. If the current Growing Project group was receptive to the idea, it could be a useful way to gather information and experience or to work collaboratively in the future.

## **Recommendation**

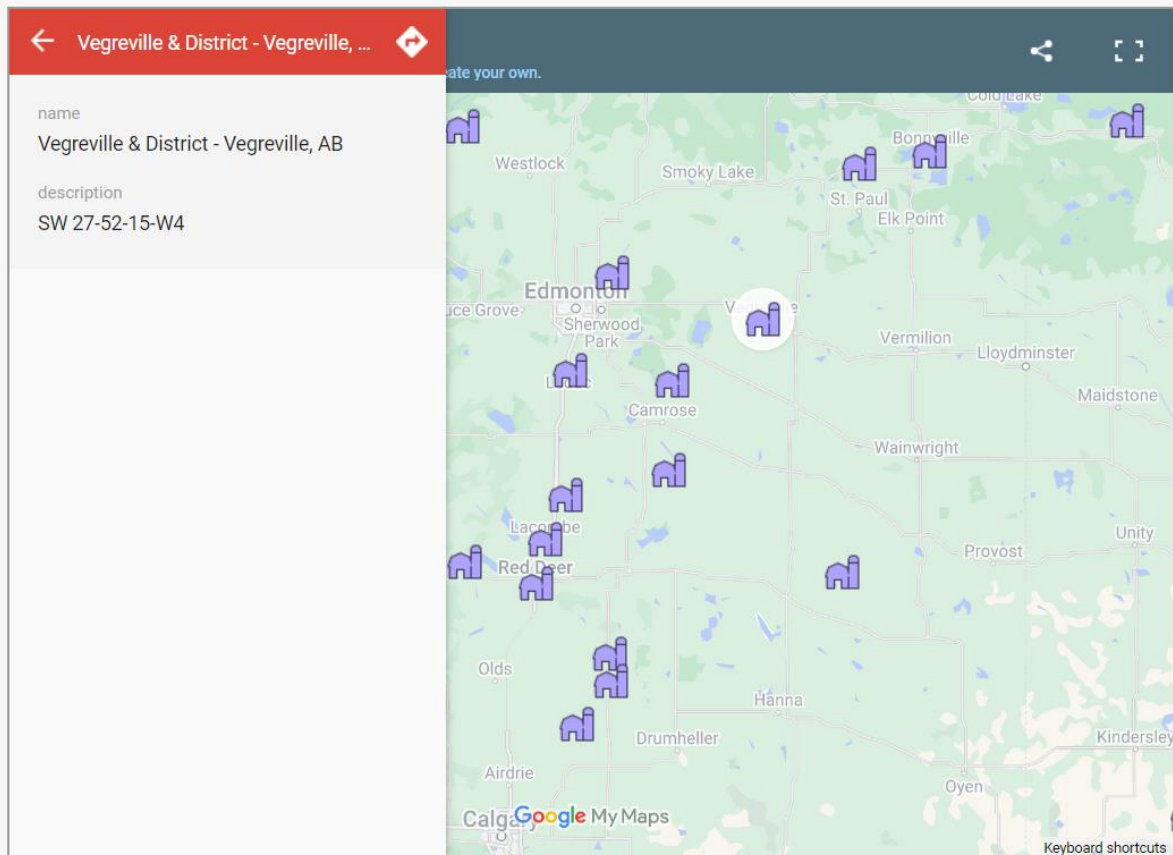
It is recommended that Council continue to lease out the County owned lands in question for the next three-year period while it contemplates how best to pursue a similar opportunity in the future.

Reviewed by



Interim CAO

***Attachment:***







# 2022 ANNUAL REPORT



# Message from the Chair and Executive Director

## If there is one word that exemplifies the work of Canadian Foodgrains Bank in 2021-22, it would be resilience

As the entire world coped with the collective trauma of the ongoing pandemic, numerous communities and countries had the added burden of dealing with violent conflict – as well as poverty, inequality, and inadequate food systems that leave millions of women, men and children food insecure. In the wake of so many crises and disruptive processes, the Foodgrains Bank has stayed the course and become even more resilient.

We spent much of the past year extensively consulting with our stakeholders in Canada and around the world. Building on our nearly 40 years of Christian service, we created our new strategic plan entitled Until All Are Fed. The strategic framework launches us into the next five years and deals with big issues that cause increased hunger in our times including climate, the consequences of the pandemic and conflict.

As always, we are rooted and grounded in our core values and the belief that humankind is created in the image of God and that no person should go hungry. The availability of and access to food is fundamental to everything we do, and we intend to continue onwards until all are fed.

This annual report will walk you through a summary of our work in 2021-22. We hope it shows how our network is united in being propelled into the future, continuing to work towards a world without hunger – and we hope it inspires you to continue with us on this mission.



*Andy Harrington, Executive Director*



*Kenneth Kim, Board Chair*

### DEFINITION

**Resilience is the ability of a system or organization to respond to or recover readily from a crisis or disruptive process.**







Ruth Erukudi from Nakwamekwi area in Turkana, Kenya displays the amaranth plants growing in her kitchen garden to ADRA Kenya project volunteer John Ekeno. (Photo: Solomon Mutisya, ADRA Kenya)

## Our Mission

**Working to end global hunger.**

## Our Vision

**A world without hunger.**

## Our Identity

**Canadian Foodgrains Bank is a partnership of Canadian churches and church-based agencies working together to end global hunger.**



# Our Work

**In 2021-22, our members provided assistance to 939,447 people in 34 countries**

**THROUGH OUR MEMBERS AND THEIR PARTNERS WE PROVIDE**

- **EMERGENCY FOOD ASSISTANCE**

Violent conflict, climate change, political upheaval, natural disasters and economic disruptions cause humanitarian crises that lead to millions of people facing hunger every year. Our emergency food and nutrition assistance provide families with support to survive and recover from the hardships caused by circumstances like these.



- **LONG-TERM RESPONSES**

Our long-term development work focuses on supporting families' efforts to provide food for themselves. This includes helping rebuild livelihoods after a crisis, promoting sustainable farming practices, and working with communities to strengthen their ability to respond to natural disasters and a changing climate.



**WE ALSO WORK TO ENGAGE CANADIANS AND GOVERNMENTS IN WORKING TOGETHER TO END GLOBAL HUNGER.**

We do this by informing and inspiring actions like giving, learning, praying and advocating. We also engage decision makers in government to improve and enact policies needed to end world hunger.



Sugarcane farmer Previlhomme Dugue and his wife live in Sanayi, Nippes department, Haiti, which was severely affected by the August 2021 earthquake. World Renew Haiti provided the family with emergency food assistance rations and cash transfers, along with agricultural support. (Photo: Carl van der Boom)



# Emergency Food Assistance and Long-Term Responses

At the Foodgrains Bank, humanitarian relief and long-term development both aim to improve food security for people. However, one is focused on the immediate needs and the other is focused on food security in the long-term.

Emergency Food Assistance	Long-Term Responses		
Humanitarian relief	Long-term development work		
Responds to a specific crisis	Aimed at systemic change		
Focused on immediate lifesaving food assistance	Works to alleviate poverty, enhance livelihoods and build resilience to increasing natural disasters		
Includes activities like:	Includes activities like:		
 Food baskets	 Cash transfers	 Agricultural training	 Livelihood training
 Vouchers for local vendors	 Electronic money transfers	 Marketing training	 Collective self-help groups

# Partnering with the Government of Canada

The Government of Canada continues to partner with the Foodgrains Bank and its members in responding to hunger needs around the world. In 2021-22, this included the Government of Canada renewing its long-term institutional grant agreement with Canadian Foodgrains Bank by providing \$75 million over three years to continue responding to food emergencies around the world. Announced in December 2021 by Hon. Harjit S. Sajjan, Minister of International Development and Minister responsible for the Pacific Economic Development Agency of Canada, the grant will be used to fund emergency response projects implemented through the 15 member agencies of Canadian Foodgrains Bank.



**\$20 million**  
**The Government of Canada**  
**has provided a \$20 million**  
**grant to reach**  
**120,000 people**  
**experiencing food insecurity in**  
**8 countries**  
**Burundi, Democratic Republic**  
**of Congo, Kenya, Nigeria,**  
**South Sudan, Madagascar,**  
**Pakistan and Zimbabwe**  
**over 33 months**

## Norwegian support

The Government of Norway affirmed the Foodgrains Bank's Scaling Up Conservation Agriculture (SUCA) program by providing \$4.25 million to continue the work in Ethiopia. The Norwegian Agency for Development Cooperation (NORAD), a directorate under the Norwegian Ministry of Foreign Affairs, recognized the program's success in engaging Ethiopian farmers and wanted to support the expansion of conservation agriculture in Ethiopia. NORAD is providing funding through The Development Fund of Norway.

## Today's Recovery, Tomorrow's Security



The Humanitarian, Early Recovery and Development program helps people in several countries experiencing hunger who have been disproportionately impacted by the economic effects of the COVID-19 pandemic, along with conflict, displacement and climate events. The design of each project varies by country, but each incorporates a nexus approach which involves providing emergency food assistance as well as development activities. This will provide a strong foundation for building resilience and setting families up to move out of poverty in the long-term.



In Pakistan, communities used camels to transport their food. (Photo: Community World Service Asia)

# Humanitarian Assistance amidst rising conflicts

Even more than in other years, the majority of Foodgrains Bank funding commitments in 2021-22 were dedicated to respond to humanitarian crises emerging from conflicts around the globe. And while these violent conflicts rage, the numbers of people facing hunger continue to climb.

## Lifesaving food assistance helps mothers thrive

Civil war with increasing attacks has left two-thirds of South Sudan with high food insecurity. Things have deteriorated in several regions that were hit with extreme flooding, COVID-19 and the persistent poor economic conditions.

Nyachar Kueth Kang is a 28-year-old mother of five. Her husband Kom Maluet is unemployed and because of a paperwork mix-up, the family was left sharing and borrowing food from her mother and neighbours.

Through megaphone announcements in Rubkona camp, Kang discovered Mennonite Central Committee Canada's partner South Sudanese Development and Relief Agency (SSUDRA) was providing food assistance for the most vulnerable, internally displaced people.

After registering with SSUDRA, she received sorghum, beans, cooking oil, salt and cash for milling flour. The food assistance was timely because Kang was pregnant: "It could've been difficult for me to survive

with the child without the nutritional foodstuffs that I needed for strength and the child's growth."

Also in Rubkona, Nyadiang Totjal lost contact with her husband in one of the conflicts. She and her five children were left with no access to food, although sometimes she joined local women to forage in the forest for water lilies to eat, and firewood and reeds to sell. She used the money to buy food, but her family only ate once a day and malnutrition weakened their immune systems.

Totjal was able to register with SSUDRA and the food assistance improved her family's nutrition.

"As a Christian, together with my children, we prayed to God and we got the food," she says. "This is a first for us to get such quantity of food. Now, we have two meals on our table per day."



Nyachar Kueth Kang carries home bags of sorghum she received during a food distribution in Rubkona camp. (Photo: Mennonite Central Committee Canada)

## Trying to serve in Afghanistan



Foodgrains Bank's members and other humanitarian agencies are still unable to provide much-needed assistance in Afghanistan due to legal barriers in Canada.

"Nearly 23 million people in Afghanistan are facing acute food insecurity and our members have programs ready to go," says director of public policy Paul Hagerman. "We need Canada to remove legal barriers to providing support in Afghanistan as soon as possible so we can implement programs to support the people of Afghanistan in their time of need."






# Our work in times of emergency

## Last year we approved funding of food assistance for 402,072 people living through humanitarian emergencies in 19 countries

Food security – access to sufficient, safe and nutritious food that meets dietary needs for an active and healthy life – is a massive issue in times of emergency. Whether people are fleeing from war, living through the effects of drought or trying to survive after a major weather event, emergency food and nutrition support provided

through our members helps people to overcome and get past the crisis. It's women and children who are hardest hit, that is why some of our member-led food assistance projects provide special fortified food. This provides pregnant and nursing mothers and young children the added nutrients they need.

## Disasters and crises we responded to in 2021-22\*

AFRICA	PEOPLE SERVED	BUDGET	
Conflict in DR Congo	14,254	\$2,397,001	
Conflict in Mozambique	8,750	\$678,883	
Conflict in Nigeria	12,930	\$1,097,230	
Conflict and flooding in South Sudan	12,221	\$2,097,592	
Conflict in South Sudan	16,791	\$1,437,680	
COVID-19 in Kenya	2,800	\$171,672	
Drought in Ethiopia	12,760	\$376,353	
Drought in Kenya	28,200	\$1,630,373	
Drought in Madagascar	9,000	\$875,808	
Drought in Somalia	29,276	\$1,002,083	
Economic crisis in Sudan	11,004	\$800,472	
Flooding in South Sudan	2,282	\$501,590	
Flooding in Zimbabwe	12,900	\$360,688	
Nyiaragongo Volcano displacement in DR Congo	2,005	\$266,642	
Refugees returning to Burundi from conflict and drought	21,000	\$66,618	
Tigray Crisis in Ethiopia	29,285	\$2,211,145	
Tropical Storm Ana in Malawi	12,500	\$251,600	
			
ASIA & THE MIDDLE EAST	PEOPLE SERVED	BUDGET	
Conflict in Syria	65,796	\$4,330,515	
Conflict in Yemen	22,535	\$2,784,224	
COVID-19 in India	19,424	\$915,277	
Economic and refugee crisis in Lebanon	3,819	\$1,562,000	
Syrian refugee crisis in Lebanon	23,512	\$2,470,015	
			
AMERICAS	PEOPLE SERVED	BUDGET	
2021 Haiti Earthquake	5,000	\$852,191	
Economic crisis in Venezuela	5,251	\$1,365,121	
Extreme malnutrition in Haiti	12,621	\$350,000	
Refugees from Venezuela in Colombia	6,156	\$1,036,296	
			

\*These numbers only apply to Foodgrains Bank's humanitarian projects, although our nexus programming also includes a humanitarian component.



# Causes of Hunger

## There's enough food in the world for everyone to receive the nutrition we all need

### So why are so many people living with hunger?

We focus on the following leading causes of hunger:

#### Poverty and Inequality

People living in poverty can spend up to 75 percent of their income on food. In order to cope with unexpected expenses, a drop in income or a rise in food prices, many cut back on the meals they eat each day. Groups facing discrimination (women, the elderly, people living with disabilities, or racial, ethnic and religious minorities) experience a disproportionate amount of hunger due to poverty.



Social and political tensions around Burundi's disputed presidential elections in 2015 caused violent conflicts and adversely affected food security. Over 400,000 fled to neighbouring countries and refugees are gradually returning, but flooding, landslides and the pandemic are causing returnees to struggle to find enough to eat. Canadian Lutheran World Federation supported Lutheran World Federation Burundi with a combined humanitarian and development project in Ruyigi and Cankuzo provinces.

#### Conflict

The growing number of conflicts around the world is a key reason why the number of people facing hunger in the world today has been rising. Conflicts result in people being forced from their homes, work and sources of food.



#### Climate change and natural disasters

Changing weather and extreme weather events are disrupting food production around the world. Small-scale farmers have no back up when their crops fail due to drought or flooding.



#### Food system failures

Food systems include the methods food is produced, harvested, processed, packaged, transported, distributed, prepared and consumed. When any of these elements break down, people are prevented from getting regular access to enough nutritious food to lead active and healthy lives.

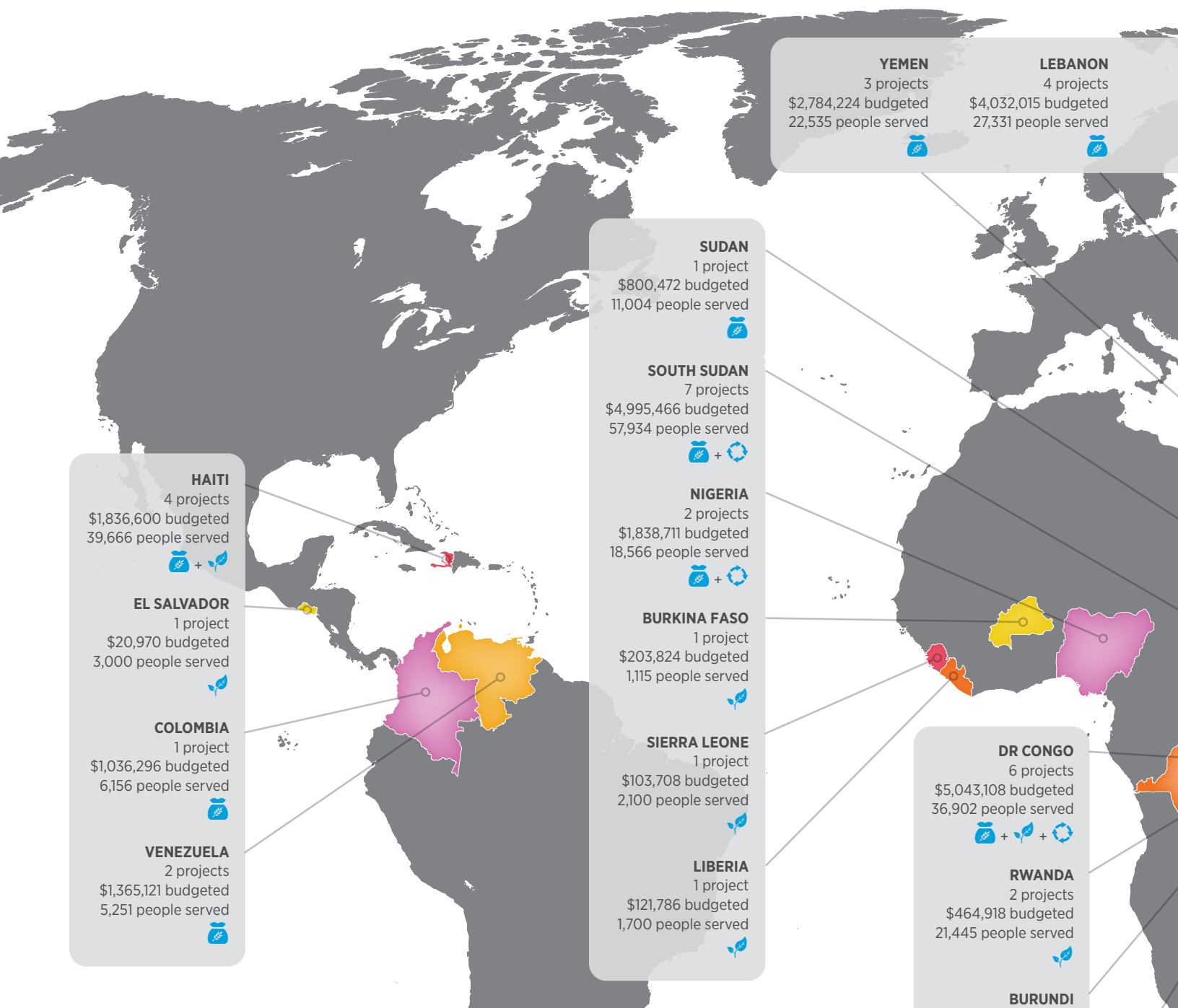


Agricultural practices, trade policies, market conditions and food waste can all impact the numbers of people facing hunger around the world.

In Lebanon, Canadian Baptist Ministries is supporting Lebanese Society for Educational and Social Development with a food assistance project for Syrian refugees. Syrians are not yet able to safely return to their country and food insecurity continues to be an issue among refugees in Lebanon partly because restrictive labour laws hinder their ability find work. Refugees receive a monthly food basket, with rice, flour, beans, pasta, bulgur wheat, lentils, vegetable oil, sugar, salt, canned tuna, tea and tomato paste.



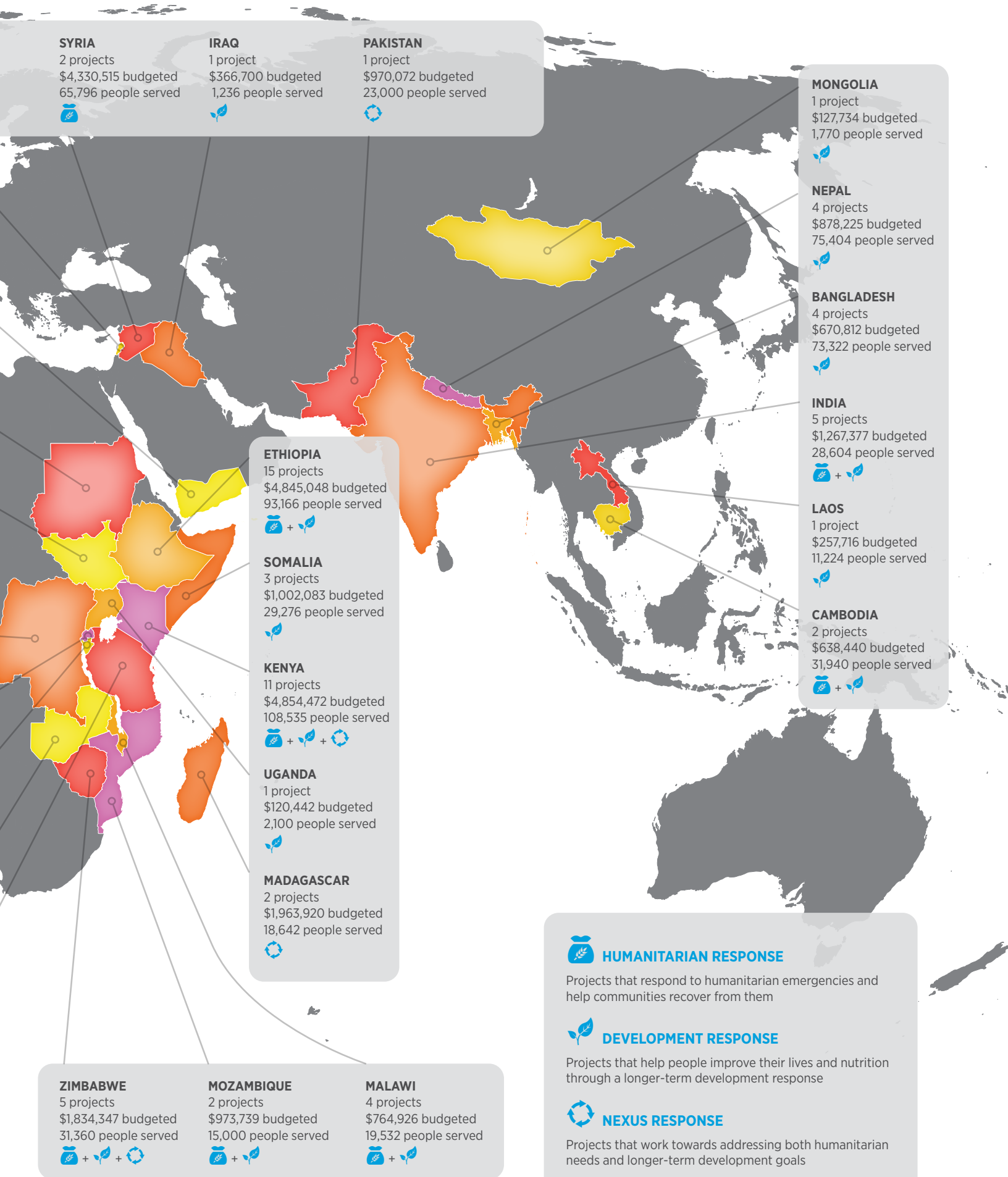
Syrians taking refuge in Lebanon ride back to their families with food boxes received from the MERATH distribution centre in Zahlé, Lebanon. (Photo: MERATH)



# Responding to hunger

Projects funded from April 1, 2021 to March 31, 2022

	Number of countries	Number of projects	Dollars budgeted	Number of people served
AFRICA	19	70	\$31,837,769	523,212
ASIA	11	28	\$16,323,830	362,162
AMERICAS	4	8	\$4,258,987	54,073
TOTALS	34	106	\$52,420,586	939,447





# Responding to long-term hunger

**In 2021-22, we approved funding to support 442,373 people facing long-term hunger and malnutrition in 24 countries**

Our development work focuses on supporting families' efforts to lift themselves out of poverty. This often involves working with communities to bolster their ability to rebound after natural disasters including:

- helping families rebuild their livelihoods
- offering training on conservation agriculture
- improving nutrition for families

## Bangladesh

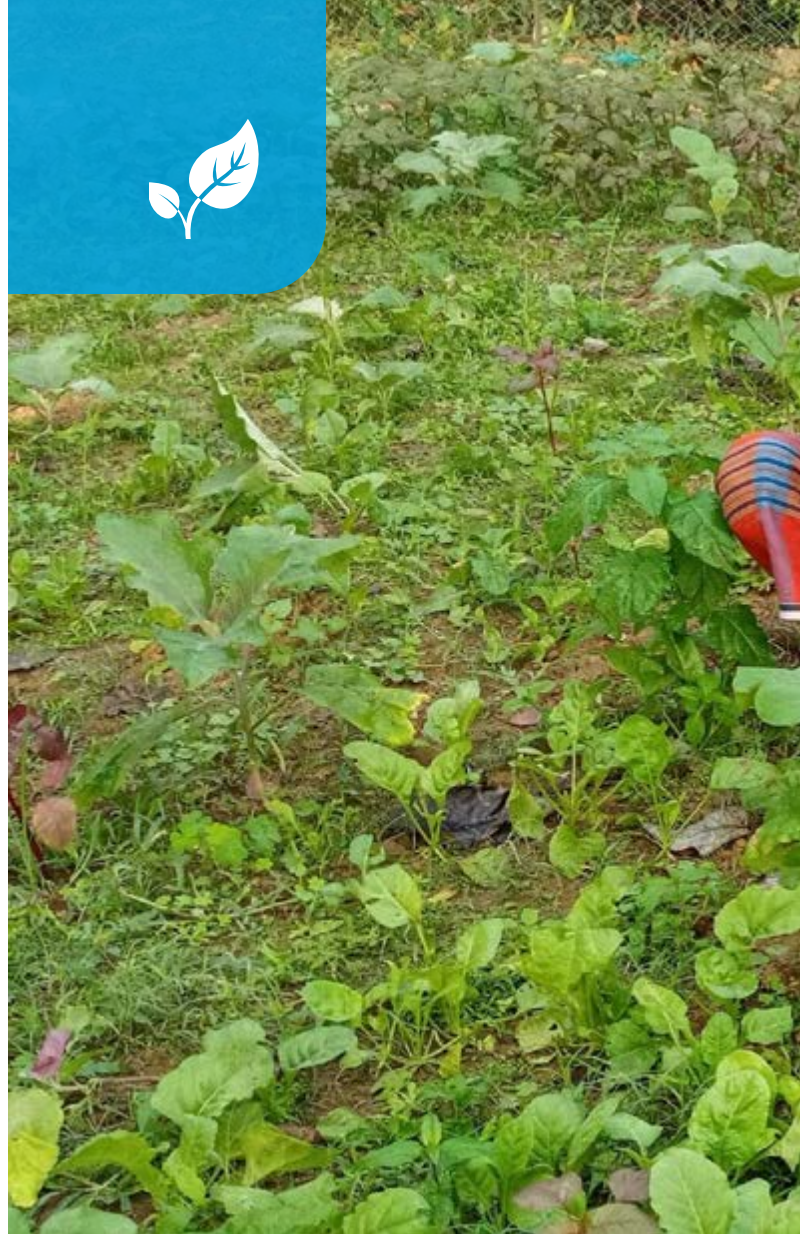
Al Amin Mia is a small-scale farmer with land in Chaklengura village that he cultivates to help feed his family. In the past, he tried to grow different types of vegetables, but was never able to see good results.

World Renew continued supporting World Renew Bangladesh and Participatory Action for Rural Innovation (PARI) with a one-year extension of a nutrition project in northern Bangladesh. The country faces formidable challenges such as adolescent pregnancy and neonatal mortality and the program focuses on care and nutrition during pregnancy. The project also offers training for micro-enterprises and leadership for the most vulnerable households.

Al Amin's wife Mahima is part of PARI's women's health development group and at one of the meetings was introduced to training for homestead gardening. Since Mahima was pregnant, the group selected Al Amin to receive training.

He made compost and beds and successfully grew vegetables like red and green spinach and tomatoes.

"This training has been very effective for me. It was practical in the garden and I got continual support from the agriculture officer. My wife didn't want to eat vegetables before as they were expensive, but she and my family gradually became used to eating vegetables," he explained. "I also demonstrated my garden to others



and two neighbours are now growing vegetables and eating from their garden. I will continue gardening like this in the future and give my education to others. Thank you for such effective training that benefits my whole family and community."

## Indonesia

ADRA Canada is supporting ADRA Indonesia with an agriculture and livelihoods project in Central Sulawesi, Indonesia.

Since an earthquake in 2018 that resulted in extensive loss of livelihoods, farmland and assets, the region has faced high food insecurity and relied on food assistance. Loss of livestock and little access to employment meant a general decline in household incomes.

Before the earthquake, Ibu Sriyani, a single mother of four who lives in Tuva village, provided for her





Al Amin Mia picks spinach in his kitchen garden.  
(Photo: PARI Development Trust)

family working on her cocoa farm. She lost her house and farm in the earthquake and sometimes wasn't able to buy food for days.

"We lost almost everything, our house, our farm, our source of livelihood and income," recalls Sriyani. "We couldn't even buy food since local stalls were all destroyed."

ADRA Indonesia approached her to partake in economic recovery training including advanced cocoa farming techniques.

"We learned many things: how to plant, to prune and how to process cocoa into chocolate snacks," she explained.

She now can provide for her family's expenses, education fees and support one of her children in university, and is even considering buying wood to build a house.



After an earthquake in Indonesia, Ibu Sriyani (above) and other local farmers are finding success with new cocoa farming techniques learned through ADRA Indonesia.  
(Photos: ADRA Indonesia)



# Engaging with government and Canadians to end global hunger



## Engaging governments is not short-term work. It's about building relationships with elected officials, civil society, even within our own sector

The Foodgrains Bank would like to see Canada allocate 0.7 percent of its Gross National Income to Official Development Assistance (ODA). With the recent increase in ODA, it is currently a little over 0.3 percent, and this past year saw some unexpectedly good steps forward.

Led by our public policy team, the Foodgrains Bank has been advocating with the government for international climate finance for a decade. This is money government dedicates to addressing climate change in developing countries. In conversations with government leaders, we've asked that money be directed to support small-scale food producers adapt to the erratic weather patterns they are now experiencing in their own communities.

In February 2022, the Minister of International Development, the Honourable Harjit S. Sajjan, announced that \$315 million will be dedicated to climate adaptation in sub-Saharan Africa to increase resilience through nature-based solutions. This fund can address the environmental challenges that caused an increase in global hunger. This means our members can now apply for some of this money to support the ongoing work of their local partners, such as conservation agricultural training and the ability to create innovative new projects.

Many Foodgrains Bank supporters lent their voices to make this announcement happen. Through our 2021-22 year, 151 people sent letters through our online letter builder to MPs, asking for this very thing.



Edmonton Strathcona MP Heather McPherson (top, right) and legislative assistant Laveza Khan (bottom, right) met with Amy Zavitz (top, left) and Emily Eising (bottom, left) from Youth Hunger on the Hill.

As part of a learning and advocacy training event, 15 Foodgrains Bank supporters, including 11 young adults, met with MPs and government leaders to share their concern for people who produce food for a living, and yet continue to be vulnerable to hunger.

Canadians taking advocacy action means concrete results in the fight against global hunger.

**I believe my understanding of what food security means has gained depth and breadth especially knowing the four pillars of food availability, food accessibility, food utility and food sustainability.**

Fayo Banjoko  
*Youth Hunger on the Hill participant*

## Canadians engaging on global hunger

### Top 5 resources accessed from our resource library:

1. World Food Day: Hope in Times of Trouble
2. Forced to Flee
3. Hunger for Justice Youth Guide
4. Election Resource
5. Growing Her Future Documentary



MP Mike Lake (Edmonton Wetaskiwin) and his staffer Holly Shields (bottom row) huddled virtually with Hunger on the Hill participants Fayo Banjoko, Gabrielle Edwards and Jill White (top row).

# Support from coast to coast

Every province in Canada has a different culture and flavour. And just as varied are the ways our supporters engage with Canadian Foodgrains Bank across the country.



## Ontario

Before Christmas, the Christian Farmers Federation of Ontario (CFFO) hosted a matching donation campaign for its members to celebrate a new partnership with the Foodgrains Bank. Any donation made to the Foodgrains Bank as part of the Giving Tuesday campaign was matched by CFFO dollar for dollar, up to \$10,000. In the end, CFFO was overwhelmed by the generosity of its members and increased its original matching commitment to \$15,000, bringing the campaign total to \$48,510.

## Manitoba

The Killarney Livestock Auction raised funds to help with relief efforts for Haitians affected by the 7.2 magnitude earthquake that struck on August 14, 2021. The idea came from Nancy Howatt, who found she had oat straw to spare. She wanted to auction it off to farmers in need to feed their cattle in the midst of a drought year and then donate the proceeds to the Foodgrains Bank's Haiti appeal. Her idea ended up spurring on a group of 11 farmers who donated straw and some corn silage sold at the auction. In the end, they raised more than \$15,000 for Primate's World Relief and Development Fund's account with the Foodgrains Bank.

## Saskatchewan

For the eighth year in a row, Jake Doerksen and his family hosted an old-time threshing bee for the community of Carrot River. Using antique threshing equipment, the event gives some of the older farmers a chance to shine as they showcase how pioneers brought in the harvest. A lunch of homemade Mennonite farmers sausage is served to those who give donations. The event raised almost \$1,700 for the Foodgrains Bank via Carrot River Mennonite Church.

## Alberta

An hour west of Fort Kent, the Northeast Growing Project works to raise awareness and funds for the Foodgrains Bank's development work. One of the creative ways they do this is by auctioning off a silver shovel every year. The highest bidder gets their name engraved on the shovel, and they get to keep it in their business, church or home for the year. The money from the shovel auction goes towards the group's annual donation to the Canadian Foodgrains Bank, totalling over \$650,000 in the past 23 years.

## British Columbia

In Surrey, B.C., grade 12 student Siena van Tol spent months in her automotive class diligently restoring a vintage 1977 Honda motorbike with a new battery, tire tubes, fuel switch and filters. Her attention to detail paid off when the motorcycle was auctioned off for \$1,300 in the Make a Difference Sale in Abbotsford contributing to the \$289,355 raised at that event.



For over a decade, grain farmers Amanda and Michael Eisses from Debert, Nova Scotia have volunteered with Harvest 4 Hunger growing project. In summer 2021, they planted a barley crop which sold through Trinity United Church. (Photo: Brenda Leenders)



A threshing bee using antique machines has become a community staple in Carrot River, Saskatchewan. (Photo: Jake Doerksen)



# Donations by province 2021-22

GROWING AND COMMUNITY PROJECT DONATION AMOUNTS ARE HIGHLIGHTED IN YELLOW



# Commentary on financial results

## Revenue

Donations in 2021-22 reached \$18.6 million. Member agencies transferred another \$10.8 million to the Foodgrains Bank.

Donations come from individuals, congregations, companies, and growing and community projects.

Revenue of \$31.8 million in Global Affairs Canada (GAC) funding was recognized in 2021-22. GAC funding consisted of the Institutional Support grant and the Humanitarian, Early Recovery and Development (HERD) grant. Humanitarian Coalition grants include funds to support crisis responses in Lebanon, India, and Haiti. The Development Fund Norway grant supports Scaling Conservation Agriculture-Based Sustainable Intensification in Ethiopia (SCASI) with \$276,709. Foundation grants consist of: \$435,341 received from the Bill and Melinda Gates Foundation to support the Good Soil policy campaign and \$173,576 from the David and Lucille Packard Foundation to promote conservation agriculture in Ethiopia.

Interest is earned on deposits. Other income includes membership fees, income earned from services provided, and other special funding.

## Expenses

International program activities of \$52.5 million was spent to provide and distribute food assistance, to support agriculture and livelihood, and nutrition programs. International program management of \$1.7 million was spent to cover the cost of managing, facilitating and monitoring the international program.

Public policy and public engagement include work in policy research, advocacy and hunger education. Resource gathering and communications expenses include fundraising, communications with the public and support to volunteers.

Administration includes costs such as office rent, telephones, administrative staff, membership fees and governance.

**The Foodgrains Bank continues operating as a bank building up resources in some years and drawing them down in others. We ran a surplus of \$7.2 million in 2021-22.**

# 2021-22 financial statements

## Statement of operations

### REVENUE

Donations	18,652,744
Transfers from members	10,821,487
Global Affairs Canada grants	31,756,394
Humanitarian Coalition grants	1,226,565
Norwegian Development Fund grant	276,709
Foundation grants	608,917
Interest earnings	498,878
Other	129,952
	<b>\$63,971,646</b>

### EXPENSES

#### International program

Food assistance	34,751,601
Agriculture and livelihoods	12,590,346
Nutrition	2,378,447
International program management	1,729,782
Other	1,115,616
	<b>\$52,565,792</b>

Public policy program	798,240
Public engagement program	189,801
Resource gathering & communications	1,501,424
Administration	1,710,859
	<b>\$56,766,116</b>

Operating Surplus (Deficit)	<b>\$7,205,530</b>
-----------------------------	--------------------

## Balance sheet

### ASSETS

#### Current

Cash and short-term investments	65,807,585
Accounts receivable and prepaid expenses	256,355
	<b>\$66,063,940</b>

Land	2,741,233
Investments - long-term	5,406,165
Capital assets	133,939
	<b>\$74,345,277</b>

### LIABILITIES

#### Current

Accounts payable and accrued liabilities	3,160,888
Deferred contributions	19,703,752
	<b>\$22,864,640</b>

#### Net Assets

Restricted	40,860,714
Unrestricted	10,619,923
	<b>\$51,480,637</b>
	<b>\$74,345,277</b>





Ashley Friesen and her daughter Kaitlyn help package over 600 take-out meals of pierogies, sausage and freshly baked buns for The Sask Valley Auction Spring Supper. The 2021 fundraiser switched to a drive-through format and managed to raise \$39,000 for Foodgrains Bank. (Photo: Rick Block)

# Thank you

## Support from Canadians

In 2021-22, individual Canadians, community groups, growing projects, businesses and churches helped raise over \$18 million, helping us touch the lives of 939,447 people. We are grateful for the many ways Canadians continued to show their care and support for their global neighbours as the pandemic extended into a second year.

## Support from businesses and corporations

We are grateful for the ongoing support of many Canadian businesses.

These include major supporters such as AdFarm, Agriculture Financial Services Corporation, BASF Canada, Bayer Crop Science, Cargill, Christian Farmers Federation of Ontario, Corteva Agriscience, Farm Ontario, Glacier Media, Manitoba Agricultural Services Corporation, Pioneer Hi-Bred Ltd, Syngenta Canada, Yara and Viterra.

Every year, we work with the grain handling industry to accept donations of grain at grain elevators across Canada. We are deeply grateful for the support of the following grain companies that receive donations for the Foodgrains Bank: Bunge, Cargill, CMI Terminal, Great Lakes Grain, Hensall District Co-operative, Kell Grain, London Agricultural Commodities, Louis Dreyfus Company, Parrish and Heimbecker Limited, Paterson Grain, Richardson Pioneer, Viterra, Westlock Terminals Ltd, and other grain elevators across Canada.



**CANADIAN FOODGRAINS BANK** is a partnership of 15 Canadian churches and church-based agencies working together to end world hunger by: providing emergency food in times of crisis, helping people improve their access to food in the longer-term, and engaging Canadians and governments toward meaningful change.

**MEMBERS:** ADRA Canada • Canadian Baptist Ministries • Canadian Lutheran World Relief • The Christian and Missionary Alliance in Canada • Development and Peace—Caritas Canada • ERDO - Emergency Relief & Development Overseas (Pentecostal Assemblies of Canada) • Evangelical Missionary Church of Canada • Mennonite Central Committee Canada • Nazarene Compassionate Ministries Canada • Presbyterian World Service & Development • Primate's World Relief and Development Fund (The Anglican Church of Canada) • The Salvation Army • Tearfund Canada • The United Church of Canada • World Renew



Foodgrains Bank programs are undertaken with financial support from the Government of Canada.

member of the  
**HUMANITARIAN  
COALITION** //

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 @foodgrains

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 Canadian Foodgrains Bank

foodgrainsbank.ca



## Accountability

We strive to meet and adhere to the following standards regarding governance, partnerships, organizational integrity, fundraising and communications, program quality, and financial and human resource management:

- Canadian Council for International Co-operation's Code of Ethics and Operational Standards
- The Anti-Racist Cooperation Framework
- Code of Conduct for the International Red Cross and Red Crescent Movement and Non-Governmental Organizations in Disaster Relief
- Sphere Minimum Standards
- Core Humanitarian Standards
- Protection from Sexual Exploitation and Abuse Standards
- Canadian Accounting Standards for Not-for-Profit Organizations



**FRONT COVER:** In Denhere village, Zimbabwe, Rumbidzayi Ushe learned conservation agriculture techniques from her husband Tichaona Chimombe. He took CA training through United Church of Canada partner Zimbabwe Council of Churches. (Photo: KB Mpofu)

**BACK COVER:** A glorious August prairie sunset on the SHARE Growing project near Thornhill, Manitoba. (Photo: submitted)





## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic:** Waste Management MOU

**Date:** February 15, 2023

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### Background

The County and the Villages of Mannville and Innisfree currently operate the Mannville Waste Transfer Station (MWTS) through an agreement that was established in 2012 and has been updated a couple times when new census data came out. Under this agreement the County is currently responsible for 54.02% of the MWTS costs and is considered to be the “managing participant”.

The original agreement itself was primarily geared towards the construction and operation of the MWTS and did not fully capture the contract terms with the Two Hills Regional Waste Commission and how the three parties own service area are interconnected for billing and overall tonnage purposes. With the waste pickup and hauling contract coming to an end at the end of March 2023, it was determined to be an opportune time to draft a new document.

### Information for the Committee

The draft Memorandum of Understanding (MOU) more effectively outlines the responsibilities of each party, fosters the regional partnership that’s in place while facilitating a process for securing a long term waste hauling and disposal contract that is easy to administer and provides the greatest opportunity for value.

Some of the key changes contained within the MOU:

- Removes the governance component of the previous agreement (which has no legal authority to make decisions), to streamline Administrative decision making similar to what is being used for the regional fire agreements.
- Split all future costs based on a standard percentage using proportional historical costs as opposed to population in order to capture varying service levels.
- Term of the agreement is tied to the 5 year term outlined in the Request for Proposal document with a 1 year notice required regarding any future extension.
- Includes a dispute resolution process as ICF between the County and each of the Villages differ.
- Clearly outlines responsibilities in each of the respective municipalities regarding the contractor and contract administration.

**THIS AGREEMENT** entered into effective the \_\_ day of \_\_\_\_\_, 2023.

**BETWEEN:**

**COUNTY OF MINBURN NO. 27,**  
("the County"),

**OF THE FIRST PART,**

and

**VILLAGE OF MANNVILLE,**  
("Mannville"),

**OF THE SECOND PART,**

and

**VILLAGE OF INNISFREE,**  
("Innisfree"),

**OF THE THIRD PART.**

**WHEREAS** the County, Mannville and Innisfree (collectively, the "Parties") desire to collaborate with respect to waste hauling services and with respect to the use of the Mannville Waste Transfer Station; and

**WHEREAS** the Parties desire to have the County act as their administrative agent in managing waste hauling services, including entering into a contract with a contractor that will provide such services as further described herein, and the management of the Mannville Waste Transfer Station;

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that the Parties hereto, in consideration of the mutual covenants and agreements hereinafter set forth, covenant and agree, except as otherwise stated, with each other as follows:

#### **Definitions**

1. In this Agreement, "Costs" shall include all direct operational costs and contractual obligations, as well as any other damages, claims, losses, costs (including legal costs on a solicitor and own client basis) or liabilities, including without limitation:
  - a. Any costs or liabilities required by applicable laws or regulations to manage the Waste Hauling Services and to operate, maintain, insure and otherwise manage the Transfer Station, as defined herein;
  - b. Any costs or liabilities incurred by the County arising from actions undertaken in good faith by the County in connection with its obligations under this Agreement in relation to the Waste Hauling Services or the Transfer Station.

#### **Waste Hauling Services & Mannville Waste Transfer Station**

2. The County, Mannville and Innisfree agree that the County shall retain and manage a contractor to provide waste hauling services on behalf of the Parties pursuant to the standards and service levels set out in Schedule "A" of this Agreement, and generally in accordance with the Proposal

received from Two Hills Regional Waste Management Commission enclosed within Schedule “A” (the “Waste Hauling Services”).

3. The County shall make all payments due and owing under the contract for Waste Hauling Services, and shall be responsible in its discretion for addressing any defaults or disputes under such contract. Mannville and Innisfree shall reimburse the County for their share of Costs associated with such contract in accordance with sections 5 and 8 of this Agreement.
4. The County also agrees to operate and manage the Mannville Waste Transfer Station located at Pt. NW23-50-9-W4, 50329 Range Road 92 (the “Transfer Station”).
5. The Parties agree to pay for any and all Costs associated with the Waste Hauling Services and the Waste Transfer Station based on the following allocation of costs between the Parties:
  - a. Mannville: (42.45%)
  - b. Innisfree: (10.68%)
  - c. County: (46.87%)

The Parties agree that the foregoing percentages take into account the historical average tippage, hauling and operational costs incurred for the respective proportions of Mannville, Innisfree and the County, together with the different levels of service for each municipality as set out in Schedule “A”. Should a Party change its level of service in a manner that results in any incremental costs from the contractor or Costs otherwise borne by the County, any such additional Costs shall be allocated to and the sole responsibility of the Party changing that level of service.

6. The Parties shall be responsible for carrying out their respective responsibilities described in the Levels of Service set out in Schedule “A”, including without limitation:
  - a. Providing the specified number of bins at the applicable locations within their municipal boundaries, and communicating with the Contractor and the County regarding any changes (without limiting the Party’s responsibility for any incremental costs associated with any such requested change).
  - b. Each Party owns their own bins, and are solely responsible for the repair and replacement of those bins, except as can be specifically recovered from the contractor in the event of any negligence or breach of the contractor agreement.
  - c. Each Party shall be responsible for accepting complaints from their own residents or businesses, and addressing those with the Contractor (while also notifying the County of such communications).

### **Administration Costs**

7. In addition to the Costs specifically payable as set out in section 5 of this Agreement, Mannville and Innisfree agree to reimburse to the County fifty dollars (\$50.00) per Party per month to offset a portion of the internal administrative costs relating to its management of the Waste Hauling Services and the Transfer Stations (the “Administration Fee”).

8. The County shall invoice each of Mannville and Innisfree quarterly for their respective proportionate share of the Costs as set out in section 5, together with the applicable Administration Fee, which shall be payable to the County within 30 days of receipt.

## **General**

9. For clarity, the Costs payable by the Parties as set out herein shall be net of any revenues, proceeds of insurance or grant funding received by the County specific to the Waste Hauling Services or the Transfer Station, which shall be accounted for by the County. The County agrees to keep accurate and current records of any Costs associated with the Waste Hauling Services or the Transfer Station and such records shall be made available to the Parties upon request within a reasonable period of time.
10. The County shall provide Mannville and Innisfree with a capital/lifecycle plan relating to the Transfer Station, to allow planning for expected future Costs associated with the upkeep, maintenance or replacement of the Transfer Station or any portions thereof.
11. Upon becoming aware of any actual or anticipated increased or unusual Costs as a result of any unanticipated liability or other issues encountered in the operation and management of the Waste Hauling Services Contract or the Transfer Station, the County agrees to provide notice to the other Parties describing such Costs or anticipated Costs.
12. The Parties agree to discuss and consider waste reduction initiatives over the course of the Agreement which may serve to reduce the total tonnage of waste and thus the shared Costs of the Parties. Notwithstanding the foregoing, the Parties acknowledge it would be impractical to allocate cost savings as between the Parties arising from any individually-implemented initiatives by one or more of the Parties, such that any reduction in tonnage will be for the joint benefit of all the Parties as a reduction of the Costs.
13. This Agreement shall continue until March 31, 2028, and shall automatically renew for a further term of five years unless any Party provides notice at least one (1) year prior to the expiry of the initial term. Notwithstanding any such termination, the Parties shall remain responsible for their proportionate share (in accordance with section 5) of any residual liabilities or costs associated with the winding-down and closure of the Transfer Station, or as otherwise agreed to by the Parties with respect to any continued use of the Transfer Station.
14. The Parties agree that they will assume shared responsibility for any and all claims or liabilities associated with the Transfer Station based on their proportionate share as set out in section 5 of this Agreement. With respect to any claims or liabilities in relation to the Waste Hauling Services occurring within the boundaries of a Party or other costs or claims arising within the municipal boundaries of a Party (the “Host Party”), the Host Party shall be solely responsible for such costs or claims. The Host Party shall indemnify and hold harmless the other Parties from any actions, claims, losses, damages or costs (including legal costs on a solicitor and his own client basis) occurring within its own municipal boundaries in relation to the Waste Hauling Services, except to the extent directly caused by any act, omission or breach of this Agreement by another Party. Notwithstanding the foregoing, the County shall enforce the terms of the contract with the contractor providing the Waste Hauling Services and make good faith efforts to recover any amounts pursuant to the terms of that contract where possible.

15. The Parties agree that in the event of any dispute between the Parties in relation to this Agreement, the Parties shall proceed as follows:
- a. The Parties shall first attempt to resolve the dispute through negotiations, initially referred to the Chief Administrative Officers of each Party. Should a dispute not be resolved through discussion and negotiation between Chief Administrative Officers, the dispute may be referred for discussion between the elected Councils of each of the Parties, who agree to make reasonable efforts to discuss and consider such concerns.
  - b. The Municipalities agree any questions or differences arising from this Agreement that are not settled by negotiations as set out above shall be referred to binding arbitration by one Party serving written notice on the other Parties of its intention and outlining in sufficient detail the nature of the dispute and the remedy sought.
  - c. Such arbitration shall be heard by a single arbitrator to be agreed upon by the Parties hereto or failing agreement to be appointed pursuant to the provisions of the *Alberta Arbitration Act*. Such arbitrator shall have the powers conferred on arbitrators by the *Arbitration Act* as amended, and the decisions of the appointed arbitrator shall be final and binding on the Parties except on a point of law or jurisdiction.
16. Each of the parties shall, upon the reasonable request of the other parties, make, do, execute or cause to be made, done, or executed all such further and other lawful acts, deeds, things, documents and assurances of whatsoever nature and kind for the better or more perfect or absolute performance of the terms and conditions of this Agreement.
17. This Agreement represents the entire agreement between the Parties, and shall inure to the benefit of and be binding upon the Parties, their successors and approved assigns.
18. This Agreement may be amended only by mutual written agreement of the Parties.
19. This Agreement may be signed in several counterparts and each of which so executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument, and notwithstanding their actual date of execution, shall be deemed to bear the date first written.

**IN WITNESS WHEREOF** the parties hereto have signed this Agreement on the day and year first above written.

**COUNTY OF MINBURN NO. 27**

Per: \_\_\_\_\_

Per: \_\_\_\_\_

**VILLAGE OF MANNVILLE**

Per: \_\_\_\_\_

Per: \_\_\_\_\_

**VILLAGE OF INNISFREE**

Per: \_\_\_\_\_

Per: \_\_\_\_\_



## **Schedule “A”**

### **Current Levels of Service**

The levels of service identified below are to be considered the minimum requirements of the Parties:

#### **County of Minburn**

*Bin Type: 4 yd<sup>3</sup> bins – side load – County owned*

1 - Mannville Shop

1 - Innisfree Shop

14 – Lavoy

15 – Ranfurly Waste Transfer Station

15 – Minburn

23 – East Regional Waste Transfer Station

The bins are picked up on a weekly basis. Only those bins with trash in them are collected.

*Bin Type: 40yd<sup>3</sup> bins – roll-off, County owned*

2 – Ranfurly Waste Transfer Station

2 – East Regional Waste Transfer Station

1- Spare

These bins are picked up on an as-needed basis based on instruction from the County and includes spare ones that are used interchangeably to ensure service level continuity.

#### **Innisfree**

*Bin Type: 4 yd<sup>3</sup> bins – side load, Village owned*

8 – Innisfree Collection Site

9 – 12 – businesses and commercial areas within the Village plus one seasonal bin at the Innisfree Fish Pond

Village of Innisfree collects household garbage from curbs/back alleys and hauls it to their collection site where the contractor collects the trash from the 4 yd<sup>3</sup> bins on a weekly basis. The contractor also collects the trash from the bins at the various sites/commercial establishments around the Village at the same time.

#### **Mannville**

*Bin Type: 4 yd<sup>3</sup> bins – side load; Village owned*

30 – back alleys, main street and industrial park plus four seasonal (May – October) bins at the Riverview Golf Course

Bins are picked up at the same time as the roll out bins or in conjunction with pickups at the Mannville Transfer Station.

*Bin Type: Household Roll-Out Bins; Village owned*

350 – curbside pick up

The trash in the roll out bins is collected weekly on Wednesdays. The bins are place curbside by the residents in the community.

### ***Transfer Station Locations and Hours of Operation (if applicable)***

Mannville (East Regional) Transfer Station:

Pt. NW 23-50-9-W4 (50329 Rge Rd 92)

Summer Hours (April 1 – November 30)  
Monday & Wednesday – 10:00 am to 1:00 pm  
Friday & Saturday – 10:00 am to 4:00 pm  
Closed all statutory holidays

Winter Hours (December 1 – March 31)  
Monday & Wednesday – 10:00 am to 1:00 pm  
Saturday – 10:00 am to 4:00 pm  
Closed all statutory holidays

Ranfurly Transfer Station:

Pt. SE 3-52-12-W4 (12211 Twp Rd 520)

Summer & Winter Hours  
Monday, Wednesday, & Saturday – 10:00 am to 1:00 pm  
Closed all statutory holidays

Innisfree Collection Site:

Pt. SW11-51-11-W4

Not open to the general public, just Village staff

- Promotes a regional approach thru any cost saving measures due to waste diversion, revenue sharing at the MWTS and increased communication regarding MWTS capital/lifecycle plans.

## **Recommendation**

It is recommended that Council endorse the MOU and recommend that Administration bring it to the Council meeting for approval.

*Attachment: Draft Memorandum of Understanding*



## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic:** Electoral Boundary Review  
**Date:** January 25, 2023  
**Prepared by:** Pat Vincent, Interim CAO

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### Background

At the October 12, 2022 CAO/Council briefing the topic of an electoral boundary review was discussed. Council agreed upon the following important principles:

1. The County of Minburn would maintain seven (7) divisions
2. Council supports the election of the Reeve from among the Councillors (Section 150(1)(A) MGA)
3. Council wishes to realign division boundaries where required to be in compliance with the 1991 Supreme Court of Canada ruling that the deviation quotient be plus or minus 25% of the average population size for a division
4. Consideration be given to moving the boundaries of an electoral division so two hamlets were not contained in the same division.

At the December 14, 2022 CAO/Council briefing Council indicated that it was their desire and intention to sit themselves and review the most current population data (once it was available from Statistics Canada) to consider boundary adjustments rather than the administration developing options for Council's consideration.

### Information for the Committee

The most current census data for the County of Minburn has now been received from Statistics Canada and administration is in the process of verifying and confirming this information on a township bases.

The following table provides the summary of information obtained from Statistics Canada:

## 2021 Census Total Population and Private Dwellings by Custom Areas (Electoral Divisions)

Sorting Order	Electoral Division Number	RP Count 2021	Total Population 2021*	Private Dwellings Occupied by Usual Residents 2021*	Total Private Dwellings 2021*	Current Variance	After population adjustment
1	1	140	625	190	220	145% <sup>1</sup>	122%
2	2	94	295	125	150	69% <sup>2</sup>	92%
3	3	154	395	160	195	92%	92%
4	4	150	410	160	195	96%	96%
5	5	127	490	170	190	114%	114%
6	6	129	405	170	190	94%	94%
7	7	92	395	165	195	92%	92%
8	<b>Total - ED</b>	<b>886</b>	<b>3,015</b>	<b>1,140</b>	<b>1,335</b>		

431

*avg resident  
per division*

\* The numbers in these columns are from 100% samplings and have been randomly rounded to protect confidentiality.

1. 20% over the maximum variance allowed – population represented would have to decrease by 100 to 525 to bring the division into compliance at 122% or any other amount (more or less) which achieves the desired result
2. 8% under the maximum variance allowed – adding the 100 population from Division 1 to Division 2 to bring the population in Division 2 to a total of 395 and into compliance at 92% or any other amount (more or less) which achieves the desired result

## Recommendation

It is recommended that Council schedule a date and time when they can sit to review the population on a township bases and look at possible scenarios in adjusting division boundaries to bring Division 1 and Division 2 into compliance with the Supreme Court of Canada's ruling that the deviation quotient be plus or minus 25% of the average population size for a division.

Process:

1. Once Council has made a determination and arrived at a decision on adjustment of division boundaries under Section 148 of the *Municipal Government Act RSA 2000 Chapter M-26* Council give 1<sup>st</sup> reading to a Bylaw to enact these changes (at least 180 days before the next general election)

2. The Bylaw must be advertised as required by Section 149 of the *Municipal Government Act*
3. Any feedback Council may receive in response to the advertising of the Bylaw be received and considered
4. Once Council has received and considered any feedback on the Bylaw Council proceed giving 2<sup>nd</sup> and 3<sup>rd</sup> readings of the Bylaw with any amendments

***Attachment:***

Statistics Canada County of Minburn No. 27 2021 census on a township bases  
Section 148 Municipal Government Act  
Section 149 Municipal Government Act



(2) The election is to be by a vote of the electors of the whole municipality unless the municipality is divided into wards, in which case section 148 applies.

1994 cM-26.1 s147

**Division of municipality into wards**

**148(1)** Unless otherwise provided for in a bylaw under this section, when a municipality is divided into wards,

- (a) only an elector who is resident in the ward may vote for a councillor in that ward, and
- (b) councillors are elected for each ward.

(2) A council may by bylaw

- (a) divide the municipality into wards and establish their boundaries,
- (b) in the case of wards established for a municipal district or a specialized municipality, change the number of wards and their boundaries,
- (c) give each ward established or changed a name or number, or both,
- (d) state the number of councillors to be elected for each ward established or changed, and
- (e) in the case of any municipality, including a municipal district or specialized municipality, eliminate the wards.

(3) A council may by bylaw provide for councillors that

- (a) are in addition to the councillors elected for each ward,
- (b) are elected by a vote of the electors of the whole municipality, and
- (c) are councillors for the whole municipality, not a ward.

(4) A council may by bylaw provide that all councillors

- (a) are nominated by ward,
- (b) are elected by a vote of the electors of the whole municipality, and
- (c) are councillors for the whole municipality, not a ward.

(5) A council may by bylaw provide that all councillors

- (a) are nominated by ward,
- (b) are elected by a vote of the electors of the whole municipality, and
- (c) are councillors for the ward in which they were nominated.

1994 cM-26.1 s148

**Passing bylaw**

**149(1)** A bylaw under section 148 must be passed at least 180 days before the general election at which it is to take effect.

**(2)** If a bylaw is passed less than 180 days before the next general election, it takes effect at the 2nd general election after the date on which it is passed.

**(3)** A bylaw passed under section 148 must be advertised.

1994 cM-26.1 s149

**Election or appointment of chief elected official**

**150(1)** The chief elected official of a city or town is to be elected by a vote of the electors of the municipality unless the council passes a bylaw

- (a) requiring council to appoint the chief elected official from among the councillors,
- (b) specifying when the appointment is to start, and
- (c) specifying the term of the appointment.

**(2)** The chief elected official of a village, summer village or municipal district is to be appointed by council from among the councillors unless the council passes a bylaw providing that the official is to be elected by a vote of the electors of the municipality.

**(3)** The chief elected official of a specialized municipality is to be elected under subsection (1) or appointed under subsection (2) as specified in the order that forms the specialized municipality.

**(4)** If a chief elected official is to be elected by a vote of the electors of the municipality, the *Local Authorities Election Act* applies to the election.

1994 cM-26.1 s150

**Passing bylaw**

**151(1)** A bylaw under section 150 must be passed at least 180 days before the general election at which it is to take effect.

**County of Minburn No. 27**  
**Population by Division**  
**Statistics Canada Census**

February 3, 2023

	<u>2016 Population</u>	<u>2021 Population</u>	<u>+/-</u>
Division 1	775	624	- 151
Division 2	308	295	- 13
Division 3	365	395	+30
Division 4	390	410	+20
Division 5	390	490	+100
Division 6	450	405	-45
Division 7	510	395	- 115
	<hr/> 3,188	<hr/> 3014	<hr/> - 174







## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic:** 2023 Council Remuneration  
**Date:** January 31, 2023  
**Prepared by:** Pat Vincent Interim CAO

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### Background

The 2023 municipal budget was approved on December 19, 2023. The budget included a 3% COLA for both staff salaries and Council honoria. Council expressed some reservations about accepting the 3% COLA in their honorariums as approved in the 2023 budget.

Administration offered to undertake a survey of adjacent municipalities and comparable municipalities to provide Council with comparable information on Council remuneration to assist them in determining whether to proceed with implementation of the 3% increase in Council remuneration.

### Information for the Committee

Administration has conducted a survey of six (6) adjacent and comparable municipalities and has compiled that information which is attached to this discussion paper – titled Remuneration for Reeve, Deputy Reeve and Councillors Comparison.

The results of the survey and the comparison of the Reeve, Deputy Reeve and Councillor remuneration clearly demonstrate that the 3% COLA included in the 2023 approved budget is in order and appropriate.

The Reeve's salary and honorarium is the second lowest of the six (6) comparable municipalities. When the Reeve's honorarium is added to the remuneration it brings it closer in line with the comparable municipalities. It warrants, in my professional opinion, even further consideration and review for an increase and adjustment. I would highly recommend this be considered as part of the 2024 municipal budget process.

The Deputy Reeve's salary is the third lowest among the six (6) comparable municipalities but with the additional honorarium brings the total amount of remuneration in line or slight above those comparable municipalities.

Councillor salaries are the second highest among the municipalities surveyed. However, the County of Minburn does not include per diems for half day or full day meetings. When these are added to the remuneration in the comparable municipalities Councillors at the County of Minburn are in the middle of the range with those comparable municipalities.

In total an impact of a 3% increase to Council remuneration in the 2023 budget, which has already been approved, is an amount of \$12,255.00.

## **Recommendation**

That Council accept this discussion report as information and direct administration to make the adjustment in Council remuneration as already approved in the 2023 municipal budget.

### ***Attachments:***

1. Remuneration for Reeve, Deputy Reeve and Councillors Comparison
2. Policy CC 3001-02 Remuneration and Benefits for Council and Appointed Members

## REMUNERATION FOR REEVE, DEPUTY REEVE AND COUNCILLORS COMPARISON

	Beaver County	Lamont County	Thorhild County	Two Hills County	County of Vermilion River	MD of Wainwright	Average of comparable municipalities	County of Minburn	Impact of 3% increase
Reeve salary	\$69,000.00	\$58,070.35	\$54,632.00	\$66,632.00	\$61,226.92	\$77,428.00	\$64,498.22	\$56,300.00	\$57,989.00
Reeve honorarium		\$6,242.40	\$9,600.00				\$7,921.00	\$9,600.00	\$9,888.00
Deputy Reeve salary	\$41,400.00	\$58,070.35	\$54,532.00	\$57,345.00	\$57,625.33		\$53,794.54	\$56,300.00	\$57,989.00
Deputy Reeve honorarium		\$3,121.20	\$4,800.00				\$3,960.60	\$4,800.00	\$4,944.00
Councillor salary	\$38,911.00	\$58,070.35	\$54,632.00	\$43,726.00	\$54,023.75	\$54,016.50	\$50,563.27	\$56,300.00	\$57,989.00
per diem – half day	\$134.37	\$114.75					\$124.56		
per diem – full day	\$268.74	\$229.50		\$290.00	\$300.00	\$346.67	\$286.99		
internet	\$52.45	\$100.00	Actual cost (expense claim)						
cell phone	\$100.00	\$75.00	\$100.00 monthly						
office supplies	\$250.00 annually								



## COUNTY COUNCIL

**Title:** Remuneration and Benefits for Councillor and Appointed Members

**Policy Number:** CC 3001-02

**Supersedes Policy Number:** CC 3001-01

**Date of Approval by Council:** December 20, 2021

**Next Review Date:** December 20, 2025

**Resolution No:** 126-21

**Last Review Date:** June 21, 2021

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### POLICY STATEMENT

The County of Minburn shall offer consistent and fair remuneration to its elected officials and appointed members.

### PURPOSE

To provide for a consistent, fair and transparent remuneration process for elected officials and appointed members in the County of Minburn No. 27.

### DEFINITIONS

*“Benefit Plan”* means all the relevant extended health care benefits and insurance plans the County is enrolled for elected officials.

*“CAO”* means the Chief Administrative Officer of the County of Minburn No. 27.

*“Council”* is the Reeve and Councillors, as a whole, duly elected in the County that hold office at that time.

*“County”* means the County of Minburn No. 27.

*“Honorarium”* means the monthly salary paid to elected officials.

*“Remuneration”* means any money paid to a person for work or a service.



## **GENERAL PRINCIPLES**

### **1. Honorarium**

- 1.1 Effective July 1, 2020, County Councillors are to be paid \$56,300 per annum or \$4,691.67 per month for time spent at Council/Committee meetings, conferences, seminars, workshops, road and project evaluations and other Councillor duties. This includes reimbursement for all expenses excluding travel to regular or special Council or Committee meetings for performing County business within the County, including such incidental expenses as:
  - Office expenses including telephone lines, telephone answering services, facsimile transmission equipment, computer equipment and supplies, internet hook-up and monthly service fees, office space, furniture, cellular phones, local or long-distance charges, brochure printing, election campaigning, postage, photocopying, promotion or entertainment expenses.
- 1.2 Council honorariums will be reviewed on an annual basis or as otherwise determined by Council.
- 1.3 Council honorariums shall be tied to annual Cost of Living Adjustments (COLA) for County staff, unless otherwise determined by Council.

### **2. Reeve and Deputy Reeve Honorarium**

- 2.1 Reeve's Honorium - \$9,600 per annum
- 2.2 Deputy Reeve's Honorium - \$4,800 per annum

### **3. Mileage Expenses**

- 3.1 Councillors are entitled to claim mileage as per rates established by County policy for travel to and from the County Administration office when attending Council and Committee meetings.
- 3.2 Mileage may not be claimed for any other "in-County" travel, such as meetings of external boards and committees, meetings with residents or other County business as required.
- 3.3 Mileage reimbursement shall be determined as per the rates set out in the County's Travel and Subsistence Policy.

### **4. Benefits and Insurance**

- 4.1 Council members are entitled to participate in County benefit plans in accordance with the plan provider's regulations.
- 4.2 Coverage is to include Life Insurance, Dependent Life, Accidental Death and Dismemberment and Extended Health Benefits.
- 4.3 Councillor contributions to benefit plans will be determined as per the plan(s) held by the County as amended from time to time.
- 4.4 Participation in the benefit plans is voluntary and a Councillor may opt out at any time.

## **5. County Sponsored Savings Plan**

- 5.1 The County shall contribute an amount equal to fifteen (15) percent of Councillors' monthly remuneration to one of the following savings plans:
- Registered Retirement Savings Plan (RRSP)
  - Non-Registered Savings Plan (NRSP)
  - Tax-Free Savings Account (TFSA)
- 5.2 Cash vesting shall commence on the first day of a councillor entering office.
- 5.3 The County may deduct the contribution of the participating members from the remuneration paid to those members.
- 5.4 Premium collection will be forwarded to the appropriate plan provider monthly.
- 5.5 Members are responsible for ensuring sufficient contribution room exists within their portfolio's RRSP and TFSA.

## **6. Midmonth Advance**

- 6.1 A midmonth payroll advance is available to Council on a voluntary basis to a maximum of \$1,000 per month.
- 6.2 The advance will be paid roughly at the middle of the month. To request the midmonth advance, the Councillor will complete the *Midmonth Advance Form*.

## **7. Sickness, Accident or Disability**

- 7.1 If a Councillor is unable to perform his/her duties as Councillor for more than seven (7) consecutive days due to sickness, an accident or a disability, the following conditions apply:
- A Doctor's certificate is required.
  - Remuneration and benefits will be paid for a period not to exceed ninety (90) calendar days. No remuneration will be provided if the medical leave extends beyond the ninety (90) calendar day period. The Councillor benefits may continue after the ninety (90) calendar day period on the condition that the Councillor pays both the employee and employer portions of the benefits premium.
  - Upon resignation/termination of office, remuneration and benefits cease. Remuneration and benefits shall be pro-rated when a Councillor enters or leaves office mid-month.
  - The *Municipal Government Act (MGA)* and Council Code of Conduct Bylaw 1280-19 will take precedent over this policy when applicable.

## **8. Vacation**

8.1 When taking vacation, Councillors will abide by the following guidelines:

- Fourteen (14) consecutive calendar days – twice (2) a year, or
- Seven (7) consecutive calendar days – four (4) times a year.
- Advise Council and Administration of their intent to take a vacation. Council quorum should always be present and supersedes this policy for the number of Councillors taking vacation leave at any time.
- Any special vacation leave should be approved by Council.

## **9. Out of County Expenses**

County Councillors and other eligible persons shall be reimbursed for expenses for travel or business outside of the County such as meetings, conferences, and other required functions as per the County's *Travel and Subsistence Policy*.

## **10. External Boards, Committees and Officers**

10.1 Boards, Committees and Appointments

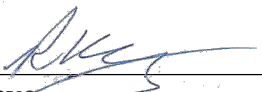
Council appointed members-at-large or other appointments will receive a daily remuneration in the amount of \$200 per full day and \$100 per half day including preparation days at the discretion of the Chief Administration Officer (CAO).

10.2 Returning Officers, Deputy Returning Officers and Others

Appointed by Council and will receive a daily remuneration in the amount of \$350 for election days (full days) and \$175 for training (half-day).

## **11. Claims**

All expense claims are to be submitted via the *Travel and Expense Form*.

  
\_\_\_\_\_  
Reeve



## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic:** Lavoy Campground  
**Date:** February 15, 2023

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### Background:

In accordance to their agreements with the County of Minburn, The Lavoy Action Society looks after and maintains the following facilities in Lavoy: cemetery, community hall, and playground. As of recent and in an attempt to improve the aesthetics of the property, the Lavoy Action Society took it upon themselves to put in time, effort, and expenses to maintain the campground. The Lavoy Action Society has advised that several repairs should be made to maintain the building and property, the costs of which should be borne by the County.

### Information for the Committee:

- The property is currently owned by the County and there is no lease/maintenance agreement with the Lavoy Action Society for the campground.
- The County looks after grass cutting per our mowing contract.
- A local resident of Lavoy (Hughie MacDougall) has informally looked after the maintenance of the campground/shutting off/turning on water over the past 20 years. This resident no longer looks after the campground and over the past year the Lavoy Action Society assumed this task.
- The Lavoy Action Society opened the campground to the public in 2022:
  - Lavoy Action Society paid a resident of Lavoy (Linda) \$800 for the year to take care of the campground facilities (toilet paper, soap, etc.) and accept camping fees (\$10/night) – fees were paid directly to Linda and not retained by the Lavoy Action Society.
  - One camper stayed for 1.5 months during the summer; one other camper stayed one night.
  - Ken advised he had to kick out several troubled youth.
- The President of the Lavoy Action Society, Ken Baxandall, advised the following maintenance/repairs are required in the budget of \$5,000:
  - Shingles on washroom/camp shack building
  - Indoor/outdoor paint on building
  - Floor gap repairs
  - New wooden boxes around garbage bins
- No power at the campground.
- Lavoy Action Society is interested in potentially converting old County PW building (across from community hall) into camping area (existing power connection, could get water/sewer from hall across the road).
- If Council chooses to keep the current campsite in operation, there needs to be a discussion on who's responsible for maintenance, costs, power connection, etc.



**Discussion/Recommendation:**

1. Does Council wish to keep the current campsite in operation?
2. If so, does Council wish to have the Lavoy Action Society operate/maintain the campsite or maintain the campsite through the County's own resources?
3. Does Council wish to convert the old County PW building/property into a new camping area?
4. If Council chooses to keep the current campsite in operation, it is recommended that Council supports signing an agreement with the Lavoy Action Society for leasing/maintenance of the Lavoy Campground and that the County contributes a lump sum of \$5,000 towards repairs of the facility. Further, that the County contributes an additional \$1,000 annually to the Lavoy Action Society to maintain and operate the campground.



## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic:** Broadband Internet Partnership with MCSNet (*Closed Session*)  
**Date:** February 15, 2023

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### Background:

Throughout the past two years, the County has made efforts to understand the current state of broadband internet while looking into options for improving connectivity within the County. The following documents have been adopted: Broadband Discovery Document, Rural Broadband Policy, and Broadband Strategy.

MCSNet is expanding their fiber optic network in the County of Minburn, connecting their existing towers. Although the proposed fiber would be trenched along Hwy 857 (north of Vegreville) and the Hwy 16 corridor (east to Mannville), MCSNet does not plan to connect the subdivisions, hamlets, or industrial areas. As a result of this project (not yet public announced but planned for 2023), the areas surrounding the Hwy 16 corridor will have access to the CRTC's universal service objective of 50 MB/s download and 10 Mb/s upload (50/10). This means that the County would be ineligible to apply for the recently announced ABF or UBF funding which Council has recommended to administration to pursue at the October 17, 2022 Council Meeting.

Although we are ineligible to apply for grant funding (potentially cover up to 50% of project costs), MCSNet would consider constructing fiber to Lavoy, Ranfurly, Minburn, Crossroads Industrial Area, East Industrial Park, and West Industrial Park (Warwick connection would required further discussion) in a contribution agreement with the County. MCSNet would be willing to consider up to a 50% partnership contribution to move forward on these extensions in 2023.

### Information for the Committee:

- MCSNet's proposed fiber connection to their existing towers will marginally improve fixed-wireless service in the rural areas.
- Connecting the hamlets to GigAir fiber will:
  - Dramatically improve service delivery within these residential areas while further offloading demand on fixed-wireless to additionally improve service in the rural area.
  - Create the added benefit to those living in these areas with access to reliable high-speed internet (lessen the blow to the existing high cost of services in the hamlets)
  - Attribute the County of Minburn to being a leader in recognizing broadband is an essential utility, similar to roads, water, sewer, and solid waste disposal.
  - Create opportunities for residential growth.
- Connecting our three industrial areas will:
  - Provide accessibility of reliable high-speed fiber internet to future investment.
  - Add value in promoting our industrial parks.
  - Allow the County to respond to more site-selector investment requests (majority of requests require access to fiber internet), resulting in a greater chance for investment.
  - Provide a competitive advantage over those industrial sites with no access to fiber internet.

- This project is supported by Rural Broadband Policy #PDS 7001-01
- If Council decides to include the Warwick extension in this project, further discussion with MCSNet is required.
- Total cost to County to connect all these areas is \$130,000 broken down:
  - County cost to connect the three hamlets: ~\$80,000
  - County cost to connect the three industrial areas: ~\$15,000
  - County cost to connect Warwick: ~\$35,000
- Project could be funded through general reserves
- If Council decides not to proceed, no further administrative work would be done by the County on this broadband project.

**Recommendation:**

1. That Council supports entering into a contribution agreement with MCSNet for the provision of extending fiber into the Hamlets of Lavoy, Ranfurly, Minburn, Crossroads Industrial Area, East Industrial Park, West Industrial Park and that administration further discusses the extension of fiber into the Warwick subdivision.