

AGENDA

Committee of the Whole

March 11, 2026

10:00 a.m.

-
- 1. CALL TO ORDER**
 - 2. CHANGES TO AGENDA & ADOPTION OF AGENDA**
 - 3. CONFIRMATION OF MINUTES**
 - 4. DELEGATIONS**
 - 4.1 Vermilion RCMP - Sgt. Ken Shamblaw - 10:00 a.m.
 - 4.2 STARS - Glenda Farnden- 10:15 a.m.
 - 4.3 Municipal Assessment Services Group - Travis Horne - 10:30 a.m.
 - 5. REPORTS FOR DISCUSSION**
 - 5.1 Draft Policy PDS 7006-01 - Growing Futures Scholarship
 - 5.2 2026 Bridge Maintenance
 - 5.3 Asphalt Asset Management Planning
 - 6. COUNCILLOR REQUESTS (INFORMATION / PROGRAM REQUESTS)**
 - 6.1 Division Reports
 - 6.2 Councillor Request Report
 - 7. CLOSED SESSION**
 - 7.1 Minburn Landfill Environmental Site Assessment
AITA Section 29, Advice from Officials
 - 7.2 M-M-I FCSS Agreement
AITA Section 29, Advice from Officials
 - 8. OPEN SESSION**
 - 9. MOTIONS ARISING OUT OF THE CLOSED SESSION**
 - 9.1 Minburn Landfill Environmental Site Assessment
 - 9.2 M-M-I FCSS Agreement
 - 10. ADJOURNMENT**



Committee of the Whole Meeting Minutes

February 11, 2026
10:00 a.m.

Members Present: Reeve Roger Konieczny, Division 3
Deputy Reeve Tara Kuzio, Division 5
Councillor Joey Nafziger, Division 1
Councillor Ray Nedzielski, Division 2
Councillor Allen McCutcheon, Division 4
Councillor Carl Ogradnick, Division 6
Councillor Jerri Ziegler, Division 7

Administration Present: Pat Podoborzny, Chief Administrative Officer
Jason Warawa, Director of Corporate Services
Davin Gegolick, Director of Planning & Community Services
Mike Fundytus, Director of Protective Services
Audra Kropielnicki, Executive Coordinator

1. CALL TO ORDER

Reeve Konieczny called the meeting to order at 10:02 a.m.

2. CHANGES TO AGENDA & ADOPTION OF AGENDA

2026-W011

Moved by: Councillor Ziegler

THAT the Agenda for the February 11, 2026 Committee of the Whole meeting be adopted as presented.

Carried

3. CONFIRMATION OF MINUTES

2026-W012

Moved by: Councillor Nafziger

THAT the January 14, 2026 Committee of the Whole meeting minutes be adopted as presented.

Carried

4. DELEGATIONS

4.1 Vegreville Transportation Services Society (VTSS)

4.2 Northern Lights Library System

External Presenter:

James MacDonald, Executive Director

Deputy Reeve Kuzio arrived at 10:09 a.m.

Councillor Nafziger left the meeting at 10:09 a.m.

5. REPORTS FOR DISCUSSION

5.1 County Reserve Land Lease and Future Use

Administration Presenter:

Davin Gegolick, Director of Planning & Community Services

2026-W013

Moved by: Councillor Ziegler

THAT the Committee of the Whole directs Administration to prepare an RFD for the February 17, 2026 County Council Meeting to pursue a maintenance-type of agreement for Lots R and P, Block 2, Plan 2957ET.

Carried

2026-W014

Moved by: Councillor Nedzielski

THAT the Committee of the Whole directs Administration to prepare an RFD for the February 17, 2026 County Council Meeting to initiate the process to remove reserve designation on Lots R and P, Block 2, Plan 2957ET.

Carried

5.2 County of Minburn Scholarship Proposal

Administration Presenter:

Davin Gegolick, Director of Planning & Community Services

2026-W015

Moved by: Councillor Ogradnick

THAT the Committee of the Whole directs Administration to draft a County of Minburn Scholarship policy for review at the March 11, 2026 Committee of the Whole meeting.

Carried

5.3 Community Standards Bylaw

Administration Presenter:

Davin Gegolick, Director of Planning & Community Services

2026-W016

Moved by: Deputy Reeve Kuzio

THAT the Committee of the Whole accept this report for information and defer further action on a Community Standards Bylaw until additional details regarding a potential animal shelter partnership are available.

Carried

5.4 Grader Replacement Policy

Administration Presenter:

Pat Podoborozny, CAO

2026-W017

Moved by: Councillor Nedzielski

THAT the Committee of the Whole recommends to County Council to approve with the addition of updated additional insurance costs, updated Grader Replacement Policy OP 9030-02

Carried

Councillor Nafziger returned to the meeting at 10:34 a.m.

Councillor Ziegler left the meeting at 10:34 a.m.

5.5 Light Vehicle Replacement Policy

Administration Presenter:

Pat Podoborozny, CAO

2026-W018

Moved by: Councillor Nedzielski

THAT the Committee of the Whole recommends to County Council to approve updated Policy OP 9029-02 Light Vehicle Replacement Policy to align with the new policy formatting standard.

Carried

5.6 Emergent Road Repair/Gravelling Policy

Administration Presenter:

Pat Podoborozny, CAO

2026-W019

Moved by: Councillor McCutcheon

THAT the Committee of the Whole recommends to County Council to repeal Emergent Road Repair/Gravelling Policy OP 9020-01-A.

Carried

5.7 Road Improvement/Construction Contracts Policy

Administration Presenter:

Pat Podoborzny, CAO

2026-W020

Moved by: Deputy Reeve Kuzio

THAT the Committee of the Whole recommend to County Council that Road Improvement/Construction Contracts Policy OP 9007-01-A be repealed.

Carried

6. COUNCILLOR REQUESTS (INFORMATION/PROGRAM REQUESTS)

6.1 Divisional Reports

6.2 Councillor Request Report

2026-W021

Moved by: Councillor Ogrodnick

THAT the Divisional Reports and Councillor Request Report be accepted as presented.

Carried

Councillor Ziegler returned to the meeting at 10:43 a.m.

Councillor Nedzielski left the meeting at 10:44 a.m.

2026-W022

Moved by: Councillor Ogrodnick

THAT the Committee of the Whole directs Administration to prepare an RFD for the February 17, 2026 County Council Meeting to prepare a letter on the closure of the Agricultural and Agri Food Centre Research Development Centre.

Carried

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

Davin Gegalick and Audra Kropielnicki left the meeting at 10:57 a.m.

Councillor Nedzielski returned to the meeting at 11:07 a.m.

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

7. CLOSED SESSION

2026-W023

Moved by: Councillor Nafziger

THAT the Committee of the Whole meet in private to discuss matters protected from disclosure under the Access to Information Act (ATIA) specifically Section 19, Disclosure harmful to business interests of a third party, Section 29, Advice from officials and Section 26(1)(ii), Disclosure harmful to intergovernmental relations, a local government body at 11:14 a.m.

Carried

- 7.1 Auditing Services Request for Proposal
AITA Section 19, Disclosure harmful to business interests of a third party

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

- 7.2 Draft Investment Policy
AITA Section 29, Advice from officials

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

- 7.3 Regional Recreation Feasibility Study
AITA Section 26(1)(ii), Disclosure harmful to intergovernmental relations, a local government body

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

Jason Warawa left the meeting at 12:17 p.m.

8. OPEN SESSION

2026-W024

Moved by: Councillor Nafziger

THAT the Committee of the Whole meeting revert to open session at 12:55 p.m.

Carried

9. MOTIONS ARISING OUT OF CLOSED SESSION

- 9.1 Regional Recreation Feasibility Study

2026-W025

Moved by: Deputy Reeve Kuzio

THAT the Committee of the Whole recommends to County Council that they direct administration to notify the Town of Vegreville that, with the Regional Recreation Feasibility Study now complete and the project shown to be financially unfeasible, the County of Minburn will be no longer be participating in the Regional Recreation Feasibility Committee.

Carried

10. ADJOURNMENT

Reeve Konieczny declared the meeting adjourned at 12:56 p.m.

Reeve

Chief Administrative Officer



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: Draft Policy PDS 7006-01 – Growing Futures Scholarship
Date: March 11, 2026

Background

At the February 11, 2026 COW meeting, the Committee reviewed the history and current status of the Community Progress Scholarship Fund (CPS Fund) and discussed the creation of a new County-wide scholarship program. The Committee directed Administration to draft a scholarship policy for review at the March 11, 2026 Committee of the Whole meeting.

Information for the Committee

The proposed policy - Growing Futures Scholarship establishes a new County-wide scholarship program intended to support local students and strengthen pathways into agriculture-related post-secondary studies.

The scholarship is designed to support educational advancement for local youth contributing to the agricultural sector and rural communities, and provide a fair, transparent award process administered by the County.

Scholarship Structure:

- Total annual budget of \$2,000
- 4 scholarships (\$500 per student)
- Schools included: Vegreville Composite high school, St. Mary's Catholic School, Innisfree Delnorte School, Mannville School
- \$200 from the CPS Fund will be applied annually to the Vegreville Composite High School scholarship until the fund is depleted.
- Specific application requirements
- Application form requirements
- April 30 application deadline
- Board will meet annually in October to approve the award recipients

Recommendation

That the Committee of the Whole directs Administration to prepare an RFD for the March 19, 2026 County Council Meeting to approve Growing Futures Scholarship Policy PDS 7006-01.

Attachment: Draft Policy PDS 7006-01



Policy

Growing Futures Scholarship

Policy Number: PDS 7006-01

Supersedes Policy Number: NEW

Approved by Council: TBD

Next Review Date: February 2030

Resolution No: TBD

Last Review Date: N/A

POLICY STATEMENT

The County supports the educational advancement of local youth and encourages continued growth within the agricultural sector. This scholarship is awarded annually to graduating high school students who are residents of the County of Minburn or who plan to pursue post-secondary studies in an agriculture-related field.

PURPOSE

To recognize academic achievement, community involvement, and commitment to personal and professional development. By providing financial assistance to eligible students, the County aims to foster future leaders who will contribute positively to their communities, the local economy, and the broader agricultural industry.

The County is committed to a fair and transparent selection process. Recipients will be chosen based on eligibility, merit, and demonstrated dedication to furthering their education. Funds awarded through this scholarship must be applied toward tuition or other direct educational expenses at an accredited post-secondary institution.

DEFINITIONS

Administration means the Chief Administrative Officer and delegated municipal employees responsible for managing municipal operations and carrying out the directives and decisions of Council.

Agriculture-Related Field of Study means any secondary-level program that supports agricultural production, agricultural business operations, or the skilled trades essential to modern farming. This may include, but is not limited to agricultural business, mechanics, welding and fabrication.

Board means the three elected members of Council from Division 4, Division 6, and Division 7.

CAO means the Chief Administrative Officer.

Community Progress Scholarship (CPS) Fund means the money that originated by the Community Progress Competition instituted by the Canadian National Railways, invested with a long-range plan of being used for recognizing students at the Vegreville Composite High School.

Council means 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.

GUIDELINES

1. Budget

- a) An annual budget of \$2,000 will be allocated to fund four scholarships of \$500 each.
- b) \$200 from the CPS Fund will be applied to the Vegreville Composite High School scholarship each year until the CPS Fund is fully depleted.

2. Requirements

- a) To be eligible for a scholarship, the applicant must:
 - Be a Canadian citizen or landed immigrant, and resident of Alberta.
 - Be graduating high school from one of the following schools: Vegreville Composite High School, St. Mary's Catholic School, Innisfree Delnorte School, and Mannville School.
 - Be a resident of the County of Minburn, Town of Vegreville, Village of Innisfree, or Village of Mannville and have applied to enroll in post-secondary education in an Agriculture-Related Field of Study.
 - Complete an application form confirming the above and submit to the County prior to the application deadline.

3. General

- a) Annual application deadline is April 30.
- b) Administration will compile the applications for review by the representatives sitting on the Board.
- c) The Board will meet annually in October to approve the award recipients.
- d) Scholarship payment will be disbursed prior to December 31, upon the recipient providing a receipt that clearly shows the tuition or registration fee has been paid.



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: 2026 Bridge Maintenance

Date: March 11, 2026

Background

As part of the County's ongoing Bridge Asset Management Program, formal assessments were completed on several structures to determine their current condition as required by Alberta Transportation. Based on the results of these inspections, a series of priority maintenance and rehabilitation works have been recommended to extend the service life of the affected bridges where feasible.

Information for the Committee

MPA Engineering has identified and recommended the following repair and rehabilitation requirements for the 2026 Bridge Maintenance Requirements.

BF 1000 – Township Road 540 west of Range Road 145 (Division 7)

This single span concrete and timber bridge (1960) has a structural rating of 38.9 percent.

The recommended scope of work is intended to extend the service life by approximately 10 years and includes:

- Replacement of five timber caps.
- Concrete patching and partial depth repairs to girders and curbs.
- Treatment and banding of selected abutment piles.
- Wingwall and backwall stabilization and filling.

Estimated repair cost including engineering and contingencies is \$123,000, compared to a replacement cost of approximately \$1.17 million.

BF 1485 – Township Road 504 east of Range Road 93 (Division 1)

This single span concrete and timber bridge (1985) has a structural rating of 44.4 percent and requires minor rehabilitation to maintain its condition.

Key repairs includes:

- Partial depth concrete repairs to fascia girders and curbs.
- Sealing of curbs and exterior girder faces to prevent further deterioration.

Estimated repair cost including engineering and contingencies is \$52,000, compared to a replacement cost of approximately \$923,000.

BF 71897 – Township Road 504 east of Highway 16 (Division 2)

This single span timber bridge (1970) has a structural rating of 27.8 percent and is partially funded through STIP in the amount of \$52,500. Further inspections identified additional repair requirements beyond the original scope.

The recommended works to extend service life by approximately 10 years include:

- Full replacement of wheel guards and strip deck, with partial sub deck replacement as required.
- Replacement of two stringers and both abutment caps.
- Replacement of two piles and repair of the backwall.
- Placement of riprap for erosion protection at the northeast ditch.

Estimated total repair cost including engineering and contingencies is \$189,000, compared to a replacement cost of approximately \$830,000.

BF 81828 – Entrance into Rotary Peace Park (Division 6)

This four span concrete and timber bridge (1960) has a structural rating of 27.8 percent and received STIP funding of \$61,500 which included Level 2 inspection and coring assessment.

Recommended rehabilitation to extend the structure life by 10 to 15 years includes:

- Treatment and banding of selected pier piles and shimming of abutment piles.
- Replacement of two girders on Span 2.
- Full depth and partial depth concrete repairs to girders and curbs.

Estimated repair cost including engineering and contingencies is \$146,000, compared to a replacement cost of approximately \$3.25 million.

BF 6554 – Range Road 83 north of Township Road 504 (Division 1)

This three span concrete and timber bridge (1953) has a structural rating of 33.3 percent and requires significant structural rehabilitation to extend its service life by 10 to 15 years. BF 6554 had been downgraded with a low rating advisory to 10-tonnes limit.

Major work includes:

- Replacement of all timber caps and installation of new steel piles at both abutments and piers.
- Pier construction including steel bracing and nose plates.
- Full depth concrete repairs to selected girders.
- Reconstruction and stabilization of backwalls and wingwalls.

Estimated repair cost including engineering and contingencies is \$521,000, compared to a replacement cost of approximately \$2.40 million.

Should the maintenance of the above-mentioned projects be approved by County Council, they will all be included in one maintenance tender to be posted in April 2026.

Financials

2026 Maintenance				
Bridge File	Repair Cost	STIP Approved	STIP Funding	County Funding
71897	\$189,000	\$70,000	\$52,500.00	\$136,500
1000	\$123,000			\$123,000
1485	\$52,000			\$52,000
6554	\$521,000			\$521,000
81828	\$146,000	\$82,000	\$61,500.00	\$84,500
Total	\$1,031,000		\$114,000	\$917,000

2026 Bridge Maintenance Budget: \$300,000 less amount required for annual BIMs.

Estimated Funding Required from Reserves: \$620,500 (including annual BIMs)

Funding Options:

2026 Bridge Reserves: \$4,219,443

Peace Park Reserves: \$61,162

Recommendation

THAT the Committee of the Whole recommend to County Council that Bridge Files 71897, 1000, 1485, 6554, and 81828 be approved for maintenance as recommended, for a total estimated project cost of \$1,031,000, with the County's share of funding in the amount of approximately \$917,000, and that any costs exceeding the approved 2026 Bridge Maintenance budget be funded from the Bridge Reserves.



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: Asphalt Asset Management Planning

Date: March 11, 2026

Background

To ensure that the County is planning and prioritizing future paved surface capital projects, administration has been working to determine future capital upgrades or any maintenance that might extend the life of the County's paved capital assets or if paved surfaces could be reclaimed to gravel.

The benefits of long-term capital plans for asphalt paved surfaces are a proactive approach to preventing more expensive and extensive future repairs, saving taxpayer funds in the long run. The capital plan ensures that resources are allocated to the most critical and high-priority roads based on data and analysis.

Information for the Committee

ROHI Engineering completed an asphalt surface condition assessment of 17 paved road segments in the County of Minburn. The purpose of the review was to evaluate road conditions and provide recommended maintenance or rehabilitation options along with high level cost estimates for budgeting and planning.

The assessment was completed using 3D roadway video and the County's Condition Rating Model, which ranks roads from 1 (very good condition) to 5 (unserviceable). The results show that while some roads only require minor maintenance such as crack sealing or chip sealing, several roads are in poor condition with significant cracking, rutting, and in some cases, vegetation growing through the asphalt. These roads will require more extensive rehabilitation or should eventually be reclaimed back to gravel.

Recommended treatments range from:

- Do nothing or crack sealing for roads in good condition
- Chip seal or asphalt overlay for roads with moderate deterioration
- Asphalt overlay or reclaiming to gravel for roads in poor condition

An overlay provides the smoothest ride and longest lifespan but is the most expensive option. Chip sealing offers good value when asphalt is still in fair condition. Reclaiming roads to gravel is the most cost-effective option overall.

Cost estimates were prepared assuming each road segment would be tendered individually. Combining multiple projects into a single tender could result in cost

savings. Estimates include construction, localized repairs, line painting, and a 15 percent contingency. Engineering costs were estimated at 10 to 15 percent depending on project size.

The attached tables provide the condition rating, recommended treatment, and estimated costs for each of the 17 roadway segments. This information is intended to support Council’s decision making and long-term budget planning for asphalt road rehabilitation.

Simple Condition Rating Model	
Rank	Description of Condition
1	Very Good Condition Only normal maintenance required
2	Minor Defects Only Minor maintenance required (5%)
3	Maintenance Required to Return to Accepted Level of Service Significant maintenance required (10-20%)
4	Requires Renewal Significant renewal/upgrade required (20-40%)
5	Asset Unserviceable Over 50% of asset requires replacement

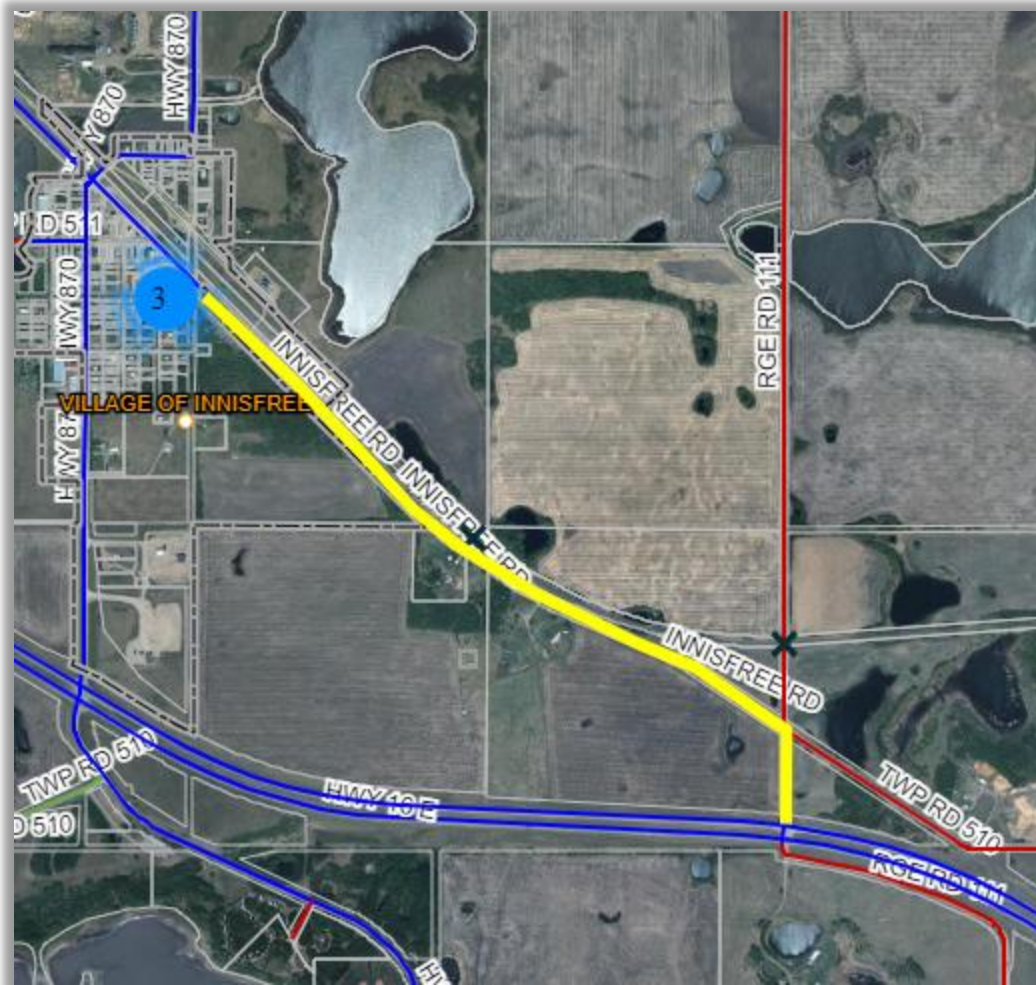
Question for the Committee

It is requested that the Committee of the Whole provides direction on the preferred long-term approach for managing the County’s deteriorating asphalt roads, specifically whether to prioritize higher cost rehabilitation treatments such as overlays and chip sealing to preserve asphalt surfaces, or to transition roads back to gravel in order to reduce costs, therefore recognizing budget sustainability.

Attachment

- Asphalt Roads Assessment – Roho Engineering LTD

Innisfree Road East (Condition 2)



- Length: 2.09 km
- Impact: 2 Residents
- Traffic Count: 116 ADT
- Maintenance required: Crack sealing

Twp 524 – Div. 7 (West of Hwy 857) (Condition 2)



- Length: 1.9 km
- Aggregate seal coat in 2024
- Traffic Count: 452 ADT
- Impact: 5 commercial, 2 residential
- Maintenance required: Crack Sealing

Range Road 150. Div. 6 (Condition 2)



- Length: 0.68 km
- Impact: 2 residents
- Traffic Count: 770
- Renewal Estimate:
 - Overlay: \$147,200.00
 - Chip Seal: \$80,500.00
- Maintenance required: Crack Sealing.

Lavoy Road East Div. 5 (Condition 2)



- Length: 0.36 km
- Impact: None
- Traffic Count: 222 ADT (Questionable result)
- Renewal Estimates:
 - Overlay: \$75,000.00
 - Chip Seal: \$49,000.00

Range Road 145. Div. 7 (Condition 3)



- Length: 0.8 Km
- Impact: 1 Resident
- Traffic Count: 845 ADT
- Renewal Estimate:
 - Overlay: \$295,550.00
 - Chip Seal: \$263,350.00

Innisfree Road West (Condition 3)



- Length: 3.29 km
- Impact: 1 Resident
- Traffic County: 178 ADT
- Renewal Estimates:
 - Overlay: \$1,386,000.00
 - Chip Seal: \$ 716,450.00
- Innisfree road west had a slurry seal surface treatment in 2022.

Innisfree Road (Twp 510 east of Rge. Rd 111) (Condition 3)



- Length: 0.95 km
- Impact: 1 Resident
- Traffic County: Not Completed due to being a dead-end road with access to one residential property.
- Renewal Estimates:
 - Reclamation: \$72,000.00

Minburn Road East (Condition 3)



- Length: 1.1 km
- Impact: 2 Residents
- Traffic Count: 157 ADT
- Renewal Estimates:
 - Overlay: \$599,150.00
 - Chip Seal: \$491,050.00

Minburn Road (east of Rge. Rd 101) (Condition 3)



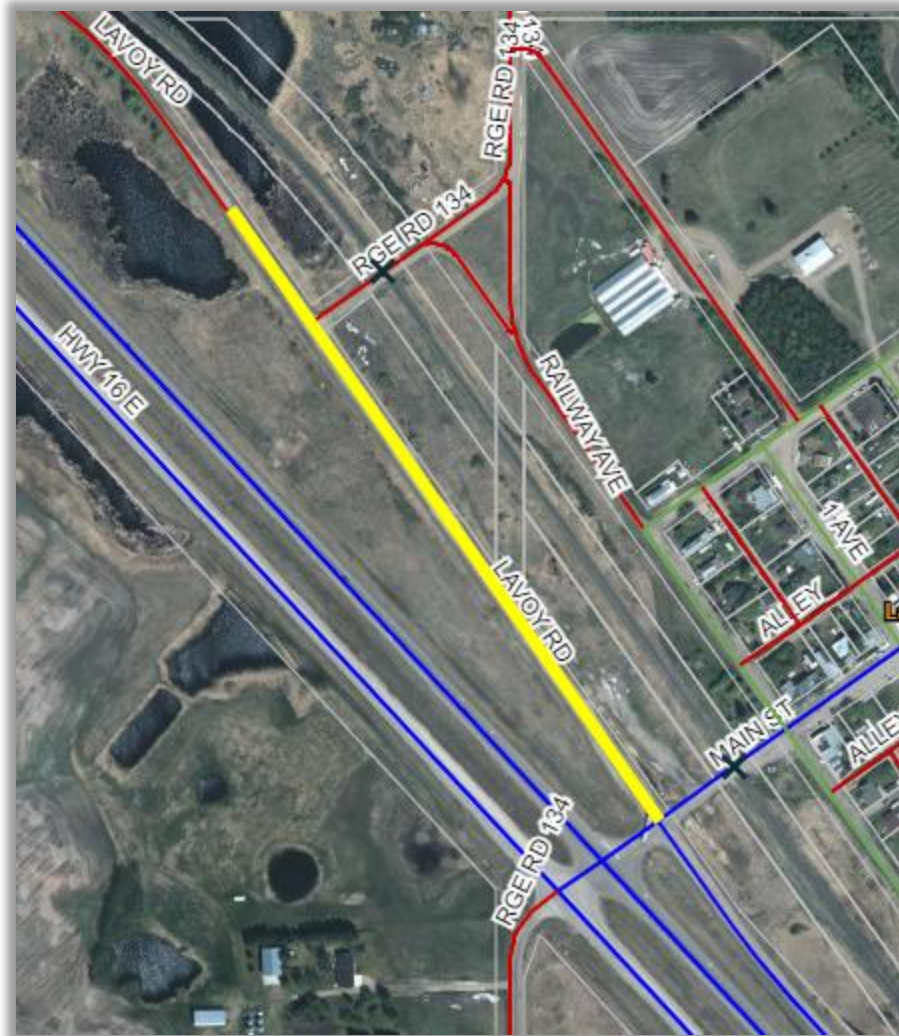
- Length: 1.62 km
- Impact: 0 Resident
- Traffic County: None due to the road not being used.
- Renewal Estimates:
 - Reclaim: \$112,000.00

Mannville Road West (Condition 3)



- Length: 6.13 km
- Impact: 5 Residents
- Traffic Count: 229 ADT
- Renewal Estimates:
 - Overlay: \$2,797,300.00
 - Chip Seal: \$1,888,700.00

Lavoy Road West Div. 5 (Condition 4)



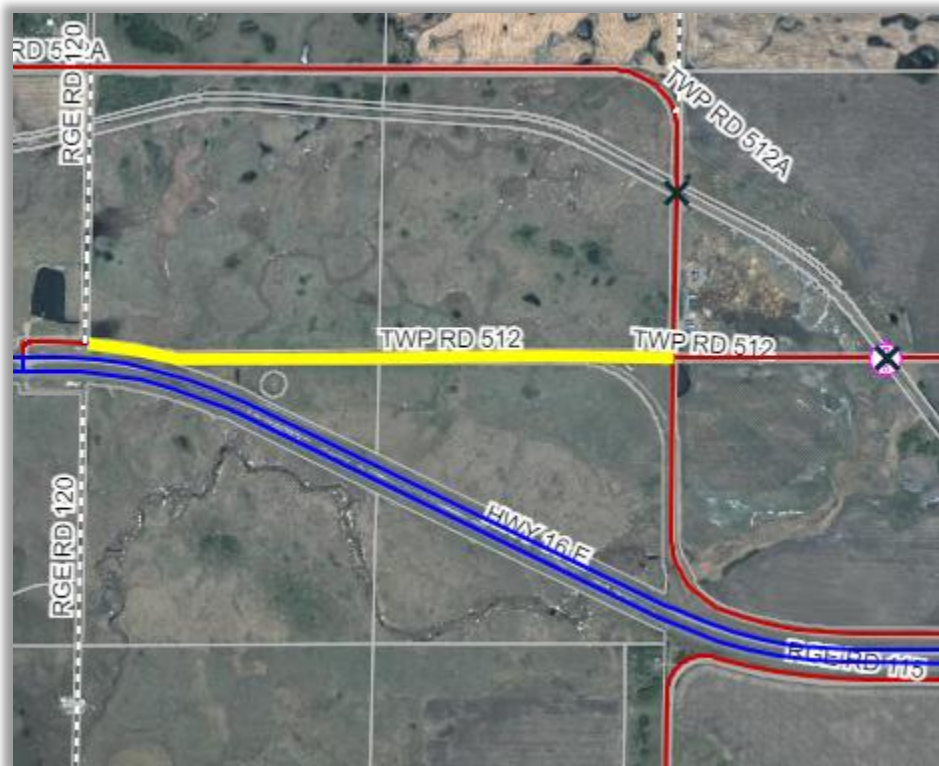
- Length: 0.53 km
- Impact: None
- Traffic Count: 31 ADT
- Renewal Estimate:
 - Overlay: \$488,750.00
 - Reclaim: \$41,000.00

Ranfurly Road Div. 5 (Condition 4)



- Length: 2.98 km
- Impact: 1 Resident
- Traffic Count: 115 ADT
- Renewal Estimates:
 - Overlay: \$1,447,600.00
 - Chip Seal: \$1,043,900.00
 - Reclaim: \$223,000.00

Twp 512 between Rge. Rd 120 and Rge. Rd 115 (Condition 4)



- Length: 1.43 km
- Impact: None
- Traffic Count: 8 ADT
- Renewal Estimates:
 - Reclamation: \$91,000.00

Minburn Road West (Condition 4)



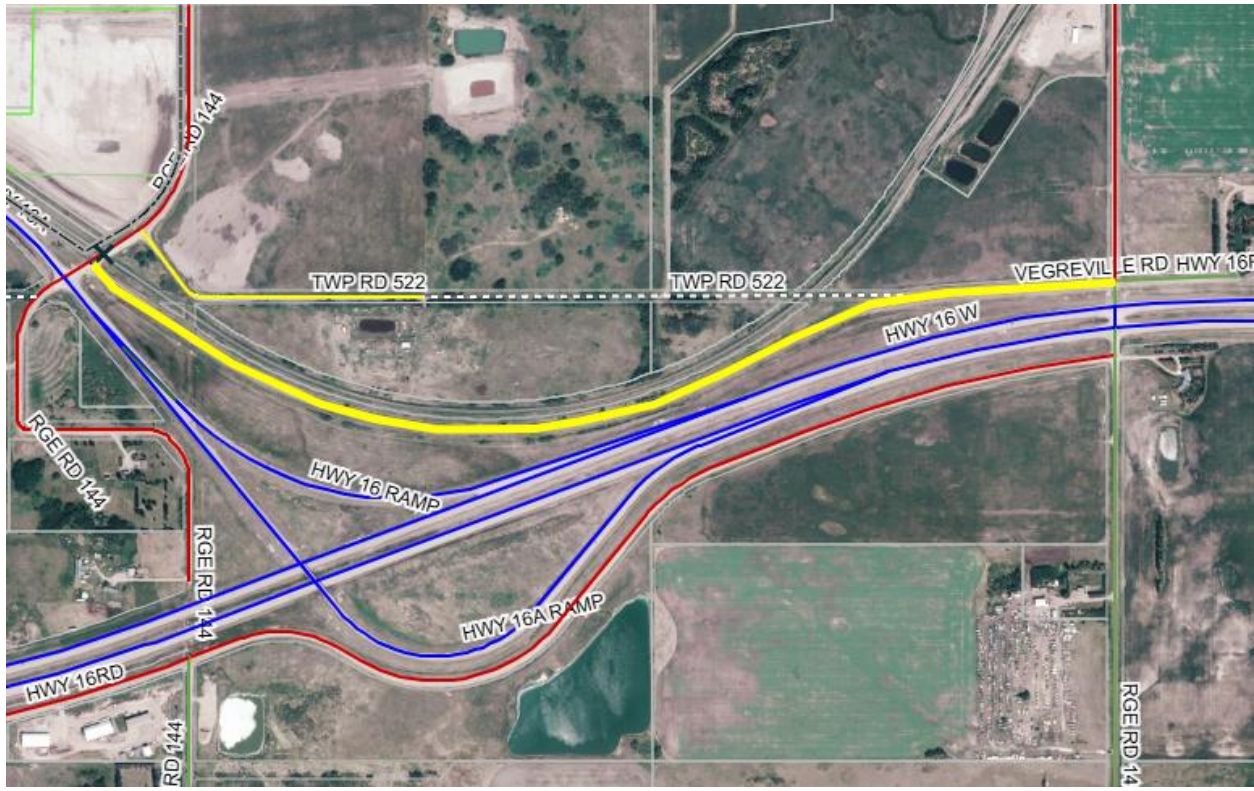
- Length: 3.36 km
- Impact: 1 Resident
- Traffic Count: 94 ADT
- Renewal Estimates:
 - Overlay: \$ 1,601,600.00
 - Chip Seal: \$ 1,205,600.00
 - Reclaim: \$252,000.00

Mannville Road East (Condition 4)



- Length: 2.98 km
- Impact: 1 Resident
- Traffic Count: 223 ADT
- Renewal Estimates:
 - Overlay: \$1,269,400.00
 - Chip Seal: \$853,300.00

Vegreville Road – Div 6 (Condition 4)



- Length: 1.93 km
- Impact: 1 resident, GrainsConnect traffic.
- Traffic Count: 109 ADT
- Significant cracking, and road failure throughout the length of the roadway.
- Renewal Estimates
 - Overlay: \$1,618,100.00
 - Reclaim: \$145,000.00

MEMO

Project No.:	<u>25-095</u>	Date:	<u>January 26, 2026</u>
Project Title:	<u>2025 Asphalt Planning</u>		
Subject:	<u>Asphalt Surface Assessment</u>		
Presented to:	<u>Norm De Wet, Director of Operations, County of Minburn</u>		

ROHI Engineering Ltd. (ROHI) completed an assessment of 17 paved roadways in the County of Minburn (County). The objective of this assessment was to evaluate the surface condition of the roads and recommend a rehabilitation method along with a high-level cost estimate for budgeting purposes.

This assessment was completed using 3D video of the County’s roadways. The County’s Simple Condition Rating Model was applied to each road along with a maintenance or rehabilitation recommendation.

Simple Condition Rating Model	
Rank	Description of Condition
1	Very Good Condition Only normal maintenance required
2	Minor Defects Only Minor Maintenance Required (5%)
3	Maintenance Required to Return to Accepted Level of Service Significant maintenance required (10-20%)
4	Requires Renewal Significant renewal/upgrades required (20-40%)
5	Asset Unserviceable Over 50% of asset requires replacement

The analysis revealed a diverse range of degradation across the 17 roadways. While most roads exhibited standard transverse and longitudinal cracking, many of the roads were quite deteriorated and showed advanced alligator and block cracking. Several of the assessed roads were also showing organic growth (grass) within the pavement structure, indicating a need for reclamation. Roads with heavier usage and a reclamation recommendation may be candidates for soil cement but a geotechnical investigation would be required. Soil cement

was not a rehabilitation methodology that was considered in this report. ROHI's recommendations were made based on the following visual assessments.

Recommended Maintenance or Rehabilitation	Visual Assessment
Do Nothing or Crack Seal	These roads were recently rehabilitated and may have minor transverse cracking
Chip Seal (and Crack Seal) or 50mm Overlay	These roads had transverse and longitudinal cracking, but it was not extreme and there was no apparent rutting
Chip Seal with Localized Repairs or 80mm Overlay	These roads typically had deeper and more frequent longitudinal and transverse cracking. They also may have exhibited some rutting, but no alligator cracks were present.
Chip Seal with Localized Repairs or 80mm Overlay with Localized Repairs	These roads typically had deeper and more frequent longitudinal and transverse cracking. Rutting and alligator cracking was also present.
80mm Overlay with Localized Repairs or Reclaim to Gravel	These roads had deeper and more frequent longitudinal and transverse cracking. These roads also typically had extensive rutting, alligator cracking and block cracking. They may also have grass growing through the asphalt.
Reclaim to Gravel	These roads typically had extensive rutting, alligator cracking, block cracking and grass growing through the asphalt. They also appeared to be low volume roads with few to no residential approaches.

Overlaying roads in the County will provide the smoothest ride of all the options and the longest lifespan, however this is also typically the most expensive option. Chip sealing will extend the lifespan of the County's roads and provide good value when the existing asphalt is still in relatively good condition. Roads that have rutting and alligator cracking are still possible candidates for a chip seal, but the costs start to become closer to those of an overlay when extensive localized repairs are required to repair the failing areas while still having a shorter lifespan when compared to an overlay. Reclaiming roads to gravel is the most cost effective option but comes with the downside of a rough gravel surface and increased costs in vehicle maintenance for the ratepayer.

The construction cost estimates provided are based on tendering each roadway segment individually. If several projects are combined into one tender, there is an opportunity for considerable cost savings. The cost estimates for each road consider the costs of paving, chip sealing, or reclaiming to a gravel road depending on the recommended rehabilitation methodology. Additionally, each segment would consider crack sealing, localized base repairs, line painting, stop bars, and rumble strips when applicable. A 15% contingency was also added to all construction costs.

Much like the construction cost estimates, the engineering estimates are based on each project being a standalone tender. If multiple road segments are tendered as one project, there will be cost savings. For projects with an estimated construction cost of less than \$800,000, 15% was added to the costs for engineering with a minimum budget of \$10,000. For projects with an estimated construction cost greater than \$800,000, the engineering costs were estimated to be 10% of the construction costs.

Attached is ROHI's assessment and recommended maintenance or rehabilitation method for each of the 17 roadway segments along with their simple condition rating and cost estimates.

If you need any clarification regarding this memo, please call the undersigned at (403) 790-9393.

Sincerely,



Ashton Sandin, P. Eng
Project Manager
ROHI Engineering Ltd.

cc: Glen Sandin, ROHI Engineering Ltd
Graham Hopper, County of Minburn



County of Minburn Asphalt Roads Assessment



Road Segment Name	Length (m)	Rank	Recommended Maintenance or Rehabilitation	Construction Cost Estimate	Engineering Cost Estimate	Total Cost Estimate
Innisfree Road East	2,090	2	Do nothing	\$0.00	\$0.00	\$0.00
Township Road 524	1,900	2	Crack Seal	\$6,000.00	\$0.00	\$6,000.00
Range Road 150	680	2	Chip Seal	\$70,000.00	\$10,500.00	\$80,500.00
			50mm Overlay	\$128,000.00	\$19,200.00	\$147,200.00
Lavoy Road East	360	2	Crack Seal and Chip Seal	\$39,000.00	\$10,000.00	\$49,000.00
			50mm Overlay	\$65,000.00	\$10,000.00	\$75,000.00
Range Road 145	800	3	Chip Seal with Localized Repairs	\$257,000.00	\$38,550.00	\$295,550.00
			80mm Overlay	\$229,000.00	\$34,350.00	\$263,350.00
Innisfree Road West	3,290	3	Chip Seal with Localized Repairs	\$623,000.00	\$93,450.00	\$716,450.00
			80mm Overlay with Localized Base Repairs	\$1,260,000.00	\$126,000.00	\$1,386,000.00
Innisfree Road	950	3	Reclaim to Gravel	\$72,000.00	\$0.00	\$72,000.00
Minburn Road East	1,100	3	Chip Seal with Localized Repairs	\$427,000.00	\$64,050.00	\$491,050.00
			80mm Overlay with Localized Base Repairs	\$521,000.00	\$78,150.00	\$599,150.00
Minburn Road	1,620	3	Reclaim to Gravel	\$112,000.00	\$0.00	\$112,000.00
Manville Road West	6,130	3	Chip Seal with Localized Repairs	\$1,717,000.00	\$171,700.00	\$1,888,700.00
			80mm Overlay with Localized Base Repairs	\$2,543,000.00	\$254,300.00	\$2,797,300.00
Lavoy Road West	530	4	Reclaim to Gravel	\$41,000.00	\$0.00	\$41,000.00
			80mm Overlay with Localized Base Repairs	\$425,000.00	\$63,750.00	\$488,750.00
Ranfurlly Road	2,980	4	Reclaim to Gravel	\$223,000.00	\$0.00	\$223,000.00
			Chip Seal with Localized Repairs	\$949,000.00	\$94,900.00	\$1,043,900.00
			80mm Overlay with Localized Base Repairs	\$1,316,000.00	\$131,600.00	\$1,447,600.00



County of Minburn Asphalt Roads Assessment



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Old Highway 16	1,050	4	Reclaim to Gravel	\$79,000.00	\$0.00	\$79,000.00
Township Road 512	1,430	4	Reclaim to Gravel	\$91,000.00	\$0.00	\$91,000.00
Minburn Road West	3,360	4	Chip Seal with Localized Repairs	\$1,096,000.00	\$109,600.00	\$1,205,600.00
			80mm Overlay with Localized Base Repairs	\$1,456,000.00	\$145,600.00	\$1,601,600.00
Manville Road East	2,980	4	Chip Seal with Localized Repairs	\$742,000.00	\$111,300.00	\$853,300.00
			80mm Overlay with Localized Base Repairs	\$1,154,000.00	\$115,400.00	\$1,269,400.00
Vegreville Road	1,930	4/5	Reclaim to Gravel	\$145,000.00	\$0.00	\$145,000.00
			80mm Overlay with Localized Base Repairs	\$1,471,000.00	\$147,100.00	\$1,618,100.00



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____

Division: _____

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

From Date: _____

To Date: _____

Resident Comments:



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Request #	Councillor Name or Motion Number	Request Title	Request	Responding Dept		Response Date	Status
CR25-34	2025-ASB022	ALUS Program Budget	Administration prepare the Terms of Reference for the Project Advisory Committee	Operations	Waiting on ALUS	04-Feb-26	Ongoing
CR25-35	2025-ASB023	ALUS Program Budget	Administration prepare a contract for sharing a coordinator with the County of Two Hills for the June ASB meeting	Operations	Partnership not required with Two Hills as ALUS Coordinator is an independent coordinator. Waiting on response from Coordinator. Will be reported on at the next ASB.	04-Feb-26	Ongoing
CR25-36	Councillor Ogradnick	Grains Connect Road	Look into possible solution to Grains Connect Road, Hwy 857 to Hwy 16A, semis unable to make the turn	Office of the CAO	CAO was going to see what concerns were shared with the Town of Vegreville and send same to AT		Ongoing
CR25-39	2025-W097	Community Standards Bylaw/Dog Control	Administration research dog control before proceeding with a Community Standards Bylaw	Planning and Community Services	Discussion paper prepared for Feb COW - defer further action on a Bylaw until additional details regarding a potential animal shelter partnership are available	17-Feb-06	Closed
CR25-40	2025-W0106	Fire Agreements	Administration prepare RFD recommending Council direct Administration proceed with Fire Agreement Fee Structure negotiations with Villages of Mannville and Innisfree	Office of the CAO	Email sent to Village CAOs that we will be contacting them during first quarter of 2026		Ongoing
CR25-48	2025-ASB055	Farm Family Awards	Administration forward Northern Alberta Farm Family Award information to the agricultural societies within the County	Operations	Letter send to Ag societies	04-Feb-26	Ongoing
CR26-03	2026-W005	Dust Abatement Policy	Administration update policy with suggested changes including using MG30 and bring to February Council meeting for discussion	Operations	RFD Prepared for Feb Council meeting	04-Feb-26	Closed