

AGENDA

Committee of the Whole

April 16, 2025

10:00 a.m.

1. CALL TO ORDER

2. CHANGES TO AGENDA & ADOPTION OF AGENDA

3. CONFIRMATION OF MINUTES

4. DELEGATIONS

5. REPORTS FOR DISCUSSION

5.1 "Draft" Gravel Inventory Control Policy

Administration Presenter:

Norm De Wet, Director of Operations

5.2 Construction Request, Division 6

Administration Presenter:

Norm De Wet, Director of Operations

5.3 2025 Oiling Plan

Administration Presenter:

Norm De Wet, Director of Operations

6. COUNCILLOR REQUESTS (INFORMATION / PROGRAM REQUESTS)

6.1 Division Reports

6.2 Councillor Request Report

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

7. CLOSED SESSION

7.1 2025 Final Budget

FOIP Section 24, Advice from officials

7.2 2025 Tax Rate Bylaws

FOIP Section 24, Advice from officials

7.3 2024 Financial Statements

FOIP Section 24, Advice from officials

7.4 Town of Vegreville Intermunicipal Agreements

FOIP Section 24, Advice from officials

7.5 "Draft" Winter Maintenance Policy

FOIP Section 24, Advice from officials

8. OPEN SESSION

9. MOTIONS ARISING OUT OF THE CLOSED SESSION

10. ADJOURNMENT



Committee of the Whole Meeting Minutes

March 12, 2025
10:00 a.m.

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

Administration Present: Pat Podoborzny, Chief Administrative Officer
Norm De Wet, Director of Operations
Davin Gegolick, Director of Planning & Community Services
Mike Fundytus, Director of Protective Services
Jason Warawa, Director of Corporate Services
Audra Kropielnicki, Executive Coordinator

1. CALL TO ORDER

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

2. CHANGES TO AGENDA & ADOPTION OF AGENDA

2025-W018

Moved by: Councillor Anderson

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

Carried

3. CONFIRMATION OF MINUTES

2025-W019

Moved by: Deputy Reeve Bentley

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

Carried

4. DELEGATIONS

5. REPORTS FOR DISCUSSION

5.1 Community Investment Program

Administration Presenter:

Davin Gegolick, Director of Planning & Community Services

2025-W020

Moved by: Councillor Ogrodnick

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

Carried

5.2 Regional Subdivision and Development Appeal Board Considerations

Administration Presenter:

Davin Gegolick, Director of Planning & Community Services

2025-W021

Moved by: Councillor Kuzio

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

Carried

5.3 2025 Construction Program

Administration Presenter:

Norman De Wet, Director of Operations

2025-W022

Moved by: Councillor Nafziger

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

Carried

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

Administration Presenter:

Norman De Wet, Director of Operations

2025-W023

Moved by: Councillor Wowdzia

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

Carried

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

Administration Presenter:

Norman De Wet, Director of Operations

2025-W024

Moved by: Deputy Reeve Bentley

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

Carried

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

Administration Presenter:

Norman De Wet, Director of Operations

2025-W025

Moved by: Councillor Anderson

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

Carried

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

Administration Presenter:

Norman De Wet, Director of Operations

2025-W026

Moved by: Councillor Kuzio

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

Carried

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

Administration Presenter:

Norman De Wet, Director of Operations

2025-W027

Moved by: Councillor Nafziger

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

Carried

6. COUNCILLOR REQUESTS (INFORMATION/PROGRAM REQUESTS)

6.1 Divisional Reports

6.2 Councillor Request Report

2025-W028

Moved by: Councillor Ogrodnick

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

Carried

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

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

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

7. CLOSED SESSION

2025-W029

Moved by: Councillor Anderson

THAT the Committee of the Whole meet in private to discuss matters protected from disclosure under the *Freedom of Information and Protection of Privacy Act (FOIP)*, specifically *Section 24* at 10:59 a.m.

Carried

7.1 Equipment Repairs

FOIP Section 24, Advice from officials

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

8. OPEN SESSION

2025-W030

Moved by: Councillor Nafziger

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

Carried

9. MOTIONS ARISING OUT OF CLOSED SESSION

There were no motions arising out of closed session.

10. ADJOURNMENT

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

Reeve

Chief Administrative Officer



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: Gravel Inventory Control

Date: April 16, 2025

Background

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

Information for the Committee

Under the updated policy:

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

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

Recommendation

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

and

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

Attachments:

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



OPERATIONS

Title: Gravel Inventory Adjustments

Supersedes Policy Number: PW 24

Policy Number: OP 9014-01

Next Review Date: 2022

Approved by Council: August 21, 1989

Last Review Date: N/A

POLICY STATEMENT

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

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

A handwritten signature in black ink, consisting of a stylized 'S' followed by a horizontal line.

Chief Administrative Officer



Policy

Gravel Inventory Control

Policy Number: OP____

Supersedes Policy Number: NEW

Approved by Council: TBD

Next Review Date: TBD

Resolution No: TBD

Last Review Date: TBD

POLICY STATEMENT

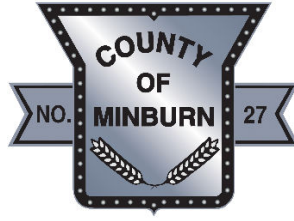
This policy relates to the control of the gravel inventory throughout the year as well as the quantification of such inventory at the end of the fiscal year.

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

POLICY PRINCIPLES

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

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



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: Construction Request, Division 6

Date: April 16, 2025

Background

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

Information for the Committee

The proposed construction requirements will be the following:

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

Recommendation

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

Attachments:

Construction overhead image and plan

Dashcam video of location

Division 6

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



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

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

Estimated Time: 4.48 days

Estimated Cost – ARHCA Rates: \$53,689.83



COMMITTEE OF THE WHOLE DISCUSSION PAPER

Topic: 2025 Oiling Plan

Date: April 16, 2025

Background

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

Information for the Committee

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

Recommendation

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

Attachment:

2025 Oil Road Plan



2025 Oil Road Plan

2025 Oil Road Plan

Contents

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RE-OILING PROJECTS

2610 Meters

2025 Oil Road Plan

Holden Road – N of Twp Rd 520



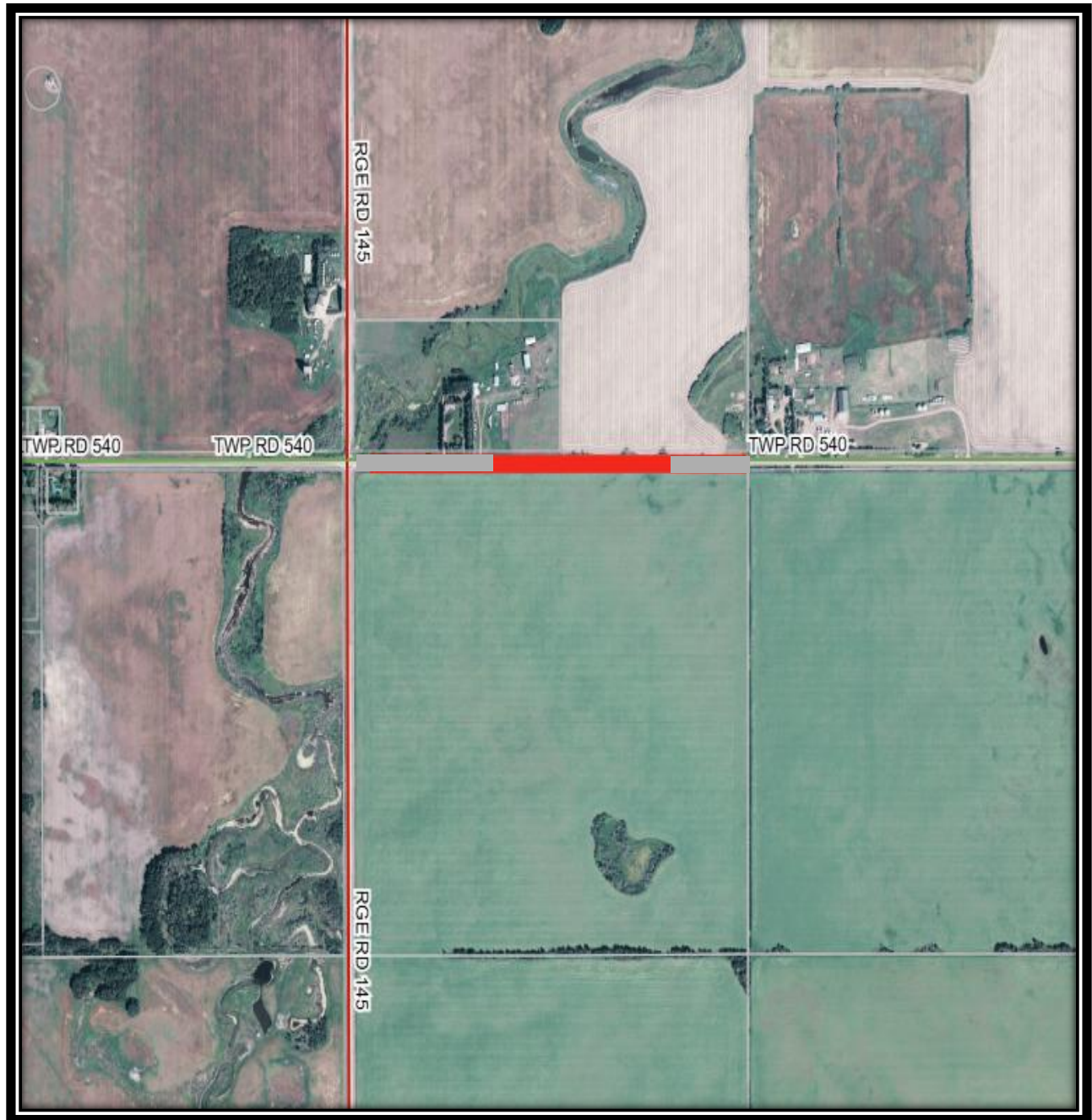
1600M – Re-oiling of troughing, washboard and rough patches

Estimated Time: 7.5 days

Estimated Cost – \$117,884.70

2025 Oil Road Plan

Warwick Road – E of RRd 145



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

Estimated Time: 2 days

Estimated Cost – \$35,310.30

2025 Oil Road Plan

Ranfurly – 50th Street



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

2025 Oil Road Plan

Ranfurly – 49th Street



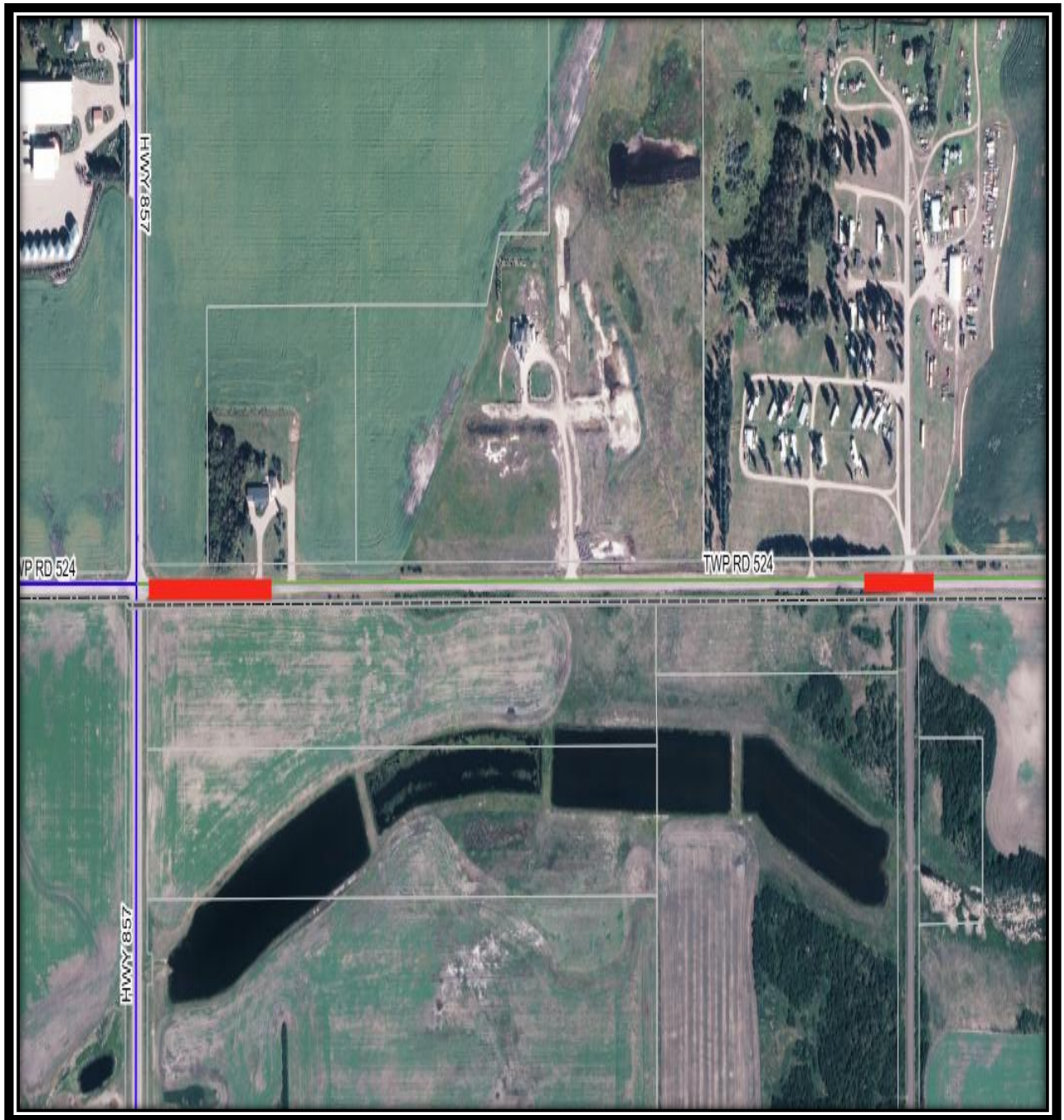
240M – Re-oiling of rutting, potholes and rough patching

Estimated Time: 1.5 days

Estimated Cost – \$20,326.98

2025 Oil Road Plan

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



175M and 100M – Re-oiling of washboard, rutting and potholes

Estimated Time: 0.8 days

Estimated Cost – \$8,350.16

RIP AND RELAY PROJECTS

2600 Meters

2025 Oil Road Plan

Imperial Road – North of Twp Rd 514



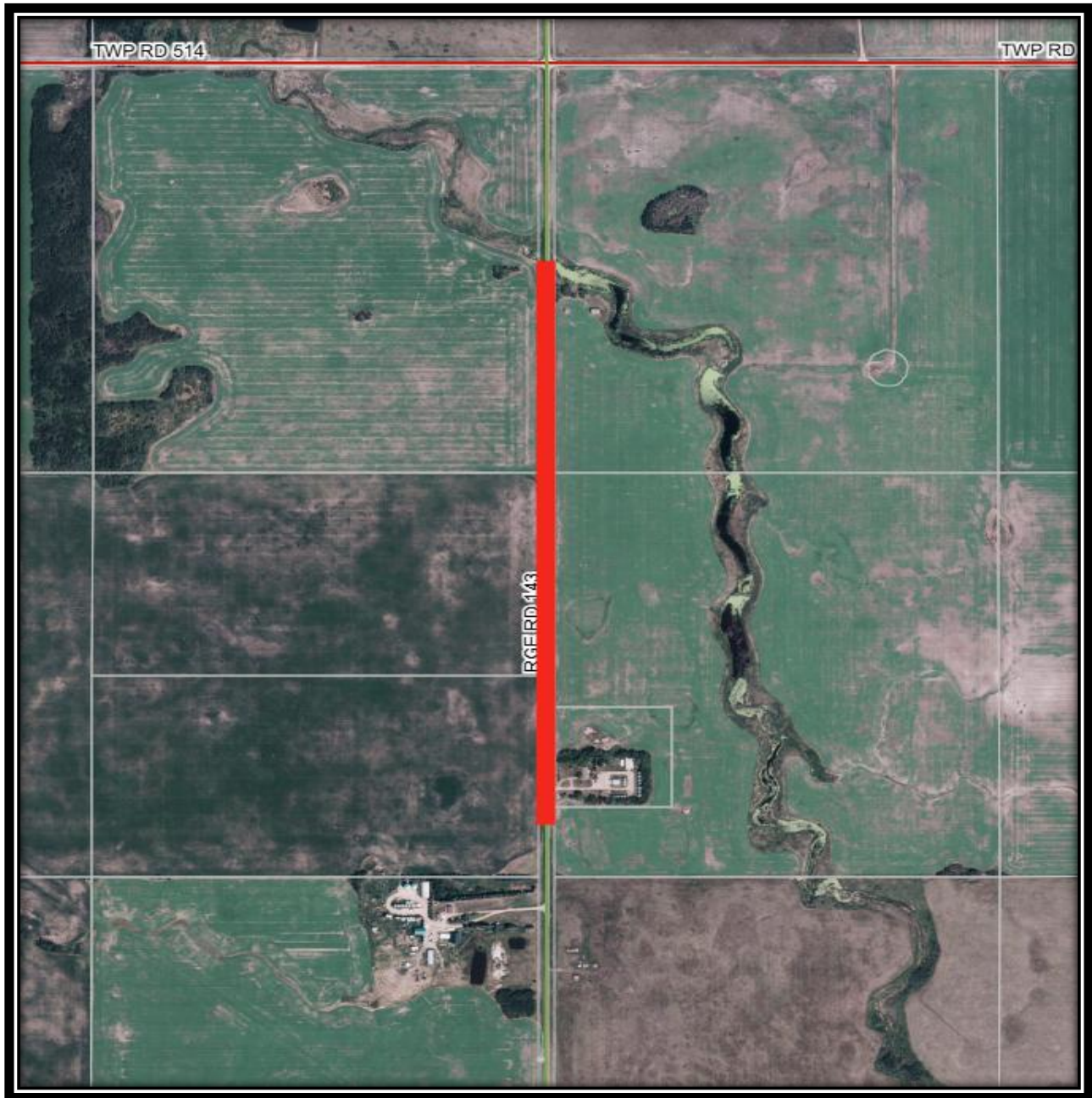
300M – Rip and Relay of troughing and potholes

Estimated Time: 1 day

Estimated Cost – \$5,723.84

2025 Oil Road Plan

Imperial Road – South of Twp Rd 514



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

Estimated Time: 4 days

Estimated Cost – \$22,895.38

2025 Oil Road Plan

Welsh Road – West of RRd 154



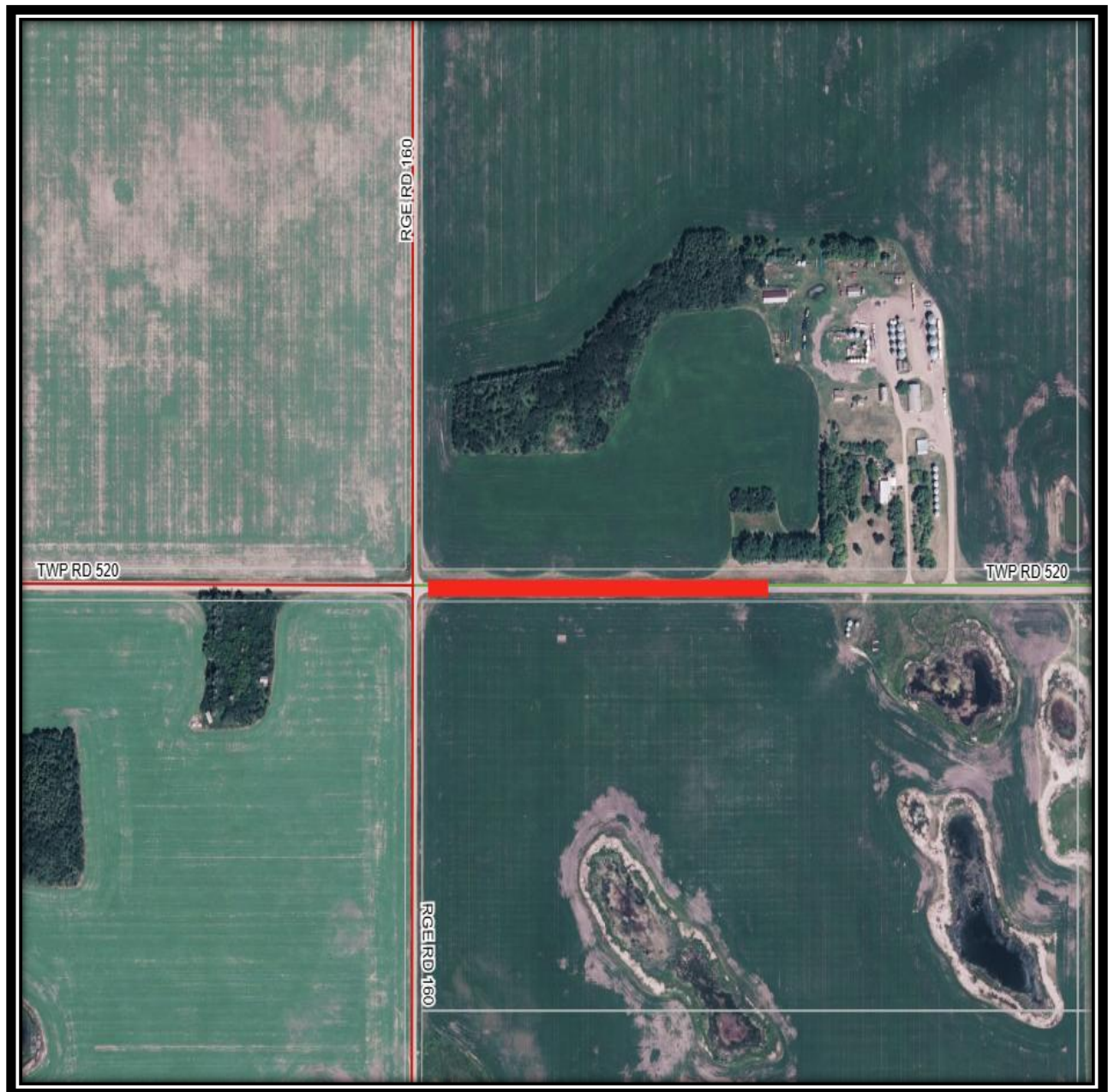
700M – Rip and Relay of potholes, pounded out soft spots and rough patched areas

Estimated Time: 2.5 days

Estimated Cost – \$13,355.64

2025 Oil Road Plan

Welsh Road – East of RRd 160



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

Estimated Time: 1.5 days

Estimated Cost – \$7,631.79



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____

Division: _____

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

From Date: _____

To Date: _____

Resident Comments:



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____

Division: _____

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

From Date: _____

To Date: _____

Resident Comments:



**COMMITTEE OF THE WHOLE
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Name: _____

Division: _____

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

From Date: _____

To Date: _____

Resident Comments:



**COMMITTEE OF THE WHOLE
DIVISION REPORT**

Name: _____

Division: _____

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

From Date: _____

To Date: _____

Resident Comments:

Request #	Councillor Name or Motion Number	Request Title	Request	Responding Dept	Response	Response Date	Status
CR25-03	ASB 2025-ASB003	Coyote Harvest Incentive Program	Operations to investigate and develop a Coyote Harvest Incentive Program policy pending funding from Alberta Professional Outfitters Society	Operations			Ongoing
CR25-04	ASB 2025-ASB004	ASB Strategic Plan	Operations prepare an RFD for February Council meeting to approve the Vision, Mission, Values and Strategic Priorities for the ASB	Operations	RFD Prepared and approved at the March 20 Council meeting.		Closed
CR 25-09	2025-W016	ARB and SDAB	Administration to research alternative ARB and SDAB models and identify a recommended direction for Council to approve at a future Council Meeting	Administration			Ongoing
CR 25-11	2025-W020	Community Investment Program	Administration prepare an RFD for a future Council meeting approving the Community Investment Program as presented	Planning & Community Services			Ongoing
CR 25-12	2025-W021	SDAB Considerations	Administration prepare an RFD for a future Council meeting recommending entering an Intermunicipal Subdivision Development Appeal Board Agreement with Lamont County	Planning & Community Services	RFD Completed and approved at the March 20 Council meeting		Closed
CR 25-13	2025-W022	2025 Construction Program	Operations prepare an RFD for the March Council meeting approving the 2025 Construction Program as presented	Operations	RFD was approved at March 20 Council meeting	20-Mar-25	Closed
CR 25-14	2025-W023	Repeal Policy OP 9010-01	Operations prepare an RFD for the March Council meeting recommending repealing Policy OP 9010-01 Contractor Heavy Duty Equipment Moving Costs	Operations	RFD was approved at March 20 Council meeting. Policy was repealed.	20-Mar-25	Closed
CR 25-15	2025-W024	Repeal Policy OP 9012-01	Operations prepare an RFD for the March Council meeting recommending repealing Policy OP 9012-01 Basic Tools Motor Grader	Operations	RFD was approved at March 20 Council meeting. Policy was repealed.	20-Mar-25	Closed
CR 25-16	2025-W025	Repeal Policy OP 9013-01	Operations prepare an RFD for the March Council meeting recommending repealing Policy OP 9013-01 Gravel Truck Owners Liability Insurance and WCB	Operations	RFD was approved at March 20 Council meeting. Policy was repealed.	20-Mar-25	Closed
CR 25-17	2025-W026	Repeal Policy OP 9014-01-A	Operations prepare an RFD for the March Council meeting recommending repealing Policy OP 9014-01-A Annual Safety Allowance	Operations	RFD was approved at March 20 Council meeting. Policy was repealed.	20-Mar-25	Closed
CR 25-18	2025-W027	Repeal Policy 9017-01-A	Operations prepare an RFD for the Council meeting recommending repealing Policy OP 9017-01-A Application of Road Oil by Parties other than the County	Operations	RFD was approved at March 20 Council meeting. Policy was repealed.	20-Mar-25	Closed
CR25-19	2025-ASB011	ALUS	Operations research commitment requirements for ALUS for next ASB meeting	Operations	Research completed and will be presented at the April 16 ASB meeting		Ongoing
CR25-20	2025-ASB012	ASB Strategic Plan	Operations prepare an RFD For approval of the 2025-29 ASB Strategic Plan for the March Council Meeting	Operations	RFD prepared and approved at the March 20 Council meeting.	20-Mar-25	Closed
CR25-21	2025-ASB015	Letter to Minister of Agriculture	Administration send a letter to federal Minister of Agriculture conveying Council's concerns on China's announcement of retaliatory tariffs on Canadian agricultural products	Administration	Letter sent with copies to MLA, MP, RMA Members and FCM	14-Mar-25	Closed