

Village of Minburn **Viability Review**

Initial Findings Report

July 2014



A report concerning the viability of the Village of Minburn
by the Village of Minburn Viability Review Team

Viability Review Team

Village of Minburn Viability Review

Alberta Municipal Affairs

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How to read this report

The Initial Findings Report is meant to provide members of the Minburn community with information on what the Viability Review Team has analyzed and reviewed so far. Residents, concerned stakeholders and members of the public are asked to participate in the next phase of the viability review where they can contribute to the Viability Review Team's determination of the viability of the Village of Minburn.

This Initial Findings Report provides information on the Village of Minburn's finance and governance, as well as programs and services that are offered by the village for the Minburn community.

The information contained in this report is based on information collected from the Village of Minburn and other municipal, provincial and federal government sources between March 2013 and June 2014 and is reflective of the most current information at the time of writing.

Introduction

The Initial Findings Report was developed as part of the Village of Minburn Viability Review in order to determine the viability of the Village of Minburn as a municipality. The structure of this report reflects the spirit of the Government of Alberta's Municipal Sustainability Strategy, and the Viability Review Team's approach to the determination of the village's viability.

This report is divided into five sections.

Section 1 provides an overview of the Government of Alberta's Municipal Sustainability Strategy and the viability review.

Section 2 contains information on the Village of Minburn Viability Review, including composition and mandate of the Viability Review Team, and the viability review process.

Section 3 provides a profile of the Village of Minburn, including some statistics about the municipality and how it compares with other municipalities within the region or municipalities across Alberta with similar population.

Section 4 presents the Viability Review Team's analysis of the village's viability based on the eight areas identified in the Municipal Sustainability Strategy. The analysis includes comparisons with municipalities in the region, and municipalities across Alberta with similar population.

Section 5 provides information on the opportunities for the public to provide input and to participate in the viability review process. The next steps in the viability review process are also outlined.

Executive Summary

Background

The Village of Minburn is a municipality located in the County of Minburn with a population of 105 residents. In recent years, the village has encountered challenges with a number of viability issues, including, but not limited to: fluctuations in the village's population, the lack of development and growth in the community, the loss of businesses in the village, pending cuts to grant funding for the operations of the village, ability to attract and retain qualified municipal staff, and the cost of replacing existing infrastructure. These issues, along with a sufficient petition from village electors requesting that Municipal Affairs conduct a dissolution study of the village, prompted the viability review for the Village of Minburn.

In January 2013, the Minister of Municipal Affairs accepted a request from the electors of the Village of Minburn to undertake a dissolution study. The form of the dissolution study was determined to be a viability review and a Viability Review Team was formed to lead the viability review. The Viability Review Team met from July 2013 to April 2014 to review and evaluate the state of governance, finance, and programs and services at the Village of Minburn. The focus and primary question that this review will address is: "Is the Village of Minburn viable?"

It is the goal of the Viability Review Team to provide information and assistance to local municipal officials and the public to allow for an objective and informed decision to be made regarding the village's viability and future. The viability review consists of the following phases:

- Self-Assessment Phase
- Initial Findings
- Viability Determination
- Viability Plan

Viability challenges encountered by the Village of Minburn include, but are not limited to...

- *fluctuations in the village's population;*
- *the lack of development and growth in the community;*
- *the loss of businesses in the village;*
- *pending cuts to grant funding for the operations of the village;*
- *ability to attract and retain qualified municipal staff; and*
- *the cost of replacing existing infrastructure.*

The approach presented here seeks to analyze objective information about the municipality, trends on financial and non-financial issues, and the village's performance on the key measures of sustainability. This report, the Initial Findings Report, will serve to inform residents, property owners, and other community stakeholders about the viability review and the findings to date. Future reports, such as the viability plan, may examine the impacts of government reorganization or alternatives, and how the municipality can address viability into the future.

Detailed findings are found in this report. The contents of this report will serve as information for stakeholder engagement throughout the viability review process and will be considered by the Viability Review Team when they make a viability determination in the next phase of the viability review.

Municipal Sustainability Strategy and the Viability Review

The Municipal Sustainability Strategy (MSS) was developed in collaboration with Alberta's municipal associations to bring key decision makers together, and to empower communities to make sound decisions about their future that are based on collaboration, cooperation and a vision of success.

The viability review process was developed to focus on:

- **finding solutions** through a strong partnership of neighbouring municipalities, municipal associations and Municipal Affairs;
- more **community engagement and involvement**, including neighbouring municipalities;
- **community development** and **community identity**; and
- developing a suite of **solution-focused options** including, but not limited to restructuring, for a municipality whose sustainability and/or viability is in jeopardy.

The viability review is the process to determine the viability of a municipality and if required, to develop a plan that would lead the municipality to viability. The viability review process includes the following:

- The completion of the MSS **self-assessment questionnaire**, which is designed to help municipalities assess and enhance their own viability by assisting them to identify where and how they could improve;
- A **viability review**, which includes: 1) stakeholder engagement; 2) the development of an Initial Findings Report that will review the finances and governance of the municipality, as well as the programs and services that are currently provided by the municipality; and 3) a **viability determination**.
- If the viability review team determines that the municipality is trending towards being non-viable, a **viability plan** will be developed with community and stakeholder engagement and will identify options for the municipality to achieve viability.

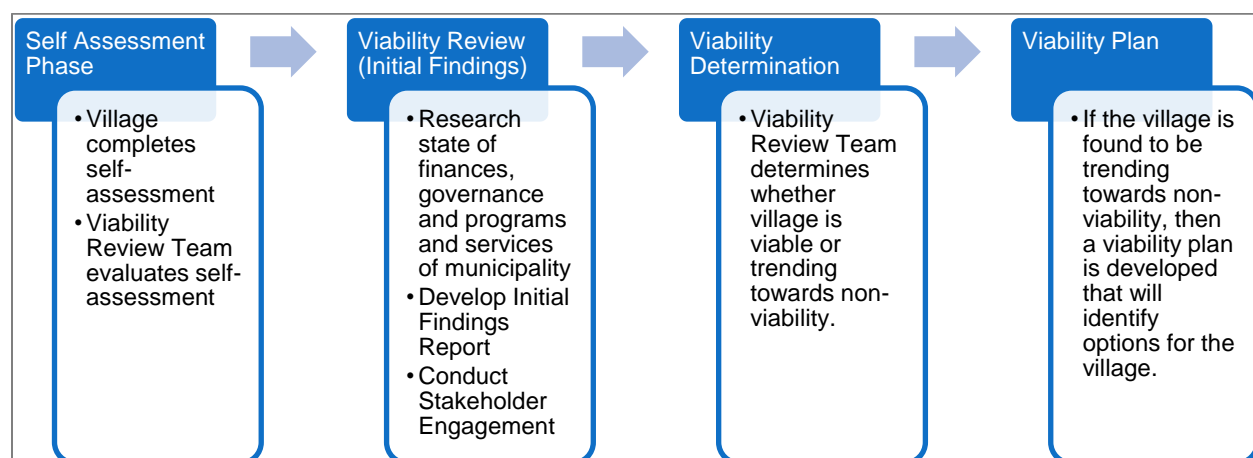


Figure 1 - Overview of the Viability Review Process

The Municipal Sustainability Strategy can be found on the Municipal Affairs website at: <http://municipalaffairs.alberta.ca/1330.cfm>.

Village of Minburn Viability Review

In July 2012, the electors of the Village of Minburn submitted a petition to the Minister of Municipal Affairs, requesting the Minister undertake a dissolution study of the Village of Minburn. The Minister found the petition to be sufficient and in January 2013, the Minister advised a study would be done using the viability review process.

Viability Review Team

Each viability review is led by a Viability Review Team composed of representatives from Alberta Municipal Affairs, elected officials and administrators from the affected municipalities, and municipal associations.

Viability Review Team	
Alberta Municipal Affairs (chairs)	Coral Callioux (2013) Bill Diepeveen (2014)
Village of Minburn (elected official)	Tom Rafuse
Village of Minburn (administrative official)	Brian Overly (2013-2014) Karen McQuarrie (2014)
County of Minburn (elected official)	Eric Anderson
County of Minburn (administrative official)	David Marynowich
Alberta Association of Municipal Districts and Counties	Soren Odegard
Alberta Urban Municipalities Association	Jenelle Saskiw
Alberta Rural Municipal Administrators' Association	Sheila Kitz
Local Government Administration Association	Debra Moffatt

Viability Review Team Mandate

The Viability Review Team was given the mandate to collaboratively:

- evaluate the viability of the Village of Minburn;
- lead public engagement of local residents, property owners, and other stakeholders in the affected municipalities;
- if required, develop a viability plan for Minburn that focuses on partnerships between neighbouring municipalities, municipal associations, and Municipal Affairs;
- develop an implementation plan for the selected viability option; and
- provide feedback to Alberta Municipal Affairs on the municipal viability review process.

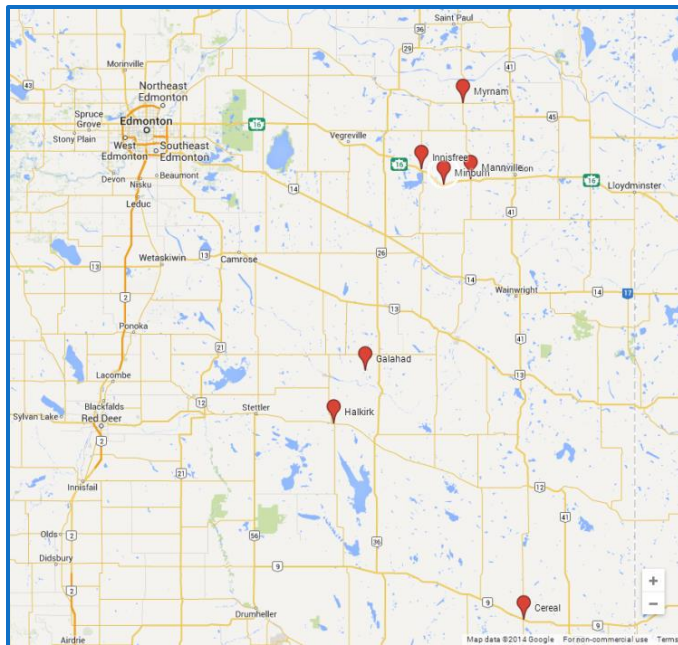
Based on the direction set by the Viability Review Team, information concerning the Village of Minburn's finances, governance, infrastructure, and programs and services was collected from village administration and from provincial records. The information was analyzed and reviewed by the Viability Review Team and the results led to the development of the Village of Minburn Viability Review Initial Findings Report.

Overview of the Village of Minburn

Profile

The Village of Minburn was formed on June 24, 1919, when land was withdrawn from the Municipal District of Birch Lake No. 484. The village subsequently grew to its current size through the annexation of lands in 1980. The total land area of the municipality is 73 hectares (0.73 square kilometres).

The 2011 federal census found that the village had a population of 105 residents; this was an increase of 40 residents from the 2006 federal census when 65 residents were counted.



Geographically, the Village of Minburn is located approximately 38 kilometres west of Vermilion and 54 kilometres east of Vegreville. The village’s rural neighbour is the County of Minburn. The county’s administration office is located in Vegreville. In 2013, the population of the county was 3,278. The Village of Minburn is one of four urban municipalities (the others are: Innisfree, Mannville, and Vegreville) within the County of Minburn.

Municipalities Compared

For the purposes of analyzing the Village of Minburn, two groups of municipalities were selected to compare to the village’s finances, governance and other statistics. The first group of municipalities were selected from the region. Due to the differences between the population, finances and capacity of the municipalities within the region, a second group of municipalities which have populations or budget size similar to the Village of Minburn was also selected for comparison.

Table 1: Municipalities compared against the Village of Minburn

Municipalities in the region	2013 Population	Municipalities with population similar to Minburn	2013 Population
Village of Mannville	803	Village of Cereal	134
Village of Myrnam	370	Village of Halkirk	121
Village of Innisfree	220	Village of Galahad	119
Village of Minburn	105	Village of Minburn	105

The municipalities with population similar to the Village of Minburn will appear throughout the analysis of this report.

Performance on Key Measures of Sustainability

The Municipal Sustainability Strategy outlines ten key measures of municipal viability. The key measures were designed so that a municipality which triggers three of the ten key measures, or measure #3, will be flagged for further review. If flagged, Alberta Municipal Affairs initiates contact with the municipality to review the cause(s) of the trigger and to discuss options for assisting the municipality to strengthen performance if necessary. The key measures are:

Table 2: Village of Minburn's Performance on Key Measures

Key Measures	
	1. Has your municipality reported an accumulated deficit, net of equity in tangible capital assets, for the past three fiscal (calendar) years?
✓	2. Does your municipality have less than a 1:1 ratio of current asset to current liabilities?
	3. Has your municipality received a "qualified audit opinion", "denial of opinion" or an "adverse opinion" with respect to your most recent annual financial statements?
	4. Has your municipality reached 80% of its debt or debt service limit?
	5. Based on the annual audited financial statements, have provincial & federal grants accounted for more than 50% of your municipality's total revenue in each of the past three fiscal (calendar) years?
✓	6. Has your municipality's non-residential assessment base declined over the past 10 years?
✓	7. Does your municipality have more than 5% of current property tax unpaid for the most recent completed fiscal year?
	8. Has your municipality experienced a decline in population of the municipality over the last 20 years?
	9. Is the remaining value of the tangible capital assets less than 30% of the original cost?
	10. Has your municipality missed the legislated May 1 reporting date for the annual audited financial statements in each of the last 2 years?

When the Village of Minburn was assessed, three key measures were triggered. Alberta Municipal Affairs would have contacted the village to discuss its performance and to offer support to the village if it is required, had the viability review not been underway.

The detailed calculations for the Village of Minburn's performance on key measures will be shown in the relevant sections throughout this report.

Analysis of Village of Minburn's Self-Assessment

The Self-Assessment Questionnaire was developed to assist municipal officials in assessing the municipality's viability. The self-assessment includes measures and indicators of viability, highlights best practices, and may lead the municipal officials to consider some enhancements that the municipality may wish to adopt. The self-assessment is composed of 124 questions organized into eight broad subject areas. The self-assessment questionnaire can be found on the Municipal Affairs website at: <http://municipalaffairs.alberta.ca/1330.cfm>.

The eight broad areas in which to assess the viability of a municipality are:



Sustainable governance addresses topics such as council practices and procedures, compliance with legislation, citizen engagement, and strategic planning.

Regional co-operation addresses the municipality's approach to collaborating with neighbours for the benefit of local and regional residents.

Operational and administrative capacity addresses the capacity of the municipality to operate on a daily basis and support council decisions.

Financial stability addresses the municipality's capacity to generate and manage revenues sufficient to provide necessary infrastructure and services to the public.

Infrastructure addresses the municipality's capacity to effectively and efficiently manage public infrastructure on behalf of residents.

Service delivery addresses the capacity of the municipality to provide essential services that meet residents' expectations and any appropriate standards.

Community well-being addresses local community characteristics that contribute to the vitality of the community and the long-term viability of the municipality.

Risk management addresses the capacity of the municipality to identify and manage key risks on behalf of residents.

The village's responses in each of these eight areas, along with supporting documentation from the Village of Minburn, County of Minburn and from provincial government departments, were analyzed and are reflected in the following section of the Initial Findings Report.

Analysis of Village Viability

1. Sustainable Governance

Council and Local Decision Making

The Village of Minburn is governed by a municipal council consisting of three councillors. All council positions are elected at-large by the electors of the village and the mayor is chosen from amongst the councillors at the annual organizational meeting in October. The village council holds regular council meetings on the first Tuesday of each month at the Village of Minburn municipal office.

The *Municipal Government Act* states that the purpose of a municipality is to provide good government, services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality, and develop and maintain safe and viable communities. To do this, the municipal council's primary roles are to develop and evaluate policies and programs, make sure that the powers, duties and functions are appropriately carried out, and carry out the powers, duties and functions given to it under the *Municipal Government Act* or any other legislation. Essentially, council establishes policy and programs, and they monitor these decisions by receiving complete and accurate reporting from administration on how policies and programs are implemented.

As the mandate of this viability review is to evaluate the viability of the Village of Minburn, concerns expressed by residents and property owners in the village about individual council decisions or how council members conduct themselves will not be addressed by this process.

Council Remuneration

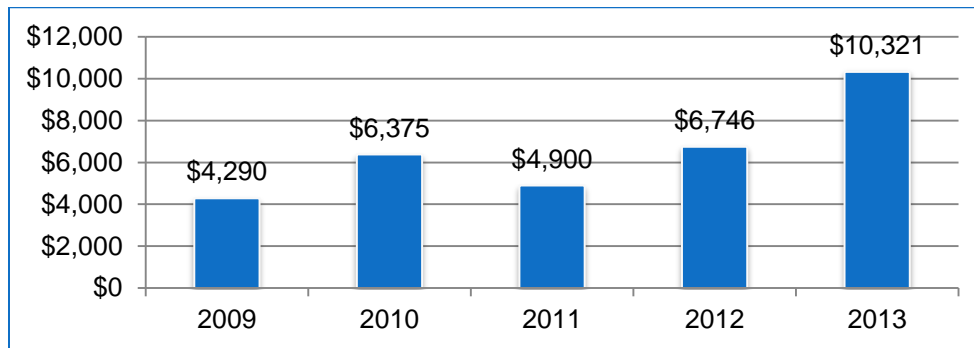
Council members are remunerated based on Policy #2012-01 – Travel, Subsistence & Council Honorariums. According to Policy #2012-01, council members are remunerated based on a monthly honorarium rate, plus per diems for out of town meetings. In addition to the per diem, mileage expenses are calculated using a rate of \$0.50 per kilometre travelled. In Table 3, the current council remuneration is shown.

Table 3: Council Remuneration Rates

Council Position	Basic Honorarium (Monthly)		Out of Town Meeting Length	Out of Town Per Diem Rate		Mileage for Out of Town Meetings
Mayor	\$175	+	Up to 4 hours	\$50.00	+	\$0.50 per kilometre
Deputy Mayor	\$150		4 to 8 hours	\$100		
Councillor	\$125		Over 8 hours	\$125		

Collectively, the total remuneration for village council in 2013 was \$10,321. This is higher than the remuneration from previous years where council remuneration ranged from \$4,290 (2009), to \$6,746 (2012). Chart 1 illustrates the total remuneration for village council from 2008 to 2012.

Chart 1: Council Remuneration at Village of Minburn, 2009 to 2013



The Village of Minburn’s council remuneration is the lowest of the municipalities in the region as shown in Table 4. When compared with municipalities of a population and council size, the total village council remuneration is highest of the group. This is shown in Table 5.

Table 4: Comparison of Council Size and Council Remuneration in the Region, 2013

Municipality	Population	Number of Councillors	Total Council Remuneration
Village of Mannville	803	5	\$38,246
Village of Innisfree	220	5	\$28,723
Village of Myrnam	370	3	\$17,308
Village of Minburn	105	3	\$10,321

Note: Total council remuneration may include honoraria, benefits, and mileage/travel costs reimbursed.

Table 5: Comparison of Council Size and Council Remuneration with Municipalities with Similar Population in Alberta, 2013

Municipality	Population	Number of Councillors	Total Council Remuneration
Village of Minburn	105	3	\$10,321
Village of Galahad	119	3	\$9,325
Village of Halkirk	121	3	\$7,875
Village of Cereal	134	3	\$5,257

Note: Total council remuneration may include honoraria, benefits, and mileage/travel costs reimbursed.

Municipal Elections

General municipal elections were held in Alberta every three years prior to 2013 and every four years starting with the October 2013 general municipal elections.

For the October 2013 general municipal elections, five candidates ran for municipal office. 58 voters participated in the election. Similarly, a general election was held in 2010 when five candidates ran for three council positions. No elections were held in 2004 and 2007 as the number of candidates did not exceed the number of council positions and council was acclaimed.

In addition to the general municipal elections, the village held by-elections in October 2011, August 2012, and September 2012 to fill vacancies on village council.

Bylaws and Policies

To assist with consistent governance and operations and services, municipalities have bylaws and policies. Typically, municipal bylaws describe what will occur and policies outline procedures.

The Village of Minburn has bylaws to govern matters in Minburn including:

- Appointment of assessor;
- Borrowing;
- Community standards;
- Council meeting procedures;
- Dangerous and unsightly properties;
- Dog control;
- E-911 services;
- Fees and charges;
- Franchise fees;
- Garbage collection rates and charges;
- Land use;
- Regional assessment review boards;
- Snow clearing.

With the exception of the Land Use Bylaw (Bylaw No. 378) from 1998, there is no record of bylaws that were approved prior to 2004. Enforcement of bylaws is explained in Section 6, Services Delivery, under Policing and Bylaw Enforcement.

Strategic and Sustainability Planning

The Village of Minburn does not have a strategic or business plan. However, the village had developed an integrated community sustainability plan for 2012 to 2017. The sustainability plan provided goals and actions in four dimensions of sustainability (environmental, cultural, social and economic). The sustainability plan was developed in 2012 using the Alberta Association of Municipal District and Counties' Integrated Community Sustainability Plan Toolkit.

The Village of Minburn Integrated Community Sustainability Plan identified nine actions items for the municipality to implement with community stakeholders. The village's implementation of the sustainability plan is included in the relevant sections of this report.

Since the Village of Minburn Integrated Community Sustainability Plan was originally developed and approved, some actions items may have been completed but no progress report has been developed.

Communications and Community Engagement

The Village of Minburn does not have a communications bylaw or policy. Village announcements and information about village programs and services are published on bulletin boards adjacent to the village's mailboxes. Public notices required by legislation are published in one of the newspapers in the region (Vegreville News Advertiser and Vermilion Voice). The village does not have a website or other internet presence.

The village does not conduct community engagement as part of its regular practices such as municipal budgeting or strategic planning.

Council Training

At the Village of Minburn, councillors receive an orientation to the Village of Minburn once they are elected or acclaimed to council. This orientation is offered by the village administrator. In addition, village councillors attend a regional council training session which was most recently held in Vegreville following the October 2013 general election. Beyond this session, councillors do not receive additional training.

2. Regional Co-operation

Regional co-operation addresses the municipality's approach to collaborating with neighbours for the benefit of local and regional residents.

The Village of Minburn has working intermunicipal relationships with the County of Minburn, Village of Innisfree and the Village of Mannville.

Together, the four municipalities have a joint fire services agreement where services are jointly provided and cost-shared by the partners. In addition to the fire services agreement, the four municipalities have also partnered to construct the East Regional Waste Transfer Station which will help each municipality meet their long-term goals for solid waste management.

Beyond these intermunicipal or joint service delivery arrangements, the village is a member of the Alberta Urban Municipalities Association, an association which represents and advocates the interests of all members to both the provincial and federal governments as well as other provincial and federal organizations.

3. Operational and Administrative Capacity

Human Resources

At the Village of Minburn, the village has a part-time chief administrative officer who is responsible for the administration of the village. In addition to the chief administrative officer, the village also has two part-time public works staff members. For other services such as assessment services, bylaw enforcement, and waste pickup and disposal, the village contracts with external contractors to provide those services.

Based on a review of village bylaws, the village only has one bylaw that deals with human resources and designated municipal officers. Bylaw 2006-02, Assessor Appointment By-Law established the position of assessor for the village. No bylaws concerning the position of chief administrative officer have been found.

Municipal Office Hours

The Village of Minburn's municipal office is open to the public on Tuesdays and Thursdays from 10:00 a.m. to 4:00 p.m.

4. Financial Stability

At the end of each fiscal year, municipalities in Alberta must prepare annual financial statements and those statements must be audited by an independent auditor appointed by council. The financial statements are public information and are generally published in May of the following year.

The independent auditor will express an opinion on the financial statements. An unqualified audit opinion indicates that the financial statements fairly present the financial position of the municipality at December 31st of the financial year. A "qualified, denied or adverse opinion" would indicate concerns with matters contained in the financial statements.

Key Measure

Has your municipality received a “qualified audit opinion”, “denial of opinion” or an “adverse opinion” with respect to your most recent annual financial statements?



No. The Village of Minburn did not receive a “qualified audit opinion”, “denial of opinion” or an “adverse opinion” with respect to its 2013 financial statements.

Reference: Village of Minburn, 2013 Financial Statements

3

Financial Position

The information below was compiled using the village’s audited financial statements from 2009 to 2013. The *Statement of Financial Position* reports on the assets the municipality owns or controls; liabilities owed by the municipality, and what remains after the assets have been used to meet the liabilities, or the accumulated surplus (deficit).

The overall financial position of a municipality can be considered by reviewing two key amounts reported on the annual financial statements: Net Financial Assets (Debt) and Accumulated Surplus. Net Financial Assets (Debt) is equal to total financial assets less total liabilities. Table 6 shows the net financial assets for the Village of Minburn from 2009 to 2013. A positive amount indicates that the municipality has financial assets available in excess of its current liabilities.

Table 6: Net Financial Assets for Village of Minburn, 2009 to 2013

	2009	2010	2011	2012	2013
Net Financial Assets (or Net Debt)	\$209,062	\$205,993	\$201,790	\$173,324	\$139,800

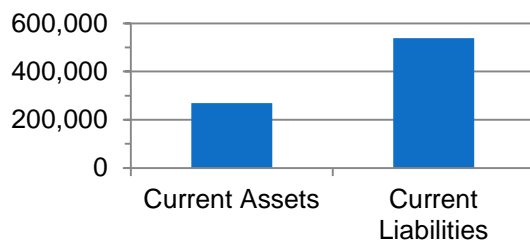
One of the key measures to measure the financial health and viability of a municipality is to compare its current assets to current liabilities. A current assets to current liabilities ratio of one or greater indicates that the municipality has sufficient current assets to offset all of its current liabilities.

Key Measure

Does your municipality have less than a 1:1 ratio of current assets to current liabilities?



Yes. The ratio of current assets to current liabilities is 0.50:1.



Data:

Current Assets	\$266,860
Current Liabilities	\$538,364
Ratio	0.50:1

Note:

Current assets exclude all investments owned by the village and land that is held for resale.

Reference: Village of Minburn, 2013 Financial Statements

2

The Accumulated Surplus as illustrated in Table 7 provides another perspective on the village's financial position by considering both financial and non-financial (physical) assets owned by the municipality.

The accumulated surplus has three components including unrestricted surplus, restricted surplus, and equity in tangible capital assets.


- **Unrestricted surplus** is the unallocated amount of excess revenue available for a future purpose.
- **Restricted surplus** is the amount that results from excess revenues which have been internally designated for a specified future purpose or are externally restricted.
- **Equity in Tangible Capital Assets** is the net book value of tangible capital assets.

If the total accumulated surplus, less equity in tangible capital assets (TCA) is positive, the municipality has assets on hand that will be used to provide future municipal services.

Table 7: Accumulated Surplus for Village of Minburn, 2009 to 2013

	2009	2010	2011	2012	2013
Unrestricted Accumulated Surplus	\$54,400	\$51,082	\$47,872	\$11,239	\$3,078
Restricted Accumulated Surplus	\$168,865	\$168,865	\$168,865	\$168,865	\$148,865
Equity in Tangible Capital Assets	\$656,399	\$710,363	\$707,167	\$670,282	\$990,771
Total Accumulated Surplus	\$879,664	\$930,310	\$923,904	\$850,386	\$1,142,714
Accumulated Surplus, net of Equity in TCAs	\$223,265	\$219,947	\$216,737	\$181,104	\$151,943

Alberta Regulation No. 206/2012, the *Municipal Finance Clarification Regulation*, requires that every municipality maintain a surplus, net of equity in tangible capital assets. This indicates that, in general terms, the municipality is managing within its financial means. The village has maintained a positive amount of accumulated surplus, net of equity in tangible capital assets from 2009 to 2013. However, the village's accumulated surplus, net of equity in tangible capital assets has trended down since 2009.

Key Measure			
<p>Has your municipality reported an accumulated deficit, net of equity in tangible capital assets, for the past three fiscal (calendar) years?</p>		<p>No, the Village of Minburn has not reported an accumulated deficit, net of equity in tangible capital assets, for the past three fiscal years.</p>	
Data:			
	2011	2012	2013
Accumulated Surplus, Net of Equity in Tangible Capital Assets	\$216,737	\$180,104	\$151,943
Reference: Village of Minburn, 2011-2013 Financial Information Return			1

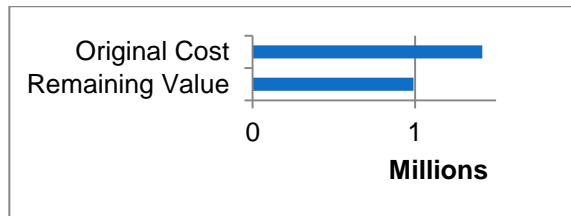
A third perspective into the financial viability of a municipality lies in its tangible capital assets. Municipally owned physical assets (tangible capital assets) include buildings, vehicles, underground infrastructure, and public works equipment. Municipalities across Canada are required to amortize the cost of these assets over the expected useful life of the asset. The key measure below shows that as of December 31, 2013, the village's tangible capital assets have 70 per cent of their original value remaining to be used.

Key Measure

Is the remaining value of the tangible capital assets less than 30% of the original cost?



No. The remaining value of the tangible capital assets is greater than 30% of the original cost.



Data:

Original cost	\$1,414,577
Amortization	(\$423,806)
Net Book Value	\$990,771
Net Book Value (%)	70%

Reference: Village of Minburn, 2013 Financial Information Return

9

Municipal Revenues

The Village of Minburn, like other municipalities in Alberta, has several different sources to generate revenue to fund municipal services. Property taxes are calculated based on the assessed value of the property. Other revenue sources include: grants from the federal or provincial government, user fees on municipal services, development fees from the sale of development permits and franchise fees, which are collected by utility providers based a percentage of the utility bill and forwarded to the municipality.

Property taxes are explained in more detail in the Assessment and Taxation sections later in this report.

In 2013, the Village of Minburn collected \$173,550, excluding capital transfers from other levels of government to support its municipal operation. Table 8 provides the trend in municipal revenues for the Village of Minburn from 2009 to 2013.

Table 8: Municipal Operating Revenues for the Village of Minburn from 2009 to 2013

	2009	2010	2011	2012	2013
Property Taxes	\$39,348	\$38,981	\$51,378	\$61,960	\$62,209
Sales and User Fees	\$38,781	\$43,852	\$50,277	\$53,666	\$26,028
Government Transfers	\$25,340	\$71,560	\$25,748	\$0	\$61,874
Other	\$42,965	\$26,267	\$25,716	\$24,437	\$23,439
Total	\$146,434	\$180,660	\$153,119	\$140,063	\$173,550

Government Grants

A substantial portion of village revenues comes from government transfers which may come from federal and provincial governments. Government transfers typically come in the form of grants which are allocated based on each grant program's policies and guidelines.

Since Municipal Affairs introduced the Municipal Sustainability Initiative (MSI) funding program for Alberta municipalities in 2007, the Village of Minburn has been allocated approximately \$642,907 in total grant funding through the capital and operating components of the MSI. MSI grant allocations are based in part on the population of a municipality as well as education tax requisitions and kilometres of local roads. Municipalities with populations under 10,000 and limited local assessment bases, such as the Village of Minburn, also receive Sustainable Investment funding as part of their MSI operating allocations.

MSI funding is subject to annual fluctuations resulting from changes in the formula factors in relation to the provincial average.

In 2013, the Government of Alberta announced that the funding focus over the next years will shift from operational support towards municipal cooperation, and in Budget 2013, the phase out of MSI operating funding was initiated with a budget reduction from \$50 million to \$30 million in 2014, to be followed by a reduction from \$30 million to \$15 million in 2015, and discontinuation in 2016. Any decision will become apparent in the 2015-16 Budget. MSI operating remains at \$30 million for this year.

As a result of the reduction in operating grants, the Village of Minburn has indicated that there will be some impact to its finances: for example, the MSI operating grant accounted for \$37,152 (or 21 per cent) of its total municipal operating revenues in 2013.

Table 9 provides a listing of the MSI grant funding allocated to the Village of Minburn from 2009 to 2013.

Table 9: Municipal Affairs Grant Funding Allocated to the Village of Minburn, 2009 to 2013

Year	MSI Operating Grant	MSI Capital Grant	Total MSI Allocation
2009	\$16,693	\$16,551	\$33,244
2010	\$23,351	\$113,956	\$137,307
2011	\$25,748	\$114,052	\$139,800
2012	\$24,722	\$114,189	\$138,911
2013	\$37,152	\$114,501	\$151,653
Total 2009-2013	\$127,666	\$473,249	\$600,915

From 2009 to 2013, the Village of Minburn used its operating grant for a variety of purposes and projects, including: contracting fire and emergency medical services from the County of Minburn, repairing the Minburn curling rink, hiring contractors to provide waste removal and snow removal services, supporting the expenses of the regional landfill, and for general road and sidewalk repairs.

For the MSI capital grant, the Village of Minburn used its grant allocations for the purchase, construction, and rehabilitation of a variety of capital assets, including: the village playground, the Minburn Community Hall, regional waste transfer station, baseball field, a portion of Main Street, wastewater collection lines, new subdivision infrastructure and safety equipment.

Key Measure

Based on the annual audited financial statements, have provincial & federal grants accounted for more than 50% of your municipality's total revenue in each of the past three fiscal (calendar) years?



No, provincial and federal grants have not accounted for more than 50% of the Village of Minburn's total revenue in each of the past three fiscal years.

Data:

	2011	2012	2013
Federal Transfers	\$0	\$0	\$0
Provincial Transfers	\$58,373	\$0	\$492,154 ¹
Total Transfers	\$58,373	\$0	\$492,154
Total Revenue	\$185,744	\$140,063	\$603,830
Transfers/Revenue (%)	31.43%	0.0%	81.51%

Notes:

Transfers from provincial and federal governments usually come in the form of grants to the municipality. Total revenue includes government transfers for capital.

¹ Includes \$430,280 for capital asset additions.

Reference: Village of Minburn 2013 Financial Statements

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In addition to the MSI grants, the Village of Minburn also received grants from Alberta Transportation for infrastructure projects. A breakdown of the Alberta Transportation grants can be found in Table 10.

Table 10: Alberta Transportation Grant Funding Allocated to the Village of Minburn, 2009 to 2013

Year	Basic Municipal Transportation Grant ¹	Alberta Municipal Infrastructure Program	Federal Gas Tax Fund ²	Strategic Transportation Infrastructure Program
2009/10	\$10,166	\$100,000	\$31,795	-
2010/11	\$10,166	-	\$50,000	-
2011/12	\$10,166	-	\$50,000	-
2012/13	\$10,166	-	\$50,000	\$250,728
2013/14	\$11,500	-	\$50,000	-
Total 2009-2013	\$52,164	\$100,000	\$231,795	\$250,728

Notes:

1. Prior to 2011/12, the Basic Municipal Transportation Grant was known as the Street Improvements Program.

2. Prior to 2010/11, the Federal Gas Tax Fund was known as the New Deal for Cities and Communities.

Municipal Expenses

As stated earlier, the purpose of a municipality is to provide good government, services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality, and develop and maintain safe and viable communities. In carrying out this mandate, municipal councils decide the municipality's priorities for the next year by setting aside money for each program or service. The budget is the single most important policy decision council makes each year. The budget of a municipality reflects its policies. Table 11 provides details of how the village spent from 2009 to 2013.

Table 11: Municipal Expenses sorted by category, 2009 to 2013

Function	2009	2010	2011	2012	2013
Legislative	\$0	\$6,750	\$4,835	\$7,414	\$9,995
Administration	\$72,594	\$80,517	\$103,174	\$109,870	\$177,785 ¹
Protective Services	\$4,368	\$12,481	\$4,196	\$6,518	\$3,537
Roads and Streets	\$25,572	\$26,193	\$33,171	\$53,013	\$76,414
Wastewater	\$10,103	\$8,203	\$8,807	\$9,447	\$14,721
Waste Management	\$0	\$40,362	\$24,443	\$21,087	\$19,408
Culture	\$15,324	\$40,635	\$3,135	\$3,135	\$6,073
Other	\$22,903	\$425	\$10,389	\$3,097	\$3,569
TOTAL²	\$150,864	\$215,566	\$192,150	\$213,581	\$311,502

Notes:

1 - The 2013 administration expenses were significantly higher than past years due to a one-time expense of \$45,272 spent on renovations of the village office.

2 - The total amount includes amortization expenses.

Municipal Budget and Financial Reporting

A municipal budget is the municipal government’s plan to fund all municipal programs and services for any given year. The budget is a financial plan that details the levels of spending required to provide municipal programs and services to the community and to maintain infrastructure desired by residents, businesses and ratepayers.

The Village of Minburn begins the budget cycle with an interim budget that is presented at the December village council meeting. Following the approval of the interim budget, the final budget is presented and typically approved in the January or February council meetings.

Key Measure							
<p>Has your municipality missed the legislated May 1 reporting date for the annual audited financial statements in each of the last 2 years?</p>	<p>→</p>						
	<p>No. The Village of Minburn did not miss the legislated May 1 reporting date for the annual audited financial statements in each of the last two years.</p>						
<p>Data:</p> <table border="1"> <thead> <tr> <th>Financial Year</th> <th>Met Legislated May 1 Reporting Date</th> </tr> </thead> <tbody> <tr> <td>2012</td> <td>No</td> </tr> <tr> <td>2013</td> <td>Yes</td> </tr> </tbody> </table>		Financial Year	Met Legislated May 1 Reporting Date	2012	No	2013	Yes
Financial Year	Met Legislated May 1 Reporting Date						
2012	No						
2013	Yes						
<p>Reference: Municipal Affairs, Financial Advisory Services 10</p>							

Municipal Borrowing and Debt

Municipalities are permitted to borrow funds and incur debt for municipal projects. Municipal borrowing activities, including the total amount of borrowing allowed, and the amount of annual debt servicing costs as a percentage of municipal revenues, are legislated in the *Municipal Government Act*, and *Debt Limit Regulation*.

Debt limit is the maximum amount of money that can be borrowed by the municipality for municipal projects as defined in the Debt Limit Regulation. The Debt Service Limit is the maximum amount of

money that can be spent in a financial year by a municipality to repay the principal and interest of debt the municipality holds.

Based on the 2013 revenues of the village, the village is eligible to borrow up to \$260,325 with debt servicing not to exceed \$43,388 per year. As of December 2013, the village does not have any outstanding debt.

Key Measure			
Has your municipality reached 80% of its debt or debt service limit?		→	No, the village has not reached 80% of its debt or its debt service limit.
Data:			
Current Debt Service	\$0	Current Debt	\$0
Debt Service Limit	\$43,388	Debt Limit	\$260,325
80% of Debt Service Limit	\$34,710	80% of Debt Limit	\$208,260
Reference: Village of Minburn, 2013 Financial Statements			4

Assessment and Taxation

Property taxes are a primary source of revenue for municipalities. Property assessment is the process of assigning a value to a property for taxation purposes. In Alberta, property is taxed “according to value.” This means that the amount of tax paid is based on the value of the property.

Often the terms “assessment” and “taxation” are considered to be interchangeable. However, assessment and taxation are very different. Although one impacts the other, each is a distinct and independent process.

- “**Assessment**” is the process of estimating a dollar value on a property for taxation purposes. This value is used to calculate the amount of taxes that will be charged to the owner of the property.
- “**Taxation**” is the process of applying a tax rate to a property’s assessed value to determine the taxes payable by the owner of that property.

Property assessment services in the Village of Minburn are provided by Wainwright Assessment Group.

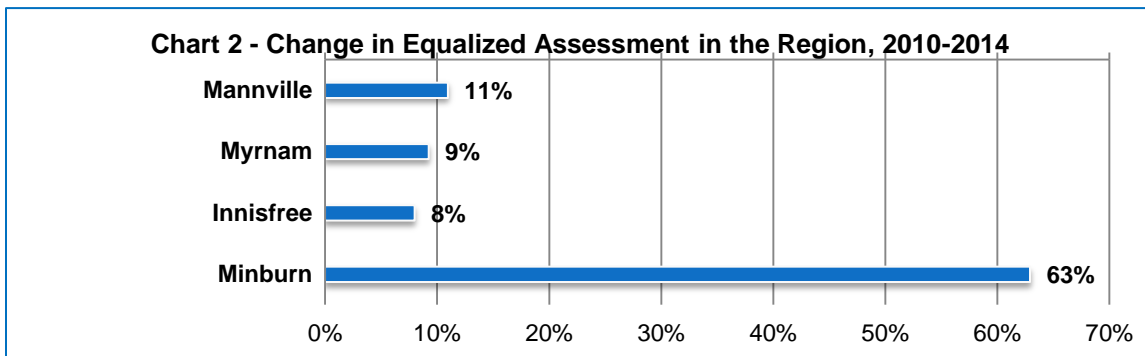
Equalized assessment is a means of comparing property wealth among municipalities. The assessed values of all properties in Alberta are brought to a common level, which is used for cost-sharing programs such as education funding. The value is calculated by Alberta Municipal Affairs and may differ from the assessment found in the municipal tax bylaw. In Table 12, the equalized assessment for the Village of Minburn is shown.

Table 12: Equalized Assessment for Village of Minburn, 2010-2014

Year	Residential	Non-Regulated Non-Residential ¹	Linear ²	Total Assessment
2010	\$1,378,885	\$198,500	\$228,480	\$1,785,545
2011	\$1,445,040	\$173,630	\$218,090	\$1,836,760
2012	\$1,688,469	\$170,390	\$219,500	\$2,078,359
2013	\$2,480,685	\$216,406	\$222,330	\$2,919,421
2014	\$2,532,108	\$156,704	\$220,200	\$2,909,012

Notes:
 1. Non-Regulated Non-Residential assessment refers to all non-residential properties, excluding farmland, linear property, machinery and equipment, and railway property.
 2. Linear assessment refers to the assessment of oil and gas wells, pipelines to transport petroleum products, electric power systems (generation, transmission, and distribution facilities), telecommunication systems (including cellular telephone systems), and cable television systems.

For 2014, the equalized property assessment of all taxable properties in Minburn is \$2,909,012. In 2010, the equalized assessment was \$1,785,545. Chart 2 shows the change in the amount of equalized assessment for municipalities in the region between 2010 and 2014. During this time period, the equalized assessment of all properties in the Village of Minburn increased by 63 percent. Over the same time period, the change in equalized assessment of all properties in municipalities in the region varied from eight percent in Innisfree to 63 percent in Minburn.



Another perspective on the viability of a municipality is the trend in non-residential assessment. Non-residential assessment refers to the value of all non-residential properties, including commercial, industrial, farmland, linear property, machinery and equipment, as well as railway property. In the past 10 years, the value of all non-residential assessment in the Village of Minburn fell 31 per cent, from \$546,840 in 2005 to \$376,904 in 2014. This decline in the non-residential assessment, together with the increase in residential assessment as shown in Chart 2, results in a shift of the tax burden from non-residential property owners to residential property owners.

Key Measure

Has your municipality's non-residential assessment base declined over the past 10 years?



Yes, the Village of Minburn's non-residential assessment declined by \$169,936, or 31% over the past 10 years.

Data:

	2005	2014
Non-Residential Assessment	\$546,840	\$376,904

Reference: Alberta Municipal Affairs, Equalized Assessment Reports, 2005 and 2014.

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Municipal property taxes are calculated by multiplying the assessed value of a property by the municipal tax rate. The municipal property tax rate is expressed in mills (dollars in tax paid per thousand dollars of assessed property value). Chart 3 shows how tax rates affect property taxes.

Chart 3: How Tax Rates Affect Property Taxes

Property taxes are calculated using two key pieces of information:
The **Assessed Value of Your Property** and the **Mill Rate (Tax Rate)**

The formula to calculate property taxes is:

Assessed Value of Your Property	X	Mill Rate (Tax Rate)	÷	1000	=	Property Tax
For example:						
\$100,000	X	10.000	÷	1000	=	\$1,000

The Village of Minburn also levies property tax for education purposes (Alberta School Foundation Fund), as well as requisitions for the Minburn Foundation. These requisitions are not included in the examination of tax rates. The tax rates for the Village of Minburn from 2010 to 2014 are shown in Table 13.

Table 13: Municipal Tax Rates for Village of Minburn, 2010-2014

Year	Residential	Non-Regulated Non-Residential ¹	Linear ²
2014	17.999	20.999	20.999
2013	19.496	19.496	19.496
2012	19.496	19.496	19.496
2011	22.260	22.260	22.260
2010	19.999	19.999	19.999

Notes:
1. Non-Regulated Non-Residential assessment refers to all non-residential properties, excluding farmland, linear property, machinery and equipment, and railway property.
2. Linear assessment refers to the assessment of oil and gas wells, pipelines to transport petroleum products, electric power systems (generation, transmission, and distribution facilities), telecommunication systems (including cellular telephone systems), and cable television systems.

In Table 14 and Table 15, the 2014 municipal tax rates for residential and non-regulated non-residential properties for the Village of Minburn will be compared with municipalities in the region and with similar-sized municipalities across Alberta.

Table 14: Comparison of 2014 Tax Rates for Village of Minburn and Municipalities in the Region

Municipality	Population	Municipal Tax Rate for Residential Properties	Municipal Tax Rate for Non-Regulated Non-Residential Properties	Total General Municipal Taxes Levied ¹
Village of Innisfree	220	21.1000	21.1000	\$256,775
Village of Minburn	105	17.9999	20.9999	\$55,972
Village of Myrnam	370	14.6970	14.6970	\$265,000
Village of Mannville	803	11.4200	20.4000	\$669,913
Notes:				
This is a simple comparison of the municipal tax rate and does not take into consideration differences in assessment classes (such as vacant land), local improvement levies, special taxes, etc.				
1. The total general municipal taxes levied is the amount that of money required by the municipality to provide services that is not covered any other sources.				

Based on the comparison from Table 14, the Village of Minburn’s tax rates are above average in the region. The residential tax rate is 17.999 mills, which is second highest in the region. The non-residential tax rate is 20.999 mills, which is the second highest tax rate in the region.

Table 15 shows the village residential tax rate for similar-sized municipalities. For residential tax rates, the Village of Minburn is second highest out of five similar-sized municipalities compared and the village has the fourth highest non-residential tax rate out of the five similar-sized municipalities compared.

Table 15: Comparison of 2014 Tax Rates for Village of Minburn and Similar-Sized Municipalities

Municipality	Population	Municipal Tax Rate for Residential Properties	Municipal Tax Rate for Non-Regulated Non-Residential Properties	Total General Municipal Taxes Levied ¹
Village of Cereal	134	27.3600	27.3600	\$120,942
Village of Minburn	105	17.9999	20.9999	\$55,972
Village of Milo	122	No Data ²	No Data ²	No Data ²
Village of Halkirk	121	10.3600	11.1600	\$81,455
Village of Galahad	119	10.9800	34.1330	\$93,873
Notes:				
This is a simple comparison of the municipal tax rate and does not take into consideration differences in assessment classes (such as vacant land), local improvement levies, special taxes, etc.				
1. The total general municipal taxes levied is the amount that of money required by the municipality to provide services that is not covered any other sources.				
2. The 2014 tax rates for the Village of Milo were not available at the time of this report.				

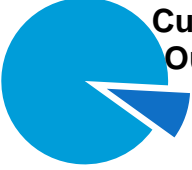
The Village of Minburn has a minimum tax which specifies that the minimum amount payable as property tax is \$250.00 for all properties. The village charges penalties on late payments – 6 per cent is applied to current taxes as of August 1 and 12 per cent is applied to all tax arrears as of January 1 each year.

Table 16: Village of Minburn’s Tax Collection (Current Taxes Outstanding), 2009 to 2013

Year	2009	2010	2011	2012	2013
Amount Owning at Dec. 31	\$9,692	\$9,757	\$18,145	\$19,383	\$10,655
Taxes Assessed	\$44,575	\$44,092	\$56,496	\$67,482	\$70,948
Percentage of Taxes Uncollected at Dec. 31 of that year	21.74%	22.13%	32.12%	28.72%	15.02%

Key Measure

Does your municipality have more than 5% of current property tax unpaid for the most recent completed fiscal year? → **Yes. The village has 15.0 percent of current property tax unpaid for the 2013 tax year.**



Current Taxes Outstanding

Data:

Current Tax Receivables	\$10,655
Taxes Assessed for 2013	\$70,948

Notes:

Tax receivables is the amount of taxes owing from property owners to the village at the end of the tax year (December 31, 2013).

Reference: Village of Minburn 2013 Financial Information Return 7

As of June 30, 2014, the Village of Minburn had 39 tax accounts one or more year in arrears resulting in \$16,283.74 in unpaid taxes. Tax recovery efforts have been initiated by the village to collect taxes owing.

User Fees

User fees are the costs a consumer pays for a service or program. For some services, such as utility services, municipalities are encouraged to fully fund the service through user fees. This is referred to as full cost recovery. For other services and programs, such as a recreation facility, the user fees the municipality would be required to charge to break even would be so high that residents would not use the service, so municipalities chooses to subsidize the fees with other revenues including property taxes. User fees for utility services are detailed in the Services Delivery section of this report.

The village reviews utility rates annually as part of the budget process. The town has not adopted a full cost recovery policy regarding utility rates.

5. Infrastructure

Municipal facilities

The Village of Minburn owns a number of buildings and facilities within the village. A complete list of municipal facilities can be found in Table 17. Facilities related to infrastructure systems such as the lagoon are listed in the relevant sections in the following pages.

Table 17: Municipal facilities owned by Village of Minburn and facility condition, 2014

Municipal Facility	Condition
Municipal Office	Renovated in 2013/14.
Public Works Shop	Built in 1989 and is in good condition.
Municipal Playground	Good. Playground was last repaired or upgraded in 2007.
Ball Diamonds	Only one diamond is active in use and is in good condition. New bleachers were added in 2011. The other ball diamonds are being reverted back to grassed parkland.
Community Hall	Good condition.

Water Treatment and Distribution Systems

The village does not have a water treatment or water distribution system. Each resident or property owner is responsible for maintaining their own water well. According to Alberta Environment and Sustainable Resource Development’s water wells database, there are 58 water wells within the municipal boundaries of the village.

Wastewater Collection and Treatment Systems

The village’s wastewater collection system consists of a series of wastewater collection mains connecting to a wastewater lagoon located northeast of the village. Wastewater is collected from properties and flows by gravity to the sewer lift station where it is pumped out to the sewage lagoon where the sewage is left to settle. The wastewater is evaporated while the sewage effluent is broken down by bacteria and other naturally-occurring organisms in the lagoon.

The wastewater collection lines were relined in 2013 to extend the life of the wastewater lines. The village has identified that further work at the lagoon may be necessary in the near future.

Transportation – Road Network, Streets, and Sidewalks

The Village of Minburn has approximately six kilometres of paved and gravel roads within its municipal boundaries. The village is responsible for the construction and maintenance of the roads. This includes road and pothole repairs, dust control, and snow clearance.

6. Service Delivery

Service delivery addresses the capacity of the municipality to provide essential services that meet residents’ expectations and any appropriate standards.

Full cost recovery, where the revenue generated through utility rates to provide the service is equal or greater than the cost to provide that service, is a best practice for municipal utility services. When the utility rates charged are not high enough to attain full cost recovery, the revenue from utility rates is subsidized by the Village of Minburn from general revenues or property taxes. Surpluses are put back into general revenues.

Wastewater Services

Wastewater utility services in the village are funded through utility fees charged to each customer. The wastewater utility rates are calculated based on a flat rate for each type of customer. Table 18 shows the monthly wastewater utility rates for the Village of Minburn.

Table 18: Monthly Wastewater Utility Rates, Village of Minburn, 2013

Customer Type	Base Monthly Rate
Customers inside village limits	\$10
Customers outside village limits	\$20

Wastewater utility rates are not full-cost recovery as wastewater revenues generally do not exceed the expenditures required to provide the wastewater services. Table 19 provides a five-year overview of the net revenue for the village's wastewater utility.

Table 19: Net Revenue for Wastewater Utility Services, Village of Minburn, 2009 to 2013

Year	2009	2010	2011	2012	2013
Wastewater Revenues	\$5,371	\$10,426	\$10,970	\$4,585	\$7,735
Wastewater Expenses	\$10,103	\$8,203	\$8,807	\$9,447	\$14,721
Net Revenue	-\$4,732	\$2,223	\$2,163	-\$4,862	-\$6,986

Waste Management Services

Waste management services are provided under contract with the Two Hills Regional Waste Management Commission. The waste management commission provides weekly waste pick-up service in Minburn where it is transported to the regional landfill located 15 kilometres east of Two Hills. Residents and businesses can place their waste in any of the roadside bins placed throughout the village. The rates for waste management services are shown in Table 20.

Table 20: Monthly Waste Management Rates, Village of Minburn, 2013

Customer Type	Base Monthly Rate
Customers inside village limits	\$11
Customers outside village limits	\$21

Waste management utility rates are not set for full-cost recovery as waste management expenses fluctuate significantly from year to year and the expenses for waste management services do not correspond with the revenues earned. Table 21 provides a five-year overview of the net revenue for the village's waste management utility.

Table 21: Net Revenue for Waste Management Services, Village of Minburn, 2009 to 2013

Year	2009	2010	2011	2012	2013
Waste Management Revenues	No data	\$35,168	\$37,582	\$13,780	\$43,816
Waste Management Expenses	No data	\$40,362	\$24,443	\$21,087	\$19,408
Net Revenue	No data	-\$5,194	\$13,139	-\$7,307	\$24,408

Land-use Planning and Development

Land-use planning and development is governed by the land-use bylaw (Bylaw No. 378) which was approved in 1998. The land-use bylaw has not been amended since its initial adoption in 1998. At the present time, there are no active developments or development agreements in the village.

Development services such as the issuing of development permits are handled by the village administrator. The village is not accredited in any of the Safety Codes and as such, all building and permit-related safety codes inspections are performed by Superior Safety Codes (Lloydminster office) or the Inspection Group (Edmonton).

Development permit fees are \$40 for permitted use developments to \$75 for discretionary use developments.

Road Maintenance

Road maintenance services provided by the Village of Minburn include pothole repairs, snow removal, and ensuring proper drainage on roadways and lanes. The village has one policy concerning snow removal which outlines the priority for snow removal.

Policing and Bylaw Enforcement Services

Under the *Police Act*, provincial policing services are provided to every town, village and summer village that has a population no greater than 5,000, and every county, municipal district and Métis settlement regardless of population, at no direct cost to the municipality.

The Village of Minburn receives policing services from the Royal Canadian Mounted Police (RCMP) detachment in Vermilion.

Bylaw enforcement in the village is completed by the village administrator or a contracted bylaw enforcement officer from the Town of Vegreville.

7. Community Well-being

Demographics

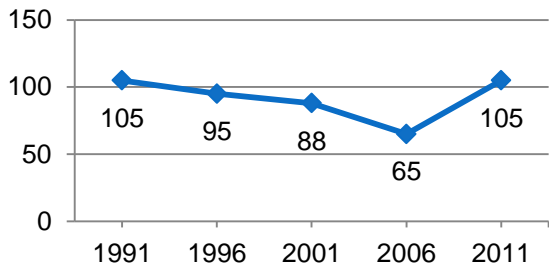
Based on the 2011 federal census, the population of the Village of Minburn was 105. This represents an increase of 40 residents (62 percent increase) from 2006 when the previous federal census was completed. In the past twenty years, the village's population peaked in 1991 and 2011 when 105 residents lived in the village.

Key Measure

Has your municipality experienced a decline in population of the municipality over the last 20 years?



No. The population of the Village of Minburn has not changed in the past 20 years.



Data:

2011 Population	105
1991 Population	105
Change in Population from 1991 to 2011	0 (0%)

Note:

As the village does not conduct its own municipal census, population data comes from the Alberta Population Lists that are compiled from federal census data.

Reference: Alberta Municipal Affairs, Alberta Population Lists

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The age profile of the Village of Minburn's population is shown in Table 22. The median age of the village's population is 40.8 years, which is only 0.5 years older than the median age of the census division (Alberta Census Division No. 10) that the Village of Minburn is a part of. The median age is a statistical measure provided by Statistics Canada. The median age is an age 'x', such that exactly one half of the population is older than 'x' and the other half is younger than 'x'.

Table 22: Median Age Comparison between Village, Region and Province

Village of Minburn	Census Division No. 10 (Camrose)	Alberta
40.8 years old	40.3 years old	36.5 years old

Family and Community Support Services

Family and Community Support Services (FCSS) is a unique 80/20 funding partnership between the Government of Alberta and participating municipalities.

Family and community support services for the Village of Minburn are provided by Mannville-Minburn-Innisfree Family and Community Support Services. The FCSS provides a variety of programs and services that are tailored to the needs of the four member communities (Mannville, Minburn, Innisfree and the County of Minburn).

The current programs offered by Mannville-Minburn-Innisfree Family and Community Services include: transportation for seniors and for persons with disabilities, babysitting safety courses, ladies night out, "It can't happen to me" risk awareness project, SMILE program, newcomer welcome, and other recreational and social programs.

Funding for Mannville-Minburn-Innisfree Family and Community Services comes from a variety of sources including provincial grants and municipal contributions. In 2013, the village contributed \$679 to the FCSS program.

Parks and Recreation

The Village of Minburn operates a playground/park and a set of ball diamonds in the east end of the village. The playground was last repaired or upgraded in 2007. The ball diamonds were last upgraded with new bleachers in 2013.

The village does not offer any recreational programming.

The curling rink in the community is owned and operated by the Minburn and District Ag Society.

8. Risk Management

Fire and Emergency Services

The village does not have its own fire department. The village is reliant on the volunteer fire departments from the neighbouring municipalities of Innisfree (16 kilometres away) or Mannville (14 kilometres away) to respond to fires in the village.

The Village of Minburn has a joint fire services agreement with the County of Minburn, and the towns of Innisfree and Mannville where services are jointly provided and cost-shared by the partners.

How You Can Contribute To The Viability Review

The Initial Findings Report is meant to provide members of the Minburn community with information on what the Viability Review Team has analyzed and reviewed so far. Residents, concerned stakeholders and members of the public are asked to participate in the next phase of the viability review where they can contribute to the Viability Review Team's determination of the viability of the Village of Minburn.

How you can contribute to the viability review

Residents, concerned stakeholders and members of the public can contribute to the Village of Minburn Viability Review in any of the following ways:

⇒ **Participate in a public meeting hosted by the Viability Review Team**

The Village of Minburn Viability Review Team and officials from Alberta Municipal Affairs will hold a public meeting on **Wednesday, July 30, 2014 from 7:00pm to 9:00pm** at the Minburn Ag Society Hall (4916 50 Street, Minburn, AB) to provide an opportunity for members of the Minburn community to review the findings of the Viability Review Team and to ask questions concerning the viability review, and to provide input on the findings of the Viability Review Team.

⇒ **Provide written input to the Viability Review Team**

For residents, concerned stakeholders and members of the public who are not able to participate in the public meeting, or would prefer to contribute by writing. Written submissions can be sent to the Viability Review Team at the following mailing address by **August 8, 2014**:

Alberta Municipal Affairs
Attention: Village of Minburn Viability Review
17th Floor, Commerce Place
10155 – 102 Street NW
Edmonton, AB T5J 4L4

Submissions will also be accepted via fax at 780-420-1016 or via email at viabilityreview@gov.ab.ca.

Questions?

For further information, please contact:

Bill Diepeveen

Chairperson
Village of Minburn Viability Review Team
Alberta Municipal Affairs

Kai So

Manager, Municipal Sustainability and Information
Alberta Municipal Affairs

Email: viabilityreview@gov.ab.ca

Toll-free in Alberta by dialing: **310-0000** and entering **780-427-2225**