



AGENDA

Committee of the Whole

October 14, 2026

10:00 a.m.

1. CALL TO ORDER

2. CHANGES TO AGENDA & ADOPTION OF AGENDA

3. CONFIRMATION OF MINUTES

4. DELEGATIONS

5. REPORTS FOR DISCUSSION

5.1 Road Maintenance - Shoulder Pulls

Administration Presenter:

Norm De Wet, Director of Operations

5.2 Public Participation Policy CC 3008-02

Administration Presenter:

Pat Podoborozny, CAO

5.3 2026-2027 Boards and Committees Terms of Reference

Administration Presenter:

Pat Podoborozny, CAO

6. COUNCILLOR REQUESTS (INFORMATION / PROGRAM REQUESTS)

6.1 Division Reports

6.2 Councillor Request Report

7. CLOSED SESSION

7.1 Assessment Services Request for Proposals
ATIA Section 29, Advice from officials

7.2 Capital Equipment 2027
ATIA Section 29, Advice from officials

7.3 Ranfurly Solid Waste Collection
ATIA Section 29, Advice from officials

7.4 Councillor Remuneration Policy
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

September 9, 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 9:01 a.m.

2. CHANGES TO AGENDA & ADOPTION OF AGENDA

2026-W072

Moved by: Deputy Reeve Kuzio

THAT the Agenda for the September 9, 2026 Committee of the Whole meeting be adopted as presented.

Carried

3. CONFIRMATION OF MINUTES

2026-W073

Moved by: Councillor Ziegler

THAT the August 13, 2026 Committee of the Whole meeting minutes be adopted as presented.

Carried

4. DELEGATIONS

5. REPORTS FOR DISCUSSION

5.1 Minburn Lagoon Assessment

Administration Presenter:

Norm De Wet, Director of Operations

2026-W074

Moved by: Councillor Ziegler

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

Carried

6. COUNCILLOR REQUESTS (INFORMATION/PROGRAM REQUESTS)

6.1 Divisional Reports

6.2 Councillor Request Report

2026-W075

Moved by: Councillor Ogrodnick

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

Carried

7. CLOSED SESSION

2026-W076

Moved by: Councillor Nedzielski

THAT the Committee of the Whole meet in private to discuss matters protected from disclosure under the *Access to Information Act* (ATIA), specifically Section 20, *Disclosure harmful to personal privacy* and Section 29, *Advice from officials* at 9:18 a.m.

Carried

Mike Fundytus and Audra Kropielnicki left the meeting at 9:19 a.m.

7.1 Gravel Crush Project

ATIA Section 20, Disclosure harmful to personal privacy

Name	Reason/Purpose
Pat Podoborzny	Strategic Leader of the Organization
Norm De Wet	Strategic Leader of the Organization
Jason Warawa	Strategic Leader of the Organization
Davin Gegolick	Strategic Leader of the Organization

7.2 Tax Forfeiture Properties

ATIA Section 29, Advice from officials

Name	Reason/Purpose
Pat Podoborzny	Strategic Leader of the Organization
Norm De Wet	Strategic Leader of the Organization
Jason Warawa	Strategic Leader of the Organization
Davin Gegolick	Strategic Leader of the Organization

8. OPEN SESSION

2026-W077

Moved by: Councillor Nafziger

THAT the Committee of the Whole revert to open session at 9:58 a.m.

Carried

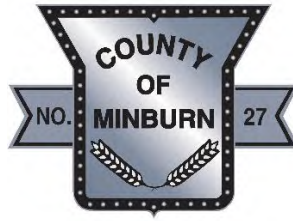
9. MOTIONS ARISING OUT OF CLOSED SESSION

10. ADJOURNMENT

Reeve Konieczny declared the meeting adjourned at 9:58 a.m.

Reeve

Chief Administrative Officer



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: Road Maintenance – Shoulder Pulls

Date: October 14, 2026

Background

As part of ongoing road maintenance and long-term infrastructure planning, Council may wish to consider the use of shoulder pulls on selected County gravel roads.

A shoulder pull is a road maintenance technique used to reclaim material that has gradually moved from the driving surface toward the shoulders and edges of the road. Over time, traffic, grading, weather and normal road use can cause the base of the road to migrate outward. This can contribute to a wider road, reduced drainage due to loss of road crown and deterioration of the driving surface.

The purpose of this discussion is to provide Council with a general overview of shoulder pulls and to seek direction on whether Administration should consider shoulder pulls as an option during upcoming budget deliberations.

Information for the Committee

Shoulder pulls can be an effective maintenance and rehabilitation option, although not every road is a good candidate.

For a shoulder pull to be successful, the road should have been properly constructed and have suitable material within the existing road structure. Roads containing significant amounts of poor-quality material, such as organic material or other unsuitable material, are generally not good candidates. For example, if the desired finished road top is approximately 8 metres wide, Administration would generally be looking for an existing width of approximately 9.5 metres or greater where suitable material has migrated outward and is available to be reclaimed. Once the road has been reshaped, additional gravel is required to provide a proper finished driving surface.

For budgeting purposes, Administration anticipates approximately two lifts of gravel per mile at 375 tonnes per lift (one lift of 1 ½ inch and one lift of ¾ inch).

The following table lists road candidates for a shoulder pull to be considered over the next few years:

Div.	Road	Area	Gravelled Areas	Last Gravelled	Distance	Average Daily Traffic
Shoulder Pull						
7	RR 145	Brookwood Estates-TWP 540	Brookwood Estates-TWP 534	2023	3 Miles	70.4
			TWP 534-TWP 540	2026		
6	TWP 520	RR 150-RR 151	RR 150-RR 151	2026	1 Mile	113.8
6	TWP 520	HWY 857-RR 143	HWY 857-RR 143	2025	2 Miles	39.4
6	TWP 522	RR 152-RR 153	RR 152-RR 153	2026	1 Mile	101.2
5	RR 134	TWP 520-NE 24 51 13 W4	TWP 520-NE 24 51 13 W4	2024	2.5 Miles	56.8
4	TWP 522	HWY 16-HWY 36	HWY 16-HWY 36	2026	5 Miles	87.35
3	TWP 510	NW 32 50 9 W4-HWY 881	NW 32 50 9 W4-RR 94	2026	4 ¾ Miles	
			RR 94-RR 93	2025		134.4
			93-HWY 881	2026		147.3
3	TWP 512	RR 83-RR 80	RR 83-RR 80	2026	3 Miles	45.1
3	TWP 522	RR 95-RR 93	RR 95-RR 93	2026	2 Miles	67.2
2	TWP 500	RR 114-HWY 870	RR 114-HWY 870	2026	1.5 Miles	82.8
2	TWP 500	RR 104-RR 102	RR 104-RR 102	2026	2 Miles	76.3
2	TWP 502	RR 104-NE 10 50 10 W4	RR 104-NE 10 50 10 W4	2026	2 Miles	53.8
1	RR 102	NW 11 50 10 W4-TWP 492	NW 11 50 10 W4-TWP 492	2026	6 Miles	74.6
1	RR 82	HWY 619-Border	HWY 619-Border	2026	5 Miles	80.1
MG 30 Base Injection						
1	RR 91	HWY 619-Border	HWY 619-Border	2023	1.5 Miles	89.5

Financials

Administration has received a high-level cost estimate from Road to Rail, a contractor available through the Canoe Procurement program.

The preliminary estimate is approximately \$55,000 per mile, excluding gravel. Gravel is estimated at an average of \$8,500 per lift, or \$17,000 per mile for two lifts.

MG base injection is approximately \$72,000 per mile, for product, trucking, mixing and packing with the County providing the grader and gravel after.

These figures are intended for preliminary budgeting purposes only. Actual costs will depend on the individual road, location, haul distance, and fuel costs.

Budget Example – \$300,000 Annual Budget

Using the preliminary estimates above, the following example shows how many miles of shoulder pulls could be completed with an annual budget of \$300,000.

Item	Amount
Shoulder pull – contractor estimate	\$55,000 per mile
Gravel – two lifts at \$10,000 each	\$17,000 per mile
Estimated total cost per mile	\$72,000 per mile
Annual budget	\$300,000
Approximate miles completed per year (\$300,000 ÷ \$72,000)	4 miles
Gravel required (750 tonnes per mile × 4 miles)	3,000 tonnes

A \$300,000 annual budget would allow approximately 4 miles of shoulder pulls per year. The candidate list totals approximately 40 ³/₄ miles. At 4 miles per year, completing the full list would take roughly 10 years at current estimated costs.

Question for the Committee

Does the Committee want Administration to include shoulder pulls as an option in the upcoming budget deliberations and, if so, at what annual funding level?

Attachment: ***Shoulder Pull Photos***
 Shoulder Pull Suggestions – Maps



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



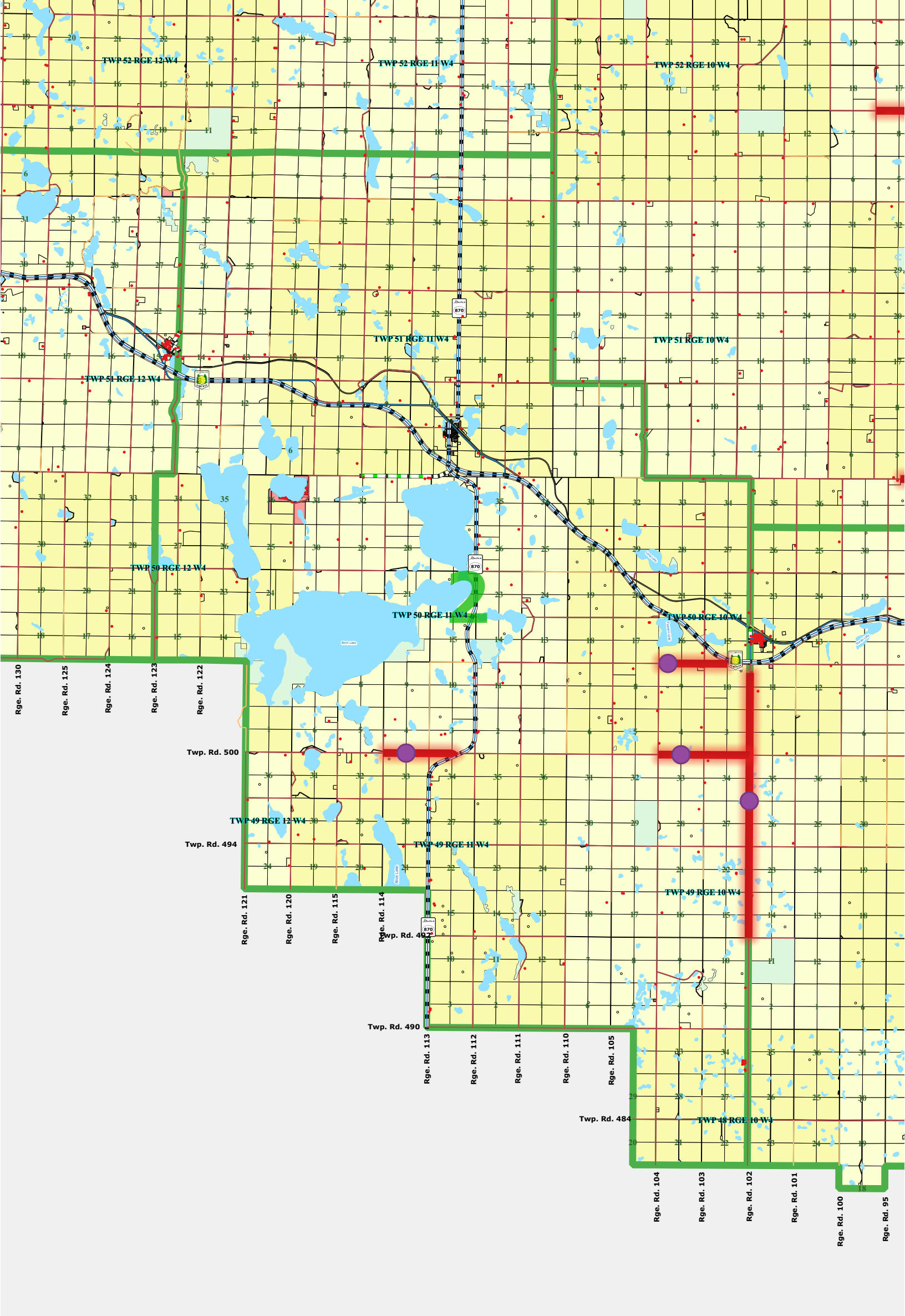
Photo 7



Photo 8



Photo 9

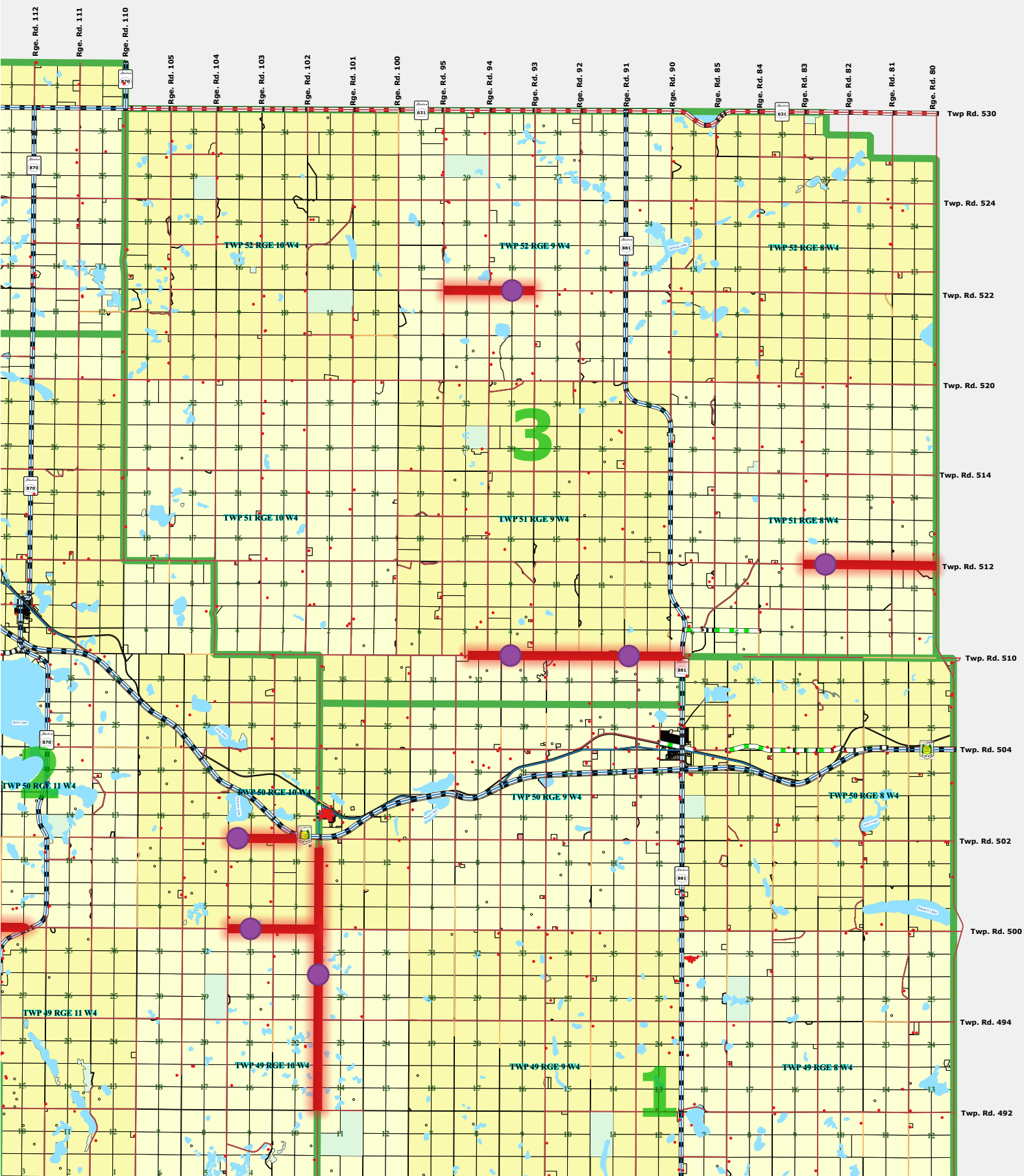


- Shoulder Pull
- Traffic Counter Locations
- Division Border
- Residence
- Oil Road
- Gravel Highway
- Paved Highway
- Gravel Road
- Paved Road
- Unimproved Road

0 1 2 km



1:148,723

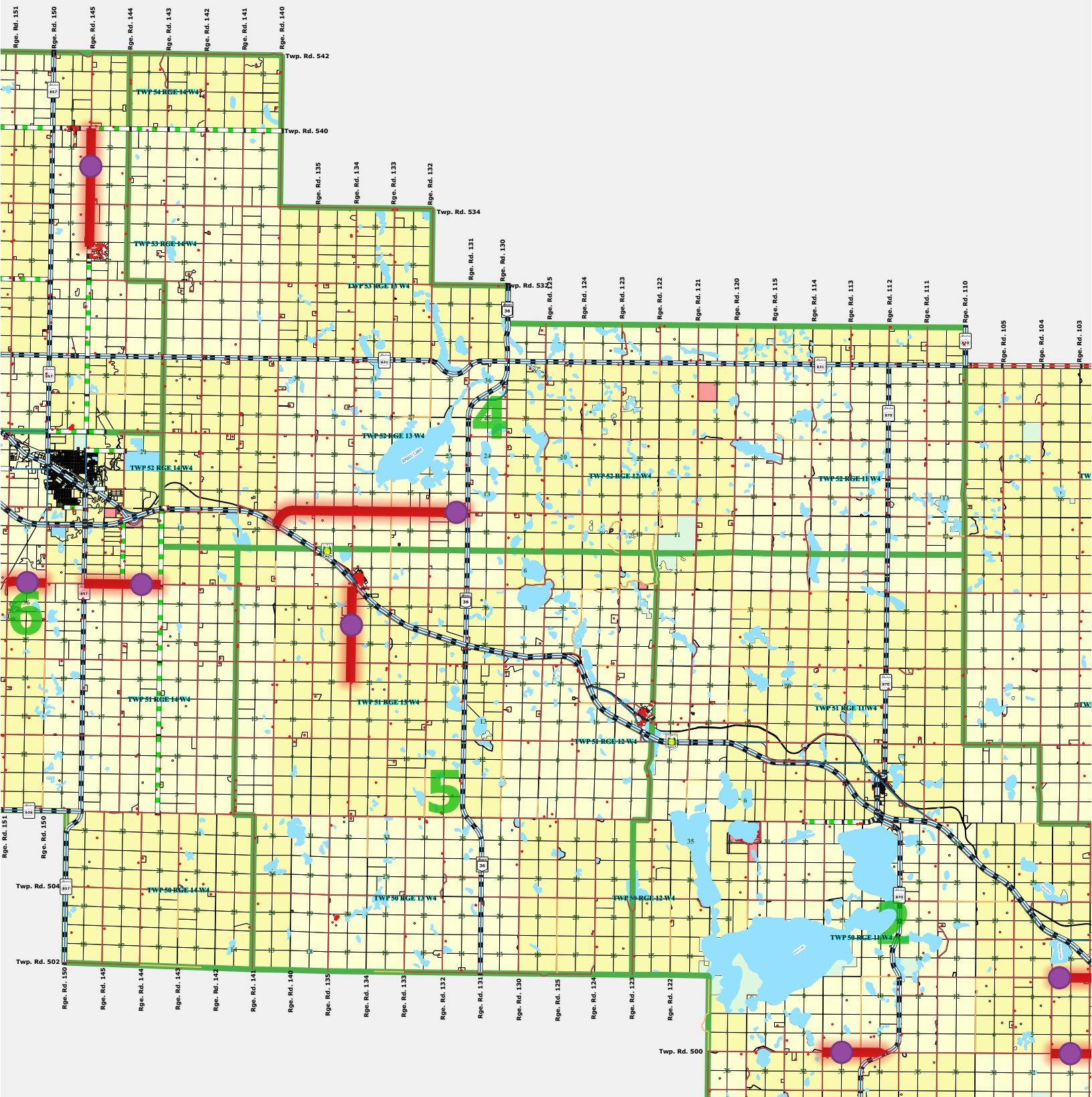


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|--|--|---|
|  Shoulder Pull |  Oil Road |  Paved Road |
|  Traffic Counter Locations |  Gravel Highway |  Unimproved Road |
|  Division Border |  Paved Highway | |
|  Residence |  Gravel Road | |

0 1 2 km



1:175,555

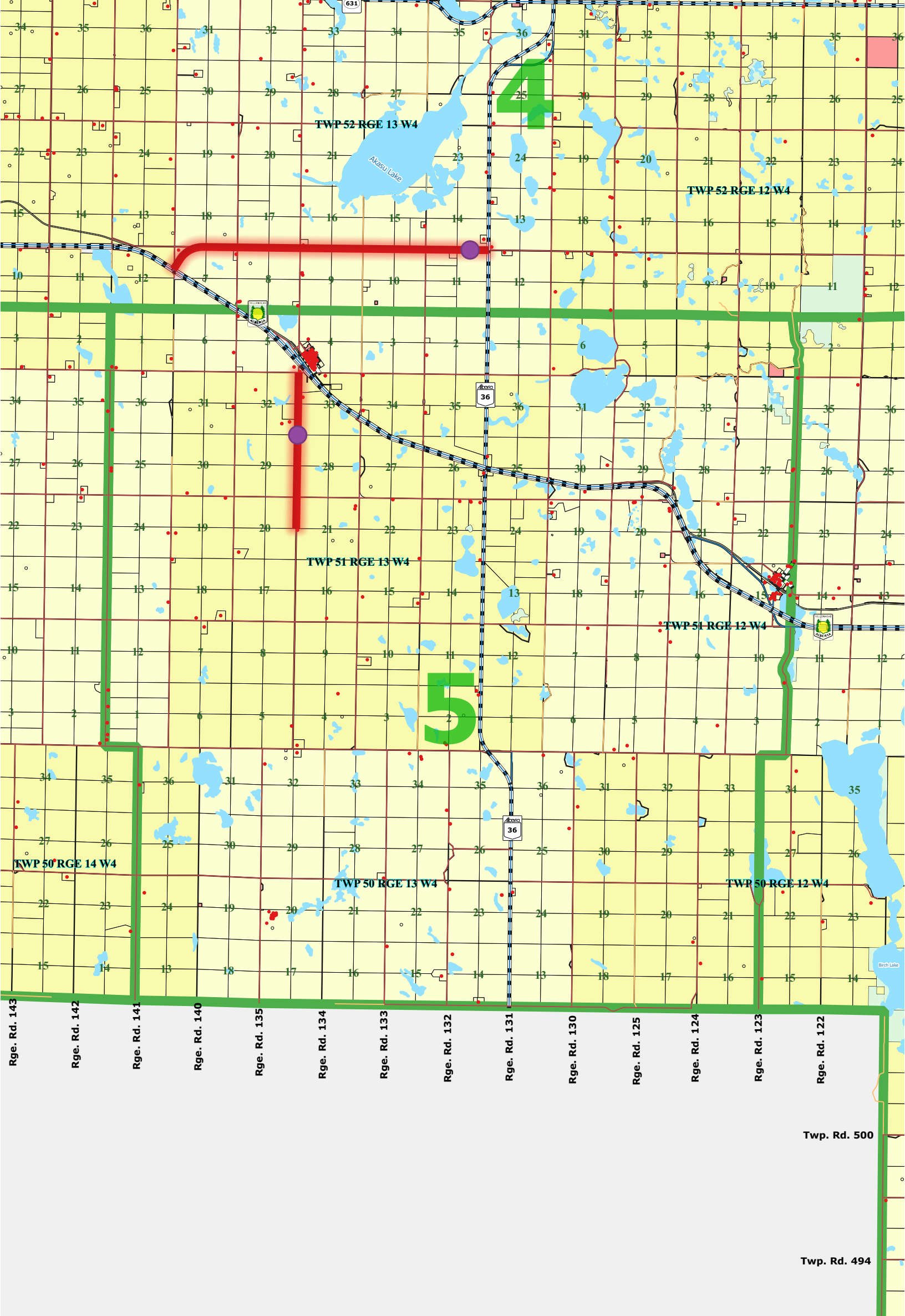


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|--|--|---|
|  Shoulder Pull |  Oil Road |  Paved Road |
|  Traffic Counter Locations |  Gravel Highway |  Unimproved Road |
|  Division Border |  Paved Highway | |
|  Residence |  Gravel Road | |

0 1 2 km



1:215,708

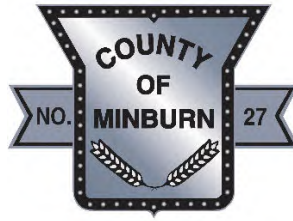


- | | | |
|--|--|---|
|  Shoulder Pull |  Oil Road |  Paved Road |
|  Traffic Counter Locations |  Gravel Highway |  Unimproved Road |
|  Division Border |  Paved Highway | |
|  Residence |  Gravel Road | |

0 1 2 km



1:108,922



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: Public Participation Policy

Date: October 14, 2026

Background

Policy CC 3008-01-A was adopted on April 17, 2018 (Resolution 78-18) with a next review date of 2022. In that time, Alberta has replaced the *Freedom of Information and Protection of Privacy Act*, limited repeat public hearings on residential development bylaws, and required digital public hearings. Practice among Alberta municipalities has also moved toward scaled engagement, published "What We Heard" reports and clear commitments about how input is used.

Information for the Committee

The substantive changes fall into four groups:

1. **Compliance.** The draft names the approaches (Engagement Levels) and the circumstances in which the County will engage. The *Public Participation Policy Regulation* requires a policy to identify both. The 2018 policy lists tools but does not set out circumstances. It also replaces the FOIP reference with the *Access to Information Act* and *Protection of Privacy Act*.
2. **Proportionality.** Engagement is scaled to the decision. Council approves plans at the Involve level and above, plans it has directed, and plans that exceed budget. The CAO approves routine Inform and Consult plans and advises Council. Clear exclusions prevent engagement on matters where input cannot change the outcome.
3. **Rural access.** Every opportunity must offer a non-digital option and be advertised through at least one channel that does not need internet access. Scheduling must account for seeding and harvest.
4. **Closing the loop.** What We Heard reports are published within 30 days. Reports to Council must explain how input was considered, and the CAO reports annually on engagement.

What changed and why

Section	2018 policy	Draft	Rationale
Purpose	Cites s. 216.1. Supplements statutory hearings.	Adds the Regulation. States that the policy identifies approaches and circumstances, and that engagement is not a public hearing.	Regulation s. 2 content requirements. Keeps engagement distinct from statutory hearings under s. 216.4.
Definitions	Six terms.	Ten terms. Adds Administration, Council, Engagement Level and What We Heard Report. Stakeholders now include neighbouring municipalities. Tools now include information and telephone options.	Supports new sections. Reflects rural connectivity.
Council role	Approves every plan.	Approves plans at Involve and above, Council-directed plans and over-budget plans. Considers resourcing in the budget.	Proportionate to a small administration.
Administration role	Develop, implement, report.	Adds deciding when to engage, approving routine plans, procedures and annual reporting.	Clear accountability.
Participant role	None.	New. Good faith, respect, timeliness.	Shared responsibility principle.
Legislative implications	FOIP. Policy "may" be posted.	New Acts. Cross-references County bylaws and policies. Policy "shall" be posted. Review every four years or sooner. States that non-compliance cannot be used to challenge a bylaw or resolution.	FOIP repealed. Regulation ss. 3 and 4. MGA s. 216.1(4) and (5).

Section	2018 policy	Draft	Rationale
Principles	None.	Seven principles informed by the IAP2 Core Values.	
Engagement Levels	None.	Inform, Consult, Involve, Collaborate, Empower, each with a commitment. Empower limited to elector votes or pre-committed outcomes.	Regulation "approaches" requirement. Written in the County's own words because IAP2 is revising its Spectrum in 2026.
Circumstances	None.	When engagement is required, when it may be limited, and a duty to explain to Council when a listed matter proceeds without it.	Regulation "circumstances" requirement. The largest gap in the 2018 policy.
Plans	Defined only.	Minimum contents, approval path, change control.	
Notice	None.	Two channels including one offline. 14-day minimum. Seasonal scheduling. Council-called public meetings advertised under ss. 216.2 and 606.	Rural broadband gaps.
Accessibility	None.	Plain language, non-digital option, accessible venues, accommodation on request.	Human rights duty to accommodate.
Digital	Tools listed.	Digital supplements other options. Platform privacy check. Survey results not presented as representative.	POPA obligations. Reporting integrity.
Privacy and records	FOIP line.	Collection notices, anonymized publishing, retention under County instruments.	POPA.

Section	2018 policy	Draft	Rationale
Respectful participation	None.	Standard of conduct and moderation authority. Chair may expel for improper conduct.	MGA s. 216.3.
Reporting to Council	Overview, effectiveness, summary, recommendations.	All retained. Adds timing before the decision, who took part and limits, and how input was considered.	IAP2 Core Value 7.
Reporting back	None.	What We Heard Report online within 30 days. Decision communicated afterward.	
Evaluation	Within each report.	Annual CAO report to Council with measures.	

Recommendation

THAT the Committee of the Whole recommend that Administration present the Public Participation Policy to Council for consideration at the October 19, 2026, Regular Council Meeting.

Attachments:

Public Participation Policy CC 3008-02

Public Participation Policy CC 3008-01-A



Policy

Public Participation

Policy Number: CC 3008-02

Supersedes Policy Number: CC 3008-01-A

Approved by Council:

Next Review Date: 2030

Resolution No:

Last Review Date: April 17, 2018

PURPOSE

In accordance with Section 216.1 of the *Municipal Government Act* and the *Public Participation Policy Regulation*, this Public Participation Policy recognizes the value of public participation and establishes how the County will create opportunities for meaningful public participation in decisions that directly impact the public.

This Policy identifies the approaches the County will use to engage Municipal Stakeholders and the circumstances in which it will do so, so that engagement is proportionate to the significance of each decision, accessible to residents across the County, and transparent about how input is used.

This Policy is in addition to and does not modify or replace the statutory public hearing, notice and advertising requirements in the *Municipal Government Act* or any other enactment. Public Participation undertaken under this Policy is not a public hearing.

DEFINITIONS

Administration means the CAO and the employees of the County of Minburn No. 27 acting under the direction of the CAO.

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

Council means the Council of the County of Minburn No. 27.

County means the County of Minburn No. 27.

Engagement Level means one of the levels of Public Participation described in Section 3 of the Policy Expectations, adapted from the International Association for Public Participation (IAP2) Spectrum of Public Participation.

Municipal Stakeholders means the residents and ratepayers of the County, as well as other individuals, businesses, community organizations, neighbouring municipalities, First Nations and Métis communities and organizations, and other persons that may have an interest in, or are affected by, a decision made by the County.

Public Participation means a variety of non-statutory opportunities, undertaken in accordance with this Policy, where Municipal Stakeholders receive information from and/or provide input to the County.

Public Participation Plan means a written plan, scaled to the significance of the matter, which identifies the purpose of the Public Participation, the decision to be made, the Engagement Level, the Municipal Stakeholders to be engaged, the Public Participation Tools to be used, the timeline, and how the results will be reported.

Public Participation Tools means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:

- a) information tools which may include the County's website and social media accounts, newsletters, direct mail, tax and utility notice inserts, newspaper advertisements, roadside signs and notices posted in community locations;
- b) in-person participation which may include at-the-counter interactions, door knocking, interviews, meetings, roundtables, town halls, open houses, pop-up sessions at community events and workshops;
- c) digital participation which may include online surveys and polls, online workbooks, engagement websites, interactive maps, webinars, virtual meetings, message boards and discussion forums;
- d) written and telephone participation which may include written submissions, email, mail-in surveys, polls and workbooks, and telephone surveys or call-in sessions; and
- e) representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

What We Heard Report means a report summarizing the results of Public Participation, prepared in accordance with the Reporting and Evaluation section of this Policy.

POLICY RESPONSIBILITIES

1. Council Responsibilities

- a) Council shall:
 - i. approve this Policy and review it in accordance with Section 1 of the Policy Expectations;
 - ii. direct Public Participation on matters Council considers appropriate;
 - iii. consider input obtained through Public Participation, together with other relevant information, before making a decision on the matter;
 - v. when attending Public Participation activities, listen to Municipal

- Stakeholders and refer operational questions to Administration; and
- vi. consider the resources required for Public Participation through the annual budget process.

2. Administration Responsibilities

- a) Chief Administrative Officer (CAO) shall:
 - i. in accordance with this Policy or as directed by Council, determine whether Public Participation is required and at what Engagement Level;
 - ii. approve all Public Participation Plans and advise Council of them in the CAO report;
 - iii. implement approved Public Participation Plans within approved budgets;
 - iv. ensure Public Participation complies with applicable legislation, including privacy legislation, and with this Policy;
 - v. report the findings of the Public Participation to Council and publish What We Heard Reports;
 - vi. evaluate Public Participation and report annually to Council in accordance with the Reporting and Evaluation section of this Policy; and
 - vii. establish administrative procedures, templates and guidelines as required to implement this Policy.

3. Participant Responsibilities

- a) Municipal Stakeholders taking part in Public Participation are encouraged to:
 - i. take part in good faith and share input within the timelines provided;
 - ii. seek out and consider the information provided by the County;
 - iii. respect the views, privacy and safety of other participants and of Council members and employees; and
 - iv. recognize that Council must balance a range of interests and information when making decisions.

POLICY EXPECTATIONS

1. Legislative and Policy Implications

- a) All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Access to Information Act*, the *Protection of Privacy Act*, and any other applicable legislation.
- b) All Public Participation will be undertaken in accordance with all existing municipal bylaws and policies, including the Council Procedural Bylaw, the Records Retention Bylaw and the County's Communications, Social Media and Information Security policies.

- c) This Policy shall be available for public inspection and shall be posted to the County's website.
- d) This Policy will be reviewed at least once every four years as required by the *Public Participation Policy Regulation*, and sooner if a change in legislation requires it.
- e) This Policy does not create a right to a public hearing and does not affect any right or obligation under any other provision of the *Municipal Government Act*.
- f) In accordance with Section 216.1(5) of the *Municipal Government Act*, no resolution or bylaw of Council may be challenged on the ground that it was made without complying with this Policy.

2. Principles

- a) Public Participation will be guided by the following principles, which are informed by the IAP2 Core Values:
 - i. **Meaningful:** the County will seek input only where input can influence the decision, and will be clear about what can and cannot be influenced;
 - ii. **Inclusive and accessible:** the County will seek out those who are affected by or interested in a decision and remove barriers to their participation;
 - iii. **Transparent:** the County will provide timely, accurate and plain language information so that participants can take part in a meaningful way;
 - iv. **Proportionate:** the scope, Engagement Level and cost of Public Participation will be scaled to the significance, impact and complexity of the decision;
 - v. **Respectful:** Public Participation will be carried out in a manner that is respectful of all participants and their views;
 - vi. **Accountable:** the County will report back on what it heard and how input was considered in the decision; and
 - vii. **Continuous improvement:** the County will evaluate Public Participation and use what it learns to improve future practice.

3. Engagement Levels

- a) The County will use the following Engagement Levels, alone or in combination, as approaches to Public Participation:
 - i. **Inform:** providing balanced and objective information to help Municipal Stakeholders understand an issue, decision or project. The County will keep participants informed.
 - ii. **Consult:** obtaining feedback on issues, options or decisions. The County will listen, acknowledge concerns and report on how input influenced the decision.

- iii. **Involve:** working with Municipal Stakeholders throughout a process so that their concerns and aspirations are understood and considered. The County will reflect their input in the options developed and report on how it influenced the decision.
 - iv. **Collaborate:** partnering with Municipal Stakeholders in developing options and identifying a preferred solution. The County will incorporate their advice into its decisions to the maximum extent possible.
 - v. **Empower:** placing the final decision in the hands of Municipal Stakeholders. This level will be used only where legislation provides for a decision by electors or where Council has resolved in advance to implement the outcome.
- b) In selecting an Engagement Level, Administration will consider the degree of impact on Municipal Stakeholders, the number and location of those affected, the level of public interest, the degree to which input can influence the outcome, legislative requirements, timelines and available resources.

4. Circumstances for Public Participation

- a) Public Participation will be undertaken at an Engagement Level appropriate to the matter, when:
- i. Council directs that Public Participation be undertaken;
 - ii. the County is developing or significantly amending a long-term plan, such as a Strategic Plan, Municipal Development Plan, Intermunicipal Development Plan, or a Master Plan for a service or facility;
 - iii. the County is preparing its annual operating and capital budgets or its multi-year financial plans;
 - iv. the County is considering a new service, a significant change to the level or cost of an existing service, or the closure or discontinuance of a service or facility;
 - v. a major capital project is proposed that will significantly affect a community, an area of the County or a group of Municipal Stakeholders;
 - vi. a new bylaw or policy, or a significant amendment to an existing bylaw or policy, is proposed that will directly affect Municipal Stakeholders; or
 - vii. the CAO determines that a matter is of significant public interest.
- b) Public Participation may not be undertaken, or may be limited to the Inform level, where:
- i. the decision is required by legislation or has already been made, and input cannot influence the outcome;
 - ii. the matter is governed by a statutory public hearing or notice process, except that additional Public Participation may be undertaken where it does not conflict with that process;

- iii. the matter is confidential, or may be discussed in a Closed Session, under the *Municipal Government Act*, the *Access to Information Act* or the *Protection of Privacy Act*;
 - iv. urgent action is required to address an emergency or to protect public health or safety;
 - v. the matter relates to routine operations, internal administration or maintenance delivered within approved service levels; or
 - vi. Public Participation on the same matter has recently been completed, and the circumstances have not materially changed, in which case the previous results may be used.
- c) Where a matter listed in Section 4.a) proceeds without Public Participation, the report to Council on that matter shall state the reason.

5. Public Participation Plans

- a) A Public Participation Plan shall be prepared for each Public Participation opportunity and shall be scaled to the matter. At minimum, the plan will identify:
- i. the purpose of the Public Participation and the decision to be made;
 - ii. what can and cannot be influenced by input;
 - iii. the Engagement Level;
 - iv. the Municipal Stakeholders to be engaged, including those who may face barriers to participating;
 - v. the Public Participation Tools to be used;
 - vi. the timeline and methods of notice;
 - vii. accessibility measures and privacy considerations;
 - viii. the budget and resources required; and
 - ix. how the results will be reported and the Public Participation evaluated.
- b) Council shall approve a Public Participation Plan where:
- i. Council directed that the Public Participation be undertaken; or
 - ii. the cost of the plan exceeds the amount approved in the budget.
- c) The CAO shall approve all other Public Participation Plans.
- d) A change that materially alters the scope, Engagement Level or budget of an approved Public Participation Plan shall be approved by whoever approved the original plan.

6. Notice and Timelines

- a) Public Participation opportunities will be advertised using at least two Public Participation Tools suited to the Municipal Stakeholders affected, including the County's website and at least one method that does not require internet access.

- b) In-person events will be advertised at least fourteen (14) days in advance, and online, written and telephone opportunities will remain open for at least fourteen (14) days, unless the CAO or Council approves a shorter period for reasons of urgency, which will be documented.
- c) Notices will state the purpose of the Public Participation, how input will be used, how to take part, the deadline for input and a contact for questions and accommodation requests.
- d) Where Council calls a meeting with the public, notice of the meeting will be advertised in accordance with Sections 216.2 and 606 of the *Municipal Government Act*, and everyone is entitled to attend.
- e) When scheduling Public Participation, Administration will consider seasonal demands on residents, including seeding and harvest, as well as holidays and the need for evening or weekend options.

7. Accessibility and Inclusion

- a) Information will be provided in plain language, and Public Participation will offer more than one way to take part, including a non-digital option.
- b) In-person events will be held in accessible venues and, where practical, in more than one location within the County.
- c) The County will make reasonable accommodations on request to support participation by persons with disabilities, persons with limited internet access, seniors, youth and others who may face barriers to participating.

8. Digital Engagement

- a) Digital Public Participation Tools will be used alongside, and not in place of, in-person, written or telephone options.
- b) Before using a third-party digital engagement platform, Administration will confirm that it meets the County's privacy and information security obligations.
- c) Results from online surveys and polls will be reported as the views of those who took part, and not as statistically representative of the County, unless the survey was designed to be representative.

9. Privacy and Records

- a) Personal information will be collected, used, disclosed and protected in accordance with the *Protection of Privacy Act*, and each Public Participation opportunity that collects personal information will include a collection notice.
- b) Input may be published in summary or anonymized form. Personal information, including names and contact information, will not be published without the individual's consent unless otherwise authorized by law.
- c) Records of Public Participation will be managed and retained in accordance with the Records Retention Bylaw and the County's Information Security policy.

10. Respectful Participation

- a) The County will conduct Public Participation in a respectful manner and expects the same of participants.
- b) The CAO, or a person acting on the CAO's behalf, may decline to accept or publish input, moderate online comments, or ask a person to leave a Public Participation event where the input or conduct is abusive, threatening, discriminatory or harassing, or discloses the personal information of others.
- c) The person chairing a meeting with the public called by Council may expel a person from the meeting for improper conduct, in accordance with Section 216.3 of the *Municipal Government Act*.
- d) Online comments will be moderated in accordance with the County's Social Media policy. Nothing in this Policy limits the Council Procedural Bylaw.

11. REPORTING AND EVALUATION

- a) Information obtained in Public Participation will be reviewed by the Chief Administrative Officer (CAO) and a report shall be provided to Council.
- b) The report shall include, at minimum, the following:
 - i. an overview of the Public Participation Plan and how it was developed;
 - ii. an assessment of the effectiveness of the plan based on the level of engagement and the quality of input;
 - iii. a summary of the input obtained; and
 - iv. may include recommendations for future Public Participation Plans.
- c) Reports shall be provided to Council for review.



Policy

Public Participation

Policy Number: CC 3008-01-A

Supersedes Policy Number: CC 17

Approved by Council: April 17, 2018

Next Review Date: 2022

Resolution No: 78-18

Last Review Date: N/A

PURPOSE

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

DEFINITIONS

1. **CAO** means the Chief Administrative Officer of the County of Minburn No. 27.
2. **Municipal Stakeholders** means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.
3. **Municipality** means the County of Minburn No. 27.
4. **Public Participation** means a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.
5. **Public Participation Plan** means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.
6. **Public Participation Tools** means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:
 - a. in-person participation which may include at-the-counter interactions, door- knocking, interviews, meetings, round-tables, town halls, open

- houses and workshops;
- b. digital participation which may include online workbooks, chat groups, webinars, message boards / discussion forums, and online polls or surveys;
- c. written participation which may include written submissions, email, and mail-in surveys, polls and workbooks; and
- d. representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

POLICY RESPONSIBILITIES

1. Council Responsibilities

- a. Council shall:
 - i. review and approve Public Participation Plans developed by the Chief Administrative Officer (CAO) in accordance with this Policy or as directed by Council;
 - ii. consider input obtained through Public Participation; and
 - iii. review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.

2. Administration Responsibilities

- a. Chief Administrative Officer (CAO) shall:
 - i. in accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
 - ii. implement approved Public Participation Plans; and
 - iii. report the findings of the Public Participation to Council.

POLICY EXPECTATIONS

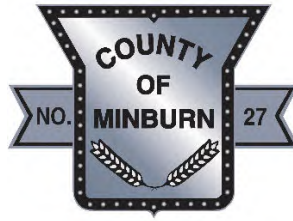
1. Legislative and Policy Implications

- a. All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
- b. All Public Participation will be undertaken in accordance with all existing municipal policies.
- c. This Policy shall be available for public inspection and may be posted to the Municipality's website.
- d. This Policy will be reviewed at least once every four years.

2. REPORTING AND EVALUATION

- a. Information obtained in Public Participation will be reviewed by the Chief Administrative Officer (CAO) and a report shall be provided to Council.

- b. The report shall include, at minimum, the following:
 - i. an overview of the Public Participation Plan and how it was developed;
 - ii. an assessment of the effectiveness of the plan based on the level of engagement and the quality of input;
 - iii. a summary of the input obtained; and
 - iv. may include recommendations for future Public Participation Plans.
- c. Reports shall be provided to Council for review.



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: 2026–2027 Boards & Committees Terms of Reference

Date: October 14, 2026

Background

In 2025, Administration developed a Boards & Committees Reference Summary to assist Council in reviewing the various boards, committees, commissions, and external organizations to which the County appoints representatives. The summary was intended to provide Council with an overview of each organization, appointment requirements, meeting frequency, and Council representation, enabling members to make informed decisions regarding their committee assignments for the upcoming term.

As Council appointments are reviewed annually, Administration is seeking direction from the Committee of the Whole regarding any desired changes to current board and committee representation, the addition or removal of appointments, and any adjustments to the appointment process. Discussion at this stage will assist Administration in preparing recommendations for Council's consideration.

Information for the Committee

Reviewing the Boards and Committees Terms of Reference Summary prior to the Annual Organizational Meeting provides the Committee of the Whole with an opportunity to gain a clear understanding of the purpose, responsibilities, objectives, meeting commitments, and expectations associated with each board and committee. This information enables members of Council to make informed decisions when selecting appointments that align with their interests, experience, and availability, while ensuring effective representation of the County on both internal and external boards and committees. The review process also helps Council balance workloads and maintain continuity in representation where beneficial.

Recommendation

That the Committee of the Whole review the Boards and Committees Terms of Reference Summary and provide recommendations to Administration regarding any proposed changes to board and committee appointments, representation, or terms of reference for consideration at the Annual Organizational Meeting.

Attachments:

2026-2027 Boards & Committees Terms of Reference

**BOARDS &
COMMITTEES**
REFERENCE SUMMARY

2026-2027

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Internal

Agricultural Service Board

Established by Bylaw No. 1329-22 – Committees Bylaw

Purpose:

The purpose of the Agricultural Service Board (ASB) is to fulfill the mandate set out in the Agricultural Service Board Act RSA 2000, c.A-10 (the Act) and to promote the importance of agriculture to the County of Minburn.

Committee Structure:

The Agricultural Service Board (ASB) shall consist of:

- The whole of County Council.
- The Agricultural Service Board shall appoint the Chairperson and Vice-Chairperson at the first meeting of the Board following the County's annual Organizational Meeting each year.
- The Chair presides over ASB meetings. The Vice-Chair will take over the duties of the Chair whenever the Chair is unavailable.

Administrative Resources:

Administration supports the ASB, in a non-voting capacity, by coordinating meetings and providing information and expertise as required.

Administration further supports the ASB by promoting the Agricultural industry as follows:

- 1) Communicating the successes of the County's agricultural services.
- 2) Assisting with the marketing of the County's agricultural producers.
- 3) Educating the public on the importance of agriculture to the County.

Section 6 of the Agriculture Service Board Act RSA 2000, c. A-10 sets out that Alberta Agriculture and Irrigation may provide a representative to attend ASB meetings in a non-voting capacity to advise the board on government programs, agricultural problems and the needs of the municipality.

Quorum:

A quorum shall constitute a majority of members.

Term:

All members of Council will serve the duration of their term of office.

Authority:

The ASB is a Committee of Council and only has the authority to recommend action for Council consideration.

Supporting Documents:

- Agricultural Service Board Act
- Agriculture Services Board Terms of Reference
- Orientation Manual for Agricultural Service Board Members

Meeting Schedule:

Meetings shall be held a minimum of two (2) times per year at a date and time as determined by the Agricultural Service Board.

Internal

Committee of the Whole

Established by Bylaw No. 1351-24, Council Procedural Bylaw

Purpose:

The Committee of the Whole (COW) will be an advisory committee whose purpose is to provide Council the opportunity to debate and discuss matters in a less formal setting and to make recommendations to an upcoming Council meeting for formal Council consideration. In accordance with the Municipal Government Act (MGA), RSA 2000, Chapter M-26, as amended, the Committee may consider any matter that Council may consider. COW will include, but not be limited to, Strategic Plan Review, land expansion and land use, economic development and business retention, financial or budgeting discussions, draft policy and bylaw review or any other matter that requires additional attention prior to a Regular or Organizational Meeting of Council.

Committee Structure:

The Committee shall consist of all members of Council. The Reeve or designate shall act as chair.

All meetings are open for the public to attend except when permitted by legislation to hold parts of the meeting in closed session portions of the meeting in accordance with the provisions of the *ATIA Act*. The Committee will comply with the requirements of the MGA and Council Procedure Bylaw.

Administrative Resources:

The Chief Administrative Officer or delegate shall attend meetings. Any staff members deemed necessary shall provide support to the Committee. Support may include, but is not limited to, the preparation of agendas and minutes, scheduling meetings, providing expertise and recommendations, and any other duties that are reasonably required by the Committee to carry out its duties.

Quorum:

A quorum shall constitute as a minimum of four (4) of the members.

Term:

All members of Council will serve the duration of their term of office.

Authority:

The Committee is advisory in nature, making recommendations to Council by way of resolution. Minutes of the Committee shall be adopted by Council and recommendations will be added to the next Regular Council meeting agenda by way of RFD (Request for Decision).

Supporting documents:

- Municipal Government Act, R.S.A. 2000, c M-26, sec 145(a)

Meeting Schedule:

The Committee will meet at 10:00 am on the Wednesday before the Regular Council meetings as requested by Council or Administration. Other dates and times may be considered as need arises. Meetings may be cancelled by the Reeve or designate.

Internal

Growing Futures Scholarship Committee

Established by Bylaw No. 1329-22 – Committees Bylaw

Purpose:

The Growing Futures Scholarship Fund offers a scholarship to the graduating high school students who are residents of the County of Minburn who plan to pursue post-secondary studies in an agriculture-related field.

Committee Structure:

The Committee will be comprised of the following members:

- One Councillor from Division 5, 6 or 7
- One Councillor from Division 3 or 4
- One Councillor from Division 1 or 2

In accordance with the Council Procedural Bylaw, the Chair of the Committee shall be appointed at the annual Organizational meeting.

Administrative Resources:

The CAO may provide staff liaison(s) as required, to the committee to assist committees to fulfill their mandate.

Quorum:

Quorum at any regular meeting shall be three (3) members of Council. One member shall be the Chairperson.

Term:

Members will be appointed annually at the Organizational Meeting.

Authority:

The Committee is a forum for discussion with authority to make recommendations to Council.

Supporting Documents:

- Bylaw No. 1351-24, Council Procedural Bylaw
- Amending Bylaw 1367-25 to Council Procedural Bylaw
- Policy PDS 7006-01

Meeting Schedule:

The Committee will meet as required, typically once annually during the scholarship review and selection period.

Internal

Soil Conservation Appeal Board

Established by Bylaw No. 1329-22, Committees Bylaw

Purpose:

The Soil Conservation Appeal Board (the “Board”) is established to hear and decide appeals related to notices, orders, or decisions issued under the Soil Conservation Act. The Board provides an impartial and fair process for landowners and occupiers to appeal enforcement actions taken to prevent soil erosion and degradation.

Committee Structure:

The Board shall consist of three members of Council. The Soil Conservation Appeal Board shall appoint the Chairperson at the first meeting of the Board following the County’s annual Organizational Meeting each year. The Chair shall preside over hearings.

Administrative Resources:

Administration will provide clerical and administration support to the Board, including coordination of hearings, record keeping, and communication of decisions.

Quorum:

A quorum shall consist of a simple majority of appointed members.

Term:

Members will be appointed annually at the Organizational Meeting.

Authority:

The Board is established pursuant to the Soil Conservation Act (RSA 2000, c. S-15) and operates in accordance with the provisions of that Act, applicable regulations, and any relevant municipal bylaws or policies.

Supporting Documents

- Soil Conservation Act
- Soil Conservation Notice Regulation

Meeting Schedule:

The Board shall meet only when an appeal has been filed.

Internal

Wapasu Committee

Established by Bylaw No. 1329-22, Committees Bylaw

Purpose:

The purpose of the Wapasu Committee is to assist Council to accomplish its goals and objectives identified in the Strategic Plan with respect to providing recreational services to County residents and visitors within the Wapasu Conservancy Park and Recreational Area while adhering to the policies within the Wapasu Conservancy Park Area Structure Plan as well as the limitations of the annual budget.

Committee Structure:

The Committee shall consist of three (3) Councillors, one each from the following Divisions as they represent the County residents that are most likely to access and use the Wapasu Conservancy and Recreational Area:

- Division 2
- Division 4
- Division 5

The Reeve may attend a Committee meeting as an ex-officio member but shall not be required to do so. When in attendance at the Committee meeting, the Reeve shall have the rights of any other member of the Committee. In accordance with the Council Procedural Bylaw, the Chair of the Committee shall be appointed at the annual Organizational meeting.

Administrative Resources:

The CAO may provide staff liaison(s) as required, to the committee to assist committees to fulfill their mandate.

Quorum

A simple majority of the members of the Committee shall constitute a quorum.

Term:

The term of appointment commences after the initial Organizational meeting immediately after the general municipal election and generally ends at the conclusion of Council's term.

Authority:

The Committee is an advisory committee that makes recommendations to Council. Recommendations are established through consensus where there is agreement by most of the participants.

Discussion and any ensuing recommendations are intended to be primarily limited to:

- Capital budget items and needs
- Proposed changes to level of service
- Procurement opportunities
- Emergent items that negatively impact the image of the County

Supporting Documents:

- Terms of Reference

Meeting Schedule:

The Wapasu Committee is required to meet at least once, but not more than four times annually unless approved by Council.

Intermunicipal

Innisfree Intermunicipal Committee

Established by Bylaw No. 1329-22 – Committees Bylaw

Purpose:

The Intermunicipal Committee is established to facilitate communication, coordination, and cooperation between participating municipalities. The Committee provides a forum to discuss matters of mutual interest, explore opportunities for collaboration, and make recommendations to respective Councils.

Committee Structure:

Membership shall consist of elected officials appointed by each participating municipality. Each municipality shall appoint three members.

Chief Administrative Officers (CAOs), or their designates, will participate in an advisory, non-voting capacity.

The Chair shall be from the community that hosts the meeting.

Administrative Resources:

Administrative support, including agenda preparation, minute taking, and meeting coordination, shall be provided by the municipality holding the Chair position, unless otherwise determined by the Committee.

Agendas will be prepared in consultation with the CAOs of the participating municipalities.

Quorum:

Quorum shall consist of a minimum representation of the participating municipalities.

Term:

Members will be appointed annually at the Organizational Meeting.

Authority:

The Committee is advisory in nature and does not have delegated decision-making authority.

Recommendations of the Committee shall be forwarded to each municipal Council for consideration and approval.

Supporting Documents:

The Committee may provide input into, monitor, and review:

- Intermunicipal Collaboration Frameworks (ICFs)
- Intermunicipal Development Plans (IDPs)
- Other agreements, studies, or plans that support regional cooperation

Meeting Schedule:

The Committee shall meet (quarterly/biannually/annually) as per agreement, or as otherwise required. Special meetings may be called at the request of the Chair or by agreement of the CAO's.

Intermunicipal

Mannville Intermunicipal Committee

Established by Bylaw No. 1329-22 – Committees Bylaw

Purpose:

The Intermunicipal Committee is established to facilitate communication, coordination, and cooperation between participating municipalities. The Committee provides a forum to discuss matters of mutual interest, explore opportunities for collaboration, and make recommendations to respective Councils.

Committee Structure:

Membership shall consist of elected officials appointed by each participating municipality. Each municipality shall appoint three members.

Chief Administrative Officers (CAOs), or their designates, will participate in an advisory, non-voting capacity.

The Chair shall be from the community that hosts the meeting.

Administrative Resources:

Administrative support, including agenda preparation, minute taking, and meeting coordination, shall be provided by the municipality holding the Chair position, unless otherwise determined by the Committee.

Agendas will be prepared in consultation with the CAOs of the participating municipalities.

Quorum:

Quorum shall consist of a minimum representation of the participating municipalities.

Term:

Members will be appointed annually at the Organizational Meeting.

Authority:

The Committee is advisory in nature and does not have delegated decision-making authority.

Recommendations of the Committee shall be forwarded to each municipal Council for consideration and approval.

Supporting Documents:

The Committee may provide input into, monitor, and review:

- Intermunicipal Collaboration Frameworks (ICFs)
- Intermunicipal Development Plans (IDPs)
- Other agreements, studies, or plans that support regional cooperation

Meeting Schedule:

The Committee shall meet (quarterly/biannually/annually) as per agreement, or as otherwise required. Special meetings may be called at the request of the Chair or by agreement of the CAO's.

Intermunicipal
Mannville-Minburn-Innisfree
Family and Community Support Services (FCSS)
Advisory Board

In accordance with the Municipal Government Act

Purpose:

The Mannville-Minburn-Innisfree Family and Community Support Services (FCSS) Advisory Board is established to oversee and support the planning, implementation, and evaluation of preventive social programs in the region. The Board operates in accordance with the Family and Community Support Services Act and under agreements with the Province of Alberta and the participating municipalities.

Committee Structure:

The Board shall be comprised of representatives appointed by the following entities:

- **Village of Mannville:**
Two (2) representatives: one Village Council Member and one Member at Large.
- **Village of Innisfree:**
One (1) representative: a Village Council Member.
- **Village of Minburn:**
One (1) representative: a Village Council Member or Member at Large.
- **County of Minburn No. 27:**
One (1) representative: a County Council Member.
- **Alberta Health Services:**
One (1) representative appointed by AHS.
- **Mannville School:**
One (1) representative.
- **Youth Representative:**
One (1) youth representative selected in consultation with schools or community partners.

The Board will be chaired by the Member at Large from the Village of Mannville.

Administrative Resources:

Director of Family and Community Support Services.

Quorum:

The majority of the Board members in attendance constitutes a quorum.

Term:

The member will be appointed annually at the Organizational Meeting.

Authority:

Board members shall report to their respective Councils with updates on FCSS programs and initiatives.

The Board shall submit final financial and narrative reports to the FCSSAA Board by March of the year following any applicable conferences or projects.

The Board operates under the guidance of the Provincial FCSS Agreement and each participating municipality's FCSS agreement.

Supporting Documents:

- FCSS Funding Agreement: Mannville-Minburn-Innisfree
- Municipal Government Act
- Family and Community Support Services Act

Meeting Schedule:

Regular meetings of the Board will be held on the first Thursday of every other month, subject to periodic review.

Board business may be conducted via email, conference call, or in-person meetings, at the discretion of the Board members.

Intermunicipal

Rural Intermunicipal Committee

Established by Bylaw No. 1329-22 – Committees Bylaw

Purpose:

The Intermunicipal Committee is established to facilitate communication, coordination, and cooperation between participating municipalities. The Committee provides a forum to discuss matters of mutual interest, explore opportunities for collaboration, and make recommendations to respective Councils.

Committee Structure:

Membership shall consist of elected officials appointed by each participating municipality. Each municipality shall appoint three members.

Chief Administrative Officers (CAOs), or their designates, will participate in an advisory, non-voting capacity.

The Chair shall be from the community that hosts the meeting.

The Committee will meet with one or more of the following communities:

- County of Two Hills
- Lamont County
- County of Vermilion River
- MD of Wainwright
- Beaver County

Administrative Resources:

Administrative support, including agenda preparation, minute taking, and meeting coordination, shall be provided by the municipality holding the Chair position, unless otherwise determined by the Committee.

Agendas will be prepared in consultation with the CAOs of the participating municipalities.

Quorum:

Quorum shall consist of a minimum representation of the participating municipalities.

Term:

Members will be appointed annually at the Organizational Meeting.

Authority:

The Committee is advisory in nature and does not have delegated decision-making authority.

Recommendations of the Committee shall be forwarded to each municipal Council for consideration and approval.

Supporting Documents:

The Committee may provide input into, monitor, and review:

- Intermunicipal Collaboration Frameworks (ICFs)
- Intermunicipal Development Plans (IDPs)
- Other agreements, studies, or plans that support regional cooperation

Meeting Schedule:

The Committee shall meet (quarterly/biannually/annually) as per agreement, or as otherwise required. Special meetings may be called at the request of the Chair or by agreement of the CAO's.

Intermunicipal

Vegreville Intermunicipal Committee

Established by Bylaw No. 1329-22 – Committees Bylaw

Purpose:

The Intermunicipal Committee is established to facilitate communication, coordination, and cooperation between participating municipalities. The Committee provides a forum to discuss matters of mutual interest, explore opportunities for collaboration, and make recommendations to respective Councils.

Committee Structure:

Membership shall consist of elected officials appointed by each participating municipality. Each municipality shall appoint three members.

Chief Administrative Officers (CAOs), or their designates, will participate in an advisory, non-voting capacity.

The Chair shall be from the community that hosts the meeting.

Administrative Resources:

Administrative support, including agenda preparation, minute taking, and meeting coordination, shall be provided by the municipality holding the Chair position, unless otherwise determined by the Committee.

Agendas will be prepared in consultation with the CAOs of the participating municipalities.

Quorum:

Quorum shall consist of a minimum representation of the participating municipalities.

Term:

Members will be appointed annually at the Organizational Meeting.

Authority:

The Committee is advisory in nature and does not have delegated decision-making authority.

Recommendations of the Committee shall be forwarded to each municipal Council for consideration and approval.

Supporting Documents:

The Committee may provide input into, monitor, and review:

- Intermunicipal Collaboration Frameworks (ICFs)
- Intermunicipal Development Plans (IDPs)
- Other agreements, studies, or plans that support regional cooperation

Meeting Schedule:

The Committee shall meet (quarterly/biannually/annually) as per agreement, or as otherwise required. Special meetings may be called at the request of the Chair or by agreement of the CAO's.

Intermunicipal

Vegreville & District Family and Community Support Services Advisory Board (FCSS)

Established by Intermunicipal Contract

Purpose:

The purpose of the FCSS Board is to advise Council on policies concerning human services in the County related with the quality of community services for all age groups and segments within its boundaries; determine FCSS policies and procedures within the framework of the FCSS Act and regulations; direct the activities of the FCSS program; and advise administration of social issues and concerns recognized in the County.

Committee Structure:

The FCSS Board shall be composed of:

- Maximum of eleven board members
 - Seven members at large from the Town of Vegreville
 - One member at large from west of RR120 of the County of Minburn
 - One member of the County of Minburn Council
 - Two members of Town of Vegreville Council

The FCSS Advisory Board shall appoint a Chairperson and Vice-Chairperson for the Family and Community Support Services Advisory Board at the first meeting of the Board following the County's annual Organizational meeting each year.

Administrative Resources:

Town of Vegreville Manager of Family and Community Support Services shall act as a staff advisor to the Board.

County of Minburn will have a staff member from Planning and Community Services attend the meetings.

Quorum:

The majority of the Board members in attendance constitutes a quorum.

Term:

A member will be appointed annually at the Organizational Meeting.

Authority:

The Board makes decisions within their approved budget, reports directly to Council and makes recommendations to their Council.

Supporting Documents:

- Town of Vegreville Bylaw 10-2025 - Family and Community Support Services Advisory Board Bylaw
- FCSS Funding Agreement - Town of Vegreville and the County of Minburn
- Municipal Government Act
- Family and Community Support Services Act

Meeting Schedule:

Meetings of the Board shall be held monthly.

Special meetings of the Board may be called by the Chair (or the Vice-Chair in the Chair's absence).

Regional

Alberta Central East Water Commission (ACE)

In accordance with the Municipal Government Act Ministerial Order No. L:034/11
Established by Resolution No. 70-10

Purpose:

A regional entity (owned by the 12 member municipalities) that supplies high quality potable water to the municipalities in the Counties of Minburn, Two Hills, and Vermilion River. The commission sources the water from the John Batiuk Water Commission which originates from EPCOR.

Committee Structure:

The Corporation is comprised of eleven municipalities:

- County of Two Hills
- County of Minburn
- County of Vermilion River
- Town of Two Hills
- Town of Vermilion
- Village of Innisfree
- Village of Mannville
- Village of Myrnam
- Village of Kitscoty
- Village of Marwayne
- Village of Paradise Valley

The Board is divided into three zones:

- **Zone 1:** County of Minburn and municipalities within its boundaries
- **Zone 2:** County of Vermilion River and all municipalities within its boundaries
- **Zone 3:** County of Two Hills and all municipalities within its boundaries

Board members are appointed by their respective zones to serve three-year terms. Each year, one position within each zone is either renewed or replaced, ensuring staggered terms. Once appointed, members serve as directors of the corporation, not as representatives of their individual municipalities.

Administrative Resources:

ACE Manager shall act as a staff advisor to the Board and Commission.

Quorum:

The majority of the members in attendance constitute a quorum.

Term:

A Member will be appointed annually at the Organizational Meeting to represent the County of Minburn.

All of Council attends the Zone 1 meetings. If the County of Minburn member represents Zone 1, it is a three-year term.

Authority:

The ACE Board makes decisions within their approved budget and reports directly to the Commission members.

Supporting Documents

- ACE Board Overview
- Ministerial Order No. L:034/11

Meeting Schedule

- Board of meetings are held monthly at the call of the Chairman.
- Annual zone meetings are held each fall, typically before November 15.
- Annual commission meetings are held each spring.

Regional

Crossroads Economic Development Alliance Committee

Established by Resolution No. 2023-140

Purpose:

The Crossroads Economic Development Alliance is headed by a committee that was formed to explore and establish a regional economic development partnership.

Committee Structure:

The Committee is made up of four municipalities:

- County of Minburn
- Town of Vegreville
- Village of Innisfree
- Village of Mannville

Administrative Resources:

Crossroads retains the services of a regional economic development consultant to support the committee.

Each member municipality provides one staff member from their municipality to provide administrative support.

Quorum:

The majority of the members in attendance constitute a quorum.

Term:

A member will be appointed annually at the Organizational Meeting.

Authority:

The Committee makes decisions within their approved budget, reports directly to Council and makes recommendations to their Council.

Supporting Documents

- Outlook Market Research and Consulting Contract
- Crossroads Fact Sheet

Meeting Schedule

Board of meetings are held monthly at the call of the Chairman.

Regional

East Central 911

Established by Amending Bylaw 1174-05

Provision of E911 Service for the Residents of the County of Minburn No.27

Purpose:

East Central 911 Call Answer Society (*short name - East Central 911 or EC911*) is a registered not-for-profit Society that provides emergency 9-1-1 and fire dispatch services along with other unique and enhanced services that act as a safety net to the communities that it serves.

Committee Structure:

22 member municipalities:

1. County of Minburn
2. County of Paintearth
3. County of Vermilion River
4. Village of Paradise Valley
5. MD of Provost
6. Town of Provost
7. Town of Coronation
8. Village of Amisk
9. MD of Wainwright
10. Town of Vermilion
11. Town of Castor
12. Village of Chauvin
13. Village of Consort
14. Village of Edgerton
15. Village of Kitscoty
16. Village of Irma
17. Village of Hughenden
18. Village of Czar
19. Village of Marwayne
20. Village of Innisfree
21. Town of Wainwright
22. Village of Mannville

The governance model consists of 7 elected director representatives of three zones, north, central and south. Three directors are elected from the north zone, two from the central and two from the south zones. The directors are Reeves, Mayors or Councillors within their communities who serve on the EC911 Board of Directors for a two-year term. The Board is comprised of a Chair, Vice-Chair, Secretary-Treasurer, and 4 directors at large. The general membership meets twice annually and in the fall of each year elects new representatives for the Board of Directors.

Administrative Resources:

E911 staff are comprised of a Chief Administrative Officer and a consultant. The agenda shall be prepared by the Chief Administrative Officer and may be reviewed with the Chairman or his/her designate prior to its distribution to the members.

Quorum:

A quorum for the transaction of business at any meeting of Members shall consist of not less than fifty (50%) percent of the total membership of the Society.

Term:

A member will be appointed annually at the Organizational Meeting.

Authority:

At all meetings of the Society, a question:

- (a) approving the Budget of the Society;
- (b) approving the annual fees; and
- (c) authorizing the Society to borrow funds

shall be decided by a minimum 50% (fifty percent) plus 1 (one) majority vote of the Members, who shall represent at least fifty percent (50%) of the total population of all the Members.

Supporting Documents

- Bylaw No. 1174-05, Provision of E911 Service for the Residents of the County of Minburn No. 27
- Amending Bylaw No. 1122-97, Provision of E911 Service for the Residents of the County of Minburn No. 27
- EC911 Bylaws
- EC911 Procedural Policy

Meeting Schedule

The regular meetings of the Board shall be established by motion, at the annual Organizational Meeting, or at such other regular meetings of the Board as may be appropriate.

Regional

MD of Minburn Foundation

In accordance with Ministerial Order No. H:009/19

Purpose:

The Minburn Foundation was formed in 1961 with the commitment to housing and caring for area Seniors Citizens. In accordance with the Alberta Housing Act, and the regulations that accompany the Act, MD of Minburn Foundation operates a Senior Citizens' Lodge as well as a 4-plex Seniors Self Contained unit in Vegreville. By Agreement with the Province of Alberta, the Foundation also manages four Senior's Self-Contained Apartment projects and five Community Housing Projects offering subsidized housing to those most in need.

Committee Structure:

The Foundation is comprised of the following municipalities:

- County of Minburn
- Town of Vegreville
- Village of Innisfree
- Village of Mannville

Maximum of six (6) members:

- 2 appointed by County of Minburn No. 27
- 2 appointed by Town of Vegreville
- 1 appointed by Village of Innisfree
- 1 appointed by Village of Mannville

Chairperson, Vice-Chairperson, and other officers appointed from among the board members.

Administrative Resources:

The Foundation hires an Executive Director who is responsible for all administrative responsibilities of the Foundation.

The CAO may provide staff liaison(s) as required, to the committee to assist committees to fulfill their mandate.

Quorum:

A simple majority of Directors present shall constitute a quorum at any meeting of the Management Body Board.

Term:

A member will be appointed annually at the Organizational Meeting; members of the Board may hold consecutive terms.

Authority:

The Board is an independent governing body from the County, with one appointee from the County. The Board is governed by Alberta Housing Act, Management Body Operations and Administration Regulation, Social Housing Accommodation Regulation, and Housing Accommodation Tenancies Regulation.

Supporting Documents:

- Alberta Housing Act
- MD of Minburn Foundation Terms of Reference

Meeting Schedule:

Regular Board Meetings to be held at 10:00 a.m. on the 2nd Thursday of the month or at the call of the Chairperson.

Intermunicipal

Regional Emergency Advisory Committee

Established by Bylaw No. 1321-21 – Regional Emergency Management Bylaw

Purpose:

The Regional Emergency Advisory Committee is a standing committee as required under the Act, representing the Minburn Region and is responsible for providing oversight to the Regional Emergency Management Agency.

Committee Structure:

Members will be elected officials and represent each of the municipalities listed that form the Region:

- County of Minburn
- Town of Vegreville
- Village of Innisfree
- Village of Mannville

Each municipality within the region will appoint two members of Council to the Committee - one to serve as primary member and another to serve as an alternate in the absence of the appointed primary member.

Appointed Committee Positions:

- Chair - Pursuant to both the Act and the Bylaw the Committee is required to appoint a Chair. The Chair shall be both a member of the Committee and a council member of one of the regional municipalities. This position shall be appointed by a motion and majority vote. The position of Chair shall be rotated bi-annually.

The Chair shall ensure a meeting agenda is provided to each Committee member for regularly scheduled meetings and will facilitate all meetings at which they are present. Agendas are not required for special or emergency meetings of the Committee.

- Vice Chair – A Vice Chair may be appointed and if chosen will also be appointed by a motion and majority vote being both a member of the Committee and a Council member of one of the regional municipalities.
- The Vice Chair, if appointed and in absence of the Chair, will fulfill all of the responsibilities of the Chair of the Committee.
- Additional Positions – Additional positions may be appointed by motion and majority vote at the discretion of the Committee.

Administrative Resources:

Council shall:

- by resolution appoint the Chief Administrative Officer (CAO) or designate as Director of Emergency Management (DEM); and
- by resolution appoint one (1) or more Deputy Director of Emergency Management (DDEM): the person responsible for duties of the Director of Emergency Management in their absence.

Quorum:

Three (3) Committee Members shall constitute a quorum.

Term:

Membership term on the Committee is determined by the municipality and members are appointed annually at the municipality's Organizational Meeting.

Authority:

The Committee is an advisory committee; the members report and make recommendations to their respective Councils relative to the Regional Emergency Plan.

Outside of Emergency or Disaster events the purpose of the Regional Committee is to:

- Advise on the development of emergency plans and programs
- Advise respective Parties annually on matters pertaining to the Minburn Regional Emergency Management program and plan.

Supporting Documents:

- Emergency Management Act, 2000 (Alberta)
- Local Authority Emergency Management Regulation 2020
- Regional Emergency Management Bylaw
- Regional Emergency Management Agency Terms of Reference
- Regional Emergency Management Mutual Aid Agreement

Meeting Schedule:

The Committee shall meet at least once a year. Additional meetings may be called at the discretion of the Committee Chair or at the request of two (2) or more members.

External – Voting Member

Alberta HUB

Established by Resolution No. 294-14

Purpose:

The Northeast Alberta Information HUB (Alberta HUB) is the regional economic development alliance of Northeast Alberta. Incorporated as a not-for-profit in April 2000 Alberta HUB focuses on regional economic development, including positioning the region for growth through (but not restricted to) diversification/innovation strategies, enabling investment, municipal collaboration and identifying infrastructure requirements, i.e. broadband, transportation.

Committee Structure:

The organizational structure of Alberta HUB consists of one representative from each member. From each member category of which there are 5, 13 are elected to the Board of Directors which directs the Corporation. The Board of Directors elects an Executive Committee which is comprised of a Chairperson, Vice-Chairperson and Secretary/Treasurer.

Administrative Resources:

The day-to-day affairs and execution of the yearly work plan of Alberta HUB is executed by an Executive Director.

Quorum:

The majority of the members in attendance constitute a quorum.

Term:

A member will be appointed annually at the Organizational Meeting.

Authority:

Pursuant to The Companies Act of Alberta and Northeast Alberta Regional Economic Development Articles of Association.

Supporting Documents

- Articles of the Association

Meeting Schedule

Alberta HUB is required to hold 4 board (membership) meetings a year plus an AGM. Special meetings may be called as necessary by the Board Chair.

External – Voting Member

Northern Lights Library System

Established under the Alberta Libraries Act

Purpose:

To provide comprehensive and efficient regional library services in collaboration with other municipal members.

Committee Structure:

Voting members:

Northern Lights Library System is part of a province-wide network of seven (7) regional and two (2) urban systems. The seven (7) regional systems were created by legal agreements between cooperating municipalities and first nations. Fifty-eight municipalities are currently participating and have a representative on the Board. The intent is to enhance local library services and to cooperate and assist in resource sharing among all libraries in Alberta. Each member municipality appoints a member and an alternate.

Administrative Resources:

Provided by Northern Lights Library System.

Quorum:

Simple majority present at the meeting shall constitute a quorum.

Term:

All members of the Board will hold office for a one (1) year period, with members being appointed at municipal Organizational Meetings in October each year.

In the event of a vacancy by death, resignation or from any other cause except the expiration of the term of the appointment, such vacancy shall be filled by an appointment by Council as soon possible.

Authority:

The Northern Lights Library Board is incorporated under the Alberta Libraries Act and must meet legislative requirements in the Libraries Act and the Libraries Regulations. The Board is ultimately responsible to the Minister of Municipal Affairs to fulfill its mandate.

Supporting Documents:

- Alberta Libraries Act, Memorandum of Agreement for Library Board Services
- Northern Lights Library System Website-Board/Board Resources

Meeting Schedule:

Meetings to be held four (4) times per year in February, April, August, and November.

St. Joseph's Hospital Board

Established by Resolution No. 2025-251

Purpose:

Covenant Community Boards provide a critical link into the communities that Covenant serves, providing vital information to Covenant about their community and also embodying Covenant in their communities.

Committee Structure:

Covenant Community Boards have between 5 (five) members and twelve (12) members, appointed by the Covenant Governance Committee of the Board.

Administrative Resources:

The Covenant Site Administrative support is responsible for recording and distributing meeting minutes and meeting materials.

Quorum:

Quorum for nominations, Covenant Community Engagement Fund expenditures, or other recommendations to the Covenant Governance Committee is the majority of the Community Board membership (greater than half).

Term:

Covenant Community Board terms are: three (3) years with the option of reappointment for two additional consecutive terms to a maximum of nine (9) consecutive years. Each term begins in January and ends December 31.

Authority:

Covenant Community Boards are advisory bodies in that they provide input to the Covenant Boards and are not responsible for the governance, operations, or management of Covenant programs, services, and facilities.

Supporting Documents:

- Covenant Community Boards – Terms of Reference
- Covenant Community Board Appointments and Reappointments

Meeting Schedule:

Covenant Community Boards shall determine their meeting schedule based on their availability and needs, meeting a minimum of four (4) times per year.

External – Voting Member

Vegreville Attraction and Retention Committee (VARC)

Established by Resolution No. 2025-251

Purpose:

To establish and maintain a sustainable system that supports the attraction and retention of healthcare professionals, ensuring the continued availability of healthcare services in Vegreville and the surrounding area.

Committee Structure:

The committee may establish working groups for specific functions. All working groups must report back to the committee.

1. Voting Members:

Membership will include representatives from the following sectors:

- Town of Vegreville Councillor
- County of Minburn Councillor
- Physician representative
- Vegreville Family Clinic
- Kalyna Primary Care Network (PCN)
- St. Joseph's General Hospital
- St. Joseph's Community Hospital Board
- Vegreville & District Chamber of Commerce
- Community at large representatives (business, culture, leisure, volunteers)

2. Executive Roles

The Committee will appoint from among its voting members:

- Chair
- Vice-Chair
- Secretary
- Treasurer

Administrative Resources:

The CAO may provide staff liaison(s) as required, to the committee to assist committees to fulfill their mandate.

The Chair, or a designated member, will manage Committee communications, ensuring that public messaging is appropriate and consistent.

Quorum:

A quorum is four voting members; advisory members are not included in the quorum count.

Term:

A member will be appointed annually at the Organizational Meeting.

Authority:

The board governs the business of the committee, including the raising of funds to support the committee's objectives.

Supporting Documents

- Vegreville Attraction and Retention Committee Terms of Reference

Meeting Schedule

Meetings will be held monthly or at the discretion of the Chair.

External – Voting Member

Vermilion District Health Care Providers Attraction & Retention Committee

Established by Resolution No. 2025-251

Purpose:

The purpose of the Vermilion District Health Care Providers Attraction & Retention Committee is to build a sustainable system for health professional recruitment and retention in collaboration with local health professionals that will ensure ongoing healthcare services to the community.

Committee Structure:

Vermilion District Health Care Providers Attraction & Retention Committee will consist of (11) members:

- (5) of which are voting members and (6) of which are non-voting members:
 - 1 member each from the (4) participating municipalities of
 - Mannville
 - County of Vermilion River
 - County of Minburn
 - and Town of Vermilion (all who are voting members)
- 1 administrator - an employee of one of the participating municipalities (non-voting) and administrative support
- 1 physician advisor
- 1 clinic advisor (non-voting)
- 1 AHS representative (non-voting)
- 1 RPAP representative (non-voting)
- Up to a max of 3 community representatives (voting other than requisitions)
- Kalyna Primary Care Network (non-voting)

Vermilion District Health Care Providers Attraction & Retention Committee will appoint from within its' members, through consensus, the position of Chair and Vice-Chair.

Administrative Resources:

The CAO may provide staff liaison(s) as required, to the committee to assist committees to fulfill their mandate.

The Chair, or a designated member, will manage Committee communications, ensuring that public messaging is appropriate and consistent.

Quorum:

Quorum will be considered four voting members is the minimum attendance required for a meeting. Phone conference would be considered acceptable for meeting minimum attendance for motions when needed.

Term:

A member will be appointed annually at the Organizational Meeting.

Authority:

The board governs the business of the committee, including the raising of funds to support the committee's objectives.

Supporting Documents:

- Vermilion Physician Recruitment Committee Terms of Reference

Meeting Schedule:

Meetings will be held 3 times per year (October, February, June), unless called by the Chair.

External – Voting Member

Vegreville Tourism Advisory Board

In accordance with Resolution No.39-19

Purpose:

The Board shall provide advice, guidance and recommendations to the municipal council of the Town of Vegreville in areas that can benefit the overall tourism prosperity of the Town of Vegreville, the Town of Mundare and the County of Minburn.

Committee Structure:

The Board consists of voting members from the following areas;

- Two Members of Vegreville Town Council
- One Member of County Council
- One Member of Mundare Town Council or Community Member
- Seven community representatives including a cross-section of the tourism sector

The Board will appoint from within its members, through consensus, the following positions: Chair and Vice-Chair.

Administrative Resources:

The Community Engagement and Economic Development Department of the Town of Vegreville will provide managerial support, including the preparation and submission of budget requests/grant submissions as needed. Administrative support will also be provided by the Town of Vegreville.

Quorum:

A simple majority of regular members of the Committee will constitute a quorum.

Term:

Members of the VTAB agree to commit to involvement for two years. A member will be appointed annually at the Organizational Meeting.

Authority:

The committee only has the authority to recommend action for Council consideration.

Supporting Documents

- Town of Vegreville Bylaw No. 03-2025
- Terms of Reference

Meeting Schedule

A minimum of eight meetings should be held per year.

External – Voting Member

Vermilion Watershed Alliance

In accordance with Resolution No. 56-15

Purpose:

The Vermilion River Watershed Alliance (VRWA) was formed to provide a platform for volunteers from across the watershed to collaborate on efforts to revive the Vermilion River watershed. Our members come from local towns and counties, federal and provincial governments, conservation groups, and the public. We are also partnered with the North Saskatchewan Watershed Alliance (NSWA).

Committee Structure:

The work and strategic direction of the VRWA will be guided by the Steering Committee. The Executive positions of the Steering Committee will consist of a Chair and Vice-Chair who will be appointed by the membership on an annual basis.

Steering Committee membership is open to municipalities in the Vermilion River watershed, Indigenous communities with traditional territories in the Vermilion River watershed, as well as the Provincial and Federal Government, non-government organizations, members of the public, academic institutions, and other interested stakeholders.

Administrative Resources:

All support is provided by VRWA.

Quorum:

Simple majority present at the meeting shall constitute a quorum.

Term:

A member will be appointed annually at the Organizational Meeting.

Authority:

Stewardship group to work together to implement the Vermilion Watershed Management Plan.

Supporting Documents:

- Terms of Reference
- Vermilion River Watershed Management Plan

Meeting Schedule:

Meetings of the VRWA Steering Committee will be held a minimum of one each quarter, or at the call of the Chair or majority of voting members.

Meetings of the VRWA Technical Advisory Committee will be held four to six times per year, or as needed.

Meetings of the VRWA Education sub-committee and other specially appointed sub-committees will be held on an as-needed basis.

External – Non-Voting Member

Innisfree Municipal Seed Cleaning Association Ltd.

In accordance with the Municipal Government Act

Purpose:

The Municipal Seed Cleaning Plant Board provides governance and oversight of the Innisfree Seed Cleaning Plant. The Board is responsible for ensuring that the facility is managed effectively, operates in compliance with the Alberta Weed Control Act and related regulations, and provides safe, efficient, and affordable seed cleaning services to local producers.

Committee Structure:

The County attends as a non-voting liaison between the County and the Chamber. The Board of Directors shall consist of nine members. All directors must be bona-fide farmers.

Administrative Resources:

Will be provided by the Innisfree Seed Cleaning Plant.

Quorum:

Unknown

Term:

A Council member and an alternate will be appointed annually at the Organizational Meeting.

Authority:

By resolution of the Board.

Supporting Documents:

- By-Laws of Innisfree Municipal Seed Cleaning Association Limited

Meeting Schedule

At the call of the Chairperson.

External – Non-Voting Member

Vegreville & District Chamber of Commerce

Established by Resolution No. 2025-251

Purpose:

To promote commerce, the Chamber of Commerce is a voluntary organization of business and professionals who have joined together for the purpose of promoting the civic, commercial, agriculture and industrial progress of their community.

Committee Structure:

The County attends as a non-voting liaison between the County and the Chamber.

The Chamber shall be managed by the Board, which shall consist of:

- Executive: President (1st Vice-President and 2nd Vice-President), Secretary/Treasurer (General Manager)
- Board: a minimum of 4 members

Administrative Resources:

The General Manager is the chief administrative officer of the Vegreville & District Chamber of Commerce. He or she is responsible for providing leadership in, and direction to, the approved programs of the Chamber on a day-to-day basis.

The County of Minburn Director of Planning and Community Services provides an economic development update to present for monthly meetings.

Quorum:

Quorum at any regular meeting shall be ten voting members. One member shall be the Chairperson.

Term:

A Council member will be appointed annually at the Organizational Meeting.

Authority:

The Board governs the business of the committee; members contribute individually through their own businesses.

Supporting Documents:

- Vegreville & District Chamber of Commerce 2025 Business Plan
- Vegreville & District Chamber of Commerce Bylaws

Meeting Schedule:

The Board shall meet from time to time (at least once a month) as it may be necessary to carry on the business of the Chamber.

Annual general meeting of members is in February.

External – Non-Voting Member

Vegreville Seed Cleaning Plant Ltd. Board

In accordance with the Municipal Government Act

Purpose:

The Vegreville Seed Cleaning Plant Ltd. Board provides governance and oversight of the Vegreville Seed Cleaning Plant. The Board is responsible for ensuring that the facility is managed effectively, operates in compliance with the Alberta Weed Control Act and related regulations, and provides safe, efficient, and affordable seed cleaning services to local producers.

Committee Structure:

The Board of Directors shall consist of nine members. All directors must be bona-fide farmers.

Two Councillors from the County of Minburn attend board meetings in a non-voting liaison role.

Administrative Resources:

Will be provided by the Vegreville Seed Cleaning Plant.

Quorum:

Four percent of the members of the cooperative constitutes a quorum.

Term:

A member of Council will be appointed annually at the Organizational Meeting.

Authority:

By resolution of the board.

Supporting Documents:

- By-Laws of Vegreville Municipal Seed Cleaning Association Limited

Meeting Schedule

At the call of the Chairperson.

Public at Large Appointments

Vegreville & District Family and Community Support Services

In accordance with the Municipal Government Act

Purpose:

The purpose of the FCSS Board is to advise Council on policies concerning human services in the County related with the quality of community services for all age groups and segments within its boundaries; determine FCSS policies and procedures within the framework of the FCSS Act and regulations; direct the activities of the FCSS program; and advise administration of social issues and concerns recognized in the County.

Committee Structure:

The FCSS Board shall be composed of a maximum of eleven board members.

- Seven members at large from the Town of Vegreville
- One member at large from west of RR120 of the County of Minburn
- One member of the County of Minburn Council
- Two members of Town of Vegreville Council

The FCSS Advisory Board shall appoint a Chairperson and Vice-Chairperson for the Family and Community Support Services Advisory Board at the first meeting of the Board following the County's annual Organizational meeting each year.

Administrative Resources:

Town of Vegreville Manager of Family and Community Support Services shall act as a staff advisor to the Board.

County of Minburn will have a staff member from Planning and Community Services attend the meetings.

Quorum:

The majority of the board members in attendance constitutes a quorum.

Term:

A Public at Large member will be appointed annually at the Organizational Meeting in two-year increments. The member can have the opportunity to ask that their name stand for additional terms.

Authority:

The Board makes decisions within their approved budget, reports directly to Council and makes recommendations to their Council.

Supporting Documents:

- Town of Vegreville Bylaw 10-2025 - Family and Community Support Services Advisory Board Bylaw
- FCSS Funding Agreement - Town of Vegreville and the County of Minburn
- Municipal Government Act
- Family and Community Support Services Act.

Meeting Schedule:

Meetings of the Board shall be held monthly.

Special meetings of the Board may be called by the Chair (or the Vice-Chair in the Chair's absence).

Public at Large Appointments

Agriculture Appeal Board

In accordance with the Municipal Government Act

Purpose:

The purpose of the Agriculture Appeal Board is to provide an impartial and transparent process for hearing and deciding appeals related to municipal agricultural matters. The Board ensures that decisions are fair, consistent, and in alignment with applicable legislation, municipal bylaws, and policies. Through its work, the Board supports accountability, protects the rights of affected parties, and upholds the integrity of agricultural programs and enforcement within the municipality.

Committee Structure:

Public members are appointed by Council to the Agricultural Appeal Board. The Chairperson will be elected among the members.

Administrative Resources:

The Chief Administrative Officer shall designate a member of Administration to serve as Clerk of the Board.

Quorum:

Quorum shall be a majority of members of the Board.

Term:

Three public members will be appointed annually at the Organizational Meeting.

Authority:

The decision of the majority of the Members is deemed to be the decision of the Board.

Supporting Documents

- Municipal Government Act,
- Agricultural Service Board Act,
- Agriculture Pests Act,
- Weed Control Act and
- Municipal Bylaws
- Agriculture Appeal Board Terms of Reference

Meeting Schedule

At the call of the Agriculture Appeal Board Clerk.

Collapsed or Dissolved from 2024-2025

CAO Performance Evaluation	Dissolved, all of Council involved
RMA District 5	Not a board or committee, all of Council are voting members
Vegreville Region Physician Attraction and Retention Committee	Renamed to Vegreville Retention Attraction Committee
Composite Assessment Review Board	Dissolved. Replaced with Capital Region Assessment Services Commission
Local Assessment Review Board	Dissolved. Replaced with Capital Region Assessment Services Commission
Pest Control Appeal Board	Dissolved. Replaced with Agriculture Appeal Board
Weed Control Appeal Board	Dissolved. Replaced with Agriculture Appeal Board
Subdivision and Development Appeal Board	Dissolved. Replaced with contract with Lamont County

Collapsed or Dissolved from 2025-2026

Community Progress Scholarship Committee	Renamed to Growing Futures Scholarship Committee
Town of Vegreville Regional Recreation Feasibility Study	Dissolved. Study was completed.



COMMITTEE OF THE WHOLE DIVISION REPORT

Name: Councillor Joey Nafziger

Division: 1

For Presentation at 10/14/2026 **Committee of the Whole Meeting**

From Date: 09/03/26

To Date: 10/07/26

Resident Comments:

Aerial Spraying caused contamination of residences field – Provided phone number for Alberta Environment.

Grading concern over windrow left in intersection – Referred to Operations.

Questions on why Assessment Services come on properties and ask questions on upgrades in the house etc. – Discussed with CAO.



COMMITTEE OF THE WHOLE DIVISION REPORT

Name: Councillor Ray Nedzielski

Division: 2

For Presentation at 10/14/2026 **Committee of the Whole Meeting**

From Date: 09/03/26

To Date: 10/07/26

Resident Comments:

Received multiple calls about roads being rough south of the highway.

Mixburn Colony wants a culvert on RR 102 at the colony.



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: Reeve Roger Konieczny

Division: 3

For Presentation at 10/14/2026 **Committee of the Whole Meeting**

From Date: 09/03/26

To Date: 10/07/26

Resident Comments:

Received calls on letter sent by Municipal Assessment Services.



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: Councillor Allen McCutcheon

Division: 4

For Presentation at 10/14/2026 **Committee of the Whole Meeting**

From Date: 09/03/26

To Date: 10/07/26

Resident Comments:

Nothing to report.



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: Deputy Reeve Kuzio

Division: 5

For Presentation at 10/14/2026 **Committee of the Whole Meeting**

From Date: 09/03/26

To Date: 10/07/26

Resident Comments:

Received call regarding Coyote Bounty program.



COMMITTEE OF THE WHOLE DIVISION REPORT

Name: Councillor Carl Ogrodnick

Division: 6

For Presentation at 10/14/2026 **Committee of the Whole Meeting**

From Date: 09/03/26

To Date: 10/07/26

Resident Comments:

Questions on Coyote Bounty program.
Received complaints on Imperial Road.
Received calls regarding washboard on corners.
Received calls on corner brushing.
Received complaint about culvert on Imperial Road.
Received call on Town of Vegreville Recycling Program.
Received call inquiring why the AGT/Telus tower by Royal Park was being taken down.



COMMITTEE OF THE WHOLE DIVISION REPORT

Name: Councillor Jerri Ziegler

Division: 7

For Presentation at 10/14/2026 **Committee of the Whole Meeting**

From Date: 09/03/26

To Date: 10/07/26

Resident Comments:

Due to heavy traffic, dust control on RR 154 has gotten worse.

Received called from TC Energy regarding applying dust control and washboard on road. RR 144 really bad.

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	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	ALUS application submitted, waiting on a response	08-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	10-Sep-26	Completed
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	Operations	Road Tour date set for November 18, 2026	28-Sep-26	Completed
CR26-25	Council	Scholarship Committee	Administration to update Council Scholarship Committee Composition at next Organizational Meeting Agenda	Office of the CAO	Added to the October 19, 2026 Organizational Meeting Agenda	28-Sep-26	Completed
CR26-30	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 budget deliberations	22-Jul-26	Ongoing