



AGENDA

Committee of the Whole
September 13, 2023
9:00 a.m.

- 1. Call to Order**
- 2. Changes to Agenda and Adoption of Agenda**
- 3. Confirmation of Minutes**
 - 3.1 August 16, 2023 Committee of the Whole Minutes
- 4. Delegations**
- 5. Reports for Discussion**
 - 5.1 "Draft" Electronic Signatures and Approvals Policy
Administration Presenter:
Pat Podoborozny, CAO
- 6. Councillor Requests (Information / Program Requests)**
 - 6.1 Division Reports
 - 6.2 Councillor Request Report
- 7. Closed Session**
- 8. Open Session**
- 9. Motions arising out of the Closed Session**
- 10. ADJOURNMENT**



Committee of the Whole Minutes

August 16, 2023

Members Present:

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

Administration Present:

Pat Podoborzny, Chief Administrative Officer
Jason Warawa, Director of Corporate Services
Norm De Wet, Director of Operations
Mike Fundytus, Director of Protective Services
Davin Gegolick, Director of Planning and Development
Darwin Ullery, Agriculture and Utilities Foreman
Trudy Shukalak, Legislative Services Coordinator

1. CALL TO ORDER

Reeve Konieczny called the meeting to order at 10:02 a.m.

2. CHANGES TO AGENDA & ADOPTION OF AGENDA

2023-W050

Moved by: Councillor Anderson

THAT the August 16, 2023, Committee of the Whole meeting agenda be adopted as presented.

Carried

3. CONFIRMATION OF MINUTES

2023-W051

Moved by: Councillor Nafziger

THAT the July 12, 2023, Committee of the Whole meeting minutes be adopted as presented.

Carried

4. DELEGATIONS

4.1 Vermilion RCMP

Presentation of the Quarterly Community Policing Report for the Vermilion RCMP Detachment.

External Presenter:

Corporal Brittany Pegg

4.2 Municipal Affairs Assessment Services Branch

Overview presentation on the assessment process of designated industrial property by the provincial assessor.

External Presenters:

Janet Hayes, Liza Victoor, Arla Pirtle, Kristen Coult

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

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

5. REPORTS FOR DISCUSSION

5.1 Gravel Haul Program 2023

The Committee of the Whole reviewed the 2023 approved budget which included the haul of approximately 94,791 tonnes of gravel within the County for a cost of \$915,000, and the proposed transportation of remaining gravel at the Armitage Pit to the Innisfree Stockpile at the end of the 2023 Gravel Haul Program for future use.

Administration Presenter:

Director of Operations Norm De Wet

2023-W052

Moved by: Councillor Anderson

THAT Administration prepare an RFD for the August 21, 2023, regular meeting of Council meeting recommending the approval of the transportation of the remaining gravel at the Armitage Pit to the Innisfree stockpile for future use.

Carried
ACTION: Create RFD

5.2 Policy EHS 4001-01 and EHS 4002-01

Administration explained that Ranfurly Landfill Site/Landfill Disposal Permit Policy EHS 4001-01 and County of Minburn, Villages of Mannville, Minburn and Innisfree Landfill Site Policy 4002-01 both refer to landfills that are no longer active and have been reclaimed.

Administration Presenter:

Director of Operations Norm De Wet

2023-W053

Moved by: Councillor Nafziger

THAT Administration prepare an RFD for the August 21, 2023, regular meeting of Council recommending that Policies EHS 4001-01 and EHS 4002-010 be rescinded.

Carried

ACTION: Create RFD

5.3 September Meetings

The CAO is recommending that the Committee of the Whole meeting and regular meeting of Council for September be scheduled for September 13, 2023.

Administration Presenter:

CAO Pat Podoborzny

2023-W054

Moved by: Councillor Wowdzia

THAT Administration prepare an RFD for the August 21, 2023, regular meeting of Council meeting recommending to change the time of the September 13, 2023, Committee of the Whole meeting to 9:00 a.m., and reschedule the September 18, 2023, regular meeting of Council to September 13, 2023, at 10:00 a.m.

Carried

ACTION: Create RFD

Reeve Konieczny recessed the meeting at 12:04 p.m.

Reeve Konieczny reconvened the meeting at 12:09 p.m.

6. CLOSED SESSIONS

2023-W056

Moved by: Deputy Reeve Kuzio

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)*, sections 16, 21 and 24 at 12:09 p.m.

Carried

6.1 Seed Cleaning Plant

FOIP Section 16, disclosure harmful to business interests of a third party

Name	Reason/Purpose
Pat Podoborozny	Strategic Leader of the Organization
Darwin Ullery	Presenter
Norm De Wet	Presenter

Norm De Wet and Darwin Ullery left the meeting at 12:27 p.m.

6.2 Town of Vegreville and County of Minburn Joint Fire Apparatus Capital Plan

FOIP Section 21, intergovernmental relations

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

Mike Fundytus left the meeting at 12:50 p.m.

6.3 Proclamation and/or Recognition Policy

FOIP Section 24, advice from officials

Name	Reason/Purpose
Pat Podoborozny	Strategic Leader of the Organization

6.4 Questions/Concerns for MLA September Visit

FOIP Section 21, intergovernmental relations

Name	Reason/Purpose
Pat Podoborozny	Strategic Leader of the Organization

6.5 Code of Conduct Cost

FOIP Section 24, advice from officials

Name	Reason/Purpose
Pat Podoborozny	Strategic Leader of the Organization

2023-W057

Moved by: Deputy Reeve Kuzio

THAT the Committee of the Whole meeting revert to open session at 1:29 p.m.

Carried

7. MOTIONS ARISING OUT OF THE CLOSED SESSIONS

Joint Fire Apparatus Capital Plan

2023-W058

Moved by: Deputy Reeve Kuzio

THAT Administration prepare an RFD for the August 21, 2023, regular meeting of Council recommending approval of the Joint Fire Apparatus Capital Plan with the Town of Vegreville as presented.

Carried
ACTION: Create RFD

8. COUNCILLOR REQUESTS (INFORMATION/PROGRAM REQUESTS)

8.1 Divisional Reports
Presented by Reeve and Council

8.2 Councillor Request Report

9. ADJOURNMENT

Reeve Konieczny declared the meeting adjourned at 1:30 p.m.

Reeve

Chief Administrative Officer



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: "Draft" Electronic Signatures and Approvals Policy
Date: September 13, 2023

Background

Currently, the County of Minburn does not have a policy regarding electronic signatures and approvals.

Information for the Committee

The "draft" policy establishes standards for the use of electronic signatures and electronic approvals by the County and defines where appropriate and permissible to use. Establishing acceptable standards protects the County and mitigates risks and ensures a consistent user experience.

Recommendation

That Council direct Administration to bring the final "Draft" Electronic Signatures and Approvals Policy to the September 13, 2023 County Council meeting for approval.

Attachment: *"Draft" Electronic Signatures and Approvals Policy*



ADMINISTRATION

Title: Electronic Signatures and Approvals Policy

Policy Number: AD 10__

Supersedes Policy Number: New

Approved by Council:

Next Review Date: 2027

Resolution No:

Last Review Date: N/A

POLICY STATEMENT

The County of Minburn strives to enhance efficiency through the use of electronic signatures by the municipality, where appropriate and permissible by statute.

PURPOSE

To permit the use of electronic signatures and electronic approvals to be an option for use within the County. Establishing acceptable standards for the use of electronic signatures and approvals protects the organization, mitigates risk, and ensures a consistent user experience.

DEFINITIONS

For the purposes of this policy:

1. "Chief Administrative Officer" (CAO) means the Chief Administrative Officer of the County of Minburn appointed by Council, or their authorized delegate.
2. "Council" means the duly elected Council of the County of Minburn.
3. "Secure Electronic Signature" means an electronic signature that includes digital verification components which can be used to authenticate the signature.
4. "Electronic Signature" means an electronic signature as defined in the *Electronic Transactions Act, S.A. 2001, c. E-5.5*.
5. "Electronic Approval" - the capturing of the agreement to a request. This is a simplified electronic signature which typically would require an 'approve' or 'deny' option.
6. "Legal Instrument" means a document that states some contractual relationship or grants some right.

GENERAL PRINCIPLES

1. The County may use electronic signatures for records and documentation, at the discretion of the CAO and as permissible by law.

- a. With the exception of documentation outlined in Section (2), allowable forms of electronic signatures include, but are not limited to:
 - i. A scan or image of a handwritten signature; and
 - ii. A signature drawn by hand on a capture pad or touchscreen.
 - b. Written consent must be provided prior to the use of someone else's electronic signature on their behalf.
2. Bylaws, agreements and other legal instruments must be signed by hand unless the use of electronic signature is authorized by the CAO.
 - a. When using electronic signatures for legal instruments, secure electronic signatures must be used, and all parties must consent to the use of electronic signatures.
 3. Use of electronic signatures by the County shall be in accordance with federal, provincial, and municipal legislation.
 4. Where a conflict arises between this policy and any federal or provincial legislation, the federal and/or provincial legislation shall prevail.



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____

Division: _____

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

From Date: _____

To Date: _____

Resident Concerns:



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

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From Date: _____ **To Date:** _____

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**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____ **Division:** _____

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

From Date: _____ **To Date:** _____

Resident Concerns:

Request #	Councillor Name	Request Title	Request	Responding Dept	Response	Response Date	Status
CR4	Councillor Ogradnick	CAAP	Obtain more information on the Canada Alberta Agriculture Partnership (CAAP) Program and present at July Committee of the Whole meeting	Operations - Ag	Waiting for GOA for more information.	19-Jun	Completed
CR12	Council	Website Information	Information to be posted on our website to assist with the Clean Farms initiative	Operations - Ag	Information Posted on website	18-Jul	Completed
CR18	Councillor Bentley	Seed Cleaning Plant services	Concerned that the site lines west of Vegreville Seed Cleaning Plant on Twp Rd 524 and RR 151	Operations	ATCO is brushing this	16-Aug	Completed
CR19	Councillor Anderson	CAO Calendar	That the CAO share her schedule on a weekly basis	Office of the CAO	CAO created a template for sharing	21-Aug	Completed
CR20	Deputy Reeve Kuzio	Operations Updates	Council to receive a weekly update on where Operations and contractors are working on a weekly basis.	Office of the CAO	CAO created a template for sharing	21-Aug	Completed
CR21	Councillor Anderson	RCMP Town Hall	To work with the RCMP detachments to set up town halls to specifically talk about property crime and ways rural residents can protect themselves	Protective Services			In progress
CR22	Councillor Anderson	Wapasu Lake Level	Can we start recording lake level at Wapasu with our survey equipment ?	Planning and Development	will order/install a measuring stick at boat launch area.	6-Sep	Completed
CR23	Councillor Anderson	CN Mill Rate	Why did the millrate drop from 10% to 5%?	Corporate Services	Municipal Affairs Assessment Services is looking into it		In progress
CR24	Deputy Reeve Kuzio	Property lines in Lavoy	Could administration establish the boulevard boundaries in front of the old post office in Ranfurly?	Planning and Development	Information sent to Council	24-Aug	Completed
CR25	Council	Voyent Alert	Look into the alerting app that County of Vermilion River has for emergency management as referred to by Vermilion detachment	Protective Services	Awaiting response from Voyent Alert for Demo or presentation		In progress
CR26	Councillor Ogradnick	EIPS Busing	Look into why busing services for some residents in the rural area has been discontinued.	Office of the CAO	Called EIPS Transportation Services and forwarded contact information to Councillor Ogradnick	5-Sep	Completed
CR26	Deputy Reeve Kuzio	Wildlife Traps	Look into a residents concern about foxes in the hamlets	Operations	Referred to Fish and Wildlife as well will be updating our website on predator control	5-Sep	Completed