



## Committee of the Whole Meeting Minutes

April 10, 2024

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

Administration Present: Pat Podoborzny, Chief Administrative Officer  
Jason Warawa, Director of Corporate Services  
Mike Fundytus, Director of Protective Services  
Trudy Shukalak, Senior Administrative Support Specialist

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### 1. CALL TO ORDER

Reeve Konieczny called the meeting to order at 10:00 a.m.

#### **2024-W018**

**Moved by:** Councillor Anderson

THAT the Committee of the Whole excuse Deputy Reeve Kuzio from the April 10, 2024, Committee of the Whole meeting.

**Carried**

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

#### **2024-W019**

**Moved by:** Councillor Wowdzia

THAT Item 7.3, CAO Evaluation be removed from the April 10, 2024, Committee of the Whole meeting agenda.

**Carried**

### 3. CONFIRMATION OF MINUTES

#### **2024-W020**

**Moved by:** Councillor Ogrodnick

THAT the March 13, 2024, Committee of the Whole meeting minutes be adopted as presented.

**Carried**

*Reeve Konieczny recessed the meeting at 10:53 a.m.*

*Reeve Konieczny reconvened the meeting at 10:58 a.m.*

#### **4. DELEGATIONS**

##### **4.1 Vegreville and District Family and Community Support Services (FCSS)**

Presentation on Community Childcare Initiatives that outlines the current situation of childcare options in the community and efforts to improve access to childcare in the Town of Vegreville and County of Minburn area.

##### **External Presenters:**

Litania Sankey, Vegreville FCSS Community Development Coordinator

Kayla Stepanick, Vegreville Community Daycare Interim Program Director

Meghan Saskiw, Vegreville Community Daycare Board Member

#### **5. REPORTS FOR DISCUSSION**

##### **5.1 2024 Road Oiling Program**

The Committee of the Whole was presented with information regarding the planned maintenance for the 2024 Road Oiling Program.

##### **Administrative Presenter:**

Chief Administrative Officer Pat Podoborozny

##### **2024-W021**

**Moved by:** Councillor Anderson

THAT the 2024 Road Oiling Program be accepted as information.

**Carried**

##### **5.2 Health and Safety Policy No. PS 8008-01**

In 2019, the County's Health and Safety Policy was integrated into the County's Health and Safety Manual. Under the *Alberta Occupational Health and Safety (OH&S) Act*, employers are required to establish a stand-alone health and safety policy in the workplace.

##### **Administrative Presenter:**

Director of Protective Services Mike Fundytus

##### **2024-W022**

**Moved by:** Councillor Nafziger

THAT Administration prepare an RFD for the April 15, 2024, County Council meeting recommending the approval of Health and Safety Policy PS 8008-01.

**Carried**

**ACTION: Create RFD**

### 5.3 Workplace Violence Prevention Policy No. AD 1024-01

Upon the establishment of the County of Minburn Employee Handbook, and proposed rescinding of the Personnel Policy, a stand-alone Workplace Violence Prevention Policy must be adopted to meet required legislation.

**Administrative Presenter:**

Director of Protective Services Mike Fundytus

**2024-W023**

**Moved by:** Councillor Nafziger

THAT Administration prepare an RFD for the April 15, 2024, County Council meeting recommending the approval of Workplace Violence Prevention Policy AD 1024-01.

**Carried**

**ACTION: Create RFD**

### 5.4 Respectful Workplace Policy No. AD 1025-01

Upon the establishment of the County of Minburn Employee Handbook, and proposed rescinding of the Personnel Policy, Administration is recommending Council's approval of the new Respectful Workplace Policy.

**Administrative Presenter:**

Director of Corporate Services Jason Warawa

**2024-W024**

**Moved by:** Councillor Wowdzia

THAT Administration prepare an RFD for the April 15, 2024, County Council meeting recommending the approval of Respectful Workplace Policy No. AD 1025-01.

**Carried**

**ACTION: Create RFD**

### 5.5 Information Security Policy No. AD 1026-01

The County currently does not have a policy that addresses the protection of risks associated with protecting information including the County's IT systems, processes and infrastructure. The key objectives of the proposed information security policy are to secure and protect County information against theft, fraud, data breaches, and losses whether they are financial or related to public trust.

**Administrative Presenter:**

Director of Corporate Services Jason Warawa

**2024-W025**

**Moved by:** Councillor Anderson

THAT Administration prepare an RFD for the April 15, 2024, County Council meeting recommending the approval of Information Security Policy No. AD 1026-01.

**Carried**  
**ACTION: Create RFD**

5.6 Employee Code of Conduct and Ethics Policy No. AD 1027-01

Upon the establishment of the County of Minburn Employee Handbook, and proposed rescinding of the Personnel Policy, Administration is requesting Council's approval of the new Employee Code of Conduct and Ethics Policy which outlines expectations for appropriate employee conduct, provides consistent guidelines for all employees and addresses risk areas that employees may encounter in their work.

**Administrative Presenter:**

Director of Corporate Services Jason Warawa

**2024-W026**

**Moved by:** Councillor Bentley

THAT Administration prepare an RFD for the April 15, 2024, County Council meeting recommending the approval of Employee Code of Conduct and Ethics Policy No. AD 1027-01.

**Carried**  
**ACTION: Create RFD**

5.7 Information Management Policy No. AD 1028-01

The County currently does not have a policy that addresses the overall management of information as a strategic asset that is used in the delivery of services and/or is a key component in decision making. The proposed information and management policy will ensure that the County data is managed in a way that supports operational requirements while ensuring statutory obligations are met.

**Administrative Presenter:**

Director of Corporate Services Jason Warawa

**2024-W027**

**Moved by:** Councillor Anderson

THAT Administration prepare an RFD for the April 15, 2024, County Council meeting recommending the approval of Respectful Workplace Policy No. AD 1025-01.

**Carried**  
**ACTION: Create RFD**

## 5.8 Employee Business Expense Policy No. AD 1029-01

The Committee of the Whole was presented with a new employee business expense policy to provide for payment and reimbursement of reasonable expenses incurred by employees while on authorized County of Minburn business.

**Administrative Presenter:**

Director of Corporate Services Jason Warawa

**2024-W028**

**Moved by:** Councillor Bentley

THAT Administration prepare an RFD for the April 15, 2024, County Council meeting recommending the approval of Employee Business Expense Policy No. AD 1029-01.

**Carried**

**ACTION: Create RFD**

## 5.9 Elected Officials Business Expense Policy No. CC 3013-01

The Committee of the Whole was presented with a new elected officials business expense policy to enhance public confidence in the oversight of expenses incurred by the County's Elected Officials, and to enhance accountability and transparency through routine reporting of Elected Officials' business expenses.

**Administrative Presenter:**

Chief Administrative Officer Pat Podoborzny

**2024-W029**

**Moved by:** Councillor Ogrodnick

THAT Administration present Elected Officials Business Expense Policy No. CC 3013-01 at the June 2024 Committee of the Whole meeting.

**Carried**

*Reeve Konieczny recessed the meeting at 12:00 p.m.*

*Reeve Konieczny reconvened the meeting at 12:05 p.m.*

## 5.10 2024 Final Budget Amendments

The Committee of the Whole was presented with the 2024 final budget amendments.

**Administrative Presenter:**

Director of Corporate Services Jason Warawa

**2024-W030****Moved by:** Councillor Anderson

THAT Administration prepare an RFD for the April 15, 2024, County Council meeting recommending the approval of the final budget amendments and associated tax rate bylaws.

**Carried****ACTION: Create RFD****6. COUNCILLOR REQUESTS (INFORMATION/PROGRAM REQUESTS)****6.1 Divisional Reports**

Presented by Reeve and Council

**6.2 Councillor Request Report****7. CLOSED SESSION****2024-W031****Moved by:** Councillor Wowdzia

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 17, harmful to personal privacy and Section 24, advice from officials at 12:31 p.m.

**Carried****7.1 Brushing: Undeveloped Road Allowance**

*FOIP* Section 17, harmful to personal privacy

Name	Reason/Purpose
Pat Podoborzny	Strategic Leader of the Organization

**7.2 Alternative Sources of Water for Agricultural Purposes**

*FOIP* Section 24 advice from officials

Name	Reason/Purpose
Pat Podoborzny	Strategic Leader of the Organization

**8. OPEN SESSION****2024-W032****Moved by:** Councillor Anderson

THAT the Committee of the Whole meeting revert to open session at 1:15 p.m.

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

## **10. ADJOURNMENT**

Reeve Konieczny adjourned the meeting at 1:26 p.m.

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Reeve

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Chief Administrative Officer