

AGENDA

Committee of the Whole

July 16, 2025

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 Unit 915 Replacement

Administration Presenter:

Mike Fundytus, Director of Protective Services

5.2 Capital Equipment 2026

Administration Presenter:

Norm De Wet, Director of Operations

5.3 2026 Bridge Repair/Replacement Plan

Administration Presenter:

Norm De Wet, Director of Operations

5.4 "Draft" Community Recognition Policy

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 RCMP Enhanced Policing Services

ATIA Section 29, Advice from officials

7.2 Proclamation and Recognition 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

June 11, 2025
10:00 a.m.

Members Present:

Reeve Roger Konieczny, Division 3
Deputy Reeve Kevin Bentley, Division 7
Councillor Joey Nafziger, Division 1
Councillor Eric Anderson, Division 2
Councillor Cliff Wowdzia, Division 4
Councillor Tara Kuzio, Division 5
Councillor Carl Ogrodnick, Division 6

Administration Present:

Pat Podoborzny, Chief Administrative Officer
Norm De Wet, Director of Operations
Davin Gegolick, Director of Planning & Community Services
Mike Fundytus, Director of Protective Services
Jason Warawa, Director of Corporate Services
Audra Kropielnicki, Executive Coordinator

1. CALL TO ORDER

Reeve Konieczny called the meeting to order at 10:03 a.m.

2. CHANGES TO AGENDA & ADOPTION OF AGENDA

2025-W052

Moved by: Councillor Anderson

THAT the Agenda for the June 11, 2025 Committee of the Whole meeting be adopted as presented.

Carried

3. CONFIRMATION OF MINUTES

2025-W053

Moved by: Councillor Wowdzia

THAT the May 14, 2025 Committee of the Whole meeting minutes be adopted as presented.

Carried

4. DELEGATIONS

4.1 Vermilion RCMP

The Committee of the Whole was provided a presentation of the Vermilion RCMP Detachment Community Policing Report and Crime Statistics.

External Presenters:

Cpl. Corey Buckingham and Cpl. Brittany Pegg

Councillor Anderson left the meeting at 10:22 am

Councillor Anderson returned to the meeting at 10:24 am

4.2 Town of Vegreville Library Board

The Committee of the Whole was provided with an annual program overview and budget presentation for the Vegreville Library Board.

External Presenters:

Anayo Ugboma, Library Manager

Kathy Osinchuk, Assistant Library Manager

5. REPORTS FOR DISCUSSION

5.1 Oiled Road Bans

Administration Presenter:

Norm De Wet, Director of Operations

2025-W054

Moved by: Councillor Nafziger

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

Carried

5.2 Mobile Device Policy

Administration Presenter:

Jason Warawa, Director of Corporate Services

2025-W055

Moved by: Councillor Kuzio

THAT the Committee of the Whole endorse the "Draft" Mobile Device policy as presented and direct Administration to bring it back to a future Council meeting for approval.

Carried

Reeve Konieczny recessed the meeting at 11:00 a.m.

Reeve Konieczny reconvened the meeting at 11:09 a.m.

6. COUNCILLOR REQUESTS (INFORMATION/PROGRAM REQUESTS)

- 6.1 Divisional Reports
- 6.2 Councillor Request Report

2025-W056

Moved by: Councillor Ogrodnick

THAT the Committee of the Whole direct Administration to prepare an RFD regarding the application of MG30 to the service road between RR 144 and Hwy 857.

Carried

2025-W057

Moved by: Councillor Kuzio

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

Carried

7. CLOSED SESSION

2025-W058

Moved by: Councillor Anderson

THAT the Committee of the Whole meet in private to discuss matters protected from disclosure under the *Freedom of Information and Protection of Privacy Act (FOIP)*, specifically Section 24, Advice from officials and FOIP Section 17, Disclosure harmful to personal privacy at 11:30 a.m.

Carried

Audra Kropielnicki, Davin Gegolick, and Mike Fundytus left the meeting at 11:30 a.m.

- 7.1 Transportation Services Agreement
FOIP Section 24, 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

Norm De Wet left the meeting at 11:43 a.m.

- 7.2 Draft Work from Home Policy
FOIP Section 17, Disclosure harmful to personal privacy

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

Mike Fundytus entered the meeting at 12:00 p.m.

7.3 Regional Collaboration
FOIP Section 24, Advice from officials

Name	Reason/Purpose
Pat Podoborozny	Strategic Leader of the Organization
Jason Warawa	Strategic Leader of the Organization
Mike Fundytus	Strategic Leader of the Organization

Mike Fundytus and Jason Warawa left the meeting at 12:15 p.m.

8. OPEN SESSION

2025-W059

Moved by: Councillor Wowdzia

THAT the Committee of the Whole meeting revert to open session at 12:28 p.m.

Carried

9. MOTIONS ARISING OUT OF CLOSED SESSION

9.1 Transportation Services Agreement

2025-W060

Moved by: Deputy Reeve Bentley

THAT the Committee of the Whole endorses working with the Town of Vegreville on creating a draft extension of the Transportation Services Agreement to bring back to a future Council Meeting.

Carried

9.2 "Draft" Work from Home Policy

2025-W061

Moved by: Councillor Nafziger

THAT the Committee of the Whole endorse the "Draft" Work from Home policy as presented and direct Administration to bring it back to a future Council meeting for approval.

Carried

10. ADJOURNMENT

Reeve Konieczny declared the meeting adjourned at 12:30 p.m.

Reeve

Chief Administrative Officer



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: Unit 915 Replacement

Date: July 16, 2025

Background

The fire department runs a dynamic fleet of fire apparatus so that each vehicle can respond to multiple different event/emergency types and be useful in a variety of scenarios. We have planned for replacement of fire apparatus every 20 years. Unit 915 was purchased in 2006, is a Ford F550 equipped with a skid unit for firefighting purposes and has ample storage space for medical first response and rescue equipment. This truck is used currently in Mannville station and is utilized by the Public Safety Officer to conduct his duties throughout the County.

Information for the Committee

To replace Unit 915 with our current spec of wildland units, it's estimated it would cost \$350,000.00, with a 15 to 20 month build time. With this unit also being used by the Public Safety Officer to conduct his duties around the County and additional bylaw duties, it's suggested to modify the build to make it more economical to use as a daily unit as well as maintain the ability for fire response. Moving to a $\frac{3}{4}$ ton chassis with a skid unit and scaled down storage options, it's estimated we would cut down to an 8-10 month build time and a cost of \$175,000.00. Funding would come from fire reserves. The vehicle would be sourced from local dealerships through tender, and we would also tender out the emergency lighting and storage package as well as the skid unit. Unit 915 would be sold via tender to the highest bidder and the money from the sale transferred back into fire reserves.

Recommendation

THAT the Committee of the Whole recommend Administration prepare a Request for Decision (RFD) for Council approval at their July 21, 2025 meeting regarding the replacement of Unit 915 for inclusion in the 2026 budget.



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: Capital Equipment: 2026

Date: July 16, 2025

Background

Administration has proactively developed a plan to manage the replacement or refurbishment of equipment. Maintaining our grader and construction fleet ensures that we can continue to provide the current levels of service approved by the Council.

Information for the Committee

Projected usage of equipment is based on average monthly hours, enabling administration to estimate the amount of time until replacement or refurbishment is required.

The following graders are recommended to be replaced:

- **Unit 330 (2016 JD 872)** – 7,598 Hours
Recommended replacement by January 2026.
- **Unit 333 (2018 JD 872)** – 7,867 Hours
Recommended replacement by January 2026; to become the spare unit.

Units to be sold by tender:

- **Unit 326 (2015 Cat 160)** – 7,850 Hours (current spare)
- **Unit 330 (2016 JD 872)** – 7,598 Hours

Refurbishment, Unit 522, Cat Scraper:

As previously proposed to County Council, refurbishment of selected equipment offers significant cost savings compared to the purchase or rental of a new scraper. The unit would be scheduled for delivery to Finning on November 1, 2025, with refurbishment completion expected by March 2026.

- **Unit 522 – (2011 CAT 627G)** – 10,872 Hours

Administration requests that County Council proactively approve the purchase of two graders and the refurbishment of the scraper as proposed, for inclusion in the 2026 Capital Budget. This proactive approach will not only ensure the timely replacement/refurbishment of the machines but also lock in current pricing, protecting us from potential 2026 price increases.

Financials

Projected equipment Reserves at the end of 2025: \$4.5 Million.

The pricing below is based on Canoe Procurement pricing, which complies with the requirements of Policy AD 1008-01: Procurement Purchasing Policy.

New Grader Pricing (84 Months/8,000 Hours Warranty):

- Cat 160: \$667,500.00 per machine.
- JD 872GP: \$674,600.00 per machine.

Refurbishment pricing – (60 Months/6,000 Hours Warranty):

- CAT 627G \$679,951.00

Recommendation

THAT the Committee of the Whole recommends to County Council the purchase of two Cat 160 Graders at a total cost of \$1,335,000.00 (excluding GST), and the refurbishment of one scraper at a total cost of \$679,951.00 (excluding GST); and that these items be approved and included in the 2026 Capital Budget; and further, that Units 326 and 330 be sold by tender following delivery of the new graders.



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: 2026 Bridge Repair/Replacement Plan

Date: July 16, 2025

Background

MPA Engineering in consultation with administration has prepared the 2026 Bridge Asset Management Plan. This plan focuses the current condition and future needs of the County's bridge infrastructure. As part of a proactive approach, administration submitted applications for Strategic Transportation Infrastructure Program (STIP) funding based on the plan's priorities. Three bridge projects were approved through this funding stream and are outlined below.

Information for the Committee

The following outlines the Bridge Asset Management Plan for 2026:

Bridge Maintenance and Level 2 inspections:

- **BF 71897: Twp 504 (north of Hwy 16) in Div. 2**
 - Shim piles, replace strip deck, replace 1 stringer, install ditch drain, repair backwall, treat and band one pile, level 2 inspection and coring.
 - Estimated Cost: \$70,000.00
 - STIP Funding: \$52,500.00
- **BF 01000: Twp 540 West of RR145 in Div. 7**
 - Complete miscellaneous repairs to bridge rail, complete Level 2 inspection and coring
 - Estimated Cost: \$44,000.00
- **BF 01485: Twp 504 East of RR 93 in Div. 1**
 - Concrete Repairs, address wingwall and backwall erosion issues and complete level 2 inspection and coring.
 - Estimated Cost: \$30,000.00
- **BF 06554: RR 83 south of Twp 510 in Div. 1**
 - Partial depth girder repair, treat and band 4 piles, Level 2 inspection and coring.
 - Estimated Cost: \$102,000.00

- **BF 81828: Rotary Peace Park in Div. 6**

- Partial Depth girder repairs and replace 2 girders, treat and band 4 piles, Level 2 inspection and coring.
- Estimated Cost: \$82,000.00
- STIP Funding: \$61,500.00

Bridge Culvert Replacement

- **BF 01762: RR 131 South of Hwy 631 in Div. 4**

- Total Bridge Culvert Replacement
- Estimated Cost: \$431,000.00
- STIP Funding: \$323,250.00

Level 2 bridge inspections provide detailed structural assessments, including coring, and offer more information than standard inspections. Based on the outcomes and engineering analysis of these inspections, adjustments to the proposed maintenance plan may be necessary. Any revisions will be brought to Council for approval prior to finalizing the 2026 budget.

Financials

Bridge Reserves as of December 2024: \$3.1 Million

Summary of all projects combined:

Estimated Cost:	\$759,000.00
STIP Funding:	\$437,250.50
Municipal Portion:	\$321,749.50

To stay proactive, administration recommends completing engineering work and Level 2 inspections in 2025. This will support timely tender development and posting in early 2026. It is suggested that the associated costs be drawn from reserves. It is estimated that the 2025 engineering cost will approximately be \$79,000.00.

Recommendation

THAT the Committee of the Whole recommends to County Council to approve the 2026 bridge program and, further, that MPA Engineering completes the engineering in 2025 with the cost to be taken from bridge reserves.



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: Community Recognition Policy

Date: July 16, 2025

Background

County Council passed Policy CC 3006-01, Recognition Plaque/Certificate/Other on June 18, 1990, and was last reviewed on September 17, 2018. The intent of the Policy was to recognize milestones for County Residents and Organizations.

Information for the Committee

Upon reviewing Policy CC 3006-01, Administration identified an opportunity to enhance the clarity and usability of the program. The review focused on ensuring the policy remains current, transparent, and accessible to the public.

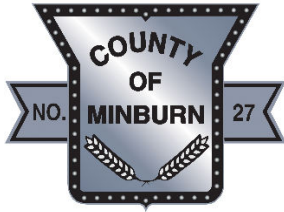
Summary of Changes and Improvements:

- **Expanded Parameters and Conditions:**
Administration has expanded on the parameters and conditions of the program to provide greater clarity around eligibility, scope, and expectations for applicants. This ensures a more consistent and fair application of the policy across the municipality.
- **Application Form Development:**
To improve accessibility and streamline the application process, an online fillable application form has been developed. The form will be made available for download on the County's website, allowing residents to complete and submit it electronically.

Recommendation

That the Committee recommend to Council that they approve the Community Recognition Policy at the July 21, 2025, meeting.

Attachment: *Draft Community Recognition Policy
Policy CC 3005-01- Recognition Plaque/ Certificate/ Other*



Policy

Community Recognition

Policy Number: "Draft"

Supersedes Policy Number: New

Approved by Council: TBD

Next Review Date: TBD

Resolution No: TBD

Last Review Date: TBD

POLICY STATEMENT

County Council wishes to acknowledge and recognize exceptional achievements and milestones of the County of Minburn Residents and Organizations.

PURPOSE

To provide general criteria regarding the recognition of County Residents, Organizations and Special Events in a professional and consistent manner.

DEFINITIONS

Appropriate Gift means an appropriate gift provided for an event or milestone, as provided for through the promotional inventory.

County means the County of Minburn No. 27.

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

CAO means the Chief Administrative Officer.

Organization refers to a community group, non-profit, or society that operates within the County of Minburn No. 27, including any town or village located within the County that provides services to County Residents.

Residents means residents residing in the County of Minburn No. 27.

Wedding Anniversary refers to a 25th and 50th wedding anniversary and every 5th anniversary thereafter.

GUIDELINES

1. Any Resident or Organization wishing to receive recognition from Council will have to complete a *Community Recognition Request Form*. This form can be completed by the resident or by a third party. To be eligible for recognition from Council the recipient of the recognition must live within the County municipal boundary.
2. Administration shall consider and work with any resident or organization to identify possible opportunities for forms of recognition not addressed in this policy.
3. Upon request, and provided the eligibility criteria has been met, the County will issue:
 - a) A congratulatory certificate signed by the Reeve and issued to a Resident or Organization to commemorate the following:
 - 65th birthdays and every five years thereafter
 - 25th Organization anniversaries and every five years thereafter
 - b) A congratulatory certificate signed by the Reeve and Appropriate Gift will be issued to Residents or Organizations to commemorate the following:
 - 100th birthdays
 - 50th wedding anniversaries
 - 50th Organization anniversary

Wherever possible the Divisional Councillor or representative of Council will make the recognition presentation in person and will be coordinated by the Office of the CAO.

Other Recognition

1. On occasion, Council may deem it appropriate to recognize individuals or groups for reasons not identified elsewhere in this policy. Council may by resolution determine that they should recognize in some fashion as specified in the resolution, a person, a group or other body for some reason as Council determines if deserving of recognition. When appropriate recognitions unavoidably occur in advance of scheduled Council meetings, such recognitions can be approved by the CAO at his/her discretion and be approved by Council resolution after the event.
2. Any exceptional accomplishment or achievement that is reached by a Resident or Organization of the County, which is beyond the scope of achievements outlined in this policy, shall be placed on the next available agenda, for Council to determine an appropriate expression of congratulations to be presented to the successful individual or group.
3. Council and/or Administration shall not recognize matters that are contrary to County policies or bylaws.
4. The CAO may authorize recognition at his/her discretion where not defined in policy.



POLICY CC _____

COMMUNITY RECOGNITION REQUEST FORM

4909-50 Street, Vegreville, AB, T9C 1R6 Phone: 780-632-2082
<https://www.minburncounty.ab.ca>

Upon request, the County of Minburn recognizes its residents by providing a congratulatory appropriate gift for special occasions. These requests will be processed upon receipt of the completed request form. **Requests take approximately 3-4 weeks to process.**

Special Anniversaries – 25th Wedding Anniversary and every five years thereafter
– 25th Organization Anniversary and every five years thereafter

Special Birthdays – 65th birthday and every five years thereafter

PLEASE COMPLETE IN FULL IN ORDER TO HAVE YOUR REQUEST PROCESSED

EVENT: Wedding Anniversary # _____ OR Birthday # _____

Date of Event: _____

Date of Birth or Marriage: _____

Celebrant(s) Name(s) and Address:

Date of Request: _____ Is this event a surprise? ☐ Yes ☐ No

Requested by (Name, Address & Phone Number):

Upon request, the congratulatory recognition will be presented by the Divisional Councillor where the celebrant resides/resided.

Location, Date and Time for Councillor presentation:

Other relevant information: _____

Email requests to info@minburncounty.ab.ca or mail to County of Minburn No. 27, Box 550, Vegreville, Alberta, T9C 1R6.

Collection and Use of Personal Information

Personal information is collected in accordance with Section 4 of the *Protection of Privacy Act (POPA)*. It will be used to process the request. If you have any questions about the collection and use of the information, contact 780.632.2082.



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____

Division: _____

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

From Date: _____

To Date: _____

Resident Comments:



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____

Division: _____

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

From Date: _____

To Date: _____

Resident Comments:



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____

Division: _____

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

From Date: _____

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**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____

Division: _____

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

From Date: _____

To Date: _____

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**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____

Division: _____

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From Date: _____

To Date: _____

Resident Comments:



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____

Division: _____

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

From Date: _____

To Date: _____

Resident Comments:



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____

Division: _____

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

From Date: _____

To Date: _____

Resident Comments:

Request #	Councillor Name or Motion Number	Request Title	Request	Responding Dept	Response	Response Date	Status
CR25-03	2025-ASB003	Coyote Harvest Incentive Program	Operations to investigate and develop a Coyote Harvest Incentive Program policy pending funding from Alberta Professional Outfitters Society	Operations			Ongoing
CR25-31	2025-ASB019	ASB Strategic Plan	Administration incorporate approved goals and strategies into a draft ASB Strategic Business Plan for the June ASB meeting	Operations	Currently working on the project.	01-May-25	Ongoing
CR25-32	2025-ASB020	NE Region ASB Conference	Administration prepare a draft NE Region ASB Conference Agenda for presentation at the June ASB meeting	Operations	Currently working on the agenda.	01-May-25	Ongoing
CR25-34	2025-ASB022	ALUS Program Budget	Administration prepare the Terms of Reference for the Project Advisory Committee	Operations	Currently working on the TOR to be presented in June at	01-May-25	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	Letter sent to Two Hills County by the CAO to see if they're willing to partner on the ALUS program.	01-May-25	Ongoing
CR25-36	2025-W055	Mobile Device Policy	Administration prepare an RFD for Council approval of Mobile Device Policy at a future Council meeting	Administration	Bringing to July Council Meeting	09-Jul-25	Ongoing
CR25-37	2025-W056	Emcon Road MG 30 Application	Administration prepare an RFD regarding application of MG30 to the service road between RR 144 and Hwy 857	Operations	RFD prepared and discussed at Council.	16-Jun-25	Closed
CR25-38	2025-W060	Transportation Services Agreement	Administration contact the Town of Vegreville requesting a one year extension to the Transportation Services Agreement	Administration	Letter sent	11-Jul-25	Closed
CR25-39	2025-W061	Work From Home Policy	Administration prepare an RFD for Council approval of the Work From Home Policy at a future Council meeting	Administration	Bringing to July Council Meeting	09-Jul-25	Ongoing
CR25-40	2025-ASB029	ASB Strategic Plan	Administration make available the approved ASB Strategic Business Plan on the website and server	Operations	Posted on website	17-Jun-25	Closed
CR25-41	2025-ASB030	ASB Agenda for NE Regional Conference	Administration prepare Agenda for circulation to NE ASB Regional Members prior to Conference	Operations	Currently finalizing the agenda	09-Jul-25	Ongoing
CR25-42	2025-ASB031	ASB Resolutions Grading Pkgs	Administration provide Council's comments on the grading sheet to ASB Provincial Committee by June 30, 2025	Operations	Comments completed at ASB	11-Jun-25	Closed
CR25-43	2025-ASB036	Issue Weed Notice	Administration prepare an RFD for the June 16, 2025 Council Meeting for Council to approve Administration issuance of Weed Notice	Operations	Weed Notice issued	16-Jun-25	Closed