



AGENDA

Committee of the Whole

April 16, 2026

Immediately following the Special Meeting

1. CALL TO ORDER

2. CHANGES TO AGENDA & ADOPTION OF AGENDA

3. CONFIRMATION OF MINUTES

4. DELEGATIONS

4.1 Paul Garon, 10:30 a.m.

5. REPORTS FOR DISCUSSION

5.1 2026 Oiling Plan

Administration Presenter:

Norm De Wet, Director of Operations

5.2 CAO Bylaw No. 1374-26

Administration Presenter:

Pat Podoborony, CAO

6. COUNCILLOR REQUESTS (INFORMATION / PROGRAM REQUESTS)

6.1 Division Reports

6.2 Councillor Request Report

7. CLOSED SESSION

7.1 Stop Order Enforcement

AITA Section 29, Advice from officials

7.2 Development Permit Application #2026-10

AITA Section 29, Advice from officials

8. OPEN SESSION

9. MOTIONS ARISING OUT OF THE CLOSED SESSION

10. ADJOURNMENT



Committee of the Whole Meeting Minutes

March 11, 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
Elaine Cartier, Administrative Support Assistant

1. CALL TO ORDER

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

2. CHANGES TO AGENDA & ADOPTION OF AGENDA

2026-W026

Moved by: Deputy Reeve Kuzio

THAT the Agenda for the March 11, 2026 Committee of the Whole meeting be adopted as amended with the following addition:

Add additional Closed Session Item 7.3, Lampburg Cemetery Funding Request, *ATIA Section 29, Advice from officials.*

Carried

3. CONFIRMATION OF MINUTES

2026-W027

Moved by: Councillor Nedzielski

THAT the February 11, 2026 Committee of the Whole meeting minutes be adopted as presented.

Carried

4. DELEGATIONS

4.1 Vermilion RCMP

External Presenter:

Sgt. Ken Shamblaw, Vermilion RCMP Detachment Commander

4.2 STARS

External Presenter:

Glenda Farnden, Senior Municipal Relations Liaison

Audra Kropielnicki left the meeting at 10:43 a.m.

Reeve Konieczny recessed the meeting at 10:43 a.m.

Reeve Konieczny reconvened the meeting at 10:51 a.m.

4.3 Municipal Assessment Services Group

External Presenters:

Travis Horne, President

Reeve Konieczny recessed the meeting at 12:01 p.m.

Reeve Konieczny reconvened the meeting at 12:10 p.m.

5. REPORTS FOR DISCUSSION

5.1 Draft Policy PDS 7006-01 - Growing Futures Scholarship

Administration Presenter:

Davin Gegolick, Director of Planning & Community Services

2026-W028

Moved by: Councillor Ogradnick

THAT the Committee of the Whole directs Administration to prepare an RFD for the March 19, 2026 County Council Meeting to approve Growing Futures Scholarship Policy PDS 7006-01.

Carried

5.2 2026 Bridge Maintenance

Administration Presenter:

Norm De Wet, Director of Operations

2026-W029

Moved by: Councillor Nafziger

THAT the Committee of the Whole recommend to County Council that Bridge Files 71897, 1000, 1485, 6554, and 81828 be approved for maintenance as recommended, for a total estimated project cost of \$1,031,000, with the County's share of funding in the amount of approximately \$917,000, and that any costs exceeding the approved 2026 Bridge Maintenance budget be funded from the Bridge Reserves.

Carried

5.3 Asphalt Asset Management Planning

Administration Presenter:

Norm De Wet, Director of Operations

THE Committee of the Whole deferred providing direction on the preferred long-term approach for managing the County’s deteriorating asphalt roads and will revisit discussing at a future Committee of the Whole meeting.

6. COUNCILLOR REQUESTS (INFORMATION/PROGRAM REQUESTS)

- 6.1 Divisional Reports
- 6.2 Councillor Request Report

2026-W030

Moved by: Councillor Ogradnick

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

Carried

7. CLOSED SESSION

2026-W031

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 12:55 p.m.

Carried

Mike Fundytus, Norm De Wet, Jason Warawa, Elaine Cartier left the meeting at 12:55 p.m.

- 7.1 Minburn Landfill Environmental Site Assessment
ATIA Section 29, Advice from officials

Name	Reason/Purpose
Pat Podoborzny	Strategic Leader of the Organization
Davin Gegolick	Strategic Leader of the Organization

- 7.2 M-M-I FCSS Agreement
ATIA Section 29, Advice from officials

Name	Reason/Purpose
Pat Podoborzny	Strategic Leader of the Organization
Davin Gegolick	Strategic Leader of the Organization

- 7.3 Lampburg Cemetery Funding Request
ATIA Section 29, Advice from officials

Name	Reason/Purpose
Pat Podoborzny	Strategic Leader of the Organization
Davin Gegolick	Strategic Leader of the Organization

Davin Gegolick left the meeting at 1:45 p.m.

8. OPEN SESSION

2026-W032

Moved by: Councillor Nafziger

THAT the Committee of the Whole meeting revert to open session at 1:56 p.m.

Carried

9. MOTIONS ARISING OUT OF CLOSED SESSION

9.1 Minburn Landfill Environmental Site Assessment

2026-W033

Moved by: Councillor Nafziger

THAT the Committee of the Whole direct Administration to prepare an RFD for the March 19, 2026 County Council Meeting, outlining the initiation of Environmental Site Assessments for the Minburn landfill to support an application for a setback variance.

Carried

9.2 M-M-I FCSS Agreement

2026-W034

Moved by: Councillor Ziegler

THAT the Committee of the Whole direct Administration to arrange a meeting between the CAOs and Council M-M-I FCSS representatives for the municipalities of Innisfree, Mannville and the County of Minburn to discuss the current makeup of the regional partnership.

Carried

9.3 Lampburg Cemetery Funding Request

2026-W035

Moved by: Deputy Reeve Kuzio

THAT the Committee of the Whole direct Administration to prepare an RFD for the March 19, 2026 County Council meeting denying Lampburg Cemetery's application under the Community Investment Program.

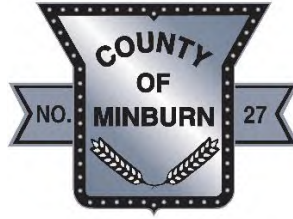
Carried

10. ADJOURNMENT

Reeve Konieczny declared the meeting adjourned at 1:57 p.m.

Reeve

Chief Administrative Officer



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: 2026 Oiling Plan

Date: April 16, 2026

Background

To provide the Committee with an overview of the proposed 2026 oiling program.

Information for the Committee

Operations has completed a review of all oiled roads to develop the 2026 program. The plan aligns with the approved Oiled Road Policy, available man-hours, and prioritizes traffic safety and network condition.

Recommendation

THAT the Committee of the Whole accepts the 2026 oil program report as information.

Attachment:

2026 Oil Road Plan



2026 Oil Road Plan

2026 Oil Road Plan

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2026 Oil Road Plan

RE-OILING PROJECTS

4525 Meters

RRd 144 – South of Hwy 16 Service Rd – Div. 6

2026 Oil Road Plan



1900M – Re-oiling of troughing, washboard and rough patches
Estimated Cost – \$109,043.63

2026 Oil Road Plan

Willow Bend Road – Maple Ave – Div. 7



1775M – Re-oiling of the overall deteriorated surface
Estimated Cost – \$80,201.15

2026 Oil Road Plan

Ranfurly 50th St. – North of 51st Ave – Div. 5



450M – Re-oiling of potholes and rough patching
Estimated Cost – \$26,418.07

2026 Oil Road Plan

RRd 102 Minburn Rd – North of 48th Ave. – Div. 1



400M – Re-oiling of rutting, potholes and rough patching
Estimated Cost – \$23,239.96

2026 Oil Road Plan

RIP AND RELAY PROJECTS

2450 Meters

2026 Oil Road Plan

Imperial Road – North of Twp Rd 514 – Div. 6



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

2026 Oil Road Plan

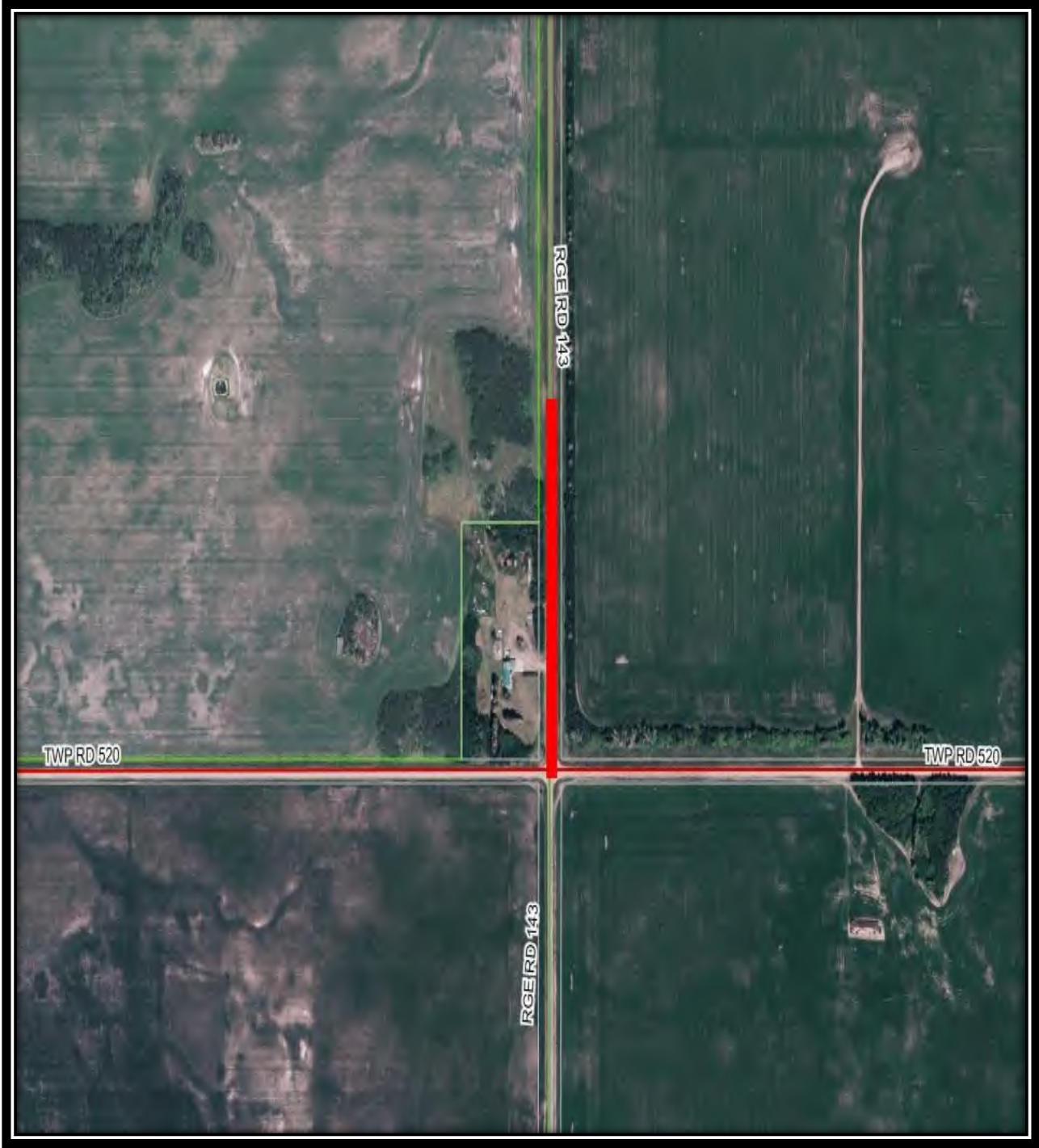
Imperial Road – South of Twp Rd 512 – Div. 6



450M – Rip and Relay of troughing, alligatoring and rough patches
Estimated Cost – \$8,585.77

2026 Oil Road Plan

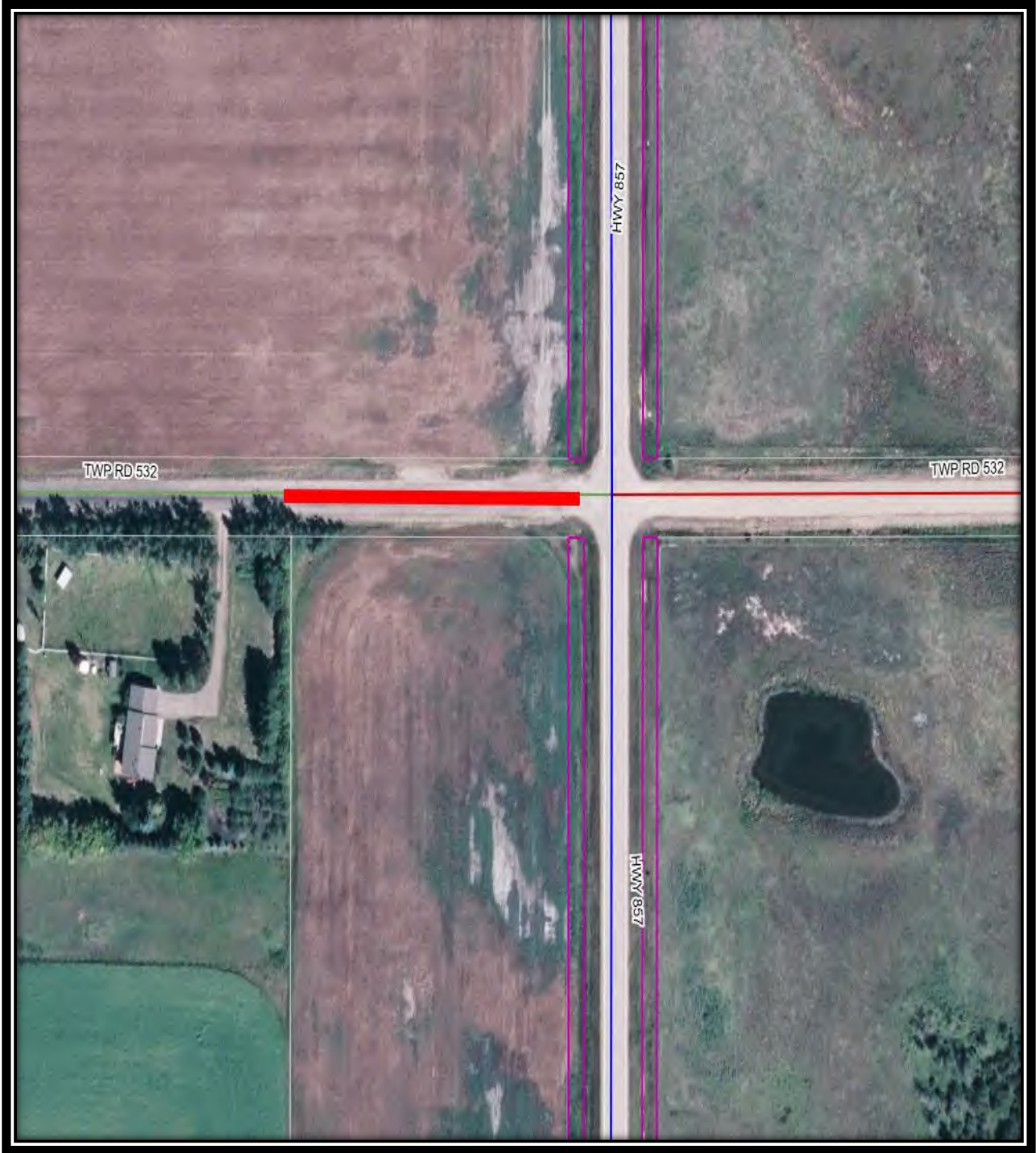
Imperial Road – North of Twp Rd 520 – Div. 6



300M – Rip and Relay of potholes and rough areas
Estimated Cost – \$5,723.84

2026 Oil Road Plan

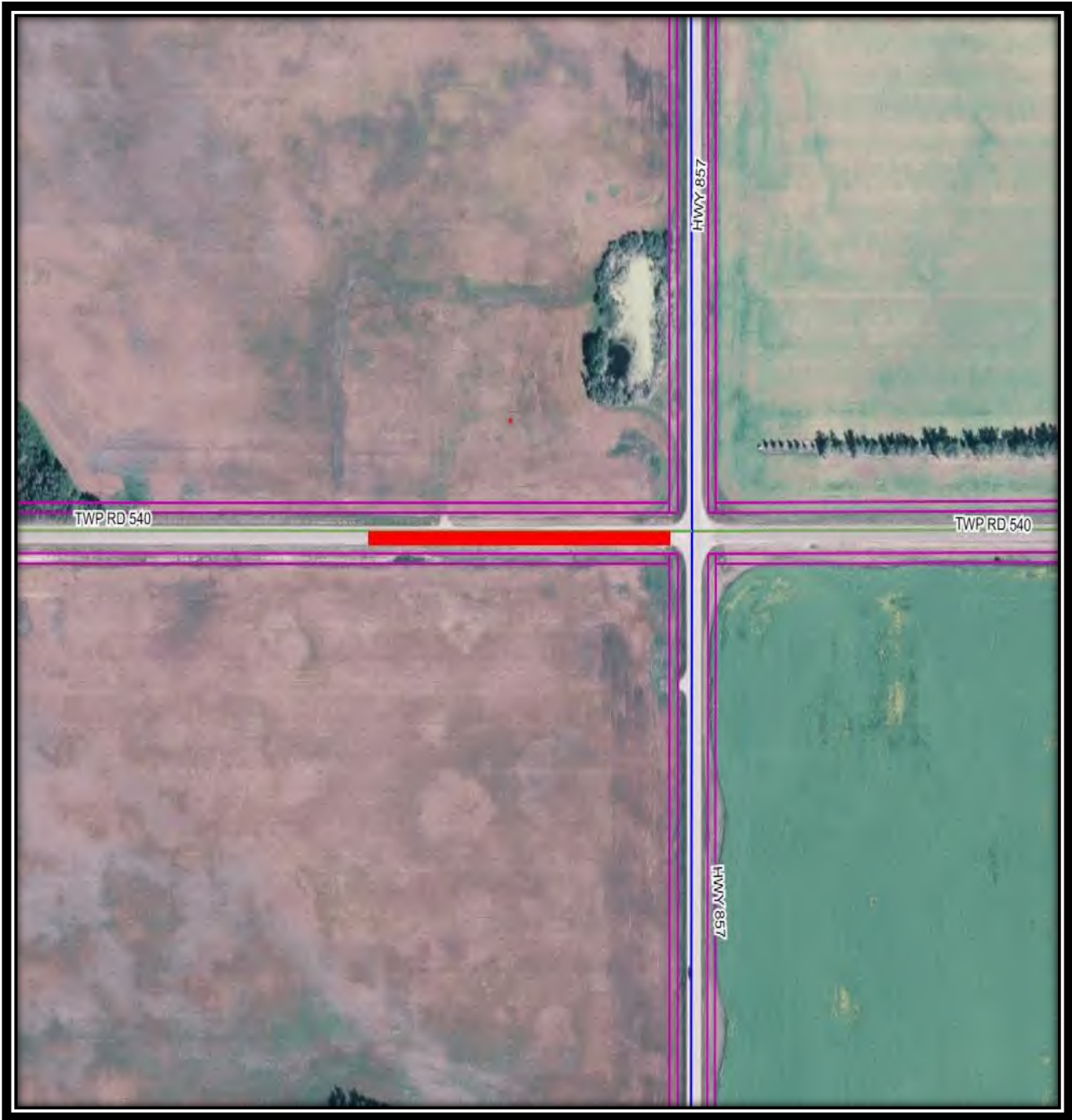
Spring Park Road – West of Hwy 857 – Div. 7



100M – Rip and Relay of washboard, rutting and potholes
Estimated Cost – \$1,907.95

2026 Oil Road Plan

Warwick Road – West of Hwy 857 – Div.7



200M – Rip/Relay of rutting and rough areas
Estimated Cost – \$3,815.90

2026 Oil Road Plan

Warwick Road – West of RRd 151 – Div.7



500M – Rip/Relay of rutting and rough sections
Estimated Cost – \$9,539.74

2026 Oil Road Plan

Warwick Road – East of RRd 153 – Div.7



200M – Rip/Relay of potholes, rough with soft shoulders
Estimated Cost – \$3,815.90

2026 Oil Road Plan

Welsh Road – East and West of RRd 153 – Div.6



400M – Rip/Relay of soft spots and rough patches
Estimated Cost – \$7,631.79



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: CAO Bylaw No. 1374-26

Date: April 16, 2026

Background

The existing Chief Administration Officer Bylaw (Bylaw 1271-18) and amending bylaw (Bylaw 1299-20) are proposed to be replaced with a new bylaw (Bylaw 1374-26) that empowers the Chief Administrative Officer as Council's sole direct employee, with clear and comprehensive authority, and streamlines governance by consolidating key delegations of authority from Council to the Chief Administrative Officer within the new bylaw.

Information for the Committee

The proposed Chief Administrative Officer Bylaw is comprehensive and detailed and is intended to clearly articulate the delegations of authority granted by Council to the Chief Administrative Officer. In developing the bylaw, existing delegations previously established by Council through policy have been carefully reviewed. Many of these delegations have been incorporated into the bylaw to ensure compliance with section 203 of the *Municipal Government Act*, which requires that delegations of Council authority be made by bylaw.

As part of regular policy review process, Council can expect that delegations currently contained in policies will be removed over time, as those delegations will instead be governed by the new bylaw. For the most part, delegations within existing policies are aligned with those set out in the proposed bylaw and will be brought forward for revision in due course. However, where the proposed bylaw introduces changes to existing delegated authorities, Administration will return to Council with recommended amendments to, or repeal of, affected policies to ensure consistency and alignment.

The Chief Administrative Officer Bylaw reflects Alberta's updated privacy and access to information legislation by clearly assigning responsibility to the Chief Administrative Officer for statutory privacy compliance, including privacy management programs, privacy impact assessments, data governance, and breach response, while maintaining appropriate Council oversight through reporting.

Recommendation

THAT the Committee of the Whole recommends to Council that they give first reading to CAO Bylaw No. 1374-26.

Attachments:

Bylaw 1374-26

Bylaw 1271-18

Bylaw 1299-20

COUNTY OF MINBURN NO. 27

BYLAW No. 1374-26

A BYLAW OF THE COUNTY OF MINBURN NO. 27, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER.

WHEREAS Section 205 of the *Municipal Government Act* provides that every council must establish, by bylaw, a position of Chief Administrative Officer to carry out the responsibilities listed under the *Municipal Government Act*;

AND WHEREAS Section 207 of the *Municipal Government Act* prescribes a Chief Administrative Officer's responsibilities and Section 208 of the *Municipal Government Act* prescribes a Chief Administrative Officer's major administrative duties;

AND WHEREAS Section 202 of the *Municipal Government Act* provides that where the *Municipal Government Act*, another enactment, or a bylaw requires or authorizes a municipality to do something but does not specify who in the municipality may do it, or when a municipality wishes to exercise its Natural Person Powers, then the thing may be done, or the Natural Person Powers may be exercised by the Chief Administrative Officer, unless the council specifies otherwise;

AND WHEREAS Section 203 of the *Municipal Government Act* provides that a council may, by bylaw, delegate any of its powers, duties, or functions under the *Municipal Government Act* or any other enactment or a bylaw to any person, unless an enactment or bylaw provides otherwise;

AND WHEREAS the Council of the County of Minburn No.27 deems it expedient and advisable to delegate to the Chief Administrative Officer certain powers, duties, and functions;

AND WHEREAS pursuant to the provisions of the *Agricultural Pests Act*, the *Weed Control Act*, the *Soil Conservation Act*, the *Alberta Environmental Protection and Enhancement Act*, the *Forest and Prairie Protection Act* and the *Emergency Management Act*, a local authority must appoint sufficient municipal officers to carry out the provisions of those statutes; and

AND WHEREAS pursuant to the *Access to Information Act*, a council must, by bylaw, designate a person or group of persons as the head of the local public body and may set fees required to be paid for services; and

NOW THEREFORE the Council of the County of Minburn No. 27 in the Province of Alberta, duly assembled, enacts as follows:

1. TITLE

- 1.1 This Bylaw may be cited as the "**Chief Administrative Officer (CAO) Bylaw**" of the County of Minburn No. 27.

2. PURPOSE

- 2.1 The purpose of this bylaw is to establish the position of the Chief Administrative Officer of the Municipality pursuant to the *Municipal Government Act*, RSA 2000, c. M-25 or any successor legislation and to confirm the power of delegation to the Chief Administrative Officer granted, inter alia, pursuant to the *Municipal Government Act*, RSA 2000, c. M-25.

3. DEFINITIONS

- 3.1 Unless otherwise specified, words used in this Bylaw have the same meaning as defined in the Act.
- 3.2 **Act** means the *Municipal Government Act*, RSA 2000, c M-25 as amended or any successor legislation.

- 3.3 **Appraised Market Value** means a report, written by an Appraisal Institute of Canada designated appraiser, of the market value of the real property as of a specified date that evaluates the real property rights, interests, or benefits involved according to accepted appraisal practices.
- 3.4 **Chief Administrative Officer** or **CAO** means the Chief Administrative Officer of the County, or delegate.
- 3.5 **Claim** means any demand, action, or proceeding regardless of whether the legal process has commenced, where damages, compensation, or other remedy is sought.
- 3.6 **Council** means the Reeve and Councillors as a whole, duly elected in the County that hold office at that time.
- 3.7 **County** means the County of Minburn No. 27.
- 3.8 **Emergency Expenditure** means an expenditure that could not have reasonably been anticipated and must be made to address a present or imminent event that is adversely affecting, or could adversely affect, the health, safety, or welfare of people, or is or may reasonably be expected to cause damage to property or the environment.
- 3.9 **Employee** means any persons employed with the County on a permanent, non-permanent, full-time or part-time basis; including all firefighting, management and staff engaged through an employment contract.
- 3.10 **Natural Person Powers** means the capacity, rights, powers, and privileges of a natural person as limited in the Act:
- 3.11 **Reeve** means the member of Council elected or appointed by Council to serve as its chief elected official, as defined in Section 150 of the *Municipal Government Act*.

4.0 INTERPRETATION

- 4.1 Any reference in this Bylaw to any provincial legislation shall include all amendments, regulations, and any successor legislation.
- 4.2 In the event that this Bylaw conflicts with any other bylaw or resolution of Council, this Bylaw shall prevail.
- 4.3 Where there are conditions specified to be met in order for the CAO to exercise their authority and those conditions are not met, the authority reverts to Council.
- 4.4 The exercise of any power, duty, or function pursuant to this Bylaw is subject to any specific Council direction.
- 4.5 If a provision in this Bylaw limits the exercise of the power to approve agreements or settlements based on term or monetary limits, or both, then:
- a) term limits include all options, extensions, and renewals; and
 - b) monetary limits are calculated as the total amount payable by or to the County in Canadian funds, including all taxes, charges, and disbursements.

5. CHIEF ADMINISTRATIVE OFFICER

- 5.1 The position of Chief Administrative Officer (the "CAO") is established.
- 5.2 Council must by resolution appoint an individual to the position of Chief Administrative Officer.

- 5.3 The CAO's terms and conditions of employment, including remuneration, must be set out in an agreement between the CAO and the County that is satisfactory to Council and not inconsistent with any provision of the Act or this Bylaw and executed by the Reeve on behalf of the County.
- 5.4 The CAO may exercise all of the powers, duties and functions of a designated officer of the County if:
 - a) no position of designated officer has been established by Council;
 - b) the position of designated officer is vacant; or
 - c) the power, duty, function or other thing relating to the designated officer has not been assigned to any designated officer by Council.
- 5.5 The CAO may delegate any or all the CAO's powers, duties, or functions, including the power to further delegate those powers, duties, or functions, to an Employee.
- 5.6 Despite any delegation of authority by the CAO to an Employee, the CAO remains responsible to Council for the exercise of any power, duty, or function under the Act or any other enactment or a bylaw.
- 5.7 If the CAO is temporarily absent or otherwise unable to perform the CAO's powers, duties, or functions, the CAO may designate an Employee as the Acting CAO and when so designated, the Acting CAO will perform the CAO's powers, duties, and functions.
- 5.8 If the CAO does not designate an Acting CAO in accordance with Section 5.7 of this Bylaw, then Council may do so.
- 5.9 If a vacancy occurs in the position of CAO, then Council must by resolution appoint a person to be an interim CAO and in such case all the provisions of this Bylaw will apply equally to the interim CAO.

6.0 GENERAL POWERS, DUTIES, AND FUNCTIONS

- 6.1 The CAO has all the powers, duties, and functions of a Chief Administrative Officer under the Act or any other enactment or a bylaw.
- 6.2 Where the Council has established a policy, the CAO must not take actions contrary to that policy.
- 6.3 The CAO is granted the authority to use their discretion to further delegate any duty, power, or responsibility under this Bylaw, the Act, or any other bylaw to a designated officer or Employee of the municipality.
- 6.4 The CAO is granted the authority to exercise Natural Person Powers with respect to the operations and administration of the municipality where authorized by this Bylaw or by Council.
- 6.5 As the administrative head of the County, the CAO is responsible for managing the County's Employees and resources, including:
 - a) establishing the structure of departments, including adding, merging, and eliminating departments, and establishing the managerial hierarchy;
 - b) approving the terms and conditions of employment for Employees;
 - c) acting on behalf of the County for the purposes of the Labour Relations Code;
 - d) supervising, directing, and reviewing the performance of all Employees, including hiring, firing, disciplining, terminating, demoting, and transferring all Employees;

- e) approving policies, procedures, standards, manuals, and guidelines applicable to the operation and administration of the County and its Employees;
- f) establishing administrative and operational plans, goals, and performance measures; and
- g) conducting audits, investigations, and studies of the County's operations.

6.6 The CAO is authorized to appoint:

- a) Inspectors under the *Agricultural Pests Act*;
- b) Inspectors under the *Weed Control Act*;
- c) Soil Conservation Officers under the *Soil Conservation Act*;
- d) Inspectors and Investigators under the *Environmental Protection and Enhancement Act*; and
- e) Agricultural Fieldmen under the *Agricultural Service Board Act*.

6.7 The CAO is authorized to grant an application for a leave of absence without pay to an Employee who wishes to be nominated as a candidate in an election to be held for the County, in accordance with Section 22 of the *Local Authorities Election Act*.

6.8 The CAO may, acting alone, sign agreements and other negotiable instruments on behalf of the County.

6.9 The CAO may direct that the signatures of the CAO, Reeve, Deputy Reeve, designated officers, or Employees with delegated signing authority be printed, lithographed, or otherwise reproduced.

6.10 The CAO must regularly report to Council on all matters and issues affecting the County, including progress on Council's directions, plans, policies, and strategic goals.

7.0 FINANCIAL MANAGEMENT

7.1 The CAO must designate the County's banking institutions as required by Section 270 of the Act.

7.2 The CAO is authorized to invest funds on behalf of the County as permitted by Section 250 of the Act.

7.3 The CAO must prepare and submit proposed capital plans and financial plans as required by Council.

7.4 The CAO must prepare and submit proposed annual capital and operating budgets, and interim budgets as required by Council

7.5 The CAO may authorize budget adjustments between existing programs or projects within the approved operating budget, provided that the adjustment does not result in an increase to the net requirement from the tax levy.

7.6 The CAO may authorize and approve any necessary agreements for an Emergency Expenditure not in an approved budget that does not exceed \$500,000 from any source of funds.

7.7 The CAO must report on the implications of any Emergency Expenditure authorized by Section 7.6 of this Bylaw to Council as soon as practicable and in any event no later than the date of the next Council meeting.

7.8 The CAO may not reallocate funds within an approved operating budget to create new services, programs, or projects without approval of Council.

8.0 TAXATION MATTERS

- 8.1 The CAO is authorized to set the reserve bid for each parcel of land to be offered for sale at a public auction and any conditions that apply to the sale as required by Section 419 of the Act.
- 8.2 The CAO is authorized to set a reserve bid for each designated manufactured home to be offered for sale at a public auction and any conditions that apply to the sale as required by Section 436.1 of the Act.

9.0 LEGAL MATTERS AND INSURANCE

- 9.1 The CAO is authorized to affix the corporate seal and must ensure that the corporate seal is kept safe.
- 9.2 The CAO has the County's power of attorney for all purposes.
- 9.3 The CAO may:
 - a) approve and register the County's intellectual property rights, including the County's heraldic emblems; and
 - b) approve the use of the County's intellectual property rights, including the County's heraldic emblems as permitted by Section 559 of the Act.
- 9.4 The CAO may approve the indemnification, legal representation, and payment of judgments, fines, or penalties on behalf of Employees and designated officers.
- 9.5 The CAO may initiate and respond to claims and proceedings and make, in the best interests of the County, all decisions regarding admissions, strategy, and procedure, before any court of law, quasi-judicial tribunal, administrative official or body.
- 9.6 The CAO may approve the settlement of:
 - a) any insured claim advanced by or against the County; and
 - b) all uninsured claims by or against the Municipality where the expenditure was authorized by Council through bylaw or policy.
- 9.7 The CAO may approve agreements regarding the release and waiver from liability for claims where the County is either the releasor or the releasee.
- 9.8 The CAO may approve agreements for the purchase of the County's insurance policies.
- 9.9 The CAO may establish the types and forms of security that will be accepted by the County, including the amounts of security required, and may approve agreements relating to any contract or commercial surety bonds required by or purchased for the County.

10.0 LAND AND ROAD-RELATED MATTERS

- 10.1 The CAO is granted the authority to use their discretion to approve agreements to acquire a fee simple interest in land, subject to the following conditions:
 - a) the funds for the purchase have been allocated in the approved capital budget; and
 - b) the purchase price is not greater than 10% above Appraised Market Value.
- 10.2 The CAO is granted the authority to use their discretion to approve leases of municipal land subject to the following conditions:

- a) the term of the lease is less than 10 years; and
 - b) the rent is calculated at fair market value.
- 10.3 The CAO is granted the authority to use their discretion to approve agreements to acquire an interest in land for the purposes of an easement, encroachment, or right-of-way subject to the following conditions:
- a) the funds for the purchase have been allocated in the approved capital budget;
 - b) the purchase price is not greater than 25% above Appraised Market Value of the interest in the land; and
 - c) the purchase price is \$100,000 or less.
- 10.4 The CAO may approve license of occupation agreements for transportation utility corridors and sewer outfalls.
- 10.5 The CAO may approve crossing and proximity agreements for roads, railways, pipelines, and public utilities.
- 10.6 The CAO may approve all land-related instruments, including assignments, caveats, consents, postponements, and risk management plans for nominal value.
- 10.7 The CAO may temporarily close all or part of a road in accordance with an enactment.
- 10.8 The CAO may approve agreements to acquire land at fair market value from a consenting owner pursuant to the Expropriation Act if Council has approved commencement of the expropriation.

11.0 OTHER AGREEMENTS AND ACTIONS

- 11.1 The CAO may approve memorandums of understanding with respect to operational or administrative matters falling within the scope of the CAO's powers, duties, and functions.
- 11.2 The CAO may approve any agreement that does not pertain to an interest in land and is not otherwise dealt with in this bylaw, if:
- a) the value of the agreement does not exceed \$100,000; and
 - b) the term of the agreement does not exceed 10 years.
- 11.3 The CAO may approve all necessary ancillary and incidental agreements, amendments, consents, certificates, or other documents reasonably required for an agreement previously approved by Council or the CAO.
- 11.4 If applications, registrations, filings, or other actions are required for the exercise of the County's powers, duties or functions, the CAO may take all such related and necessary actions.
- 11.5 In accordance with the procurement policy and the approved budget, the CAO may approve agreements for the procurement of goods, services, and construction:
- a) that result from either a competitive procurement process or a non-competitive procurement process, conducted in accordance with applicable trade agreements; or
 - b) to which no trade agreement is applicable.
- 11.6 The CAO may approve the payment of grant funding from the County if:
- a) the program, project, or activity to which the grant relates is specifically identified within the approved capital budget or operating budget; and

- b) payment is made in accordance with the express terms or conditions, if any, directed by Council.

11.7 The CAO may apply, on behalf of the County, for grant funding from any source, and approve all documents and agreements required to obtain the grant funding.

11.8 The CAO may approve grant agreements for the provision of family and community support services as provided for in the Family and Community Support Services Regulation.

11.9 The CAO may consolidate any County bylaw as permitted by Section 69 of the Act.

12.0 LICENSES, PERMITS AND ENFORCEMENT

12.1 The CAO may issue County licences and permits, and may suspend, cancel, reinstate, and impose conditions or restrictions on any County licence or permit.

12.2 The CAO may issue certificates, demands, orders, notices, processes, tags, tickets, or other similar documents for the County as permitted by a bylaw or an enactment.

12.3 The CAO may approve and direct remedial or enforcement actions for matters within the County’s jurisdiction, including:

- a) levying or imposing penalties, interest, costs, or charges; and
- b) adding amounts owed to the County to tax rolls, as permitted by Sections 553, 553.1 and 553.2 of the Act.

13.0 ACCESS TO INFORMATION AND PROTECTION OF PRIVACY

13.1 The CAO is designated as the head of the County for the purposes of the Access to Information Act.

14.0 GENERAL

14.1 Despite any other provision in this bylaw, if Council expressly approves a County project, program, or activity, and the budget for that project, program, or activity, and directs the CAO to negotiate and approve the agreement required for the approved project, program, or activity, the CAO may approve agreements in accordance with Council’s express direction.

NOW THEREFORE the Council of the County of Minburn No. 27 in the Province of Alberta, duly assembled, hereby enacts as follows:

1. THAT Bylaw No. 1271-18, as amended, is repealed on the date this Bylaw comes into force.
2. THAT Bylaw No. 1374-26 comes into force on the date of the third reading.

First ReadingApril 20, 2026

Second Reading

Third Reading

Reeve

Chief Administrative Officer

COUNTY OF MINBURN NO. 27

BYLAW No. 1271-18

A BYLAW OF THE COUNTY OF MINBURN NO. 27, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER.

THE COUNCIL OF THE COUNTY OF MINBURN NO. 27 ENACTS AS FOLLOWS:

1. **PURPOSE**

The purpose of this Bylaw is to establish the position of Chief Administrative Officer of the municipality.

2. **DEFINITIONS**

2.1 "Chief Administrative Officer" means the Chief Administrative Officer for the municipality and whatsoever subsequent title may be conferred on that officer by Council or statute.

2.2 "Council" shall mean the Council of the County of Minburn No. 27.

2.3 "Municipality" shall mean the County of Minburn No. 27.

3. **CHIEF ADMINISTRATIVE OFFICER**

3.1 Council hereby establishes the position of Chief Administrative Officer and the individual appointed to that position will have the title "Chief Administrative Officer".

3.2 Council will by resolution appoint an individual to the position of Chief Administrative Officer and establish the terms and conditions of the Chief Administrative Officer's employment.

3.3 The Chief Administrative Officer is authorized to further delegate, and to authorize further delegation of any matter delegated to the Chief Administrative Officer by Council under this Bylaw, to any employee of the municipality.

3.4 In addition to the powers, duties and functions given to the Chief Administrative Officer under the *Municipal Government Act*, or any other act, the Chief Administrative Officer will:

- (a) establish policy and procedures for hiring all employees of the municipality to carry out the powers, duties and functions delegated to those employees;
- (b) ensure the policies and programs of the municipality are implemented;
- (c) advise and inform Council in the operations and affairs of the municipality;
- (d) supervise, direct, hire, fire, discipline, terminate, demote transfer and direct all employees of the municipality.
- (e) direct, supervise and review the proponents of all departments of the municipality;
- (f) prepare and submit to the Budget Committee of Council estimates of revenue and expenditures and capital programs annually or as required by Council;
- (g) monitor and control municipal spending within the budgets established by Council;
- (h) advise Council and make recommendations about the financial condition of the municipality and the policies and

programs as may be necessary or desirable to carry out the powers, duties and functions of the municipality;

- (i) attend all meetings of Council and Committees of Council and meetings of such boards, authorities and other bodies as required by Council;
- (j) prepare and submit to Council such reports and recommendations as may be required by Council or Council Committees;
- (k) appoint an Acting Chief Administrative Officer to act during absences of the Chief Administrative Officer which has all the powers, duties and functions of a Designated Officer as required under the *Municipal Government Act* or any other act;
- (l) ensure all minutes of Council meetings are recorded in the English language, without note or comment;
- (m) ensure the names of the Councillors present at Council meetings are recorded;
- (n) ensure the minutes of each Council meeting are given to Council for adoption at a subsequent Council meeting;
- (o) ensure the Bylaws and Minutes of Council meetings and all other records and documents of the municipality are kept safe;
- (p) ensure the Minister is sent a list of the Councillors and any other information the Minister requires within 5 days after the term of the Councillors begin;
- (q) ensure the corporate seal, if any, is kept in the custody of the Chief Administrative Officer;
- (r) ensure the revenues of the municipality are collected and controlled and receipts are issued in the manner directed by Council;
- (s) ensure all money belonging to or held by the municipality is deposited at a bank, credit union, loan corporation, treasury branch or trust corporation designated by Council;
- (t) ensure the accounts for authorized expenditures referred to in Section 248 of the *Municipal Government Act* are paid;
- (u) ensure accurate records and accounts are kept of the financial affairs of the municipality, including the things on which a municipality's debt limit is based and the things included in the definition of debt for the municipality;
- (v) ensure the actual revenues and expenditures of the municipality compared with the estimates in the operating or capital budget approved by Council are reported to Council as often as Council directs;
- (w) ensure money invested by the municipality is invested in accordance with Section 250 of the *Municipal Government Act*;
- (x) ensure assessments, assessment rolls and tax rolls for the purposes of Parts 9 and 10 of the *Municipal Government Act* are prepared;
- (y) ensure public auctions held to recover taxes are carried out in accordance with Part 10 of the *Municipal Government Act*;
- (z) to act as the Clerk of the Assessment Review Board having jurisdiction in the municipality in accordance with Section 456 of the *Municipal Government Act*;

- (aa) to review all requests of any person to obtain information in possession of the municipality and to provide such information in accordance with the *Municipal Government Act*;
- (bb) authorize the entering into of contracts and/or the expenditure of funds where such contracts or expenditure has been approved by Council, either in the budget or otherwise;
- (cc) ensure all contracts and agreements are signed with any other person authorized by Council to sign them;
- (dd) conduct a census when required by Council and submit population affidavits in accordance with requirements of the *Municipal Government Act*;
- (ee) ensure the sufficiency of all petitions to Council be determined as set out in the Act;
- (ff) accept services of all notices and documents on behalf of the municipality;
- (gg) provide certification of notices, decisions, documents and any other certificates or statutory declarations as provided for or required by the *Municipal Government Act*;
- (hh) ensure that all minutes of Council meetings are signed in conjunction with the person presiding at the meeting;
- (ii) ensure that Bylaws are signed in conjunction with the Chief Elected Official;
- (jj) ensure that Bylaws of the municipality are consolidated as authorized by Council;
- (kk) authorize a temporary closure of whole or part of any road at any time that a construction or maintenance project on or adjacent to the road may create a hazard;
- (ll) exercise such other powers, duties and functions as may be required by Council from time to time.

4. **ACCOUNTABILITY**

- 4.1 The Chief Administrative Officer is accountable to Council for the exercise of all powers, duties and functions.

5. **EFFECTIVE DATE**

- 5.1 The effective date of this Bylaw is the commencement date of employment of the Chief Administrative Officer.

READ a first time the 21 day of September, 2018

READ a second time the 21 day of September, 2018

READ a third time the 21 day of September, 2018

Reeve

County Manager

COUNTY OF MINBURN NO. 27

BYLAW NO. 1299-20

A BYLAW OF THE COUNCIL OF THE COUNTY OF MINBURN NO. 27, VEGREVILLE, IN THE PROVINCE OF ALBERTA TO AMEND BYLAW NO. 1271-18 THAT ESTABLISHES THE POSITION OF CHIEF ADMINISTRATIVE OFFICER.

WHEREAS Section 191 of the *Municipal Government Act*, Revised Statutes of Alberta (RSA), 2000, Chapter M-26 allows Council to pass a bylaw to amend a bylaw of the municipality.

AND WHEREAS the Council of the County of Minburn No. 27 wishes to amend Bylaw No. 1271-18 that establishes the position of Chief Administrative Officer.

NOW THEREFORE the Council of the County of Minburn No. 27 in the Province of Alberta, duly assembled, pursuant to the terms of the *Municipal Government Act*, hereby enacts as follows:

1. TITLE

- 1.1 This Bylaw may be cited as the **“Bylaw to Amend the Chief Administrative Officer Bylaw”** of the County of Minburn No. 27.

2. AMENDMENT

- 2.1 Bylaw No. 1271-18 is amended as follows:
- 2.11 Delete 3.4 (jj) under Chief Administrative Officer.
- 2.12 Add “the Chief Administrative Officer is authorized to consolidate any County bylaw by incorporating all amendments to it into one bylaw and omitting any provision that has been repealed or that has expired” under Item 3. Chief Administrative Officer.

3. Bylaw No. 1299-20 comes into force on the date of the third and final reading and passed in open Council with unanimous consent of the members present the 20th day of January 2020.

FIRST READING..... January 20, 2020

SECOND READING..... January 20, 2020

THIRD READING January 20, 2020

Reeve

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**

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:



**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 Date	Status
CR25-34	2025-ASB022	ALUS Program Budget	Administration prepare the Terms of Reference for the Project Advisory Committee	Operations	Waiting on ALUS for a response to the application process.	04-Feb-26	Ongoing
CR25-35	2025-ASB023	ALUS Program Budget	Administration prepare a contract for sharing a coordinator with the County of Two Hills for the June ASB meeting	Operations	ALUS application submitted, waiting on a response.	08-Apr-26	Ongoing
CR25-36	Councillor Ogradnick	Grains Connect Road	Look into possible solution to Grains Connect Road, Hwy 857 to Hwy 16A, semis unable to make the turn	Office of the CAO	CAO was going to see what concerns were shared with the Town of Vegreville and send same to AT		Ongoing
CR25-40	2025-W0106	Fire Agreements	Administration prepare RFD recommending Council direct Administration proceed with Fire Agreement Fee Structure negotiations with Villages of Mannville and Innisfree	Office of the CAO	Email sent to Village CAOs that we will be contacting them during first quarter of 2026		Ongoing
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
CR26-09	2026-W015	County Scholarship	Administration prepare a draft County Scholarship policy for review at the March 11, 2026 COW meeting	Planning and Community Services	Draft policy prepared for discussion at March COW meeting	02-Mar-26	Ongoing
CR26-11	2026-W017	Grader Replacement Policy	Admin prepare an RFD for the March Council meeting recommending Council approve the addition of updated additional insurance costs	Operations	Council approved the policy change.	02-Mar-26	Closed
CR26-16	2026-W028	Scholarship Policy	Administration prepare an RFD for March Council meeting recommending Council approve Growing Futures Scholarship Policy PDS 7006-01	Planning and Community Services	RFD prepared for March Council meeting	11-Mar-26	Closed

CR26-17	2026-W029	2026 Bridge Maintenance	Administration prepare an RFD for March Council meeting recommending Council approve maintenance of Bridge Files 71897, 1000, 1485, 6554, and 81828 for estimated cost of \$1,031,000, with County's share of approximately \$917,000, and any costs exceeding the approved 2026 Bridge Maintenance budget be funded from Bridge Reserves	Operations	Maintenance projects approved at Council meeting in March. Tender being prepped for posting in May	08-Apr-26	Closed
CR26-18		Asphalt Asset Mgmt Plan	Administration revisit discussion with Council for their direction on long-term approach for managing County's deteriorating asphalt roads	Operations	Council requested to review the discussion in June 2026	08-Apr-26	Ongoing
CR26-19	2026-W033	Minburn Landfill	Administration prepare an RFD for the March Council Meeting outlining the initiation of Environmental Site Assessments for the Minburn landfill to support an application for a setback variance	Planning and Community Services	RFD prepared for March Council meeting. Currently obtaining quotes	11-Mar-26	Ongoing
CR26-20	2026-W034	M-M-I FCSS	Administration arrange a meeting between the CAOs and Council M-M-I FCSS representatives for Innisfree, Mannville and the County to discuss the current makeup of the regional partnership	Office of the CAO	Coordinating a date with Regional CAOs		Ongoing
CR26-21	2026-W035	Lampburg Cemetery	Administration prepare an RFD for March Council meeting denying Lampburg Cemetery's application under the Community Investment Program	Planning and Community Services	RFD prepared for March Council meeting, letter sent to applicant	11-Mar-26	Closed