



AGENDA

Committee of the Whole

February 11, 2026

10:00 a.m.

1. CALL TO ORDER

2. CHANGES TO AGENDA & ADOPTION OF AGENDA

3. CONFIRMATION OF MINUTES

4. DELEGATIONS

4.1 Vegreville Transportation Services Society - Dwayne Hlady - 10:15 a.m.

4.2 Northern Lights Library System - James MacDonald - 10:15 a.m.

5. REPORTS FOR DISCUSSION

5.1 County Reserve Land Lease and Future Use

Administration Presenter:

Davin Gegolick, Director of Planning and Community Services

5.2 County of Minburn Scholarship Proposal

Administration Presenter:

Davin Gegolick, Director of Planning and Community Services

5.3 Community Standards Bylaw

Administration Presenter:

Davin Gegolick, Director of Planning and Community Services

5.4 Grader Replacement Policy

Administration Presenter:

Pat Podoborozny, CAO

5.5 Light Vehicle Replacement Policy

Administration Presenter:

Pat Podoborozny, CAO

5.6 Emergent Road Repair/Gravelling Policy

Administration Presenter:

Pat Podoborozny, CAO

5.7 Road Improvement/Construction Contracts Policy

Administration Presenter:

Pat Podoborozny, CAO

6. COUNCILLOR REQUESTS (INFORMATION / PROGRAM REQUESTS)

6.1 Division Reports

6.2 Councillor Request Report

(To add or remove items from the Councillor Request Report)

7. CLOSED SESSION

7.1 Auditing Services Request for Proposal

AITA Section 19, Disclosure harmful to business interests of a third party

7.2 Draft Investment Policy
AITA Section 29, Advice from officials

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

8. OPEN SESSION

9. MOTIONS ARISING OUT OF THE CLOSED SESSION

10. ADJOURNMENT



Committee of the Whole Meeting Minutes

January 14, 2026
10:00 a.m.

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

Administration Present: Pat Podoborzny, Chief Administrative Officer
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 10:01 a.m.

2. CHANGES TO AGENDA & ADOPTION OF AGENDA

2026-W001

Moved by: Deputy Reeve Kuzio

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

Carried

3. CONFIRMATION OF MINUTES

2026-W002

Moved by: Councillor Nafziger

THAT the December 10, 2025 Committee of the Whole meeting minutes be adopted as presented.

Carried

4. DELEGATIONS

4.1 Vegreville RCMP

External Presenters:

S/Sgt Colin Folk, Chief of Police

5. REPORTS FOR DISCUSSION

5.1 "Buy a Lot for a Loonie" Program

Administration Presenter:

Davin Gegolick, Director of Planning & Community Services

2026-W003

Moved by: Councillor Ziegler

THAT the Committee of the Whole recommend to County Council to continue with the "Buy a Lot for a Loonie" Program and increase the deposit from \$1000 to \$5000.

Carried

5.2 Bridge File 72570 - Low Rating Advisory

Administration Presenter:

Norm De Wet, Director of Operations

2026-W004

Moved by: Deputy Reeve Kuzio

THAT the Committee of the Whole recommends to County Council that BF 72570 be replaced in 2026 with a bridge-sized culvert, with funding to be taken from reserves should grant funding not be available.

Carried

5.3 Dust Abatement Policy

Administration Presenter:

Norm De Wet, Director of Operations

2026-W005

Moved by: Councillor Ogrodnick

THAT the Committee of the Whole directs Administration to make the suggested changes including using MG30 and bring the updated policy to the February 17, 2026 County Council meeting for discussion.

Carried

Reeve Konieczny recessed the meeting at 11:07 a.m.

Reeve Konieczny reconvened the meeting at 11:18 a.m.

6. COUNCILLOR REQUESTS (INFORMATION/PROGRAM REQUESTS)

- 6.1 Divisional Reports
- 6.2 Councillor Request Report

2026-W006

Moved by: Deputy Reeve Kuzio

THAT the Committee of the Whole bring forward to the January County Council meeting to have Administration send a letter to Health Canada regarding Council's concerns with the proposed changes surrounding identification and traceability in the Canadian Food Inspection Agency (CFIA) Health of Animals Regulations.

Carried

2026-W007

Moved by: Councillor Nedzielski

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

Carried

7. CLOSED SESSION

2026-W008

Moved by: Deputy Reeve Kuzio

THAT the Committee of the Whole meet in private to discuss matters protected from disclosure under the Access to Information Act (ATIA) specifically Section 29, Advice from officials at 11:41 a.m.

Carried

Davin Gegolick, Mike Fundytus, Jason Warawa and Audra Kropielnicki left the meeting at 11:41 a.m.

- 7.1 Oiled Roads Policy Review
ATIA Section 29, Advice from officials

Name	Reason/Purpose
Pat Podoborzny	Strategic Leader of the Organization
Norm De Wet	Strategic Leader of the Organization

Norm De Wet left the meeting at 12:24 p.m.

- 7.2 Provincial ASB Resolutions
ATIA Section 29, Advice from officials

Name	Reason/Purpose
Pat Podoborzny	Strategic Leader of the Organization

8. OPEN SESSION

2026-W009

Moved by: Councillor Ziegler

THAT the Committee of the Whole meeting revert to open session at 12:51 p.m.

Carried

9. MOTIONS ARISING OUT OF CLOSED SESSION

9.1 Oiled Roads Policy Review

2026-W010

Moved by: Councillor Nedzielski

THAT the Committee of the Whole recommends to County Council that the current Oiled Roads Policy remain unchanged and in effect as currently written.

Carried

10. ADJOURNMENT

Reeve Konieczny declared the meeting adjourned at 12:55 p.m.

Reeve

Chief Administrative Officer

2025 VALUE STATEMENT

County of Minburn No. 27

Population: 3,188 Library Cards: 339

This value statement highlights the benefits of belonging to Northern Lights Library System. It is a snapshot of the health of your library and the value of your investment.

For questions or concerns please contact:

James MacDonald, Executive Director

P: (780)-545-5072

E: jmacdonald@nlls.ab.ca



Total Library Savings

\$994,391

Name Of Library(s):

Innisfree Public Library, Mannville Centennial Public Library, Vegreville Centennial Library

OPERATIONS

Levy Cost \$35,387	Rural Services Grant \$17,674
Book Allotment \$6,854	Return on Investment \$57.03

ELECTRONIC AND NON-TRADITIONAL MATERIALS

eBooks in Circulation **8,605**

Total eBook Circulation Value
\$599,120

CIRCULATION

Net Borrower **14,659**

Total Print Circulation Value
\$366,475

SERVICE DELIVERY

MLS + TSI Tickets **205**

Total Professional Value
\$17,540

Acquisition & Cataloguing:

402 items purchased with NLLS
\$3,296 saved via acquisition
\$1,206 cataloguing & processing value

How We Are Funded

LIBRARY		MUNICIPAL LEVY		PROVINCIAL GRANTS					
\$5.55	+	\$5.55	+	\$4.75	=	\$15.85	-	\$2.15	
PER CITIZEN		PER CITIZEN		PER CITIZEN		PER CITIZEN		LOCAL LIBRARY BOOK ALLOTMENT	
								\$6,854.20	



Operating Budget



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: County Reserve Land Lease and Future Use
Date: February 17, 2026

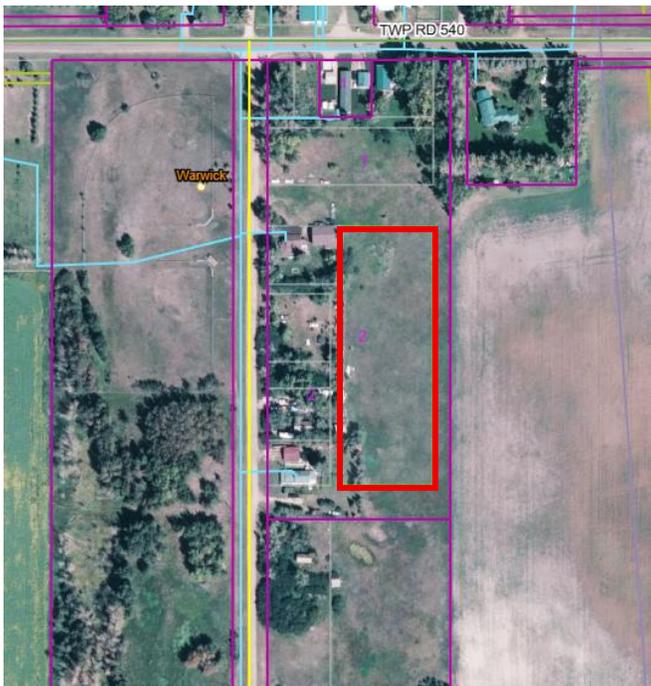
Background

When the Warwick subdivision was created in 1938, two adjacent one-acre parcels were designated as Reserve (R) and Park (P) Reserve. These reserve designations are intended to provide communities with essential public spaces such as parks and recreation areas. However, because a large 15-acre recreational area (the former Canadian Pacific Railway lands)—featuring ball diamonds and open green space—exists directly across the road to the west, there has never been a need or initiative to develop the smaller reserve parcels.

To support ongoing maintenance of the two-acre reserve parcel and minimize fire hazard risks, the County has leased the land to a nearby resident for gardening and general upkeep. This individual has held the lease since 2001, and the current agreement is set to expire at the end of March 2026. Over the past 50 years, various parties have also expressed interest in purchasing this property.

In early 2025, it was identified that leasing reserve lands is not permitted under the MGA unless the municipal reserve designation is formally removed. The current lease arrangement therefore does not align with MGA requirements and continuing it as-is is problematic.

Information for the Committee



Lot R and P, Block 2, Plan 5957ET are 2 acres – A: Agricultural zoned land.

Under Section 675(1) of the MGA, a municipality may not sell, lease, or otherwise dispose of municipal reserve land unless it first removes the reserve designation through:

- A public hearing, and
- Removal of the designation by the Registrar

Until that process is completed, the County cannot legally lease the land.

However, because the restriction applies specifically to “sale, lease, or other disposal,” there may be flexibility for a non-exclusive license/maintenance agreement that does not grant rights of occupation but simply authorizes upkeep of the property.

Here are some options for Committee consideration:

Option A: Short-Term Maintenance Agreement

A 2026 maintenance agreement with the current users, allowing them to maintain and use the garden area without creating a lease.

- MGA-compliant workaround
- No cost to County for mowing
- Provides time to determine long-term direction

Option B: Begin the Process to Remove Reserve Designation

Start the MGA process to remove MR/PR designation, enabling future sale, lease, or development.

- Would allow to lease the land, sell the land as a single agricultural parcel, or subdivide into hamlet lots (rezoning required)
- Provides long-term clarity
- Enables full market value
- Supports potential hamlet growth
- Any future money collected by lease or sale must be used for purposes related to parks/recreation in accordance with Section 675(3) of the MGA
- Public process may face opposition
- Existing road must be extended to County standards to provide legal access (this could be a condition of sale – developer responsibility)

Option C: Do Nothing – Keep Lands as Currently Designated

- County would be responsible to maintain
- Could lead to unauthorized disposal of materials/complaints
- Possible fire hazard

Summary

Given the current lease is set to expire at the end of March 2026, a maintenance agreement (Option A) would be a short-term solution for 2026 until administration receives further direction from Council on whether to proceed with the reserve designation removal.

Recommendation

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

and

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



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: County of Minburn Scholarship Proposal
Date: February 11, 2026

Background

The Community Progress Scholarship Fund (CPS Fund) originated from the \$1,000 award granted to the Municipal District of Norma in 1930 by the Canadian National Railways. This funding was invested for long-term use to support scholarships, initially focused on agricultural school students. Over subsequent decades, the award evolved to recognize high school students demonstrating exceptional academic progress at the Vegreville Composite High School. The CPS Fund is supplemented by matching contributions from the County of Minburn, and the Board is governed by three elected members of County Council representing Divisions 4, 6, and 7. The current award amount is \$200 from the fund, matched by a \$200 County contribution.

Information for the Committee

Approximately \$1,300 remains in the CPS Fund, which—under the current funding model—would sustain the existing award for about six more years. This Fund provides a long-standing example of County-supported educational awards; however, it is limited to Vegreville Composite High School and recognizes “most improved academic standing.” Creating a new, County-wide scholarship would ensure equitable access across all schools and better reflect rural and agricultural priorities.

Administration recommends creating a new \$500 County Scholarship, awarded annually to one graduating student at each of the four local high schools: Vegreville Composite High School, St. Mary’s Catholic School, Innisfree Delnorte School, and Mannville School. Of the \$500 award, \$200 would come from the CPS Fund each year until the fund is fully depleted. Beginning in 2026, this new scholarship would recognize graduates who are County residents or who plan to pursue post-secondary education in an agricultural field. Students would be required to apply to the County which would be reviewed by the CPS Board.

Since 1960, the CPS Fund has supported students in the Vegreville region through awards financed by the original endowment and County matching dollars. A new County Scholarship would broaden this legacy of support, extending opportunities to students across the entire County and aligning recognition with pathways rooted in rural residency and agricultural education.

Available Scholarships by comparable/neighbouring municipalities (all funds are administered through a formal application process):

Municipality	Scholarship	Amount	Description
Clear Hills County	Continuing Education Scholarship	Annual budget of \$50,000. Max \$3,000/student	Funding to County and Village residents continuing education/training.
County of Paintearth	Community Benefit Paintearth Wind Project	\$15,000 annual budget. Max \$2,000/student	Funding for educational projects or programs that enhance environmental education – focus on environment, reduce environmental degradation, or increase community awareness of environmental issues. Scholarship fund to high school students in the field of STEM – Science, Technology, Engineering or Mathematics.
Lamont County	Centennial Scholarship	Two annual \$1,000 scholarships	Must be a County resident (excluding Villages and Towns demonstrating commitment to the community and education.
Beaver County	ASB Scholarship	\$500/student annually	Must be a County resident and enrolled in a post-secondary agricultural-related program of 2 or more years in length.
Beaver County	Ed & Marie Stelmach Scholarship Award	Two annual \$1,000 scholarships	Eligibility is Viking School, Holden Rural Academy, and students who reside in Beaver County. Must demonstrate financial need and intended to enroll in post-secondary education related to health services field.
Beaver County	Youth Education of Government	\$2,000 annual budget for Social Studies Award (Max \$500/student) and \$2,000 annual budget for Extra-Curricular Program (Max \$200/student)	Must be enrolled in schools within Beaver Region. Awarded to student who achieves the highest academic standing in Social Studies 30 and support to students participating in extra-curricular programs of study relating to politics.
County of Vermilion River/Lakeland College	County of Vermilion River Scholarship	\$500	Awarded to a 2 nd year student in the Land Stewardship & Conservation program, Vermilion Campus, achieving the highest academic standing – administered by Lakeland College
MD of Wainwright	MD of Wainwright Education Bursary	\$1,000	Must be a resident of MD of Wainwright.

Recommendation

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



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: Community Standards Bylaw
Date: February 11, 2026

Background

At the November 12, 2025 Committee of the Whole meeting, Administration was directed to explore options for a Community Standards Bylaw, including enforcement mechanisms for common development-related complaints. A five-year review of complaint records was completed, outlining current enforcement practices, potential changes under such a bylaw, and proposed penalties.

Administration presented these findings at the December 10, 2025 meeting, along with an overview of how a Community Standards Bylaw could be enforced. The Committee asked for additional research on incorporating dog-related complaints, as there was general agreement these should be included. Follow-up research confirmed that addressing dogs running at large or aggressive dog complaints would be difficult without access to a local shelter to house impounded animals.

Information for the Committee

- A survey of nearby municipalities shows that regional animal shelters are operating at or near full capacity, leaving very limited intake options.
 - While Prairie Tails Animal Rescue in Vegreville currently accepts stray cats from outside municipal boundaries, they do not have capacity for dogs and have no interest in expanding to include dog intake.
- Several municipalities rely on members of the public to provide foster care for animals.
- Partnership agreements with shelters typically cost between \$5,000 and \$20,000 per year, yet still often provide limited access to available shelter space.
- Enforcement officers in most jurisdictions receive specialized training in animal control and apprehension.
- RCMP involvement in animal control matters is common, although their capacity to respond is limited.
- Many municipalities set limits of 2–3 animals per residential property, though some do not specify a limit.
- The County met with a resident interested in establishing an animal sanctuary within the region. Although the concept is still in early stages, there is interest in exploring a potential partnership with the County.

Recommendation

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



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: Policy Review - OP 9030-01-A Grader Replacement Policy
Date: February 11, 2026

Background

The Operations Department is bringing to Committee of the Whole policies that are due for review.

Information for the Committee

Further to Council's previous discussion and approval, the only change recommended to Policy OP 9030-01-A Grader Replacement is that all grader purchases include a comprehensive warranty of seven years or 8,000 hours. In addition, the policy has been updated to align with the new policy formatting standard.

Recommendation

THAT the Committee of the Whole recommends to County Council to approve updated Grader Replacement Policy OP 9030-02.

Attachment:

OP 9030-02 Grader Replacement Policy
OP 9030-01-A Grader Replacement Policy



Policy

Grader Replacement

Policy Number: OP 9030-02

Supersedes Policy Number: OP 9030-01-A

Approved by Council: January 18, 2021 **Next Review Date:** February 2030

Resolution No: TBD **Last Review Date:** February 2026

POLICY STATEMENT

The County of Minburn recognizes that a reliable grader fleet is integral to having well-maintained road infrastructure and for providing a safe and efficient passage of vehicle traffic within its boundaries. Therefore, the County endeavors to manage its grader fleet through a strategic lifecycle replacement program that not only emphasizes cost, but also condition, reliability as well as overall value.

PURPOSE

To provide guidance to Council and administration on the purchase cycle of graders.

DEFINITIONS

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

CAO means the Chief Administrative Officer.

Council means the Reeve and Councillors as a whole, duly elected in the County that hold office at that time.

County means the County of Minburn No. 27.

Lifecycle means complete life span of a municipal asset, program, or policy from creation to retirement, including all stages of use, maintenance, and replacement.

GUIDELINES

1. Grader purchases are considered capital and are to be approved by Council via the annual budget process based on recommendations from administration.
2. Graders shall be purchased in accordance with legislated procurement processes and County approved procurement policies.
3. Administration may consider the leasing of graders when economically feasible.
4. Administration will purchase graders offering the greatest value in addition to meeting the department's needs.
5. All new grader purchases shall include comprehensive warranty of not less than 7 years, 8,000 hours with consideration being given at the time of purchase to terms that more closely match the age and hours of the current fleet.
6. The County shall endeavour to keep its grader fleet mechanically sound in order to keep its operators safe and to ensure that the fleet experiences minimal down-time.
7. The County shall incorporate the following replacement and lifecycle schedule for its graders:

Grader Type	Age (years)	Hours
Road Maintenance Graders	8	8,000
Construction Graders	8	8,000

8. All graders will have their condition and records reviewed on an annual basis against the lifecycle schedule to target potential replacements and to update capital plans.
9. Graders that have had a satisfactory operating record will be targeted for disposal and replacement in the year they are expected to reach the end of their lifecycle age/hours, whichever comes first.
10. Graders that have exceeded performance expectations and have an exceptional maintenance record maybe be held in service for an additional 2 years or 1,000 hours, whichever occurs first.
11. The County may, with the approval of Council, deviate from this policy and dispose of a grader prior to the end of its established lifecycle where the unit experiences extraordinary mechanical issues, is involved in a serious accident, or presents ongoing or unacceptable safety concerns.
12. Graders shall be disposed of in accordance with County policy *AD 1014-01 Asset Disposal Policy*.

RESPONSIBILITIES

1. **Council:** To review this policy periodically and to make annual capital budget decisions based on its guidance and recommendations from Administration.
2. **CAO:** To ensure Directors are aware of this policy and that its principles are built into budget documents brought to Council for consideration.
3. **Director of Operations:** To monitor the grader for sound operations, oversee a grader inventory and the assignment of units, and to make recommendations regarding replacement to the CAO via the annual budget process.
4. **Shop Foreman:** To repair and maintain the grader fleet in a cost effective and efficient manner to keep the units safe for operation and in service; to keep maintenance records; and to communicate the condition of the grader fleet including disposal of units as required.



OPERATIONS

Title: Grader Replacement Policy

Supersedes Policy Number: PW 48

Policy Number: OP 9030-01-A

Next Review Date: 2025

Approved by Council: January 18, 2021

Last Review Date: N/A

Resolution No: 01-21

POLICY STATEMENT

The County of Minburn recognizes that a reliable grader fleet is integral to having well-maintained road infrastructure and for providing a safe and efficient passage of vehicle traffic within its boundaries. Therefore, the County endeavors to manage its grader fleet through a strategic life-cycle replacement program that not only emphasizes cost, but also condition, reliability as well as overall value.

PURPOSE

To provide guidance to Council and administration on the purchase cycle of graders.

GENERAL PRINCIPLES

1. Grader purchases are considered capital and are to be approved by Council via the annual budget process based on recommendations from administration.
2. Graders shall be purchased in accordance with legislated procurement processes and County approved procurement policies.
3. Administration may consider the leasing of graders when economically feasible.
4. Administration will purchase graders offering the greatest value in addition to meeting the department's needs.
5. All new grader purchases shall include comprehensive warranty of not less than 5 years, 7,500 hours with consideration being given at the time of purchase to terms that more closely match the age and hours of the current fleet.
6. The County shall endeavour to keep its grader fleet mechanically sound in order to keep its operators safe and to ensure that the fleet experiences minimal down-time.
7. The County shall incorporate the following replacement and life cycle schedule for its graders:

Grader Type	Age (years)	Hours
Road Maintenance Graders	8	8,000
Construction Graders	8	8,000

8. All graders will have their condition and records reviewed on an annual basis against the life cycle schedule to target potential replacements and to update capital plans.
9. Graders that have had a satisfactory operating record will be targeted for disposal and replacement in the year they are expected to reach the end of their lifecycle age/hours, whichever comes first.
10. Graders that have exceeded performance expectations and have an exceptional maintenance record maybe be held in service for an additional 2 years or 1,000 hours, whichever occurs first.
11. Graders shall be disposed of in accordance with County policy *AD 1014-01 Asset Disposal Policy*.

POLICY EXCEPTIONS:

The County may seek to diverge from this policy and dispose of a grader prematurely should a unit cause extraordinary issues prior to reaching its cycling range, be involved in a serious accident, or has a questionable safety record.

DEFINITIONS

1. **Life Cycle:** The useful life of a grader based on the years or hours a unit operates before maintenance costs become prohibitive.

RESPONSIBILITIES

1. **Council:** To review this policy periodically and to make annual capital budget decisions based on its guidance and recommendations from administration.
2. **CAO:** To ensure senior managers are aware of this policy and that its tenets are built into budget documents brought to Council for consideration.
3. **Director of Operations and Other Directors:** To monitor the grader for sound operations, oversee a grader inventory and the assignment of units, and to make recommendations regarding replacement to the CAO via the annual budget process.
4. **Shop Foreman:** To repair and maintain the grader fleet in a cost effective and efficient manner to keep the units safe for operation and in service; to keep maintenance records; and to communicate the condition of the grader fleet including disposal of units as required.



Chief Administrative Officer



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: Policy Review - OP 9029-01-A Light Vehicle Replacement Policy
Date: February 11, 2026

Background

The Operations Department is bringing to Committee of the Whole policies that are due for review.

Information for the Committee

Administration reviewed Policy OP 9029-01-A, Light Vehicle Replacement Policy for content and relevance. It is recommended that the policy remain unchanged and only be updated to align with the new policy formatting standard.

Recommendation

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

Attachment:

OP 9029-02 Light Vehicle Replacement Policy
OP 9029-01-A Light Vehicle Replacement Policy



Policy

Light Vehicle Replacement

Policy Number: OP 9029-02

Supersedes Policy Number: OP 9029-01-A

Approved by Council: January 18, 2021 **Next Review Date:** February 2030

Resolution No: TBD **Last Review Date:** February 2026

POLICY STATEMENT

The County of Minburn recognizes that a well-maintained light vehicle fleet is integral to municipal operations. As such, the County endeavors to manage these assets through a lifecycle replacement program that not only emphasizes cost, but also condition, utility, overall value, and aesthetics.

PURPOSE

To provide guidance to Council and administration on the purchase cycle of light vehicles.

DEFINITIONS

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

CAO means the Chief Administrative Officer.

Council means the Reeve and Councillors as a whole, duly elected in the County that hold office at that time.

County means the County of Minburn No. 27.

High-Use means a light-vehicle that is used year-round, with significant highway miles, and is considered essential for the operational effectiveness of the County.

Lifecycle means complete life span of a municipal asset, program, or policy from creation to retirement, including all stages of use, maintenance, and replacement.

Light Vehicle means an SUV or truck that has a designation of being a 1-ton or smaller that are generally used for transporting personnel, tools, and small equipment.

Low-Use means a light vehicle that is used seasonally or on an infrequent basis, may be nearing the end of its useful life, or can be down for repair without significant operational impacts.

Medium-Use means a vehicle that is used seasonally or on a semi-frequent basis but has regular payloads of cargo rather than high km or is at the mid-way point of its useful life and is in a sound mechanical state.

GUIDELINES

1. Light vehicle purchases are considered capital and are to be approved by Council via the annual budget process based on recommendations from administration.
2. Light vehicles shall be purchased in accordance with legislated procurement processes and County approved procurement policies.
3. Administration may consider the leasing of light vehicles when economically feasible.
4. Administration will purchase light vehicles that offer the greatest value and meet departmental needs.
5. The County shall endeavour to keep its light vehicle fleet mechanically sound in order to keep its operators safe and to ensure that the fleet are productive assets while in service.
6. Light vehicles will be categorized based on their use and current level of fitness for that use.
7. The County shall utilize the following lifecycle schedule for the replacement of its light vehicle assets:

Light Vehicle Type	High-Use	Medium-Use	Low-Use
Vehicle Mileage	175,000	225,000	275,000
Vehicle Age	6	9	12
Examples	Fire Command Unit	Divisional Operators	Admin SUV
	Director of Operations	Construction Crew	Weed/Spray Crew
	PW Manager	Pest Control	
	AG Manager	Gravel Checker	

8. Vehicles that have either exceeded their lifecycle in years or in kilometers (km) may be targeted for replacement but can also be cycled to a lower category of use to extend their life depending on the asset condition and operational requirements of the County.

9. Vehicles within a category that have exceeded performance expectations and have a satisfactory maintenance record should be repurposed whenever possible.
10. Vehicles that have been costly to maintain, have repairs that are cost prohibitive, or have spent considerable time out of service should be disposed once they have reached their lifecycle maximums.
11. Vehicle aesthetics including body and interior condition as well as public image may also serve as factors that influence light vehicle replacement recommendations and decisions.
12. All County light vehicles that have been cycled to Low-Use will be taken out of service and disposed once reaching 300,000 km or exceeding 15 years past its original in-service date.
13. The County may, with the approval of Council, deviate from this policy and dispose of a vehicle prior to the end of its established lifecycle where the unit experiences extraordinary mechanical issues, is involved in a serious accident, or presents ongoing or unacceptable safety concerns.
14. Light vehicles shall be disposed of in accordance with County policy *AD 1014-01: Asset Disposal Policy*.

RESPONSIBILITIES

1. **Council:** To review this policy periodically and to make annual capital budget decisions based on its guidance and from administrative recommendations.
2. **CAO:** To ensure Directors are aware of this policy and that its principles are built into budget documents brought to Council for consideration.
3. **Director of Operations:** To monitor the light vehicle fleet for sound operation; to oversee a light vehicle inventory and the assignment of units; and to make recommendations regarding replacement to the CAO via the annual budget process.
4. **Shop Foreman:** To repair and maintain the fleet in a cost effective and efficient manner to keep the units safe for operation and in service, to keep maintenance records and to communicate the condition of the light vehicle fleet including potential recategorization and disposal of units as required.



OPERATIONS

Title: Light Vehicle Replacement Policy

Supersedes Policy Number: PW 47

Policy Number: OP 9029-01-A

Next Review Date: 2025

Approved by Council: January 18, 2021

Last Review Date: N/A

Resolution No: 02-21

POLICY STATEMENT

The County of Minburn recognizes that a well-maintained light vehicle fleet is integral to municipal operations. As such, the County endeavours to manage these assets through a life-cycle replacement program that not only emphasizes cost, but also condition, utility, overall value, and aesthetics.

PURPOSE

To provide guidance to Council and administration on the purchase cycle of light vehicles.

GENERAL PRINCIPLES

1. Light vehicle purchases are considered capital and are to be approved by Council via the annual budget process based on recommendations from administration.
2. Light vehicles shall be purchased in accordance with legislated procurement processes and County approved procurement policies.
3. Administration may consider the leasing of light vehicles when economically feasible.
4. Administration will purchase light vehicles that offer the greatest value and meet departmental needs.
5. The County shall endeavour to keep its light vehicle fleet mechanically sound in order to keep its operators safe and to ensure that the fleet are productive assets while in service.
6. Light vehicles will be categorized based on their use and current level of fitness for that use.
7. The County shall utilize the following life cycle schedule for the replacement of its light vehicle assets:

Light Vehicle Type	High-Use	Medium Use	Low-Use
Vehicle Mileage	175,000	225,000	275,000
Vehicle Age	6	9	12
Examples	<i>Fire Command Unit</i>	<i>Divisional Operators</i>	<i>Admin SUV</i>
	<i>Director of Operations</i>	<i>Construction Crew</i>	<i>Weed/Spray Crew</i>
	<i>Construction Foreman</i>	<i>Pest Control</i>	
	<i>ASB Fieldman</i>	<i>Gravel Checker</i>	

8. Vehicles that have either exceeded their life cycle in years or in kilometers (km) may be targeted for replacement but can also be cycled to a lower category of use to extend their life depending on the asset condition and operational requirements of the County.
9. Vehicles within a category that have exceeded performance expectations and have a satisfactory maintenance record should be repurposed whenever possible.
10. Vehicles that have been costly to maintain, have repairs that are cost prohibitive, or have spent considerable time out of service should be disposed once they have reached their life cycle maximums.
11. Vehicle aesthetics including body and interior condition as well as public image may also serve as factors that influence light vehicle replacement recommendations and decisions.
12. All County light vehicles that have been cycled to Low-Use will be taken out of service and disposed once reaching 300,000 km or exceeding 15 years past its original in-service date.
13. Light vehicles shall be disposed of in accordance with County policy *AD 1014-01: Asset Disposal Policy*.

POLICY EXCEPTIONS

The County may dispose of a vehicle prematurely should a vehicle cause extraordinary issues prior to reaching its cycling range, be involved in a serious accident, or have questionable safety record.

DEFINITIONS

1. **Life Cycle:** The useful life of a vehicle based on the years or kilometers (km) a vehicle operates before maintenance costs become prohibitive.
2. **Light Vehicle:** An SUV or truck that has a designation of being a 1-ton or smaller that are generally used for transporting personnel, tools, and small equipment.
3. **High-Use:** A light-vehicle that is used year-round, with significant highway miles, and is considered essential for the operational effectiveness of the County.
4. **Medium-Use:** A vehicle that is used seasonally or on a semi-frequent basis but has regular payloads of cargo rather than high km or is at the mid-way point of its useful life and is in a sound mechanical state.
5. **Low-Use:** A light-vehicle that is used seasonally or on an infrequent basis, may be nearing the end of its useful life, or can be down for repair without significant operational impacts.

RESPONSIBILITIES

1. **Council:** To review this policy periodically and to make annual capital budget decisions based on its guidance and from administrative recommendations.
2. **CAO:** To ensure senior managers are aware of this policy and that its tenets are built into budget documents brought to Council for consideration.
3. **Directors and Director of Operations:** To monitor the light-vehicle fleet for sound operation; to oversee a light-vehicle inventory and the assignment of units; and to make recommendations regarding replacement to the CAO via the annual budget process.
4. **Shop Foreman:** To repair and maintain the fleet in a cost effective and efficient manner to keep the units safe for operation and in service, to keep maintenance records and to communicate the condition of the light vehicle fleet including potential recategorization and disposal of units as required.



Chief Administrative Officer



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: Policy Review - OP 9020-01-A Emergent Road Repair/Gravelling
Date: February 11, 2026

Background

The Operations Department is bringing to Committee of the Whole policies that are due for review.

Information for the Committee

Policy OP 9020-01-A was originally adopted in 1990 to provide authority for emergent road repair and gravelling activities. Upon review, the policy is now considered outdated and provides limited practical value, as it contains only general statements of authority and does not clearly define what qualifies as an emergent road repair.

Authority to respond to emergency road conditions is already provided through existing administrative delegation, the procurement policy, and the approved annual operating budget. Maintaining this policy therefore creates redundancy without adding meaningful guidance.

Administration recommends repealing Policy OP 9020-01-A as it is outdated and no longer necessary. Emergency road repairs are already governed by existing policies and procedures.

Recommendation

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

Attachment:

OP 9020-01-A Emergent Road Repair/Gravelling



OPERATIONS

Title: Emergent Road Repair/Gravelling

Supersedes Policy Number: PW 32

Policy Number: OP 9020-01-A

Next Review Date: September 2022

Approved by Council: December 19, 1990

Last Review Date: September 17, 2018

POLICY STATEMENT

This policy relates to actioning the repair of County roads where deemed emergent.

GENERAL PRINCIPLES

1. The Director of Operations in consultation with the Chief Administrative Officer (CAO) and area Councillor is authorized to undertake any emergent repair/gravelling work within County boundaries.
2. Any emergent road repair work undertaken shall be reported by the Chief Administrative Officer (CAO) to County Council for ratification.



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: Policy OP 9007-01-A: Road Improvement/Construction Contracts

Date: February 11, 2026

Background

The Operations Department is bringing to Committee of the Whole policies that are due for review.

Information for the Committee

Policy OP 9007-01-A is outdated and no longer necessary in its current form. The policy was last reviewed in 1999, indicating it has not kept pace with our current procurement practices, or legislative and administrative frameworks.

Administration already operates under a robust annual budget process and an approved Procurement Policy that clearly defines spending authority, tendering requirements, and thresholds for Council approval. These existing controls provide stronger financial oversight, transparency, and accountability than this standalone policy. It is therefore recommended that Policy OP 9007-01-A be repealed.

Recommendation

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

Attachment:

Policy OP 9007-01-A: Road Improvement/Construction Contracts



OPERATIONS

Title: Road Improvement/Construction Contracts

Supersedes Policy Number: PW 6

Policy Number: OP 9007-01-A

Next Review Date: 2022

Approved by Council: December 19, 1990

Last Review Date: February 18, 1999

Resolution No: 57-99

POLICY STATEMENT

This policy relates to entering into contract for road improvement/construction of roads using private contractors.

PURPOSE

The Director of Operations is empowered to engage contractors road improvement/construction projects as per County contract. Actions of the Director of Operations must be ratified by motion of County Council.

A handwritten signature in black ink, consisting of a stylized, cursive script.

Chief Administrative Officer



**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**

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Resident Comments:



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____

Division: _____

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

From Date: _____

To Date: _____

Resident Comments:

Request #	Councillor Name or Motion Number	Request Title	Request	Responding Dept		Response Date	Status
CR25-03	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	Funding Approved. Program running from Feb 6th to April 1 2026	16-Dec-25	Closed
CR25-34	2025-ASB022	ALUS Program Budget	Administration prepare the Terms of Reference for the Project Advisory Committee	Operations	Waiting on ALUS	04-Feb-26	Ongoing
CR25-35	2025-ASB023	ALUS Program Budget	Administration prepare a contract for sharing a coordinator with the County of Two Hills for the June ASB meeting	Operations	Partnership not required with Two Hills as ALUS Coordinator is an independent coordinator. Waiting on response from Coordinator. Will be reported on at the next ASB.	04-Feb-26	Ongoing
CR25-36	Councillor Ogrodnick	Grains Connect Road	Look into possible solution to Grains Connect Road, Hwy 857 to Hwy 16A, semis unable to make the turn	Office of the CAO	CAO was going to see what concerns with shared with the Town of Vegreville and send same to AT		Ongoing
CR25-39	2025-W097	Community Standards Bylaw/Dog Control	Administration research dog control before proceeding with a Community Standards Bylaw	Planning and Community Services	Will be discussed at March COW		Ongoing
CR25-40	2025-W0106	Fire Agreements	Administration prepare RFD recommending Council direct Administration proceed with Fire Agreement Fee Structure negotiations with Villages of Mannville and Innisfree	Office of the CAO	Email sent to Village CAOs that we will be contacting them during first quarter of 2026		Ongoing
CR25-48	2025-ASB055	Farm Family Awards	Administration forward Northern Alberta Farm Family Award information to the agricultural societies within the County	Operations	Letter send to Ag societies	04-Feb-26	Ongoing
CR26-01	2026-W003	Buy A Lot for Loonie Program	Administration prepare RFD recommending Council continue with the Buy a Lot for Loonie Program and increase the deposit to \$5000	Planning and Community Services	RFD created	19-Jan-26	Closed
CR26-02	2026-W004	BF 72570	Administration prepare RFD recommending Council have BF 72570 replaced in 2026 with a bridge-sized culvert and funding be taken from reserves should grant funding not be available	Operations	RFD approved at January Council meeting	04-Feb-26	Closed
CR26-03	2026-W005	Dust Abatement Policy	Administration update policy with suggested changes including using MG30 and bring to February Council meeting for discussion	Operations	RFD Prepared for Feb Council meeting	04-Feb-26	Ongoing
CR26-04	2026-W006	CFIA Animal Regulations	Administration prepare RFD for January Council meeting recommending Administration send a letter to Health Canada with Council's concerns with the proposed changes surrounding identification and traceability in the CFIA Health of Animals Regulations	Office of the CAO	RFD prepared and letters sent.	23-Jan-26	Closed
CR26-05	2026-W010	Oiled Roads	Administration prepare an RFD for the Council meeting recommending the Oiled Roads Policy remain unchanged and in effect as currently written	Operations	RFD Prepared for Feb Council meeting	04-Feb-26	Ongoing
CR27-05		RCMP	Administration research information on RCMP provincial and federal funding and bring back to a future meeting with Council	Corporate Services	Information sent to Council by Mr. Warawa on	28-Jan-26	Closed