



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

March 11, 2014

Tuesday, March 11, 2014

Start time 10:00 AM

AGENDA

1. **CALL TO ORDER**
2. **MINUTES**
 - 2.1 **FEBRUARY 11, 2014 (2014/02/11)**
3. **BANK RECONCILIATION**
4. **ADDITIONS TO AGENDA AND ACCEPTANCE OF AGENDA**
5. **BUSINESS ARISING FROM MINUTES**
6. **DELEGATION**
 - 6.1. **10:30 A.M. - HOLISTIC HEALING CENTRE IN WELLNESS CENTRE**
 - 6.2. **11:00 A.M. - ST. PAUL EARLY CHILDHOOD DEVELOPMENT COMMUNITY COALITION**
7. **NEW BUSINESS**
 - 7.1. **2014 LAND LEASE**
 - 7.2. **2014 AEA USER MEETING - MARCH 26**
 - 7.3. **ASHMONT ALUMNI BASKETBALL TOURNAMENT**
 - 7.4. **REGIONAL HIGH SCHOOL - NIKE TRACK AND FIELD COMPETITION**
 - 7.5. **REQUEST FOR SPONSORSHIP FOR PROVINCIAL HOCKEY TOURNAMENTS**
 - 7.6. **MP BRIAN STORSETH'S XTREME HOCKEY NIGHT IN ST. PAUL**
 - 7.7. **REQUEST TO USE WESTCOVE PARK FOR WEDDING CEREMONY**
 - 7.8. **REQUEST TO WAIVE PENALTIES**
 - 7.9. **MORE USED EQUIPMENT FOR SALE**
 - 7.10. **WASTE TRANSFER & RECYCLING STATION JOINT CAPITAL & OPERATING AGREEMENT**
 - 7.11. **JUBILEE RECIPROCAL INSURANCE EXCHANGE AGM**
 - 7.12. **GENESIS RECIPROCAL INSURANCE EXCHANGE AGM**
 - 7.13. **SEWER BACK UP CLAIM**
 - 7.14. **ROAD CANCELLATION - ROAD PLAN 4001BM IN SE 3-56-8-W4 - DIVISION 2**
 - 7.15. **EASEMENT**

- 7.16. ROAD CANCELLATION - ROAD PLAN 1999CL IN NE & SE 34-56-8-W4 - DIVISION 3
- 7.17. ROAD CANCELLATION - ROAD PLAN 7822460 IN NE AND SE 20-59-10-W4-DIVISION 5
- 7.18. ROAD CANCELLATION - ROAD PLAN 9520432 IN NE & SE 29-59-10-W4 - DIVISION 5
- 7.19. REQUEST TO PURCHASE STATUTORY ROAD ALLOWANCE
- 7.20. LAND USE FRAMEWORK REVIEW PANEL
- 7.21. MURPHY ROAD TENDER
- 7.22. BYLAW 2013-49 - SHORT TERM BORROWING FOR MURPHY ROAD
- 7.23. RFP - JOINT LAGOON FEASIBILITY STUDY
- 7.24. IN CAMERA ITEM
- 8. CORRESPONDENCE
- 9. REPORTS
 - 9.1. CAO REPORT
 - 9.2. COUNCILLOR REPORTS
- 10. UPCOMING MEETINGS
 - 10.1. MARCH 12 @ 9:00 A.M. - ASB
 - 10.2. MARCH 17 @ 3:15 P.M. - MEETING WITH MINISTER OF TRANSPORTATION
 - 10.3. MARCH 18 & 19 - AAMD&C CONVENTION
 - 10.4. MARCH 25 @ 10:00 A.M. - PUBLIC WORKS
 - 10.5. MARCH 26 @ 5:00 P.M. - JOINT MEETING WITH TOWN OF ELK POINT AND TOWN OF ST. PAUL
- 11. FINANCIAL
 - 11.1. LISTING OF ACCOUNTS PAYABLE
 - 11.2. COUNCIL FEES
 - 11.3. BUDGET TO ACTUAL
- 12. ADJOURNMENT



February 11, 2014

Start time : 10:00 AM

MINUTES

CALL TO ORDER

The 626th meeting of the Council of the County of St. Paul No. 19 was called to order by Reeve Steve Upham at 10:05 a.m., Tuesday, February 11, 2014 at the County Office in St. Paul, there being present the following:

Reeve Steve Upham

Councillor Glen Ockerman Division 1

Councillor Cliff Martin Division 3

Councillor Maxine Fodness Division 4

Councillor Frank Sloan Division 5

Councillor Laurent Amyotte Division 6

Sheila Kitz CAO

Tim Mahdiuk Assistant CAO

Phyllis Corbiere Executive Assistant

Leo deMoissac Public Works Superintendent

Kyle Attanasio Municipal Intern

Janice Huser St. Paul Journal

Absent

Dwight Dach Division 2

MINUTES

Resolution #CM20140211.1001

Moved By: Councillor Glen Ockerman

Motion to approve minutes of the January 14, 2014 Council Meeting as presented.

CARRIED

**BANK
RECONCILIATION**

Resolution #CM20140211.1002

Moved By: Councillor Cliff Martin

Motion to adopt the Bank Reconciliation for the month of December, 2013.

CARRIED

**ADDITIONS TO
AGENDA AND
ACCEPTANCE OF
AGENDA**

The following additions were made to the agenda:

6.3 Mike Yakemchuk, Alberta Transportation

7.30 Bylaw No. 2014-04 - General Municipal Servicing Standards

7.31 Portage College Gala

7.32 Request for Sponsorship - Lakeland Peewee Jaguar Girls

7.33 Motion regarding request to Upgrade Road Allowance

7.34 Transportation Meeting Report

9.2 St. Paul Municipal Library - M. Fodness

Resolution #CM20140211.1003

Moved By: Councillor Maxine Fodness

Motion to adopt the agenda for the Regular Meeting of Council for February 11, 2014 with the above noted additions.

CARRIED

**2014 LAND
LEASES**

Resolution #CM20140211.1004

Moved By: Councillor Frank Sloan

Motion to approve the following land leases for renewal for 2014:

SE 20-56-7-W4 Banana Hill Farms
NE 33-62-10-W4 Mardell Thompson & Michael Thompson
NE 34-62-10-W4 Mardell Thompson & Michael Thompson
NW 34-62-10-W4 Mardell Thompson & Michael Thompson
NE 4-62-12-W4 Willian & Edward Zapisocki

CARRIED

**REQUEST FOR
SILENT AUCTION
ITEM**

Resolution #CM20140211.1005

Moved By: Councillor Glen Ockerman

Motion that the County donate one load (10 cubic yards) of gravel delivered within the County of St. Paul as per County policy, to be used as a silent auction item at the Elk Point Regional Allied Arts Society Pyrogy supper.

CARRIED

**SENIOR
TRANSPORTATION
GRANT - ST. PAUL
SENIOR CITIZENS
CLUB**

Resolution #CM20140211.1006

Moved By: Councillor Maxine Fodness

Motion to approve a \$1,000 transportation grant for the Heritage Lodge Auxiliary for 2014, to be paid from the Transportation Reserve Fund.

CARRIED

**REQUEST TO
HOST
BEEF-ON-A-BUN -
ST. PAUL
DISTRICT 4-H
COUNCIL**

Resolution #CM20140211.1007

Moved By: Councillor Frank Sloan

Motion to support the St. Paul District 4-H by providing beef on a bun at the annual Show and Sale on June 2, 2014, as per policy Per-12.

CARRIED

**ASB
CONFERENCE**

Resolution #CM20140211.1008

Moved By: Councillor Frank Sloan

Motion to ratify Kyle Attanasio, Municipal Intern, attendance at the ABS Conference in Medicine Hat from January 28 to 30, 2014.

CARRIED

**UPCOMING
CONFERENCES
FOR
ADMINISTRATION**

Resolution #CM20140211.1009

Moved By: Councillor Maxine Fodness

Motion to approve Kyle Attanasio to attend the following conferences, which will be paid through the Municipal Intern budget:

- AAMD&C Spring Convention - March 17-19
- Alberta Municipal Clerks' Conference - April 2-4
- Alberta Economic Developers' Conference - April 9-11
- SLGM Mountain Refresher Conference - May 13-16

CARRIED

Resolution #CM20140211.1010

Moved By: Councillor Maxine Fodness

Motion to approve Sheila Kitz, CAO, to attend the pre-conference session at the SLGM Mountain Refresher Conference on May 12 and 13, 2014 and to reschedule the May Council meeting to May 6, 2014.

CARRIED

**BEAVER RIVER
WATERSHED
MANAGEMENT
PLAN
CONSULTATIONS**

Resolution #CM20140211.1011

Moved By: Councillor Cliff Martin

Motion to approve one staff member and one member of Council to attend the Beaver River Watershed Alliance stakeholder workshop on February 13, 2014 in Bonnyville.

CARRIED

**ALBERTA WATER
WASTEWATER
OPERATOR
SEMINAR**

Resolution #CM20140211.1012

Moved By: Councillor Glen Ockerman

Motion to approve one employee to attend the Alberta Water and Wastewater Operators Training Conference from March 10 to 14, 2014 in Banff.

CARRIED

**ECONOMIC
DEVELOPERS
ALBERTA**

Resolution #CM20140211.1013

Moved By: Councillor Glen Ockerman

Motion to approve any members of Council who are available to attend the Economic Developers Alberta Conference from April 9 to 11, 2014.

CARRIED

**SMALL
WASTEWATER
SYSTEMS
OPERATIONS**

Resolution #CM20140211.1014

Moved By: Councillor Frank Sloan

Motion to approve Dwayne Newby to attend the Small Wastewater System Operations Course in Edmonton on April 29, 2014.

CARRIED

**2014 FCM
CONFERENCE**

Resolution #CM20140211.1015

Moved By: Councillor Glen Ockerman

Motion to approve any Councillor who is available to attend the FCM Conference to be held from May 29 to June 2, 2014, in Niagara Falls.

CARRIED

**ASHMONT AND
MALLAIG FIRE
CHIEFS**

Resolution #CM20140211.1016

Moved By: Councillor Laurent Amyotte

Motion to approve the appointments of Raymond Brousseau as Fire Chief and Bryce Bodnar as Deputy Fire Chief for the Mallaig Fire Department.

CARRIED

Resolution #CM20140211.1017

Moved By: Councillor Frank Sloan

Motion to approve the appointment of James Preston as Fire Chief for the Ashmont Fire Department.

CARRIED

**DATE FOR PUBLIC
AUCTION OF
LANDS**

Resolution #CM20140211.1018

Moved By: Councillor Cliff Martin

Motion to set the date for the Public Auction of Lands for May 6, 2014 at 1:30 p.m.

CARRIED

**BYLAW NO.
2014-03 - ER
LEASE - LOT 28ER,
BLOCK 2, PLAN
8023220**

Resolution #CM20140211.1019

Moved By: Councillor Frank Sloan

Motion to give first reading to Bylaw No. 2014-03, which is a Bylaw to Lease Lot 28ER, Block 2, Plan 8023220 to Gordon Scott permitting a change in the use of the environmental reserve.

CARRIED

**REGIONAL
COLLABORATION
GRANT -
REGIONAL
EMERGENCY
MANAGEMENT
PLAN**

Resolution #CM20140211.1020

Moved By: Councillor Cliff Martin

Be it resolved that we authorize the County of St. Paul to participate in an application for the Regional Emergency Management Plan project, submitted by the County of St. Paul under the Regional Collaboration Component of the Regional Collaboration Program, and further that the County of St. Paul No. 19, the applicant, agrees to enter into a Conditional Grant Agreement, governing the purpose and use of the grant funds.

CARRIED

**REGIONAL
COLLABORATION
GRANT WITH
TOWN OF HANNA**

Resolution #CM20140211.1021
Moved By: Councillor Frank Sloan
Motion to file the letter from the Minister of Municipal Affairs which states that the Town of Hanna has been approved for a \$249,000 Regional Collaboration Grant for the Eastern Alberta Trade Corridor Investment Attraction Initiative. The County of St. Paul partnered with the Town of Hanna in the grant application.

CARRIED

**LETTER OF
SUPPORT FOR
BRIDGE FUNDING**

Resolution #CM20140211.1022
Moved By: Councillor Glen Ockerman
Motion that administration draft a letter to the Minister of Transportation urging the Province to reinstate funding for the replacement, repair and maintenance of bridge and culverts.

CARRIED

**SUMMER VILLAGE
OF HORSESHOE
BAY**

Resolution #CM20140211.1023
Moved By: Councillor Maxine Fodness
Motion to file the letter from the Summer Village of Horseshoe Bay which states that they are willing to jointly explore opportunities for collaboration and cost sharing of projects that can benefit both municipalities.

CARRIED

**ROAD
CANCELLATION -
ROAD PLAN 58AG
IN NW 22 AND SW
27-58-11-W4**

Resolution #CM20140211.1024
Moved By: Councillor Maxine Fodness
Motion to approve the resolution of the County of St. Paul No. 19 for the purpose of closing to public travel and cancelling a portion of a public highway in accordance with Section 24 of the Municipal Government Act, Chapter M26.1, Revised Statutes of Alberta 2000, as amended.

WHEREAS, the lands hereafter described are no longer required for public travel.

THEREFORE, be it resolved that the Council of the County of St. Paul No. 19 does hereby close the following described roads, subject to rights of access granted by other legislation or regulations:

Firstly, closure all that portion of Road Plan 58AG in NW 22-58-11-W4 containing 0.255 hectares (0.63 acres) more or less; and

Secondly, closure all that portion of Road Plan 58AG in SW 27-58-11-W4 containing 0.87 hectares (2.15 acres) more or less, Excepting thereout all mines and minerals.

Canceled portions to be consolidated with respective titles.

CARRIED

**ROAD
CANCELLATION -
ROAD PLAN
2234ET IN SW 25
AND NW
24-60-11-W4**

Resolution #CM20140211.1025
Moved By: Councillor Laurent Amyotte
Motion to approve the resolution of the County of St. Paul No. 19 for the purpose of closing to public travel and cancelling a portion of a public highway in accordance with Section 24 of the Municipal Government Act, Chapter M26.1, Revised Statutes of Alberta 2000, as amended.

WHEREAS, the lands hereafter described are no longer required for public travel.

THEREFORE, be it resolved that the Council of the County of St. Paul No. 19 does hereby close the following described roads, subject to rights of access granted by other legislation or regulations:

Firstly, closure all that portion of Road Plan 2234ET in SW 25-60-11-W4;

Secondly, closure all that portion of Road Plan 2234ET in NW 24-60-11-W4, excepting thereout all mines and minerals.

Cancelled portions to be consolidated with respective titles.

CARRIED

**ROAD
CANCELLATION -
ROAD PLAN
3196NY IN NW 20
AND SW
20-56-8-W4**

Resolution #CM20140211.1026

Moved By: Councillor Cliff Martin

Motion to approve the resolution of the County of St. Paul No. 19 for the purpose of closing to public travel and cancelling a portion of a public highway in accordance with Section 24 of the Municipal Government Act, Chapter M26.1, Revised Statutes of Alberta 2000, as amended.

WHEREAS, the lands hereafter described are no longer required for public travel.

THEREFORE, be it resolved that the Council of the County of St. Paul No. 19 does hereby close the following described roads, subject to rights of access granted by other legislation or regulations:

Firstly, closure all that portion of Road Plan 3196NY in NW 20-56-8-W4 containing 2.54 acres more or less;

Secondly, closure all that portion of Road Plan 3196NY in SW 20-56-8-W4 containing 1.03 acres more or less, excepting thereout all mines and minerals.

Cancelled portions to be consolidated with respective titles.

CARRIED

**ROAD
CANCELLATION -
ROAD PLAN
3280HW IN NE 21,
NW 22, NE 28 AND
SE 28-56-9-W4**

Resolution #CM20140211.1027

Moved By: Councillor Cliff Martin

Motion to approve the resolution of the County of St. Paul No. 19 for the purpose of closing to public travel and cancelling a portion of a public highway in accordance with Section 24 of the Municipal Government Act, Chapter M26.1, Revised Statutes of Alberta 2000, as amended.

WHEREAS, the lands hereafter described are no longer required for public travel.

THEREFORE, be it resolved that the Council of the County of St. Paul No. 19 does hereby close the following described roads, subject to rights of access granted by other legislation or regulations:

Firstly, closure all that portion of Road Plan 3280HW in NE 21-56-9-W4 containing 3.99 acres more or less;

Secondly, closure all that portion of Road Plan 3280HW in NW 22-56-9-W4 containing 0.21 acres more or less;

Third and final, closure all that portion of Road Plan 3280HW in NE 28-56-9-W4; SE 28-56-9-W4 containing 7.71 acres more less, excepting thereout all mines and minerals.

Cancelled portions to be consolidated with respective titles.

CARRIED

**ROAD
CANCELLATION -
ROAD PLAN
5570NY IN NE
7-57-10-W4 AND
SE 7-57-10-W4**

Resolution #CM20140211.1028

Moved By: Councillor Maxine Fodness

Motion to approve the resolution of the County of St. Paul No. 19 for the purpose of closing to public travel and cancelling a portion of a public highway in accordance with Section 24 of the Municipal Government Act, Chapter M26.1, Revised Statutes of Alberta 2000, as amended.

WHEREAS, the lands hereafter described are no longer required for public travel.

THEREFORE, be it resolved that the Council of the County of St. Paul No. 19 does hereby close the following described roads, subject to rights of access granted by other legislation or regulations:

All that portion of Road Plan 5570NY in NE 7-57-10-W4 and SE 7-57-10-W4, excepting thereout all mines and minerals.
Cancelled portions to be consolidated with respective titles.

CARRIED

**ROAD
CANCELLATION -
ROAD PLAN
8921089 IN NW
10-57-5-W4**

Resolution #CM20140211.1029
Moved By: Councillor Glen Ockerman
Motion to approve the resolution of the County of St. Paul No. 19 for the purpose of closing to public travel and cancelling a portion of a public highway in accordance with Section 24 of the Municipal Government Act, Chapter M26.1, Revised Statutes of Alberta 2000, as amended.

WHEREAS, the lands hereafter described are no longer required for public travel.

THEREFORE, be it resolved that the Council of the County of St. Paul No. 19 does hereby close the following described roads, subject to rights of access granted by other legislation or regulations:

All that portion of Road Plan 8921089 in NW 10-57-5-W4 containing 0.720 hectares (1.78 acres) more or less, excepting thereout all mines and minerals.
Cancelled portions to be consolidated with respective titles.

CARRIED

**ROAD AND
BRIDGE
CONSTRUCTION**

Resolution #CM20140211.1030
Moved By: Councillor Maxine Fodness
Motion to approve the Road and Bridge File Construction for 2014 and continue to move forward with the plans for 2015, 2016 and 2017.

CARRIED

**USED EQUIPMENT
FOR SALE**

Resolution #CM20140211.1031
Moved By: Councillor Glen Ockerman
Motion to authorize the Public Works Department to run an advertisement in the St. Paul Journal and Elk Point Review for the sale of the following equipment:

<u>Trucks</u>	
2004 Ford F150 XLT 4x4	Ser. # 1FTPW14534FA07536
1997 Ford F250 Reg. Cab 4x4	Ser. #1FTHF26H3VEB15471
<u>Equipment</u>	
1998 Goertzen Beavertail Tag Trailer	Ser. # 2W2TB3038W0006587
<u>ASB Equipment</u>	
2003 Wheatheart Post Pounder	Ser. #03-02-14R

CARRIED

Resolution #CM20140211.1032
Moved By: Councillor Maxine Fodness
Motion to authorize the Public Works Department to get quotes for the sale of the following equipment:

<u>Equipment</u>	
2007 CAT 14H Grader	Ser. #ASE02356
2007 CAT 14H Grader	Ser. #ASE2329
1982 CAT 815 Packer	Ser. #91P02031
Genset	

CARRIED

**SAND AND
GRAVEL
AGREEMENT**

Resolution #CM20140211.1033

Moved By: Councillor Cliff Martin

Motion to approve the five-year Sand and Gravel Agreement for PNW 36-56-7-W4 effective February 3, 2014.

CARRIED

**FCSS REQUEST
FOR ASHMONT
FIRE HALL**

Resolution #CM20140211.1034

Moved By: Councillor Frank Sloan

Motion that the FCSS Board explore the viability of using the Ashmont Fire Hall as a youth centre, before Council makes a decision on what it will be used for.

CARRIED

**11:00 A.M. - S/SGT.
WADE TROTTIER**

S/Sgt Wade Trottier was admitted to the Council Room at 11:00 a.m. to provide policing statistics for the County. They spoke briefly about Council's priorities for 2014, which will remain the same as they were in 2013 - visibility around lakes and parks, ATV etc. Council then thanked S/Sgt. Trottier for their presence in the County and specifically in the lake subdivisions. Following the discussion, S/Sgt Trottier left the Council Room at 11:22 a.m.

**PORTAGE
COLLEGE GALA**

Resolution #CM20140211.1035

Moved By: Councillor Cliff Martin

Motion to file the letter from Portage College regarding their Food Sciences Spring Gala on May 20, 2014.

CARRIED

**REQUEST FOR
SPONSORSHIP -
LAKELAND
PEEWEE
JAGUARS GIRLS**

Councillor G.Ockerman expressed pecuniary interest and left the Council Room as his daughter plays hockey on the team that submitted the next request.

Time: 11:32 a.m.

Resolution #CM20140211.1036

Moved By: Councillor Cliff Martin

Motion to approve a \$500 grant for the Lakeland Peewee Jaguars Girls Hockey team to assist with hosting a provincial hockey tournament from March 20-23, 2014 in Bonnyville. This request does not fit within the scope of policy ADM-51, however there are residents from the County of St. Paul playing on the Bonnyville hockey team.

CARRIED

Councillor G. Ockerman entered the Council Room at 11:35 a.m.

**REQUEST TO
UPGRADE ROAD
ALLOWANCE AT
VINCENT LAKE**

Resolution #CM20140211.1037

Moved By: Councillor Cliff Martin

Motion that Council will not sell the road allowance running through Lots 1 and 2 Block 1, Plan 5592NY or upgrade the road to provide access to Lot 2, Block 1, Plan 5592NY at Vincent Lake, as there is adequate access to the property.

CARRIED

**TRANSPORTATION
STRATEGY FOR
ALBERTA**

Assistant CAO, Tim Mahdiuk, reported on the Meeting with Alberta Transportation regarding Transportation Strategies for Alberta. This long-term, integrated Strategy will guide decisions on future transportation investments, policies and programs in Alberta and over the next 50 years. The discussions at the meeting were general and were geared towards urban centers.

Resolution #CM20140211.1038

Moved By: Councillor Maxine Fodness

Motion that administration draft a letter to the Strategic Policy Branch of Alberta Transportation, as a follow up to the meeting, stressing the eastern corridor so that some of Council's concerns are included in their long term planning highlighting Highways 28, 881, and 36.

CARRIED

11:45 A.M. - ANDREA KUCHARSKI	<p>Andrea Kucharski was admitted to the Council Room at 11:45 a.m. to inform Council of her concerns with traffic speeding through Owlseye along Range Road 103A, which runs adjacent to her home. She requested that the yield signs north of Owlseye be replaced with stop signs in an attempt to slow the traffic down. Following a discussion, Council decided to put the flashing speed signs in Owlseye for the interim. Council then advised Mrs. Kucharski that they are awaiting a ruling on whether or not they can proceed with building Range Road 104, which will divert some of the traffic from range road 103A.</p> <p>The delegation left the Council Room at 11:55 a.m.</p> <p>Reeve Upham recessed the meeting at 12:00 p.m. and reconvened the meeting at 1:11 p.m. with all members of Council present.</p>
1:00 P.M. - MIKE YAKIMCHUK	<p>Mike Yakimchuk with Alberta Transportation, was admitted to the Council Room to talk about the water supply to Ashmont and Lottie Lake which involves the option of connecting to the Spedden water line. Mr. Yakimchuk advised Council that the water line has the capacity for Ashmont, Lottie Lake and Mallaig and the line is expected to reach Spedden much sooner than earlier anticipated, so it is now a viable option. Council compared the costs of bringing water from Spedden versus bringing water from St. Paul and upgrading the Water Treatment Plant. The price to bring water from Spedden is almost half price of what it would cost to bring water from St. Paul and upgrade the WTP and funding for the project is still unknown. Mr. Yakimchuk advised Council that the final cost to the end user would be much the same regardless of which option Council chose as the water source.</p> <p>Mike Yakimchuk left the Council Room at 2:00 p.m.</p>
BYLAW NO. 2014-04 - GENERAL MUNICIPAL SERVICING STANDARDS	<p>Resolution #CM20140211.1039 Moved By: Councillor Frank Sloan Motion to give first reading to Bylaw No. 2014-04, General Municipal Servicing Standards.</p> <p style="text-align: right;">CARRIED</p> <p>Resolution #CM20140211.1040 Moved By: Councillor Laurent Amyotte Motion to give second reading to Bylaw No. 2014-04.</p> <p style="text-align: right;">CARRIED</p> <p>Resolution #CM20140211.1041 Moved By: Councillor Maxine Fodness Motion to present Bylaw No. 2014-04 at this meeting for third and final reading.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p> <p>Resolution #CM20140211.1042 Moved By: Councillor Frank Sloan Motion to give third reading to Bylaw No. 2014-04.</p> <p style="text-align: right;">CARRIED</p>
CAO REPORT	<p>Resolution #CM20140211.1043 Moved By: Councillor Cliff Martin Motion to file the CAO report as presented.</p> <p style="text-align: right;">CARRIED</p>
REPORTS	<p>St. Paul Municipal Library - Councillor Maxine Fodness</p> <p>Resolution #CM20140211.1044 Moved By: Councillor Maxine Fodness Motion to file her report as presented.</p> <p style="text-align: right;">CARRIED</p>

**LISTING OF
ACCOUNTS
PAYABLE**

Resolution #CM20140211.1045
Moved By: Councillor Glen Ockerman
Motion to file the listing of Accounts Payable as circulated:

<u>Batch</u>	<u>Cheque Date</u>	<u>Cheque Nos.</u>	<u>Batch Amount</u>
17425	January 9, 2014	18849-18936	\$610,796.05
17427	January 10, 2014	18937-18975	\$173,111.43
17469	January 21, 2014	18976-19006	\$ 88,149.23
17471	January 21, 2014	19007-19038	\$391,382.14
Manual	January 21, 2014	19039 - LAPP Replacement Cheque	
17492	January 30, 2014	19040-19106	\$189,901.79

CARRIED

COUNCIL FEES

Resolution #CM20140211.1046
Moved By: Councillor Glen Ockerman
Motion to approve the Council Fees for the Month of January, 2014 as circulated.

CARRIED

IN CAMERA

Resolution #CM20140211.1047
Moved By: Councillor Cliff Martin
Motion to go in camera to discuss land issues. Time: 3:11 p.m.

CARRIED

Resolution #CM20140211.1048
Moved By: Councillor Glen Ockerman
Motion to revert to an open meeting. Time: 3:33 p.m.

CARRIED

Resolution #CM20140211.1049
Moved By: Councillor Glen Ockerman
Motion to correct motion CM20131210.1041, which states that Councillor Maxine Fodness made the motion to waive the penalties on Accounts Receivable Account No. 2182 - the motion should read that Councillor G. Ockerman made the motion to waive the penalties.

CARRIED

Resolution #CM20140211.1050
Moved By: Councillor Cliff Martin
Motion that administration proceed with a preliminary design for the construction of a new building in the public works yard.

CARRIED

ADJOURNMENT

Business on the agenda being concluded, Chairman S. Upham adjourned the meeting. Time: 3:35 p.m.

These minutes approved this 11th day of March, 2014.

Reeve

Chief Administrative Officer



County of St Paul No 19
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

6.1. 10:30 A.M. - HOLISTIC HEALING CENTRE IN WELLNESS CENTRE#20140228011

Meeting : March 11, 2014

Meeting Date : 2014/03/11 10:00

Background

Judy Bogdan, Rob Foote and Dr. Workman will be in to make a presentation to Council regarding their plans to house a Holistic Healing Centre in the Wellness Centre.

Additional Information

Originated By : pcorbiere



County of St Paul No 19
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

6.2. 11:00 A.M. - ST. PAUL EARLY CHILDHOOD DEVELOPMENT COMMUNITY COALITION

#20140228012

Meeting : March 11, 2014

Meeting Date : 2014/03/11 10:00

Background

Louise Reidy, Chairperson for the St. Paul Early Childhood Development Community Coalition, Cradle to Crayon, has an appointment for 11:00 a.m. to give an overview of the Community Early Childhood Project.

Additional Information

Originated By : pcorbiere

St. Paul Early Childhood Development Community Coalition

Cradle to Crayon

As chairperson for the St. Paul Coalition, I appreciate the opportunity you have provided us to have Lynoya Henderson, our Coalition coordinator, present an overview of our Community Early Childhood Project.

1. An overview of who we are.
2. What is Early Childhood Development Mapping Project?
3. Positive early development has an impact on our community.
4. Questions for Lynoya and the Coalition members present.

A few members of our coalition will be accompanying Lynoya and myself to the meeting in order to give a clearer picture of who in our communities works within the domain of early childhood.

A document of the presentation will be left for each of your members.

Sincerely,

Louise Reidy,

Chairperson for the St. Paul Coalition



County of St Paul No 19
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

7.1. 2014 LAND LEASE

#20140303003

Meeting : March 11, 2014

Meeting Date : 2014/03/11 10:00

Background

The following land lease is being presented for renewal for the year 2014:

SW 18-56-3-W4 Lanni Brostow

Section 61 of the M.G.A. allows a municipality to grant rights with respect to its property.

Recommendation

Motion to approve the following land lease for renewal for 2014:

SW 16-56-3-W4 Lanni Brostow

Additional Information

Originated By : pcorbiere



County of St Paul No 19
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

7.2. 2014 AEA USER MEETING - MARCH 26

#20140304005

Meeting : March 11, 2014

Meeting Date : 2014/03/11 10:00

Background

The Alberta Emergency Alert (AEA) Team is conducting a series of AEA User Meetings across the province. The purpose of the meetings is to provide information to current users on AEA issues, change and updates, AEA live alert demo and message writing and lessons learned and best practices. The meeting will be held March 26 in Edmonton.

Recommendation

Motion to approve Tim Mahdiuk and Dennis Bergheim to attend the Alberta Emergency Alert User Meeting on March 26, 2014 in Edmonton.

Additional Information

Originated By : pcorbiere



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

7.3. ASHMONT ALUMNI BASKETBALL TOURNAMENT

#20140228013

Meeting : March 11, 2014

Meeting Date : 2014/03/11 10:00

Background

The Ashmont Secondary School will be hosting an Alumni Basketball Tournament on April 18 and 19, 2014. The tournament is a fundraiser for the Ashmont Athletics program and a reunion for the Alumni basketball players. They are looking for sponsors to help offset the cost of referees (\$800) team shirts (\$2,800) and ref/volunteer room (\$1,500).

Recommendation

Council to decide if they will make a donation to the Ashmont Alumni Basketball Tournament as it does not fall within the scope of County policy.

Additional Information

Originated By : pcorbiere



DIVERSIFIED IN CULTURE

UNITED IN EDUCATION

**Box 330, Ashmont, Alberta T0A 0C0
Ph. (780) 726-3793 Fax (780) 726-3777**

February 14, 2014

To whom it may concern:

Ashmont Secondary School will be hosting an Alumni Basketball Tournament on April 18th and 19th of 2014 at Ashmont Secondary School. This tournament happens every 3 years and will have around 140 participants and 1000 spectators throughout the weekend. It will start Friday at 10am and end Saturday at 5pm.

This tournament will include former and current high school basketball team members from the last 50 years. Many people will attend this event because it is a fund-raiser for Ashmont Athletics but is also a large reunion for Alumnist. With the growing cost of everything it takes to host a fundraiser, we are looking for assistance to help offset the cost of referees, team shirts, and the referee/volunteers room.

Ways to help out (estimate costs)

- Prizes for 1st 2nd and 3rd (\$800)
- Team shirts (\$2800)
- Refs cost (\$1500)

If you or your organization would be willing to contribute to this event please make your donations available to Ashmont Secondary School. We could put your company's logo on our team shirts. If your donation is \$25 or more a tax receipt can be issued upon request.

Sincerely,

The Ashmont Alumni Committee

Lyndon Suntjens Email: lyndon_suntjens@sperd.ca

Bobbie Jeffery



County of St Paul No 19
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

7.4. REGIONAL HIGH SCHOOL - NIKE TRACK AND FIELD COMPETITION

#20140303001

Meeting : March 11, 2014

Meeting Date : 2014/03/11 10:00

Background

St. Paul Regional High School submitted an application to participate in the Nike High School Grand Prix Canadian invitational Track and Field Competition from May 8-11, 2014 in Toronto. School Sport Canada selected 24 teams - one male and one female high school level team from the 12 provinces and territories and the St. Paul Regional High School Girls teams has been one of the selected teams. The teams were selected based on merits of sportsmanship, excellence in sport, dedication to academics and school spirit.

St. Paul Regional High School is requesting financial assistance to help offset the costs of attending this Track and Field Competition. This is a unique request and does not fall within the scope of County policy.

Recommendation

Council to decide if they will provide sponsorship for the the St. Paul Regional High School Girls Track team.

Additional Information

Originated By : pcorbiere



TRACK & FIELD INVITATIONAL

Dear Country of St. Paul,

St. Paul Regional High School has been selected to participate in the **Nike High School Grand Prix** Canadian invitational in Toronto, Ontario!

The **Nike High School Grand Prix** is a high school Track & Field competition, and is the only one of its kind for the sport in Canada. St. Paul Regional High School currently participates in district, zone and provincial high school competitions, and now has the opportunity to compete with other high school Track & Field athletes from across Canada. St. Paul Regional High School is more than excited to have been chosen to attend this prestigious event, and we are asking for your support in helping us do so. To learn more about the **Nike High School Grand Prix**, please visit www.highschoolgrandprix.ca for more information.

As we know, great success does not come without a cost, and we are grateful for the support and generosity from those who help keep our dreams alive. We have been very grateful for the support you have given our school in the past at the provincial level for our athletes when they have advanced and our school when we have hosted. Your financial support will go toward the total expense of all 13 athletes and 2 coaches: travel, food, accommodations and equipment expenses. The average participant cost is approximately \$675.00; however, any donation you would be willing to make will be greatly appreciated.

On behalf of St. Paul Regional High School, I would like to thank you in advance for your consideration in helping us with our journey to the **Nike High School Grand Prix**. Seeing our young people have the opportunity to participate in activities like the **Nike High School Grand Prix** is a true passion of mine and I encourage you to help us achieve our goal.

Thank you for support.

Sincerely,

Hank Smid, Athletic Director St. Paul Regional High School

www.highschoolgrandprix.ca



COUNTY OF ST. PAUL #19

Policy Number

ADM-51

Title

**Distribution of County Grant
Funds for Sports**

Page 1 of 2

Date Approved

October 13, 2009

Purpose:

1. To provide support to school sport teams, group sport teams, and individuals competing in individual sports representing communities within the County of St. Paul who have competed at a local level and qualify to advance to a Provincial, National, or International level where travel is required.
2. To provide support for school sport teams, group sport teams hosting Provincial, National or International competitions/events in the communities within the County of St. Paul.
3. This funding will not be distributed for the purpose of school field trips.
4. This funding will not be distributed to individuals that have been selected to play on regional teams (outside of the County of St. Paul).
5. This funding will not be distributed for teams or individuals choosing to compete in a tournament.
6. This funding is intended to fund youth up to the age of 21.

Policy:

A. Funding to be at the following levels:

1. Teams that have competed at a local level and qualify to advance to a Provincial, National or International level. \$500.00
2. Teams that host a Provincial, National, or International Competition. \$1,000.00
3. Individuals participating in an individual sport that have completed and qualified to advance to a Provincial, National or International competition. \$250.00
4. Organization hosting a Provincial, National, or International Event within the County for individual sports/events. \$500.00

COUNTY OF ST. PAUL #19**Distribution of County Grant
Funds for Sports**

Date Approved <i>October 13, 2009</i>	Page 2 of 2	Policy Number ADM-51
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B. Payments of requests:

1. Administration is approved to process payment of grants per this policy provided the request meets the criteria above.
2. All payments issued per this policy will be provided to and ratified by Council in their agenda package.
3. Requests from the community for grant funding that does not specifically meet these criteria will be provided a letter indicating that their request does not comply with County policy, but that gives them the option to appeal the Administrative decision to County Council.
4. Requests exceeding budgeted amounts for the fiscal year that meet the policy criteria will be brought to Council for ratification.

	Date
Approved by Council	September 14, 2010
Amended	March 15, 2012
Amended	



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

7.5. REQUEST FOR SPONSORSHIP FOR PROVINCIAL HOCKEY TOURNAMENTS

#20140303002

Meeting : March 11, 2014

Meeting Date : 2014/03/11 10:00

Background

We have received the following requests for sponsorship to attend Provincial Hockey Tournaments:

- Mallaig Bantams - March 14-16 in Rimbey
- St. Paul Atoms - March 14-16 in Carstairs
- St. Paul Midgets - March 20-23 in Slave Lake

Recommendation

Motion to approve a \$500 grant for the Mallaig Bantams, the St. Paul Atoms and the St. Paul Midget Hockey Teams to help offset the cost of attending the provincial hockey tournaments, as per policy ADM-51.

Additional Information

Originated By : skitz

Mallaig Minor Hockey Association

Box 147

Mallaig, AB TOA 2K0

County Council
County of St. Paul
5015 - 49 Avenue
St. Paul, AB TOA 3A0

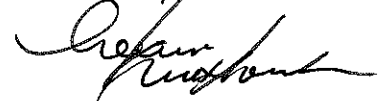
Dear Council Members:

The Mallaig Bantam Hockey team has won the title of Zone Champions which gives them the honor of representing their zone at the Provincial Hockey tournament in Rimbey from March 14 to 16, 2014.

These young men and women have been playing together for a number of years and are looking forward to this Provincial Hockey Experience. The players are from the communities of St. Lina, Mallaig and Goodfish.

I understand there may be funding available to help offset some of the costs of attending this Provincial Tournament. We thank you in advance for any support you can provide and look forward to a memorable weekend representing Zone 2 at Provincials.

Yours truly,

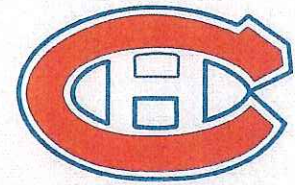


Louise Kwiatkowski, Manager
Mallaig Bantams



**St. Paul & District
MINOR HOCKEY**

Box 2003
St. Paul, AB T0A 3A0



February 28, 2014

Dear County of St. Paul Council;

RE: Request for Team Sponsorship Funding for Hockey Alberta's Provincial Tournament


The St. Paul and District Minor Hockey Association has two teams qualifying for Hockey Alberta's Provincial Tournament;

Midget 1 Team competing for the Provincial A Midget championship in Slave Lake, March 20-23, 2014,
Atom 1 Team competing for the Provincial B Atom championship in Carstairs, March 13-16, 2014,

St. Paul and District Minor Hockey Association is providing some funding towards the teams' expenses to Provincial Tournaments. We would like to know if Council would like to contribute to these expense as well. Any donation would be greatly appreciated. If there is a defined amount that would be contributed but, due to date of the next scheduled council meeting or issuing of a check, a contribution would not be available prior to the tournament our association would contribute the amount to the team prior to the Provincial Tournaments on your behalf. Any monies donated should be made payable to St Paul and District Minor Hockey Association.

We thank you in advance for your consideration. Please feel free to contact me at 780-614-1439 if you require any additional information.

Regards,


Calvin Bepalko
President
St. Paul and District Minor Hockey Association



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

7.6. MP BRIAN STORSETH'S XTREME HOCKEY NIGHT IN ST. PAUL #20140304001

Meeting : March 11, 2014

Meeting Date : 2014/03/11 10:00

Background

The St. Paul & District Charity Hockey Game and fundraiser Committee will be hosting the 2nd Annual Hockey Shoot-Out/Skills Competition on April 12, 2014. The funds raised by the committee will benefit community groups in need of funding within St. Paul and District. They are requesting sponsorship for their fundraiser:

Platinum Level - \$1,200 - Table of 8 at banquet, 8 tickets to Hockey Game, **framed sponsor recognition**, name in program, on website and displayed at banquet and table recognition at banquet.

Gold Level - \$800 - Table of 8 at banquet, **8 tickets to Hockey Game**, name in program, on website and **displayed at banquet** and table recognition at banquet

Silver Level - \$600 - Table of 8 at banquet, name in program on website and table recognition at the banquet.

The information in red is what is added when increasing from one level of sponsorship to the next.

Recommendation

Council to decide if they will provide sponsorship for the St. Paul & District Charity Hockey Game fundraiser on April 12th.

Additional Information

Originated By : pcorbiere



ST. PAUL & DISTRICT CHARITY HOCKEY GAME FUNDRAISER

Saturday, April 12th, 2014 at Clancy Arena & St. Paul Recreation Centre

The St. Paul & District Charity Hockey Game Fundraiser Committee is in the process of hosting the 2nd Annual Hockey Shoot-Out/Skills Competition, Hockey Game, Supper, Entertainment and a Live & Silent Auction in St. Paul on Saturday, April 12th, 2014 at the Clancy Arena and St. Paul Recreation Centre.

All funds raised by this Committee will be for the benefit of community groups in need of funding within St. Paul and District.

The St. Paul Minor Hockey Association will be hosting the hockey shoot-out along with the skills competition. The afternoon hockey game will feature former NHL greats and local talent. We are in the process of fundraising, so we are asking for your assistance and support with this event in any of the following ways:

1. A donation towards the live or silent auction. This donation could be in the form of an item or a cash donation. Contact Danny Smyl at 780-645-4414 or drop off your donation item at Smyl Motors in St. Paul. Cash donations can be made out to "*St. Paul & District Charity Hockey Fundraiser*", and mailed to 4401-50th Avenue, St. Paul, Alberta, T0A 3A3.
2. Your attendance and the attendance of your employees at the event. Tables for eight can be reserved at a cost of \$400 or an individual ticket will be available for \$50 each. Contact Darryl Poirier at 780-645-4535 to reserve your tickets.
3. Sponsorship levels:
 - **“Platinum Level”** at \$1,200: includes a table for 8 at the banquet (\$400), 8 tickets to the Hockey Game (\$80), a framed sponsor recognition, name in program, name on website, name displayed at banquet and table recognition at the banquet.
 - **“Gold Level”** at \$800: includes a table for 8 at the banquet (\$400), 8 tickets to the Hockey Game (\$80), name in program, name on website, name displayed at banquet and table recognition at the banquet.
 - **“Silver Level”** at \$600: includes a table for 8 at the banquet (\$400), name in program name on website and table recognition at the banquet.

Within the next few weeks you will be visited by representatives from the Committee who will be requesting your assistance and soliciting your support. For further information, please contact Brian Storseth, Sharon Mailloux OR Amee Pundick at 780-614-6440, Darryl, Tyler or Darren Poirier at 780-645-4535, Corey Demoissac at 780-645-4058, Danny Smyl at 780-645-4414, Eugene Labant at 780-645-5979, Henri Amyotte at 780-635-3880, Daryl Knapp at 780-635-2634, Luc Gascon at 780-210-0635, Dwayne Vogel at 780-210-1873, Leonard Ewanishan at 780-603-0004 or Matisson Hanotte at 780-645-5802.

Thank you for your anticipated donation/sponsorship. We look forward to seeing you at this great event on Saturday, April 12, 2014.

Sincerely,

Brian Storseth, Event Coordinator

Darryl Poirier, Chair



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

7.7. REQUEST TO USE WESTCOVE PARK FOR WEDDING CEREMONY

#20140304004

Meeting : March 11, 2014

Meeting Date : 2014/03/11 10:00

Background

The Parks Department has received a request to use the Westcove Gazebo area for a wedding ceremony on Saturday, September 20, 2014. They will only be using the gazebo area and will only be in the park for a few hours that day. By then the parks will be closed for the season, however we will still have staff working weekdays during the month of September to clean up the park. We would have to arrange for an employee to be there for that day. Parks Managers are OK with the park being rented out on September 20th.

Recommendation

Motion to rent out Westcove Gazebo area for a wedding ceremony on September 20, 2014.

Additional Information

Originated By : pcorbiere



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

7.8. REQUEST TO WAIVE PENALTIES

#20140303005

Meeting : March 11, 2014

Meeting Date : 2014/03/11 10:00

Background

In December, Accounts Receivable Customer No. 2182 requested that Council consider waiving the penalties on his subdivision paving project until February, when he would have the funds to pay the invoice. Council denied his request. He is now requesting that Council reconsider waiving the penalties that have accumulated from the date that the project was invoiced - July, 2013, as he indicated at that time that he would need time to pay. Penalties accumulated since August amount to \$5,408.94. The original invoice has now been paid in full.

Recommendation

Council to determine whether or not to waive the penalties in the amount of \$5,408.94, for Accounts Receivable Customer 2182.

Additional Information

Originated By : pcorbiere



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

7.9. MORE USED EQUIPMENT FOR SALE

#20140304003

Meeting : March 11, 2014

Meeting Date : 2014/03/11 10:00

Background

Further to the discussions at the February Public Works Meeting, we require a motion from Council to advertise the following items for sale:

- Sheep Foot Pull Type Packer
- Pull Type Rotovator
- 10' Steel Drum Packer

Recommendation

Motion to authorize the Public Works Department to run an advertisement in the St. Paul Journal and Elk Point Review for the sale of the following items:

- Sheep Foot Pull Type Packer
- Pull Type Rotavator
- 10' Steel Drum Packer

Additional Information

Originated By : Idemoissac



County of St Paul No 19
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

7.10. WASTE TRANSFER & RECYCLING STATION JOINT CAPITAL & OPERATING AGREEMENT #20140304002

Meeting : March 11, 2014

Meeting Date : 2014/03/11 10:00

Background

The Waste Transfer & Recycling Station Joint Capital and Operating Agreement was discussed with the Town of St. Paul at the Joint Meeting on February 13. The Town of St. Paul approved the agreement at their last Council meeting.

A copy of the agreement is attached.

Recommendation

Motion to approve the Waste Transfer & Recycling Station Joint Capital and Operating Agreement with the Town of St. Paul.

Additional Information

Originated By : pcorbiere

WASTE TRANSFER & RECYCLING STATION JOINT CAPITAL AND OPERATING AGREEMENT

This Agreement Made this _____ Day of March, 2014.

BETWEEN:

The Town of St. Paul
Hereinafter called "The Town"
Of the First Part

-and-

The County of St. Paul No. 19
Hereinafter called "The County"
Of the Second part

WHEREAS: The Town and County will jointly operate the Waste Transfer & Recycling Station.

AND WHEREAS the Waste Transfer and Recycling Station will be for the specific use of both Town and County residents.

AND WHEREAS the Town and the County have reached an agreement, which sets out the terms and conditions of the considerations for the joint operation and use of the said Waste Transfer & Recycling Station.

NOW THEREFORE this agreement witnesseth that, in consideration of the mutual covenants and undertakings herein, the parties hereto agree as follows, namely;

CAPITAL & OPERATING COST SHARING

1. The County and the Town will split the capital and operating costs for the Waste Transfer Site on a 75:25 basis, with the 75% (seventy-five percent) of said capital & operation cost being attributed to the Town and 25% (twenty-five percent) of said capital & operating development costs being attributed to the County.
2. For any unbudgeted capital purchases over \$30,000.00, we will need approval from both the Town and County Councils.

FINANCIAL RESPONSIBILITIES

1. The Town of St. Paul will administer all financial responsibilities in regards to capital and operating, and the Town will invoice the County for their required share.

OPERATIONAL RESPONSIBILITIES

1. The Waste Transfer & Recycling Station will be operated by the Town of St. Paul to those standards set out and abided by the Evergreen Waste Commission.

Appendix 1 for 7.10.: Agreement
REVENUE ALLOCATION

1. Any revenue generated by the Waste Transfer Station will be allocated between the Town and the County on a 75% (seventy-five percent) Town and 25% (twenty-five percent) County basis.

This agreement will be review on an annual basis. Next review date will be March 1st, 2019

DATE: _____

TOWN OF ST. PAUL

Per: _____

Mayor – Glenn Andersen

Per: _____

Administrator – Ron Boisvert

DATE: _____

COUNTY OF ST. PAUL

Per: _____

Reeve – Steve Upham

Per: _____

Administrator – Sheila Kitz



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

7.11. JUBILEE RECIPROCAL INSURANCE EXCHANGE AGM

#20140304006

Meeting : March 11, 2014

Meeting Date : 2014/03/11 10:00

Background

The Jubilee Reciprocal Insurance Exchange (JRIE) AGM will be held March 17 at 4:30 p.m. in conjunction with the AADM&C Spring Convention. The AGM does not signify any major changes within JRIE, but rather a move to have more ongoing interaction with Jubilee subscribers. The meeting will give subscribers the opportunity to better understand the financial position, future strategy and governance structure of JIRE.

In the past, AGM's have been sporadic and in many cases poorly attended. Jubilee Insurance is committing to hold AGM's at the AAMD&C Spring Convention each year, and is hoping that each subscriber has an elected or administrative official in attendance or assigns a proxy. They are strongly urging all subscribers to participate.

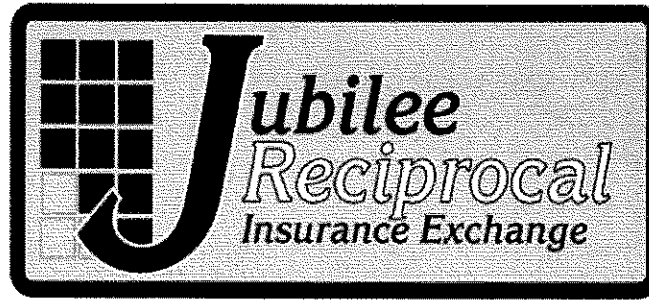
A copy of the agenda is attached.

Recommendation

Motion to appoint an elected or administrative official from the County of St. Paul **OR** Duane Gladden, Director of Aggregated Business Services, AAMDC and JRIE Principal Attorney - to act as proxy at the Annual General Meeting of JRIE to be held on Monday, March 17, 2014.

Additional Information

Originated By : pcorbiere



**2014 Annual General Meeting
of
Jubilee Reciprocal Exchange Insurance
(JRIE)**

AGENDA

March 17, 2014
4:30 pm
Shaw Conference Centre, Salon 4
9797 Jasper Avenue
Edmonton, AB.

- 1.0 Call to Order and Declaration of Quorum
- 2.0 Approval of Agenda
- 3.0 Approval of JRIE Meeting Minutes of March 18, 2013
- 4.0 Approval of 2013 Audited Financial Statements
- 5.0 Approval of 2013 Actuarial Report
- 6.0 Confirm Appointment of 2014 Auditor
- 7.0 Confirm Appointment of 2014 Actuary
- 8.0 Claims Update
- 9.0 Attorney's Report
- 10.0 Adjournment

**ANNUAL GENERAL MEETING OF
THE JUBILEE RECIPROCAL INSURANCE EXCHANGE
PROXY**

**The Undersigned Subscriber to the Jubilee Reciprocal Insurance Exchange ("JRIE")
hereby appoints: (chose one)**

☐ _____

OR

☐ Duane Gladden, Director of Aggregated Business Services, AAMDC and JRIE Principal Attorney

to act as proxy at the Annual General Meeting of JRIE to be held on Monday, March 17, 2014.

My proxy shall have full authority to vote on behalf of the Undersigned.

Dated _____, 2014.

Subscribing Member

Per: _____
Signing Officer

***Note that no proxy is required if a member is represented at the meeting by its most senior elected or most senior administrative personnel.**



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

7.12. GENESIS RECIPROCAL INSURANCE EXCHANGE AGM

#20140304007

Meeting : March 11, 2014

Meeting Date : 2014/03/11 10:00

Background

The Genesis Reciprocal Insurance Exchange (GRIE) AGM will also be held March 17 at 4:30 p.m. in conjunction with the AAMD&C Spring Convention. If we do not appoint an elected official or administrative official to attend, then we are required to assign a proxy.

Recommendation

Motion to appoint an - elected or administrative official from the County of St. Paul **OR**

- Gerald Rhodes, Executive Director of the AAMDC and GRIE Principal Attorney

to act as proxy at the Annual general Meeting of GRIE to be held on Monday, March 17, 2014.

Additional Information

Originated By : pcorbiere



February 24, 2014

RE: GRIE Annual General Meeting

ATTN: GRIE Subscriber

Please note that this is the official notice of the AGM for Genesis Reciprocal Insurance Exchange. The meeting will take place **March 17, 2014, 4:30 pm - 5:30 pm, at the Shaw Conference Centre, 9797 Jasper Avenue, Edmonton, AB., in Salon 4.** The meeting will be followed by a hospitality suite sponsored by the AAMDC. All subscribers to GRIE should find attached a Proxy Form to appoint an individual to attend the meeting if they are unable to attend. Please note that this AGM does not signify any major change within GRIE, but rather a move on our behalf to have more ongoing interaction with GRIE subscribers. This meeting will give subscribers the opportunity to better understand the financial position, future strategy, and governance structure of GRIE.

In the past, AGM's have been sporadic, and in many cases poorly attended. It is our intention to change both of those trends. We are committing to hold AGM's at the AAMDC Spring Convention each year, second **we are hopeful that each subscriber will have an elected or administrative official in attendance**, or assign a proxy. We are strongly encouraging all subscribers to participate.

Please find the attached Agenda, including the 2013 Audited Financials, and the 2013 Actuarial Report. You will also find the proxy document attached.

For any questions regard this meeting please contact Jasmine Rasuli at jasmine.rasuli@aamdc.com, or at 780-955-8403.

Sincerely,



Gerald Rhodes

GRIE Principal Attorney



2014 Annual General Meeting of Genesis Reciprocal Exchange Insurance (GRIE)

AGENDA

March 17, 2014
4:30 pm
Shaw Conference Centre, Salon 4
9797 Jasper Avenue
Edmonton, AB.

- 1.0 Call to Order and Declaration of Quorum
- 2.0 Approval of Agenda
- 3.0 Approval of GRIE Meeting Minutes of March 18, 2013
- 4.0 Approval of 2013 Audited Financial Statements
- 5.0 Approval of 2013 Actuarial Report
- 6.0 Confirm Appointment of 2014 Auditor
- 7.0 Confirm Appointment of 2014 Actuary
- 8.0 Claims Update
- 9.0 Attorney's Report
- 10.0 Adjournment



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

7.13. SEWER BACK UP CLAIM

#20140305006

Meeting : March 11, 2014

Meeting Date : 2014/03/11 10:00

Background

At the October 2013 Meeting, Council was presented with a letter from the residents of 3713 Railway Avenue advising that waste water had backed up into their basement and requesting that they be reimbursed the cost of their insurance deductible - \$1,000. Council made a motion to refer the request, to the County's insurance company.

We have received a reply from Pridle and Associates advising that the County could pay the claimants \$1,000 and have them sign a Final Release. The back flow valve will be installed in the home this week.

Recommendation

Council to decide if they will pay the \$1,000 as requested by the homeowner.

Additional Information

Originated By : pcorbiere



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

7.14. ROAD CANCELLATION - ROAD PLAN 4001BM IN SE 3-56-8-W4 - #20140305002 DIVISION 2

Meeting : March 11, 2014

Meeting Date : 2014/03/11 10:00

Background

Road Plan 4001BM located in SE 3-56-8-W4 is being presented to Council for cancellation as a new road was built and the old road plan was never canceled.

Section 24 of the M.G.A. allows Council to close and cancel any part of a road described in a surveyed road plan if it is no longer required for use by the traveling public owing to the existence of an alternate route.

Recommendation

Motion to approve the resolution of the County of St. Paul No. 19 for the purpose of closing to public travel and cancelling a portion of a public highway in accordance with Section 24 of the Municipal Government Act, Chapter M26.1, Revised Statutes of Alberta 2000, as amended.

WHEREAS, the lands hereafter described are no longer required for public travel.

THEREFORE, be it resolved that the Council of the County of St. Paul No. 19 does hereby close the following described roads, subject to rights of access granted by other legislation or regulations:

Firstly, closure all that portion of Road Plan 4001BM in SE 3-56-8-W4 containing 1.47 hectares (3.63 acres) more or less, excepting thereout all mines and minerals.

Cancelled portions to be consolidated with respective titles.

Additional Information

Originated By : cstarnault



County of St. Paul No. 19

March 11, 2014

A Resolution of the County of St. Paul No. 19 for the purpose of closing to public travel and cancelling a portion of a public highway in accordance with Section 24 of the Municipal Government Act, Chapter M26.1, Revised Statutes of Alberta 2000, as amended.

WHEREAS, the lands hereafter described are no longer required for public travel.

THEREFORE, be it resolved that the Council of the County of St. Paul No. 19 does hereby close the following described roads, subject to rights of access granted by other legislation or regulations.

***All that portion of Road Plan 4001BM in SE 3-56-8-W4
containing 1.47 hectares (3.63 acres) more or less***

Excepting thereout all mines and minerals

Cancelled portions to be consolidated with respective titles.

CHIEF ADMINISTRATIVE OFFICER

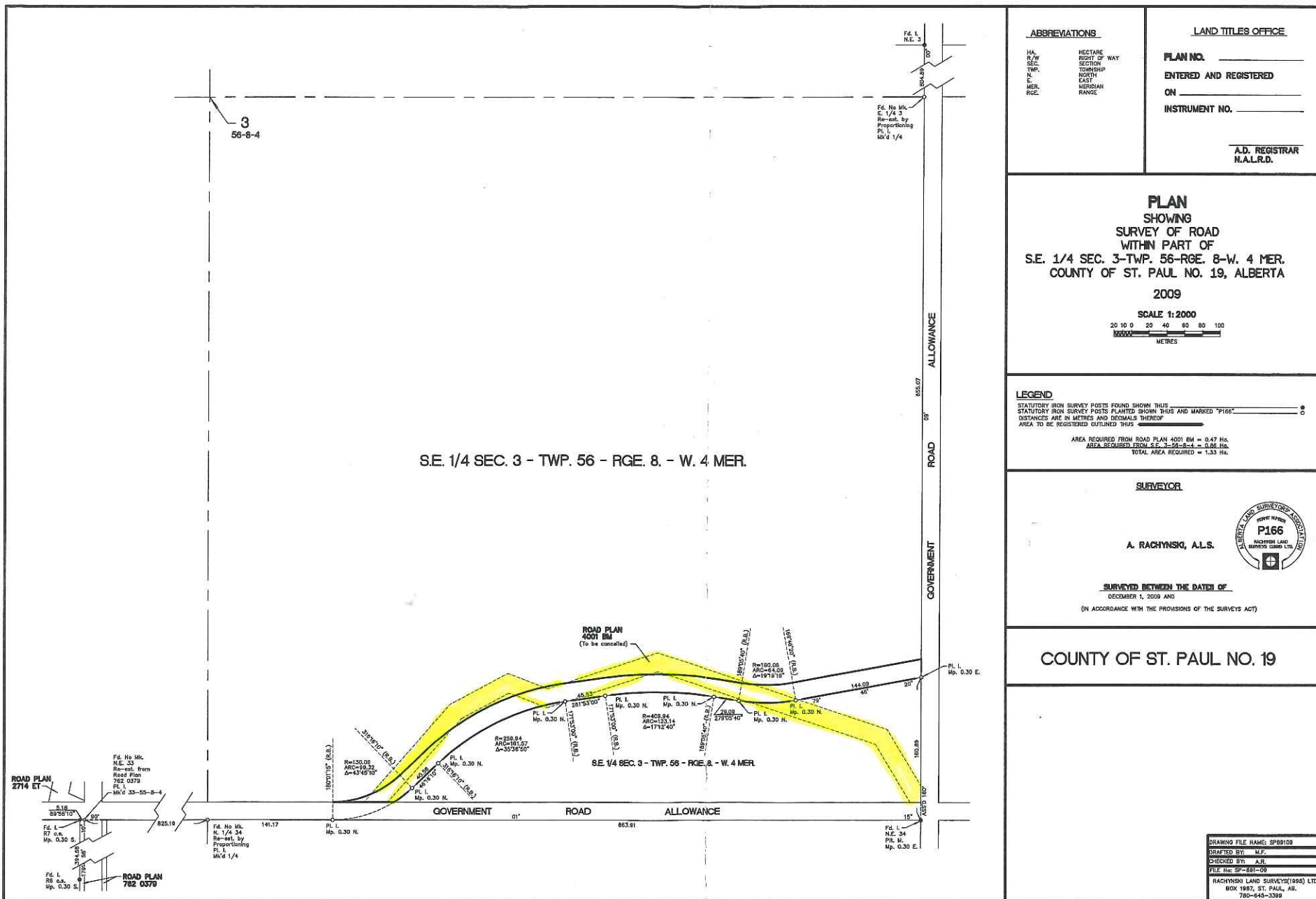
REEVE

APPROVED THE _____ DAY OF _____ 201__.

MINISTER OF TRANSPORTATION

Approval valid for _____ months

Appendix 1 for 7.14.: Road Plan 4001BM in SE 3-56-8-W4





County of St Paul No 19
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Issue Summary Report

7.15. EASEMENT

#20140305004

Meeting : March 11, 2014

Meeting Date : 2014/03/11 10:00

Background

This standard easement is required to purchase the necessary property to register the road in SE 3-56-8-W4:

Alberta Conservation Association SE 3-56-8-W4

Recommendation

Motion to approve the following standard easement required to purchase the property to register an existing road located in SE 3-56-8-W4:

Alberta Conservation Association SE 3-56-8-W4

Additional Information

Originated By : pcorbiere



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

7.16. ROAD CANCELLATION - ROAD PLAN 1999CL IN NE & SE 34-56-8-W4 - DIVISION 3

#20140305003

Meeting : March 11, 2014

Meeting Date : 2014/03/11 10:00

Background

Plan 1999CL located in NE 34 and SE 34-56-8-W4 is being presented to Council for cancellation as a new road was built but the old road plan was never canceled.

Section 24 of the M.G.A. allows Council to close and cancel any part of a road described in a surveyed road plan if it is no longer required for use by the traveling public owing to the existence of an alternate route.

Recommendation

Motion to approve the resolution of the County of St. Paul No. 19 for the purpose of closing to public travel and cancelling a portion of a public highway in accordance with Section 24 of the Municipal Government Act, Chapter M26.1, Revised Statutes of Alberta 2000, as amended.

WHEREAS, the lands hereafter described are no longer required for public travel.

THEREFORE, be it resolved that the Council of the County of St. Paul No. 19 does hereby close the following described roads, subject to rights of access granted by other legislation or regulations:

Firstly, closure all that portion of Road Plan 1999CL in NE 34-56-8-W4 containing 0.733 hectares (1.81 acres) more or less;

Secondly, closure all that portion of Road Plan 1999CL in SE 34-56-8-W4 containing 0.652 hectares (1.61 acres) more or less, excepting thereout all mines and minerals.

Cancelled portions to be consolidated with respective titles.

Additional Information

Originated By : cstarnault



County of St. Paul No. 19

March 11, 2014

A Resolution of the County of St. Paul No. 19 for the purpose of closing to public travel and cancelling a portion of a public highway in accordance with Section 24 of the Municipal Government Act, Chapter M26.1, Revised Statutes of Alberta 2000, as amended.

WHEREAS, the lands hereafter described are no longer required for public travel.

THEREFORE, be it resolved that the Council of the County of St. Paul No. 19 does hereby close the following described roads, subject to rights of access granted by other legislation or regulations.

Firstly, closure all that portion of Road Plan 1999CL in NE 34-56-8-W4 containing 0.733 hectares (1.81 acres) more or less;

Secondly, closure all that portion of Road Plan 1999CL in SE 34-56-8-W4 containing 0.652 hectares (1.61 acres) more or less

Excepting thereout all mines and minerals

Cancelled portions to be consolidated with respective titles.

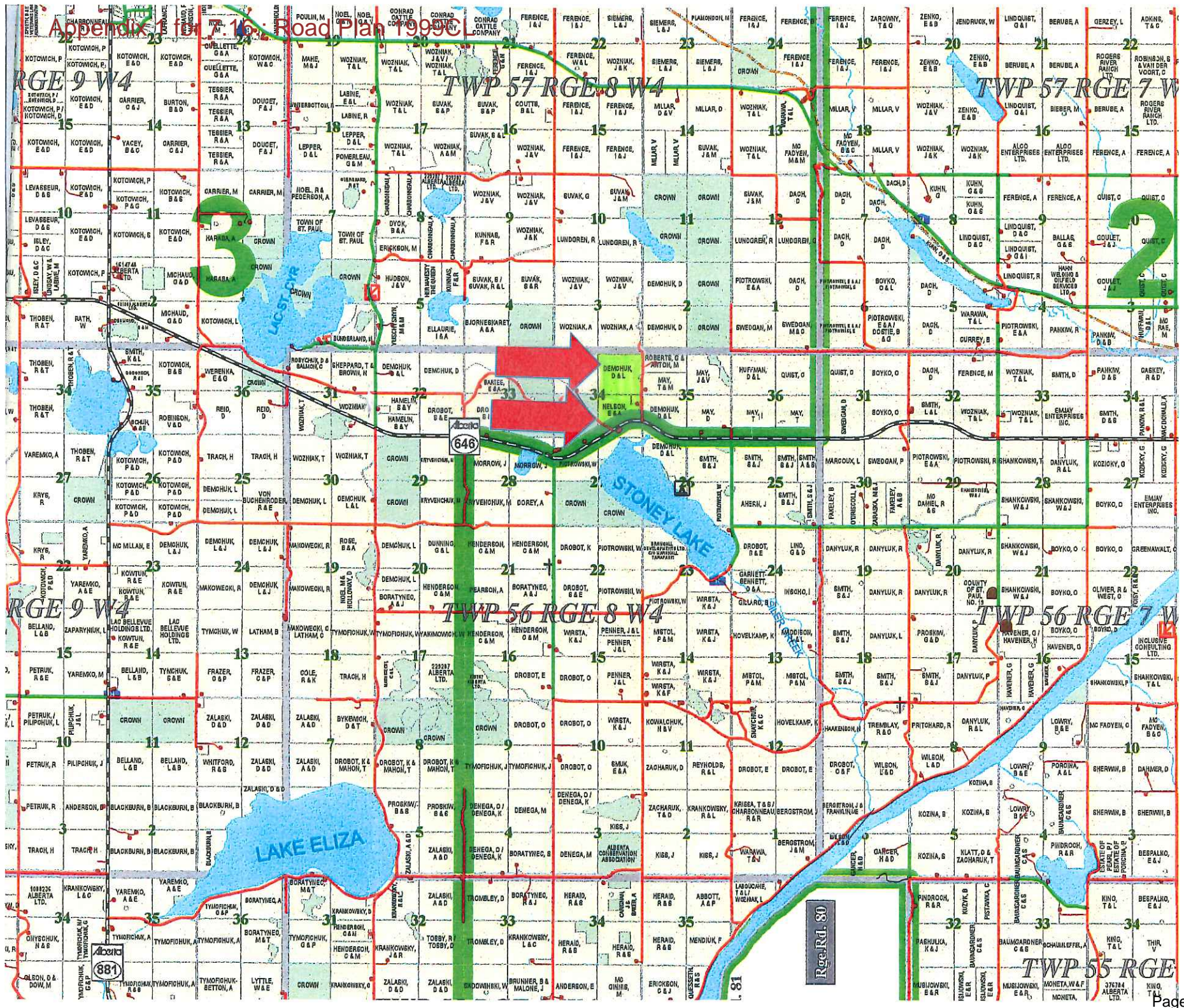
CHIEF ADMINISTRATIVE OFFICER

REEVE

APPROVED THE _____ DAY OF _____ 201__.

MINISTER OF TRANSPORTATION

Approval valid for _____ months



W. G. Belger
Director of Supplies.

Scale 4 Chains = 1 inch. By M.W. Hopkins D.L.S.
1922.

NOTE: Distances shown in blue are computed.

[illegible]

Geo Leonard
A Commissioner for Oaths.

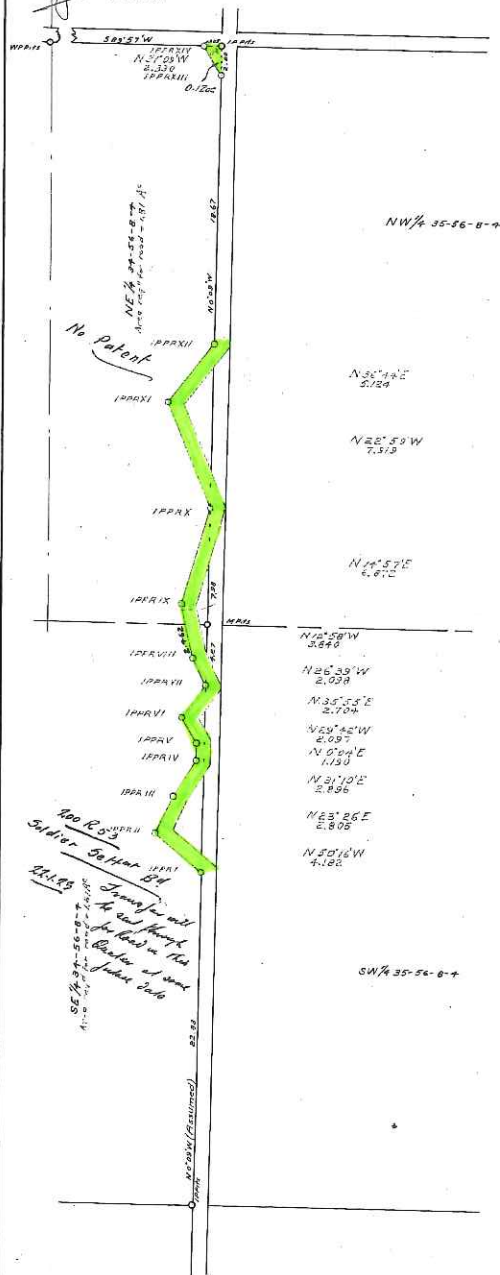
I hereby certify that the survey represented by this plan has been made according to the instructions of the Council of the Municipality of Laurier No 543 under the provisions of the Municipal District Act.

Y. A. M. and partner and
S. J. M. and partner

Roads. Title N° 6039.

I certify that the within-enclosed
 duly Entered and Registered with the
 Title Office for the County of Santa Clara
 Register of Deeds was duly returned, both
 Parties of Record on the 10th day of Jan^y
 A. D. 1933. *10.15*
 A. D. 1933. *1999*
 Book *CL* Page *66*

Book - C-2 Folio. 1788
Jewell
Registry
M.A.N.O.



200 R 53
Soldier

Dr. Sattar

Transfer
to seat

4-56-10
for Road in
Quaker

25/4/53

100

THE UNIVERSITY OF CHICAGO

CONCLUSION

Page 49 of 100



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
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Issue Summary Report

7.17. ROAD CANCELLATION - ROAD PLAN 7822460 IN NE AND SE 20-59-10-W4-DIVISION 5

#20140304008

Meeting : March 11, 2014

Meeting Date : 2014/03/11 10:00

Background

Road Plan 7822460 located in NE 20 and SE 20-59-10-W4 is being presented to Council for cancellation as the road was re-aligned when it was built. Instead of doing a description by meets and bounds (describing land by listing the compass directions and distances of the boundaries) to describe the area of the road to be cancelled, Albert Rachynski is advising that it would be simpler to cancel the entire road and reregister it.

Section 24 of the M.G.A. allows Council to close and cancel any part of a road described in a surveyed road plan if it is no longer required for use by the traveling public owing to the existence of an alternate route.

Recommendation

Motion to approve the resolution of the County of St. Paul No. 19 for the purpose of closing to public travel and cancelling a portion of a public highway in accordance with Section 24 of the Municipal Government Act, Chapter M26.1, Revised Statutes of Alberta 2000, as amended.

WHEREAS, the lands hereafter described are no longer required for public travel.

THEREFORE, be it resolved that the Council of the County of St. Paul No. 19 does hereby close the following described roads, subject to rights of access granted by other legislation or regulations:

Firstly, closure all that portion of Road Plan 7822460 in NE 20-59-10-W4 containing 1.62 hectares (4 acres) more or less;

Secondly, closure all that portion of Road Plan 7822460 in SE 20-59-10-W4 containing 1.13 hectares (0.809 acres) more or less, excepting thereout all mines and minerals.

Cancelled portions to be consolidated with respective titles.

Additional Information

Originated By : cstarnault



County of St. Paul No. 19

March 11, 2014

A Resolution of the County of St. Paul No. 19 for the purpose of closing to public travel and cancelling a portion of a public highway in accordance with Section 24 of the Municipal Government Act, Chapter M26.1, Revised Statutes of Alberta 2000, as amended.

WHEREAS, the lands hereafter described are no longer required for public travel.

THEREFORE, be it resolved that the Council of the County of St. Paul No. 19 does hereby close the following described roads, subject to rights of access granted by other legislation or regulations.

Firstly, closure all that portion of Road Plan 7822460 in NE 20-59-10-W4 containing 1.62 hectares (4 acres) more or less;

Secondly, closure all that portion of Road Plan 7822460 in SE 20-59-10-W4 containing 1.13 hectares (0.809 acres) more or less.

Excepting thereout all mines and minerals

Cancelled portions to be consolidated with respective titles.

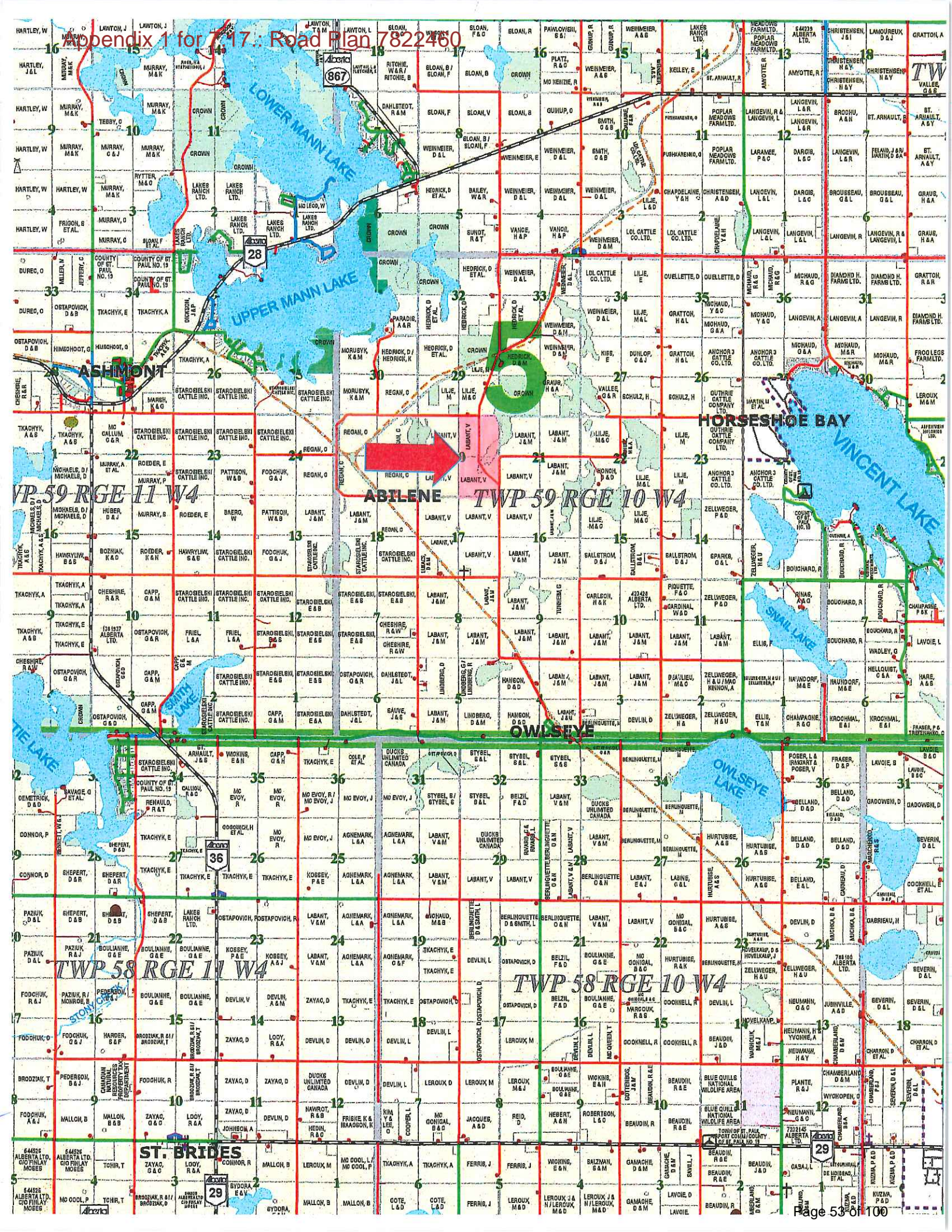
CHIEF ADMINISTRATIVE OFFICER

REEVE

APPROVED THE _____ DAY OF _____ 201__.

MINISTER OF TRANSPORTATION

Approval valid for _____ months



15240 M.D. 0976 282

782 246076-11D-78

**PLAN SHOWING
SURVEY OF ROAD**
IN
SEC. 20, TP. 59, R. 10, W. 4th MER.
COUNTY OF ST. PAUL No. 19
SCALE 1" = 400' 1978 M. POBYLO, A.L.S.

NOTE:
Survey Monuments found as indicated.
Iron Survey Posts placed shown in
the individual blocks. Post placed one foot
from iron post towards previous iron post.
S.S. indicates transfer dump, approx. S.S.
Distances are in feet and decimals thereof.
Area required coloured red.

SURVEY APPROVED
[Signature]
S.A.M. APPROVED [Signature]
D.O. 25, 1978, P.M. 20
APPROVAL VALID
FOR TWELVE MONTHS

DIRECTOR OF SURVEYS

Under Section 14 of the Municipal Government Act,
(Canada) 1978, R.O.S.
Province of Alberta, at St. Paul, Alberta,
(to wit) made with and say:
1. That I am the Secretary-Treasurer of the
County of St. Paul No. 19.
2. That agreements have been reached with all the owners
of the lands affected by this plan so that the area is
to be acquired and the price to be paid.
3. That the land to be acquired is for the purpose of
Public Road.

Given before me at St. Paul
in the Province of Alberta
this 25th day of May,
1978.
[Signature]
A Commissioner for St. Paul
and for the Province of Alberta

1. M. Poylo, of the City of Edmonton, Alberta
Land Surveyor, make oath and say:
1. That the survey represented by this plan was made
under my personal supervision.
2. That the survey was made in accordance with good
surveying practices and in accordance with the
provisions of the Survey Act, and
3. That the survey was performed between the dates
of Dec. 11, 1977 and May 25, 1978, and that this plan
is true and correct, and is prepared in accordance
with the provisions of the Land Titles Act.

Given before me at the City of
Edmonton in the Province of
Alberta this 25th day of May,
1978.
[Signature]
M. Poylo
Alberta Land Surveyor

I hereby certify that the survey represented by
this plan has been made in accordance with the
instructions of the Council of the County of
St. Paul No. 19 under the provisions of the
Municipal Government Act.

[Signature]
Secretary-Treasurer

SEAL

N.E. 1/4 SEC. 20-59
AREAS REQ'D.
WITHIN ROAD NO. 19, 1978 N.W.
WITHOUT ABOVE
TOTAL
2.2 AC.
MINIMUM

S.E. 1/4 SEC. 20-59-10-4
AREAS REQ'D.
WITHIN ROAD NO. 19
WITHIN ROAD NO. 19
WITHOUT ABOVE
TOTAL
2.57 AC.
MINIMUM

15240 M.D. 0976 282

CURVED SURVEYS (1978) LTD.
EDMONTON, ALBERTA
FILE A-3457



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
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Issue Summary Report

7.18. ROAD CANCELLATION - ROAD PLAN 9520432 IN NE & SE 29-59-10-W4 - DIVISION 5

#20140305001

Meeting : March 11, 2014

Meeting Date : 2014/03/11 10:00

Background

Road Plan 9520432 located in NE 29 and SE 29-59-10-W4 is being presented to Council for cancellation as the road was re-aligned when it was rebuilt but the portions of the old road plan were not cancelled. This is an extension of the last road cancellation which it also easier to cancel the entire road and then reregister it.

Section 24 of the M.G.A. allows Council to close and cancel any part of a road described in a surveyed road plan if it is no longer required for use by the travelling public owing to the existence of an alternate route.

Recommendation

Motion to approve the resolution of the County of St. Paul No. 19 for the purpose of closing to public travel and cancelling a portion of a public highway in accordance with Section 24 of the Municipal Government Act, Chapter M26.1, Revised Statutes of Alberta 2000, as amended.

WHEREAS, the lands hereafter described are no longer required for public travel.

THEREFORE, be it resolved that the Council of the County of St. Paul No. 19 does hereby close the following described roads, subject to rights of access granted by other legislation or regulations:

Firstly, closure all that portion of Road Plan 9520432 in NE 29-59-10-W4 containing 0.944 hectares (2.33 acres) more or less;

Secondly, closure all that portion of Road Plan 9520432 in SE 29-59-10-W4 containing 1.19 hectares (2.94 acres) more or less, excepting thereout all mines and minerals.

Cancelled portions to be consolidated with respective titles.

Additional Information

Originated By : cstarnault



County of St. Paul No. 19

March 11, 2014

A Resolution of the County of St. Paul No. 19 for the purpose of closing to public travel and cancelling a portion of a public highway in accordance with Section 24 of the Municipal Government Act, Chapter M26.1, Revised Statutes of Alberta 2000, as amended.

WHEREAS, the lands hereafter described are no longer required for public travel.

THEREFORE, be it resolved that the Council of the County of St. Paul No. 19 does hereby close the following described roads, subject to rights of access granted by other legislation or regulations.

Firstly, closure all that portion of Road Plan 9520432 in NE 29-59-10-W4 containing 0.944 hectares (2.33 acres) more or less;

Secondly, closure all that portion of Road Plan 9520432 in SE 29-59-10-W4 containing 1.19 hectares (2.94 acres) more or less.

Excepting thereout all mines and minerals

Cancelled portions to be consolidated with respective titles.

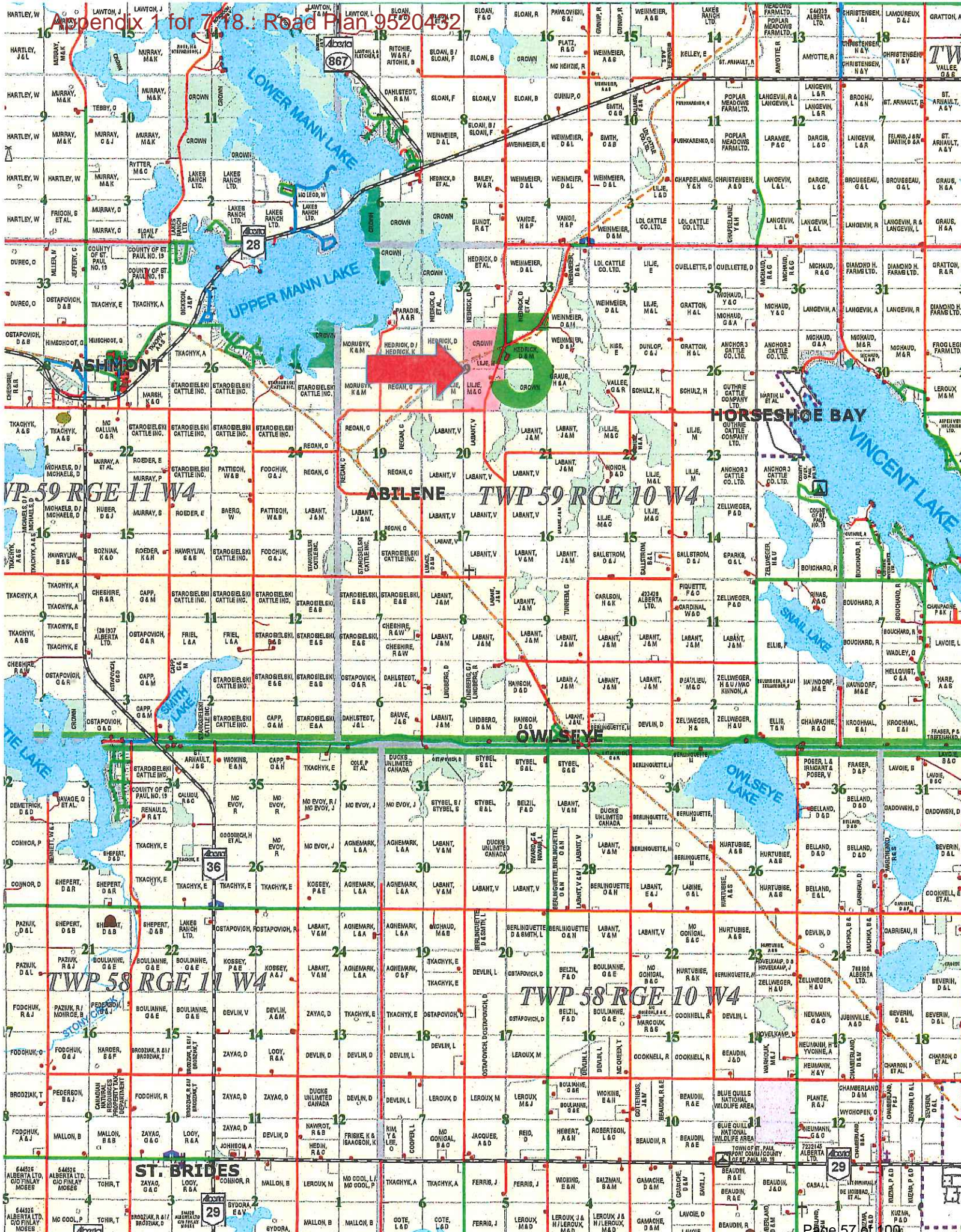
CHIEF ADMINISTRATIVE OFFICER

REEVE

APPROVED THE _____ DAY OF _____ 201__.

MINISTER OF TRANSPORTATION

Approval valid for _____ months





ROAD PLAN 9520432



County of St Paul No 19
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www.county.stpaul.ab.ca

Issue Summary Report

7.19. REQUEST TO PURCHASE STATUTORY ROAD ALLOWANCE #20140305005

Meeting : March 11, 2014

Meeting Date : 2014/03/11 10:00

Background

The owner of SW 4-56-3-W4 met with the planning department and is requesting to purchase a portion of the statutory road allowance that runs in between Township Road 560 and Secondary Highway 897. The road allowance separates their property from a small parcel in the NW 33-55-3-W4, which they also own (see map attached).

Dennis Bergheim will be in to speak to Council about this request.

Recommendation

Council to decide if they will sell the Statutory Road Allowance to the adjacent landowner.

Additional Information

Originated By : dbergheim

SW 4-56-3-W4, Rural Address: 3328 Twp Rd 560

Request to purchase portion of
Statutory Road Allowance

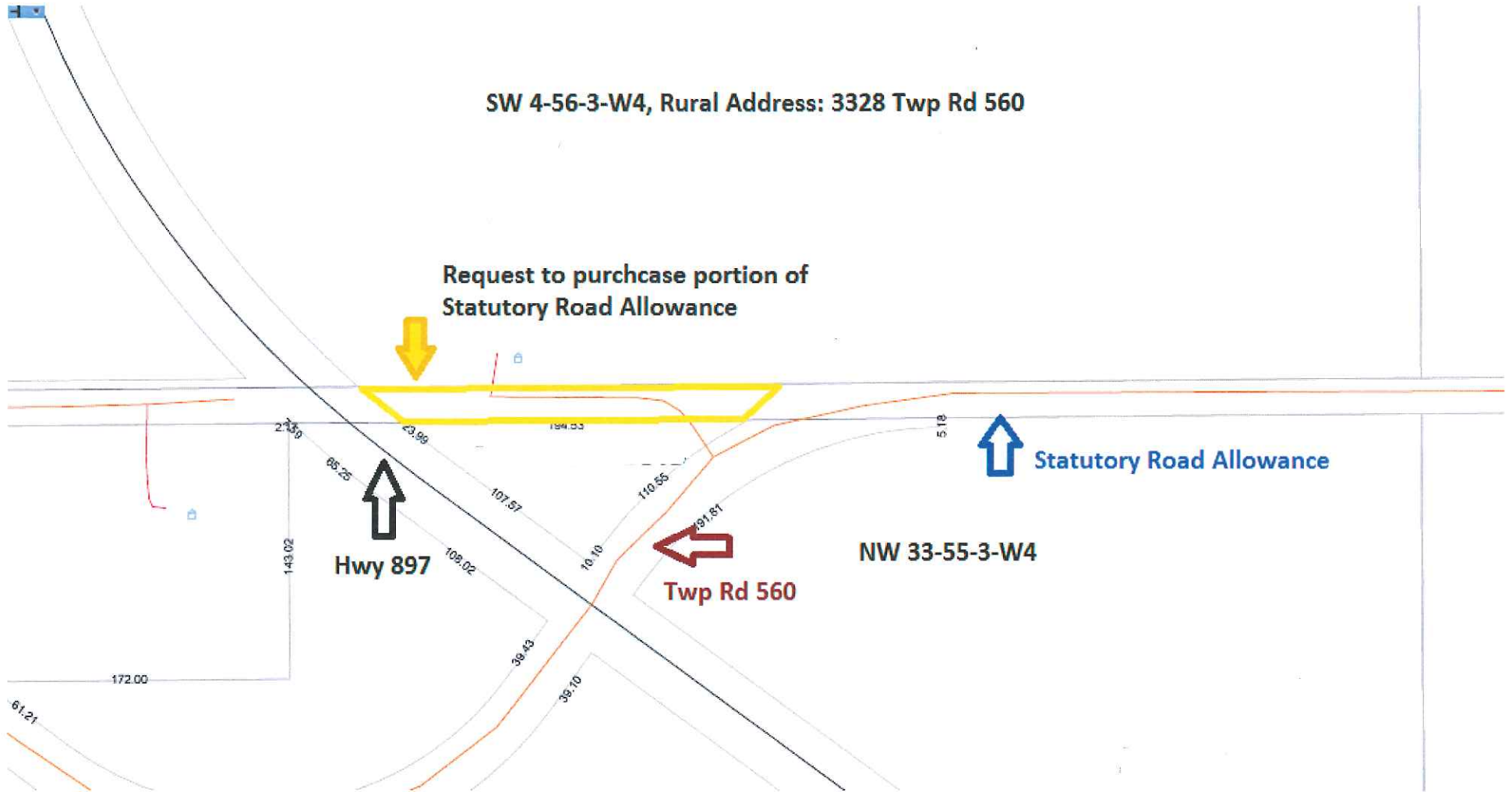


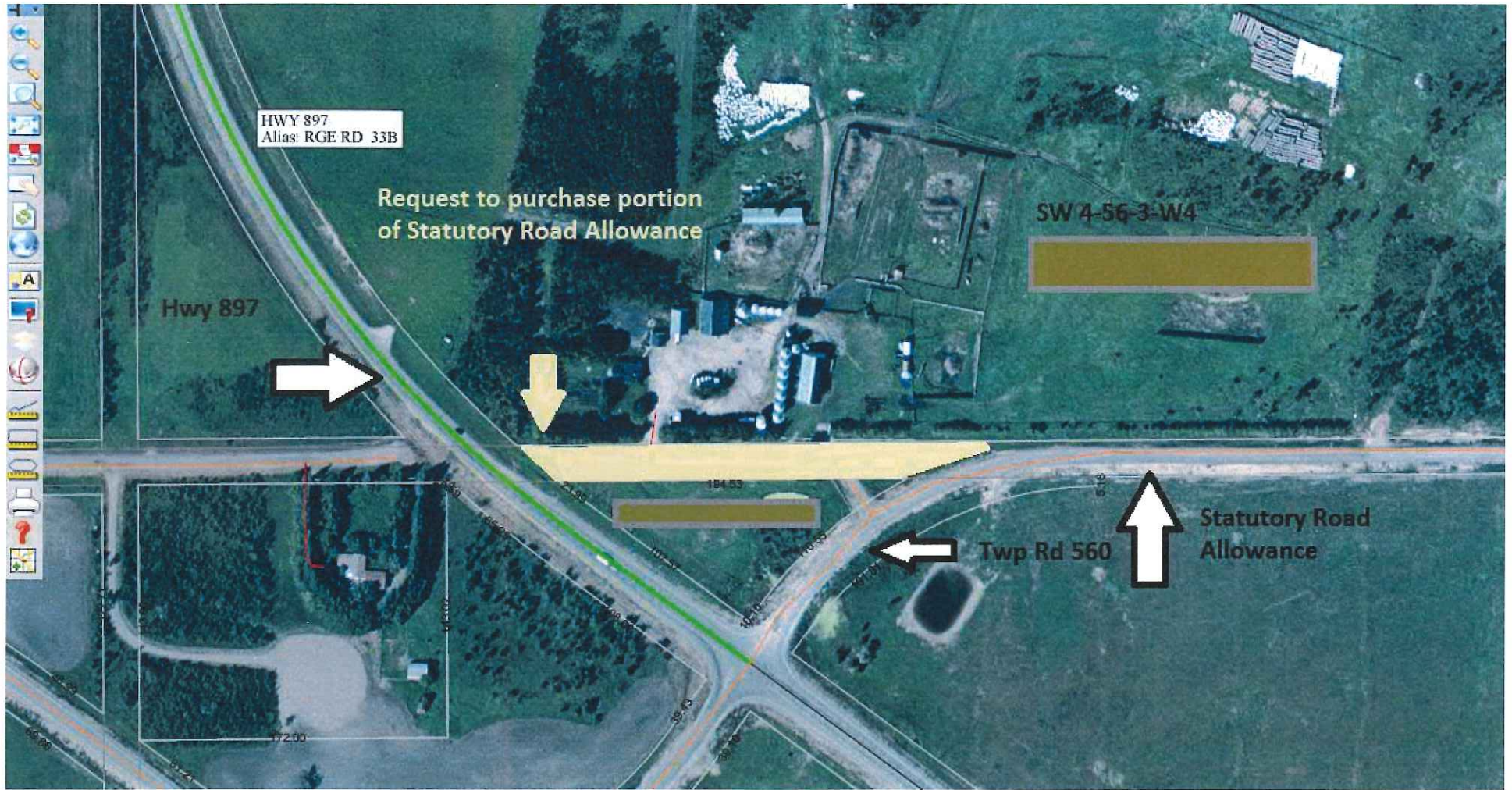
Statutory Road Allowance

Hwy 897

NW 33-55-3-W4

Twp Rd 560







County of St Paul No 19
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

7.20. LAND USE FRAMEWORK REVIEW PANEL

#20140306001

Meeting : March 11, 2014

Meeting Date : 2014/03/11 10:00

Background

The Government of Alberta is developing and will be implementing, in consultation with Albertans, seven regional land-use plans to achieve Alberta's long-term social, economic and environmental goals. The Government is now looking for individuals to become part of a standing roster from which panel members may be selected to participate in the review of a regional plan. The Alberta Land Stewardship Act contains provisions for any person who is directly and adversely affected by a regional plan to request a review of the plan. The role of the independent review panel will be to consider review requests and provide recommendations to the Government of Alberta.

More information about candidate requirements can be viewed on the Land-Use Framework website at www.landuse.alberta.ca.

Recommendation

As per Council's wishes.

Additional Information

Originated By : pcorbiere



Issue Summary Report

7.21. MURPHY ROAD TENDER

#20140306009

Meeting : March 11, 2014

Meeting Date : 2014/03/11 10:00

Background

The following tenders for the overlay on the Murphy Road were opened on February 12th:

	Hwy 646 to Jct Twp Rd 590	Pengrowth Intersection Treatment	County's Total
Sandstar	\$5,149,650.00	\$276,006.00	\$5,425,656.00
Border Paving	\$5,236,168.00	\$269,429.00	\$5,505,597.00
Lahrman Const. Inc.	\$5,285,664.00	\$267,208.00	\$5,552,872.00
E Construction Ltd	\$5,375,551.10	\$220,438.75	\$5,595,989.85
Ledcor Alberta Limited	\$5,524,240.77	\$290,984.14	\$5,815,227.91
Knelsen Sand & Gravel	\$6,297,136.80	\$312,717.55	\$6,609,854.05

Notwithstanding the amounts above, there is a potential bonus of \$137,900 in the contract as well as engineering costs of \$333,580, bringing the cost of the project if awarded (to the low bidder) to \$5,897,136. We currently have 3.32 million committed from industry, with \$620,000 to come in the 2014 budget. The balance of these contributions will be \$1,500,000 in 2015, \$400,000 each year 2016, 2017, 2018. Administration is currently working on other industry partners to assist with the overlay of the road. The 2014/15 Provincial budget did not include any funding for Resource Roads.

The MD of Bonnyville awarded the tender for their 2 miles of Murphy Road on February 26, 2014. Indications from Engineers is that putting off the overlay of the road will result in further deterioration of the road and increased future costs as more work would be required to complete the overlay. Additionally we would have increased annual maintenance costs. They also indicated that the bid received for the work is 20% less than the engineering estimate - they would not guarantee that we would achieve that kind of bid amount in the future.

Recommendation

Council to decide if they will proceed with the overlay on the Murphy Road and award the tender to the lowest bidder, Sandstar Construction Ltd.

Additional Information

Originated By : skitz



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5015 ~ 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

7.22. BYLAW 2013-49 - SHORT TERM BORROWING FOR MURPHY ROAD

#20140306010

Meeting : March 11, 2014

Meeting Date : 2014/03/11 10:00

Background

At the December meeting, Council tabled the Short Term Borrowing Bylaw No. 2013-49 to fund the overlay on the Murphy Road. If Council awards the tender for the Murphy Road, we need to have a Short-Term Borrowing Bylaw in place. The borrowing Bylaw will be for a maximum of \$5,275,000 - this is currently the amount contemplated in the 2014 budget, but pending contributions from other industry players we may be able to reduce the amount required to borrow from the Borrowing Bylaw. Administration is recommending that if the Murphy Road tender is awarded Council provide three readings to Bylaw 2014-05.

Recommendation

Motion to give all three readings to Bylaw No. 2014-05 - Short Term Borrowing for the Murphy Road Overlay.

Additional Information

Originated By : skitz

**SHORT-TERM BORROWING BYLAW
MUNICIPAL - CAPITAL PURPOSES**

**(Cities, Towns, Villages, Municipal Districts,
Summer Villages and Counties)**

Bylaw No. 2014-05

A BYLAW OF THE COUNTY OF ST. PAUL NO. 19 IN THE PROVINCE OF ALBERTA

WHEREAS the Council of the County of St. Paul No. 19 (hereafter called “the Municipality”) by virtue of the borrowing powers vested in the Municipality by the Municipal Government Act on such terms and conditions as are expressed in the said Act, may borrow such sums of money as the Council of the Municipality may deem necessary, and

WHEREAS the said Council of the Municipality deems it necessary to borrow for the financing, undertaking and completion of **an overlay on the Murphy Road** the sum of **FIVE MILLION TWO HUNDRED AND SEVENTY FIVE THOUSAND DOLLARS (\$5,275,000.00)** to be repayable within five years, and

WHEREAS the aggregate of all liabilities, including this borrowing, incurred under Section 257 of the Municipal Government Act will not exceed the Municipality’s Debt Limit per Section 252 of the Municipal Government Act;

NOW THEREFORE BE IT ENACTED by the Council of the Municipality as a Bylaw thereof as follows:

1. That the Council of the Municipality do borrow from the Servus Credit Union or another authorized financial institution the sum of **FIVE MILLION TWO HUNDRED AND SEVENTY FIVE THOUSAND DOLLARS** repayable as follows: over a five year period (5 year) and do agree to pay interest thereon either in advance of or at maturity, and in either case after maturity until paid, at a rate per annum not exceeding the prime lending rate from time to time established by the Servus Credit Union or another authorized financial institution, and such interest shall be calculated and due and payable monthly on the last day of each and every month.
2. That the amount so borrowed together with interest thereon shall be and is hereby made a charge on any sums of money due or accruing or to accrue or become due or payable to the Municipality during the current calendar year and during the subsequent years over which repayment is to be made as hereinbefore provided and without limiting the generality of the foregoing, whether by way of taxes levied or to be levied or in any other way, all of which sums of money are hereby assigned to the Credit Union or another authorized financial institution as collateral security for the repayment of the said amount so borrowed together with interest thereon, but the financial institution is not to be restricted to such moneys for repayment of the sums borrowed hereunder.

3. That for and in respect of the sum or sums so borrowed the promissory note or notes of the Municipality under its corporate seal, duly attested by the signatures of the Reeve or his Deputy, and the Chief Administrative Officer, be delivered to and in favor of the Credit Union or another authorized financial institution.
4. That nothing herein contained shall waive, prejudicially affect or exclude any right, power, benefit or security, by statute, common law or otherwise given to or implied in favor of the Credit Union or another authorized financial institution.
5. This Bylaw comes into force and effect upon the final passing thereof.

CERTIFICATE

WE HEREBY CERTIFY that the foregoing Bylaw was duly passed and enacted by the Council of the Municipality therein mentioned at a duly and regularly constituted meeting thereof held on the **11th day of March, 2014** at which a quorum was present, as entered in the minutes of the said Council, and that the said Bylaw is still in force and effect.

WITNESS our hands and the seal of the Municipality this 11th day of March, 2014.

Read a first time in Council this 11th day of March, A.D. 2014.

Read a second time in Council this 11th day of March, A.D. 2014.

Read a third time in Council this 11th day of March, A.D. 2014.

Reeve

Chief Administrative Officer



County of St Paul No 19
5015 - 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

7.23. RFP - JOINT LAGOON FEASIBILITY STUDY

#20140306011

Meeting : March 11, 2014

Meeting Date : 2014/03/11 10:00

Background

Bryan Bepalko, Utilities Supervisor, reviewed Request For Proposals (RFP) submitted by Urban Systems,. ISL Engineering and DCL Siemens for a Wastewater Treatment Facility Feasibility Study at Lac Sante. After reviewing the RFPs, he determined that both Urban System and DCL Siemens would deliver the same product or outcome. However when looking at the scoring from the RFQ, Urban Systems rates higher than DCL Siemens.

The County of Two Hills is reviewing the RFP at their Council Meeting on March 11, 2014 as well.

Recommendation

Motion to award the RFP to Urban Systems for the Joint Wastewater Treatment Facility Feasibility Study at Lac Sante.

Additional Information

Originated By : skitz



COUNTY OF ST. PAUL AND COUNTY OF TWO HILLS

A PROPOSAL TO PROVIDE ENGINEERING CONSULTING SERVICES WASTEWATER TREATMENT FEASIBILITY STUDY

Submitted by:
DCL Siemens Engineering Ltd.
101, 10630-172 Street
Edmonton, AB T5S 1H8

Phone: 780-486-2000
Fax: 780-486-9090

DCL SIEMENS

COUNTY OF ST. PAUL AND COUNTY OF TWO HILLS
REQUEST FOR PROPOSALS
WASTEWATER TREATMENT FEASIBILITY STUDY
01-14-732

Table of Contents

1.0	INTRODUCTION	1
1.1	General	1
1.2	Background	1
1.3	Basis of Proposal and Key Services	1
1.4	Project Objective and Scope	2
2.0	PROJECT UNDERSTANDING	3
2.1	General	3
2.2	Tentative Sites	3
2.3	Site Selection and Separation Distances	3
2.4	Geotechnical	3
2.5	Regulatory Authorities	3
2.6	Lagoon Design and Layout	4
2.7	Environmental Considerations	5
2.8	Septage Receiving Station	5
2.9	Governance Model	5
3.0	Methodology	6
3.1	General	6
3.2	Project Initiation and Start-Up Meeting	7
3.3	Development of Feasibility Study	8
3.4	Preparation and Presentation of Draft Feasibility Study	8
3.5	Prepare Final Overall Water Study	8
4.0	Project Schedule	9
5.0	Project Fees and Disbursements	10
5.1	General	10
5.2	Disbursements	10

List of Figures

Figure 3.1 Methodology Activity Flow Chart

List of Tables

Table 4.1 County of St. Paul and County of Two Hills Regional Collaboration Wastewater
Treatment Facility Feasibility Study – Proposed Project Schedule

List of Appendices

Appendix A Request for Proposal

1.0 INTRODUCTION

1.1 General

This proposal has been prepared by DCL Siemens Engineering Ltd. in response to a Request for Proposal (RFP) received from the County of St. Paul and the County of Two Hills Regional Collaboration. The RFP requires the provision of engineering consulting services from pre-qualified consulting firms for the completion of a Wastewater Treatment Feasibility Study. The Terms of Reference outlining the scope of the project and the services required are included in the appendices of our proposal.

1.2 Background

Councils from the communities of the County of St. Paul and the County of Two Hills (referred to in our proposal as "the Counties") have mutually agreed to undertake a Feasibility Study to develop a new wastewater treatment facility. It is understood that the new facility will be a lagoon system designed to receive the region's trucked waste. It is also understood that at this time the facility will not be directly connected to any urban or Hamlet community within either County.

1.3 Basis of Proposal and Key Services

Our proposal is based on the information provided in the RFP/Terms of Reference and discussions between the Counties' representative and representatives from DCL Siemens, and our extensive experience in the planning, study, design and implementation of lagoon based wastewater treatment facilities throughout Alberta. Our proposal is further based on the following key services provided by our firm:

- An experienced team who have worked together on similar projects.
- Experienced specialists in municipal wastewater treatment systems.
- A team experienced in working with, and listening to public works utilities operators, administrative staff and Councils.
- A thorough understanding of the project requirements and its crucial aspects through our experience in the completion of previous wastewater treatment assessments and studies.
- Our familiarity with the requirements of the regulatory authorities, both provincial and federal.
- A team that understands the importance of communications and reporting.

1.4 Project Objective and Scope

The overall objective of the feasibility study will describe the feasibility for the development of a wastewater treatment facility that will enable the Counties to service their respective municipalities through the provision of trucked wastewater disposal. The study will further include a Class 'D' cost estimate and provide a review and recommendations for a governance model by which the facility will be owned and operated.

The scope of the project is clearly described in the Terms of Reference and will include, but not necessarily be limited to, the following major components:

- Evaluate two (2) sites and identify the ideal site.
- Identify current and future projected wastewater flows and sewerage characteristics.
- Recommend wastewater treatment options and include a conceptual design.
- Confirm regulatory and environmental requirements (Provincial and Federal).
- Confirm geotechnical, soil and groundwater condition, and liner recommendations.
- Confirm boundaries, set back and proximity to existing residents.
- Provide Class 'D' cost estimate.
- Make recommendations for governance model.
- Maintain communications with the Counties throughout the project.
- Provide a feasibility study and present to the Counties.

2.0 PROJECT UNDERSTANDING

2.1 General

As a result of a collaboration between the County of St. Paul and the County of Two Hills, the Counties have received a Collaboration Grant from Municipal Affairs to conduct a feasibility study for a new wastewater treatment facility. The regional wastewater treatment philosophy not only reduces the number of individual treatment systems at risk, but also, through economies of scale, can improve the level of service and the cost of operation and maintenance.

2.2 Tentative Sites

Discussions with a representative of the Counties suggest that two (2) tentative sites have been identified. Site No. 1 is a current regional landfill site SW of St. Paul and Site No. 2 is an old lagoon site closer to Lac Sante'. Site No. 1 is not close to a potential discharge drainage course or river but could utilize an existing weigh scale at the landfill. Site No. 2 has sandy soils and is not considered to be a good site. It is understood, however, that the Counties would prefer the new wastewater facility be located closer to Lac Sante'.

2.3 Site Selection and Separation Distances

Factors to be considered in the siting of wastewater treatment lagoons include soils condition, location of watercourse, flood plain (subject to flooding), proximity to existing residents, i.e. more than 300 meters, proximity of a busy public road, and high groundwater conditions. Another key consideration is the site must be able to accommodate future expansion and/or potential hook-up to a piped sewage collection or pumping system in the future.

Soil conditions will determine the use of a synthetic or clay liner. A clay liner can be considered if there are good soil conditions with medium to high plastic clays. If synthetic liners are preferred, soil conditions are less important.

2.4 Geotechnical

For this level of study, DCL Siemens proposes a test pit program at each site in lieu of a full geotechnical investigation. A specialist geotechnical firm will be subcontracted to take soils samples on site and conduct laboratory tests to confirm soils classification.

2.5 Regulatory Authorities

Alberta Environment

Discussions with Alberta Environment will be held during the preparation of this feasibility study to confirm the requirements of an approval for the operation of a wastewater treatment system. The

approval will allow the Counties to discharge lagoon effluent to a receiving watercourse or river on a yearly basis. Treatment parameters will be as described in the current AENV Standards and Guidelines. A typical operation would require grab samples of the effluent and shall be collected after the first day of discharge and shall be analyzed for Biochemical Oxygen Demand (BOD₅) and Total Suspended Solids (TSS).

Federal Regulatory Authorities

Effluent quality limits for wastewater treatment facilities across North America and Canada have become more stringent in recent years. It is anticipated that the new federal requirements for nutrient removal, including ammonia as nitrogen, will soon become a requirement in Alberta.

The proposed wastewater treatment system would be required to consistently meet effluent ammonia limits of 9.6 mg/L in summer and 10.4 mg/L in winter. The limits would be confirmed during the preparation of this study.

It should be noted that the more stringent federal requirements would take precedence over Provincial Regulations.

2.6 Lagoon Design and Layout

The configuration of the lagoon system, i.e. requirement for anaerobic cells, facultative cell and storage cell will depend on the design population and flow rate. The lagoon can be designed as a drainage system or evaporation pond. The traditional lagoon system is designed to accommodate one year of storage and must be located close to an acceptable drainage course. Evaporation ponds are shallower and bigger and are designed for two years of storage. An advantage of evaporation ponds is that they have the potential to take non-domestic waste.

Innovative Treatment Approach

An innovative treatment approach would be the construction of a "Lagoon Nitrification and Effluent Polishing System". A typical system would be an Aerated Flow Submerged Attached Growth Reactor (SAGR®) as developed by Nelson Environmental. The SAGR® system is designed to meet the low ammonia requirements of small communities without constructing extensive treatment facilities requiring higher capital and O & M costs. In addition to ammonia reduction the SAGR® system provides BOD₅ and TSS polishing.

The system would be reviewed as part of our Feasibility Study and through discussion with the Counties.

2.7 Environmental Considerations

The major environmental concern with wastewater lagoons is the potential for leakage to groundwater. The lagoon lining and method of construction will depend on the type of aquifer/soils classification and occurrence/depth to groundwater in the selected location. A leakage detection system can be employed during construction to assess the ongoing integrity of the liner.

2.8 Septage Receiving Station

A septage receiving station can be installed at the lagoon to provide metered and controlled sewage dumping by all users. The station can be a standard design and/or custom designed by a specialist equipment supplier such as Flotech Systems. A typical system would include a heated enclosure mounted on a concrete slab, stainless steel piping and fixtures, user friendly software, flushing system, curbside pump-out and security system. This system allows users a 24/7 keyless, cardless access with on-screen instruction. The Owner (the Counties) can check account balances and authorize, decline or limit usage.

Electrical (power) service to the station will be required. The level of telemetry or monitoring will be as required by the Counties.

An alternate to the septage receiving station approach would be the installation of a truck/vehicle weighing scale similar to those used at landfills and transfer stations. They are tough, dependable and accurate and built to last in severe environments. They are paired with a range of indicators, software and accessories for a complete weighing and data management system.

2.9 Governance Model

DCL Siemens, in consultation with the Counties, will prepare and recommend a Governance Model that will suit a regional sewage disposal and treatment system, with an ownership structure that will be to the satisfaction of all members.

The findings of the feasibility study will be important in that it will provide direction and establish a basis for the creation of a Governance Model for a regional sewage collection, disposal and treatment system. The model would be created to allow the system to be operated in a business-like manner which will establish mechanisms and lines of accountability to enable the continual improvement and upgrading of the sewage disposal and treatment system. With a mandate to own and operate the system, the Counties can transform the sewage system into a modern, efficient and financially sound operation providing a high quality service to its customers.

3.0 Methodology

3.1 General

The Terms of Reference indicate that engineering consulting services for the completion of a feasibility study for a wastewater treatment facility will be required. It is our intention to provide these services as requested in the Terms of Reference.

The DCL Siemens Team has developed a methodology to implement the requirements of the feasibility study in an efficient and thorough manner.

Our methodology includes the following key components:

1. Project Initiation
2. Project Management, Communications and On-Going Meetings
3. Study Tasks
 - Site visit and data gathering
 - Geotechnical
 - Determine populations and volumes
 - Site selection, present and future
 - Regulatory requirements
 - Lagoon design and layout
 - Environmental considerations
 - Sewage truck disposal system
 - Electrical and controls requirements
 - Construction costs, O & M costs
 - Governance model
4. Develop Draft Feasibility Study
5. Submit Draft Study for Review
6. Review Comments and Finalize Feasibility Study
7. Submit Final Feasibility Study and Present to the Counties

Please refer to the Methodology Activity Flow Chart, Figure 3.1, in our proposal, outlining the key elements of the Methodology and the general sequence of activities.

3.2 Project Initiation and Start-Up Meeting

DCL Siemens considers the Project Initiation phase to be of prime importance. It is during this short, yet intensive time period that the working relationship between the Counties' Project Manager and the DCL Siemens Project Manager is established. The scope of work, goals and objectives are established; Project Management and Project Communications Systems are set up. A Project Management and Communication Memorandum is prepared which will form the basis for the further implementation of the project.

Special concerns will be identified, regulatory requirements will be identified and the project schedule confirmed. The overall project background and the Counties' expectations will be discussed. A communications plan will be prepared to ensure the conveyance of timely information on project progress, budget and schedule.

Project initiation would include, but not be limited to, the following:

1. Set up project cost, schedule and line of communications.
2. The starting point for the project will be the project schedule as presented in this proposal or as amended through discussions with the Counties.
3. Schedule of consultant engineering activities will be developed.
4. Fundamental quality control requirements will be applied to ensure all of the Counties' project requirements are satisfied.
5. Setting up a regular project meeting schedule, both in-house and with the Counties.
6. Ensure timely distribution of minutes of meetings.
7. Confirm the formats for reporting to the Counties on schedule, quality control and communications issues.
8. Collect all previous pertinent data, reports and studies.
9. Confirm design population requirements, volumes and flows.
10. Identify AENV, Federal and other regulatory requirements.
11. Confirm specific requirements of the Counties.
12. Provide implementation schedule and set milestone dates.
13. Obtain the Counties' thoughts regarding Governance.

3.3 Development of Feasibility Study

The data and information collected in previous tasks and as outlined in Figure 3.1 will be reviewed and summarized and a technical memorandum will be forwarded to the Counties. Population projections and per capita wastewater flows will be established for the ultimate capacities of the system. The criteria will be confirmed by the Counties and DCL Siemens to ensure relevance to the development of the Feasibility Study.

3.4 Preparation and Presentation of Draft Feasibility Study

DCL Siemens will prepare a draft Feasibility Study and present it to the Counties for discussion, review and comment. The draft study will include all requirements of the RFP as well as a cost estimate, summaries of design criteria and report of geotechnical and site inspections, previous meetings and discussions and Governance Model Recommendations.

3.5 Prepare Final Overall Water Study

Based on comments received from the Counties, DCL Siemens will finalize the Feasibility Study. The finalized product will be a clear, concise study written in non-technical language that can be used as a living document to ensure a sustainable wastewater treatment facility and infrastructure planning operation for the Counties, both current and in the future.

Appendix 1 for 7.23.: RFP - DCL Siemens

THE COUNTY OF ST. PAUL AND THE COUNTY OF TWO HILLS REQUEST FOR PROPOSALS WASTEWATER TREATMENT FEASIBILITY STUDY 01-14-732

PROJECT MANAGEMENT AND COMMUNICATION	
<ul style="list-style-type: none"> – Set up project cost, schedule and quality control system – Set up regular project meeting schedule – Set up status and other reporting schedule – Set up minutes preparation and distribution system 	<ul style="list-style-type: none"> – Implement project cost, schedule and quality control system – Presentations and information to the Counties relative to wastewater disposal and treatment systems – Meetings and workshops with in-house project staff and the Counties
Deliverables	Deliverables
<ul style="list-style-type: none"> – Project management and costs, project schedule, minutes reporting system 	<ul style="list-style-type: none"> – Monthly project cost, schedule and quality control reports – Information to the Counties – Presentations – Summary reports – Minutes of meetings
FEASIBILITY STUDY ACTIVITIES	
PROJECT INITIATION	TASKS
<ul style="list-style-type: none"> – Meet with the Counties' Project Manager and other Project Principals – Confirm/finalize scope of work – Review project schedule – Obtain record information – Establish project contacts and lines of communication – Review tentative sites – Review issues – Communications Plan – Note: DCL Siemens considers the preparation of a Communications Plan an important factor in the successful completion of this project. 	<p>TASK 1: Project initiation TASK 2: Data review TASK 3: Determine populations and flows/volumes TASK 4: Sewage characteristics TASK 5: Site visits with the Counties TASK 6: Geotechnical TASK 7: Regulatory authorities requirements TASK 8: Lagoon sizing, design and layout, sewage truck disposal system TASK 9: Cost estimates TASK 10: Governance model TASK 11: Prepare Feasibility Study Draft TASK 12: Presentation of Study Draft to the Counties TASK 13: Finalize Feasibility Study and submit to the Counties</p>
Deliverables	Deliverables
<ul style="list-style-type: none"> – Minutes of meetings – Provide final copies of project methodology, project schedule and project fees for Client/consultant agreement – Submit Communications Plan 	<ul style="list-style-type: none"> – Technical memorandums and cost estimates – Site inspections memorandum – Geotechnical memorandum – Minutes of meetings – Draft Study – Meetings with the Counties – Ensure completion and acceptance of the Final Feasibility Study by the Counties – Communications – Regulatory Authorities input

COUNTY OF ST. PAUL AND COUNTY OF TWO HILLS REGIONAL COLLABORATION

DCL SIEMENS

WASTEWATER TREATMENT FACILITY FEASIBILITY STUDY

METHODOLOGY/ACTIVITY FLOW CHART

MARCH 2014

FIGURE 3.1

4.0 Project Schedule

DCL Siemens has prepared the following Table 4.1 showing a tentative schedule for the completion of the Wastewater Treatment Facility Feasibility Study by mid-August 2014. Subject to any scope changes or issues out of our control, DCL Siemens will commit to this schedule.

Table 4.1 County of St. Paul and County of Two Hills Regional Collaboration Wastewater Treatment Facility Feasibility Study Proposed Project Schedule	
Milestone Date	Task
March 10, 2014	Project award.
March 25, 2014	Project initiation and start-up meeting.
April/May	Data review and meeting with the Counties' Operations Staff. Determine populations and volumes and sewage characteristics.
Mid to end of May 2014 (when show has disappeared)	Visit to tentative sites and review meeting with the Counties. Conduct geotechnical investigation. Review AENV and Federal Regulatory requirements.
June 2014	Lagoon design and layout, including sewage truck disposal system, c/w cost estimates.
June/July 2014	Governance model.
July 2014	Prepare and present "Draft" Feasibility Study.
July 2014	Review Draft Feasibility Study with the Counties.
July/August 2014	Finalize Feasibility Study and submit to the Counties.

The proposed project schedule can be discussed during the project initiation meeting. Milestone dates can be changed to suite the availability of the Counties' staff and other team members.

5.0 Project Fees and Disbursements

5.1 General

The Terms of Reference requires engineering consulting services to complete a Wastewater Treatment Facility Feasibility Study for the County of St. Paul and County of Two Hills Regional Collaboration.

DCL Siemens' project fees, based on completing the project in accordance with the Terms of Reference, including disbursements (not including GST) are \$35,000.00.

DCL Siemens has added Mr. Brian Locher, P.Eng., LL.B. of our firm to assist in the preparation of the Governance Model component. Brian has been a senior project manager with DCL Siemens for ten years and has three years practical experience in law. His previous relevant experience includes assistance with the preparation of Governance Models and Regional Systems for Lac La Biche County, Mackenzie County and Fox Creek. As a member of the project team, Mr. Locher's services are included in our project fee.

5.2 Disbursements

Disbursements include attendance of meetings at the Counties' office, mileage, phone, fax, normal printing costs and CADD. They further include a geotechnical investigation as described in our project understanding. Our fee assumes that the services of a backhoe and operator capable of digging a 4.0 meter deep pit at both sites can be made available by the Counties.

DCL Siemens' disbursements will include sub-contracting the services of a specialty geotechnical firm to collect and analyse soil samples.

APPENDIX A

**County of St. Paul and County of Two Hills
Regional Collaboration
Terms of Reference**

DCL SIEMENS

County of St. Paul and County of Two Hills Regional Collaboration TERMS OF REFERENCE

Introduction

The County of St. Paul and the County of Two Hills are soliciting a Request for Proposal (RFP) from pre-qualified consulting firms who possess the required personnel, experience, and resources to complete a wastewater treatment facility feasibility study. The following outlines the background, RFP requirements, and scoring method for consultant selection.

Background

The County of St. Paul and the County of Two Hills are interested in conducting a Feasibility Study to develop a new wastewater treatment facility in order to support their respective municipalities. The Counties have applied for and received a \$35,000 regional collaboration grant in order to fund the study.

It is anticipated that the new facility will be a lagoon system to support the regions' trucked waste. There will be no direct connection to any urban or hamlet community within either County. A maximum of two (2) sites will be evaluated for the purposes of this study.

The feasibility study should identify the ideal site based on: current and future projected flows, sewerage characteristics, recommended treatment option(s), site and other boundary conditions, soil and groundwater conditions, regulatory requirements, environmental requirements, and any other relevant information the consultants or Counties project team deem required. Further to a recommended site, the feasibility study should include a conceptual design and provide a Class D cost estimate. In addition, the consultant will review and recommend a governance model by which the facility will be owned and operated.

The successful proponent will also need to meet with the County's project team throughout the project. We anticipate at least a start up meeting with the Counties project team, updates throughout the duration of the project and a presentation to the Counties project team at the project's completion. The Consultant should also recommend next steps for the Counties to undertake.

RFP Requirements

Request for Proposal submissions should be submitted to Sheila Kitz, CAO of the County of St. Paul. Submissions must be bound and not exceed the equivalent of ten (10) single sided pages. It is not required to repeat any of the information submitted in the RFQ.

Four (4) copies in a sealed envelope clearly marked 'Request for Proposal – Wastewater Treatment Facility Feasibility Study' should be delivered to the following address by **2:00pm (local time), March 3, 2014**:

Sheila Kitz, CLGM
Chief Administrative Officer
County of St. Paul No. 19
5015 - 49 Avenue
St. Paul, AB T0A 3A4

RFP Evaluation Criteria

- RFQ Criteria (see RFQ evaluation criteria below) – 60%
- Project Method – 40%
 - The consultant must outline what scope is included in the project budget as well as how the consultant plans to accomplish the feasibility study.
- Fees 0% - The project budget is \$35,000 and proposals must not exceed this value.

RFQ Evaluation Criteria

- Company Experience – relevant expertise in wastewater treatment facility planning and design for rural communities and an understanding of the local and regional context.
- Project Personnel – A summary of project personnel selected for this assignment.
- Innovation – Examples of innovation in similar projects.
- Schedule and Commitment – Demonstrate the proponent has the resources to commence and complete the project upon award.

The County of St. Paul and the County of Two Hills reserve the right not to award this project at their sole discretion.

Schedule

The anticipated schedule for the RFP process is as follows:

RFP

Issue RFP to successful proponents	February 17, 2014
RFP Closing	2:00pm (local time), March 3, 2014
Project award	March 10, 2014

Proposal

County of St. Paul and County of Two Hills

Wastewater Treatment Facility Feasibility Study

URBAN
systems

Suite 200, 10345 - 105 Street NW,
Edmonton, AB T5J 1E8 | T:
780.430.4041

Contact:

Bill Marsh

E: bmarsh@urbansystems.ca

urbansystems.ca

CD3144.0013.00

Proposal to:

Sheila Kitz, CLGM

Chief Administrative Officer

County of St. Paul No. 19

5015 – 49 Avenue

St. Paul, AB T0A 3A4

Prepared by:

Urban Systems Ltd.

Suite 200, 10345 - 105 Street NW, Edmonton, AB T5J 1E8 | T: 780.430.4041

March 3, 2014

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CD3144.0013.00

URBAN
systems

March 03, 2014

File: CD3144.0013.00

County of St. Paul No. 19
5015 – 49 Avenue
St. Paul, Alberta
T0A 3A4

Attention: Sheila Kitz, Chief Administrative Officer

RE: Request for Proposal – Wastewater Treatment Facility Feasibility Study

We are pleased to submit our proposal for engineering services for your proposed wastewater treatment facility feasibility study. Your goals and objectives are articulated very clearly in your Terms of Reference.

The enclosed document provides a breakdown of the scope that is included in the project budget and an outline as to how we plan to complete the wastewater treatment facility feasibility study for the regional collaboration between the County of St. Paul and the County of Two Hills.

We trust the proposal meets with your approval and very much look forward to continue working with you.

Sincerely,

URBAN SYSTEMS LTD.



Bill Marsh, M.Sc., P.Eng.

Environmental Engineer

CD3144.0013.00

URBAN
systems

Table of Contents

1.0	Background and Objectives	1
2.0	Work Plan.....	1
2.1	Start-Up Meeting	1
2.2	Determine Design Flows and Loading	1
2.3	Review Regulatory Requirements & Design Effluent Criteria	2
2.4	Review Treatment Options.....	2
2.5	Review Discharge Options	2
2.6	Site Selection	3
2.7	Conceptual Treatment Facility Design	3
2.8	Prepare Class D Cost Estimate	3
2.9	Governance Model Analysis	3
2.10	Prepare Draft Feasibility Report.....	3
2.11	Present Report to Client Team.....	4
2.12	Finalize and Submit Feasibility Report.....	4
3.0	Fees.....	4

1.0 Background and Objectives

This proposal for consulting services is made in response to a Request for Proposal (RFP) by the County of St. Paul and the County of Two Hills received February 14, 2014. The subject of the proposed feasibility study is a regional collaboration effort to develop a new wastewater treatment facility to support trucked waste from both municipalities. It is anticipated that the new facility will be a lagoon system with no direct connection to any urban or hamlet community within either County. The Counties have received a \$35,000 grant in order to fund the study.

The RFP outlines the main objectives of the feasibility study as follows:

1. Identify the ideal site for the new treatment facility
2. Include a conceptual design and Class D cost estimate
3. Recommend a governance model for ownership and operation of the new facility
4. Recommend next steps for the Counties to undertake

2.0 Work Plan

The work plan is based on a series of tasks and activities required to complete the study. We have numbered each activity with a brief description of what's involved in completing the task.

2.1 Start-Up Meeting

We have assumed this meeting will be held at the County of St. Paul office and will include key Urban Systems team members and members of the client team from the County of St. Paul and the County of Two Hills. The purpose of this meeting will be to discuss and confirm the study scope and schedule, and expected deliverables. It is anticipated that consensus will be reached on articulation of the "vision" for the study in accordance with the goals and objectives. We will also use this meeting to obtain historical trucked waste records, discuss the anticipated demand of the new facility and discuss the requirements of the location for the new facility.

2.2 Determine Design Flows and Loading

To determine the anticipated design flows and loading for the new facility, we will largely rely on existing records from each County for trucked waste (number of septic hauler contracts, total trucked volumes, number of septic tanks, etc). We will also assess recent population surveys and projections to establish future wastewater demands. Similar to our work on the Ashmont Wastewater Feasibility Study, we anticipate that much of the detail for the current trucked waste volumes and composition will need to be obtained through discussions with Public Works staff (specifically the percentage of waste from sewage holding tanks vs. septic tanks).

2.3 Review Regulatory Requirements & Design Effluent Criteria

This task will include a review of the latest regulations for their impact on the design, location and operation of the proposed new facility. As part of this task, we plan to review the following legislation:

- Federal
 - Wastewater Systems Effluent Regulations, July 2012 (discharge to fish bearing surface waters)
 - Navigable Waters Protection Act
 - Fisheries Act
- Provincial
 - Environmental Protection and Enhancement Act (Effluent Standards and Monitoring Requirements, Discharge Type, Setback Restrictions, Registration and Approval)
 - Water Act (for new outfalls)

The applicable regulations will help to define the design effluent criteria, including: BOD₅, TSS, ammonia, phosphorus, nitrogen, and fecal coliform.

2.4 Review Treatment Options

This task will include a review of the potential treatment options for the trucked waste from both Counties. As part of our review, we will consider overall cost, design efficiency, footprint requirements, treatment capacity, etc.

We plan to review the feasibility of a mechanical activated sludge plant, a facultative cell lagoon, an aerated lagoon system, and an evaporation lagoon. Based on the Terms of Reference outlined in the RFP, we understand a lagoon system will be the most likely option, however depending on the preferred site; multiple systems must be assessed as they each have distinct advantages and disadvantages.

2.5 Review Discharge Options

As part of this task we will review a number of discharge options including no discharge (evaporation), surface water discharge, effluent re-use, and ground disposal. The preferred discharge option will be affected by proximity to water bodies, environmental conditions, regulatory requirements, annual rainfall/evaporation amounts, effluent criteria, etc.

No environmental or geotechnical reviews will be conducted at this time, however costs associated to follow up studies will be included in the Class D cost estimates.

2.6 Site Selection

We anticipate that potential locations for the new facility will be discussed in the start-up meeting. For any potential sites we will review available data provided by the client team such as environmental assessments, geotechnical reports, Lidar survey and aerial photos. If this data is not available for the preferred location, assumptions will need to be made for the purpose of the feasibility study. The approved grant funding budget does not allow for completion of additional engineering, survey (including Lidar) or environmental studies. If air photos have not already been obtained, we will order digital copies of the latest photos to review.

An important consideration for the new facility location will be proximity to fish bearing water bodies as it will have a significant impact on the applicable legislation and discharge requirements. It will also be important to select a site that is at least 300m away from existing or anticipated residences.

2.7 Conceptual Treatment Facility Design

A conceptual design will be established for the preferred treatment option to include: a generic facility footprint, biosolids management, and truck dump concept. The level of detail will be suitable to commence pre-design and establish a Class D cost estimate.

2.8 Prepare Class D Cost Estimate

The cost estimates for the short list of preferred alternatives will include 3 components:

- Capital construction costs
- Annual maintenance and operation costs
- Capital replacement costs (of major components)

All three cost estimate components will be combined into a total present value comparison using a 20-year life cycle.

2.9 Governance Model Analysis

This task will include a summary of applicable governance models and their functionality in relation to this specific application. Next steps subsequent to this report would include meetings with the client team to establish an assessment matrix for identification of the most appropriate governance model.

2.10 Prepare Draft Feasibility Report

At the completion of the work to date, we will prepare a draft feasibility report that summarises the outcomes from the tasks above. The primary objective of this report will be to present the preferred wastewater treatment and disposal alternatives for the Client team. Key elements of the draft report will include:

- Concept drawings of the preferred alternatives located within the preferred site.
- A summary of the Federal, Provincial and Local government permits and other authorizations needed for implementation of the preferred alternatives.
- Discussion of the wastewater treatment and disposal alternatives reviewed
- Class 'D' capital, O/M, and life cycle cost estimates for preferred alternatives
- Recommendations of potential governance models and next steps for the Client team

2.11 Present Report to Client Team

We have assumed this presentation will be held at the County of St. Paul office and will include key Urban Systems team members and members of the client team from the County of St. Paul and the County of Two Hills. The purpose of this meeting will be to present the findings of the draft feasibility study and answer any questions in regards to design methodology, cost estimates, site selection, etc. The floor will be open to all attendees to contribute feedback and propose revisions to the draft report. All input will be taken into account when making edits to the draft report and finalizing the feasibility study. Recommendations will be tabled for next steps for the Counties at this presentation.

2.12 Finalize and Submit Feasibility Report

Based on the comments received in the presentation, we will revise the draft report as necessary. We will then finalize and seal the report for the use of the County of St. Paul and the County of Two Hills.

3.0 Fees

We understand there is not a weighting for fees in the evaluation of this proposal; however, it is important to show the hours allocated to each task to highlight the level of effort required.

We will be able to complete the scope of work as outlined above within the budget allowance of \$35,000 + GST; however, additional site investigation, such as geotechnical analysis, environmental assessment or site survey would not be included.

Figure 3.1 below outlines the team man hours associated with each task for successful completion of this study.

Figure 3.1: Task Hourly Assignment

Tasks	Project Manager Bill Marsh	Mary Boulanger	Abraham Salmon / Mike Hopkins / Kyle Colburn	Dr. Joanne Harkness	Golnaz Azimi	Senior Review Chris Town	TECH SUPPORT
1.0 Start-Up Meeting - County of St. Paul Office	8		8				
2.0 Determine Design Flows & Loading	1		8				
3.0 Review Regulatory Requirements & Design Effluent Criteria	1		8				
4.0 Review Treatment Options - With Emphasis on Lagoon Facility	1	4	16				
5.0 Review Discharge Options	1		12	4		2	
6.0 Review of Potential Facility Location (Max 2 Sites)	2		10				8
7.0 Prepare Conceptual Design of Treatment Facility	2		32			2	20
8.0 Class D Cost Estimate (Capital & O&M)	2		24				
9.0 Research Governance Models for Ownership & Operation	1				4		
10.0 Prepare Draft Feasibility Report	4		16				10
11.0 Present Draft Feasibility Study to Client Team and Recommend Next Steps - County of St. Paul Office	8		16			4	
12.0 Finalize and Submit Feasibility Report	2		4			2	10
*Estimated Project Total	33	4	154	4	4	10	48

Notes:

Does not include Environmental Site Assessment, Geotechnical Investigation, or Site Survey

Suite 100, 7909 – 51 Avenue Edmonton, AB T6E 5L9 T: 780.438.9000 F: 780.438.3700

February 27, 2014

Our Reference: 9102

County of St. Paul No. 19
5015 49 Avenue,
St. Paul, Alberta T0A 3A4

Attention: Sheila Kitz, CLGM

Dear Sheila:

**Reference: County of St. Paul and County of Two Hills Regional Collaboration
Request for Proposal – Wastewater Treatment Facility Feasibility Study**

We are pleased to submit the following proposal for the Wastewater Treatment Facility Feasibility Study for the County of St. Paul and the County of Two Hills.

The County of St. Paul and the County of Two Hills are currently experiencing developmental pressures in the Lac Santé region as a result of recent growth. In order to help facilitate further sustainable development of the Lac Santé area, it has been determined that there is a need for new wastewater infrastructure to service this growth. Based on our understanding of your needs, we believe that the Wastewater Facility Feasibility Study would need to address the following key components:

- A long term wastewater servicing strategy for the area,
- A wastewater treatment facility that meets current and future needs,
- A treatment facility that minimizes detrimental impacts on adjacent landowners/residents,
- A sustainable wastewater treatment facility that meets environmental requirements and regulations,
- A suitable location that addresses the above requirements in the most efficient and cost effective manner.

To help address the needs of both Municipalities, we have developed the following methodology for this Feasibility Study.

1. Partnering Workshop and Field Review

The half day workshop, which is followed by a field review, will allow us to clarify the scope of work, assess your needs and challenges, and collaboratively establish the design basis of the new facility. In the workshop, we will:

- a. Introduce all project stakeholders, roles and lines of communication;
- b. Collect background information, some of which may include aerial photographs, development plans, cadastral, Servicing Reports etc.;
- c. Review population data, wastewater servicing area and requirements;
- d. Identify potential locations for the wastewater treatment facility as well as hauling routes and outfalls;
- e. Review current challenges faced at current wastewater facilities (what works, what doesn't);
- f. Conduct a documented field review of potential sites for the wastewater treatment facility as selected by the Counties.

We anticipate that this initial workshop and field review will be held a few weeks after Project Award. This will allow for coordination of schedules and time to gather the background information prior to the workshop.

The deliverables would include a Record of Meeting which summarizes all discussion items as well as notes, pictures and information gathered from the field review.

2. Feasibility Analysis

Using the information collected from the Partnering Workshop and Field Review, a feasibility and design analysis will be conducted with all information and results summarized in a draft report for review. In this step, we will:

- a. Review data and information collected;
- b. Estimate growth projections for the 20-year design horizon and determine servicing requirements (An interim memorandum will be sent to all stakeholders for comments to ensure agreement with the projections);
- c. Review potential treatment options based on our understanding of your needs and the design criteria;
- d. Conduct a follow up field review to confirm suitability of site;
- e. Prepare Class 'D' Cost estimate complete with life cycle cost analysis.

We believe this step will take approximately 9 weeks to complete. This accounts for time required for memorandum review and the spring field review. The deliverables would include an interim memorandum on population projections and service requirements, as well as a draft Feasibility Study Report for circulation to all stakeholders.

3. Review Meeting and Presentation

Once all the stakeholders have reviewed the draft Feasibility Study, we will schedule a review meeting to present the information and collect feedback.

We anticipate this Review Meeting to occur approximately 3 weeks after the submission of the draft Feasibility Study so that sufficient time is given for the review process. The deliverables would include a presentation to explain the findings of the Feasibility Study to all stakeholders; and a meeting record that captures comments and feedback from the review meeting.

4. Final Report

Using the information collected from the Review Meeting, we will incorporate the applicable feedback into the Final version of the Feasibility Study.

We anticipate the completion and submission of the Final Report during the week of July 28th. Deliverables would include twelve (12) copies of the Feasibility Study and PDF of the report for distribution.

In terms of a schedule, the following milestone times summarize the timeframes discussed in the methodology:

- | | |
|------------------------------------|-----------------------|
| 1. Project Award | March 10, 2014 |
| 2. Partnering Workshop | Week of April 7, 2014 |
| 3. Draft Report Submission | Week of June 16, 2014 |
| 4. Review Meeting and Presentation | Week of July 7, 2014 |
| 5. Final Report Submission | Week of July 20, 2014 |

ISL is committed to the above noted scope of work for a lump sum fee of \$35,000.

We look forward to hearing from you with respect to this Project. If you have any questions, please contact the undersigned at 780.438.9000.

Sincerely,



Jason Kopan, P.Eng.
Project Manager



Wei Ming Chew, P.Eng.
Project Engineer



County of St Paul No 19
5015 ~ 49 Avenue, St. Paul, AB T0A 3A4
www.county.stpaul.ab.ca

Issue Summary Report

7.24. IN CAMERA ITEM

#20140303004

Meeting : March 11, 2014

Meeting Date : 2014/03/11 10:00

Background

In Camera items to be presented at the meeting.

Recommendation

Motion to go in camera to discuss a staffing issue.

Additional Information

Originated By : pcorbiere



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Issue Summary Report

9.1. CAO REPORT

#20140228006

Meeting : March 11, 2014

Meeting Date : 2014/03/11 10:00

Additional Information

Originated By : skitz



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Issue Summary Report

11.1. LISTING OF ACCOUNTS PAYABLE

#20140228008

Meeting : March 11, 2014

Meeting Date : 2014/03/11 10:00

Recommendation

Motion to file the listing of Accounts Payable as circulated:

<u>Batch</u>	<u>Cheque Date</u>	<u>Cheque Nos.</u>	<u>Batch Amount</u>

Additional Information

Originated By : pcorbiere



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Issue Summary Report

11.2. COUNCIL FEES

#20140228009

Meeting : March 11, 2014

Meeting Date : 2014/03/11 10:00

Recommendation

Motion to approve the Council Fees for the Month of , 2012 as circulated.

Additional Information

Originated By : tmahdiuk



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Issue Summary Report

11.3. BUDGET TO ACTUAL

#20140228010

Meeting : March 11, 2014

Meeting Date : 2014/03/11 10:00

Executive Summary

Recommendation

Motion to approve the budget to actual as of , 2013.

Additional Information

Originated By : skitz