AGENDA
Committee of the Whole
November 12, 2026
10:00 a.m.

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1. CALL TO ORDER

2. CHANGES TO AGENDA & ADOPTION OF AGENDA

3. CONFIRMATION OF MINUTES

4. DELEGATIONS

4.1 The Community Association for Lasting Success (CALS) Breakfast Club - 10:00 a.m.

4.2 Kris Klammer, Vegreville Agricultural Society - 10:00 a.m.

4.3 Amanda Kramer Lochhead, North Saskatchewan Watershed Alliance - 10:15 a.m.

4.4 Christopher Arnold, Manager, Vegreville Centennial Library - 10:30 a.m.

4.5 Anita Doktor, Detachment Commander, Vegreville RCMP - 10:45 a.m.

5. REPORTS FOR DISCUSSION

5.1 Communications Policy PDS 7007-01

Administration Presenter:
Davin Gegolick, Director of Planning & Community Services

5.2 Elected Officials Remuneration Policy

Administration Presenter:
Pat Podoborozny, CAO

6. COUNCILLOR REQUESTS (INFORMATION / PROGRAM REQUESTS)

6.1 Division Reports
6.2 Councillor Request Report

7. CLOSED SESSION

7.1 Assignment of Committees and Boards
ATIA Section 29, Advice from officials

8. OPEN SESSION

9. MOTIONS ARISING OUT OF THE CLOSED SESSION

10. ADJOURNMENT

Committee of the Whole
Meeting Minutes

October 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 Ogrodnick, Division 6 Councillor Jerri Ziegler, Division 7
Administration Present:	Pat Podoborozny, 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 10:00 a.m.

2. CHANGES TO AGENDA & ADOPTION OF AGENDA

2026-W078
Moved by: Councillor Nedzielski
THAT the Agenda for the October 14, 2026 Committee of the Whole meeting be adopted as presented.

Carried

3. CONFIRMATION OF MINUTES

2026-W079
Moved by: Councillor Ziegler
THAT the September 9, 2026 Committee of the Whole meeting minutes be adopted as presented.

Carried

4. DELEGATIONS

5. REPORTS FOR DISCUSSION

5.1 Road Maintenance - Shoulder Pulls

Administration Presenter:
Norm De Wet, Director of Operations

2026-W080
Moved by: Councillor Nafziger
THAT the Committee of the Whole accepts this report for information and further directs Administration to bring forward for deliberation at the next Budget Workshop.

Carried

5.2 Public Participation Policy CC 3008-02

Administration Presenter:
Pat Podoborozny, CAO

2026-W081
Moved by: Deputy Reeve Kuzio
THAT the Committee of the Whole recommend that Administration present the Public Participation Policy to Council for consideration at the October 19, 2026 regular Council Meeting.

Carried

5.3 2026-2027 Boards and Committees Terms of Reference

Administration Presenter:
Pat Podoborozny, CAO

2026-W082
Moved by: Councillor Nedzielski
THAT the Committee of the Whole review the Boards and Committees Terms of Reference Summary and provide recommendations to Administration regarding any proposed changes to board and committee appointments, representation or terms of reference for consideration at the annual Organizational Meeting.

Carried

Councillor McCutcheon left the meeting at 10:35 a.m.

6. COUNCILLOR REQUESTS (INFORMATION/PROGRAM REQUESTS)

6.1 Divisional Reports
6.2 Councillor Request Report

2026-W083
Moved by: Councillor Nafziger
THAT the Divisional Reports and Councillor Request Report be accepted as presented.

Carried

Reeve Konieczny recessed the meeting at 10:46 a.m.

Davin Gegolick, Mike Fundytus and Audra Kropielnicki left the meeting at 10:46 a.m.

Reeve Konieczny reconvened the meeting at 11:01 a.m.

7. CLOSED SESSION

2026-W084
Moved by: Councillor Nedzielski
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 11:01 a.m.

Carried

7.1 Assessment Services Request for Proposals
ATIA Section 29, Advice from officials

Name	Reason/Purpose
Pat Podoborozny	Strategic Leader of the Organization
Jason Warawa	Strategic Leader of the Organization
Norm De Wet	Strategic Leader of the Organization

7.2 Capital Equipment 2027
ATIA Section 29, Advice from officials

Name	Reason/Purpose
Pat Podoborozny	Strategic Leader of the Organization
Norm De Wet	Strategic Leader of the Organization
Jason Warawa	Strategic Leader of the Organization

7.3 Ranfurly Solid Waste Collection
ATIA Section 29, Advice from officials

Name	Reason/Purpose
Pat Podoborozny	Strategic Leader of the Organization
Norm De Wet	Strategic Leader of the Organization
Jason Warawa	Strategic Leader of the Organization

Jason Warawa and Norm De Wet left the meeting at 11:20 a.m.

7.4 Councillor Remuneration Policy
ATIA Section 29, Advice from officials

Name	Reason/Purpose
Pat Podoborozny	Strategic Leader of the Organization

8. OPEN SESSION

2026-W085
Moved by: Councillor Nafziger
THAT the Committee of the Whole revert to open session at 11:46 a.m.

Carried

9. MOTIONS ARISING OUT OF CLOSED SESSION

9.1 Assessment Services Request for Proposals

2026-W086
Moved by: Councillor Nafziger
THAT the Committee of the Whole direct Administration to bring forth an RFD recommending a proponent for the 2027-2031 Assessment Services contract.

Carried

9.2 Capital Equipment 2027

2026-W087
Moved by: Councillor Ogrodnick
THAT the Committee of the Whole recommend to County Council that Resolution No. 2026-212 be rescinded; AND THAT County Council approve the purchase of three Cat motor graders at a total cost of $1,880,000 excluding GST, consisting of one Cat 160NG trial grader at a cost of $580,000 and two new Cat 160 graders at a cost of $650,000 each, with the purchases to be included in the 2027 Capital Budget; and that Units 326, 335, and 336 be sold by tender following delivery of the replacement graders.

Carried

10. ADJOURNMENT

Reeve Konieczny declared the meeting adjourned at 12:15 p.m.

_____
Reeve

_____
Chief Administrative Officer

COMMITTEE OF THE WHOLE
DISCUSSION PAPER

Topic: Communications Policy PDS 7001-01
Date: November 12, 2026

Background

This policy update is intended to align communications and social media oversight with the Community Services portfolio while modernizing the County's governance framework. As part of this review, existing Policies AD 1012-01 and AD 1013-01 have been consolidated into a single policy, PDS 7007-01. The proposed policy also reflects current legislative requirements under Alberta's Protection of Privacy Act and introduces governance considerations related to the use of Artificial Intelligence.

The new policy is designed to provide a high-level framework outlining principles, roles, responsibilities, and accountability for County communications and social media activities. Detailed operational requirements and day-to-day guidance will be maintained through supporting procedures and resources, including the Social Media Toolkit and Social Media Terms of Use. This structure improves clarity and consistency, supports future adaptability as communication practices evolve, and helps ensure appropriate privacy protections are maintained in County communications.

Information for the Committee

Key changes include:

1. *Consolidation of Two Policies into One*
    - Combines communications and social media governance into a single policy document, eliminates duplication between the existing policies, and creates a more comprehensive communications framework

2. *Shift from Operational Rules to Governance Framework*
    - The proposed policy focuses on high-level principles, governance, accountability, and roles, with operational guidance intended to be managed through procedures, toolkits, and terms of use documents

3. *Updated Legislative References*
    - Replaces references to the former FOIP Act with Alberta's current Access to Information and Protection of Privacy Act
    - Strengthens privacy, records management, and information handling requirements

4. *Introduction of Accessibility Requirements*
    - Adds a commitment to clear, plain-language communications and reasonable accessibility measures, while recognizing the need to use both digital and traditional communication methods

5. *Media Relations Modernization*
    - Clarifies who may respond to media inquiries and establishes consistent spokesperson protocols for both governance and operational matters
    - Reinforces coordinated and timely media responses

6. *Modernizes Social Media Governance*
    - Retains control over official social media accounts
    - Introduces requirements for published social media terms of use

7. *New Emergency Communications Section*
    - Introduces dedicated provisions for emergency and crisis communications
    - Aligns communications with the Municipal Emergency Plan and Emergency Management Act
    - Establishes expectations for Alberta Emergency Alert usage and multi-channel communication during emergencies

8. *New Election Period Communication Rules*
    - Introduces communication requirements during election periods that were not addressed in the existing policies

9. *New Artificial Intelligence (AI) Governance*
    - Establishes County expectations for the use of Generative AI

10. *Expanded Records Management Requirements*
    - Clarifies that communications related to County business, including emails, texts, direct messages, and social media content, are County records regardless of the device or account used

Recommendation

THAT the Committee of the Whole direct Administration to bring forward a RFD to the November 16, 2026 Council meeting recommending the repeal of Policy AD 1012-01, Communications, and Policy AD 1013-01, Social Media, and the adoption of Policy PDS 7007-01, Communications, which consolidates and modernizes the County of Minburn's communications and social media governance framework.

Attachment: *Communications Policy AD 1012-01, Social Media Policy AD 1013-01, Proposed Communications Policy PDS 7007-01*

ADMINISTRATION

Title: Communications Policy

Supersedes Policy Number: AD 18

Policy Number: AD 1012-01

Next Review Date: 2023

Approved by Council: December 17, 2018

Last Review Date:

Resolution No: 244-18

PURPOSE

The purpose of this policy is to provide direction for effective communication between the County of Minburn and its citizens.

POLICY STATEMENT

The County of Minburn recognizes the importance of prompt and effective communication with its stakeholders through multiple channels that reflect the needs of our diverse county. As such, this policy establishes guidelines to ensure that well-managed, consistent, and timely external communication is achieved.

GENERAL PRINCIPLES

General Guidelines

1. Keep citizens informed on County news, policies, bylaws, and initiatives in a manner that is clear and consistent.
2. Allow citizens open channels to communicate and provide feedback to the County.
3. Consult and inform stakeholders when establishing priorities, programs, and services.
4. Ensure the County of Minburn is visible and responsive to the citizenry it serves.
5. Engage in proactive communication through a variety of mediums to accommodate the needs of a diverse range of people and stakeholders.
6. Communicate with a clear and consistent corporate identity that is easily recognizable and portrays the level of professionalism expected for the County.
7. Allow a larger amount of information to be available electronically via the County's webpage and its social media sites.

Media

8. The County of Minburn commits to maintaining a proactive and healthy relationship with local media to ensure open communication and accountability of County operations. The CAO or designate will work with appropriate departments to schedule interviews and prepare press briefings and other notices for public release.

9. Media inquires should be immediately brought to the CAO or designate for direction to the appropriate person or department.

Spokespeople

10. The Reeve is the primary spokesperson for the County of Minburn, but he/she may designate an acting spokesperson(s) as situations and scheduling may require

11. During emergency events, it is understood that the Reeve or other councillors may not be reached, therefore, the Council authorizes the CAO or designate to act as principle spokesperson during such situations should the need require.

Social Media

12. This policy hereby permits the establishment and maintenance of social media accounts by the CAO or designate in a manner consistent with a County of Minburn Social Media Policy.

Advertising

13. The County of Minburn purchases ads for a variety of reasons. Common advertisements include employment ads, development permits, programs & services, and events. Other such reasons may be approved by the CAO or designate.

14. Depending on legislative requirements, local print media, the County webpage and social media will be the preferred avenue for advertisements.

Administration

15. All communication distributed by or for the County of Minburn must be approved in advance by the CAO or a department head.

16. Staff must respect the authority of Council before deciding to release information. Be sure that Council has been informed of any pertinent information prior to release.

17. Staff must not release confidential or time-sensitive information until deemed appropriate by the CAO or authorizing agency.

Confidentiality

18. In all communications, spokespersons and departments must comply with all legislated requirements regarding access and disclosure of information. The Alberta Freedom of Information and Protection of Privacy Act (FOIP Act) extends access and privacy principles to Alberta municipalities.

RESPONSIBILITIES

1. *Staff:* Consult with immediate supervisor before communicating information to the broader public or media.

2. *Department Heads:* Approve requests from staff and consult with the CAO on matters and questions concerning this communications policy.

3. *CAO:* Ensure staff are adhering to this policy and that information is being distributed to the public in a manner consistent with this policy's intent.

4. *Council:* Review this policy from time to time to ensure it meets the County's strategic objectives.



Chief Administrative Officer

ADMINISTRATION

Title: Social Media Policy

Policy Number: AD 1013-01

Approved by Council: December 17, 2018

Resolution No: 245-18

Supersedes Policy Number: AD 19

Next Review Date: 2023

Last Review Date:

PURPOSE

The purpose of this policy is to provide direction on the use of social media accounts operated by or associated with the County of Minburn.

POLICY STATEMENT

The County of Minburn recognizes the importance of social media to disseminate information in an efficient manner while also providing additional means for its citizenry to communicate and respond to municipal issues, events, and initiatives.

POLICY PRINCIPLES

General Guidelines

1. This policy applies to all County employees, councillors, contractors, volunteers and anyone working for or under the County of Minburn.
2. The County of Minburn shall maintain one social media account per platform unless authorized by the CAO.
3. Access credentials to social media platforms shall be housed with the CAO
4. All posts and information on County social media must strictly adhere to the tenets of this policy.
5. All posts to social media accounts are to be done in a professional, coherent, and grammatically correct manner, utilizing the County logo and appropriate contact information when applicable.
6. Social media pages should be updated frequently by designated staff to encourage their following by the citizenry and other stakeholders.
7. Social media pages are to be monitored by appropriate staff on a regular basis for questions and comments from the public.
8. External stakeholders may request to post events and initiatives on County social media pages via the appropriate department head.

Employee Use of County Social Media

9. Those employees able to post to the County's social media account shall be chosen by the CAO or designate.
10. Regardless of the media being used, employees must not post anything illegal, or that will harm the reputation of the County of Minburn.
11. All posts to the County's social media pages shall be relevant to municipal business or to the business of local communities and stakeholders.
12. All posts regarding County policy must be accurate and appropriately worded and take a politically neutral stance.

Councillor and Employee Use of Social Media as Private Citizens

13. Councillors and Employees have the same rights to free speech as every other Canadian citizen and the County of Minburn shall not infringe upon those rights; however, they may not represent the County on their private social media sites and are bound by all written and implied confidentiality agreements.
14. Councillors and Employees must not use County email addresses when registering for social media accounts and make every effort to make clear that they are not representing the County when posting or partaking in social media discussions as private citizens.
15. Any inappropriate posting regarding or defaming the County of Minburn by Councillors or employees shall be seen as a breach of this policy and may result in disciplinary action.
16. If Councillors or Employees see derogatory comments regarding the County of Minburn, please notify the CAO or designate immediately.

Comments on County Social Media Pages

17. Responses to comments and questions on County social media pages shall generally be responded to by references relevant policies, practices, bylaws or legislation.
18. Debating is not permitted on County social media pages.
19. Comments containing any of the following shall not be allowed on County social media sites and may be removed by the CAO or designate:
    a. Comments not topically related to the particular site or article being commented on.
    b. Profane language or content.
    c. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, physical or mental disability or sexual orientation.
    d. Sexual content or links to sexual content.
    e. Conduct or encouragement of illegal activity.
    f. Content related to non-County related sales, advertising or promotions.
    g. Comments determined by the County to be a specific attack on groups or individuals or to be inherently political in nature or cause.
    h. Content that reveals personal or private information about any particular person or is otherwise protected by the *Freedom of Information and Protection of Privacy Act*.
    i. Content that violates any County policy.
    C[redacted]t that is deemed to be inappropriate by the CAO or designate.

[redacted]

Chief Administrative Officer

Policy

Communications Policy

Policy Number: PDS 7007-01

Supersedes Policy Number: AD 1012-01 and AD 1013-01

Approved by Council: TBD **Next Review Date:** 2030

Resolution No: TBD **Last Review Date:** December 17, 2018

POLICY STATEMENT

The County of Minburn is committed to clear, accurate, timely, and transparent communication with residents, ratepayers, businesses, and partners. The County will communicate in a professional, respectful, non-partisan, and accessible manner, using a combination of digital and traditional channels suited to a rural community, to inform, engage, and support the community while upholding applicable legislation, privacy obligations, and good governance principles.

PURPOSE

The purpose of this policy is to establish a high-level framework for: external communications and public information sharing; media relations and official spokespersons; the use and moderation of County communication platforms, including social media, communications during emergencies and election periods, the responsible use of Generative Artificial Intelligence in County communications, the protection of privacy and management of communication records; and the roles and responsibilities of Council and Administration in County communications.

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.

Communication Platforms means the County website, mobile application, Social Media, electronic newsletters, print newsletters and mail-outs, advertising, public notices, signage, emergency alerting systems, and other channels as designated by the CAO.

Corporate Identity means the County's approved name, logo, colours, templates, and visual standards used to identify official County communications.

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.

Election Period means the period beginning on nomination day and ending on election day for a general election or by-election held under the Local Authorities Election Act.

Emergency has the meaning given to it in the Emergency Management Act.

Generative Artificial Intelligence means technology that creates new text, images, audio, video, or other content in response to instructions or prompts provided by a user.

Misinformation means false, inaccurate, or misleading information, whether or not it is shared with the intent to mislead.

Official Spokesperson means the Reeve, the CAO, or an individual designated to speak on behalf of the County in accordance with this policy.

Personal Information has the meaning given to it in the Protection of Privacy Act.

Social Media means the digital platforms used by the County to communicate information, engage with residents and stakeholders, and share County-related content publicly.

GUIDELINES

1. Core Communication Principles

a) The County will provide timely, accurate, and relevant information about County programs, services, and decisions.

b) The County will ensure all communications are clear, coordinated, written in plain language, and aligned with County standards and Corporate Identity.

c) The County will take reasonable steps to make its communications accessible to people of all abilities, guided by recognized web accessibility standards, and will provide information in an alternate format upon request.

d) Recognizing that not all residents have reliable internet access, the County will use a combination of digital and traditional communication platforms to reach diverse audiences across the County.

e) The County will share information proactively and support meaningful public engagement in accordance with the County's Public Participation Policy and the Municipal Government Act.

f) The County will maintain respectful, non-partisan, and constructive communication at all times.

g) The County will promptly correct errors in its own communications and may respond to misinformation about County programs, services, or decisions by sharing factual information through official communication platforms.

h) The County will adhere to all applicable legislation, including the Municipal Government Act, the Access to Information Act, the Protection of Privacy Act, the Local Authorities Election Act, and the Emergency Management Act.

2. Roles and Responsibilities

a) Council acts as the governing body, sets the overall direction for the County, and approves this policy.

b) The Reeve is the official spokesperson for Council on Council decisions, positions, and matters of Council. In the absence of the Reeve, the Deputy Reeve will serve in this role, and Council may designate another member of Council for a specific matter.

c) Individual Councillors may share and explain decisions of Council. When a Councillor communicates publicly outside the role of official spokesperson, including on personal social media, those statements are considered the personal views of that Councillor and not the position of the County.

d) The CAO is responsible for the overall management and coordination of County communications, will ensure communications are consistent, accurate, and aligned with Council direction, and is the official spokesperson on administrative and operational matters.

e) The CAO may authorize other designates as official spokespersons or as approvers of certain County communications.

f) Administration will support communication efforts in alignment with this policy and will not release official information without authorization from the CAO or their designate.

3. County Communications

a) All communications issued on behalf of the County must be accurate, coordinated, and subject to appropriate approval by the CAO or CAO designate.

b) The County will maintain a consistent corporate identity across all communication platforms. The County logo and corporate identity may only be used for official County purposes or as authorized by the CAO.

c) Statutory public notices will be issued in accordance with the Municipal Government Act and any applicable County bylaw.

d) Information from community businesses, organizations and government partners may be shared where it benefits residents and is consistent with County policies.

4. Media Relations

a) The County is committed to maintaining open, professional relationships with media outlets.

b) Media inquiries will be responded to in a timely and coordinated manner. Inquiries regarding Council decisions or positions will be directed to the Reeve, and inquiries regarding administrative or operational matters will be directed to the CAO or their designate.

c) Only official spokespersons may speak on behalf of the County.

d) Information provided to media must be accurate, consistent with information shared through other County communication platforms, and must not disclose confidential information.

5. Social Media

a) The County may use social media as an official communication and engagement tool. Official County social media accounts may only be created and managed with the authorization of the CAO, and the County will retain administrative control of all official accounts.

b) Social Media content must be professional, accurate, and aligned with County policies and standards.

c) The County will publish terms of use for its official social media accounts that describe expectations for public participation, moderation practices, and monitoring hours, and advise the public that official accounts are not monitored at all times and are not to be used to report emergencies.

d) Public engagement is encouraged; however, interactions must remain respectful and appropriate. Content will not be removed solely because it is critical of the County, Council, or County decisions.

e) The County reserves the right to hide or remove content that is abusive, threatening, discriminatory, obscene, defamatory, includes personal information or misinformation likely to cause public harm. Moderation will be applied consistently and in accordance with the published terms of use.

f) Users who repeatedly violate the published terms of use may be restricted from interacting with official County accounts as a last resort.

g) Employees using personal social media accounts must clearly indicate their social media channel reflects their personal views and are not reflective of official County positions.

6. Emergency and Crisis Communications

a) During an emergency, public communications will be coordinated in accordance with the County's Municipal Emergency Plan, and the processes set out in that plan will take precedence over routine approval processes in this policy.

b) Emergency information will be timely, accurate, and shared through multiple communication platforms, which may include Alberta Emergency

Alert, the County website and mobile application, social media, local media, and other means suited to residents without internet access.

c) The declaration, renewal, and termination of a state of local emergency will be communicated to the public in accordance with the Emergency Management Act.

d) Only trained and authorized individuals may issue Alberta Emergency Alerts on behalf of the County.

e) For non-emergency issues that may significantly affect public confidence or County operations, the CAO will coordinate communications, keep Council informed, and ensure consistent messaging.

7. Election Period Communications

a) County communications during an election period will remain neutral and factual and will focus on County programs, services, and statutory information.

b) County communication platforms, corporate identity, and resources will not be used to promote, endorse, or oppose any candidate or campaign, including any member of Council seeking election.

c) During an election period, the County will limit the use of Councillor names, images, and quotations in discretionary communications, except where required for official spokesperson duties, emergency communications, or statutory purposes.

8. Generative Artificial Intelligence

a) The County may use Generative Artificial Intelligence to support the preparation of communications, using only tools approved by the CAO and accounts managed by the County. Personal accounts must not be used to prepare County communications.

b) All content prepared with the assistance of Generative Artificial Intelligence must be reviewed by an employee for accuracy, clarity, bias, and appropriateness before it is published, and is subject to the same approvals as any other County communication. The County remains accountable for all content it publishes.

c) Personal information and confidential information must not be entered into Generative Artificial Intelligence tools unless the tool has been approved by the CAO for that information in accordance with the Protection of Privacy Act and County information security policies. Information from a closed session that has not been made public, and legal advice, must never be entered into these tools.

d) The County will disclose when images, video, or audio in its communications have been generated or materially altered using Generative Artificial Intelligence.

e) The County will not use Generative Artificial Intelligence to create realistic depictions of real people or events that could mislead the public, including synthetic voices or quotations a person did not say, and will not use it to recreate or alter the County's corporate identity.

f) Generative Artificial Intelligence will not be used to prepare Alberta Emergency Alerts or public notices of the declaration, renewal, or termination of a state of local emergency. During an Election Period, it will not be used to prepare content that names, quotes, or depicts a member of Council.

g) Automated replies, chatbots, and automated moderation tools may only be used on County Communication Platforms with the approval of the CAO. Automated replies and chatbots must be clearly identified as automated and must be regularly reviewed by a human.

h) Where the County may enter input collected from the public into Generative Artificial Intelligence or another automated system, it will say so when the information is collected, in accordance with the Protection of Privacy Act, and an employee will check any results before they are used.

i) Content prepared with Generative Artificial Intelligence, including AI-generated images, video, and audio, is a County record and will be managed in accordance with section 9(d).

9. Confidentiality, Privacy, and Records

a) Confidential, sensitive, or restricted information must not be disclosed without proper authorization.

b) All communications must comply with applicable legislation, including the Access to Information Act and the Protection of Privacy Act.

c) When the County collects Personal Information through its communications or engagement activities, including photographs, surveys, contests, and online forms, it will do so in accordance with the Protection of Privacy Act and the County's privacy management program.

d) Communications relating to County business, including emails, text messages, direct messages, and social media content, are County records regardless of the device or account used, may be subject to access requests under the Access to Information Act, and will be managed in accordance with County records management policies.

10. Policy Review

a) This policy will be reviewed at least once during each term of Council, or sooner where legislative changes or operational needs require.

COMMITTEE OF THE WHOLE
DISCUSSION PAPER

Topic: Elected Officials Renumeration Policy
Date: November 12, 2026

Background

The Committee of the Whole discussed the proposed Elected Officials Remuneration Policy at the October 14, 2026 meeting. The Committee asked for time to review the policy and to bring it back to the Committee of the Whole at the November 12, 2026 meeting for further discussion.

Council approved the existing Policy CC 3001-02 Remuneration and Benefits for Councillors and Appointed Members on December 20, 2021, with a review scheduled for December 2025.

During previous discussions, Council directed Administration to research remuneration practices in comparable rural municipalities to better understand how the County's compensation structure aligns with similar jurisdictions. To support this review, Administration selected twelve municipalities with comparable population and assessment bases and conducted a review of their elected official remuneration and benefit practices.

The findings of the review have been incorporated into the proposed policy and accompanying comparison materials to assist Council in evaluating the County's current remuneration framework and determining whether any amendments are warranted.

Information for the Committee

The proposed Elected Official Remuneration Policy has been attached for Council's review, along with a comparison document identifying changes from the previous policy and updates made to align with the County's current policy formatting standards.

Administration conducted a review of remuneration practices from twelve comparable municipalities, as well as several other municipalities that have recently updated their elected official remuneration policies. The review identified several considerations for Council:

- Most municipalities provide a base annual remuneration amount that covers attendance at meetings and events within the municipality, with an additional per diem or honorarium paid for meetings attended outside the municipality. While the County of Minburn's remuneration structure differs from many comparator municipalities, the County ranks fourth highest in overall remuneration, highest in benefits and allowances, and third highest when remuneration and benefits are combined.

- Some municipalities do not provide additional remuneration for the Deputy Reeve position unless the Deputy Reeve is actively serving in the Reeve's absence and carrying out the duties of that office.
- The average Council size among the municipalities reviewed is six councillors.
- The average annual remuneration paid to councillors is $45,022.27.
- The average annual value of benefits and allowances provided to councillors is $9,689.75.
- The average combined remuneration and benefits package is $54,575.19.
- The highest retirement savings plan contribution rate identified during the review was 9%, whereas the County of Minburn currently contributes 15%. Approximately 58% of the municipalities reviewed provide retirement savings plan contributions on behalf of members of Council.
- Elected Official policies are silent on renumeration and benefits during illness or injury.

Administration reviewed a number of remuneration scenarios to assess the impacts of implementing an annual lump-sum compensation model that incorporates meeting attendance, mileage, training, and conference participation, compared to the current per-meeting remuneration structure. Based on historical averages for meeting attendance and mileage, the analysis indicates that the overall compensation outcomes are generally comparable under either approach.

Council may wish to consider whether the current remuneration and benefits framework continues to align with its expectations for elected officials, reflects the scope of responsibilities and governance obligations associated with the role, and remains competitive with compensation practices in comparable municipalities.

Recommendation
THAT the Committee of the Whole recommend that Administration present the Elected Officials Renumeration Policy at the November 16, 2026 regular Council meeting.

Attachments:
CC 3001-02 Renumeration and benefits for Councillor and Appointed Members
CC 3017-01 Elected Officials Renumeration

COUNTY COUNCIL

Title: Remuneration and Benefits for Councillor and Appointed Members

Policy Number: CC 3001-02 **Supersedes Policy Number:** CC 3001-01

Date of Approval by Council: December 20, 2021 **Next Review Date:** December 20, 2025

Resolution No: 126-21 **Last Review Date:** June 21, 2021

POLICY STATEMENT

The County of Minburn shall offer consistent and fair remuneration to its elected officials and appointed members.

PURPOSE

To provide for a consistent, fair and transparent remuneration process for elected officials and appointed members in the County of Minburn No. 27.

DEFINITIONS

"Benefit Plan" means all the relevant extended health care benefits and insurance plans the County is enrolled for elected officials.

"CAO" means the Chief Administrative Officer of the County of Minburn No. 27.

"Council" is 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.

"Honorarium" means the monthly salary paid to elected officials.

"Remuneration" means any money paid to a person for work or a service.

GENERAL PRINCIPLES

1. Honorarium

1.1 Effective July 1, 2020, County Councillors are to be paid $56,300 per annum or $4,691.67 per month for time spent at Council/Committee meetings, conferences, seminars, workshops, road and project evaluations and other Councillor duties. This includes reimbursement for all expenses excluding travel to regular or special Council or Committee meetings for performing County business within the County, including such incidental expenses as:

- Office expenses including telephone lines, telephone answering services, facsimile transmission equipment, computer equipment and supplies, internet hook-up and monthly service fees, office space, furniture, cellular phones, local or long-distance charges, brochure printing, election campaigning, postage, photocopying, promotion or entertainment expenses.

1.2 Council honorariums will be reviewed on an annual basis or as otherwise determined by Council.

1.3 Council honorariums shall be tied to annual Cost of Living Adjustments (COLA) for County staff, unless otherwise determined by Council.

2. Reeve and Deputy Reeve Honorarium

2.1 Reeve's Honorium - $9,600 per annum

2.2 Deputy Reeve's Honorium - $4,800 per annum

3. Mileage Expenses

3.1 Councillors are entitled to claim mileage as per rates established by County policy for travel to and from the County Administration office when attending Council and Committee meetings.

3.2 Mileage may not be claimed for any other "in-County" travel, such as meetings of external boards and committees, meetings with residents or other County business as required.

3.3 Mileage reimbursement shall be determined as per the rates set out in the County's Travel and Subsistence Policy.

4. Benefits and Insurance

4.1 Council members are entitled to participate in County benefit plans in accordance with the plan provider's regulations.

4.2 Coverage is to include Life Insurance, Dependent Life, Accidental Death and Dismemberment and Extended Health Benefits.

4.3 Councillor contributions to benefit plans will be determined as per the plan(s) held by the County as amended from time to time.

4.4 Participation in the benefit plans is voluntary and a Councillor may opt out at any time.

5. County Sponsored Savings Plan

5.1 The County shall contribute an amount equal to fifteen (15) percent of Councillors' monthly remuneration to one of the following savings plans:

- Registered Retirement Savings Plan (RRSP)
- Non-Registered Savings Plan (NRSP)
- Tax-Free Savings Account (TFSA)

5.2 Cash vesting shall commence on the first day of a councillor entering office.

5.3 The County may deduct the contribution of the participating members from the remuneration paid to those members.

5.4 Premium collection will be forwarded to the appropriate plan provider monthly.

5.5 Members are responsible for ensuring sufficient contribution room exists within their portfolio's RRSP and TFSA.

6. Midmonth Advance

6.1 A midmonth payroll advance is available to Council on a voluntary basis to a maximum of $1,000 per month.

6.2 The advance will be paid roughly at the middle of the month. To request the midmonth advance, the Councillor will complete the *Midmonth Advance Form*.

7. Sickness, Accident or Disability

7.1 If a Councillor is unable to perform his/her duties as Councillor for more than seven (7) consecutive days due to sickness, an accident or a disability, the following conditions apply:

- A Doctor's certificate is required.
- Remuneration and benefits will be paid for a period not to exceed ninety (90) calendar days. No remuneration will be provided if the medical leave extends beyond the ninety (90) calendar day period. The Councillor benefits may continue after the ninety (90) calendar day period on the condition that the Councillor pays both the employee and employer portions of the benefits premium.
- Upon resignation/termination of office, remuneration and benefits cease. Remuneration and benefits shall be pro-rated when a Councillor enters or leaves office mid-month.
- The *Municipal Government Act (MGA)* and Council Code of Conduct Bylaw 1280-19 will take precedent over this policy when applicable.

8. Vacation

8.1 When taking vacation, Councillors will abide by the following guidelines:

- Fourteen (14) consecutive calendar days – twice (2) a year, or
- Seven (7) consecutive calendar days – four (4) times a year.
- Advise Council and Administration of their intent to take a vacation. Council quorum should always be present and supersedes this policy for the number of Councillors taking vacation leave at any time.
- Any special vacation leave should be approved by Council.

9. Out of County Expenses

County Councillors and other eligible persons shall be reimbursed for expenses for travel or business outside of the County such as meetings, conferences, and other required functions as per the County's *Travel and Subsistence Policy*.

10. External Boards, Committees and Officers

10.1 Boards, Committees and Appointments

Council appointed members-at-large or other appointments will receive a daily remuneration in the amount of $200 per full day and $100 per half day including preparation days at the discretion of the Chief Administration Officer (CAO).

10.2 Returning Officers, Deputy Returning Officers and Others

Appointed by Council and will receive a daily remuneration in the amount of $350 for election days (full days) and $175 for training (half-day).

11. Claims

All expense claims are to be submitted via the *Travel and Expense Form*.

Policy

Elected Officials Renumeration

Policy Number: CC 3017-01

Supersedes Policy Number: New

Approved by Council: TBD **Next Review Date:** TBD

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

POLICY STATEMENT

To provide renumeration to elected officials that reflects the demands of Council and Council's value to the County; and to adequately reimburse elected officials for their time spent engaged in official duty for the County of Minburn.

PURPOSE

The purpose of this policy is to establish a fair, transparent, and consistent framework for the remuneration and benefits provided to Members of Council in recognition of their duties and responsibilities. Members of Council are elected officials and are not employees of the County of Minburn; therefore, employee compensation, benefits, and employment policies do not apply unless specifically identified within this policy.

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.

Benefits means the County of Minburn's extended healthcare and insurance plans.

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.

Elected Officials means Reeve and Councillors for the County.

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Honorarium means the payment to Councillors for performance of duties.

GUIDELINES

1. Council Remuneration Committee

   In the third year of their term, Council will establish and adopt terms of reference for an independent ad-hoc committee called the Council Remuneration Committee (CRC) to consider Council's remuneration for the next term of office and provide the CAO with instructions on recruitment and appointment of public members to serve on it.

   The CRC will conduct a review and make a recommendation to Council on the honorarium and extra responsibility rate.

   Remuneration rates shall be reviewed by Council no later than June 30 in the year of a general municipal election to ensure they remain appropriate and reflective of Council responsibilities.

2. Honorarium for Elected Officials

   In recognition of their service to public office, each member of Council will receive an annual stipend. This will be paid 12 times per year in equal amounts (the honorarium). Reeve and Councillor honorarium is processed automatically monthly.

   The honorarium represents the Reeve and Councillor's time when carrying out duties of public office, including but not limited to:

   a) Regular and Special Council Meetings (including Public Hearings);
   b) Committee meetings for which Councillors have been appointed by the Reeve;
   c) Conferences, seminars, workshops, road and project evaluations;
   d) Constituent meetings;
   e) Council retreats and County-organized meetings (such as Open Houses);
   f) Community events when the member is invited as a representative of the County of Minburn;
   g) Mileage of a routine nature (example: when meeting with a constituent).

   As the head of Council, Reeve's position includes added duties and responsibilities. Consequently, the Reeve's honorarium will be set at a higher value than the Councillor's honorarium to reflect the time spent on these duties and responsibilities, which include, but are not limited to:

   a) Liaising with the Chief Administrative Officer;
   b) Acting as the primary spokesperson with media and other levels of Government;
   c) General administrative functions such as signing agreements, bylaws, and cheques;

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d) Representing the County at ceremonial events (such as ribbon cutting, sod turning).

The position of Deputy Reeve carries additional responsibilities and obligations beyond those assigned to a Councillor, including assuming the powers and duties of the Reeve when required and performing such other duties as may be assigned by Council. Accordingly, the Deputy Reeve shall receive an honorarium of remuneration greater than that of a Councillor in recognition of these additional responsibilities.

Council honorariums shall be tied to annual Cost of Living Adjustments (COLA) for County staff, unless otherwise determined by Council.

3. Out of County Expense

Councillors shall be reimbursed for expenses for travel or business outside of the County such as meetings, conferences, and other required functions as per the Elected Officials Business Expense Policy.

4. Sickness, Accident or Disability

a) Where a Member of Council is unable to perform the duties of office due to illness or injury, renumeration and municipal-paid benefits shall continue for a maximum period of three months.

b) Upon resignation/termination of office, remuneration and benefits cease.

c) All absences not related to illness or injury are addressed in the Council Procedural Bylaw.

6. Benefits

Members of Council are eligible to participate in the County's group benefit plans, subject to the terms, conditions, and eligibility requirements established by the applicable benefit providers.

The County shall pay 100% of the premiums for the following benefits:

- Extended Health Benefits;
- Dental Benefits;
- Basic Life Insurance;
- Dependent Life Insurance;
- Employee Assistance Program (EAP);
- Flexible Spending Account (FSA); and
- Accidental Death and Dismemberment (AD&D) Insurance.

Members of Council may elect to participate in Optional Life Insurance over and above Basic Life Insurance and/or Critical Illness Insurance coverage, with the full cost of such premiums being the responsibility of the Member.

7. County Sponsored Savings Plan

a) The County shall contribute an amount equal to fifteen percent of Councillors' monthly remuneration to one of the following savings plans:

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i. Registered Retirement Savings Plan (RRSP)
ii. Non-Registered Savings Plan (NRSP)
iii. Tax-Free Savings Account (TFSA)

b) Cash vesting shall commence on the first day of a Councillor entering office.

c) The County may deduct the contribution of the participating members from the remuneration paid to those members.

d) Premium collection will be forwarded to the appropriate plan provider monthly.

e) Members are responsible for ensuring sufficient contribution room exists within their portfolio's RRSP and TFSA.

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Schedule A

Honorarium Rates

2026-2029

	Reeve	Deputy Reeve	Councillor
Annual Amount	$65,900	$61,100	$56,300
Monthly Amount	$5,491.66	$5,091.66	$4,691.66

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COMMITTEE OF THE WHOLE
DIVISION REPORT

Name: Councillor Joey Nafziger **Division:** 1

For Presentation at 11/12/2026 **Committee o**f the Whole **Meeting**

From Date: 10/08/26 To Date: 11/04/26

Resident Comments:

Nothing to report.

COMMITTEE OF THE WHOLE
DIVISION REPORT

Name: Councillor Ray Nedzielski **Division:** 2

For Presentation at 11/12/2026 **Committee of** the Whole **Meeting**

From Date: 10/08/26 To Date: 11/04/26

Resident Comments:

Inquiry on a culvert at Mixburn Colony.

Received several complaints about washboard on Twp Rd 500 and Twp Rd 490.

COMMITTEE OF THE WHOLE
DIVISION REPORT

Name: Reeve Roger Konieczny **Division:** 3

For Presentation at 11/12/2026 **Committee o**f the Whole **Meeting**

From Date: 10/08/26 To Date: 11/04/26

Resident Comments:

Received call inquiring on if the County has a program in place for unused chemical disposal.
Received a call regarding a culvert being damaged due to a combine going in the ditch. Director of Operations responded to both items.

COMMITTEE OF THE WHOLE
DIVISION REPORT

Name: Councillor Allen McCutcheon **Division:** 4

For Presentation at 11/12/2026 **Committee o**f the Whole **Meeting**

From Date: 10/08/26 To Date: 11/04/26

Resident Comments:

Nothing to report.

COMMITTEE OF THE WHOLE
DIVISION REPORT

Name: Deputy Reeve Kuzio **Division:** 5

For Presentation at 11/12/2026 **Committee o**f the Whole **Meeting**

From Date: 10/08/26 To Date: 11/04/26

Resident Comments:

Received call regarding the Battery Energy Storage System (BESS).
Received call regarding fire at Ranfurly Waste Transfer Station.
Received call regarding road condition on Range Road 134.
Received call regarding gravel on Range Road 134.
Received call inquiring on any requirements to take down an old farm site.
Received call regarding culvert.

COMMITTEE OF THE WHOLE
DIVISION REPORT

Name: Councillor Carl Ogrodnick **Division:** 6

For Presentation at 11/12/2026 **Committee o**f the Whole **Meeting**

From Date: 10/08/26 To Date: 11/04/26

Resident Comments:

Nothing to report.

COMMITTEE OF THE WHOLE
DIVISION REPORT

Name: Councillor Jerri Ziegler **Division:** 7

For Presentation at 11/12/2026 **Committee of** the Whole **Meeting**

From Date: 10/08/26 To Date: 11/04/26

Resident Comments:

Question on seacan storage at Brookwood Estates. Director of Planning & Community Services advised them to fill out a Development Permit.

Culvert question. Director of Operations advised them to fill out the Approach Widening application.

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
CR26-30	2026-W057	Asphalt Asset Mgmt Plan	Administration bring capital projects identified throughout the asset management planning process to Council for approval on a case-by-case basis	Operations	Vegreville road being brought to budget deliberations	22-Jul-26	Ongoing
CR26-34	2026-W080	Road Maintenance Shoulder Pulls	Administration bring forward for deliberation at the next Budget workshop	Operations			
CR26-35	2026-W081	Public Participation Policy	Administration prepare an RFD and present the Public Participation policy for Council consideration at the October Council meeting	Office of the CAO	Taken to October Council Meeting	18-Oct-26	Closed
CR 26-36	2026-W082	Boards and Committees	Administration prepare an RFD for the October 19, 2026 Organizational meeting with Council's proposed changes to board and committee appointments, representations or terms of reference	Office of the CAO	Taken to October Organizational Meeting	18-Oct-26	Closed
CR26-37	2026-W086	Assessment Services RFP	Administration prepare an RFD with Council's recommendation for the 2027-2031 Assessment Services Contract for the October Council meeting	Jay	Taken to October Council Meeting	18-Oct-26	Closed
CR26-38	2026-W087	Capital Equipment 2027	Administration prepare an RFD for the October Council meeting recommending Resolution 2026-212 be rescinded, and that Council approve the purchase of three Cat motor graders at a total cost of $1,880,000 excluding GST, consisting of one Cat 160NG trial grader at a cost of $580,000 and two new Cat 160 graders at a cost of $650,000 each, with the purchases to be included in the 2027 Capital Budget, and that Units 326, 335, and 336 be sold by tender following delivery of the replacement graders	Operations	Capital equipment purchase approved by Council.	22-Oct-26	Completed