

## AGENDA

Committee of the Whole

March 12, 2025

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**

**5. REPORTS FOR DISCUSSION**

5.1 Community Investment Program

**Administration Presenter:**

Davin Gegolick, Director of Planning & Community Services

5.2 Regional Subdivision and Development Appeal Board Considerations

**Administration Presenter:**

Davin Gegolick, Director of Planning & Community Services

5.3 2025 Construction Program

**Administration Presenter:**

Norm De Wet, Director of Operations

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

**Administration Presenter:**

Norm De Wet, Director of Operations

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

**Administration Presenter:**

Norm De Wet, Director of Operations

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

**Administration Presenter:**

Norm De Wet, Director of Operations

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

**Administration Presenter:**

Norm De Wet, Director of Operations

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

**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 Equipment Repairs

*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**

February 12, 2025  
10:00 a.m.

Members Present: Reeve Roger Konieczny, Division 3  
Deputy Reeve Kevin Bentley, Division 7  
Councillor Joey Nafziger, Division 1 (virtual attendance)  
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  
Davin Gegolick, Director of Planning & Community Services  
Mike Fundytus, Director of Protective Services  
Jason Warawa, Director of Corporate Services  
Audra Kropielnicki, Executive Coordinator

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### **1. CALL TO ORDER**

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

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

#### **2025-W008**

**Moved by:** Deputy Reeve Bentley

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

**Carried**

### **3. CONFIRMATION OF MINUTES**

#### **2025-W009**

**Moved by:** Councillor Kuzio

THAT the January 15, 2025 Committee of the Whole meeting minutes be adopted as presented.

**Carried**

#### **4. DELEGATIONS**

##### **4.1 Vegreville RCMP**

The Committee of the Whole was provided a presentation of the Vegreville RCMP Detachment Community Policing Report and Crime Statistics.

**External Presenter:**

Sgt. Colin Folk

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

##### **5.1 Fire Bylaw**

**Administration Presenter:**

Mike Fundytus, Director of Protective Services

**2025-W010**

**Moved by:** Councillor Wowdzia

THAT the Committee of the Whole directs Administration to bring the recommended changes to the fire bylaw as an RFD to the February Council meeting.

**Carried**

##### **5.2 AER Liability Management Performance Report**

**Administration Presenter:**

Jason Warawa, Director of Corporate Services

**2025-W011**

**Moved by:** Councillor Anderson

THAT the Committee of the Whole accept the excerpt from the AER's Liability Management Performance report as information.

**Carried**

#### **6. COUNCILLOR REQUESTS (INFORMATION/PROGRAM REQUESTS)**

##### **6.1 Divisional Reports**

##### **6.2 Councillor Request Report**

**2025-W012**

**Moved by:** Councillor Wowdzia

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

**Carried**

*Reeve Konieczny recessed the meeting at 10:43 am*

*Mike Fundytus, Davin Gegolick, and Audra Kropielnicki left the meeting at 10:43 a.m.*

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

## 7. CLOSED SESSION

### 2025-W013

**Moved by:** Councillor Ogrodnick

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 *Sections 16 and 24* at 11:00 a.m.

**Carried**

#### 7.1 Keith Austin Contract

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

Name	Reason/Purpose
Pat Podoborzny	Strategic Leader of the Organization
Jason Warawa	Strategic Leader of the Organization

#### 7.2 Regional Assessment Review Board and Subdivision Appeal Board Considerations

*FOIP Section 24, Advice from officials*

Name	Reason/Purpose
Pat Podoborzny	Strategic Leader of the Organization
Jason Warawa	Strategic Leader of the Organization

#### 7.3 Tax Sale and Tax Forfeiture Properties

*FOIP Section 24, Advice from officials*

Name	Reason/Purpose
Pat Podoborzny	Strategic Leader of the Organization
Jason Warawa	Strategic Leader of the Organization

*Jason Warawa left the meeting at 11:35 a.m.*

## 8. OPEN SESSION

### 2025-W014

**Moved by:** Deputy Reeve Bentley

THAT the Committee of the Whole meeting revert to open session at 11:43 a.m.

**Carried**

## 9. MOTIONS ARISING OUT OF CLOSED SESSION

#### 9.1 Keith Austin Contract

### 2025-W015

**Moved by:** Councillor Anderson

THAT the Committee of the Whole direct Administration to prepare an RFD recommending County Council approve the gravel contract with Keith Austin Construction.

**Carried**

- 9.2 Regional Assessment Review Board and Subdivision Appeal Board Considerations

**2025-W016**

**Moved by:** Councillor Wowdzia

THAT the Committee of the Whole direct Administration to research and examine alternative ARB and SDAB models and identify a recommended direction for Council to approve at a future Council meeting.

**Carried**

- 9.3 Tax Sale and Tax Forfeiture Properties

**2025-W017**

**Moved by:** Councillor Wowdzia

THAT the Committee of the Whole recommend to Council that Administration's identified process for past, current and future tax sale properties be approved on the condition that they are informed of the activities in a timely manner and that Council will maintain the ability to approve any associated tenders regarding the sale or the County's purchase of such lands.

**Carried**

**10. ADJOURNMENT**

Reeve Konieczny declared the meeting adjourned at 11:43 a.m.

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Reeve

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Chief Administrative Officer



## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic:** Community Investment Program  
**Date:** March 12, 2025

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### Background

For over a decade, the County has been funding community groups, non-profit organizations, and local initiatives. While the Donations to Community Organizations, Program, Events, and Activities Policy AD 1019-01 offers guidelines for handling these funding requests, no formal program was ever established to standardize the process or address annual community investment. This has resulted in several shortcomings which are identified below:

- Inconsistent funding
- Expectation gap regarding purpose of grants and spending thereof
- Lack of recognition and community awareness
- Insufficient transparency and accountability for donors regarding the use of received funds

Council's direction during the July 10, 2024 COW discussion on library, recreation, and community hall funding was to keep the funding to these recipients status quo. To formalize the donation/grant funding process for local community groups, associations, and societies, and to further enhance community support awareness, Administration sought to gauge Council's interest in establishing a Community Investment Program.

### Information for the Committee

- Program will utilize existing \$32,500 annual budget for community donation/grant requests (community transportation, physician recruitment, STARS, community events, anniversary celebrations, etc.)
- Funding and donations are administered in accordance with Policy AD 1019-01
- Library, FCSS, community hall, and recreation funding will be separate from this Program
- One-page funding application must be submitted in accordance with Policy AD 1019-01
- Develop a Community Investment capital reserve fund that could be tapped into for capital project funding requests (past projects include: Mannville ballpark grant, Innisfree School upgrade, RCMP room donation, soccer park donation)
  - Budget \$10,000/year into this reserve
  - Minimum \$5,000 expense
  - Capital investment project application form and reporting requirement
  - Municipal recognition requirements be included in a letter accompanying payment
- No deadline to submit the applications, but the financial support provided must be used within 6 months of donation approval in accordance with Policy AD 1019-01
- Funding recognition opportunity by means of cheque presentation to Council, social media posting, and a listing of recipients and funding amount posted on the website at year end.

- Webpage clearly defining this Program, application requirements (donation/grant requests versus capital project funding requests), and ability to conveniently submit applications directly through the website.
- Program will enhance the County's Community Services presence, building on the recently approved 2025 Hamlet/Highway Cleanup Program.

A survey was conducted on neighbouring/similar municipality community investment programs. Most municipalities have similar programs, some of which additionally include provisions for operating grant requests, and recreational funding. The County of Vermilion River and Clear Hills County additionally have separate policies/programs for the provision of local cemetery improvement funding.

### **Recommendation**

THAT the Committee endorse the Community Investment Program and direct Administration prepare an RFD for a future Council meeting approving the Community Investment Program as presented.





## COMMITTEE OF THE WHOLE DISCUSSION PAPER

**Topic:** Regional Subdivision and Development Appeal Board (SDAB) Considerations  
**Date:** March 12, 2025

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### Background

The County currently has three trained SDAB members. Although we have only experienced a few SDAB appeals (three in the past 20+ years), our SDAB Bylaw requires appointment of five members from the public-at-large. During the February 12, 2025 COW discussion, Council directed administration to research regional/intermunicipal SDAB options for the County to consider joining.

### Information for the Committee

A survey was conducted on neighbouring municipalities to determine their SDAB models and whether there might be an opportunity for the County of Minburn to join:

Managing Municipality	Joint/Intermunicipal SDAB Members	Costs/Comments
Beaver County	<ul style="list-style-type: none"><li>• Beaver County</li><li>• Town of Tofield</li><li>• Village of Ryley</li><li>• Town of Viking</li></ul>	Would have to reach out to membership to determine including County as a member. Training costs are equally shared. Appeal hearing and legal costs are paid by municipality from which appeal originated. Hearings are held in the jurisdiction that requires the hearing. Clerk is currently an appointed legal Council. SDAB members are also appointed to the IARB to give them more experience as board members.
Lamont County	<ul style="list-style-type: none"><li>• Lamont County</li><li>• Town of Lamont</li><li>• Town of Bruderheim</li><li>• Town of Mundare</li><li>• Village of Andrew</li><li>• Village of Chipman</li></ul>	Open to including County as a member. No additional costs than what is currently incurred for an appeal. \$300 SDAB appeal fee (paid by the appellant). Admin fees for holding the hearing and any legal or other fees the ISDAB may incur. Member training

		costs (if member is from the County of Minburn). County does not require a Clerk. Hearings are held at Lamont County Office or other location as determined by Lamont County.
MD of Wainwright	<ul style="list-style-type: none"> <li>• MD of Wainwright</li> <li>• Town of Wainwright</li> <li>• Village of Irma</li> <li>• Village of Chauvin</li> <li>• Village of Edgerton</li> </ul>	Haven't yet reached out for membership. County would need to provide a secretary. Fee for appeal is set by each municipality. Training costs shared based on formula. Appeal held at respective municipal office.
City of Lloydminster	<ul style="list-style-type: none"> <li>• City of Lloydminster</li> <li>• County of Vermilion River</li> <li>• Town of Vermilion</li> <li>• Village of Mannville</li> <li>• Village of Kitscoty</li> <li>• Village of Paradise Valley</li> <li>• Village of Marwayne</li> </ul>	Hearings are held in the jurisdiction that requires the hearing. Each municipality requires a Clerk which is cycled every 3 years by the appointing municipality. Each municipality pays yearly \$250 admin fee to the appointing municipality. Training costs are equally shared. Appeal hearing and legal costs are paid by municipality from which appeal originated. Board must sit on those appeals located within Lloydminster (Saskatchewan side) in accordance with Planning and Development Act.
Village of Innisfree	<ul style="list-style-type: none"> <li>• Village of Innisfree</li> </ul>	Lamont County open to including them as a member too
Town of Vegreville	<ul style="list-style-type: none"> <li>• Town of Vegreville</li> </ul>	Has their own SDAB
County of Two Hills	<ul style="list-style-type: none"> <li>• County of Two Hills</li> </ul>	Has their own SDAB, open to the idea of creating a joint SDAB

## Recommendation

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



## **COMMITTEE OF THE WHOLE DISCUSSION PAPER**

**Topic:** 2025 Construction Program

**Date:** March 12, 2025

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### **Background**

Focusing the Construction Program on identified concerns will help resolve road issues in the most cost-effective manner. Road improvements will lead to safer use, reduced maintenance, easier snow removal, and less inconvenience for ratepayers due to poor road conditions.

The 2024 budget process included approving two projects for 2025 to allow for the initiation, preparation and submission of the Water Act and Regulatory Applications due to wetland impact.

The pre-approved projects were as follows:

- Division 1: Twp Rd 490, Rge Rd 85 Intersection.
- Division 2: Two Rd 484, Rge Rd 102 to 103.

All wetland approvals have been received for the above-mentioned projects.

### **Information for the Committee**

Further to the information above, the following project is proposed for Division 3 after discussions with the Reeve.

- Division 3: Rge Rd 85, South of Twp Rd 512.

### **Financials**

To properly record the acquisition of all tangible capital assets in any given year, Administration began capitalizing road construction in 2023. The decision was supported by the auditors and it was agreed and deemed reasonable to use the 80% of the Alberta Roadbuilders and Heavy Construction Association rates when determining the value of equipment and manpower to include when calculating construction costs. The 80% was determined to be reasonable as it represents both the capital usage as well as the operating costs while excluding a percentage of the rates deemed to be profit. Using the same approach when establishing the budget ensures better comparability between budget and actual. It should further be noted that these amounts do not represent an actual cash outlay as the value recorded in the capital register is offset by a "capital revenue", both of which are essentially internal transfers.

Based on ARHCA rates, each project has an estimated cost as follows:

Division 1: Twp Rd 490, Rge Rd 85 Intersection -	\$347,465.50
Division 2: Two Rd 484, Rge Rd 102 to 103 -	\$388,836.30
Division 3: Rge Rd 85, South of Twp Rd 512 -	\$602,039.34
<b>Total:</b>	<b>\$1,338,341.14</b>

### **Recommendation**

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

***Attachment: 2025 Construction Program***



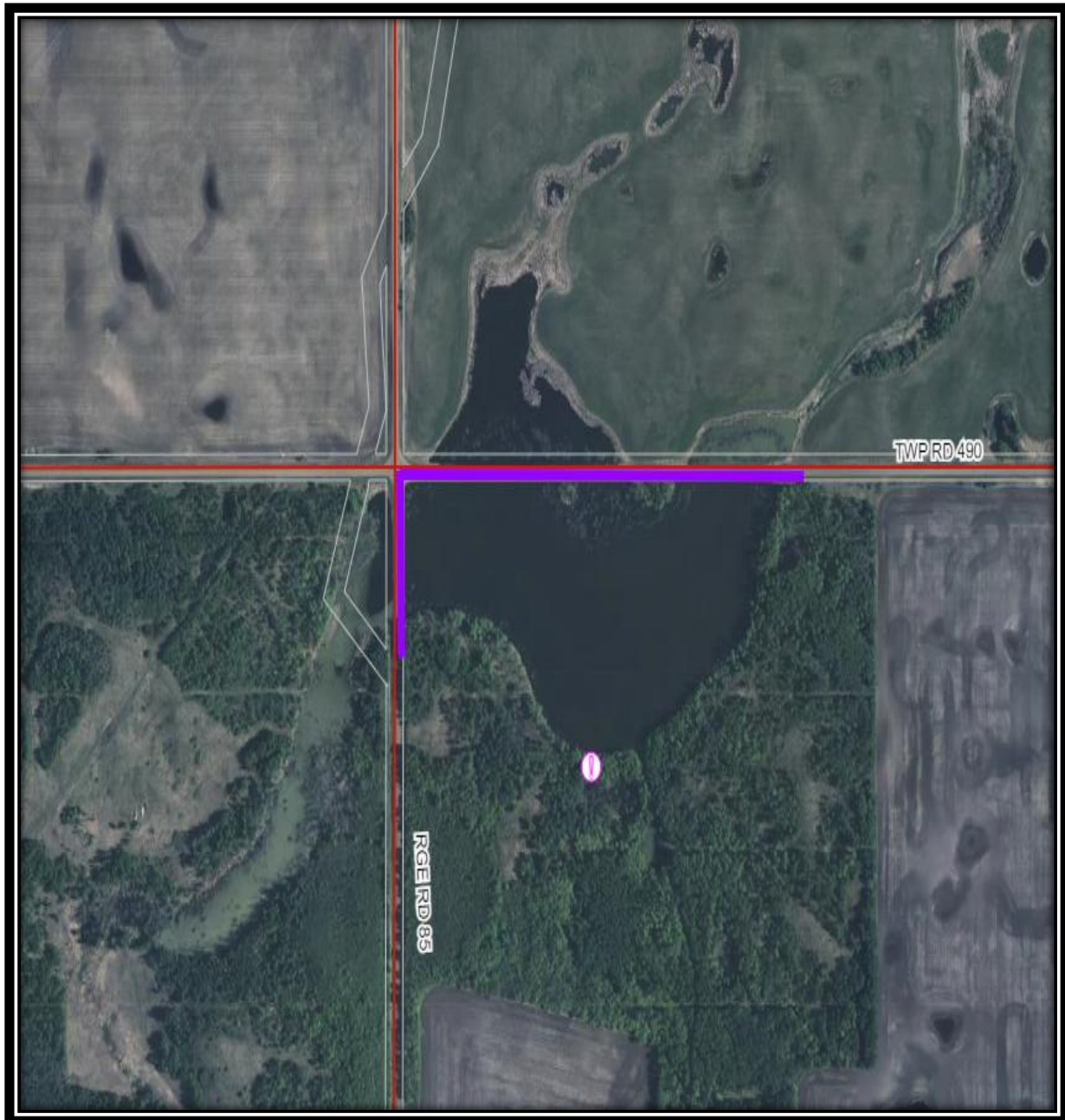
# 2025 Construction Plan

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Division 1

TwP Rd 490, Rge Rd 85 Intersection



Slough Crossing: < 1/2mile – Narrow grade, steep slopes, high traffic

Potential Clay Source: Staden, Mytz, Whiting

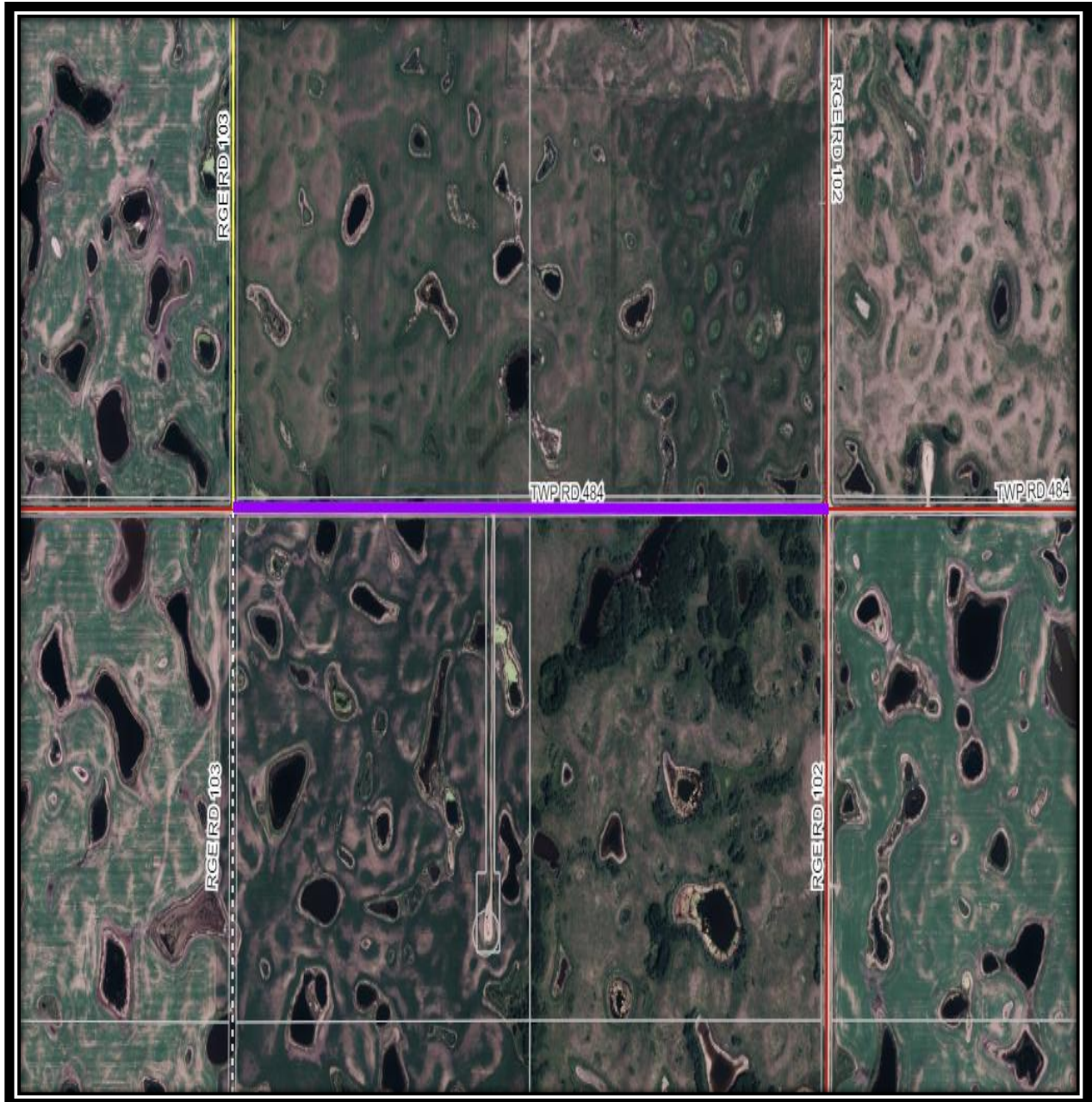
Estimated Time: 7 weeks

Estimated Cost – 80% ARHCA Rates: \$347,465.50



## Division 2

Twp Rd 484, Rge Rd 102 - Rge Rd 103



Poor grade, steep slopes: 1 mile – Shoulder sloughing, soft spots, drifting, heavy traffic

Potential Clay Source: Mixburn Colony

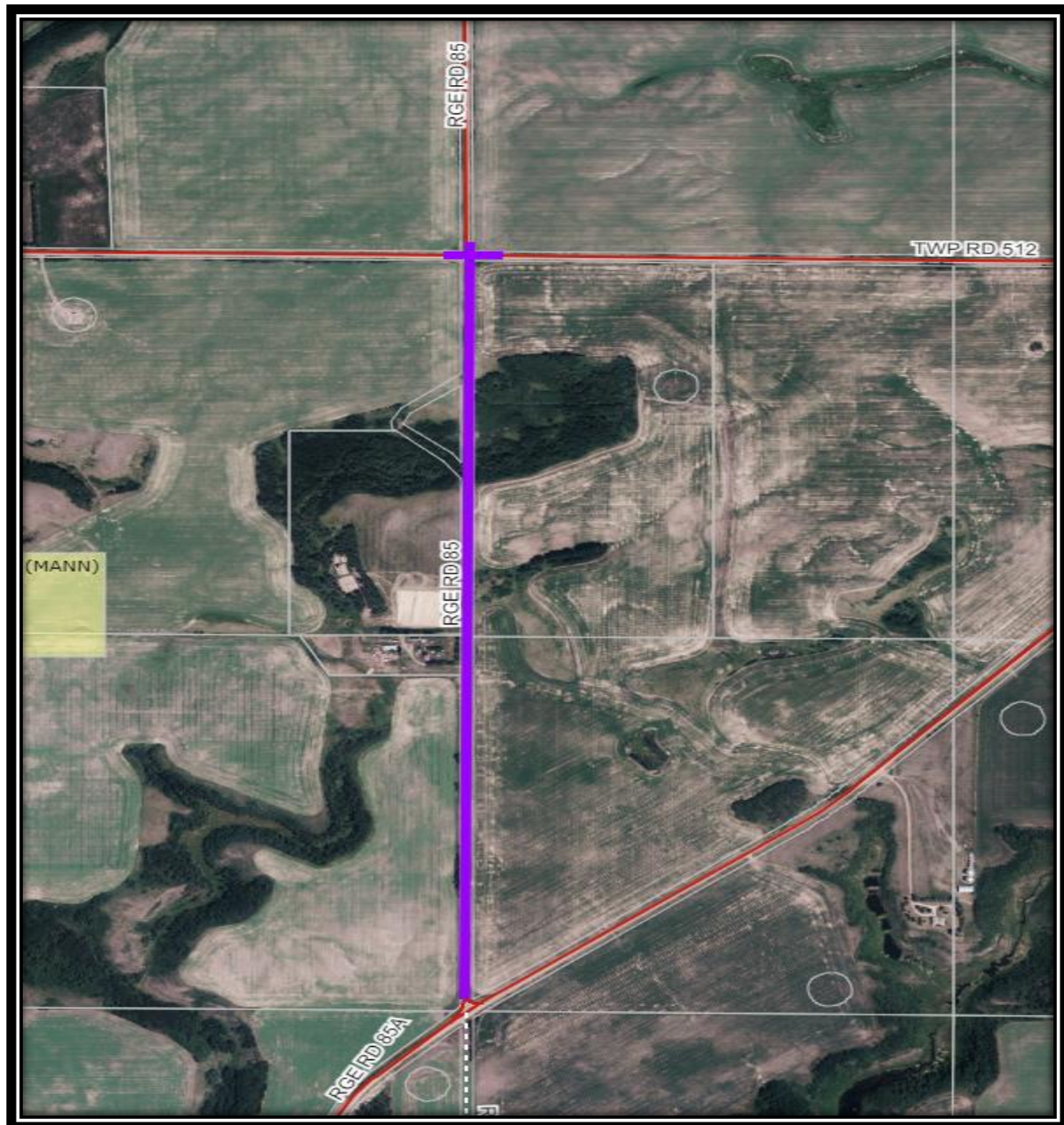
Estimated Time: 7 weeks

Estimated Cost – 80% ARHCA Rates: \$388,836.30



### Division 3

Rge Rd 85, South of Twp Rd 512



Narrow grade, steep slopes, hills: 1.15 mile – School Bus Route, drifting and deep ravine crossing

Potential Clay Source: Ross, Gordon, Mannville Colony

Estimated Time: 11 weeks

Estimated Cost – ARHCA Rates: \$602,039.34



## **COMMITTEE OF THE WHOLE DISCUSSION PAPER**

**Topic:** Policy Review – OP 9010-01 Contractor Heavy Duty Equipment Moving Costs  
**Date:** March 12, 2025

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### **Background**

The Operations Department is bringing to Committee of the Whole policies that are due for review.

### **Information for the Committee**

This policy is no longer necessary as contract costs and requirements are addressed within individual contracts and the annual contractor registration package.

### **Recommendation**

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

### ***Attachment:***

OP 9010-01 Contractor Heavy Duty Equipment Moving Costs



## OPERATIONS

**Title:** Contractor-Heavy Duty Equipment Moving Costs

**Supersedes Policy Number:** PW 11

**Policy Number:** OP 9010-01

**Next Review Date:** 2022

**Approved by Council:** October 5, 1987

**Last Review Date:** N/A

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### POLICY STATEMENT

This policy relates to heavy duty equipment moving costs of private contractors employed by the County for road construction/backslowing/brushing etc.

### PURPOSE

- Contractors under a formal contract to construct a road/backslowing shall not be compensated aside from the contract for moving any of the heavy equipment. The moving costs shall be included in the contract price.
- Minor type hourly construction projects being done by a contractor who is already on a contract project for the County, the moving costs of the crawler tractor be paid by the County.
- Where a contractor is hired to do miscellaneous construction work with a crawler tractor within the system the County has the option to pay the moving costs or move the equipment.

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Chief Administrative Officer



## **COMMITTEE OF THE WHOLE DISCUSSION PAPER**

**Topic:** Policy Review - OP 9012-01 Basic Tools Motor Grader  
**Date:** March 12, 2025

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### **Background**

The Operations Department is bringing to Committee of the Whole policies that are due for review.

### **Information for the Committee**

The County of Minburn already has a fully equipped service vehicle, and our current practice provides graders with the necessary basic tools, ensuring consistency and allowing employees the use of basic tools as required. Requiring operators to supply their own tools can result in inconsistencies in tool availability and potential disputes over lost or damaged equipment.

### **Recommendation**

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

### ***Attachment:***

OP 9012-01 Basic Tools Motor Grader



## OPERATIONS

**Title:** Basic Tools / Motor Grader

**Supersedes Policy Number:** PW 19

**Policy Number:** OP 9012-01

**Next Review Date:** 2022

**Approved by Council:** April 1, 1990

**Last Review Date:** March 17, 2003

**Resolution No:** 45-03

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### POLICY STATEMENT

This policy relates to basic tool requirements in the motor grader.

### PURPOSE

Motor grader operators shall provide basic tools in the motor grader, i.e. hammer, vice grips, pliers, a set of wrenches to one and one quarter inch and miscellaneous screw drivers.

Any previous policy relative to basic tools on motor graders is hereby rescinded.

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Chief Administrative Officer



## **COMMITTEE OF THE WHOLE DISCUSSION PAPER**

**Topic:** Policy Review - OP 9013-01 Gravel Truck Owner Operators Liability Insurance and WCB  
**Date:** March 12, 2025

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### **Background**

The Operations Department is bringing to Committee of the Whole policies that are due for review.

### **Information for the Committee**

Administration recommends that this policy should be repealed as gravel contracts are individually tendered or require a written agreement that already identifies liability and Workers' Compensation Board (WCB) coverage. The existing contract process ensures that all hired contractors meet insurance and WCB requirements, making this additional policy redundant.

### **Recommendation**

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

### ***Attachment:***

OP 9013-01 Gravel Truck Owner Operators Liability Insurance and WCB



## OPERATIONS

**Title:** Gravel Truck Owner/Operators-Liability Insurance/Workers Compensation Board Coverage

**Policy Number:** OP 9013-01

**Supersedes Policy Number:** PW 20

**Approved by Council:** November 22, 1983

**Next Review Date:** 2022

**Resolution No:** 45-03

**Last Review Date:** March 17, 2003

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### POLICY STATEMENT

This policy relates to gravel truck owners/operators while employed with the County of Minburn No. 27 having adequate liability insurance and Worker's Compensation coverage.

### GENERAL PRINCIPLES

1. Gravel truck owners/operators shall have public liability and property damage insurance. The minimum coverage being \$2,000,000.00.
2. Gravel truck owners/operators shall be registered with the Worker's Compensation Board as having full coverage under the said statute.
3. Gravel truck owners/operators who are covered for public liability/property damage insurance and Worker's Compensation coverage shall only be hired.
4. Before commencing work for the County, the gravel truck owner/operator shall sign a declaration to the effect that liability insurance and Worker's Compensation coverage is in effect.

Any previous policy relative to gravel truck owners/operators as to liability insurance and Worker's Compensation coverage is hereby rescinded.

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Chief Administrative Officer



## **COMMITTEE OF THE WHOLE DISCUSSION PAPER**

**Topic:** Policy Review - OP 9004-01-A Annual Safety Allowance  
**Date:** March 12, 2025

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### **Background**

The Operations Department is bringing to Committee of the Whole policies that are due for review.

### **Information for the Committee**

The Annual Safety Allowance is now addressed in the Employee Handbook and therefore does not require a separate policy.

### **Recommendation**

THAT the Committee of the Whole recommends to County Council to repeal Policy OP 9004-01-A Annual Safety Allowance.

### ***Attachment:***

OP 9004-01-A Annual Safety Allowance





## OPERATIONS

**Title:** Annual Safety Allowance

**Supersedes Policy Number:** PW 2

**Policy Number:** OP 9004-01-A

**Next Review Date:** February 2024

**Approved by Council:** February 14, 2020

**Last Review Date:**

**Resolution No:** 27-20

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### POLICY STATEMENT

The County of Minburn shall provide financial assistance to employees for the purchase of safety related workwear items.

### POLICY PRINCIPLES

1. All eligible employees shall be reimbursed \$100 per year for eligible safety related workwear items.
  - a. Eligible employees are those permanent Operations and ASB personnel
  - b. Ineligible employees are seasonal Operations and ASB personnel and employees of other departments
2. Safety related workwear items include:
  - a. CSA approved footwear
  - b. Work related coveralls, jackets, pants, and gloves
  - c. Other safety items as deemed appropriate by the CAO or Designate
3. Eligible employees may carry forward this annual allowance for one additional year to a maximum of \$200, after which time the balance will be reset to \$100.
4. Exceptions

The CAO may alter or amend this policy from time to time

A handwritten signature in black ink, appearing to be "S. S.", is written over a horizontal line.

Chief Administrative Officer



## **COMMITTEE OF THE WHOLE DISCUSSION PAPER**

**Topic:** Policy Review - OP 9017-01-A Application of Road Oil by Parties other than the County  
**Date:** March 12, 2025

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### **Background**

The Operations Department is bringing to Committee of the Whole policies that are due for review.

### **Information for the Committee**

Considering that roads under the care and control of the County are governed by various statutes, it is the County's responsibility to ensure full compliance with all applicable laws and regulations. Given the environmental standards and regulatory requirements, authorization of private oil applications on County roads may present challenges in liability, and environmental compliance.

### **Recommendation**

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.

### ***Attachment:***

OP 9017-01-A Application of Road Oil by Parties other than the County



## OPERATIONS

**Title:** Application of Road Oil by Parties other than the County

**Policy Number:** OP 9017-01-A

**Supersedes Policy Number:** PW 27

**Approved by Council:** February 21, 1989

**Next Review Date:** 2022

**Last Review Date:** February 22, 2006

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### POLICY STATEMENT

The County of Minburn No. 27 may authorize the application of environmentally acceptable oil on County roads, subject to the following conditions:

1. That the applicant execute a hold harmless agreement to absolve the County from all liability.
2. That the applicant apply the oil under the supervision of the Director of Operations.
3. The oil and application must comply with *Alberta Environmental Protection and Enhancement Act* guidelines.



**COMMITTEE OF THE WHOLE  
DIVISION REPORT**

**Name:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**For Presentation at** \_\_\_\_\_ **Committee of the Whole Meeting**

**From Date:** \_\_\_\_\_

**To Date:** \_\_\_\_\_

**Resident Comments:**



**COMMITTEE OF THE WHOLE  
DIVISION REPORT**

**Name:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**For Presentation at** \_\_\_\_\_ **Committee of the Whole Meeting**

**From Date:** \_\_\_\_\_

**To Date:** \_\_\_\_\_

**Resident Comments:**



**COMMITTEE OF THE WHOLE  
DIVISION REPORT**

**Name:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**For Presentation at** \_\_\_\_\_ **Committee of the Whole Meeting**

**From Date:** \_\_\_\_\_

**To Date:** \_\_\_\_\_

**Resident Comments:**



**COMMITTEE OF THE WHOLE  
DIVISION REPORT**

**Name:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**For Presentation at** \_\_\_\_\_ **Committee of the Whole Meeting**

**From Date:** \_\_\_\_\_

**To Date:** \_\_\_\_\_

**Resident Comments:**



**COMMITTEE OF THE WHOLE  
DIVISION REPORT**

**Name:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**For Presentation at** \_\_\_\_\_ **Committee of the Whole Meeting**

**From Date:** \_\_\_\_\_

**To Date:** \_\_\_\_\_

**Resident Comments:**





**COMMITTEE OF THE WHOLE  
DIVISION REPORT**

**Name:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**For Presentation at** \_\_\_\_\_ **Committee of the Whole Meeting**

**From Date:** \_\_\_\_\_

**To Date:** \_\_\_\_\_

**Resident Comments:**



**COMMITTEE OF THE WHOLE  
DIVISION REPORT**

**Name:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**For Presentation at** \_\_\_\_\_ **Committee of the Whole Meeting**

**From Date:** \_\_\_\_\_

**To Date:** \_\_\_\_\_

**Resident Comments:**

Request #	Councillor Name or Motion Number	Request Title	Request	Responding Dept	Response	Response Date	Status
CR24-36	Councillor Anderson	Vermilion Physician Recruitment	Contact Vermilion Physician Recruitment advertising need for patients. Nurse practitioner also needing patients	Office of the CAO	Email sent to CAO at Vermilion asking for advertising information.	24-Dec-24	No response received
CR25-03	ASB 2025-ASB003	Coyote Harvest Incentive Program	Administration 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	Administration to prepare a RFD for February Council meeting to approve the Vision, Mission, Values and Strategic Priorities for the ASB	Operations			Ongoing
CR25-06	Councillor Kuzio	ASB Strategic Plan	Administration to prepare a presentation on the new ASB Strategic Plan to be at the Bylaw Officer Bylaw Open Houses	Operations	Open Houses were held on February 18 and 19.	19-Feb-25	Closed
CR 25-07	2025-W010	Fire Bylaw	Administration bring recommended changes to Fire Bylaw as an RFD to February Council Meeting	Protective Services	RFD was approved at February 18 Council Meeting	19-Feb-25	Closed
CR 25-08	2025-W015	Gravel Contract	Administration to prepare an RFD recommending Council approve gravel contract with Keith Austin Construction	Operations	RFD was approved at February 18 Council Meeting	19-Feb-25	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 25-10	2025-W017	Tax Sale Properties	Administration to continue to inform Council of tax sale properties and that Council maintains the ability to approve any tenders regarding the sale or County's purchase of land	Administration	Administration was advised of this change.	13-Feb-25	Closed