



AGENDA

Committee of the Whole
August 13, 2026
10:00 a.m.

1. CALL TO ORDER

2. CHANGES TO AGENDA & ADOPTION OF AGENDA

3. CONFIRMATION OF MINUTES

4. DELEGATIONS

- 4.1 Economic Development Opportunity - 10:00 a.m. (Closed Session)
ATIA Section 19, Disclosure harmful to business interests of a third party

5. REPORTS FOR DISCUSSION

- 5.1 Circular Materials Household Recycling Program

Administration Presenter:

Norm De Wet, Director of Operations

- 5.2 Rural Broadband Policy

Administration Presenter:

Davin Gegolick, Director of Planning and Community Services

6. COUNCILLOR REQUESTS (INFORMATION / PROGRAM REQUESTS)

- 6.1 Division Reports
- 6.2 Councillor Request Report

7. CLOSED SESSION

- 7.1 Fire Services Agreement
ATIA Section 26, Disclosure harmful to intergovernmental relations
- 7.2 2027 Capital Equipment
ATIA Section 29, Advice from officials
- 7.3 Mannville Agriculture Society Funding Request
ATIA Section 29, Advice from officials
- 7.4 Viking Health Foundation
ATIA Section 29, Advice from officials
- 7.5 Vegreville FCSS Funding
ATIA Section 29, Advice from officials

8. OPEN SESSION

9. MOTIONS ARISING OUT OF THE CLOSED SESSION

10. ADJOURNMENT



Committee of the Whole Meeting Minutes

July 20, 2026
9:00 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 Ogrodnick, Division 6
Councillor Jerri Ziegler, Division 7

Administration Present:

Pat Podoborzny, Chief Administrative Officer
Norm De Wet, Director of Operations
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 9:00 a.m.

2. CHANGES TO AGENDA & ADOPTION OF AGENDA

2026-W055

Moved by: Deputy Reeve Kuzio

THAT the Agenda for the July 20, 2026 Committee of the Whole meeting be adopted as presented.

Carried

3. CONFIRMATION OF MINUTES

2026-W056

Moved by: Councillor Ziegler

THAT the June 10, 2026 Committee of the Whole meeting minutes be adopted as presented.

Carried

4. DELEGATIONS

5. REPORTS FOR DISCUSSION

5.1 Asphalt Asset Management Planning

Administration Presenter:

Norm De Wet, Director of Operations

2026-W057

Moved by: Councillor Nafziger

THAT the Committee of the Whole accept this report for information, and that capital projects identified throughout this asset management planning process will be brought back to Council for approval on a case-by-case basis.

Carried

6. COUNCILLOR REQUESTS (INFORMATION/PROGRAM REQUESTS)

6.1 Divisional Reports

6.2 Councillor Request Report

2026-W058

Moved by: Councillor Ziegler

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

Carried

7. CLOSED SESSION

2026-W059

Moved by: Councillor Ogrodnick

THAT the Committee of the Whole meet in private to discuss matters protected from disclosure under the *Access to Information Act* (ATIA), specifically Section 29, Advice from officials, at 9:47 a.m.

Carried

7.1 Tax Rate Discussion

ATIA Section 29, Advice from officials

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

8. OPEN SESSION

2026-W060

Moved by: Deputy Reeve Kuzio

THAT the Committee of the Whole revert to open session at 10:29 a.m.

Carried

9. MOTIONS ARISING OUT OF CLOSED SESSION

10. ADJOURNMENT

Reeve Konieczny declared the meeting adjourned at 10:29 a.m.

Reeve

Chief Administrative Officer



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: Circular Materials Household Recycling Program

Date: August 13, 2026

Background

A more convenient and enhanced recycling system is starting in October 2026. Following the successful launch of the Extended Producer Responsibility (EPR) program in Alberta in April 2025, Circular Materials is excited to expand and enhance Alberta's recycling program.

Albertans will be able to recycle even more materials than ever before and recycle the same materials no matter where they live across the province. This will make recycling easier for residents, improve recovery rates and help advance a circular economy in Alberta.

Information for the Committee

Alberta depots will be moving into a single-stream collection model. This means that you will no longer have to sort your recycling materials when visiting your local depot. They can all go into the same bin!

Single-stream recycling is a collection method where all designated recycling materials in Alberta's EPR recycling program for Packaging and Paper Products (PPP) are placed into one container and sorted later at a specialized pre-conditioning facility, rather than being separated by material type at the point of collection.

This transition will significantly improve accessibility and streamline the recycling process for residents.

Starting October 1, 2026, Alberta's recycling program for PPP will be managed by Circular Materials, a not-for-profit Producer Responsibility Organization (PRO) overseeing the province's shift to EPR. This means Circular Materials will be responsible for Alberta's PPP recycling programs' either by working with the community or with a service provider to run curbside and depot services.

In 2022, Alberta introduced regulations creating an EPR framework for recycling PPP. This program is 100% funded by producers – the companies that supply packaging and paper products to the consumers, including the familiar brands and retailers Albertans interact with everyday. As a result, municipalities and taxpayers no longer pay for recycling services as this cost is now paid by producers.

EPR is recognized as one of the most effective mechanisms for improving recycling rates. It enables innovation, operational efficiencies, increased standard levels and access to materials.

The County of Minburn will have two depot sites set up at the existing waste transfer stations at Ranfurly and the East Regional by Mannville. The bins are provided by the contractor for Circular Materials at no cost to the County. Circular Materials will also provide funding (\$1670.00 for two sites, + insurance) per month to cover staff time and added environmental liability insurance for the two depot sites.

We should see an increase in the recycling of household recyclable materials, leading to a reduction in the waste tonnage that is hauled out from these two sites, and reduce waste disposal and hauling costs for the County.

Recommendation:

THAT The Committee of the Whole accept this report for information.

Attachment:

Recyclable Materials List

Recyclable material list

October 1, 2026

Paper/Fibre



Material & examples		What to know
	Cardboard boxes Pizza boxes, direct mail boxes, moving boxes, shoe boxes.	✓ Flatten. No larger than 60 x 60 cm. ✓ Empty.
	Boxboard Cereal boxes, tissue boxes, egg cartons, rolls from toilet paper and paper towel.	✓ Flatten. ✓ Empty.
	Paper Any colour, including flour bags, prescription bags, paper produce bags. Notepads, white or coloured loose paper, file folders, other printed materials. Community newspapers, flyers, brochures and magazines. Greeting cards and envelopes, gift boxes.	✓ Place shredded paper in a tied clear plastic bag. ✓ Separate from plastic bags used to cover items, remove elastic bands. ✓ Remove rope handle from bags. ✓ Do not include soft or hard covered books/novels.

For details on what goes where, visit circularmaterials.ca/AB.

Recyclable material list

October 1, 2026

Paper/fibre



Material & examples	What to know
	Paper laminate packaging Pet food bags, food service paper bags, and plates. ☒ Empty.
	Paper laminate containers Spiral cans, cookie dough containers, ice cream containers and hot and cold beverage cups. ☒ Empty. ☒ Remove lids.
	Cartons Molasses and sugar cartons, laundry and cleaning cartons, soup and sauce cartons. ☒ Empty. ☒ Lids and caps on.

For details on what goes where, visit circularmaterials.ca/AB.

Recyclable material list

October 1, 2026

Plastic packaging and containers



Material & examples	What to know	
	Plastic containers Laundry detergent and household cleaner jugs, shampoo, body wash, salad dressing, condiment, dish soap, mouth wash bottles.	☒ Empty. ☒ Lids and caps on.
	Food trays, salad, yogurt, peanut butter, bakery and egg containers, plastic cups, plastic tubs and lids.	
	Toothpaste tubes, deodorant, hand cream tubes.	
	Small item packaging, hand sanitizer bottles, plant pots.	

For details on what goes where, visit circularmaterials.ca/AB.

Recyclable material list

October 1, 2026

Plastic and foam packaging



Material & examples	What to know
	Flexible plastic packaging Bags used for dry cleaning, bread, newspapers and flyers. Overwrap (paper towel & toilet paper, beverage containers). Coffee bags or deli pouches, chip bags, bubble wrap, snack wrappers, cereal liner bags, plastic gift bags. ☒ Empty.
	Foam packaging Meat trays, takeout containers, cups, plates, bowls, foam packaging. ☒ Empty. ☒ Remove film wrap and absorbent pads from meat trays.

For details on what goes where, visit circularmaterials.ca/AB.

Recyclable material list

October 1, 2026



Metal containers

Material & examples	What to know
	Metal Food cans, metal lids, candle, cookie, coffee and tea tins. ☒ Rinse and dry.
	Aluminum (foils and trays) Aluminum foil, pie plates, frozen food trays. ☒ Empty. ☒ Ball up aluminum foil.
	Aerosol containers Food spray, hairspray, air fresheners, shaving cream, deodorant. ☒ Empty. ☒ Lids and caps on.

For details on what goes where, visit circularmaterials.ca/AB.

Recyclable material list

October 1, 2026



Glass

Material & examples	What to know
	Glass containers Clear and coloured glass. Food containers, jars and bottles. Cosmetic containers, spice bottles, oil and vinegar bottles. ☒ Empty. ☒ Lids and caps off.



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: Rural Broadband Policy
Date: August 13, 2026

Background

Following the Federal Government's 2020 Universal Broadband Fund announcement, the County assessed local connectivity through a Broadband Discovery Document in 2021. The study found that many residents and businesses were underserved and that large portions of the County did not meet Canadian Radio-Television Commission (CRTC) minimum broadband standards.

Council directed Administration not to pursue direct investment in broadband or cellular infrastructure, instead supporting connectivity improvements through advocacy, partnerships, grant opportunities, and collaboration with private service providers. This approach was formalized through the adoption of Rural Broadband Policy PDS 7001-01 in April 2022 and the Broadband Strategy in June 2022.

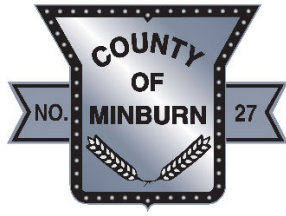
Since then, the County has supported broadband expansion by advocating for projects and providing letters of support for funding applications. Federal and provincial grants secured by private Internet Service Providers have resulted in service improvements in many areas of the County.

The current policy reflects Council's longstanding position that broadband infrastructure should be industry-led, with the County acting as a facilitator rather than a direct investor. As part of this review, Council may wish to consider whether the policy remains necessary, as broadband support can also be advanced through ongoing economic development initiatives and strategic plan actions.

Recommendation

THAT the Committee of the Whole directs Administration to prepare an RFD for consideration at the August 17, 2026 Council meeting, recommending that Council repeal Policy PDS 7001-01, Rural Broadband, and incorporate rural broadband initiatives as an action item supporting the County's economic development goal within the County's Strategic Plan.

Attachment: Policy PDS 7001-01 Rural Broadband



Policy

Rural Broadband

Policy Number: PDS 7001-01

Supersedes Policy Number: NEW

Approved by Council: April 19, 2022

Next Review Date: 2026

Resolution No: 2022-37

Last Review Date: N/A

POLICY STATEMENT

To provide the framework for the continued support of a sustainable broadband industry throughout the County and to enable municipal operations and its partnerships to support essential broadband development.

PURPOSE

The County of Minburn recognizes that the vast majority of County residents and businesses are underserved by current internet services, with the rural areas of the County not meeting CRTC Basic Standards for broadband activity. The County of Minburn recognizes that broadband is an essential service and that its accessibility, affordability, and quality are fundamental to the long-term success of the municipality and region.

DEFINITIONS

Broadband means wide bandwidth data transmission which transports multiple signals and traffic types, including internet. The medium can be coaxial cable, optical fiber, radio, or twisted pair.

County means the County of Minburn No. 27.

CRTC means Canadian Radio-Television and Telecommunications Commission that serves as a quasi-judicial independent body and telecommunications regulator for Canada.

CRTC Basic Standards means the universal service objectives with targets set to deliver connectivity of 50 Mbps download and 10 Mbps upload speeds.

End-User means a person or business that ultimately uses or is intended to

ultimately use a product.

Essential Service means those daily services essential to preserving life, health, public safety, and basic societal functioning that people have come to rely on in their daily lives. Access to affordable, quality internet is considered an essential service in Canada.

Gbps means “gigabit per second” which is a unit of measurement for bandwidth and throughput on a network. Each gigabit is equal to 1,000 Mbps.

ISP or **Internet Service Provider** means an organization that provides services to access and use the Internet.

Qualified ISP means an ISP that meets the County’s standards set for service quality and security.

Mbps means “megabit per second” which is a unit of measurement for bandwidth and throughput on a network. Each megabit is equal to 1 million bits.

NSP or **Network Service Provider** means a network service provider (NSP) a company that provides backbone services to an Internet Service Provider (ISP).

OAN or **Open-Access Network** means a telecommunications network architecture and business model that separates physical access to the network from delivery of services. Owner of an OAN does not supply services; these services are supplied by separate ISPs. OAN can include physical towers, physical network equipment such as fibre or radios, or conduit that is large enough to support multiple ISPs access.

GUIDELINES

1. County supports the following Strategic Priorities:
 - a) Broadband Accessibility – Providing enhanced coverage that aims to support current broadband standards along with consideration for future needs.
 - b) Broadband Quality – Adherence to industry standards and best practices for design, implementation and operations of infrastructure and networking options.
 - c) Broadband Affordability – Service offerings enhanced or developed new remain comparable and competitive with local service providers for business and residential broadband.
2. Principles for Sustainable Broadband Development
 - a) The County will look to develop broadband throughout the County that supports County residents and businesses in meeting the minimum CRTC’s broadband standards.
 - Emphasis will be put on network options that facilitate speeds that scale past basic service levels, with targets of 1 multi-Gbps download speeds where achievable.

- b) A fiscally responsible approach to investment and partnerships will be taken to support the best possible infrastructure at the most efficient and effective capital cost.
 - Grant opportunities and partnerships will be pursued and leveraged as a top priority.
 - c) Expected service life of broadband infrastructure will be at a minimum of 30 years depending on the type of infrastructure. Broadband considerations must be applied to all future development, including but not limited to subdivisions, road construction/improvements, and during the evaluation of any existing development broadband requests.
 - d) The County will look to develop broadband that addresses transport infrastructure needs within the municipality.
3. The County will consider cellular network coverage improvements as a secondary goal of broadband infrastructure investment. Principles for Open-Access Network.
- a) Broadband investments and partnerships will support OAN of broadband infrastructure.
 - b) Investing in OAN will create a competitive environment in which all qualified ISP's have equal access to all end-users, customers, and common infrastructure.
 - c) The County will develop a phased project plan to construct and implement the OAN and broadband infrastructure.
 - The OAN will be built with capacity to accommodate growth in demand for its expected lifetime.
 - Initial investment in excess capability and design that facilitates cost-effective future expansion.
 - d) The County reserves the right to consider non-OAN investments when no other feasible options exist, usually due to large or sole market share in nearby infrastructure.
 - e) The County will not provide end-user internet services.



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____

Division: _____

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

From Date: _____

To Date: _____

Resident Comments:



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____

Division: _____

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From Date: _____

To Date: _____

Resident Comments:



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____

Division: _____

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

From Date: _____

To Date: _____

Resident Comments:

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 for a response to the application process	4-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	ALUS application submitted, waiting on a response	8-Apr-26	Ongoing
CR25-36	Councillor Ogrodnick	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
CR25-40	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
CR26-18		Asphalt Asset Mgmt Plan	Administration revisit discussion with Council for their direction on long-term approach for managing County's deteriorating asphalt roads	Operations	Council requested to review the discussion in July 2026	8-Apr-26	Ongoing
CR26-20	2026-W034	M-M-I FCSS	Administration arrange a meeting between the CAOs and Council M-M-I FCSS representatives for Innisfree, Mannville and the County to discuss the current makeup of the regional partnership	Office of the CAO	Coordinating a date with Regional CAOs		Ongoing
CR26-22	2026-W039	CAO Bylaw	Administration to make amendments as discussed and bring to the June Council meeting for first reading	Office of the CAO	Being presented at the June Council meeting	25-May-26	Ongoing
CR26-23	Deputy Reeve Kuzio	Summer Tour	Administration to confirm with Council their desire for a Road Tour in late June prior to Strategic Planning Session	Office of the CAO			
CR26-25	Council	Scholarship Committee	Administration to update Council Scholarship Committee Composition at next Organizational Meeting Agenda	Office of the CAO			
CR26-27	2026-ASB013	Pest Control Policy	Administration prepare an RFD for July Council for Council approval of the new Pest Control Policy	Operations	Being presented at the July Council meeting.	18-Jun-26	Ongoing
CR 26-30	2026-W057	Asphalt Asset Mgmt Plan	Administration bring capital projects identified throughout the asset management planning process to Council for approval on a case-by-case basis	Operations	Vegreville road being brought to August Council meeting and again 2027 budget deliberations	22-Jul-26	Ongoing