



## **AGENDA**

Committee of the Whole

April 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 "Draft" Gravel Inventory Control Policy  
**Administration Presenter:**  
Norm De Wet, Director of Operations
    - 5.2 Construction Request, Division 6  
**Administration Presenter:**  
Norm De Wet, Director of Operations
    - 5.3 2025 Oiling Plan  
**Administration Presenter:**  
Norm De Wet, Director of Operations
  - 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 2025 Final Budget  
*FOIP Section 24, Advice from officials*
    - 7.2 2025 Tax Rate Bylaws  
*FOIP Section 24, Advice from officials*
    - 7.3 2024 Financial Statements  
*FOIP Section 24, Advice from officials*
    - 7.4 Town of Vegreville Intermunicipal Agreements  
*FOIP Section 24, Advice from officials*
    - 7.5 "Draft" Winter Maintenance Policy  
*FOIP Section 24, Advice from officials*
  - 8. OPEN SESSION**
  - 9. MOTIONS ARISING OUT OF THE CLOSED SESSION**
  - 10. ADJOURNMENT**



## Committee of the Whole Meeting Minutes

March 12, 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

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### 1. CALL TO ORDER

Reeve Konieczny called the meeting to order at 10:01 a.m.

### 2. CHANGES TO AGENDA & ADOPTION OF AGENDA

#### **2025-W018**

**Moved by:** Councillor Anderson

THAT the Agenda for the March 12, 2025 Committee of the Whole meeting be adopted as presented.

**Carried**

### 3. CONFIRMATION OF MINUTES

#### **2025-W019**

**Moved by:** Deputy Reeve Bentley

THAT the February 12, 2025 Committee of the Whole meeting minutes be adopted as presented.

**Carried**

#### 4. DELEGATIONS

#### 5. REPORTS FOR DISCUSSION

##### 5.1 Community Investment Program

**Administration Presenter:**

Davin Gegolick, Director of Planning & Community Services

**2025-W020**

**Moved by:** Councillor Ogradnick

THAT the Committee of the Whole direct Administration to prepare an RFD for a future Council meeting for a Community Investment Program.

**Carried**

##### 5.2 Regional Subdivision and Development Appeal Board Considerations

**Administration Presenter:**

Davin Gegolick, Director of Planning & Community Services

**2025-W021**

**Moved by:** Councillor Kuzio

THAT the Committee of the Whole direct Administration to prepare an RFD for a future meeting, recommending entering an Intermunicipal Subdivision and Development Appeal Board Agreement with Lamont County.

**Carried**

##### 5.3 2025 Construction Program

**Administration Presenter:**

Norman De Wet, Director of Operations

**2025-W022**

**Moved by:** Councillor Nafziger

THAT the Committee of the Whole recommends to County Council to approve the 2025 Construction Program as presented.

**Carried**

##### 5.4 Policy Review – OP 9010-01 Contractor Heavy Duty Equipment Moving Costs

**Administration Presenter:**

Norman De Wet, Director of Operations

**2025-W023**

**Moved by:** Councillor Wowdzia

THAT the Committee of the Whole recommends to County Council to repeal Policy OP 9010-01 Contractor Heavy Duty Equipment Moving Costs.

**Carried**

5.5 Policy Review – OP 9012-01 Basic Tools Motor Grader

**Administration Presenter:**

Norman De Wet, Director of Operations

**2025-W024**

**Moved by:** Deputy Reeve Bentley

THAT the Committee of the Whole recommends to County Council to repeal Policy OP 9012-01 Basic Tools Motor Grader.

**Carried**

5.6 Policy Review – OP 9013-01 Gravel Truck Owner Operators Liability Insurance and WCB

**Administration Presenter:**

Norman De Wet, Director of Operations

**2025-W025**

**Moved by:** Councillor Anderson

THAT the Committee of the Whole recommends to County Council to repeal Policy OP 9013-01 Gravel Truck Owner Operators Liability Insurance and WCB.

**Carried**

5.7 Policy Review – OP 9014-01-A Annual Safety Allowance

**Administration Presenter:**

Norman De Wet, Director of Operations

**2025-W026**

**Moved by:** Councillor Kuzio

THAT the Committee of the Whole recommends to County Council to repeal Policy OP 9014-01-A Annual Safety Allowance.

**Carried**

5.8 Policy Review – OP 9017-01-A Application of Road Oil by Parties other than the County

**Administration Presenter:**

Norman De Wet, Director of Operations

**2025-W027**

**Moved by:** Councillor Nafziger

THAT the Committee of the Whole recommends to County Council to repeal Policy OP 9017-01-A Application of Road Oil by Parties other than the County.

**Carried**

**6. COUNCILLOR REQUESTS (INFORMATION/PROGRAM REQUESTS)**

6.1 Divisional Reports

6.2 Councillor Request Report

**2025-W028**

**Moved by:** Councillor Ogrodnick

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

**Carried**

*Reeve Konieczny recessed the meeting at 10:47 a.m.*

*Davin Gegolick, Mike Fundytus, Jason Warawa, Audra Kropielnicki left the meeting at 10:48 a.m.*

*Reeve Konieczny reconvened the meeting at 10:59 a.m.*

**7. CLOSED SESSION**

**2025-W029**

**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* at 10:59 a.m.

**Carried**

7.1 Equipment Repairs

*FOIP Section 24, Advice from officials*

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

**8. OPEN SESSION**

**2025-W030**

**Moved by:** Councillor Nafziger

THAT the Committee of the Whole meeting revert to open session at 11:22 a.m.

**Carried**

**9. MOTIONS ARISING OUT OF CLOSED SESSION**

There were no motions arising out of closed session.

**10. ADJOURNMENT**

Reeve Konieczny declared the meeting adjourned at 11:22 a.m.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer



## **COMMITTEE OF THE WHOLE DISCUSSION PAPER**

**Topic:** Gravel Inventory Control

**Date:** April 16, 2025

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### **Background**

Administration has drafted a new policy for Council's consideration, Gravel Inventory Control. The policy documents a comprehensive and accountable policy framework to ensure proper management, measurement accuracy, and accountability for gravel inventory throughout the year, given the large quantity and significant value of aggregate owned by the County.

### **Information for the Committee**

Under the updated policy:

- Gravel stockpiles will be secured where possible and inspected periodically for unauthorized access.
- All purchases, transfers, and usage of gravel must be documented and submitted to the Director of Operations for recording
- At the end of each fiscal year, a third-party consultant will physically survey and verify aggregate stockpiles using accepted volumetric methods, like drone LiDAR or ground survey equipment.
- Survey results will be used to update our inventory records in the County's financial system.
- The policy notes that some variance between haul records and actual survey measurements is expected, but if there's a negative variance of more than 5% on large stockpiles, those over 40,000 tonnes, that this information will be reported to Council directly.
- The new policy ensure that our process is audit ready for our annual financial audit.

This policy reflects a more accountable and structured approach to gravel inventory management. By implementing year-round controls and requiring detailed measurement and reporting processes, the County safeguards public resources, support informed decision-making, and meet audit expectations.

## **Recommendation**

THAT the Committee of the Whole recommends to County Council that Policy OP 9014-01, Gravel Inventory Adjustments be repealed.

and

THAT the Committee of the Whole recommends to County Council that the new Policy, Gravel Inventory Control be adopted.

### ***Attachments:***

*Policy OP 9014-01: Gravel Inventory Adjustments*  
*New Policy: Gravel Inventory Control*



## OPERATIONS

**Title:** Gravel Inventory Adjustments

**Supersedes Policy Number:** PW 24

**Policy Number:** OP 9014-01

**Next Review Date:** 2022

**Approved by Council:** August 21, 1989

**Last Review Date:** N/A

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### POLICY STATEMENT

This policy relates to gravel inventory adjustments (shortage) in transportation projects at the fiscal year end.

Where a shortage is realized in the gravel inventory at year end the inventory is to be adjusted accordingly via action of County Council.

A handwritten signature in black ink, appearing to be "R. S.", written over a horizontal line.

Chief Administrative Officer



# Policy

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## Gravel Inventory Control

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**Policy Number:** OP\_\_\_\_

**Supersedes Policy Number:** NEW

**Approved by Council:** TBD

**Next Review Date:** TBD

**Resolution No:** TBD

**Last Review Date:** TBD

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### **POLICY STATEMENT**

This policy relates to the control of the gravel inventory throughout the year as well as the quantification of such inventory at the end of the fiscal year.

Given the large quantities and significant value of aggregate owned by the County, it is management's responsibility to ensure sufficient processes are in place to reasonably measure any aggregate that is acquired or removed for operational purposes and to safeguard the associated stockpiles against unauthorized access and preventable inventory loss. Together these practices serve as an internal control mechanism that supports the County's financial position.

### **POLICY PRINCIPLES**

1. Gravel stockpiles owned by the County should be secured with fencing and locked gates wherever possible.
2. Periodic inspection of the stockpiles should be undertaken to identify unauthorized access and possible theft.
3. All aggregate purchases shall be made through written contract with special consideration being given to quality, measurement, price, storage and term.
4. All gravel purchases and inventory stock transfers must be recorded and provided to the Director of Operations or designate to be documented within inventory systems.
5. County employees or contractors loading and utilizing gravel from County stockpiles must provide written or electronic records to the Director of Operations or designate of the volume of gravel hauled.

6. To ensure accurate measurement of the aggregate at the end of the fiscal year, the County shall use the services of a qualified third-party contractor/consultant who will physically confirm the presence of all the aggregate stockpiles, but also physically measure by way of survey any stockpile where aggregate has been knowingly added or removed. Physical measurement will also be required on any stockpile that has unknowingly been disturbed or is suspected to have product removed.
7. Acceptable survey methods include using either ground survey equipment, other industry-accepted methods, or drone LiDAR measurement, provided the technology meets accuracy standards appropriate for volumetric assessments.
8. Survey results must be reported in tonnes by applying a justifiable density calculation to the volume of each stockpile.
9. Given that vegetation, snow cover and settling may impact the volumetric survey, it is expected that variances compared to actual haul cards will exist. Both positive and negative variances will be reviewed and investigated for plausible explanations by administration.
10. Any negative variances on an individual stockpiles that are at least 40,000 tonnes in size and that are in excess of 5% of the expected tonnage shall be reported to Council.
11. Administration will adjust aggregate inventory levels within its financial system to those amounts identified by the contractor's survey report.
12. Haul cards, purchase contracts and survey information will all be available for review by the County's auditor.



## **COMMITTEE OF THE WHOLE DISCUSSION PAPER**

**Topic:** Construction Request, Division 6

**Date:** April 16, 2025

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### **Background**

As requested by Councillor Ogrodnick, Administration has reviewed the construction request on Township Road 512, approximately 600 meters east of Range Road 154.

### **Information for the Committee**

The proposed construction requirements will be the following:

- 350M of a Cut/Fill balance lowering the hill and backslopes with improvements to road grade in both directions to tie into existing road grade.
- Estimated time: 4.5 days.
- Estimated Cost – ARHCA Rates: \$53,689.83
- ATCO pole will need lowering

### **Recommendation**

THAT the Committee of the Whole recommend that the Division 6 construction request be added to a future construction plan, and that the proposed work be brought forward for Council approval at that time.

### ***Attachments:***

*Construction overhead image and plan*

*Dashcam video of location*

## Division 6

Twp Rd 512 Hill Cut – 600 M, East of RRd 154



350M – of a Cut/Fill balance lowering the hill and backslopes with improvements to road grade in both directions to tie into existing road grade.

Adjacent Landowners: Bilyk and Corner View Land and Cattle Ltd.

Estimated Time: 4.48 days

Estimated Cost – ARHCA Rates: \$53,689.83



## **COMMITTEE OF THE WHOLE DISCUSSION PAPER**

**Topic:** 2025 Oiling Plan

**Date:** April 16, 2025

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### **Background**

To provide information to the Committee on the planned maintenance for the 2025 oiling program.

### **Information for the Committee**

Operations has reviewed all oiled roads to determine the 2025 oiling plan. The plan focuses on the approved oiled road policy, budget and traffic safety.

### **Recommendation**

THAT the Committee of the Whole accepts the 2025 oil program report as information.

### ***Attachment:***

*2025 Oil Road Plan*



# 2025 Oil Road Plan

# 2025 Oil Road Plan

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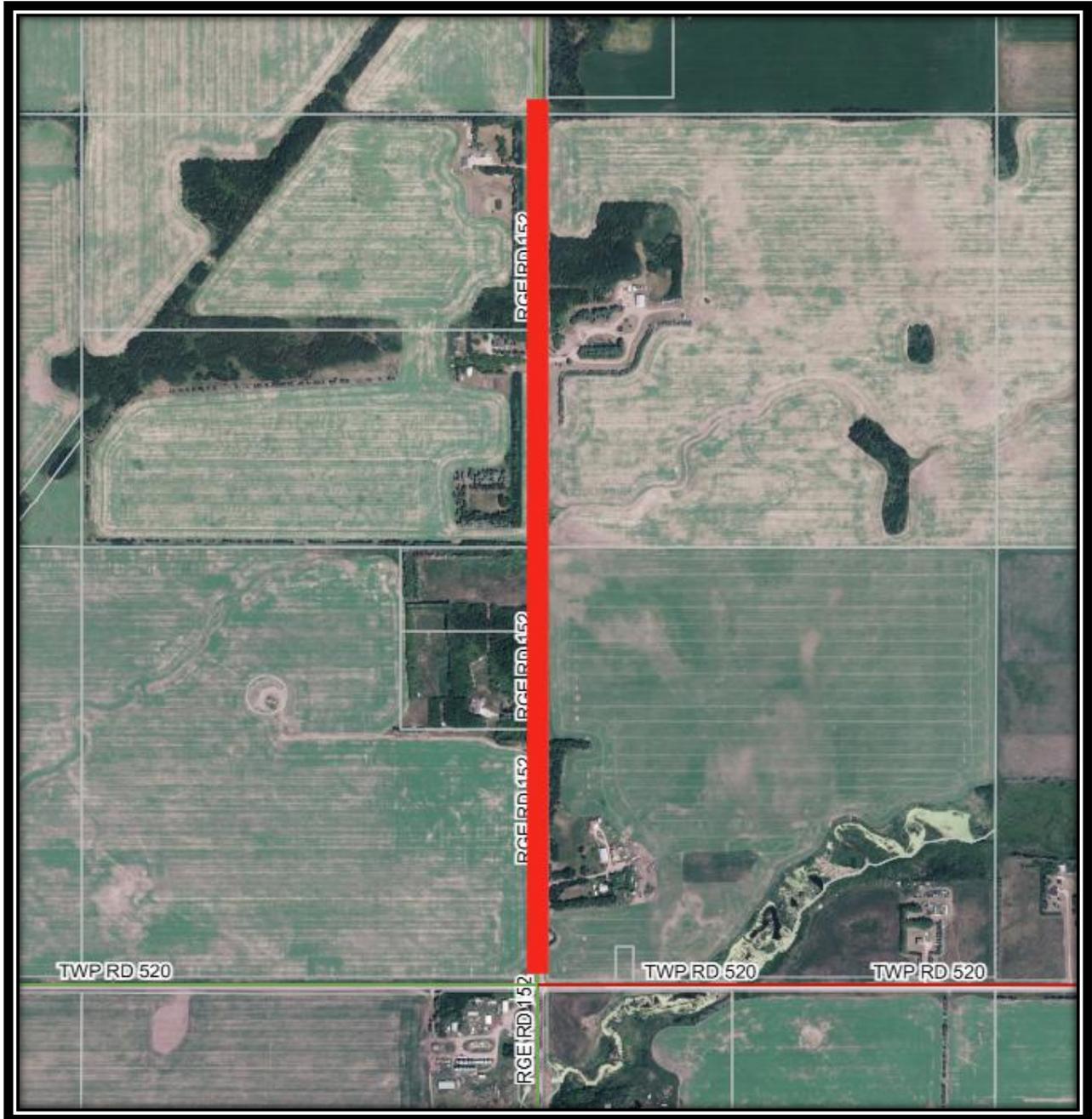
Welsh Road – East of RRd 160.....12

# **RE-OILING PROJECTS**

2610 Meters

# 2025 Oil Road Plan

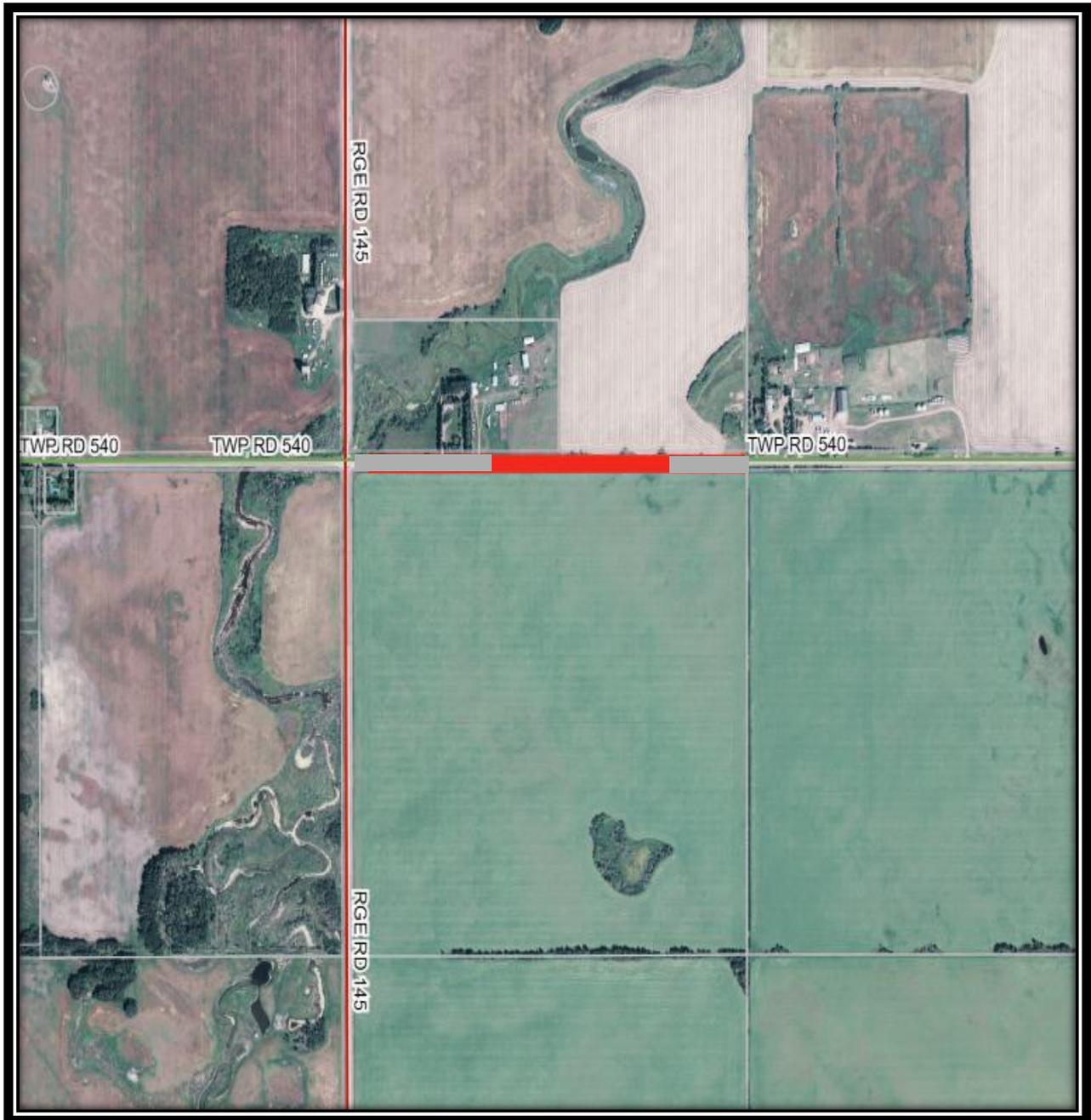
## Holden Road – N of Twp Rd 520



1600M – Re-oiling of troughing, washboard and rough patches  
Estimated Time: 7.5 days  
Estimated Cost – \$117,884.70

# 2025 Oil Road Plan

## Warwick Road – E of RRd 145



300M – Re-oiling of troughing numerous patches and alligating.

Estimated Time: 2 days

Estimated Cost – \$35,310.30

# 2025 Oil Road Plan

## Ranfurly – 50<sup>th</sup> Street



195M – Re-oiling of the overall deteriorated surface  
Estimated Time: 4 days  
Estimated Cost – \$59,378.17

# 2025 Oil Road Plan

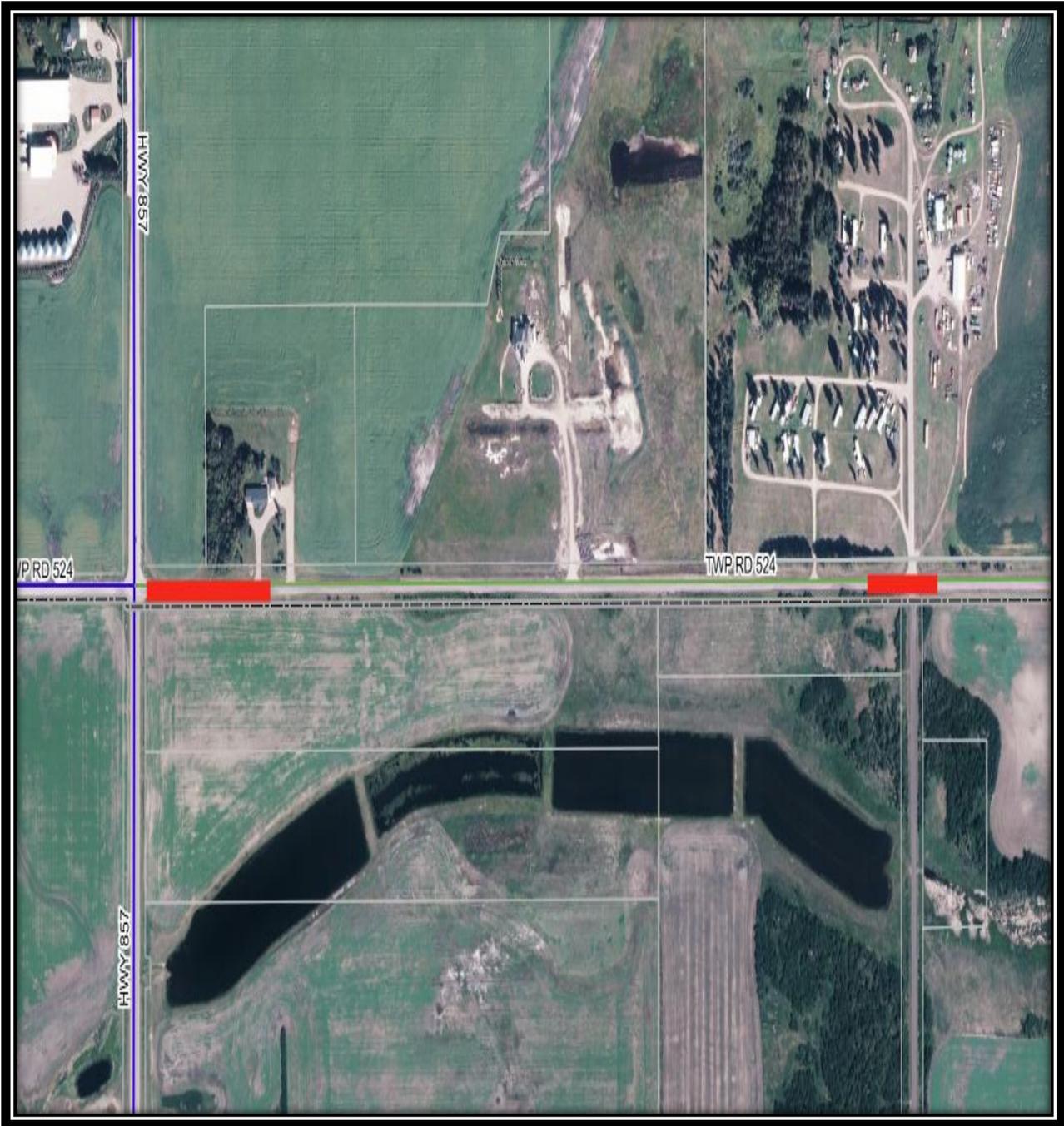
## Ranfurly – 49<sup>th</sup> Street



240M – Re-oiling of rutting, potholes and rough patching  
Estimated Time: 1.5 days  
Estimated Cost – \$20,326.98

# 2025 Oil Road Plan

## Trailer Park Road – East of Hwy 857 and Trailer Park Entrance

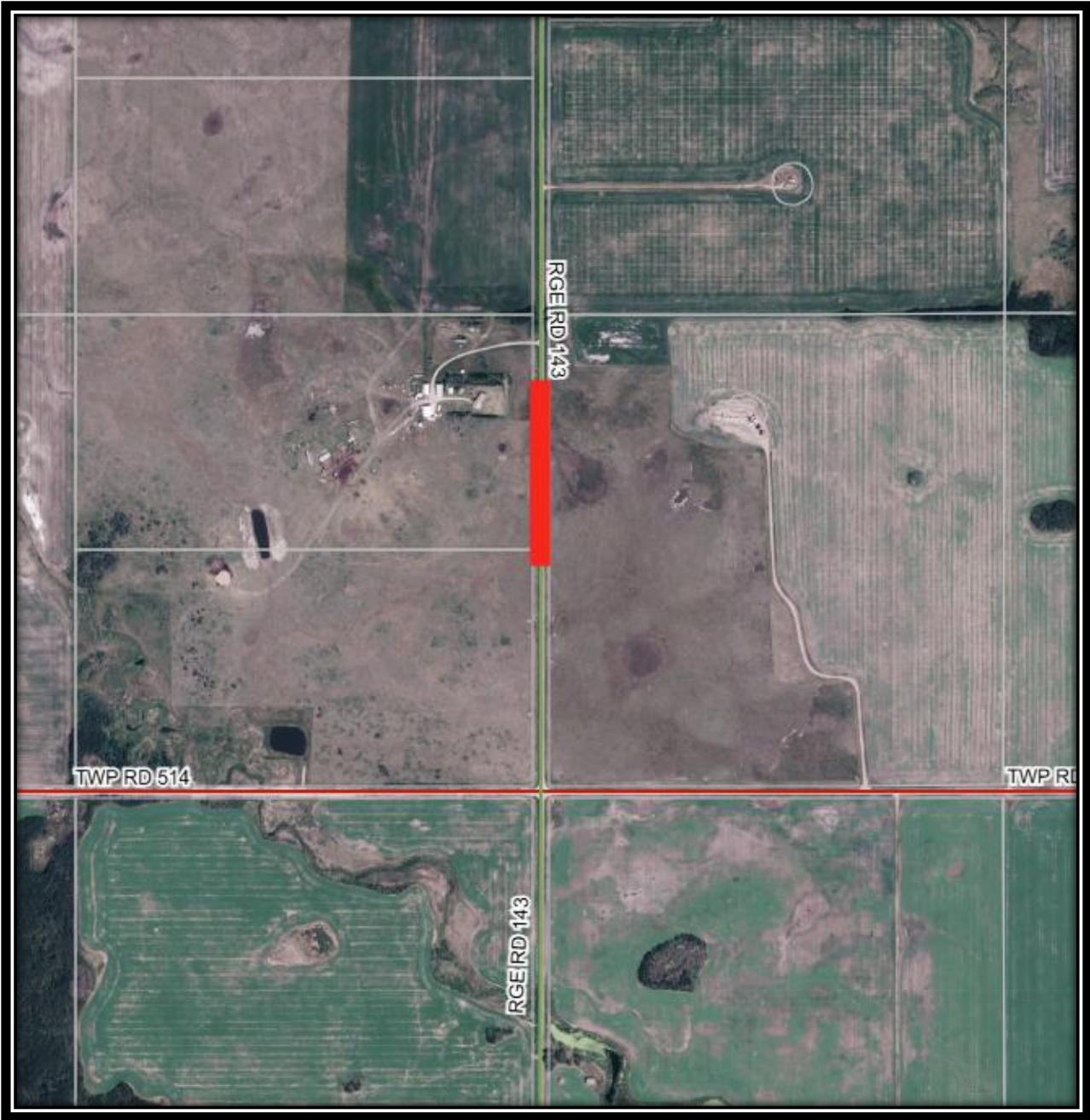


175M and 100M – Re-oiling of washboard, rutting and potholes  
Estimated Time: 0.8 days  
Estimated Cost – \$8,350.16

**RIP AND RELAY PROJECTS**  
**2600 Meters**

# 2025 Oil Road Plan

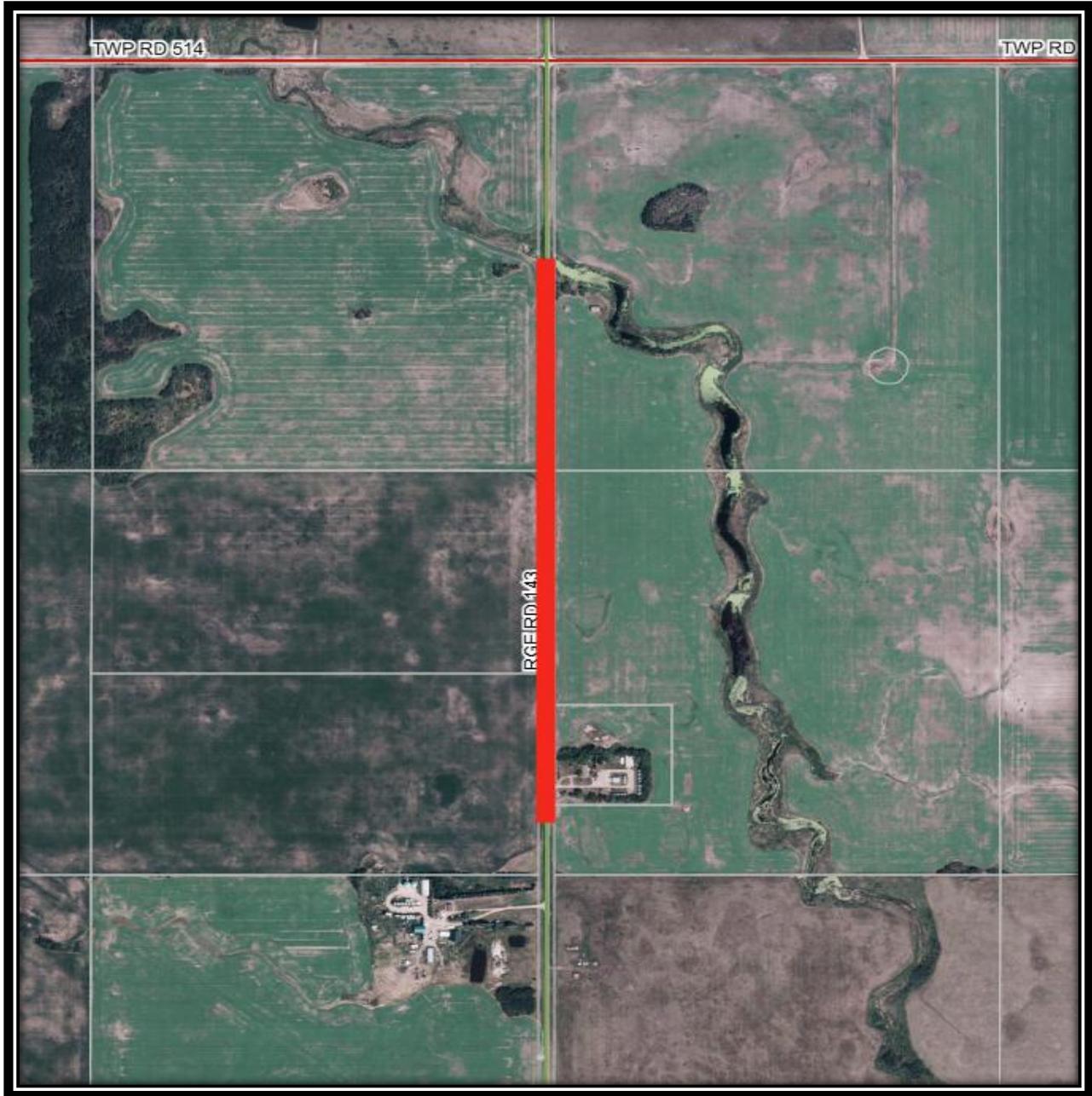
## Imperial Road – North of Twp Rd 514



300M – Rip and Relay of troughing and potholes  
Estimated Time: 1 day  
Estimated Cost – \$5,723.84

# 2025 Oil Road Plan

## Imperial Road – South of Twp Rd 514



1200M – Rip and Relay of troughing, alligating and rough patches

Estimated Time: 4 days

Estimated Cost – \$22,895.38

# 2025 Oil Road Plan

## Welsh Road – West of RRd 154



700M – Rip and Relay of potholes, pounded out soft spots and rough patched areas

Estimated Time: 2.5 days

Estimated Cost – \$13,355.64

# 2025 Oil Road Plan

## Welsh Road – East of RRd 160



400M – Rip/Relay of pounded out spots and deteriorated oil, leaving fair section at residence as dust control.

Estimated Time: 1.5 days

Estimated Cost – \$7,631.79



**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:** \_\_\_\_\_

**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	ASB 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
CR25-04	ASB 2025-ASB004	ASB Strategic Plan	Operations prepare an RFD for February Council meeting to approve the Vision, Mission, Values and Strategic Priorities for the ASB	Operations	RFD Prepared and approved at the March 20 Council meeting.		Closed
CR 25-09	2025-W016	ARB and SDAB	Administration to research alternative ARB and SDAB models and identify a recommended direction for Council to approve at a future Council Meeting	Administration			Ongoing
CR 25-11	2025-W020	Community Investment Program	Administration prepare an RFD for a future Council meeting approving the Community Investment Program as presented	Planning & Community Services			Ongoing
CR 25-12	2025-W021	SDAB Considerations	Administration prepare an RFD for a future Council meeting recommending entering an Intermunicipal Subdivision Development Appeal Board Agreement with Lamont County	Planning & Community Services	RFD Completed and approved at the March 20 Council meeting		Closed
CR 25-13	2025-W022	2025 Construction Program	Operations prepare an RFD for the March Council meeting approving the 2025 Construction Program as presented	Operations	RFD was approved at March 20 Council meeting	20-Mar-25	Closed
CR 25-14	2025-W023	Repeal Policy OP 9010-01	Operations prepare an RFD for the March Council meeting recommending repealing Policy OP 9010-01 Contractor Heavy Duty Equipment Moving Costs	Operations	RFD was approved at March 20 Council meeting. Policy was repealed.	20-Mar-25	Closed
CR 25-15	2025-W024	Repeal Policy OP 9012-01	Operations prepare an RFD for the March Council meeting recommending repealing Policy OP 9012-01 Basic Tools Motor Grader	Operations	RFD was approved at March 20 Council meeting. Policy was repealed.	20-Mar-25	Closed
CR 25-16	2025-W025	Repeal Policy OP 9013-01	Operations prepare an RFD for the March Council meeting recommending repealing Policy OP 9013-01 Gravel Truck Owners Liability Insurance and WCB	Operations	RFD was approved at March 20 Council meeting. Policy was repealed.	20-Mar-25	Closed
CR 25-17	2025-W026	Repeal Policy OP 9014-01-A	Operations prepare an RFD for the March Council meeting recommending repealing Policy OP 9014-01-A Annual Safety Allowance	Operations	RFD was approved at March 20 Council meeting. Policy was repealed.	20-Mar-25	Closed
CR 25-18	2025-W027	Repeal Policy 9017-01-A	Operations prepare an RFD for the Council meeting recommending repealing Policy OP 9017-01-A Application of Road Oil by Parties other than the County	Operations	RFD was approved at March 20 Council meeting. Policy was repealed.	20-Mar-25	Closed
CR25-19	2025-ASB011	ALUS	Operations research commitment requirements for ALUS for next ASB meeting	Operations	Research completed and will be presented at the April 16 ASB meeting		Ongoing
CR25-20	2025-ASB012	ASB Strategic Plan	Operations prepare an RFD For approval of the 2025-29 ASB Strategic Plan for the March Council Meeting	Operations	RFD prepared and approved at the March 20 Council meeting.	20-Mar-25	Closed
CR25-21	2025-ASB015	Letter to Minister of Agriculture	Administration send a letter to federal Minister of Agriculture conveying Council's concerns on China's announcement of retaliatory tariffs on Canadian agricultural products	Administration	Letter sent with copies to MLA, MP, RMA Members and FCM	14-Mar-25	Closed