



Regular Council Meeting Agenda

August 21, 2018, 9:00 AM

Council Chambers

4912 - 50 Avenue

Kitscoty Alberta, Canada

Pages

1. CALL TO ORDER

2. OPENING INSPIRATION

3. ADDITIONS TO AGENDA

A1: Appointment Request from the Silver Willow Water Co-op

4. ADOPTION OF AGENDA

Recommendation:

THAT the County of Vermilion River approve the August 21, 2018 Regular Council Meeting with the following additions as presented: A1: *Appointment Request from the Silver Willow Water Co-op.*

5. ADOPTION OF MINUTES

5.a REGULAR COUNCIL MEETING

JUNE 26, 2018 REGULAR COUNCIL MEETING MINUTES -
MOTION REQUIRED

Recommendation:

THAT the County of Vermilion River approve the June 26, 2018 Regular Council Meeting Minutes as presented.

JULY 17, 2018 REGULAR COUNCIL MEETING MINUTES -
MOTION REQUIRED

Recommendation:

THAT the County of Vermilion River approve the July 17, 2018 Regular Council Meeting Minutes as presented.

6. APPOINTMENTS

11:30 AM Krystal Burrell re: Appeal of Dog Bylaw Tag

2:00 PM BEHR re: Emergency Management Plan and Program

7. BUSINESS ARISING OUT OF PRIOR MEETINGS

8. COUNCIL NEW BUSINESS

8.a CHIEF ADMINISTRATIVE OFFICER REPORT

Recommendation:

THAT the County of Vermilion River receive the Chief Administrative Officer's Report for information.

8.b FINANCE

June 2018 Monthly Cash Statement – For Information 9

Recommendation:

THAT the County of Vermilion River receive the June 2018 Monthly Cash Statement for information.

June 2018 Investment Report – For Information 10

Recommendation:

THAT the County of Vermilion River receive the June 2018 Investment Report for information.

June 2018 Municipal Financial Report – For Information. 11

Recommendation:

THAT the County of Vermilion River receive the June 2018 Municipal Financial Report for information.

July 24, 2018 Cheque Distribution Report – For Information 16

Recommendation:

THAT the County of Vermilion River receive the July 24, 2018 Cheque Distribution Report for information.

August 8, 2018 Cheque Distribution Report – For Information 17

Recommendation:

THAT the County of Vermilion River receive the August 8, 2018 Cheque Distribution Report for information.

August 21, 2018 Cheque Distribution Report – For Information 18

Recommendation:

THAT the County of Vermilion River receive the August 21, 2018 Cheque Distribution Report for information.

Request for Information

8.c PUBLIC WORKS AND UTILITIES

August 2018 Public Work Director's Report – For Information 19

Recommendation:

THAT the County of Vermilion River receive the August 2018 Public Works Director's Report for information.

Extension of Project Limits for Range Road 44 – For Information 23

Recommendation:

THAT the County of Vermilion River approve the extension of the Project Limits of the Asphalt Overlay project to include the entire 3.2km's of surfaced road South of Hwy 619.

TENDER FOR THE CONSTRUCTION OF RANGE ROAD 11 - MOTION REQUIRED 25

Recommendation:

THAT the County of Vermilion River permit administration to tender the construction of Range Road 11 up to \$650,000.

SOIL STABILIZATION PILOT PROJECT - MOTION REQUIRED 51

Recommendation:

THAT the County of Vermilion River approve the allocation of \$250,000 from the Public Works Capital Reserve for the purpose of undertaking a stabilization pilot project.

REQUEST FROM THE DEWBERRY AGRICULTURAL
SOCIETY - MOTION REQUIRED

54

Recommendation:

THAT the County of Vermilion River supply / haul 90 tonne of ¾" crushed gravel and provide a grader for 2.5 hours to level the gravel for the Dewberry Agricultural Society at a cost of \$1507.50 to be funded from the General Maintenance Budget.

Request for Information

8.d NATURAL GAS UTILITY

July 2018 Director's Report – For Information

57

Recommendation:

THAT the County of Vermilion River receive the Gas Utility July 2018 Director's Report for information.

County of Vermilion River 2018 Operations & Maintenance
Audit Evaluation – For Information

61

Recommendation:

THAT the County of Vermilion River receive the County of Vermilion River 2018 Operations and Maintenance Audit Evaluation for information.

2018 FEDERATION OF ALBERTA GAS CO-OPS LTD.
HONORARY LIFETIME MEMBERSHIP – MOTION REQUIRED

73

Recommendation:

THAT the County of Vermilion River nominate _____
for the 2018 Federation of Alberta Gas Co-ops Ltd. Honorary
Lifetime Membership.

FEDERATION OF ALBERTA GAS CO-OP LTD. ZONE 3 & 4
AGREEMENT – MOTION REQUIRED

77

Recommendation:

THAT the County of Vermilion River enter into the Federation of Alberta Gas Co-op Ltd. Zone 3 & 4 Agreement.

Recommendation:

THAT the County of Vermilion River nominate
_____ to run as a candidate for Gas Alberta Inc.'s
Board of Directors, representing Class A shareholders and
serving for a three-year term from November 2018 to November
2021.

Request for Information

8.e AGRICULTURE AND ENVIRONMENT

August 2018 Agriculture & Environment Director's Report – For
Information

96

Recommendation:

THAT the County of Vermilion River receive the August Ag &
Environment Director's Report for information.

Request for Information

8.f PROTECTIVE SERVICES

Request for Information

8.g PLANNING AND DEVELOPMENT

AUBURNDALE CEMETERY ASSOCIATION GRANT
REQUEST – MOTION REQUIRED

101

Recommendation:

THAT the County of Vermilion River support the Auburndale
Cemetery Association's 2018 grant request for funding to build
a new approach to support the expansion of the cemetery in the
form of an in-kind contribution of up to \$_____ of the
approach construction value by the Public Works Department.

MORNING GOLD SUBDIVISION DRAINAGE SYSTEM
CONSULTATIONS – For Information

103

Recommendation:

THAT the County of Vermilion River receive the proposed
methods for public engagement on the Morning Gold
Subdivision Drainage System for information.

Recommendation:

THAT the County of Vermilion River direct Administration to apply for grant funding available from Federal and Provincial levels to assist in costs for the development of Inter-municipal plans and initiatives.

Request for Information

8.h GENERAL ADMINISTRATION

July 19, 2018 Letter from the City of Lloydminster – For Information

111

Recommendation:

THAT the County of Vermilion River receive the July 19, 2018 Letter from the City of Lloydminster in regards to the Joint Growth Study for information.

July 20, 2018 Letter from the Silver Willow Water Co-op – For Information

113

Recommendation:

THAT the County of Vermilion River receive the July 20, 2018 Letter from the Silver Willow Water Co-op for information.

July 25, 2018 Letter from Municipal Affairs – For Information

117

Recommendation:

THAT the County of Vermilion River receive the July 25, 2018 Letter from Alberta Municipal Affairs in regards to Inter-municipal Collaboration Frameworks (ICF) and Inter-municipal Development Plans (IDP) for information.

July 27, 2018 Letter from Municipal Affairs – For Information

123

Recommendation:

THAT the County of Vermilion River receive the July 27, 2018 Letter from Municipal Affairs in regards to the County's Gas Tax Fund (GTF) application for information.

June 28, 2018 Letter from Alberta Culture and Tourism – For Information 125

Recommendation:

THAT the County of Vermilion River receive the June 28, 2018 Letter from Alberta Culture and Tourism for information.

External Committee Meeting Minutes – For Information 128

Recommendation:

THAT the County of Vermilion River receive the external committee meeting minutes for information.

AUGUST 1, 2018 REQUEST FOR LETTER OF SUPPORT FROM THE LLOYDMINSTER AGRICULTURAL EXHIBITION ASSOCIATION LTD. – MOTION REQUIRED 134

Recommendation:

THAT the County of Vermilion River provide a letter in support of the Lloydminster Agricultural Exhibition Association's grant application to acquire a parcel of land just north of their existing property – the old City Maintenance Yard.

PROCLAMATION OF DEVELOPMENT OFFICER'S WEEK AND RAIL SAFETY WEEK – MOTION REQUIRED 137

Recommendation:

THAT the County of Vermilion River proclaim September 24, 2018 to September 28, 2018 to be designated as Development Officer's Week and/or September 23, 2018 to September 29, 2018 as Rail Safety Week in the County of Vermilion River.

Request for Information

9. POLICIES

10. BYLAWS

11. DELEGATIONS / PUBLIC HEARINGS

Krystal Burrell re: Appeal of Dog Bylaw Tag

BEHR re: Emergency Management Plan and Program

12. DISPOSITION OF DELEGATION BUSINESS

13. NOTICES OF MOTION
14. COUNCIL REPORTS
15. IN CAMERA SESSION - CONFIDENTIAL
16. ADJOURNMENT

MEETING DATE: AUGUST 21, 2018

BRIEFING NOTE - TO COUNCIL

SUBJECT

June 2018 Monthly Cash Statement – For Information

RECOMMENDATION

THAT the County of Vermilion River receive the June 2018 Monthly Cash Statement for information.

DETAILS

Background: Monthly Cash Statements are presented to Council on a Monthly basis.

PREPARED BY: Viren Tailor

DATE: July 18, 2018

MEETING DATE: AUGUST 21, 2018

BRIEFING NOTE - TO COUNCIL

SUBJECT

June 2018 Investment Report – For Information

RECOMMENDATION

THAT the County of Vermilion River receive the June 2018 Investment Report for information.

DETAILS

Background: Investment Reports are presented to Council on a Monthly Basis.

PREPARED BY: Viren Tailor

DATE: July 18, 2018

MEETING DATE: AUGUST 21, 2018

BRIEFING NOTE - TO COUNCIL

SUBJECT

June 2018 Municipal Financial Report – For Information.

RECOMMENDATION

THAT the County of Vermilion River receive the June 2018 Municipal Financial Report for Information.

ATTACHMENTS

1. June 2018 Municipal Financial Report

PREPARED BY: Viren Tailor

DATE: July 19, 2018

COUNTY OF VERMILION RIVER
SUMMARY

	<u>Revenue</u>		<u>Expenditures</u>		<u>Adjustments</u>		<u>Net</u>		
	ACTUAL 2018	BUDGET 2018	ACTUAL 2018	BUDGET 2018	ACTUAL ADJ 2018	BUDGET ADJ 2018	ACTUAL 2018	BUDGET 2018	VARIANCE BUDGET-ACTUAL
TAXES	\$ (33,357,749)	\$ (33,368,914)	\$ 6,547,251	\$ 9,960,938	\$ -	\$ 52,925	\$ (26,810,498)	\$ (23,355,051)	\$ 3,455,447
00-GENERAL	\$ (748,855)	\$ (595,551)	\$ -	\$ -	\$ -	\$ -	\$ (748,855)	\$ (595,551)	\$ 153,304
11-LEGISLATIVE	\$ (22,500)	\$ (45,000)	\$ 288,434	\$ 564,621	\$ -	\$ -	\$ 265,934	\$ 519,621	\$ 253,687
12-ADMINISTRATION	\$ (202,262)	\$ (211,194)	\$ 1,569,068	\$ 2,675,330	\$ 37,244	\$ 230,000	\$ 1,404,050	\$ 2,694,136	\$ 1,290,086
21-ENFORCEMENT SERVICES	\$ (58,543)	\$ (351,886)	\$ 245,739	\$ 553,049	\$ 87,598	\$ 15,000	\$ 274,794	\$ 216,163	\$ (58,631)
23-FIRE PROTECTION	\$ (1,020,131)	\$ (1,100,850)	\$ 251,381	\$ 1,043,850	\$ 42,442	\$ 57,000	\$ (726,309)	\$ -	\$ 726,309
24-DIS & EMERG SERV	\$ (5,550)	\$ (46,150)	\$ 106,861	\$ 276,278	\$ -	\$ 4,400	\$ 101,311	\$ 234,528	\$ 133,217
26-DOG CONTROL	\$ (2,020)	\$ (5,177)	\$ 9,526	\$ 25,895	\$ -	\$ -	\$ 7,506	\$ 20,719	\$ 13,213
27-RAT CONTROL	\$ (25)	\$ (100,000)	\$ 40,280	\$ 107,000	\$ -	\$ (1,000)	\$ 40,255	\$ 6,000	\$ (34,254)
31-PUBLIC WORKS	\$ (306,539)	\$ (6,018,259)	\$ 4,561,372	\$ 28,792,789	\$ 2,515,474	\$ (4,413,550)	\$ 6,770,308	\$ 18,360,981	\$ 11,590,673
41-42 -WATER, WELLS & SEWER	\$ (231,225)	\$ (444,214)	\$ 238,253	\$ 559,319	\$ 221,263	\$ (75,945)	\$ 228,292	\$ 39,160	\$ (189,132)
43-WASTE MGMT	\$ (676,614)	\$ (693,918)	\$ 337,541	\$ 566,869	\$ -	\$ 127,049	\$ (339,073)	\$ (0)	\$ 339,073
51-FCSS	\$ (122,028)	\$ (232,316)	\$ 247,252	\$ 293,880	\$ -	\$ -	\$ 125,224	\$ 61,564	\$ (63,659)
56-CEMETERY	\$ -	\$ -	\$ -	\$ 9,500	\$ -	\$ -	\$ -	\$ 9,500	\$ 9,500
61-PLAN & DEV	\$ (79,864)	\$ (782,614)	\$ 354,349	\$ 1,456,577	\$ -	\$ (60,000)	\$ 274,485	\$ 613,963	\$ 339,477
62-AGRICULTURE	\$ (193,304)	\$ (342,619)	\$ 231,588	\$ 994,370	\$ -	\$ (15,000)	\$ 38,284	\$ 636,751	\$ 598,467
63-ENVIRONMENT MGMT	\$ -	\$ (197,527)	\$ 80,521	\$ 258,535	\$ -	\$ 90,000	\$ 80,521	\$ 151,008	\$ 70,488
69-RENTAL LAND/BLDG	\$ (85,723)	\$ (939,000)	\$ 26,383	\$ 26,000	\$ 2,017,330	\$ 913,000	\$ 1,957,990	\$ -	\$ (1,957,990)
72-RECREATION	\$ (844,513)	\$ (844,513)	\$ 31,816	\$ 630,563	\$ 53,228	\$ 213,951	\$ (759,470)	\$ -	\$ 759,470
74-LIBRARY	\$ (83,827)	\$ (93,327)	\$ 83,827	\$ 93,327	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ (38,041,272)	\$ (46,413,029)	\$ 15,251,440	\$ 48,888,690	\$ 4,974,579	\$ (2,862,170)	\$ (17,815,253)	\$ (386,509)	\$ 17,428,744

(SURPLUS)
DEFICIT

		ACTUAL 2018	BUDGET 2018	Variance
REVENUE:				
1	Taxes	\$ (33,357,749)	\$ (33,368,914)	\$ (11,165)
2	General Revenue	\$ (748,855)	\$ (595,551)	\$ 153,304
3	Regional Governance	\$ -	\$ -	\$ -
4	Legislative	\$ (22,500)	\$ (45,000)	\$ (22,500)
5	Administration	\$ (202,262)	\$ (211,194)	\$ (8,932)
6	Enforcement Services	\$ (58,543)	\$ (351,886)	\$ (293,343)
7	Fire	\$ (1,020,131)	\$ (1,100,850)	\$ (80,719)
8	Emergency & Disaster	\$ (5,550)	\$ (46,150)	\$ (40,600)
9	Dog Control	\$ (2,020)	\$ (5,177)	\$ (3,157)
10	Rat Control	\$ (25)	\$ (100,000)	\$ (99,975)
11	<u>Public Works</u>			
12	General	\$ (69,895)	\$ (167,813)	\$ (97,917)
13	Costs Shared Projects	\$ (19,511)	\$ (124,955)	\$ (105,444)
14	Dust Control and Road Maintenance	\$ (4,253)	\$ (370,000)	\$ (365,747)
15	Grants	\$ (2,036)	\$ (3,605,491)	\$ (3,603,455)
16	Shop Recovery	\$ (210,843)	\$ (1,750,000)	\$ (1,539,157)
17	Subtotal	\$ (306,539)	\$ (6,018,259)	\$ (5,711,720)
18	<u>Water & Sewer</u>			
19	Blackfoot	\$ (97,206)	\$ (169,109)	\$ (71,903)
20	Clandonald	\$ (43,241)	\$ (86,958)	\$ (43,717)
21	Islay	\$ (61,135)	\$ (123,983)	\$ (62,848)
22	McLaughlin	\$ (9,106)	\$ (22,433)	\$ (13,327)
23	Rivercourse	\$ (3,717)	\$ (7,181)	\$ (3,463)
24	Villages	\$ -	\$ (4,000)	\$ (4,000)
25	Drainage	\$ -	\$ (10,050)	\$ (10,050)
26	Water Wells	\$ (16,820)	\$ (20,500)	\$ (3,680)
27	Subtotal	\$ (231,225)	\$ (444,214)	\$ (212,989)
28				
29	Waste Management	\$ (676,614)	\$ (693,918)	\$ (17,304)
30	FCSS	\$ (122,028)	\$ (232,316)	\$ (110,288)
31	Cemetery	\$ -	\$ -	\$ -
32	Planning & Development	\$ (79,864)	\$ (782,614)	\$ (702,750)
33	Agriculture	\$ (193,304)	\$ (342,619)	\$ (149,315)
34	Environment	\$ -	\$ (197,527)	\$ (197,527)
35	Land/Buildings	\$ (85,723)	\$ (939,000)	\$ (853,277)
36	Recreation	\$ (844,513)	\$ (844,513)	\$ -
37	Library	\$ (83,827)	\$ (93,327)	\$ (9,500)
38	TOTAL REVENUE:	\$ (38,041,272)	\$ (46,413,029)	\$ (8,371,756)
39				
40	EXPENDITURES:			
41	General			
42	Regional Governance	\$ -	\$ -	\$ -
43	Legislation	\$ 288,434	\$ 564,621	\$ 276,187
44	<u>Administration</u>			
45	General	\$ 1,072,656	\$ 1,504,920	\$ 432,264
46				
47	Office/Information System	\$ 454,058	\$ 930,814	\$ 476,756
48	Economic Development	\$ 25,251	\$ 54,639	\$ 29,388
49				
50	Safety	\$ 17,103	\$ 29,956	\$ 12,854
51	Depreciation	\$ -	\$ 155,000	\$ 155,000
52	Sub Total	\$ 1,569,068	\$ 2,675,330	\$ 1,106,262
53				
54	Enforcement Services	\$ 245,739	\$ 553,049	\$ 307,310
55	<u>Fire</u>			
56	General	\$ 126,546	\$ 598,432	\$ 471,886
57	Clandonald	\$ 12,279	\$ 54,602	\$ 42,322
58	Dewberry	\$ 4,219	\$ 43,451	\$ 39,232
59	Kitscoty	\$ 17,740	\$ 47,287	\$ 29,547
60	Vermilion	\$ 41,929	\$ 122,823	\$ 80,894
61	Paradise Valley	\$ 22,798	\$ 52,577	\$ 29,780
62	Islay	\$ 6,700	\$ 31,985	\$ 25,285
63	Blackfoot	\$ 16,649	\$ 55,694	\$ 39,045
64	Marwayne	\$ 2,522	\$ 37,000	\$ 34,479
65	Sub Total	\$ 251,381	\$ 1,043,850	\$ 792,470
66				

		ACTUAL 2018	BUDGET 2018	Variance
67	Emergency & Disaster	\$ 106,861	\$ 276,278	\$ 169,417
68	Dog Control	\$ 9,526	\$ 25,895	\$ 16,369
69	Rat Control	\$ 40,280	\$ 107,000	\$ 66,721
70	<u>Public Works</u>			
71	General	\$ 357,607	\$ 1,067,225	\$ 709,618
72	Safety	\$ 47,290	\$ 144,672	\$ 97,382
73	Facilities	\$ 16,310	\$ 35,206	\$ 18,896
74	Shop	\$ 231,139	\$ 755,001	\$ 523,862
75	Grader Sheds	\$ 45,638	\$ 95,491	\$ 49,852
76	Equipment Operational Costs	\$ 778,220	\$ 2,102,516	\$ 1,324,296
77	Road Maintenance	\$ 647,533	\$ 2,250,142	\$ 1,602,609
78	Winter Maintenance	\$ 924,926	\$ 1,460,123	\$ 535,197
79	Gravel	\$ 1,452,931	\$ 3,010,995	\$ 1,558,064
80	Hamlets	\$ 36,167	\$ 179,794	\$ 143,627
81	Subdivisions	\$ 6,235	\$ 155,000	\$ 148,765
82	Local Priorities	\$ 13,096	\$ 661,588	\$ 648,492
83	Drainage Ditches	\$ 1,704	\$ 363,000	\$ 361,296
84	Emergent Projects	\$ -	\$ 50,000	\$ 50,000
	Bridge Maintenance & Inspection	\$ 2,227	\$ -	
85	Cold Mix Overlays and Patching	\$ 348	\$ 350,000	\$ 349,652
86	Dust Control - Residential and Chemical	\$ -	\$ 1,112,036	\$ 1,112,036
91	Depreciation/Gain-Loss/Contr Assets	\$ -	\$ 15,000,000	
92	Sub Total	\$ 4,561,372	\$ 28,792,789	\$ 9,233,644
93	<u>Water & Sewer</u>			
94	Blackfoot	\$ 68,854	\$ 238,020	\$ 169,166
95	Clandonald	\$ 39,843	\$ 75,469	\$ 35,626
96	Islay	\$ 72,571	\$ 104,100	\$ 31,529
97	McLaughlin	\$ 10,680	\$ 15,748	\$ 5,068
98	Rivercourse	\$ 4,790	\$ 6,895	\$ 2,105
99	Villages	\$ 442	\$ 3,121	\$ 2,679
100	Drainage	\$ 1,273	\$ 8,500	\$ 7,227
101	Water Wells	\$ 39,801	\$ 107,467	\$ 67,666
102	Sub Total	\$ 238,253	\$ 559,319	\$ 321,066
103				
104	Waste Management	\$ 337,541	\$ 566,869	\$ 229,328
105	FCSS	\$ 247,252	\$ 293,880	\$ 46,629
106	Cemetery	\$ -	\$ 9,500	\$ 9,500
107				
108	<u>Planning & Development</u>			
109	General	\$ 280,836	\$ 707,701	\$ 426,865
110	Annexation	\$ 62,784	\$ 250,000	\$ 187,216
111	Safety Codes	\$ 10,069	\$ 350,000	\$ 339,931
112	Development Projects	\$ 660	\$ 110,000	\$ 109,340
113	Appeal Board	\$ -	\$ 38,876	\$ 38,876
114	Sub Total	\$ 354,349	\$ 1,456,577	\$ 1,102,228
115				
116	<u>Agriculture</u>			
117	General	\$ 82,440	\$ 173,242	\$ 90,802
118	Weed Control	\$ 25,197	\$ 220,084	\$ 194,887
119	Aesa	\$ 30,717	\$ 68,760	\$ 38,043
120	Extension Programs	\$ 5,197	\$ 8,421	\$ 3,224
121	Tree Planting	\$ -	\$ 2,030	\$ 2,030
122	Pest Control	\$ 16,514	\$ 104,751	\$ 88,237
123	Road Side Seeding	\$ -	\$ -	\$ -
124	Pesticide Containers	\$ -	\$ 5,048	\$ 5,048
125	Brush Spraying	\$ 16,704	\$ 156,900	\$ 140,196
126	Alus	\$ 46,551	\$ 150,470	\$ 103,919
127	Alus Regional Collaboration Project	\$ -	\$ -	\$ -
128	Safety	\$ 8,267	\$ 21,662	\$ 13,396
129	Hamlet Revitalization	\$ -	\$ 7,000	\$ 7,000
130	Depreciation/Gain-Loss/Contr Assets	\$ -	\$ 76,000	\$ 76,000
131	Subtotal	\$ 231,588	\$ 994,370	\$ 762,782
132				

		ACTUAL 2018	BUDGET 2018	Variance
133	<u>Environmental Management</u>			
134	General	\$ 62,560	\$ 52,998	\$ (9,562)
135	Green Acreages Pilot	\$ -	\$ 3,010	\$ 3,010
136	Wet Lands	\$ 16,643	\$ 197,527	\$ 180,884
137	W. Garfield Weston Foundation	\$ -	\$ -	\$ -
138	Monitoring and Protection	\$ 1,318	\$ 5,000	\$ 3,682
139	Subtotal	\$ 80,521	\$ 258,535	\$ 178,014
140				
141	Land/Buildings	\$ 26,383	\$ 26,000	\$ (383)
142	<u>Recreation</u>			
143	General	\$ 31,610	\$ 625,363	\$ 593,753
144	Lindsay Evans Park	\$ 206	\$ 5,200	\$ 4,994
145	McNabb Wildlife Park	\$ -	\$ -	\$ -
146	Subtotal	\$ 31,816	\$ 630,563	\$ 598,747
147				
148	Library	\$ 83,827	\$ 93,327	\$ 9,500
149	<u>Requisitions</u>			
150	School	\$ 3,977,648	\$ 7,351,665	\$ 3,374,017
151	Other Requisitions	\$ 2,569,603	\$ 2,609,273	\$ 39,670
151	Subtotal	\$ 6,547,251	\$ 9,960,938	\$ 3,413,687
152				
153	TOTAL EXPENDITURES:	\$ 15,251,440	\$ 48,888,690	\$ 33,637,250
154				
155	(SURPLUS)/DEFICIT	\$ (22,789,832)	\$ 2,475,661	\$ 25,265,493
156				
157				
158	Adjustments for Non PSA Revenue & Expenses			
159				
160	Taxes & General	\$ -	\$ 52,925	\$ 52,925
161	Administration	\$ 37,244	\$ 230,000	\$ 192,756
162	Enforcement Services	\$ 87,598	\$ 15,000	\$ (72,598)
163	Fire	\$ 42,442	\$ 57,000	\$ 14,558
164	Disaster	\$ -	\$ 4,400	\$ 4,400
165	Rat Control	\$ -	\$ (1,000)	\$ (1,000)
166	Public Works	\$ 2,515,474	\$ (4,413,550)	\$ (6,929,024)
167	Water and Sewer	\$ 221,263	\$ (75,945)	\$ (297,209)
168	Waste Management	\$ -	\$ 127,049	\$ 127,049
169	Planning and Development	\$ -	\$ (60,000)	\$ (60,000)
170	Agriculture	\$ -	\$ (15,000)	\$ (15,000)
171	Environment	\$ -	\$ 90,000	\$ 90,000
172	Recreation	\$ 53,228	\$ 213,951	\$ 160,723
173	Land	\$ 2,017,330	\$ 913,000	\$ (1,104,330)
174		\$ 4,974,579	\$ (2,862,170)	\$ (7,836,750)
175		\$ (17,815,253)	\$ (386,509)	\$ 17,428,744

MEETING DATE: AUGUST 21, 2018

BRIEFING NOTE - TO COUNCIL

SUBJECT

July 24, 2018 Cheque Distribution Report – For Information

RECOMMENDATION

THAT the County of Vermilion River receive the July 24, 2018 Cheque Distribution Report for Information.

PREPARED BY: Viren Tailor

DATE: July 18, 2018

MEETING DATE: AUGUST 21, 2018

BRIEFING NOTE - TO COUNCIL

SUBJECT

August 8, 2018 Cheque Distribution Report – For Information

RECOMMENDATION

THAT the County of Vermilion River receive the August 8, 2018 Cheque Distribution Report for information.

PREPARED BY: Viren Tailor

DATE: July 18, 2018

MEETING DATE: AUGUST 21, 2018

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PREPARED BY: Viren Tailor

DATE: July 18, 2018

MEETING DATE: AUGUST 21, 2018

BRIEFING NOTE - TO COUNCIL

SUBJECT

August 2018 Public Work Director's Report – For Information

RECOMMENDATION

THAT the County of Vermilion River receive the August 2018 Public Works Director's Report for information.

DETAILS

Background: Monthly Report to Council on Public Works progress.

Discussion: Questions arising from the Director's Report.

IMPLICATIONS OF RECOMMENDATION

Organizational: Progress update on Public Works programs

Financial: Annual Public Works Budget

Communication Required: Publicly published minutes from Council meeting

ATTACHMENTS

1. Public Works Director's Report

PREPARED BY: Marshall Morton

DATE: August 13, 2018

PUBLIC WORKS DIRECTOR'S REPORT



IN OUR BACKYARD: (MONTH)

- **Administrative Services**
 - Border Paving is currently working on subgrade preparation and laying of Base Course on TWP 522. They are currently slowed due to base gravel not meeting spec in relation to Fracture percentage. They are currently attempting to mix material in an effort to bring the gravel hauled to location into specification. Administration also, continues to work with landowner's to mitigate deficiencies from last season's project.
 - The Asphalt Overlay of TWP 502 east of R.R. 20 started on Tuesday. The crew will move to do bottom lift on TWP 522 when complete.
 - Contract equipment is being utilized to assist with repairs to gravel roadways which seen significant frost boils during spring break up.
 - Industry is also assisting with the repair of problem areas on haul routes.
 - Construction Crew is currently working on R.R. 30 and has almost a mile and ½ of the scheduled 2 miles roughed in. Significant challenges have arisen on this project, between having the supervisor unexpectedly quit, the release of the onsite supervisor, as well as having to move a significant amount of top soil, the project is anticipated to be over budget and estimated time frames. We are anticipating that this project could be \$250,000 over budget.
 - A contract Construction Supervisor has been brought in to assist with completing the 2018 construction program.
 - The administration is also looking at the possibility of tendering out some of the work scheduled for this season.
 - The gravel program is approximately 75-80% complete.
 - Dust Control crews have completed the scheduled dust control program. Isolated dust control sections are being evaluated for warranty work.
 - Public Works is preparing to complete an evaluation of all drainage courses in the spring and any drainage issues identified for repair and maintenance will be prioritized for work plans/engineering and will be added to the capital projects budget as required.
 - Continue to review the infrastructure inventory, equipment inventory, service levels, budgets and staffing requirements.
 - Reviewing the gravel inventory supply, quality control measures, County gravel requirements for the next 10 years.

PROGRESS & UPDATES

- Addressing Landowner concerns
- Grading & repair of roads as needed
- Graveling / Patching Roads (Gravel Program approx. 80% complete)
- Dust Control Program - complete as of Aug 10/18

- Pot hole patching on oiled surfaces underway
- Milling machine milling bad areas on cold mix/oiled roadways
- Unplugging / repairing / replacing culverts as needed
- Traffic counts for assisting with planning of future projects
- Executing Industry Permits
- Inspecting and approving new Industry drill sites / pipeline crossings / seismic programs
- Working with Industry Partner's on cost share projects & road repairs
- Upgrade of railway crossing on RR21 north of Hwy 16 (Blackfoot) was completed on July 25, 2018
- Repair of soft spots on TWP 550 west of HWY 893 and RR44 north of TWP 550 have been completed by Industry .
- Repair of soft spots on TWP 490 from Hwy 17 west to RR14 & north on RR14 (Industry)
- **Water & Sewer Services**
 - Meter reads in Hamlets
 - Weekly water samples in Hamlets
 - Quarterly Trihalomethane sampling
 - Quarterly Chlorate sampling
 - Quarterly Bromate sampling
 - Routine sampling on pump outs
 - Compiling application for EPEA registration for water work consisting solely of a water Distribution system- given to ACE for their update (Waiting on return info)
 - Updating standard operating procedures
 - Updating ERPs
 - Water main break in Islay is repaired
 - Curb stop replacement in Islay scheduled for Aug 16/18
 - General maintenance
 - Reset all communication systems – Install larger communication antenna at Alcurve water well - Complete
 - Raising manholes and valves
 - Hamlett inspections
 - Berm repairs on Islay Lagoon
 - Valve repairs on Islay lagoon discharge scheduled for week of Aug 20/18
 - Hydrant flushing in Hamlets

FUTURE PLANS

- **Project Management Services**
 - Wetland approvals continue for 2018 road projects. Waiting on Wetland Approvals for:
 - Bridge File – 09118
 - RR.11
 - RR 34
 - RR 33

- RR 14
- ROW & Burrow acquisitions for 2018 projects ongoing. Land Agent presently working on
 - RR 11 between TWP 510 and TWP 504 (3.2 Kms) (ROW are Completed)
 - RR 34 between TWP 520 and TWP 521.5 (2.4 Kms) (In Progress)
 - RR 33 between TWP 474 (1.0 Kms) (In Progress)
 - RR 14 between TWP 542 and TWP 550 (3.2 Kms) (In Progress)
- BF 09118 contract has been awarded and is subject to the wetland approvals.
- Grading work and preparation for paving on TWP 522 continues. The Paving/Overlay of TWP 502 has started and will be completed shortly. RR 44 will be completed following the completions of TWP 522 paving. Site occupancy days are as follows:
 - TWP 522 – 67 days
 - TWP 502-8 days
 - RR 44 – 7 Days
 - Total Occupancy Days 80 days.
- Chip Seal work on RR 20 started July 25, contract bid was based on 25 occupancy days. Crack Sealing and patching has been completed. Due to CN approvals to work within the RR Crossing area the Contract has been extended to the end of August.
- Construction crew is working on RR 30, between TWP 530 and Hwy 45.
- Rehab crew is finished on TWP 514 between RR 23 and HWY 897. Crew has started work on TWP 514 between RR 44 to RR 51.
- The Bridge Inspections for 2018 are underway. 31 bridges will be inspected and prioritized for 2019 budget.

MEETING DATE: AUGUST 21, 2018

REQUEST FOR DECISION - TO COUNCIL

SUBJECT

Extension of Project Limits for Range Road 44 – For Information

RECOMMENDATION

THAT the County of Vermilion River approve the extension of the Project Limits of the Asphalt Overlay project to include the entire 3.2km's of surfaced road South of Hwy 619.

DETAILS

Background: In 2017 when Range Road 44 was originally tendered only 1.72km's of the 3.2 km's of surfaced road South of Hwy619 was tendered. This project came in over budget and was removed from the work program. During the 2018 budget presentation the project was added to the 2018 work program. In Budget it was identified as 3.2km's, however, the actual tender document was never adjusted to reflect the 3.2km's. This resulted in the tender bid only being for the 1.72km project.

Discussion: The administration has requested that Stantec provide an estimate to extend the project limits to include the entire 3.2km's. The revised estimate is estimated at \$ 910,000 vs the \$ 541,833 that was bid by Border Paving for the 1.72km's. As the overall tender's for base Pave and Asphalt overlay of TWP 522, TWP 502 and Range Road 44 came in just about \$1,000,000.00 under budget, there is sufficient room in budget to extend the project limits.

Response Options:

1. THAT the County of Vermilion River approve the extension of the Project Limits of the Asphalt Overlay project to include the entire 3.2km's of surfaced road South of Hwy 619.
2. THAT the County of Vermilion River disapprove the extension of the Project Limits of the Asphalt Overlay project to include the entire 3.2km's of surfaced road South of Hwy 619.

IMPLICATIONS OF RECOMMENDATION

Organizational: Work would be undertaken by Contractor and would have limited impact on the Organizational time commitments.



Financial: Project was originally under budget and project could be funded within existing budgets.

Communication Required: Written notification required to provide contractor with approval to extend project limits.

Implementation: Administration would let our Contractor know so that additional material could be crushed to accommodate the extra work.

ATTACHMENTS

PREPARED BY: Marshall Morton

DATE: August 13, 2018

MEETING DATE: AUGUST 21, 2018

REQUEST FOR DECISION - TO COUNCIL

SUBJECT

TENDER FOR RANGE ROAD 11 ROAD CONSTRUCTION – MOTION REQUIRED

RECOMMENDATION

THAT the County of Vermilion River permit administration to tender the Construction of Range Road 11 up to \$650,000.

DETAILS

Background: As Council is aware, the challenges experienced this summer with construction has put us quite a ways behind in our construction program. In an effort to try and get some additional miles completed this season, the administration has been exploring avenues available to move the program forward. The most feasible option seems to be a request for quote from construction companies. This would be a simple tender with no bid items or engineered design. The contractor will be provided a scope of work and requested to provide a lump sum bid to build a D2 county standard road.

Range Road 11 was one of the roads that were added this spring as a priority to re-construct, due to significant damage that occurred during spring break up. Council may recall that a number of roads were removed from the construction list that was previously presented as they were deemed to be in better condition than others after breakup. Range Road 11 was estimated to cost \$609,000 for our internal crews to complete. Administration is expecting that there will likely be an increased cost to tender this project.

Funding for the increased costs could come from reducing the amount of km's to be completed this season. With the anticipated cost overrun of Range Road 30 and the expected costs of tendering Range Road 11, Staff are suggesting that we reduce the program by 2.4 km's.

Discussion: Although this type of tender does not currently fit our tendering policies, it is the only feasible option in relation to timelines in order to get the work completed this season. As time is of the essence for this project, the administration is asking for approval for an award amount up to \$650,000.00.



Relevant Policy/Legislation Practices: This tender would not meet the requirements of the New West Partnership Trade Agreement. However, as it is late in the season and most contractor's are already busy, it may be hard to attract bidder's from outside the community anyway.

Desired Outcome (s): That the County Of Vermilion River approve the invitational Request for Quotes to undertake the construction of Range Road 11.

Response Options:

1. THAT the County of Vermilion River approve the administration to tender the Road Construction of Range Road 11 up to \$650,000.
2. THAT the County of Vermilion River disapprove the administration to tender the Road Construction of Range Road 11 up to \$650,000.

IMPLICATIONS OF RECOMMENDATION

Organizational: The County has hired a contract Construction Supervisor who could work with the Construction Superintendent from the successful bidder to oversee the work being undertaken on Range Road 11.

Financial: Funded from 2018 construction budget for "D" roads. This would result in less available funds to carry over into 2019 as we are not anticipating completing all of the roads that were scheduled for construction this season.

Communication Required: The County would enter into an agreement for the construction of R.R. 11. Publicly Published Council minutes.

Implementation: The intent is to have an Agreement signed by the first week of September.

ATTACHMENTS

RFQ for Road Construction



PREPARED BY: Marshall Morton

DATE: August 13, 2018



Request for Quote: CVR – 010 - 2018

Road Construction RR 11

From TWP 510 to TWP 504 (3.2 Kms)

Closing Date: August 17, 2018

Closing Time: 10:00:00 a.m., Alberta Time

**Closing Location: County of Vermilion River
County Office
Box 69
4912 – 50 Avenue
Kitscoty, Alberta
T0B 2P0**

INVITATION TO QUOTE

You are formally invited to submit a Quote for completing Road Construction, located at RR 11, between TWP 502 and TWO 510 (3.2 Kms).

A sealed RFQ Proposal in a clearly marked envelope titled **"County of Vermilion River, RFQ 010 – 2018 Road Construction - Range Road 11"**, directed to

County of Vermilion River
Attention: Dave McPhee
Project Manager
4912 - 50 Ave
Box 69
Kitscoty, AB., T0B 2P0

- 1.1 The submittal must be delivered or mailed to allow such RFQ proposals to be physically received at the above noted address before **August 17, 2017, 2:00:00 p.m. local time.** Proposals received and not conforming to the foregoing will be returned to the Submitter without being considered. A Proposal or any amendments received via facsimile will not be accepted.
- 1.3 Pre-tender meeting is scheduled for August 15, 2018, 10:00 am and will take place on site on RR 11 approximately 100 meters south of TWP 510.
- 1.4 Proposal must include:
 - (a) Bid Bond or Certified Cheque in the amount of 10% of the Price Quote;
 - (b) Copy of Current COR Safety Certificate or Temporary Letter of Certification.
- 1.5 Proponents are notified that the lowest or any RFQ Proposal need not be accepted by the County and the County reserves the right to reject any and all RFQ Proposals at any time without further explanation or to accept any RFQ Proposal, or part thereof, considered advantageous to the County. Award shall be made on the RFQ Proposal that will give the greatest value based upon quality, service, experience, and price.
- 1.6 The County may elect at its sole discretion to accept or reject any RFQ Proposal or part thereof and to waive any defect, irregularity, mistake, or non-compliance in any RFQ Proposal and to accept or reject any RFQ Proposal or alternative proposal, in whole or in part, which it deems to be most advantageous to its interests.
- 1.7 No implied obligation of any kind or on behalf of the County shall arise from anything in the RFQ Documents.
- 1.8 Any successful Proponent shall be the Prime Contractor for the Project pursuant to the applicable construction safety legislation and shall have primary responsibility for the safety of all workers and equipment on the Project in accordance with such legislation.

Key Dates

August 15, 2018, 10:00 am	County completes RFQ site meeting
August 16, 2018, 10:00 am Alberta Time	Cut-off for County receiving Proponent questions regarding RFQ
August 17 by 11:00 am Alberta Time	County posts addendums by email
August 17, 2018 2:00:00 pm	Closing Date & Time
August 21, 2018	County completes review on the RFQs
August 22, 2018	Notify successful Proponent
On or about August 23, 2018	Contract Start Date

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1. INSTRUCTIONS TO PROPONENTS

1.1. Introduction

The objective of the RFQ is to solicit Quotes from a qualified road construction contractor. The County of Vermilion River has a requirement to establish a Contractual Agreement with a road construction contractor for the provision of providing road construction services.

Additional information on the County may be obtained at its website:
www.county24.com

Preparation of the RFQ

All RFQ responses received will be subject to all terms and conditions contained in this RFQ. Proponents are responsible for familiarizing themselves with all terms and conditions of this document and for carefully examining the samples, specification and other documents enclosed herewith (herein collectively referred to as the "RFQ"). The submission of RFQ, shall be deemed to have made same prior to submitting the RFQ response.

The County will not be responsible for any costs incurred by a Proponent in preparing and submitting a RFQ response. The County accepts no liability of any kind to a Proponent unless and until the Proposal is accepted by the County.

Proponents are required to submit RFQ responses as specified. If a proponent submits a response that offers substitutions or alternatives this must be done in addition to the As Specified. If substitutions are provided solely within the proposal, the proposal will be considered non-compliant.

1.2. Offer and Acceptance Period

A response to the RFQ shall be deemed to be an offer to contract with the County based upon the terms, conditions and specifications contained in this RFQ shall constitute offers which are irrevocable for a period of sixty (60) days after the RFQ's Closing Date and Time. If in the County's sole opinion a Proponent's Proposal does not meet these requirement, the County may reject the Proposal.

1.3. Definitions

Terms used in this RFQ have the meaning set out below unless otherwise indicated.

"Agreement" means a written document between the County and the Proponent(s) to perform the tasks, duties and responsibilities, as described in this RFQ.

"Alberta Time" means Mountain Standard Time or Mountain Daylight Saving Time as provided for in the Daylight Saving Time Act of Alberta.

"Contract Administrator" means the County's representative responsible for the day-to-day administration of the contract. The Contract Administrator is the Proponent's primary County contact for all matters relating to the contract and service delivery.

"Must" means a requirement that is to be met in a substantially unaltered form for a Proponent's Proposal to be considered.

“Primary Contact” means the individual a Proponent (that has submitted a Proposal), designates to represent the Proponent during the competitive process associated with this RFQ. There can be only one (1) Primary Contact.

“Proponent” means the firm or individual who has obtained a copy of this RFQ, or has been invited to submit a RFQ as an Interested Proponent for this competitive process.

“Proposal” means the Proponent’s response to this RFQ.

“Services” means everything done or performed by or through the Proponent that is within the scope of the RFQ, including preparation and submission of any deliverables required by the Agreement.

1.4. Inquiries

Email inquiries will be accepted up to and including **10:00:00 am Alberta Time, August 16, 2018**. No telephone inquiries will be accepted.

At the County’s sole discretion, information or clarifications regarding competitive process procedural issues may be provided to Proponent(s) after this date and time.

All inquiries shall be sent to the County Representative listed below. Do not contact any other County employee’s or Proponent’s regarding any aspect of this RFQ process, procedural or technical.

When submitting an inquiry, identify your organization name, address, telephone and email address, as well as “Contracting Services RFQ” to:

Dave McPhee, Project Manager
County of Vermilion River
Box 69
4912 – 50 Avenue
Kitscoty, Alberta
T0B 2P0
Email: dmchee@county24.com

All inquiries received will be reviewed by the County. Inquiries that may contain proprietary or confidential information, in the County’s sole opinion, may be answered exclusively to the submitting Proponent directly via email provided the response does not

(1) Requires a modification to the RFQ document, or,

(2) Potentially provide the Proponent with an undue advantage in the competitive process.

If the County believes that either of these situations may reasonably arise, it reserves the right to request the Proponent to reword and resubmit the inquiry or not provide a response.

All other inquiries will be compiled and answered in the form of written email circulated to all registered proponents. Proponents are strongly encouraged to submit inquiries as early as possible. Proponents are advised that all other inquiries received and answered by the County will be provided verbatim to Proponents.

Prior to the Closing Date and Time, if the County requires clarification pertaining to an inquiry submitted by a Proponent, the County will direct the request for clarification to the Proponent's representative that submitted the inquiry.

After the Closing Date and Time, the County will direct all correspondence regarding this competitive process only to the Proponent's Primary Contact as identified in its Proposal.

It is the Proponent's responsibility to notify the County personnel listed above – in writing and in advance – of any change in the Proponent's Primary Contact information; this is especially critical for an email address change.

The County assumes no responsibility or liability arising from information obtained in a manner other than as described by this RFQ.

1.5. Addenda

Any changes to this RFQ as well as the response(s) to all inquiries received will be issued in the form of written Addenda. The final written Addenda will be issued no later than **11:00:00 am on August 17, 2018**

The final written Addenda to non-proprietary or non-confidential inquiries will be posted by the County no later than the above noted date and time. The final written Addenda to proprietary or confidential inquiries will be emailed directly to the Proponent's representative that submitted the inquiry no later than the above noted date and time.

The date and time for using the final written Addendum may be amended at the sole discretion of the County.

Verbal instructions shall not be binding.

It is the Proponent's sole responsibility to regularly check their emails for any updates of Addenda pertaining to this competitive process, and, to maintain current and accurate user profile information.

The County requests the Proponent acknowledge receipt of all Addenda by completing and returning Appendix A with the Proposal. The County shall have the sole authority to resolve any discrepancies, omissions or conflicts in this RFQ.

1.6. Closing Date and Time

The Closing Date and Time for this RFQ is **August 17, 2018 at 2:00:00 pm Alberta Time.**

The Closing Date and Time may be amended at the sole discretion of the County.

For RFQ close purposes the official time of receipt of RFQ Proposals shall be as determined by the time recorder clock – located at the County Office, Front Reception – used to date and time stamp RFQ Proposals upon submission to the County.

Failure to clearly identify RFQ Proposals as outlined in Section 1.7. Submission of RFQ Proposals, RFQ Proposals being delivered to the County Office, Front Reception just prior to the Closing Time, and/or RFQ Proposals not being delivered directly to Front Reception may result in delays in the date and time

stamping of RFQ Proposals. RFQ Proposals that are date and time stamped after the Closing Date and Time will not be evaluated and will be returned unopened.

1.7. Submission of RFQ Proposals

The Proponent shall submit one (1) original and two (2) copies of its RFQ Proposal, in a **sealed package clearly marked and identified as follows:**

RFQ	Road Construction RR 11
RFQ No.	CRV 010 - 2018
CLOSING DATE	August 17, 2018
CLOSING TIME	2:00:00 pm Alberta Time
ADDRESSED TO	Dave McPhee Project Manager Box 69 4912 – 50 Avenue Kitscoty, Alberta T0B 2P0
FROM	(Proponent's Name)

The above information should appear on the outside of **all** packages or boxes containing the Proponent's Proposal. If multiple packages or boxes are being submitted, clearly indicate the number (e.g. 1 of 3, 2 of 3, etc.).

- Faxed or electronically submitted RFQ Proposals will not be accepted.
- RFQ Proposals submitted in the name of an incorporated company shall be signed in the name of the company by a duly authorized representative of the company.
- RFQ Proposals received after the Closing Date and Time will not be evaluated and will be returned unopened.
- Delivery service disruptions will not be acceptable conditions for late Proposal submissions.
- At any time prior to the RFQ Closing Date and Time, a Proponent may withdraw its Proposal. No Proposal shall be altered, amended or withdrawn after the Closing Date and Time unless the Proponent is requested to do so by the County.
- There will be **NO Public Opening.**
- Persons or firms submitting RFQ Proposals shall be actively engaged in the line of work required by the RFQ and shall be able to refer to work of a similar character performed by the Contractor.
- The County will retain for its records all copies of Proponent's RFQ Proposals and related documents.

1.8. Exceptions

For the Proponent to be considered for possible exemption from the application of any of the terms and conditions or specifications contained in the RFQ, the

County requests the Proponent's Proposal specifically address the term, condition or specification in question by referring to the corresponding RFQ page number and paragraph containing the term, condition or specification, and, if applicable, providing proposed revised wording.

The acceptability of any proposed exemption will be determined by the evaluation team. The extent of any proposed exemption(s) may be a factor in whether the County will accept or reject a Proponent's Proposal.

Prior to the submission of its RFQ Proposal, the Proponent is strongly encouraged to use the Inquiries Process outlined in Section 1.4. Inquiries to obtain clarification from the County as to the acceptability of any proposed exception(s).

1.9. Reservation

Notwithstanding anything to the contrary herein, the County reserves the right in its sole and absolute discretion to exercise any or all of the following right, alone or in combination with each other, to:

- Accept proposal(s):
 - Which in the County's sole and absolute discretion fail in any material respect to comply with the requirement(s) of this RFQ; or
 - In whole or in part without any negotiations.
- Enter into negotiations with:
 - Any and all proponents on any aspects of their proposal, to ensure the County's operational requirements are always met and promote best value;
 - Any or all proponents, or prospective persons or entities capable of delivering the required services but who may not have submitted a proposal in response to this RFQ in the event, in the County's sole and absolute discretion, no RFQ Proposals meet the requirement of the RFQ; or
 - Tied proponents in the event of a tie between two or more proponents.
- Conduct a best and final offer process:
 - With any or all Proponents in which Proponents are invited to revise their financial offers in circumstances where the County deems it appropriate in the County's sole and absolute discretion.
- Cancel, modify, re-issue or suspend:
 - Any aspect of this RFQ, in whole or in part, at any time, for any reason;
 - In whole or in part, at any time, for any reason, the schedule for this RFQ , including without limitation the Deadline for RFQ Proposals stated above, the anticipated award date or any other activity or date stipulated in the RFQ ; or
 - This RFQ in its current or modified form and invite RFQ Proposals from only the Proponents who submitted RFQ Proposals in response to this RFQ where to do so, in the County's sole and absolute discretion, to be in the County's best interests.
- Seek clarification, validate or take into account:

- Independently or with the help of the Proponent, any or all information provided by the Proponent with respect to this RFQ and, for this purpose, disclose any or all information provided by the Proponent to a third party, subject to the County obtaining appropriate assurances of confidentiality from those third parties.
- Reject or refuse to consider any proposal:
 - If in the County's sole and absolute discretion it fails in any material respect to comply with the requirements of this RFQ ; or
 - Containing false, misleading or misrepresented information; or
 - In the event any matter causes or is likely to cause, in the County's sole and absolute discretion, a conflict of interest in relation to the selection of any Proposal; or
 - From a Proponent who fails to cooperate with the County in any attempt by the County to clarify or validate any information provided by the Proponent or who fails to provide accurate or complete documentation as directed by the County; or
 - From a Proponent with whom the County has previously terminated a contract for any reason or has had a previous, or currently has a commercial or legal dispute that, in the County's sole and absolute discretion, would impair the County's ability to enter into the productive business arrangement contemplated by this RFQ ; or
 - From a Proponent failing to have the capacity to contract with the County.
- Award:
 - One Contractual Contractor in connection with this RFQ.
- Waive:
 - Irregularities, informalities, omissions and defects in any proposal where, in the County's sole and absolute discretion, they do not materially affect the ability of the Proponent to provide the goods and services required by this RFQ.

1.10. Freedom of Information and Protection of Privacy Act

While the Freedom of Information and Protection of Privacy Act allows persons a right of access to records in the County's custody or control, it also prohibits the County from disclosing personal information about an individual in certain circumstances, or business information, if disclosure could reasonably be expected to cause harm as outlined in the Act. Because of the complexity of this Act, Proponents must consider the potential that any information that is provided to the County may be disclosed to a third party.

All information in the possession or control of the County, including any information provided, obtained or under the control of the County under this competitive process, is subject to the Freedom of Information and Protection of Privacy Act. Should the County receive a request for any records that are under the control of the County and in the Proponent's custody, the Proponent must provide the records, at the Proponent's expense, to the County?

Assessment criteria and allocation formulas for this competitive process are public information. Information regarding individual assessments is considered

confidential and may be provided, upon request, to the party to whom it relates. Third parties will only be provided information in accordance with the Freedom of Information and Protection of Privacy Act.

1.11. Conflict of Interest

Proponents must fully disclose, in writing to the County on or before the Closing Date and Time of this RFQ, the circumstances of a potential conflict of interest or what could be perceived as a possible conflict of interest if the Proponent were to become a contracting party pursuant to this RFQ. The County shall review any submissions by Proponent's under this provision and may reject any RFQ Proposals where, in the sole opinion of the County, the Proponent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the Proponent were to become a contracting party pursuant to this RFQ.

1.12. Governing Law

This RFQ shall be governed by the laws of the Province of Alberta and the forum for all disputes shall be the Courts of the Province of Alberta.

2. STATEMENT OF WORK

2.1. Objective

It is the County's objective to enter an Agreement with a Contractor for the provision of providing Road Construction Services. The successful Proponent(s) shall become familiar with the County's policies, procedures and organizational structure.

2.2. Background

Located in east central Alberta at the Alberta-Saskatchewan border you will find the County of Vermilion River, which is home to 8,116 residents, 7 unincorporated hamlets, 4 villages and 1 town. The many features, amenities and opportunities in our municipality make it "A sustainable, vibrant and diversified community with opportunities for all".

Our municipal operations are based out of Kitscoty, Alberta – in the heart of a prosperous agricultural region and thriving energy sector built on an innovative entrepreneurial spirit.

The County is committed to collaboratively building a safe and prosperous community, supporting health lifestyles and ensuring a high quality of life for its residents.

2.3. Scope

Work Required: Proponents shall be a qualified contractor providing the necessary professional services to provide the County of Vermilion River with Road Construction Service The contractor will provide all materials, resources, manpower and equipment to complete the work as identified and attached as Appendix D forming part of the RFQ.

- Appendix D – Scope of Work and Specifications General.

2.4. Qualified Personnel

The Proponent to be capable of supplying qualified personnel capable of providing the services indicated in Section 2.3. The Contractor must be able to meet the minimum experience shown below:

- **Road Construction** – five (8) years extensive experience in Road Construction projects specializing in re – construction of rural roads.
- **Project Management/ Site Superintendent**
 - Five (5) years extensive experience in supervising and managing project of this nature.
 - Five (5) years extensive experience in specializing in establishing work site, grade lines, site lines and identifying and staying within County's specifications and construction limits

2.5. Deliverables

The deliverables standards shall be applied:

- All documents submitted for use by the County shall be submitted in Microsoft Word 2013 format.
- All spreadsheets, databases, presentations, etc. shall be submitted in the corresponding Microsoft Office 2013 format.

2.6. Specialized Contractors

Proponents shall have experience in and be licensed to engage in the practice of Road Construction in the Province of Alberta and have the capability and capacity to act as a Prime Contractor. In the event an area of work assignment requires specialized engineering or specialist services outside the scope of the written and technical specification. Proponent will be required to retain and manage a sub-consultant that will be identified in their response to the RFQ.

2.7. Quality Control Measures

The Proponent shall provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices and procedures developed by professional bodies in the performance of the services at the time when and the location in which the services are provided. The Proponent shall be responsible for quality control of their work in accordance with their Professional Practice Management Plan.

2.8. Health & Safety

Health and Safety are paramount on all work undertaken for the County. All Proponents shall have a Health & Safety Program and maintain a Certificate of Recognition (COR) through the Alberta Construction Safety Association. The Proponent shall also maintain an account in good standing with the Worker's Compensation Board of Alberta covering all workers, Directors, Principals, Proprietors and/or Partners who will be involved in any services delivered for the duration of the Agreement.

2.9. Period of the Contractual Offer

The period of the Contractual Services for the County of Vermilion River's Road Construction Service under this proposal shall be for a period of eleven (2) months (contractor to provide a schedule), commencing from the date of the execution of the Agreement.

At the conclusion of each scheduled milestone, the County Representative for the specific assignment work shall complete an evaluation of the Proponent for the work completed. Evaluations for each task completed shall be reviewed. Unacceptable performance documented as part of the evaluation process may result in termination of the Agreement prior to the end of the term of the Agreement.

2.10. Payment & Invoicing

A fixed fee for each phase will be in accordance with the rates established in the Proposal.

The following costs shall be included in the rates provided in this Proposal call to deliver the contractual services and shall not be reimbursed separately:

- Standard office expenses such as any photocopying, computer costs, internet, long distance telephone, cell phone, and, fax including that between the Contractor's main office and branch offices or between the Contractor's offices and other team members;
- Plotting;
- Parking fees;
- Taxi charges;
- Travel time and travel related expenses for the delivery of services within the County limits of the County of Vermilion River;
- Any local project office costs;
- Professional licensing fees;
- Travel time and travel related expenses from the Contractor location to the County related to the delivery of services.

For prompt payment of invoices, please include the following summary information with each invoice for payment:

- (1) Work Site Location;
- (2) Invoicing Period with Date(s) both from and to;
- (3) Short narrative of services provided for work done to justify the invoice amount;
- (4) Summary of costs as follows:
- (5)

Item		Amount	GST	Total
Amount this Invoice	(1)			
Total Previous Invoices	(2)			
Total Invoiced to date	(1+2)=(3)			
Approved Work Site Fees	(4)			
Fees Remaining	(4-3)=(5)			

% Complete	(6)			
Disbursements	(7)			
Total Invoice Amount	(1+7)=(8)			

(6) Authorized Signatures of the Contractor and date.

Include with each invoice for authorized disbursements, receipts of original invoices (or legible copies if originals cannot be supplied) for all work site items claimed.

Work site items charged and the accuracy of the Contractor recording system may be verified by the County or a representative or agent hired by the County before or after payment is made to the Contractor under terms and conditions of the Unit Items Assignment.

The Contractor shall keep accurate cost records and, if required for the purpose of the Agreement, shall make these documents available to the County or its agents or representatives who may make copies and take extracts therefrom.

The Contractor shall afford facilities for audit and inspection upon request and shall provide the County or its agents or representatives with such information as may be required from time to time.

The Contractor shall, unless otherwise specified, keep time sheets and cost records available for audit and inspection for a period of at least two (2) years following completion of the term of the Agreement.

If the verification is completed after payment by the County, the Contractor agrees to repay any overpayment immediately upon demand.

3. Proposal Submission and Evaluation Process

3.1. Submission of RFQ Proposals

The Proponent is responsible for meeting all submission requirements as stated in the Proposal call documents.

3.2. Proposal Format

The following Proposal format shall be used when preparing and submitting the Proposal:

- Submit one (1) bound original copy plus two (2) copies of the Proposal, plus one (1) electronic copy on a memory stick;
- Paper size of 279 mm X 432 mm (11" X 17") fold out sheets can be used for spreadsheets, organizational charts and schedules;
- Font size shall be 10 point Arial or equivalent;
- Margins shall be a minimum of 12 mm left, top, right and bottom

3.3. Specific Requirements of RFQ Proposal Format

The following is the format of the Proposal submission:

- Cover letter;
- Executive Summary
- Team Approach / Management of Services / Key Personnel and Expertise;
- Past Experience;

- Appendix A – Firm’s Professional Business Licensing and/or Professional Affiliations
- Appendix B – Health & Safety Program / COR Certificate / WCB Information
- Appendix C – Insurance Certificates
- Appendix D – Price Quote Forms (Appendix A of RFQ)
- Appendix E – Consent Form (Appendix B of this RFQ)

4. Submission Requirements & Evaluation

4.1. Mandatory Requirements

The following list of documents and forms is provided with the intention of assisting the Proponent in ensuring a complete submission. The Proponent is responsible for meeting all submission requirements. Proponents shall introduce their submissions with a cover letter.

Failure to meet mandatory requirements will render the proposal as non-responsive and no further evaluation will be carried out.

Mandatory at Proposal Closing		Met	Not Met
1.	RFQ Proposals must be received prior to the date and time indicated in the RFQ document.		
2.	Submission of Health & Safety Plan, Certificate of Recognition (COR), WCB Clearance Letter and WCB Premium Rate Statement		
3.	Submission of Insurance Certificates (Professional Liability and CGL)		
4.	Submission of Business Licensing Information and/or Professional Affiliations		
5.	Submission of completed and signed Price Quote and Consent Form (Appendix B of RFQ)		

4.1.1. Contractor Team Identification

The Proponent must identify the name of the Proponent firm, key specialists and key personnel to be utilized under this assignment, along with their licensing and/or professional affiliation(s).

The Contractor and sub-contractor team members must meet the minimum experience shown in Section 2.4.

The Contractor’s team must have expertise in Geotechnical Engineering and Aggregate Mining Knowledge as a Prime Contractor, licensed or eligible to be licensed to provide the necessary professional services to the full extent that may be required by provincial law. In addition, the Proponent must have extensive expertise and relevant recent experience,

planning, traditional design and construction, and, experience in providing Geotechnical Engineering Services for projects.

4.1.2. Licensing, Certification, Professional Affiliation or Authorization

The Proponent shall be a Company, licensed or eligible to be licensed to provide the necessary professional services to the full extent that may be required by provincial law in the Province of Alberta.

The Proponent must indicate current permit number(s) or how they intend to meet the provincial licensing requirements.

The Proponent shall include a copy of their licensing, certification, professional affiliation or authorization.

4.1.3. Consent Form(s) (Pricing and Consent)

Proponents must complete, sign and submit the following:

- a) Consent Form found in Appendix B.
- b) Price Form found in Appendix A.

Appendix A

PRICE/QUOTE FORM

Instructions

1. Complete the quote form and submit as Appendix D of the overall proposal.
2. Price RFQ Proposals are not to include applicable taxes and will be evaluated in Canadian dollars.
3. Proponents are not to alter or add information to the form.
4. It is MANDATORY that Proponents submit firm prices/rates for the period of the proposed Contractual Offer for all items listed. This section, when completed, will be considered as the Proponent's Financial Offer.
5. Rates quoted must remain firm for the period of the Contract. GST/HST, if applicable, is not included and is to be shown as a separate item on any resulting invoice.
6. In order to ensure that fair and competitive rates are received for each of the signage units listed per the specifications, the following requirement must be strictly adhered to: Proponents must provide a rate for each listed unit. Failure to insert a rate for each unit listed will render your proposal non-responsive.
7. Should there be an error in the extended pricing of the offertory's offer, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. In the event that a mathematical error occurs in carrying over the totals, the County Representative will correct the totals to ensure the fairness of the RFQ Proposals.

Appendix A (Cont'd)

PRICING SHEET

NAME OF PROPONENT: _____

Project # 85-073		Total Price
RR 11	Mobilization	
TWP 504 to TWP 510	Project Bid	
	Sub Total	
	Total Evaluated Bid Price	

SIGNATURE OF CONTRACTOR

The Contractor agrees to provide services, as requested for each Work Site in accordance with the Unit Rates quoted above. Based rates do not apply to sub-consultant services engaged by the Contractor acting as Prime Contractor. Rates charged for sub-consultants shall not exceed rates for parallel functional activities identified above.

Name: _____ Date: _____

Signature: _____

Appendix B

CONSENT FORM

Proponents are requested to sign and return this form with their proposal.

Enclosed is our Proposal submitted in response to RFQ 010 – 2018 Road Construction RR 11. The Proponent consents, and has obtained written consent of any individuals identified in the Proposal, to the use of the information in the Proposal by the County or its agents to enable the County to evaluate the Proposal and use this information for other program purposes of the County.

Proponent Name

Telephone

Email

Authorized Signature

Print Name

Title

Appendix C

AGREEMENT

The following file is provided separately and form part of this RFQ.

- Appendix C – Memorandum of Agreement (pdf)

Note: the County is required to include standard terms and conditions in its Agreements. The County may consider minor amendments to the Agreement but not ones that alter their fundamental intent. Also, see Section 1.8. Exceptions.

Appendix D - Specifications General – Scope of Work

2018 ROAD CONSTRUCTION PROJECT

Activation Date: May 1, 2018

Project Number: 85-073

Location: RR 11 (TWP 504 to TWP 510) (3.2 Kms)

Road Construction Standard: D3

1. Project Background and Description

RR 11 (TWP 504 to TWP 510) (3.2 Kms)

D2 Standard Road Class – Gravel Road Construction

Hwy. 17 and Twp 530 are the mainly travelled roadways in proximity and adjacent to this roadway. Four local resident live within the planned construction area. There is five lease roads serving well sites that access onto RR 11.

The existing road sub base is composed of mostly black dirt with minimal clay materials and is approximately a .35 to 1.75 meter thick. The north mile of road is very soft and subject to black dirt eruptions, extensive rutting from industry and is subject to seasonal farm equipment moves.

There has been on going road repairs and graveling performed to try and maintain and repair damages to the roadway for many years. Due to the traffic impacts and the road condition this road requires frequent grading above the normal frequency.

The road surface presently varies from 6.00 – 7.60 metre width. At present the road top is mostly at minimal grade with minimal ditch grading in some areas. The roadway grade varies from 0.500 mm to 0.800 mm above and/or below the existing surrounding grade throughout the length of the roadway.

2. Project Scope

The road is to be constructed to a D2 classification road standard. The road is to be built with a 8.0 meter width top and to be 1.0 meter above ditch grade, with a 1.5 to 2 meter wide ditch bottom with 3:1 side slopes. There is little drainage concerns within the surrounding area; therefore there will be minimal requirement to excavate below the existing ditch bottom.

The base is to be built to a 100% Standard Proctor compaction using good quality construction material and then topped with 75 mm of 38 mm gravel at 100% Standard Proctor Compaction. A finished layer of 100 mm of 20 mm spec road gravel will then be applied. (It is the County's Responsibility to Completes this Function)

There will be no Land scape borrow for road materials to achieve back slopes. Brushing will have to be performed after migratory bird window. Most of the land in this area is cultivated and

in crop. The County's Land Agent will acquire borrow pits and landscape borrows to be utilized for extra fill material.

- Brushing is minimal.
- Fencing is minimal

3. Culverts

The Contractor will replace all culverts within the project limits. The County will supply all culverts, couplers and hardware.

4. Surveying

County will provide pre-construction staking required to identify construction limits as a result of the widening required. The County will complete the survey at completion of the project for registry at land Titles. Any grading and staking during construction will to be completed by the Contractor.

5. Affected Parties

Landowners – Acquiring of lands for widening and will need borrow agreements. Yard and field accesses maybe restricted at times during construction

ATCO Electric – Adjacent Overhead Power Line of east side of roadway.

Husky Well Sites - Accesses at times maybe restricted during construction.

TELUS - Line relocating required prior to construction.

6. Wetlands

There are a couple of small wetlands within this two mile of roadway. Wetlands application and approvals are in place.

7. Implementation Plan

Construction work is planned to start approximately August 23, 2018. Contractor to provide schedule.

MEETING DATE: AUGUST 21, 2018

REQUEST FOR DECISION - TO COUNCIL

SUBJECT

SOIL STABILIZATION PILOT PROJECT – MOTION REQUIRED

RECOMMENDATION

THAT the County of Vermilion River approve the allocation of \$250,000 from the Public Works Capital Reserve for the purpose of undertaking a stabilization pilot project.

DETAILS

Background: During the June 18th Committee Meeting, administration submitted the “Draft” Public Works Business Plan. One of the items identified in the Business Plan was to undertake a Pilot Project utilizing the EMC2 product.

Discussion: The Committee discussed this project and recommended that it be brought to Council for approval.

Relevant Policy/Legislation Practices: “Draft” Public Works Business Plan

Desired Outcome (s): To undertake a Pilot Project that is approximately 2 miles in length.

Response Options:

1. That the County of Vermilion River approve the transfer of \$250,000 from the Public Works Capital Reserve to fund this project in 2018 work season.
2. That the County of Vermilion River disapprove the transfer of \$250,000 from the Public Works Capital Reserve to fund this project in 2018 work season.
3. That the County of Vermilion River direct administration to add this program in the 2019 budget for completion in the 2019 season.

IMPLICATIONS OF RECOMMENDATION

Organizational: Utilize rehab crew to undertake the Pilot Project of approximately 2 miles of EMC2 soil stabilization product.

Financial: \$ 250,000 dollars to be transferred from Public Works Capital Reserve.

Communication Required: Notification will be through publicly published Council minutes.

Implementation: Identify Road where Pilot Project has best chance of success, have rehab crew undertake this work in September 2018.

ATTACHMENTS

“Draft” Public Works Business Plan, Pilot Project section.

PREPARED BY: Marshall Morton

DATE: August 10, 2018

Pilot Projects

Objective(s)

- 1) Experiment with alternative road enhancement products

Additional Funding Required

\$250,000

Resources

- Road Rehabilitation Crew
- Contractual Services

Implementation

- Focus on areas of highest success

Service Level/Standards

- Maintain road classification Service Level Standards as per the Master Transportation Plan (MTP)

*Pilot Projects does not have a 2018 Approved Service Level

Challenges

- Budget
- New unproven product
- Black dirt in the subgrade
- Wet subgrade
- Varying conditions/drainage

Environmental Requirements

- Wetland Approvals
- Migratory Bird Act

Goal(s)

- 1) Provide a cost efficient and effective alternative to MG 30 or pavement

Supporting Documents

- 1) N/A

MEETING DATE: AUGUST 21, 2018

REQUEST FOR DECISION - TO COUNCIL

SUBJECT

**REQUEST FROM THE DEWBERRY AND DISTRICT AGRICULTURAL SOCIETY –
MOTION REQUIRED**

RECOMMENDATION

THAT the County of Vermilion River supply / haul 90 tonne of ¾" crushed gravel and provide a grader for 2.5 hours to level delivered gravel at a cost of \$1507.50 to be funded from the General Maintenance Budget.

DETAILS

Background: The County of Vermilion River has assisted the Dewberry Arena financially several times over the years. Funding has been provided through the park trust fund for capital projects, the recreation board for operations and via a debenture for the construction. Below is a breakdown of the funding by year.

2008 - \$10,000 from the Park Trust Fund

2015 - \$25,000 from the Park Trust Fund and \$35,000 from the Recreation Board

2016 - \$24,000 from the Recreation Board and a \$1.4 million debenture

2017 - \$24,000 from the Recreation Board

Discussion: Public works staff has reviewed the request and was able to determine an approximate cost. The cost for 90 tonne of ¾ " gravel delivered is \$945.00 and the cost for 2.5 hours of grader time is \$562.50. The total cost is estimated to be \$1507.50. The gravel would be hauled from the Johre pit if approved.

Desired Outcome (s): That the county approve the request to supply and deliver gravel as well as grader time to level gravel to the Dewberry Ag Society.

Response Options: That the county approve the request to supply and deliver gravel as well as grader time to level gravel to the Dewberry Ag Society.

OR

That the county disapprove the request to supply and deliver gravel as well as grader time to level gravel to the Dewberry Ag Society.

OR

That the county receive the request to supply and deliver gravel as well as grader time to level gravel to the Dewberry Ag Society as information.

Relevant Policies/Legislation: PD 004 – Land Management Policy

IMPLICATIONS OF RECOMMENDATION

Organizational: This would require 1 grader operator, 1 loader operator and 1 gravel truck.

Financial: Approximately \$1507.50 would be taken from the general maintenance budget.

Communication Required: Will contact Dewberry Ag Society to inform them of councils decision.

Implementation: This request can be fulfilled immediately if council approves it.

ATTACHMENTS

1. Letter of request from Dewberry Ag Society

PREPARED BY: Darrell Denis

DATE: Aug 2, 2018



August 1, 2018

County of Vermilion River
Director of Public Works
Box 55
Kitscoty, AB
ToB 2Po

Att: Marshall Morton

Good Afternoon Marshall

Our volunteer driven organization is very proud of the facility we have completed for use by area residents. It is a “Cadillac” hockey arena/multi-use facility that has completed its first busy season playing host to a multitude of events.

I spoke with your office regarding gravel requirements for the completion of the Dewberry Arena parking lot. We have already completed preliminary work on the parking lot--it has been leveled and graded to provide optimum drainage. We had two local supporters pay for three loads of gravel including delivery last fall that allowed for the sight to be used for the season—that gravel has now been packed into the ground, establishing a solid base to work from. We are planning now for top dressing and problem area remediation. Our volunteer consultant has recommended that we place a further 150 tonne of $\frac{3}{4}$ ” crushed gravel to complete a sound and stable parking lot for the coming years. We would respectfully request the County of Vermilion River's assistance in the completion of the parking lot. Our request from you would be supply and delivery of 90 tonne of $\frac{3}{4}$ ” crushed gravel and our Board has budgeted to pay for an additional 60 tonne of product delivered to site. We would further request the use of one motor grader on site for approximately 2.5 hours in preparation for gravel delivery and to spread gravel evenly once product has been delivered. We are confident this would establish a solid, well-groomed space for our user groups parking needs for the coming years. We thank you for your thoughtful consideration of this request.

For further details or questions please call Holly (780) 871-3677

Sincerely,

Holly for
Executive and Directors
Dewberry & District
Agricultural Society
(780) 871-3677
dewberryag@gmail.com

COUNCIL MEETING DATE: AUGUST 21, 2018
BRIEFING NOTE - TO COUNCIL

SUBJECT

July 2018 Director's Report – For Information

RECOMMENDATION

THAT the County of Vermilion River receive the Gas Utility July 2018 Director's Report for information.

ATTACHMENTS

1. July Director's Report

PREPARED BY: Louis Genest

DATE: 08/08/2018

Natural Gas Utility Director's Report

August 8, 2018

Compressed Natural Gas Vehicles

- 5 trucks are now operating on CNG
- Conversion technicians continue to work on 2018 Ford F150 conversions – One of our trucks is at the EcoFuel Systems headquarters in Langley for final adjustments and testing. We're hoping to have this resolved and conversions complete in August.
- FCM Grant Application has been submitted for Scoping/Feasibility Study on commercial and/or public CNG refueling. A Request for Proposals for a consultant to assist with the study was issued and closed on August 8, 2018. Gas Utility staff will review and score proposals, select a successful proponent, then begin work on the study.
- Working on a proposal to convert a County heavy truck to dual fuel Natural Gas/Diesel.

Backup Gas Supply

- Utilized one of the CNG Trucks to supply the OB Hutterite Colony while the regulating station was down for repair.
- Supplied 0.4 MCFH at 70 PSI for 1.5 hours with no interruption to customer service.
- We are planning to design and build a better connection system including a quick-connect and line or regulator heating to prevent freeze off.
- Provided information to Gas Alberta and FedGas on the project. FedGas will be presenting at their August 28 meeting.



Gas Volumes – *Cumulative to June 30th*

- Residential volumes up 7%
- Industrial volumes down 2%
- Total sales up 2%
- Transportation volumes up 5%
- Gas Loss is < 2%

Gas Loss

- Through a great deal of effort from Gas Utility staff, the gas loss concern has been largely resolved for the time being. Gas loss for the month of June was 0.89%.
- A small but consistent loss persists on Tap 40, which we continue to investigate.
- A significant portion of the Tap 20 loss was discovered to be a metering error that was traceable. So we were able to invoice for previously unaccounted gas from 2015-2018.
- Monthly gas balancing will continue to ensure that we continue to maintain one of the lowest gas loss rates.

Industrial - Residential – System Construction

- Crews have been busy working on residential construction, small industrial projects, and contract installation for neighbouring utilities.
- Awaiting environmental approvals to move to Saskatchewan for extension of a gas gathering system installed for Gear Energy in 2016.
- Two crown land projects have been approved by CNRL in the Tulliby Lake region. Administration staff is currently working on crown land applications. Internalizing preparation of Crown Land applications will save approximately \$10,000/application in admin costs. Land admin staff is currently working on surveys, first nation's consultations, environmental report (contracted), consents and notifications.
- South SCADA Network Upgrade is on hold due to delays with Industry Canada licensing. Radios have been purchased and are ready to be installed.
- Tap 60 Reconstruction is complete and in service
- Tap 50 Reconstruction is on hold awaiting decision on a potential CNRL project on to connect Tap 50 & 52.
- Tap 10-20 looping is on hold awaiting potential CNRL and Husky projects and grant funding applications.
- 620 Regulator Replacements are underway.

Operations

- FedGas Operations and Maintenance Audit is complete and the report has been published on this Council Agenda. The Auditor provided very positive feedback on the overall operation of our utility. Issues noted were very minor and easily rectified.
- High pressure leak detection is complete, with no issues to report
- Several low pressure leaks have been found and repaired
- Gas balancing remains a priority
- Annual yard, block valve, and public building inspections are in progress

- Large and small diaphragm meter changes are in progress
- Cathodic inspections are in progress
- Weed control on regulating stations is complete. Completed weed control for a landowner on an older pipeline installation completed by a contractor.
- Processing 14 line locate requests/working day including 10 emergency requests in July
- Processing 1-2 crossing and proximity requests/working day

Asset Management

- Working towards completion of the Asset Management project in August for 2019 budgeting.
- Working with Federation of Alberta Gas Co-ops and Government on analyzing samples of older MDPE pipe to assess present condition and come up with estimated useful life

Community

- Participated in the Dewberry, Lloydminster and Vermilion parades.
- Preparing for the parades
- Provided support to the Vermilion Heavy Horse Show. One of our CNG trucks will be on display.

Environmental Protection

- Application under Environment and Climate Change Canada – Low Carbon Economy Fund has been rejected under this phase as they stated it does not meet the criteria of this round of funding. They have suggested that it would fall under the “Partnership” round of funding and encouraged us to apply, which we will do in September.
- Energy Efficiency Alberta released funding program that will provide capital funding to industry for gas gathering projects per tonne of GHG emission reduction. This grant was largely initiated as a result of the Climate Change Audit that we participated in.
- Information regarding our Audit and
- Looking into options for natural gas power generation associated with proposed County office construction.
- Working on a proposed project to supply all of Tap 30 with casing gas and—during warmer months—transport up to 20 e3m3/day of casing gas that we cannot utilize, onto the ATCO transmission line.

Prepared by:

Louis Genest

Director

COUNCIL MEETING DATE: AUGUST 21, 2018

BRIEFING NOTE - TO COUNCIL

SUBJECT

**County of Vermilion River 2018 Operations & Maintenance Audit Evaluation –
For Information**

RECOMMENDATION

THAT the County of Vermilion River receive the County of Vermilion River 2018 Operations and Maintenance Audit Evaluation for information.

DETAILS

Background: The Federation of Alberta Gas Co-ops require all Member Utilities to follow their Operations & Maintenance (O&M) guidelines. Gas Utility was scheduled for an O&M Audit on May 14, 2018. The attached documents indicate the results of this audit.

ATTACHMENTS

1. CVR 2018 O&M Audit Letter
2. CVR 2018 O&M Audit Checklist

PREPARED BY: Louis Genest

DATE: July 6, 2018



June 12, 2018

Louis Genest
County of Vermilion River
Box 55
Kitscoty, AB T0B 2P0

Dear Louis,

Re: 2018 O&M Audit – County of Vermilion

On May 14, 2018, I completed an Operations and Maintenance evaluation of the County of Vermilion. The office evaluation was completed with the assistance of Ashley Ouelette, Shop Foreman. The shop evaluation was completed with the assistance of Ashley. The field evaluation was completed with assistance of Tim Deroo and Louis Genest.

I would like to commend Louis and his staff at the County of Vermilion for their assistance, hospitality and co-operation during the evaluation. The staff at the County of Vermilion are doing a great job of ensuring the safety of your members and the public.

Based on my evaluation, the County of Vermilion is being run very effectively by Louis and his staff. They are working hard at operating and maintaining a safe Utility. They should be commended for their diligence in striving to achieve excellence in their business. Their documentation was found to be acceptable and in excellent order. I found that their employees are trained or registered in training courses.

The various operating components of the gas distribution system that were inspected were found to be in good operating condition. However, a few minor deficiencies were found that should be addressed. The deficiencies that were found in the field should not only be addressed at the visited site but throughout your entire system. The deficiencies are listed in the attached Deficiency Summary and the O&M Audit Form (Attachment A).

Please review your deficiencies. Within 90 days of this letter, please provide me with pictures, work orders, invoices, or a letter acknowledging that these concerns have been corrected. Once I receive this information, I will review the information and determine if an on-site Follow Up visit is required.

Thank you for your co-operation during the Audit, for your preparedness, having the documentation readily available, and with keeping your scheduled Audit date.

If you have any questions, please feel free to contact me.

Sincerely,

SEVERED

Delbert G. Beazer
Federation O&M Evaluator
dbeazer@fedgas.com
Cell: (403) 849-0311

cc: Dale Swyripa, Reeve
Bruce Viney, Rural Utilities

County of Vermilion

Deficiency Summary

Metering: Meters Re-Verification is up to date

Action Required: Continue working on changing out the expired meters.

Reference: O&M Manual – Metering - 7.0 Meter Change-out and Re-Verification

7.1 Policy

Correct sizing of gas meters is essential to achieve both accuracy and serviceability of the meter during its service life. Selection of appropriate meters is based on capacity, operating pressure and load requirements. The meter change-out and re-verification process shall also confirm measurement accuracy as required by legislation (Electricity and Gas Inspection Act (Canada) Section 9.1).

Block Valve Location Visited: Signage &

Reg/Intermediate Station Location Visited: R0020-001 - Signs and Markers

Reg/Intermediate Station Location Visited: R0020-046 - Signs and Markers

Action Required: Update signage to meet Z662 Standards

Reference: O&M Manual – Inspections and Surveys - 5.0 Pressure Regulating Stations, System Valves and Aboveground Installations and System Operations - 9.0 Signs and Markers and Station Inspections and Maintenance - 3.0 Operation Procedures

Inspections and Surveys - 5.0 Pressure Regulating Stations, System Valves and Aboveground Installations

5.3 Procedures

Sign Maintenance

No smoking signs in hazardous areas, warning signs and markers shall be maintained to ensure legibility and visibility as part of normal utility surveys, inspections and practices. (CSA Z662-15 Clause 10.5.3 & 10.5.4; Pipeline Rules, Part 4, Section 71(1))

System Operations - 9.0 Signs and Markers

9.0 Signs and Markers

9.1 Scope

This section deals with policy, and/or procedures and standards related to signs and markers.

9.2 Policy

Signs and markers must be installed to identify the presence of pipelines and other facilities and must comply with applicable standards. (CSA Z662-15 Clause 10.5.3, Pipeline Rules, Part 6, Section 68(1) & Technical Standards Manual Section 5.9)

9.3 Procedures

- Each Distributor must install signs or markers where necessary to identify the presence of pipelines.
- Pipeline warning signs must be replaced whenever they are removed, destroyed, defaced, worn out or become illegible.
- Warning signs must show correct reference telephone numbers for the system owner or responsible party.

- Signs and markings shall be inspected as part of normal operating procedures, with appropriate follow-up measures being completed after such review.
- All abandoned pipelines must have their signs and markers maintained.

Station Inspections and Maintenance - 3.0 Operation Procedures

3.2.3 Annually

Verify facility identification sign information (utility name, facility name, legal land description and emergency contact numbers) is accurate and clearly visible. (Pipeline Rules, Section 71(1), Schedule 2)

Reg/Intermediate Station Location Visited: R0020-001 - Station Protection (Fence)

Action Required: Fencing should be considered to protect your facility.

Reference: Integrity Management Program (IMP) and Technical Standards and Specification Manual for Gas Distribution Systems - 6.0 Regulator Stations and Isolation Valve Assemblies

IMP

The Distributor is committed to reduce the frequency of failure incidents and external interference incidents in the following ways: (N.10.2)

- As a member of Alberta One-Call Corporation
- Maintains all above ground facilities for vegetation control on a semi-annual basis
- Performing right-of-way patrols on an annual basis
- Use only qualified pipeline locators
- Erect fences and structures to protect its facilities

Technical Standards and Specification Manual for Gas Distribution Systems - 6.0 Regulator Stations and Isolation Valve Assemblies

6.1 General

The number, type and location of regulator stations and isolation valve assemblies in a distribution system should be subject to very careful design considerations since these facilities are critical to the successful operation of the system. The location of these facilities is of principal concern since regulator stations and isolation valve assemblies should be adjacent to suitable access for year-round maintenance and operation, and should be on a high point of the pipeline and the terrain through which the pipeline is to be installed.

Each facility should be provided with:

- (a) Adequate structural support to prevent excessive stress on station and inlet/outlet piping.
 - (b) Where applicable, a protective railing or fence to prevent damage from farm or other machinery.
 - (c) Security measures to prevent unauthorized operation of valves and other equipment.
 - (d) Where appropriate, a suitable protective housing to prevent malfunction of control devices due to inclement weather conditions and to prevent accelerated corrosion of such devices.
-

RMO - Walk In Location Visited: Signage &

Action Required: Update signage to meet Z662 Standards

Reference: O&M Manual – Inspections and Surveys - 5.0 Pressure Regulating Stations, System Valves and Aboveground Installations

5.3 Procedures

Sign Maintenance

No smoking signs in hazardous areas, warning signs and markers shall be maintained to ensure legibility and visibility as part of normal utility surveys, inspections and practices. (CSA Z662-15 Clause 10.5.3 & 10.5.4; Pipeline Rules, Part 4, Section 71(1))

Additional Comments

- Recommend checking your entire system to ensure that the deficiencies found during the field visits of your Evaluation are addressed and updated.
- Continue with painting on all piping.
- Should confirm with your safety person if plastic red shells on Reg Stations are enclosed or not. If classified as enclosed, then venting of regulators and reliefs will be required, and station entry must be followed.
- Some plastic red shell Reg Stations were mentioned as needing repairs.

O&M Audit Form

Date: May 14, 2018

Distributor:

County of Vermilion River

Participants: Ashley Ouelette, Maintenance, Tim Deroo, Operations Manager and

Evaluator:

Delbert

Louis Genest

	Accept	Needs Improvement	Comments
Emergency Planning			
Do you have a Health & Safety Plan?	-	-	Have one
If no, are you aware of the OH&S Legislative requirements?			
OH&S Code - Part 2, Section 11 and OH&S Act - Section 2.1 and 2.2	-	-	
O&M Manual Adopted by Board (Copy of Minutes)	X		
Copy of Emergency Response Plan Available to All Employees	X		
Office Personnel have access to Attachment A & G	X		
Attachment A or a copy of your Emergency Response Plan updated yearly	X		
Attachment G or a copy of your Emergency Phone Numbers updated yearly	X		
Copies of Acts, Codes & Regulations - 2 White Binders			
- accessible by all employees by paper or electronic	X		
The Technical Standards and Specifications Manual for the Rural Gas Program, the OH&S Acts and Regulations, the Z662 Oil and Gas Pipeline Standard, the B149.1, and the Z731 Emergency Planning for Industry (Latest Versions)	X		
Annex "N" Guidelines	X		
QMP (Quality Management Plan)	X		
IMP (Integrity Management Plan)	X		
Table Top Exercise/Incident Review	X		
Current Maps & Plans	X		
Zone Agreement	X		
Third Party Agreements (with other Fedgas Members if they do your field work)	X		
Emergency Telephone (Power Outage, Battery Backup?)	X		

Other Documentation

Work Order	X		
Line Locates	X		
Odor Call	X		
Carbon Monoxide Report	X		
Valve Maintenance (Operate Valve/Relief - Intermediate RS)	X		
Activate Block Valves & Curb Stops Form	X		
MSDS for Hazardous Materials	X		

Response Procedures

Handling Emergency Telephone Calls	X		
------------------------------------	---	--	--

Pre Job Meetings

Documentation	X		
---------------	---	--	--

Safe Work Permits

Documentation	X		
---------------	---	--	--

System Operations

Filing Leak Reports (RUB, AER and/or AENV)	X		
Maintain Records of Leaks	X		
Quality Assurance Documentation for PE Pipe on Hand	X		

Tools & Equipment

Equipment Calibration Records	X		
Instrument Manuals & Specifications Available	X		

Environmental Releases

Documentation on Reporting Releases (Alberta Environment)	X		
Operating Personnel Understand Reporting Criteria of Releases	X		

O&M Audit Form**Gas Conditioning**

Document all Abnormal Gas Conditions	X		
--------------------------------------	---	--	--

Inspections & Surveys**All Inspections Below are Audited by Evidence of Documentation**

Leak Detection Public Building (Every 3 years for Urban & Every 5 years for Rural)	X		
Leak Detection on High-Pressure Lines	X		
Leak Detection on Distribution & Service Lines (Every 3 years for Urban & Every 5 years for Rural)	X		
Leak Detection on Reoccurring Problem Areas	X		
Right of Way Patrolling	X		
Cathodic Protection	X		
End Line Pressures	X		
Gas Reconciliation - Wholesale Volumes	X		
Gas Reconciliation - Wholesale to Retail Volumes (by Taps)	X		
Gas Reconciliation - Total System	X		

Metering

Documentation Identifying and Tracking all Meters	X		
Meters Re-Verification is up to date		X	Continue working on changing out the expired meters. See Deficiencies Summary

Odorization

Documented Inspection & Service on Odorization System	X		
Are Sniff Tests (Odorometer Readings) Taken & Recorded Monthly?	X		
Are Employees limited to 12 Sniff Tests (Odorometer Readings) per day	X		
Have Employees had Olfactory Testing in the past 4 years	X		

On Premises

Fire Extinguisher	X		
First Aid Kit	X		

Available for Field Use

Barricades And Markers	X		
Construction Signs - Traffic Warning	X		
Odorometer	X		
Fusion Equipment (Polyethylene) Alignment Jigs, etc.	X		
Generator	X		
Safety Belts/Harness	X		
Pipe Threader	X		
Pipe Vise	X		
Portable Lights	X		
Chart Recorder	X		
Portable Gas Flare	X		
Pre-tested Steel Pipe	X		
P.E. Pipe	X		
Tracer Wire	X		
Pipeline Repair Coating	X		
Mechanical Couplings (Minimum 2 of each size)	X		
Methanol	X		
High Energy Joining Fittings	X		
Pre-Tested Aluminum Pipe	X		
High Energy Joining (Aluminum) Pipe Cutters, File, etc.	X		
RMO Spill Containment Kit - Odorant	X		
RMO Spill Containment Kit - Glycol	X		

Inventory List for Vehicle

Fire Extinguisher	X		
First Aid Kit #2	X		
Half-Cell Potential Meter	X		
Warning Devices (Flares, Reflectors)	X		
Static Ground Devices	X		
Squeeze-Off Tools with attached Grounding Straps	X		

O&M Audit Form

Flashlight (Explosion Proof)	X		
Maps & Plans	X		
Reporting Forms (Work Orders, Diary or Note Books)	X		
Emergency Response Procedures Manual	X		
Camera (any device capable of taking photos)	X		
Communication Equipment	X		
Gas Detector - LEL and %	X		
Gas Detector - ppm	X		
Oxygen (O2) Detector	X		
Carbon Monoxide Detector - 0 ppm -1000 ppm	X		
Hydrogen Sulfide (H2S) Detector	X		
Gas Detector needs Continuous Pump & Audible Alarm	X		
Repair Materials as Required	X		
Hand Tools	X		
Line Locator	X		
Liquid Leak Detector	X		
Shovel	X		
Probe	X		
Pipe Cutters (PE)	X		
Pressure Gauges as Required	X		

Personal Protective Equipment

Head Protection	X		
Hearing Protection	X		
Eye And Face Protection	X		
Fire Retardant Clothing	X		
Foot Protection	X		
Traffic Hazard Clothing - Reflective Wear	X		

All Inspections Below are Audited by Field Verification

Crossing Signage	X		
------------------	---	--	--

4 oz Location Visited:

B. DODA, MTR 1476, 1213B2 REG

Metering & Pressure Control

Meters Installed are Adequate to Meet Pressure/Sizing	X		
Meter Sets are Installed to Meet Safety Regulations	X		
Pressure Control Devices Installed where Required (Field Inspection)	X		
All Pressure Control Devices Vented Appropriately	X		

5 lbs Location Visited:

D. WARREN, MTR 3056, AMER 1213 5#

Metering & Pressure Control

Meters Installed are Adequate to Meet Pressure/Sizing	X		
Meter Sets are Installed to Meet Safety Regulations	X		
Pressure Control Devices Installed where Required (Field Inspection)	X		
All Pressure Control Devices Vented Appropriately	X		

10 - 30 lbs Location Visited:

CNRL10-31, MTR 3019, AMER 1800

Metering & Pressure Control

Meters Installed are Adequate to Meet Pressure/Sizing	X		
Meter Sets are Installed to Meet Safety Regulations	X		
Pressure Control Devices Installed where Required (Field Inspection)	X		
All Pressure Control Devices Vented Appropriately	X		

Line Pressure Location Visited:HUSKY, 7-1-51-1-4, EVC 10-303, AL 1000
#6103**Metering & Pressure Control**

Meters Installed are Adequate to Meet Pressure/Sizing	X		
Meter Sets are Installed to Meet Safety Regulations	X		
Pressure Control Devices Installed where Required (Field Inspection)	X		
All Pressure Control Devices Vented Appropriately	X		
Call Back Procedure (if enclosed)	N/A		
Testing for Gas & Recording Concentrations (if enclosed)	N/A		

O&M Audit Form

Remove Sources of Ignition (if enclosed)	N/A		
Risk Assessment (Smell, Sight & Sound) (if enclosed)	N/A		
Documentation (Maintenance Records, Tests & Call Back) (if enclosed)	N/A		

Block Valve Location Visited:

2" BV, NE 21-50-1-4, HAWKSTONE

Inspections and Surveys

Signage		X	Update signage to meet Z662 Standards - see Deficiencies Summary - See Picture 01. Block Valve
Station Protection (Fence)	X		
Vegetation Control	X		
Painting & Corrosion (Color Coding)	X		
Operation of Valves	X		

Reg/Intermediate Station Location Visited:

RS-R0020-001, 400#-80#, SE 15-50-4-4

Inspections and Surveys & Systems Operations & Pressure Control

Pressure Control Devices Installed where Required	X		
All Pressure Control Devices Vented Appropriately	X		
Signs & Markers		X	Update signage to meet Z662 Standards - see Deficiencies Summary - See Picture 02. Reg Intermediate Station - R00020-001
Vegetation & Brush Control	X		
Station Protection		X	Fencing should be considered to protect your facility - see Deficiency Summary - See Picture 02. Reg Intermediate Station - R00020-001
Painting & Corrosion (Color Coding)	X		
Open End Valve Plugged	X		
Fittings Meet Operating Pressure	X		
Personal Protective Equipment	X		
Lockout Available	X		
Call Back Procedure (if enclosed)	N/A		
Testing for Gas & Recording Concentrations (if enclosed)	N/A		
Remove Sources of Ignition (if enclosed)	N/A		
Risk Assessment (Smell, Sight & Sound) (if enclosed)	N/A		
Documentation (Maintenance Records, Tests & Call Back) (if enclosed)	N/A		

Reg/Intermediate Station Location Visited:RS-R0020-046, 400#-60#,
446-506N Railway Ave, Marwayne**Inspections and Surveys & Systems Operations & Pressure Control**

Pressure Control Devices Installed where Required	X		
All Pressure Control Devices Vented Appropriately	X		
Signs & Markers		X	Update signage to meet Z662 Standards - see Deficiencies Summary - See Picture 03. Reg Intermediate Station - R00020-046
Vegetation & Brush Control	X		
Station Protection	X		
Painting & Corrosion (Color Coding)	X		
Open End Valve Plugged	X		
Fittings Meet Operating Pressure	X		
Personal Protective Equipment	X		
Lockout Available	X		
Call Back Procedure (if enclosed)	N/A		
Testing for Gas & Recording Concentrations (if enclosed)	N/A		
Remove Sources of Ignition (if enclosed)	N/A		
Risk Assessment (Smell, Sight & Sound) (if enclosed)	N/A		
Documentation (Maintenance Records, Tests & Call Back) (if enclosed)	N/A		

RMO - Walk In Location Visited:

TAP 20, SE 15-50-4-4

Station Entry & High Pressure Unodorized Gas

Call Back Procedure	X		
Testing for Gas & Recording Concentrations	X		
Personal Protective Equipment	X		
Remove Sources of Ignition	X		
Risk Assessment (Smell, Sight & Sound)	X		
Documentation (Maintenance Records, Tests & Call Back)	X		

O&M Audit Form**Lockout**

Lockout Available	X		
Documentation	X		

Alcohol Systems

Documentation - Maintenance Records	N/A		
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Catalytic Heater

Documentation - Maintenance Records	X		
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Line Heaters

Documentation - Maintenance Records	X		
Lab Analysis on Glycol	X		

Odorization

Documentation - Tank Levels	N/A		
Documentation - Maintenance Records	N/A		
Valve at Bottom of Site Glass & Closed	N/A		

RMO Miscellaneous

Station Protection (Fence)	X		
Vegetation Control	X		
Painting & Corrosion (Color Coding)	X		
Current Log Book	X		
Pressure Control Devices Installed where Required	X		
All Pressure Control Devices Vented Appropriately	X		
Signage		X	Update signage to meet Z662 Standards - see Deficiencies Summary - See Picture 04. RMO Walk In - Tap 20
Piping Stress Free	X		
Operation of Valves	X		
Pressure Gauges Operational	X		
Open End Valve Plugged	X		
Fittings Meet Operating Pressure	X		
Station Accessibility	X		

RMO - Blue Box Location Visited:

N/A

Station Entry & High Pressure Unodorized Gas

Call Back Procedure	N/A		
Testing for Gas & Recording Concentrations	N/A		
Personal Protective Equipment	N/A		
Remove Sources of Ignition	N/A		
Risk Assessment (Smell, Sight & Sound)	N/A		
Documentation (Maintenance Records, Tests & Call Back)	N/A		

Lockout

Lockout Available	N/A		
Documentation	N/A		

Alcohol Systems

Documentation - Maintenance Records	N/A		
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Catalytic Heater

Documentation - Maintenance Records	N/A		
-------------------------------------	-----	--	--

Line Heaters

Documentation - Maintenance Records	N/A		
Lab Analysis on Glycol	N/A		

Odorization

Documentation - Tank Levels	N/A		
Documentation - Maintenance Records	N/A		
Valve at Bottom of Site Glass & Closed	N/A		

RMO Miscellaneous

Station Protection (Fence)	N/A		
Vegetation Control	N/A		
Painting & Corrosion (Color Coding)	N/A		
Current Log Book	N/A		
Pressure Control Devices Installed where Required	N/A		
All Pressure Control Devices Vented Appropriately	N/A		
Signage	N/A		
Piping Stress Free	N/A		

O&M Audit Form

Operation of Valves	N/A		
Pressure Gauges Operational	N/A		
Open End Valve Plugged	N/A		
Fittings Meet Operating Pressure	N/A		
Station Accessibility	N/A		

COUNCIL MEETING DATE: AUGUST 21, 2018

REQUEST FOR DECISION - TO COUNCIL

SUBJECT

2018 FEDERATION OF ALBERTA GAS CO-OPS LTD. HONORARY LIFETIME MEMBERSHIP – MOTION REQUIRED

RECOMMENDATION

THAT the County of Vermilion River nominate _____ for the 2018 Federation of Alberta Gas Co-ops Ltd. Honorary Lifetime Membership.

DETAILS

Background: The Federation of Alberta Gas Co-ops Ltd. is seeking nominations to recognize individuals who have made significant contributions to the Rural Gas Movement and the quality of life in rural Alberta. These individuals have left a lasting legacy and are ambassadors of the Rural Gas Movement.

Response Options: For council to nominate an individual or receive as information.

ATTACHMENTS

1. 2018 Honorary Lifetime Application

PREPARED BY: Louis Genest

DATE: August 8, 2018



Honourary Lifetime Membership Nomination Application

The Honourary Lifetime Membership was created to recognize individuals who have made significant contributions to the Federation organization, its Member Utilities, and the Rural Gas Program. These individuals have left a lasting impact on our rural landscape. Each year the Federation of Alberta Gas Co-ops Board of Directors will recognize and select individuals for Honourary Lifetime Membership. These individuals will be recognized at the banquet held during the annual convention. Please send the completed application form to the Federation office via fax at (780) 416-6544 or e-mail to dmcwhirter@fedgas.com by October 1st.

While all applications are appreciated, Honourary Lifetime Membership awards are typically limited to two per year.

1. Name and address of nominee:

2. Please list any local and/or zone positions held related to the Federation Member Utilities, including occupations, elected and appointed positions and years in the positions. Please include committee work.

3. Please list provincial positions held related to the Federation organization, including occupations, elected and appointed positions and years of service.
(For example: Zone Director, Gas Alberta, committee work, etc.)

[illegible]

1. Nominations must be submitted by October 1st.
2. Current Federation Directors and employees are not eligible during their tenure
3. Please indicate any other awards have been achieved by the candidate

Lifetime Membership Honour Roll

1997

Helmut Entrup
Mike Power
Hal Roulston
Ernie Walter

1999

Henry Tomlinson

2001

George Comstock
Alex Onody

2002

Ted Bencahrski
Walter Nasse
Garnet Ovans
Steve Shwetz

2003

Tom Adams
Armand Cloutier
Fritz Crone
Margaret Price
Roy Pritchard
Dave Stewart

2004

Don Miller
Angus Park
Ernest Walde

2005

William Gray
John Ogilvie
Ken Sydnese

2006

Henri Blanchette
Harold Gibson
Edward Grumback
Ken Pederson

2007

Eugene Dmyriw
Fred Lyczewski

2008

Frank Florkewich
Fred Mueller

2009

Gerald Beazer
Bernard Rostaing

2010

John Krall
Ray Purdy

2011

Steve Bothi
Gerry Hoar

2012

Kermith Anderson
Herman Schwenk

2013

Len Gabert
Clinton Henrickson

2014

Gilles Bouchard
Jake Doerksen
Jack Siebenga

2015

Peter Harty
Charles Moore
Randy O'Hara

2016

Ralph Salt

2017

Anko Buwalda
William Neufeld

COUNCIL MEETING DATE: AUGUST 21, 2018

REQUEST FOR DECISION - TO COUNCIL

SUBJECT

**FEDERATION OF ALBERTA GAS CO-OP LTD. ZONE 3 & 4 AGREEMENT – MOTION
REQUIRED**

RECOMMENDATION

THAT the County of Vermilion River enter into the Federation of Alberta Gas Co-op Ltd. Zone 3 & 4 Agreement.

DETAILS

Background: Gas Alberta is divided into eight Zones. Members within Zones or amongst adjacent Zones typically enter into Zone Agreements, which are essentially Mutual Aid Agreements authorizing Members to request and supply personnel and equipment to fellow Members in emergency situations. Any costs associated with supply of emergency assistance are paid by the Requesting Party.

ATTACHMENTS

1. Federation of Alberta Gas Co-op Ltd. Zone 3 & 4 Agreement

PREPARED BY: Louis Genest

DATE: July 10, 2018

Federation of Alberta Gas Co-op Ltd.
Zone 3 & 4 Agreement

This agreement made the ____ day of _____, 20____.

Among and Between:

**County of Two Hills #2
County of Vermilion River
Lac La Biche County
Smoky Lake County
Thorhild County
Town of Redwater
Town of Smoky Lake
Village of Boyle**

**Coronado Gas Co-op Ltd.
Goodfish Lake Gas Utility
Kehewin Cree Nation
Lac La Biche District Natural Gas Co-op Ltd.
Lamco Gas Co-op Ltd.
Minco Gas Co-op Ltd.
North East Gas Co-op Ltd.
Onion Lake Gas Utility**

WHEREAS the parties are all Natural Gas Co-operatives, Municipal Utilities, or First Nation Gas Systems that are members of the Federation of Alberta Gas Co-ops Ltd.; and

WHEREAS it is acknowledged by the parties that the service personnel and equipment of one party may not always be able or adequate to deal with an emergency situation that might arise within such party's franchise area; and

WHEREAS it is acknowledged by the parties that the service personnel and equipment of another party or parties may be able at various times to supply the required emergency assistance. A list of such personnel and equipment is attached hereto as schedule "A"; and

WHEREAS the parties acknowledge that it is desirable to enter into an agreement to formalize their rights and obligations concerning the provision of such emergency assistance.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises, covenants and agreements herein contained, the parties covenant and agree with the other as follows:

1. That from the effective date of this Agreement, any party (hereinafter called the "Requesting Party") may request another party or parties (hereinafter called the "Supplying Party") to supply personnel and equipment to assist in resolving an emergency situation that has arisen in the Requesting Party's franchise area.
2. That the Supplying Party (Manager or duly authorized representative) shall have the exclusive option to accept or reject the appeal of the Requesting Party (Manager or duly authorized representative) to supply personnel and equipment to the Requesting Party.

Federation of Alberta Gas Co-op Ltd.
Zone 3 & 4 Agreement

3. That the manager of the Requesting Party (or his duly authorized representative) shall have the sole discretion to request such personnel and equipment from the Supplying Party.
4. That the manner of the Supplying Party (or his duly authorized representative) shall have the sole discretion to refuse to supply such personnel and equipment requested by the requesting party.
5. That it is acknowledged that occasions may arise when the Supplying Party may not have the personnel or equipment or be in a position to render emergency assistance to the Requesting Party and that when or if such occasions arise, the Requesting Party shall have no claim for damages or compensation arising out of failing or refusal of the Supplying Party to render such emergency assistance.
6. That the Supplying Party shall, within fifteen (15) working days following the rendering of such emergency assistance, provide the Requesting Party with an invoice concerning the supply of such emergency assistance.
7. That the Requesting Party shall forthwith, upon being invoiced by the Supplying Party, pay to the Supplying Party the costs for such emergency assistance.
8. That this agreement shall remain in force and in effect for a term of five (5) years from the effective date and shall thereafter continue on a year to year basis unless terminated upon thirty (30) days' notice by any hereto.

NOTE: Failure to provide successful operation & maintenance audit may result in termination from the zone 3 & 4 agreements

Federation of Alberta Gas Co-op Ltd.
Zone 3 & 4 Agreement

IN WITNESS WHEREOF the parties hereto have executed this agreement

Zone 3

County of Two Hills #21

Per: _____

Per: _____

County of Vermilion River

Per: _____

Per: _____

Lac La Biche County

Per: _____

Per: _____

Smoky Lake County

Per: _____

Per: _____

Thorhild County

Per: _____

Per: _____

Town of Redwater

Per: _____

Per: _____

Town of Smoky Lake

Per: _____

Per: _____

Village of Boyle

Per: _____

Per: _____

Federation of Alberta Gas Co-op Ltd.
Zone 3 & 4 Agreement

IN WITNESS WHEREOF the parties hereto have executed this agreement

Zone 4

Coronado Gas Co-op Ltd.

Per: _____

Per: _____

Goodfish Lake Gas Utility

Per: _____

Per: _____

Kehewin Cree Nation

Per: _____

Per: _____

Lac La Biche District Natural Gas Co-op Ltd.

Per: _____

Per: _____

Lamco Gas Co-op Ltd.

Per: _____

Per: _____

Minco Gas Co-op Ltd.

Per: _____

Per: _____

North East Gas Co-op Ltd.

Per: _____

Per: _____

Onion Lake Gas Utility

Per: _____

Per: _____

Federation of Alberta Gas Co-op Ltd.
Zone 3 & 4 Agreement

County of Vermilion River

Zone 3 | Louis Genest, Manager

Box 55 Kitscoty, Alberta T0B 2P0

T: (780) 846-2222 **E:** gasut@county24.com **W:** www.vermilion-river.com

Emergency Contact: Name/S: _____ / _____

Contact: _____ / _____

Equipment:

COUNCIL MEETING DATE: JULY 17, 2018

REQUEST FOR DECISION - TO COUNCIL

SUBJECT

GAS ALBERTA INC. DIRECTOR NOMINATIONS – MOTION REQUIRED

RECOMMENDATION

THAT the County of Vermilion River nominate _____ to run as a candidate for Gas Alberta Inc.'s Board of Directors, representing Class A shareholders and serving for a three-year term from November 2018 to November 2021.

DETAILS

Background: The Board consists of eight Directors; six are elected by the Company's Class "A" shareholders (two elected each year for three year terms), and two are appointed annually by the Federation of Alberta Gas Co-ops for one-year terms.

The Director nomination process will require all candidates to complete a skills self-assessment and an interview with the Nominating Committee.

In filling the Director position on Gas Alberta's Board, the successful candidate should have an extensive financial background and corporate board experience. Other desirable attributes for this candidate would include regulatory and legal experience.

Response Options: That the County of Vermilion River nominate _____ to run as a candidate to serve on Gas Alberta Inc.'s Board of Directors or to receive this as information.

IMPLICATIONS OF RECOMMENDATION

Organizational: The Director Nomination form must be used to nominate candidates and the nominees must sign this form to indicate acceptance of their nomination. Three nominators are required to nominate a candidate. The nominators must be Directors, Councilors or Officers of Gas Alberta Inc.'s shareholder organizations. A one-page profile must accompany the nomination with the information requested in the attached Director Nominations letter from Gas Alberta Inc. Closing date for nominations is August 30, 2018.

ATTACHMENTS

1. 2018 Director Nomination Request Letter
2. 2018 Director Nomination Request

PREPARED BY: Louis Genest

DATE: July 9, 2018



Suite 350, 2618 Hopewell Place NE
Calgary, Alberta T1Y 7J7
Telephone: (403) 509-2600
Toll-free: 1 (877) 509-7258
Fax: (403) 509-2611
www.gasalberta.com

July 3, 2018

To: Gas Alberta Inc.'s Shareholders

Re: DIRECTOR NOMINEES

The purpose of this letter is to seek candidates to serve on Gas Alberta Inc.'s Board of Directors. The Company's annual meeting to elect Directors and conduct other business will be held Tuesday, November 27, 2018 at 5:00 p.m. at the Radisson Hotel South in Edmonton.

The following Directors currently serve on Gas Alberta's Board:

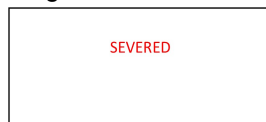
<u>Directors</u>	<u>Representing</u>	<u>Election Term</u>
Denis Dubrule, Jim Grose	Class A shareholders	Three-year term expires Nov 27/18
Michelle Gallagher, Len Spratt	Class A shareholders	Three-year term expires Nov 2019
Allen Dietz, Terry Holmes	Class A shareholders	Three-year term expires Nov 2020
Perry Ellis, Jack Goodall	Federation	Appointed annually by the Federation

At this year's annual meeting, Class A shareholders will elect two Director Nominees for three-year terms. Denis Dubrule indicated that he will be seeking nomination for re-election at this year's annual meeting. Jim Grose has given notice that he will not be seeking re-election this year. Jim has served on Gas Alberta's Board since the Company began operations in 1998. He was also Chairman of the Governance Committee for nine years and is currently a member of the Audit Committee. We thank Jim for the many valuable contributions that he has made to the Company over the past twenty years.

The attached document provides information for candidates seeking to serve on Gas Alberta's Board, including procedures for submitting nominations. Our Director nomination process was enhanced last year by having all candidates complete a skills self-assessment followed by an interview with the Nominating Committee. The candidates' self-assessment ratings were summarized in the Company's Management Information Circular that forms part of the annual meeting package. Shareholders indicated that this information was helpful in assisting them in their voting decisions regarding the various candidates.

We ask that completed Director Nomination forms and related information be returned to Gas Alberta **by August 30, 2018**. If you have any questions regarding this nomination process, please contact me at (403) 742-9610, or Dave Symon, President & CEO of Gas Alberta Inc., at (403) 509-2602.

Regards,



Allen Dietz
Member, Nominating Committee



GAS ALBERTA INC. DIRECTOR NOMINEE INFORMATION

**Relating to the Annual Meeting of Shareholders
to be held November 27, 2018**

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I. BOARD STRUCTURE	2
II. DIRECTOR QUALIFICATIONS & RESPONSIBILITIES	3
III. DIRECTOR NOMINATION INSTRUCTIONS	5
Attachment 1 - Director Nomination Form	6
Attachment 2 - Director Nominee Self-Assessment Form	7

The purpose of this document is to provide information for candidates seeking to serve on Gas Alberta Inc.'s Board of Directors. This document provides the Board's structure, Director qualifications and responsibilities, a skills self-assessment form and the process for submitting nominations.

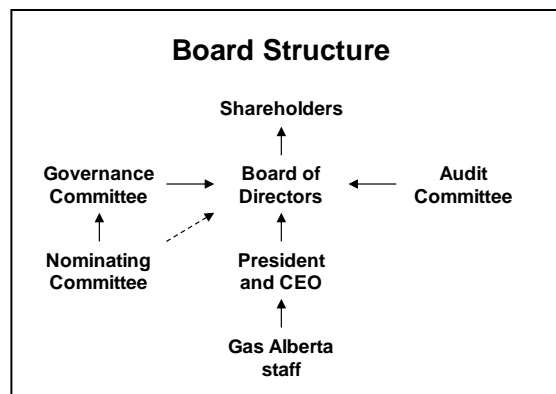
This information is provided by the management of Gas Alberta Inc. in advance of preparing the Company's Advance Information Circular that will be forwarded to shareholders in September 2018.

SECTION I - BOARD STRUCTURE

i) How is Gas Alberta Inc.'s Board structured?

Gas Alberta's Board of Directors is a governing body that is elected by the Company's shareholders to represent the best interests of the Company.

The Board consists of eight Directors: six elected by the Company's Class A shareholders (two elected each year for three-year terms) and two appointed annually by the Federation of Alberta Gas Co-ops for one-year terms. Directors also serve on either the Governance Committee or the Audit Committee, which report to the Board.



ii) What are the Board's main responsibilities?

The Board maintains sound corporate governance practices in the Company and establishes policies and procedures that protect shareholder interests by:

- identifying principal risks and setting policies to manage those risks;
- appointing, training and monitoring senior management;
- ensuring the integrity of the Company's internal controls and management information systems;
- reviewing financial and operating results;
- developing effective communications policies;
- carrying out an annual strategic planning process to establish short and long-term initiatives, and
- representing Gas Alberta at meetings with customers and other stakeholders.

iii) Board Committees

Each year, the Board appoints Directors to serve on its Governance Committee and Audit Committee to undertake various duties on behalf of the Board. The Board establishes the terms of reference for these Committees and may form other committees during the year if necessary.

The Governance Committee ensures that proper corporate governance policies and practices are in place within Gas Alberta. The mandate of this Committee includes maintaining an effective process for nominating and electing Board members, assessing overall performance of the Board and its Committees, evaluating management performance and reviewing compensation for senior management and Directors.

A Nominating Committee reports to the Governance Committee and is comprised of the Board Chair, the Governance Committee Chair and the Audit Committee Chair. If a member of the Nominating Committee is up for re-election, an alternate Director will be appointed to the Committee for that year. The mandate of this Committee is to ensure that appropriate skill sets are maintained on the Board and to administer the Director nomination and election process.

The Audit Committee reviews the Company's financial reports, internal controls, year-end audit results and financial risk policies. This Committee makes recommendations to the Board regarding various financial matters and performs a central role in maintaining strong communications between Directors, management and the Company's external auditor.

SECTION II - DIRECTOR QUALIFICATIONS & RESPONSIBILITIES

i) What qualifications would be of benefit in serving on the Board?

Desirable skills and experience for serving on Gas Alberta's Board are summarized on **Attachment 2** ("Director Nominee Self-Assessment") under the following categories: governance skills, industry knowledge, technical skills and personal attributes. Each category contains a list of primary duties and responsibilities, along with a scale for candidates to rate their skills and experience.

Candidates will be interviewed by Gas Alberta's Nominating Committee, which will involve discussions of each candidate's self-assessment ratings and other areas considered important in serving on the Board and its Committees.

A summary of the candidates' self-assessment ratings will be included in the Company's Advance and Final Information Circulars to assist shareholders in voting for the various candidates.

ii) What are the qualifications and eligibility requirements for Directors?

Gas Alberta's Corporate Bylaws outline the eligibility requirements for the Company's Directors as follows:

8.3 Qualification/Eligibility - No person shall be qualified or eligible for election as a Director if:

- (1) he is less than eighteen (18) years of age;
- (2) he is: (a) a dependent adult as defined in the Dependent Adults Act or is the subject of a certificate of incapacity under that Act;
(b) a formal patient as defined in the Mental Health Act, 1972;
(c) found to be a person of unsound mind by a court of competent jurisdiction in Canada;
- (3) he is a person who is not an individual;
- (4) he is a person who has the status of a bankrupt;
- (5) he be convicted of an indictable offence; or
- (6) he is, either individually or in partnership, or in conjunction with any other person or persons, firm, association, syndicate, company or corporation as principal, agent, shareholder, officer, employee, lender, guarantor or in any other manner whatsoever directly or indirectly, employed or engaged in, concerned with, or interested in or with, provides financial support by way of loan or guarantee or otherwise, or permits his name or any part thereof to be used or employed by any person, firm, association, syndicate, principal business or undertaking which is similar to and in competition with the Corporation's principal businesses, which includes, but is not limited to, the gas purchase, sale and exchange business, the gas brokerage business or the gas marketing business or if he is a principal, agent, officer, employee, or director of a utility company or a pipeline transmission company.

A Director need not be a shareholder.

A majority of the Directors shall be resident Albertans.

iii) Board Diversity

Gas Alberta's Board endeavors to achieve best practices for corporate governance and recognizes the value of diversity in discussing issues and making effective decisions. We encourage diversity on our Board with respect to age, gender, background, industry and governance experience, and other technical and management skills. While the Board promotes an environment that encourages qualified candidates to run for our Board, the final decision on electing Directors is the responsibility of our shareholders.

iv) Director Orientation and Continuing Education

New Directors are given an orientation program, including Gas Alberta's Board Handbook that provides a thorough understanding of the Company's business and corporate governance practices.

The Company is committed to continuing education for all Directors, such as formal training regarding various governance matters that conform to best practices in industry. Directors are encouraged to enroll in courses and seminars to assist them in carrying out their responsibilities while serving on the Board.

At regularly scheduled Board and Committee meetings, management updates Directors on the Company's operations and financial results. The Board also receives management's reports regarding the status of various business initiatives that form part of the annual business plan or are identified during the year.

v) What is the time commitment for serving on the Board?

On average, Directors attend approximately ten to twelve Board and Committee meetings per year. The time commitment for these meetings, including preparation and travel time, is approximately one to two days per meeting. Directors are expected to thoroughly review their information packages prior to each meeting.

Meetings are normally held at Gas Alberta's office in Calgary, or by teleconference.

vi) Where may I get additional information?

The following members of the Nominating Committee may be contacted for further information regarding the Director nomination process:

- Allen Dietz, Director (403) 742-9610
- Michelle Gallagher, Director (780) 967-2550
- Len Spratt, Director (780) 490-9484

SECTION III - DIRECTOR NOMINATION INSTRUCTIONS

i) Nomination & Election Timeline

2018

- | | |
|---|-----------------|
| - Shareholders return completed Director Nomination forms to Gas Alberta. | July 2 - Aug 30 |
| - Gas Alberta interviews Director Nominees. | Aug 31- Sept 7 |
| - Advance Information Circular forwarded to shareholders. | Sept 11 |
| - Final Information Circular, with Proxy & Ballot forms, forwarded to shareholders. | Nov 5 |
| - Shareholders return completed Proxy & Ballot forms to Gas Alberta. | Nov 6-27 |
| - Election results for Directors announced at Gas Alberta's annual meeting. | Nov 27 |

The purpose of the Advance Information Circular is to allow adequate time for shareholders to evaluate the Director Nominees. The Final Information Circular in November provides Proxy & Ballot forms for shareholders to vote on Director Nominees and other Company business.

ii) Nomination of Candidates

We ask that shareholders nominate qualified candidates by completing the Director Nomination Form (**Attachment 1**) as follows:

- Three Nominators are required to nominate a candidate. Nominators must be Directors, Councilors, Officers or delegates of Gas Alberta's shareholder organizations.
- Nominees must sign the Director Nomination Form to indicate acceptance of their nomination and that they comply with the qualifications and eligibility requirements for Director Nominees as outlined in Section II.
- Attach a one-page profile to the Director Nomination Form that includes the following information:
 - Nominee's name, address and phone number;
 - Nominee's occupation, business or employment (current and previous);
 - number of Gas Alberta's Class A shares that are directly or indirectly owned by the Nominee, or over which the Nominee may control or exercise direction, and
 - Nominee's direct or indirect material interests, including associates or affiliates, in any transaction since October 1, 1998, that has or may materially affect Gas Alberta.
- Attach a portrait picture of the Nominee.
- Attach the Director Nominee's Self-Assessment Form (**Attachment 2**).
- Director Nominees may provide nomination comments for inclusion in the Company's Management Information Circular.

iii) Candidate Interviews

After all nominations have been received by the Company, candidates will be interviewed by Gas Alberta's Nominating Committee to discuss each candidate's profile and self-assessment. The candidates' self-assessment ratings will be included in the Management Information Circular to assist shareholders in electing the best qualified individuals to our Board.

The Nominating Committee Candidates will contact all candidates to set up interview times. Candidates will be reimbursed for travel and lodging expenses to attend these interviews.

iv) Closing Date for Nominations

Completed Director Nomination forms and related information must be received by Gas Alberta **by August 30, 2018**.



GAS ALBERTA INC.
DIRECTOR NOMINATION FORM
for the Annual Meeting on November 27, 2018

We, the undersigned, nominate _____
to stand for election to the Board of Directors of Gas Alberta Inc. (the Corporation)

NOMINATORS (please print)	SIGNATURES	DATE
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

A conflict of interest occurs when an individual's private interest interferes, or appears to interfere, in any way with the interests of the Corporation. Individuals being considered for nomination as a Director of the Corporation must disclose in writing all interest and relationships of which the Nominee is aware of at the time of consideration that will or may give rise to a conflict of interest. If such an interest or relationship should arise while the individual is a Director, the individual must make immediate disclosure of all relevant facts to the Corporation's Board of Directors. For further information, Director Nominees may request a copy of Gas Alberta Inc.'s policy titled Code of Business Conduct and Ethics.

If the Board of Directors is making a decision that may result in a benefit to a Director's private interests, the Director shall withdraw from the deliberations altogether. Disclosure may alleviate a conflict of interest or allow the Corporation to appropriately avoid a potential conflict. However, a conflict may be so significant as to only be resolved by the Director's resignation from one or more of the conflicting positions.

I comply with the "Disclosure of Potential Conflicts of Interest" above and the "Qualifications and Eligibility" requirements for Director Nominees as outlined in Section II of this document.

I accept the nomination to the Board of Directors of Gas Alberta Inc.

_____ DIRECTOR NOMINEE'S SIGNATURE	_____ DATE
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RETURNING COMPLETED FORMS

All completed Director Nomination Forms and related information must be received at Gas Alberta Inc.'s office by **August 30, 2018** as follows:

by mail: Gas Alberta Inc. (Attn: M. Sherley)
Suite 350, 2618 Hopewell Place NE
Calgary, Alberta T1Y 7J7

by email: msherley@gasalberta.com

or by fax: (403) 509-2611 (attn: M. Sherley)

DIRECTOR NOMINEE SELF-ASSESSMENT

for the Annual Meeting on November 27, 2018

DIRECTOR NOMINEE: _____

RATINGS

O = Outstanding
E = Exceeds expectations
C = Competent
N = Needs improvement

**YOUR
RATING**

✓

I. GOVERNANCE SKILLS

1) Formal board training	A record of continued professional development and formal training in board and governance matters.	
O	Hold a designation from the Institute of Corporate Directors (ICD), along with extensive governance experience.	
E	Formal board training (other than ICD), extensive experience in governance matters, continued governance education.	
C	Formal board training (other than ICD), proven experience in governance matters.	
N	No formal Board training.	
2) Executive recruitment & succession planning	Experience at understanding human resource, personnel and other considerations for executive recruitment and compensation structures.	
O	Extensive experience developing and implementing executive recruitment and compensation structures.	
E	Proven experience overseeing executive recruitment and compensation structures.	
C	Basic understanding of executive recruitment and compensation structures.	
N	No experience with executive recruitment and compensation structures.	
3) Strategic planning and focus	Experience with planning, evaluation and implementation of strategic plans, including a demonstrated ability to focus on longer-term goals and strategic outcomes, as separate from day-to-day management and operational experience.	
O	Extensive experience preparing and implementing strategic plans.	
E	Proven experience reviewing and evaluating strategic plans.	
C	Basic understanding of an organization's strategic planning process.	
N	No involvement in strategic planning activities.	
4) Risks and compliance	Ability to identify key risks in an organization's primary operations and ensure that management has implemented appropriate systems and policies to manage these risks.	
O	Specialized risk training and extensive experience in risk identification and compliance.	
E	Proven experience with systems and policies to mitigate an organization's risks.	
C	Basic knowledge of systems and policies that mitigate an organization's risks.	
N	No experience with identifying and mitigating risks.	
5) Management performance	Experience in evaluating senior management's performance.	
O	Extensive experience developing and evaluating senior management's performance structures.	
E	Proven experience evaluating senior management's performance.	
C	Some experience evaluating senior management's performance.	
N	No experience evaluating senior management's performance.	

			YOUR RATING ✓
6) Organizational management	Ensuring the integrity of internal controls and management reporting processes.		
	O	Extensive experience developing internal controls and management reporting processes.	
	E	Proven experience overseeing internal controls and management reporting processes.	
	C	Basic understanding of internal controls and management reporting processes.	
	N	No involvement with internal controls and management reporting.	
7) Policy development	Ability to identify key issues for an organization and develop policy parameters for an organization's operations.		
	O	Extensive experience identifying an organization's key issues and developing related policy parameters.	
	E	Proven experience identifying an organization's key issues and developing related policy parameters.	
	C	Some experience discussing and monitoring an organization's key issues and policies.	
	N	No involvement with identifying an organization's key issues and policies.	
8) Other board experience	Experience in serving on boards and a good understanding of corporate governance practices.		
	O	Extensive experience serving on multiple boards.	
	E	Proven experience serving on more than one board.	
	C	Proven experience serving on a board.	
	N	No experience with serving on boards.	
II. INDUSTRY KNOWLEDGE			
1) Business judgement	A broad range of commercial and business experience.		
	O	Extensive leadership roles in commercial and/or business organizations.	
	E	Proven experience working for commercial and/or business organizations.	
	C	Some experience with commercial and/or business organizations.	
	N	No commercial or business experience.	
2) Natural gas industry	Experience and knowledge of the gas supply network from suppliers to consumers.		
	O	Extensive operational experience working with a natural gas utility.	
	E	Proven experience in key areas of the gas supply network.	
	C	Basic understanding of the gas supply network.	
	N	Limited knowledge of the gas supply network.	
3) Gas management	Understanding of natural gas trading activities using physical and financial products.		
	O	Extensive experience with natural gas or commodities trading.	
	E	Proven experience with natural gas or commodities trading.	
	C	Basic understanding of natural gas or commodities trading activities.	
	N	Very limited understanding of natural gas trading activities.	
4) Stakeholder relations	Experience with an organization's stakeholder relations, which involves interactions, negotiations and consensus-building.		
	O	Extensive experience with stakeholder relations.	
	E	Proven experience with stakeholder relations.	
	C	Some experience with stakeholder relations.	
	N	No experience with stakeholder relations.	

			YOUR RATING ✓
III. TECHNICAL SKILLS			
1) Internal controls	Understanding of the proper application of internal controls within an organization.		
	O	Extensive experience developing, implementing and monitoring an organization's internal controls.	
	E	Thorough understanding of an organization's internal controls to mitigate risks.	
	C	Basic knowledge of internal controls required for an organization.	
	N	Limited experience with internal controls.	
2) Financial reporting	Understanding of financial reports in order to assess an organization's financial performance and viability.		
	O	Extensive experience assessing an organization's financial reports for performance and viability.	
	E	Proven experience assessing an organization's financial reports for performance and viability.	
	C	Basic understanding of financial reports.	
	N	No understanding financial reports.	
3) Business planning	Experience in developing and overseeing budgets and forecasts.		
	O	Extensive experience preparing budgets and forecasts.	
	E	Proven experience evaluating and approving budgets and forecasts.	
	C	Basic understanding of the budgeting and forecasting process.	
	N	No experience with budgets and forecasts.	
4) Auditing requirements	Knowledge of the auditing requirements and processes for an organization.		
	O	Actively involved with accounting staff and auditors in planning and carrying out audits.	
	E	Oversee the accounting and audit processes for year-end audits.	
	C	Basic knowledge of year-end accounting and audit requirements.	
	N	Limited knowledge of year-end accounting and audit.	
5) Formal financial training	Completion of financial courses or seminars.		
	O	Hold an accounting designation.	
	E	Completed multiple financial courses.	
	C	Attended financial seminars.	
	N	Have not taken any financial courses or seminars.	
6) Information technology	Knowledge and experience in the strategic implementation and use of information technology within an organization.		
	O	Direct involvement with planning and implementation of an organization's information technology.	
	E	Understanding of strategic implementation and utilization of an organization's information technology.	
	C	Basic understanding of information technology within organizations.	
	N	No knowledge of an organization's information technology requirements.	

		YOUR RATING ✓
IV. PERSONAL ATTRIBUTES		
1) Interpersonal skills	Ability to effectively interact with others.	
	O	Regularly assume a leadership role in groups or committees.
	E	Extensive experience as a member of groups or committees.
	C	Experience working within groups or committees as required or requested.
	N	Limited experience with groups or committees.
2) Communication skills	Ability to present information and listen effectively in small and large groups.	
	O	Extensive experience in regularly presenting to small and large groups.
	E	Occasionally present to small and large groups.
	C	Experience as an active participant in small and large groups.
	N	Limited experience interacting with small and large groups.
3) Teamwork	Experience serving on an organization's teams or committees.	
	O	Extensive experience in leadership roles on an organization's teams or committees.
	E	From five to ten years' experience in serving on an organization's teams or committees.
	C	Some experience in serving on an organization's teams or committees.
	N	No experience serving on an organization's teams or committees.
4) Leadership	Experience serving as the Chair of a board or committee, or other equivalent leadership position.	
	O	Extensive experience serving as the Chair of a board or committee, or equivalent position.
	E	Proven experience serving as the Chair of a board or committee, or equivalent position.
	C	Some experience serving as the Chair of a board or committee, or equivalent position.
	N	No experience serving as the Chair of a board or committee.

MEETING DATE: AUGUST 21, 2018

BRIEFING NOTE - TO COUNCIL

SUBJECT

August 2018 Agriculture & Environment Director's Report – For Information

RECOMMENDATION

THAT the County of Vermilion River receive the August Ag & Environment Director's Report for information.

DETAILS

Background: The Agriculture & Environment Department has summarized ongoing operations for 2018.

Desired Outcome (s): THAT the County of Vermilion River Council receive the Agriculture & Environment Director's Report for information.

Response Options: Receive the Agriculture & Environment Manager's Report for information.

IMPLICATIONS OF RECOMMENDATION

Organizational: Administration to update report on a monthly basis.

ATTACHMENTS

1. Director Report

PREPARED BY: Cathie Erichsen Arychuk

DATE: August 13, 2018

AGRICULTURAL & ENVIRONMENTAL SERVICES MANAGER'S REPORT

AUGUST 13, 2018

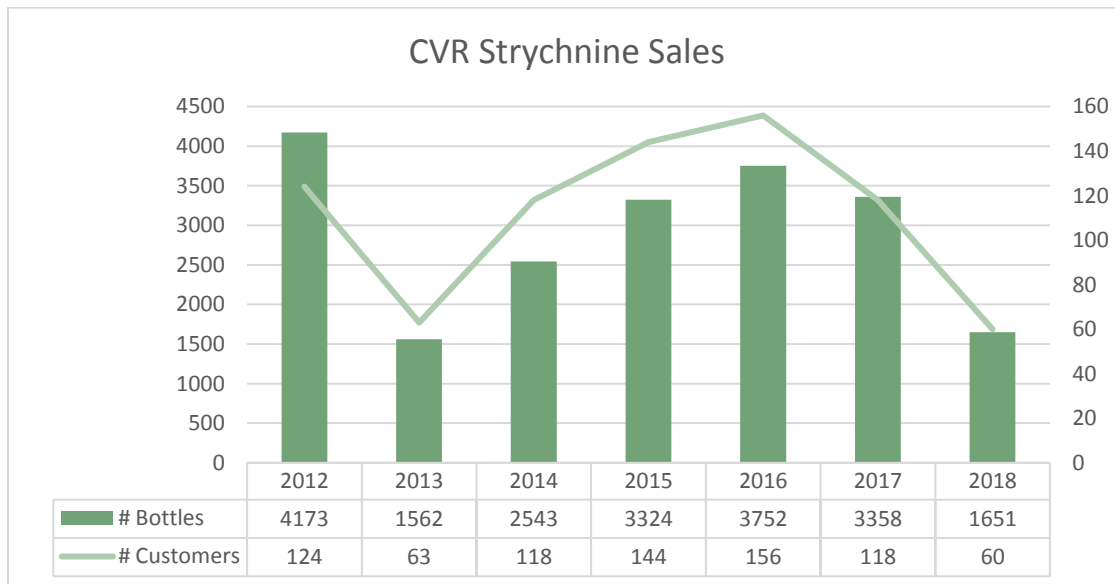
PREPARED BY: CATHIE ERICHSEN ARYCHUK

ASB ACT

- Displayed Livestock Emergency Trailer at Vermilion Ag Society Fair July 26-28. Alberta Farm Animal Care had a booth at Fair as well, and trailer was displayed just outside of their booth. Ag & Env staff assisted Cows & Fish with their booth in the AgVenture trade show at the Vermilion Fair.

AGRICULTURAL PEST ACT

- Strychnine sales ended for 2018 on July 31, with a total of 1651 bottles sold to 60 farms.



- Health Canada is recommending cancellation of strychnine registration for Richardson Ground Squirrel control. The comment period continues until Sept. 27, 2018.
- 2018 Clubroot of canola field inspections have begun. Ratepayers were informed that field inspections would take place and the procedures used in the CVR spring and summer newsletters, the CVR Ag Department mail out, County Corner posting in area newspapers and newspaper ads placed in the Vermilion and Lloydminster newspapers in July. At least 200 fields will be surveyed. Alberta Agriculture requested canola stem samples from 10 fields – these samples will be completed during the CVR clubroot survey.
- Ag Department monitored 2 bertha armyworm trap locations this summer, reporting to Alberta Agriculture. Overall, most traps in the County indicated low populations, but one trap in the Dewberry area and a few in the MD of Wainwright and Beaver County had numbers high enough to recommend scouting susceptible canola fields.

- The Grasshopper survey was completed for the County, and numbers submitted to Alberta Agriculture. In most areas, very few grasshoppers were found again in 2018.

WEED CONTROL ACT

- Roadside blanket spraying began June 14 in Spray Area 3 and was essentially completed by August 2, except for two Hay Agreements covering 56 miles of roadside which need to be sprayed once the ratepayer finished haying.
- Contractor began roadside mowing July 16, and will mow all Class A, Class C, Class D1 and BTPS 2017 bus routes before the end of August. Mowing roadsides is done to improve visibility and safety from wildlife, protect CVR from liability, improve dissipation of dust, improve snow removal and reduce drifting, so focus for 2018 was on higher traffic roadsides.
- Spot spraying for noxious weeds has been and continues to be a main focus for Ag staff. To date we have:
 - Sprayed unsold lots in Blackfoot for chamomile June 14
 - Sprayed and/or pulled leafy spurge from two locations
 - Sprayed ox-eye daisy on Highway 41 for Alberta Transportation
 - Sprayed scentless chamomile on TWP 510 on July 10. Pulled plants near water bodies where could not spray and other locations along TWP 510.
 - Pulling chamomile where found in small patches
 - Sprayed toadflax patches on Hwy 619 and Hwy 16 for Alberta Transportation
- A Weed Notice was issued for Lot 136 in Kam's Industrial Park to control 5 acres of scentless chamomile. The owner pulled and bagged a small amount, but most remained. Following the Weed Notice deadline, Ag Staff mowed the majority of the lot, and pulled and bagged plants along the perimeter and soil berms where we could not mow. It is expected that chamomile will still be present on the lot in spring 2019, so it will be inspected as needed next year.
- Ag staff pulled and bagged common burdock from a CVR property and the adjoining private lot in Clandonald on August 10. We plan to spray the rosettes later in August.
- Received No-Spray Zone Agreements from 24 ratepayers. Staff did initial site assessment and posted No-Spray signs. No-spray zones were mapped on GIS to improve tracking.
- Received Hay Agreements from 8 ratepayers, resulting in about 60 miles of roadside haying.
- Approximately half of one No Spray/Hay Agreement area was accidentally sprayed on July 20. No haying or vegetation control had been completed by the ratepayer and No Spray sign was partially obscured by tall vegetation.
- Need to clarify expectations and requirements in the No Spray Zone Policy and Hay Agreement Policy to ensure that weed and vegetation management in these areas is being done to meet County legal and liability requirements and maintain road surface.

RAT CONTROL

- Spring rat inspections completed. Fall rat inspections will be completed before December 2018.

ENVIRONMENT

- Staff spent a day cleaning up smaller debris at McNabb Wildlife Sanctuary. A full site assessment is needed to determine safety risks on-site. Staff are working on a site management plan with Alberta Environment to address habitat loss, fire hazard and weed concerns at McNabb.

AG-ENVIRONMENTAL

- Ag staff spent two days rolling grain bag plastic at Vermilion to get enough bags into a condition so that it can be shipped. Staff also spent three days baling twine and net wrap.
- Grain bags are piling up at Vermilion. Asia has shut down imports of plastics for recycling, limiting our options for getting rid of grain bags. We have contacted 4 different companies in Canada and the United States, but they either cannot get import permits in a timely fashion, or only want clean, neat bags. Most likely option so far is to ship bags to a startup company in Saskatchewan, where they are accumulating plastic in anticipation of opening a plant. This will cost us about \$525/load to ship, but hopefully they will pay shipping and loading costs.
- County is planning the 2nd Wetland Explorer Day for Lindsay Evans Park on August 28.

WETLANDS

- Alberta Environment determined that as of July 12, 2018, the only options they would accept from the County for wetland replacement on Water Act Approvals were a confirmed and approved wetland restoration site or payment of in-lieu fees to Ducks Unlimited Canada. As we have been unable to gain agreement from both the landowner and AEP on 80% of our proposed wetland restoration projects (2 of 11 applications) and have no other acceptable restoration projects currently identified, restoration of a wetland is not an option for 2018.
- Requested 5 in-lieu wetland replacement agreements with Ducks Unlimited Canada for 2018 Road Construction/Maintenance projects, involving a total of 1.49 ha of D class wetlands for an estimated \$27 775 in in-lieu fees.

OTHER EVENTS

- Cover Crop & Soil Health Field Day – Aug. 16 – Kitscoty
- AWES and Cows & Fish Riparian Management Workshop - Sept. 21-22
- Form 7 Pest Control Officer Training – Oct. 16-17 – Edmonton
- AAAP In-Service Training – Dec. 3-7 – Calgary

- Provincial ASB Conference – Jan. 21-23, 2019 - Calgary

MEETING DATE: AUGUST 21, 2018

REQUEST FOR DECISION - TO COUNCIL

SUBJECT

AUBURNDALE CEMETERY ASSOCIATION GRANT REQUEST – MOTION REQUIRED

RECOMMENDATION

THAT the County of Vermilion River support the Auburndale Cemetery Association's 2018 grant request for funding to build a new approach to support the expansion of the cemetery in the form of an in-kind contribution of up to \$_____ of the approach construction value by the Public Works Department.

DETAILS

Background: At the June 12, 2018 Regular Council meeting, during the review of the 2018 Cemetery Improvement Fund Applications, Council requested more information on the cost of the construction of an approach, off of Township Road 474, for the support of the Auburndale Cemetery Association's cemetery expansion.

Discussion: Planning and Development requested a cost estimate from Public Works and it was determined that, to construct the approach using internal forces, would be approximately \$8,000.00.

Relevant Policy/Legislation Practices:

PD-002: Access Management Approaches

PD-019: Cemetery Improvement Funding

Desired Outcome (s): That the County of Vermilion River assist the Auburndale Cemetery Association with the grant request in the form of an in-kind contribution of construction of the required new approach.

Response Options: THAT the County of Vermilion River support the Auburndale Cemetery Association's 2018 grant request for funding to build a new approach to support the expansion of the cemetery in the form of an in-kind contribution of up to \$_____ of the construction of the approach by the Public Works Department.



OR

THAT the County of Vermilion River deny the Auburdale Cemetery Association's 2018 grant request for funding to build a new approach to support the expansion of the cemetery.

OR

THAT the County of Vermilion River receive the information on the approach cost estimate for the Auburndale Cemetery Association's 2018 grant request for information.

IMPLICATIONS OF RECOMMENDATION

Organizational: Upon approval, Planning & Development to confer with Public Works on timing of construction of the approach.

Financial: Remaining funding available under the Cemetery budget is to be used and additional funding would be at the discretion of County of Vermilion River Council.

Communication Required: Council, Planning & Development, Public Works, Auburndale Cemetery Association

Implementation: Upon approval; within 2018 construction season

PREPARED BY: Director of Planning & Development

DATE: July 6, 2018

MEETING DATE: AUGUST 21, 2018

BRIEFING NOTE - TO COUNCIL

SUBJECT

MORNING GOLD SUBDIVISION DRAINAGE SYSTEM CONSULTATIONS – For Information

RECOMMENDATION

THAT the County of Vermilion River receive the proposed methods for public engagement on the Morning Gold Subdivision Drainage System for information.

DETAILS

Background: At the June 26, 2018 Council meeting, Council had provided direction to administration to bring back suggestions of how to engage the public prior to council approval of the modification taking place on Morning Gold's stormwater system.

Administrations method of Public Engagement would to be either hold an open house or provide each resident a letter outlining the construction work to take place with a short survey.

The open house can be held in Blackfoot for a cost of hall rental and invite all the residences in and surrounding the residential subdivision of Morning Gold. The Open house would be to provide an understanding of house the system currently functions and the modification that are proposed to take place should the County proceed with construction. The input from those that attend the open house session would be provided back to council for direction and budget approval of the construction works.

The other method of public engagement would be to provide a letter to the residents of Morning Gold subdivision and surrounding lands outlining the stormwater system and it function. The letter will also provide the residences with information on the modifications the County of Vermilion River would like to perform on the stormwater systems and the impacts on the current drainage system. Administration would also include a short survey to obtain feedback from those that are notified in and around Morning Gold.

These two methods of Public Engagement are in-line with the County of Vermilion River's Policy AD-027 – Public Engagement



Discussion: Administration will use current policies and regulations to engage the public and provide information on modifications to the stormwater system that will assist in providing better drainage to the residential subdivision and area.

Relevant Policy/Legislation Practices: Water Act, Stormwater guidelines, County of Vermilion River Policies and Bylaws

Desired Outcome (s): THAT the County of Vermilion River receive administrations method of public engagement as information and bring back results of public engagement to a future council meeting prior to any construction taking place.

Response Options: THAT the County of Vermilion River receive administrations method of public engagement as information and bring back results of public engagement to a future council meeting prior to any construction taking place.

IMPLICATIONS OF RECOMMENDATION

Organizational: Public Works and Planning & Development work together to engage the public

Financial: rental cost of hosting an open house or mailing costs for letter and survey

Communication Required: notification to the residences of Morning Gold and surrounding lands

Implementation: Public Works and Planning & Development to work on information to be provided.

PREPARED BY: R. Garnett

DATE: July 10, 2018

MEETING DATE: AUGUST 21, 2018

REQUEST FOR DECISION - TO COUNCIL

SUBJECT

MUNICIPALITIES FOR CLIMATE INNOVATION PROGRAM: CLIMATE CHANGE STAFF GRANT – MOTION REQUIRED

RECOMMENDATION

THAT the County of Vermilion River direct Administration to apply for grant funding available from Federal and Provincial levels to assist in costs for the development of Inter-municipal plans and initiatives.

DETAILS

Background: The grants that the County of Vermilion River Planning and Development administration will be immediately making application for are the Climate Change Staff Grant and the Alberta Community Partnership (ACP).

Staff grants are funds used to pay up to 80% of the salary (to a maximum of \$125,000 over a 24-month period) for one new or existing employee who will implement specific municipal initiatives focused on Green House Gas (GHG) emissions reduction or climate change adaptation. The funding may be used by a single municipality or by two or more eligible applicants who will share the services of one grant-funded staff person.

Alberta Community Partnership funding made available through the Province of Alberta has the objective to improve the viability and long-term sustainability of municipalities by providing support for regional collaboration and capacity building initiatives. The 2018/2019 program budget is \$18.5 million and for each project a maximum funding available has been set at \$200,000. Eligible projects include Intermunicipal collaboration, municipal restructuring, mediation and cooperative processes, municipal internship, and local land use planning. Administration would apply for funding under this grant and if successful, the funding would go towards the development of the Intermunicipal Development Plan and Intermunicipal Collaboration Framework between the County of Vermilion River, Village of Paradise Valley, Village of Marwayne, Village of Dewberry and Village of Kitscoty, that has a potential project cost of \$240,000. The four Villages have already apply for an ACP grant in 2017/2018 and have been

successful in their application, portions of their funding have been allocated to assist them in local planning initiatives.

Discussion: As per Policy AD-017: Grants and Project Management, the following information about the Climate Change Staff Grant is provided for Council's consideration:

1. Grant information & criteria that has to be met:
 - The County of Vermilion River will apply for the "Climate Change Adaptation" portion of the grant. Proposals must describe the planned initiatives (for example, developing a climate mitigation or adaptation vision, preparing and holding public consultation, setting up steering committee) and must clearly demonstrate how this work contributes to the municipality's priorities for improving climate change adaptation (i.e. environmental matters required for Intermunicipal Development Plans). Grant recipients are required to move activities from the planning stage to implementation over the course of the grant period.
2. Project/options that meet the grant criteria:
 - The grant-funded staff will work in a cross-functional capacity with all partners (Villages of Dewberry, Kitscoty, Marwayne & Paradise Valley) in developing and integrating policies and objectives within the Intermunicipal Development Plans and Collaboration Frameworks that reflect the shared vision and values of the municipalities for their communities, which serve as a point of reference in decision making and prioritization of relevant matters within the Plans and Frameworks.
3. Estimated cost per project/option:
 - Year 1 - \$98,002.94
 - Year 2 - \$100,003.00
4. Standards/timelines that apply to the project:
 - Funded initiatives must be completed within a maximum of twenty-four (24) months of the hiring of the staff. The provincial deadline for these projects is April 1, 2020.
5. Information on impacts and sustainability of the project after construction:
 - Effective collaboration between municipalities enhances certainty and predictability for economic development, and promotes public confidence and sound planning and provision of services.
 - The Plans and Frameworks that will be developed are statutory documents mandatory under provincial legislation. These Plans and Frameworks; and the policies and agreements they contain; ensure alignment of long-term goals (30-

year horizon) and secure long-term contributions (cost-revenue) to intermunicipal provision of services, including developing a structure for continued support to adjacent municipalities through the sharing of staff.

6. Benefits to be gained by the grant/project:

- The development of four (4) Intermunicipal Development Plans and four (4) Intermunicipal Collaboration Frameworks with added value to the community in terms of elevated municipal staff capacity to engage in similar projects in the future and advance the County and its partners in the maturity level scale for climate adaptation.

7. Resources required – staff/financial plan:

- One grant-funded staff

Relevant Policy/Legislation Practices:

Policy AD-017: Grants and Project Management

Municipal Government Act

Desired Outcome (s): To apply for Federal and Provincial available grant funding.

Response Options: THAT the County of Vermilion River direct Administration to apply for grant funding available from Federal and Provincial levels to assist in costs for the development of Intermunicipal plans and initiatives.

OR

THAT the County of Vermilion River not apply for available grant funding.

OR

THAT the County of Vermilion River receive the summaries on the Climate Change Staff Grant and the Alberta Community Partnership Grant as information.

IMPLICATIONS OF RECOMMENDATION

Organizational: Administration to apply for available grant funding.

Financial: Grant funding up to a maximum of \$125,000 over a 24-month period (80% of salary)



Communication Required: Council; Federation of Canadian Municipalities – Municipalities for Climate Innovation Program; Planning & Development; Village partners; Finance Department

Implementation: July 10, 2018

ATTACHMENTS

1. Alberta Community Partnership (ACP) Grant and Climate Change Staff Grant summary report.

PREPARED BY: Director of Planning & Development

DATE: July 6, 2018

GRANT SUMMARIES

Alberta Collaboration Partnership Grant Highlights 2018/2019

Information obtained from Alberta Community Partnership Program Guidelines effective April 1, 2018

- Intermunicipal Collaboration (IC) project eligibility continues to give priority to projects that focus on Intermunicipal Collaboration Frameworks and Intermunicipal Development Plans (see Schedules 1A and 1B).
 - IC component information has been updated to add clarity on project eligibility and submission of detailed project budgets.
- Program Objective
 - The objective of the ACP program is to improve the viability and long-term sustainability of municipalities by providing support for regional collaboration and capacity building initiatives. The ACP program is designed to support municipalities in attaining the following key program outcomes:
 - New or enhanced regional municipal services;
 - Improved municipal capacity to respond to municipal and regional priorities; and
 - Effective Intermunicipal relations through joint and collaborative activities.
- Funding Components
 - Project funding is administered under six distinct funding components. Information regarding specific objectives, eligibility criteria, and other conditions for each component are found in the Schedules of the guideline.
 - Intermunicipal Collaboration (IC)
 - Develop regional land use plans and service delivery frameworks

.....
 - Mediation and Cooperative Processes (MCP)
 - Resolve Intermunicipal conflict through dispute resolution alternatives and/or develop collaborative protocols

.....
 - Strategic Initiatives (SI)
 - Support for initiatives that align with provincial priorities and address Intermunicipal needs of strategic significance.
 - Local Land Use Planning (LLUP)
 - A limited term component which provides grants to municipalities with populations up to 3,500 that are creating MDPs for the first time.

GRANT SUMMARIES

Climate Change Staff Grant Highlights 2018/2019

Information obtained from Federation of Canadian Municipalities for Climate Innovation Program (MCIP) effective April 7, 2018

- Staff grants are funds used to pay up to 80 per cent of the salary (to a maximum of \$125,000 over a 24-month period) for one new or existing employee who will implement specific municipal initiatives focused on GHG emissions reduction or climate change adaptation. The funding may be used by a single municipality or by two or more eligible applicants who will share the services of one grant-funded staff person.
- Eligible applicants
 - Municipalities with a population of 150,000 or less
 - Two or more municipalities that will share the services of one grant-funded staff person
 - Municipal partners* working in partnership with a municipal government, which include:
 - Certain Indigenous communities, where the Indigenous community has a shared service agreement with that municipal government related to infrastructure, GHG emissions reduction or climate change adaptation **and** where they will share the services of one grant-funded staff person

* Municipal partners need to apply for funding in **partnership** with a municipal government and to demonstrate municipal commitment to the initiative. Municipal corporations, regional provincial or territorial organizations delivering municipal services, not for profit organizations, and private-sector entities are **not** eligible as municipal partners.

- Proposals must describe the planned initiatives and must clearly demonstrate how this work contributes to the municipality's priorities for reducing GHG emissions or improving climate change adaptation. Initiatives worked on by the grant-funded staff person must produce a lasting improvement in GHG emissions reduction or in the municipality's capacity to adapt to climate change. Grant recipients are required to move activities from the planning stage to implementation over the course of the grant period.

MEETING DATE: AUGUST 21, 2018

BRIEFING NOTE - TO COUNCIL

SUBJECT

July 19, 2018 Letter from the City of Lloydminster – For Information

RECOMMENDATION

THAT the County of Vermilion River receive the July 19, 2018 Letter from the City of Lloydminster in regards to the Joint Growth Study for information.

ATTACHMENTS

1. Letter from the City of Lloydminster

PREPARED BY: Rhonda King, CAO

DATE: August 7, 2018



July 19, 2018

County of Vermilion River
Attn: Reeve Dale Swyripa
Box 69
Kitscoty AB T0B 2P0

RE: Joint Growth Study

Dear Reeve & Council,

I would like to take this opportunity to thank you and your Council for meeting with City Council on May 24 and June 25.

This correspondence is to formally advise you that the City of Lloydminster will be moving forward with the completion of the Joint Growth Study.

At our July 16, Regular Council meeting, City Council provided the following resolution:

Motion No.: 228-2018

Moved By: Councillor Diachuk

Seconded By: Councillor Brown Munro

That Council authorize the City of Lloydminster proceed with the completion of the Joint Growth Study with the County of Vermilion River.
CARRIED

We look forward to working together with the County on future discussions on this important project which impacts the future of both of our municipalities.

Sincerely,

SEVERED

Gerald S. Aalbers
Mayor
City of Lloydminster

MEETING DATE: AUGUST 21, 2018

BRIEFING NOTE - TO COUNCIL

SUBJECT

July 20, 2018 Letter from the Silver Willow Water Coop – For Information

RECOMMENDATION

THAT the County of Vermilion River receive the July 20, 2018 Letter from the Silver Willow Water Coop for information.

DETAILS

Background: The County of Vermilion River has received numerous requests for funding from the Silver Willow Water Coop over the years. The most recent request dates back to October 2017 in which the Silver Willow Water Coop again asked for Council's assistance to fund the upgrades required for their aging water distribution system. Throughout the past several months, Council has given much consideration to the request albeit being unwilling to fund the project through a local improvement tax levy, a special tax levy or by way of loan/guarantee of money.

Discussion: The Silver Willow Water Co-op has sent the attached letter to Council asking for reconsideration of their request for funding.

Response Options: THAT the County of Vermilion River receive the letter for information.

OR

THAT the County of Vermilion River send a letter in response to the Silver Willow Water Co-op's request for funding.

ATTACHMENTS

1. Letter

PREPARED BY: Rhonda King, CAO

DATE: August 2, 2018

SEVERED

Silver Willow Water Co-Op

SEVERED

County of Vermilion River

July 20, 2018

Via Fax and Email

County of Vermilion River
Box 69
Kitscoty, AB T0B 2P0

Attention: Dale Swyripa - Reeve

Dear Sir:

RE: SILVER WILLOW WATER CO-OP
REQUEST FOR FUNDING ASSISTANCE
AGENDA ITEMS 18-1752 AND 18-1763

We are in receipt of your letter dated May 16, 2018.

At the outset we reiterate that we are an elected Board representing all of the homeowners within the Silver Willow Estates subdivision. This requires restating as we have been made aware that your letter to our Board dated May 16, 2018 was also sent to various of the homeowners within Silver Willow Estates. As the elected Board representing Silver Willow Estate homeowners we do not see the requirement for taxpayer funds to go towards sending copies of correspondence to certain Silver Willow Estate homeowners aside from the designated Board. This is akin to SWWC sending our correspondence to every ratepayer within the County of Vermilion River.

FOIP Request

We are in receipt of the letter of Rhonda King, CLGM and FOIP Head, dated July 3, 2018 concerning Information Request No. 18-01. We have reviewed the materials included therein.

We note the following:

1. February 27, 2018 – CVR Council approved the preparation of a local improvement tax levy bylaw (under Division 7, sections 391-394 of the *Municipal Government Act* ("MGA") for SWWC to provide loan assistance with the upgrades to the SWWC water treatment system (Item 18-1752 – Motion #2018-02-46).
2. March 12, 2018 – CVR CAO Rhonda King advised Council by email as to an alleged telephone call between Roger Garnett and an unnamed senior advisor at Municipal Affairs, wherein it is purported that the senior advisor "very clearly stated that the County cannot apply an improvement levy to infrastructure it does

not operate". The subject line of the email states "Municipal Affairs will not permit an improvement levy on SilverWillow".

- The first sentence of the email directs that Council will need to change its position regarding the improvement levy for SWWC.
- 3. March 13, 2018 – CVR Council rescinded approval of Motion #2018-02-46 (Item 18-1763).
- 4. March 13, 2018 – CVR Council directed administration to contact Municipal Affairs to obtain the reasons in writing as to why funding for SWWC cannot be provided through a local improvement levy (Item 18-1763).
 - **These reasons in writing have never been supplied.**
- 5. April 10, 2018 – CVR Director Planning & Development Authority Roger Garnett contacted Municipal Affairs to inquire as where in Division 7 of the *MGA* it is specified that a local improvement tax levy has to be municipal-owned infrastructure.
 - April 11, 2018 – Travis Nosko, Financial Accountability Advisor with Municipal Affairs, advised Roger Garnett that the *MGA* does not specifically address the use of local improvement taxes for infrastructure not owned by the municipality.
 - April 24, 2018 – Travis Nosko confirmed there is nothing in FOIP prohibiting the April 11, 2018 opinion/information from being made public.

The writer's own inquiries with Municipal Affairs also led us to receive information from Mr. Nosko. Mr. Nosko advised that while the use of a local improvement tax levy for funding for a private entity would be "irregular" (or not a "best practice"), there is nothing expressly stated within the *MGA* that prohibits a municipality from providing such funding within the *MGA*. There are other methods of providing funding (loans, loan guarantees under ss. 264-266 of the *MGA*), but CVR Council chose to use a local improvement levy.

Therefore, the premise under which CVR Council voted to rescind Motion #2018-02-46 was false. Based on all of the FOIP disclosure and our Board's own inquiries, Mr. Nosko from Municipal Affairs never "clearly stated that the County cannot apply an improvement levy to infrastructure it does not operate". The advice provided was that to do so would be irregular and not a best practice, but did not state that it was prohibited. **Accordingly, the reasons upon which CVR Council rescinded its motion was based on misinterpreted or misconstrued information.**

In light of the fact that the decision to rescind Motion #2018-02-46 was based on incorrect information, this letter is to request that CVR Council reconsider its position in this matter and reinstate the approval first granted in Motion #2018-02-46. Nothing has changed from February 27, 2018 – the approval of a local improvement tax levy remains allowable under the *MGA*, albeit unorthodox or irregular. However, given the unique situation at hand and the irregular position of SWWC, it seems appropriate for CVR Council to apply a unique solution, even one that may be considered unorthodox or "outside of the box".

We look forward to your prompt reply on or before the close of business on Friday, August 3, 2018, and to thereafter finalizing the funding for SWWC.

Closing

If you have any questions or concerns, please feel free to contact the writer at the above address, telephone number, or email address.

SEVERED

Ryan B. Armstrong
SWWC President

RBA

Enclosure(s):

Cc: Silver Willow Water Co-Op Board of Directors

MEETING DATE: AUGUST 21, 2018

BRIEFING NOTE - TO COUNCIL

SUBJECT

July 25, 2018 Letter from Municipal Affairs – For Information

RECOMMENDATION

THAT the County of Vermilion River receive the July 25, 2018 Letter from Alberta Municipal Affairs in regards to Inter-municipal Collaboration Frameworks (ICF) and Inter-municipal Development Plans (IDP) for information.

DETAILS

Background: Due to recent changes under the Municipal Government Act (MGA), municipalities have been faced with the task of completing ICF's and IDP's with their neighbors. Minister of Municipal Affairs Shaye Anderson has forwarded the attached letter in regards to extending the timeline for the completion of ICF's and IDP's for qualifying rural municipalities.

Discussion: Any extension to the timeline must be passed by Council resolution should it be required. Should the County not fall under the allotted exemptions, we are still eligible to apply for an exemption as a result of circumstances outside of our control.

Response Options:

IMPLICATIONS OF RECOMMENDATION

Organizational:

Financial:

Communication Required:



Implementation:

ATTACHMENTS

1. Letter

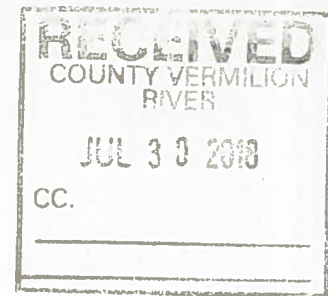
PREPARED BY: Rhonda King, CAO

DATE: August 7, 2018



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*



AR93928

July 25, 2018

Reeve Dale Swyripa
County of Vermilion River
PO Box 69
Kitscoty AB T0B 2P0

Dear Reeve Swyripa,

As you are aware, recent changes to the *Municipal Government Act* will require all municipalities to create intermunicipal collaboration frameworks (ICF) and intermunicipal development plans (IDP) with their neighbours. This work reflects our mutual priority of ensuring all Albertans benefit from the efficient delivery of local services and effective co-ordination of development, and I am pleased to see the progress already made.

The two-year period set out in legislation to accomplish this task is challenging, but I am confident the existing legacy of intermunicipal co-operation has placed us in a position to be successful. I am nevertheless aware of some specific challenges that can be addressed at this time, and gratefully acknowledge the practical solutions that have been proposed during discussions with the municipal associations, the administrative associations, and municipalities.

As a result of these discussions, I have signed Ministerial Order No. MSL:047/18 (attached), which makes the following changes:

- Exempts parties from the requirement to create an IDP where the entire area along one or both sides of the common boundary between the parties is composed entirely of federal or provincial Crown land. This change recognizes the limited value in the creation of an IDP where development is restricted.
- Extends the timeline by one year (to April 1, 2021) for all ICFs and IDPs between municipal districts, special areas, improvement districts, or rural specialized municipalities. This change will allow rural municipalities to focus their efforts on working with their urban neighbours during the initial two-year period.

.../2

- 2 -

- Extends the timeline by one year (to April 1, 2021) for all ICFs and IDPs between municipalities that are members of the same growth management board (GMB). This change will allow GMB member municipalities to harmonize their ICFs and IDPs with their growth and service plan, and provide an opportunity to address through an ICF or IDP any matters not addressed in a growth or servicing plan.
- Extends the timeline by one year (to April 1, 2021) for all ICFs and IDPs between a municipality that is a member of a GMB, and a municipality that is not a member of the GMB, but is located within the boundaries of the member municipality. This change will allow GMB member municipalities to create their ICFs and IDPs within the context of their growth and servicing plan.

In each case, all parties to a framework or plan must agree to apply the exemption or extension by council resolution, and the resolution must be filed with the Minister within 90 days of the date the resolution is passed.

In the event other circumstances arise that are beyond your control, I will consider specific requests for an exemption or time extension. However, based on the importance of this work to all Albertans, I encourage you to make every effort to work with your neighbours and to meet the legislated timelines.

I trust these changes will provide some practical efficiencies as we work toward improved intermunicipal solutions.

Sincerely,

SEVERED

Hon. Shaye Anderson
Minister of Municipal Affairs

Attachment: Ministerial Order No. MSL:047/18

cc: Rhonda King, Chief Administrative Officer, County of Vermilion River



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

MINISTERIAL ORDER NO. MSL:047/18

I, Shaye Anderson, Minister of Municipal Affairs, pursuant to Sections 605 and 631 of the *Municipal Government Act (MGA)*, make the following order:

- 1) Two or more councils of municipalities that have common boundaries where the entire area along one or both sides of the common boundary is composed entirely of federal or provincial crown land are exempt from the requirements of Section 631 of the *MGA* on the condition that all parties to the framework agree to apply the exemption by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.
- 2) That the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the *MGA* or an intermunicipal development plan to be adopted pursuant to Section 631(3) of the *MGA* is April 1, 2021, where the framework or plan is between municipalities that are municipal districts or specialized municipalities referred to in Section 77 of the *MGA* (excluding the Municipality of Jasper), improvement districts referred to in Section 581 of the *MGA*, or special areas as defined in Section 1 of the *Special Areas Act*, and on the condition that all parties to the framework agree to apply the extension by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.
- 3) That the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the *MGA* or an intermunicipal development plan to be adopted pursuant to Section 631(3) of the *MGA* is April 1, 2021, where the framework or plan is between municipalities that are members of the same growth management board established pursuant to Section 708.02 of the *MGA* before April 1, 2018, and on the condition that all parties to the framework agree to apply the extension by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.

.../2

- 4) That the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the *MGA* or an intermunicipal development plan to be adopted pursuant to Section 631(3) of the *MGA* is April 1, 2021, where the framework or plan is between a municipality that is a member of a growth management board established pursuant to Section 708.02 of the *MGA* before April 1, 2018 and a municipality that is not a member of the growth management board but is located entirely within the boundaries of the member municipality, and on the condition that all parties to the framework agree to apply the extension by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.
- 5) That the time for an arbitrator to create an intermunicipal collaboration framework or an intermunicipal development plan pursuant to Section 708.36(1)(a) of the *MGA* is April 1, 2022, where the time to create the framework or adopt the plan is modified by this Order.

Dated at Edmonton, Alberta, this 19th day of July, 2018.

SEVERED

Shaye Anderson
Minister of Municipal Affairs

MEETING DATE: AUGUST 21, 2018

BRIEFING NOTE - TO COUNCIL

SUBJECT

July 27, 2018 Letter from Municipal Affairs – For Information

RECOMMENDATION

THAT the County of Vermilion River receive the July 27, 2018 Letter from Municipal Affairs in regards to the County's Gas Tax Fund (GTF) application for information.

DETAILS

Background: The 2017 Gas Tax Fund allocation for the County of Vermilion River was \$438,987 in 2017. As a result of the online grant software malfunctioning, applications were delayed and therefore the funding is just now being distributed. The County was successful in receiving \$114,737 towards Township Road 522 from Highway 893 to Highway 41 as well as \$324,250 towards the Regional Water Capital Contribution.

ATTACHMENTS

1. Letter

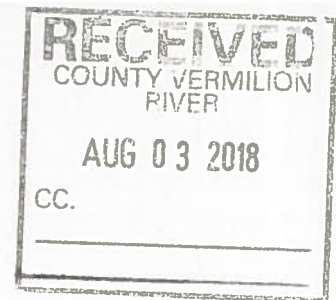
PREPARED BY: Rhonda King, CAO

DATE: August 7, 2018



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*



AR93889

July 27, 2018

Reeve Dale Swyripa
County of Vermilion River
PO Box 69
Kitscoty AB T0B 2P0

Dear Reeve Swyripa,

The Government of Alberta is committed to working with municipalities to make life better for Albertans. By providing stable, predictable funding to our municipal partners, we continue to ensure you have the resources needed to meet your local infrastructure priorities and strengthen the communities you call home. Alberta is partnering with the Government of Canada to provide Gas Tax Fund (GTF) funding to assist with building strong, safe, and resilient communities.

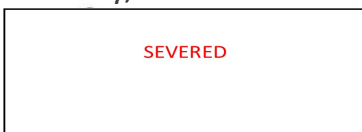
I am pleased to accept the following qualifying project submitted by your municipality under the GTF program.

Project #	Project Name	GTF Funding
GTF-11	Regional Water - Capital Contribution	\$324,250

The provincial government appreciates opportunities to celebrate your GTF funded projects with you, so please send invitations for these milestone events to my office. If you would like to discuss possible project recognition events and activities, as outlined in the program guidelines, contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at ma.gtfgiants@gov.ab.ca.

I look forward to working in partnership to strengthen Alberta's communities.

Sincerely,



Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Rhonda King, Chief Administrative Officer, County of Vermilion River

MEETING DATE: AUGUST 21, 2018

BRIEFING NOTE - TO COUNCIL

SUBJECT

June 28, 2018 Letter from Alberta Culture and Tourism – For Information

RECOMMENDATION

THAT the County of Vermilion River receive the June 28, 2018 Letter from Alberta Culture and Tourism for information.

DETAILS

Discussion: The County has been asked to provide nominations for local volunteers in the community that have made a significant difference and/or contribution to the municipality as a whole. There is a promotional poster available for printing and display within the County should Council endeavor to advertise this initiative. The deadlines for nominations is September 21, 2018.

Response Options: THAT the County of Vermilion River receive the June 28, 2018 Letter from Alberta Culture and Tourism for information.

OR

THAT the County of Vermilion River accept nominations for the 2018 Starts of Alberta Volunteer Awards and submit them to the Minister of Alberta Culture and Tourism by the deadline of September 21, 2018.

IMPLICATIONS OF RECOMMENDATION

Organizational: Staff would be required to advertise the nominations throughout the County as well as process the nominations received.

ATTACHMENTS

1. Letter

PREPARED BY: Rhonda King, CAO

DATE: July 31, 2018



June 28, 2018

Mr. Dale Swyripa, Reeve
County of Vermilion River
PO Box 69
Kitscoty, AB T0B 2P0

Dear Reeve Swyripa:

Across the province, thousands of volunteers are stepping up to make a difference, to improve the quality of life for all of us, and to make Alberta an even better place to be. Thanks to the dedication and commitment of volunteers, Albertans have access to the recreational, cultural, and social programs and facilities that are at the heart of strong, vibrant communities.

The Stars of Alberta Volunteer Awards were established by the Government of Alberta to shine the spotlight on volunteers and the value of their efforts. The 2018 awards nominations are now open and you can help recognize the remarkable volunteers in your community. Consider submitting a nomination to honour a worthy volunteer in your community and encourage local organizations and individuals to do the same. Share the stories of how volunteers are making a difference in your life and the life of your community.

Six awards, two in each category of youth, adult, and senior, are presented annually on International Volunteer Day, December 5, at Government House in Edmonton. Albertans whose volunteer efforts have contributed to the well-being of their community are eligible to be nominated.

Full information, including a nomination form and a downloadable promotional poster suitable for printing or placement on your community website, can be found on the Stars of Alberta website at www.alberta.ca/stars-awards. The deadline for nominations is September 21, 2018.

Thank you for your support of Alberta volunteers and the Stars of Alberta Volunteer Awards!

Best Regards,

SEVERED

Ricardo Miranda
Minister

cc: Honourable Shaye Anderson
Minister of Municipal Affairs

MEETING DATE: AUGUST 21, 2018

BRIEFING NOTE - TO COUNCIL

SUBJECT

External Committee Meeting Minutes – For Information

RECOMMENDATION

THAT the County of Vermilion River receive the external committee meeting minutes for information.

DETAILS

Background: Councillors for the County of Vermilion River form part of several external committees within the community. These committees meet at varying times throughout the year and keep records of their order of business.

Discussion: The attached meeting minutes are for Council's review and information.

ATTACHMENTS

1. May 22, 2018 Vermilion River Regional Waste Management Services Commission Minutes
2. May 14, 2018 Vermilion Valley Lodge Minutes

PREPARED BY: Rhonda King, CAO

DATE: August 2, 2018

**MINUTES OF THE MEETING OF THE VERMILION RIVER REGIONAL WASTE
MANAGEMENT SERVICES COMMISSION HELD ON MAY 22, 2018, AT THE VERMILION
TRANSFER SITE**

PRESENT:

Chair: L. Wolgien
Vice-Chair: G. Barr
Directors: R. McDonald; K. Haney; M. Baker, D. Bergquist; R. Yaceyko
CAO: S. Schwartz

ABSENT:

Directors: S. Hryciuk; T. Pollard
The meeting was called to order at 6:00 P.M.

AGENDA:

Additions To Agenda:

None

MOVED by R. McDonald that the agenda be adopted as presented.
Carried.

MINUTES OF THE APRIL 24, 2018, MEETING:

MOVED by R.. McDonald that the minutes from the April 24, 2018, meeting be adopted as presented.
Carried.

APRIL 2018 FINANCIAL REPORT:

S. Schwartz presented the financial report for April 2018. The April statement showed a balance of **\$220,877.04** in the operating account. The April capital reserve account increased to **\$572,397.08** due to an interest payment received and to a \$50,000.00 transfer of funds from the operating account. The April operational reserve account increased to **\$232,520.32**, due to an interest payment received.

MOVED by D. Bergquist that the April 2018 financial statement be adopted as presented.
Carried.

MUNICIPAL REQUISITION REPORT:

S. Schwartz presented the April 2018 municipal requisition report.

MOVED by K. Haney that the municipal requisition report for April 2018 be accepted as information.
Carried.

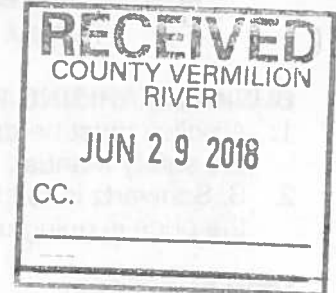
ACCOUNTS FOR APPROVAL:

S. Schwartz presented the April 2018 cheques numbered from 4840-4875, debit memos and credit card charges, and provided explanations as required.

MOVED by R. Yaceyko that the cheques numbered from 4840 to 4875, and the debit memos and credit card charges be adopted as presented.
Carried.

VERMILION TRANSFER SITE OUTSTANDING ACCOUNTS:

S. Schwartz presented the May 2018 Vermilion transfer site outstanding accounts report. In May 2018, there were no outstanding accounts past 60 days.



MOVED by G. Barr that the May 2018 Vermilion transfer site outstanding accounts report be accepted as information.

Carried.

CHIEF ADMINISTRATIVE OFFICER'S REPORT:

S. Schwartz presented the May 2018 Chief Administrative Officer's report, and provided explanations as required.

MOVED by R. McDonald that the May 2018 Chief Administrative Officer's report be adopted as presented.

Carried.

BUSINESS ARISING FROM THE CHIEF ADMINISTRATIVE OFFICER'S REPORT:

1. A policy must be drafted to cover workplace harassment or assault at the transfer sites in the safety manual.
2. S. Schwartz is to check to see if any contractors are offering to pay for used oil now that the price is going up.

NEW BUSINESS:

1. Chemical Compound Gate & Fence Repair:

S. Schwartz asked the County to check with their agricultural people to see if funding can be provided in order to repair some badly damaged fences at some chemical jug compounds at our smaller sites.

2. Future Budget Reporting:

G. Barr presented a budget and variance to budget report prepared by Town of Vermilion staff. They had used the two reports given to them by S. Schwartz, and had attempted to create an easier working model. There were figure discrepancies between the Commission reports and the one created by the Town of Vermilion staff. S. Schwartz explained that the budget template that is in place is the same one that has been used since the Commission began in June of 2005. There has been some additions and changes to accommodate new budget lines, but the template has remained the same. Both Commission reports have been adopted by municipal staff and by the independent auditor since the Commission's inception. The Commission budget is made up of figures that combine actual volume and totals, as well as population percentages. S. Schwartz is to meet with the Town of Vermilion staff to discuss their report.

OLD BUSINESS:

1. Quote for Garbage Diversion Shields in the Garbage Collection Building at the Vermilion Transfer Site:

When the garbage collection building was constructed, a gap was left between the cement pony walls and the metal exterior. Garbage collects in this space and has to be cleaned out. The Commission had moved to fix this issue, and a quote was requested from the current contractor at the Vermilion transfer site. That quote was presented to the Board.

MOVED by G. Barr that the quote for the installation of garbage diversion shields in the main garbage collection building at the Vermilion transfer site, be accepted as presented.

SECOND by D. Bergquist.

Carried.

2. Quote for Expanding the Bin Apron at the Kitscoty Transfer Site:

S. Schwartz presented a quote for the expansion of the Kitscoty transfer site bin apron. This project will be added to the 2019 Capital budget, and further quotes will be solicited at that time.

3. Thank you dinner:

The dinner at the Vermilion golf course will be on Monday, June 25, 2018. The regular board meeting will be held at the Vermilion transfer site at 5:00 P.M., and we will then adjourn to the golf course for dinner.

4. PPE Policy Statement:

S. Schwartz presented a draft personal protective equipment policy to cover cost subsidization for CSA-approved steel-toed footwear. A few wording changes were suggested, and this will be completed and brought to the next meeting.

5. Safety Manual:

S. Schwartz presented the safety manual sheets regarding the personal protective equipment policy that were corrected as was suggested at the last meeting. Another adjustment has to be made to the pages and these corrected sheets will be presented at the next meeting. S. Schwartz will be delivering the bags with the personal protective equipment as outlined in the manual on the next round of site visits.

The meeting adjourned at 7:20 P.M.

The next meeting will be on Monday, June 25, 2018, at 5:00 P.M. at the Vermilion transfer site. We will then adjourn to the Vermilion Golf Club for dinner.

Proposed Upcoming Meeting Dates:

July - no meeting

August - Tuesday, August 21, 2018, at 6:00 P.M.

These minutes have been adopted in their entirety at the June 25, 2018, meeting.



Chair

June 25 / 18
Date

MINUTES OF THE REGULAR MEETING OF VERMILION & DISTRICT HOUSING FOUNDATION

The regular meeting of the Vermilion & District Foundation was held May 14, 2018.
Chairman: Carline McAuley; Vice Chairman: Dale Swyripa; Director: Tannis Henderson;
Director: Leslie Cusack; CAO: Sheri Heller; Financial Officer: Stacey Ireland; Office

1. Call to Order

Caroline McAuley called meeting to order at 5:04

1.1 Additions to Agenda

8.3 Public Member

2. Approval of Agenda

Tannis Henderson moved the Agenda from April 16, 2018
be adopted as amended. CRD

3. Approval of Minutes

3.1 Regular Board Meeting – April 16, 2018 approved

Tannis Henderson moved the Regular Meeting Minutes from A, 2018 be
adopted as amended. CRD

4. Accounts Payable Listing

4.1 April 2018 Payables

Cheques #

The accounts payable for April 2018 covered by cheque #5424 to #5504
including:

Moved by Les Cusack : April 23

Moved by Dale Swyripa : April 30

Moved by Les Cusack : May 14

5. Financial Statement

5.1 Stacey went through Draft Financial Statement for April 2018

Moved by Tannis Henderson; CRD

6. Correspondence – NO Correspondence

7. Old Business

7.1 Lodge Replacement Grant -

7.1a) Project Report – – Tim is on vacation. Sheri gave an update on the status
of the project. Sheri presented a change order that was signed by the Board.

Moved by Leslie Cusack. CRD

7.2 Fundraising for New Build-

7.2a) Fundraising Report - Moved by Tannis Henderson to create a committee
for spend of fundraising.

Sheri presented the quotes and samples of the new dishes, moved by: Dale
Swyripa as amended; CRD

7.2c) Virtual Reality –

Tabled unless response received from Telus Grant Application

7.2d) CAO Office Quote – Emailed motion attached

7.3 Policy Approval – Mandatory Education moved by Tannis; CRD

7.4 Manor Tour – Valleyview Manor June 26 @ 5 pm

7.5 SL4 Update – Sheri and Caroline presented an update non SL4 discussions that happened last week

8. New Business

8.1 TOMA Fine Flooring - Nick and Shelley from Toma/Shelley's Window Coverings presented to the Board. Nick and Shelley left the meeting and the Board discussed. The Board will write a letter to Toma regarding their decision. Anything over \$5000 sealed bids only. Moved by Tannis Henderson; CRD

8.2 Leckie & Associates – 2017 Audit Presentation

Greg Dewing presented the draft 2017 Audit presentation to the Board.

Moved Dale Swyripa by to accept the 2017 Audit.

8.3 Public Member - The Board discussed the possibility of accepting public Public Member. The Board discussed the possibility of accepting public members onto the Board. The parameters required for adding a public member. Loop back at the next meeting with the information.

8.4 Staff Appreciation – Sheri invited the Board to the Staff Appreciation event 5:30 pm at the legion

9. CAO's Report

9.1 Occupancy Report - Stacey presented the occupancy report May 14th in detail.

Moved by Leslie Cusack; CRD

9.2 CAO Report – Sheri Presented her CAO

Moved by Tannis Henderson; CRD

10. Date of Next Meeting

July 16, 2018 @ 5pm

August 20, 2018

11. Adjournment Caroline McAuley adjourned at 7:15pm

Action Items

1. Board write a letter to Toma regarding their decision on the flooring.
2. Sheri to come back with structure for the Fundraising spending committee.
3. June 21 7-8:30 Donor Appreciation
4. Caroline to review position description for CAO
5. Caroline to develop a CAO performance evaluation
6. Sheri continue with other lodges re public member participation
7. Vision Statement follow up
8. Phase 2 Plans to show the board

Tannis (1) – steak

Caroline (2) -

COUNCIL MEETING DATE: 2018-08-21

BRIEFING NOTE - TO COUNCIL

SUBJECT

AUGUST 1, 2018 REQUEST FOR LETTER OF SUPPORT FROM THE LLOYDMINSTER AGRICULTURAL EXHIBITION ASSOCIATION LTD. – MOTION REQUIRED

RECOMMENDATION

THAT the County of Vermilion River provide a letter in support of the Lloydminster Agricultural Exhibition Association's grant application to acquire a parcel of land just north of their existing property – the old City Maintenance Yard.

DETAILS

Background: The County of Vermilion River received correspondence from the Lloydminster Agricultural Exhibition Association requesting a letter of support for their land acquisition project. In pursuit of this endeavor, the Lloydminster Agricultural Association will be applying for grant funding under the Community Facility Enhancement Program – Large Stream Funding.

Discussion: The grant application must be submitted by the Agricultural Association by October 1, 2018.

Response Options: THAT the County of Vermilion River provide a letter in support of the Lloydminster Agricultural Exhibition Association's grant application to acquire a parcel of land just north of their existing property – the old City Maintenance Yard.

OR

THAT the County of Vermilion River not provide a letter in support of the Lloydminster Agricultural Exhibition Association's grant application to acquire a parcel of land just north of their existing property – the old City Maintenance Yard.

IMPLICATIONS OF RECOMMENDATION

Communication Required: The County would be required to draft and send a letter in support prior to the deadline of the grant application (October 1, 2018). Should the County not wish to support the application, a letter advising as to Council's decision would be required.

ATTACHMENTS

1. Letter of Request

PREPARED BY: Rhonda King, CAO

DATE:2018-08-07



August 01, 2018

To: Our Community Partner

RE: Request for Letter of Support

The Lloydminster Agricultural Exhibition Association (LAEA) is currently in negotiations with the City of Lloydminster to acquire a parcel of land just north of our existing property, i.e. the old City Maintenance Yard. Acquiring this additional property will allow the LAEA the security that we require to plan for future expansion of our facilities, parking and the ability to enhance our programming to increase major events in our community, as well as increase our ability to service all the community event needs. In doing so, we are in the process of applying for a grant under the Community Facility Enhancement Program, Large Stream Funding Application to assist with this acquisition.

The Board of Directors of the Lloydminster Agricultural Exhibition Association is requesting a letter of support to submit with our application that indicates your support of the Association's grant application.

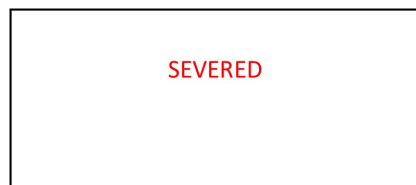
The LAEA is a non-profit organization, as well as a registered Agricultural Society in both provinces. Our Association has a lengthy history of supporting growth and development for our whole region.

- Support for more than 800 event days of activities in our facilities
- Host to over 300,000 people attending a wide variety of events and activities at our grounds, including 40,000 for our Colonial Days Fair and 15,000 for the CPCA Chuckwagon Finals
- Significant youth leadership activities, i.e. 4-H, Farm Safety Day, Ag Education Day
- Develop and promote significant agricultural events and activities, i.e. Pride of the Prairies Bull Show & Sale, Stockade Roundup Livestock Show, Rare & Exotic Animal Sales
- Facilities for the community to use for its needs: weddings, trade shows, socials, graduations, funerals, safety meetings, corporate meetings, etc. including 13 rentable room spaces from 600 to 45,000 square feet in size, plus the race track and 3,000 seat grandstand
- Our economic impact from 2014 was over \$47,000,000.00 to support our region

The LAEA wishes to thank you in advance for providing a letter of support for us to submit with our grant application in support of our land acquisition project. This grant application is due on or before October 01, 2018.

Should you have any questions, please contact me directly at lloydexh.reception@gmail.com or call my office at 306-825-5571.

Respectfully,



J. Michael Sidoryk
General Manager

MS/ld

MEETING DATE: AUGUST 21, 2018

REQUEST FOR DECISION - TO COUNCIL

SUBJECT

**PROCLAMATION OF DEVELOPMENT OFFICER'S WEEK AND RAIL SAFETY WEEK –
MOTION REQUIRED**

RECOMMENDATION

THAT the County of Vermilion River proclaim September 24, 2018 to September 28, 2018 to be designated as Development Officer's Week and/or September 23, 2018 to September 29, 2018 as Rail Safety Week in the County of Vermilion River.

DETAILS

Background: Each year the County receives numerous requests for proclamations. This year, the County received requests to proclaim Development Officers week and CN Rail Safety week. Coincidentally, the weeks fall on the same dates this year. Council may therefore proclaim one or the other, or both if they wish.

Discussion:

Development Officers Week

A Development Officer is a current planning and development specialist with knowledge in current legislation, policy and bylaws, systems and technical requirements for physical development within communities in the Province of Alberta.

Rail Safety Week

Hand in hand with operation lifesaver, CN's police service and employees will be in communities conducting hundreds of safety initiatives throughout the week.

Desired Outcome (s): To declare September 24, 2018 to September 28, 2018 Development Officer's Week and/or September 23, 2018 to September 29, 2018 Rail Safety Week in the County of Vermilion River.

Response Options: THAT the County of Vermilion River proclaim Development Officer's Week and/or Rail Safety Week in the County of Vermilion River.



OR

THAT the County of Vermilion River receive the requests for proclamation for information.

IMPLICATIONS OF RECOMMENDATION

Communication Required: Website

Implementation: September 23/24, 2018

ATTACHMENTS

1. Proclamation
2. Letter from CN

PREPARED BY: Director of Planning & Development

DATE: August 2, 2018

PROCLAMATION
ALBERTA DEVELOPMENT OFFICERS WEEK
SEPTEMBER 24 TO SEPTEMBER 28, 2018

A Development Officer is a current planning and development specialist with knowledge in current legislation, policy and bylaws, systems and technical requirements for physical development within communities in the Province of Alberta. A Development Officer enforces and administers land use regulations and policies on behalf of a municipality, and is designated to the position of Development Authority by the municipality as defined by the Municipal Government Act, RSA 2000, Chapter M-26.

WHEREAS the Alberta Development Officers Association, representing professional Development Officers in Alberta, endorses Alberta Development Officers Week to recognize sound development and planning practices and the contribution made by Development Officers to the quality of development within our communities and environment; and,

WHEREAS Alberta Development Officers Week helps us to publicly recognize the work of our municipal colleagues in planning and development for the improvement of the County of Vermilion River; and,

WHEREAS the County of Vermilion River recognizes Development Officers and their commitment to public service; and,

NOW, THEREFORE, I, _____, do hereby proclaim the week of September 24 to September 28, 2018, to be designated as Alberta Development Officers Week in the County of Vermilion River.

Proclaimed this _____ day of _____, 2018

Reeve



www.cn.ca

Corporate Services

Stephen Covey
Chief of Police
and Chief Security Officer

935 de La Gauchetière Street West
15th Floor
Montreal, Quebec H3B 2M9
Canada

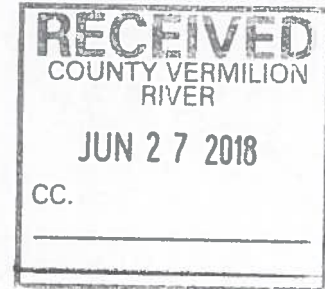
Services corporatifs

Chef de la Police
et de la sécurité du CN

935 rue de La Gauchetière Ouest
15^e étage
Montréal (Québec) H3B 2M9
Canada

June 18, 2018

Office of the Clerk
County of Vermilion River
PO Box 69
Kitscoty AB T0B 2P0



Dear Sir / Madam:

At CN, we are on a journey to become the safest railroad in North America. In addition to reinforcing safety as a core value among our 25,000 employees, we collaborate with communities and local authorities to help prevent injuries and accidents and ensure everyone's safety.

This year, **Rail Safety Week** will be held in Canada and the United States from **September 23-29**. Hand in hand with *Operation Lifesaver*, CN's Police Service and employees will be in communities conducting hundreds of safety initiatives throughout the week. As proud partners, our commitment is to keep communities safe by raising rail safety awareness year round.

Safety is a shared responsibility

Rail safety is everyone's responsibility. By looking out for each other and working together, we can help keep our communities safe and prevent fatalities and injuries on or near railway property.

Your council can be a powerful ally in this effort to save lives by adopting the enclosed draft resolution. Please send a copy of your resolution by return mail or by e-mail to josee.magnan@cn.ca and let us know how you will be promoting rail safety in your community this year.

For additional information about Rail Safety Week 2018, please consult: www.cn.ca/railsafety, www.operationlifesaver.ca or www.oli.org.

Yours sincerely,

SEVERED

Stephen Covey
Encl.



(Draft Resolution)

RESOLUTION IN SUPPORT OF PUBLIC - RAIL SAFETY WEEK

Whereas *Public - Rail Safety Week* is to be held across Canada and the United States from September 23 to 29, 2018

Whereas it is in the public's interest to raise citizens' awareness on reducing avoidable accidents, injuries and damage caused by collisions at level crossings or incidents involving trains and citizens;

Whereas Operation Lifesaver is a public/private partnership whose aim is to work with the rail industry, governments, police services, the media and other agencies and the public to raise rail safety awareness;

Whereas CN has requested City Council adopt this resolution in support of its ongoing effort to save lives and prevent injuries in communities, including our municipality;

It is proposed by Councillor

seconded by Councillor

It is hereby **RESOLVED** to support national ***Public - Rail Safety Week***, to be held from September 23 to 29, 2018.