



MINUTES

County Council
Regular Meeting

County of Grande Prairie No. 1

April 8, 2013 Council Meeting

Meeting Type : Regular Council Meeting

Date : Monday, April 08, 2013

Start time : 10:00 AM

Location : County of Grande Prairie No. 1 Council Chambers

MINUTES

ATTENDANCE

Present were:

Chief Administrative Officer

- Bill Rogan

County Council

- Harold Bulford
- Lois Dueck
- Mary Ann Eckstrom
- Pat Jacobs
- Richard Harpe
- Ross Sutherland
- Sharon Nelson

Directors Group

- Arlen Miller
- Herb Pfau
- John Simpson

Legislative Services

- Shirley Feldberg

Recording Secretary

- Shannon Baird

Absent:

County Council

- Leanne Beaupre
- Brock Smith

ADOPTION OF AGENDA

Resolution #CM20130408.1001

MOVED M. ECKSTROM that the County of Grande Prairie approve the agenda for April 8, 2013 Council Meeting with the additions of Invitation to Water Stewardship Conference; Teepee Creek Mud Bog and an In Camera Item - Tendering Process.

CARRIED

MINUTES

Resolution #CM20130408.1002

APPROVAL

MOVED BY M. ECKSTROM to approve minutes for meeting March 11, 2013 Council Meeting with the following changes:

- clarification on Page 21 should read - Councillor Nelson commented that the County should try and encourage the City of Grande Prairie to keep taxes on par with the County's in regards to identified areas in the Annexation discussion;
- Dan Verdun, should read Deputy Fire Chief for the County of Grande Prairie;
- Correction page 14 should read \$189 per day.

CARRIED

10:15 A.M.
APPOINTMENT -
MARCEL BEATCH -
DEVELOPMENT
PERMIT FOR
SE-08-70-11-W6M -
PLDEV20130082
FERUS LNG INC.
 (DELEGATIONS AND
 APPOINTMENTS)
 (Issue #20130327002)

Anna Martin, Planner presented the application for Development Permit Application located at SE 08-70-11-W6M located approximately 1 mile south of Elmworth adjacent to Range Road 114 for construction and use of a Liquefied Natural Gas Facility.

The Land Use Bylaw designates this parcel as a Rural Industrial - Direct Control (RM-DC) District. The use of a Bulk Fuel and Chemical Storage facility is a discretionary use in this district. Ms. Martin further advised that the applicants are wishing to gain approval for the construction and use of an LNG facility over 3 phases. The first phase being at 190,000 litres per day, expanding an additional 380,000 litres per additional phase.

Access is to County Standards and applicants are to enter into an annual road user agreement with the County. A letter of concern was received and provided to Council for information.

Representatives from Ferus LNG Inc, Marcel Beatch, Jason Beck, Jason Clarke and Cam Jesse were in attendance. Marcel Beatch, Project Manager from Ferus Wellsite Cryogenic Solutions and Ferus LNG Inc. was in attendance regarding Development permit Application PLDEV20130082 for the construction and use of a Liquefied Natural Gas Facility. Mr. Beatch advised he was proud to introduce this facility to the County and that it is a cutting edge facility and the first of its kind in North America.

Councillor Harpe asked if any comments were received from rate payers. Administration advised that every rate payer in a one mile radius was contacted and only one letter of concern was received.

Silvia Coulas, adjacent landowner, was in attendance and voiced her issues/concerns on the following:

- Directly affected by plant increase in noise, dust, disruption and interruption with the daily operations of the plant;
- The proposed development of this project will put their family at risk in the case of a disaster as there is no safety plan in place. Was advised the plant will be completed first and the safety plan will come later;
- Response time it would take for appropriate responders to reach the proposed plant in the event of an incident;
- Traffic increase and the noise of back up beepers late at night;
- Lights glare in their windows;
- Flaring of gas plant currently vibrates their home. Currently in talks with ERCB;
- Not aware of any studies or open houses and concerned area landowners are not aware of the implications if this development permit application is approved;
- Further development with affect their land value, have spoken to Baldwin Appraisals and the cost of one parcel of land would start at \$15,000 + range to see what kind of effect nuisances would have from this industry on the value of their land.

Ms. Martin advised she was aware of Ms. Coulas' concerns on the value of her land and contacted the County's Assessment department and was told this development would not affect the Coulas' value of land and that the County would welcome comments from other assessors / appraisers.

Ms. Coulas questioned if there's consultations and a proper appraisal on the impact of this industry on the value of her land and other adjacent landowners that might now be aware of this decrease in value who will pay for this? Ms. Coulas also discussed a near by school and safety measures in place for this.

Mr. Beatch advised that safety studies are currently being completed and at the stage that a certain part of engineering needs to be completed first. In order to develop and emergency plan Ferus needs to see how the plant will be constructed (i.e. location of equipment) and that Engineers involved are bound by regulations to act to standard regulations and requirements.

Council discussed the following:

- Water and Co2 usage and process;
- Traffic counts how can this be determined;

Mr. Beatch explained that the location was selected based on the high quality of gas they produce and spoke on the process. 175 litres of water removed per day and zero water is used in the process.

- Noise factors and operating hours in place during operation;

Mr. Beatch advised that the plant will operate 24 hours per day and follow ERCB noise level standards. A noise assessment study is currently being completed on all equipment.

Ms. Coulas advised they approached ERCB and that they were looking into a noise study for this plant.

Jason Clarke - BP engineer and advised that there are no compressors or rotating equipment on this facility and are very well aware of the school. This facility is being designed so no tractor trailer has to back up, a pass through system is being constructed.

Councillor Harpe addressed the Emergency Repsonse Plan (ERP) concerns and felt this plan should be done before completion of plant. Residents should know what is going on. Councillor Harpe also discussed health problems / concerns and spoke of examples of adjacent landowners being bought out by industry.

Resolution #CM20130408.1003

MOVED BY M. ECKSTROM that the Development Permit Application for the construction and use of a Liquefied Natural Gas Facility located at SE 08-70-11-W6M located approximately 1 mile south of Elmworth, adjacent to Range Road 114 be approved with the following conditions:

1. The site is developed as per the site plan submitted;
2. The development conforms to the district requirements of the Rural Industrial - Direct Control (RM-DC) District;
3. The applicant obtaining a Building Permit to ensure the development complies with the Alberta Fire code and Alberta Building Code. The applicant shall work with the County Planning and Development and the County Fire Department to

- ensure compliance with all Codes;
4. Landscaping be provided in accordance with Section 3.16 of the Land Use Bylaw;
 5. The landowner entering into a development agreement with the County of Grande Prairie No. 1 regarding the amount of \$10,780 to be paid for road upgrades (based on a \$700 per acre for 15.4 acres) as per Section 650 of the Municipal Government Act;
 6. All outdoor lighting shall be located and arranged so that no direct rays of light are directed at any adjoining properties, interfere with the use and enjoyment of neighboring lands, or interfere with the effectiveness of any traffic control device. Outdoor site lighting fixtures shall be installed with the light directed and deflected away from public roads. These lighting fixtures shall not be more than 9.0 meters above finished grade;
 7. Fuel and storage Tank (s) are subject to approval and licensing from the Petroleum Tank Management Association of Alberta;
 8. The landowner entering into an annual road use agreement with the County to the satisfaction of the Public Works Department including but not limited to:
 - Hours of operation
 - Number of business associated visits
 - Provision of dust control

MOVED BY R. HARPE to amend Councillor Eckstrom's motion and include that Public Works have the road paved and Ferus LNG Inc. work with the residents directly impacted with this application even if it means buying them out.

Councillor Eckstrom advised this was not a friendly amendment.

CAO, Bill Rogan cautioned Council on complete satisfaction dealings.

DEFEATED

Resolution #CM20130408.1004

Voting returned to the original motion.

MOVED BY M. ECKSTROM that the Development Permit Application for the construction and use of a Liquefied Natural Gas Facility located at SE 08-70-11-W6M located approximately 1 mile south of Elmworth, adjacent to Range Road 114 be approved with the following conditions:

1. The site is developed as per the site plan submitted;
2. The development conforms to the district requirements of the Rural Industrial - Direct Control (RM-DC) District;
3. The applicant obtaining a Building Permit to ensure the development complies with the Alberta Fire code and Alberta Building Code. The applicant shall work with the County Planning and Development and the County Fire Department to ensure compliance with all Codes;
4. Landscaping be provided in accordance with Section 3.16 of the Land Use Bylaw;
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6. All outdoor lighting shall be located and arranged so that no direct rays of light are directed at any adjoining properties, interfere with the use and enjoyment of neighboring lands, or interfere with the effectiveness of any traffic control device. Outdoor site lighting fixtures shall be installed with the light directed

and deflected away from public roads. These lighting fixtures shall not be more than 9.0 meters above finished grade;

7. Fuel and storage Tank (s) are subject to approval and licensing from the Petroleum Tank Management Association of Alberta;
8. The landowner entering into an annual road use agreement with the County to the satisfaction of the Public Works Department including but not limited to:
 - Hours of operation
 - Number of business associated visits
 - Provision of dust control

Votes:

In Favour: Harold Bulford, Mary Ann Eckstrom, Ross Sutherland, Sharon Nelson

Opposed: Lois Dueck, Pat Jacobs, Richard Harpe

Absent: Brock Smith, Leanne Beaupre

CARRIED

10:45 A.M.
APPOINTMENT -
STAN NYLAND - LA
GLACE ARENA
BUILDING
ASSESSMENT
 (DELEGATIONS AND
 APPOINTMENTS)
 (Issue #20130403006)

Resolution #CM20130408.1005

MOVED BY M. ECKSTROM that the meeting recess for 5 minutes at 11:09 a.m.

CARRIED

The meeting was reconvened at 11:14 a.m.

Megan Schur, Parks and Recreation Manager was in attendance along with Stan Nyland and Monique Thicket of the LaGlace Ag Society.

A recommendation from the La Glace Arena Re-build Feasibility Study prepared by Business innovation Group in November of 2012 was to have a building assessment done to determine the safety of the building. This information will assist the La Glace Ag Society and the County in determining the severity of the issue and determine a suitable course of action.

The Building Assessment was conducted by Field, Field and Field Architectural Group and was received in mid-March. It has been reviewed by the Manager of Parks and Rec, the La Glace Ag Society and Councilor Harpe. Building component were itemized and evaluated on a scale of 1-6 for overall functionality and safety. 57 features were evaluated in this way.

- Critical (1) = 24/57 or 42%
- Poor (2) = 13/57 or 23%
- Marginal (3) = 15/57 or 26%
- Acceptable (4) = 4/57 or 7%
- Good (5) = 1/57 or 2%
- Excellent (6) = 0/57 or 0%

From this evaluation, it is clear that less than 10% of the building components are in Acceptable condition or better. In order to bring the components to a condition that would make it safety code compliant F F&F estimates a \$1,743,759.00 investment would be required.

Liland Engineering was consulted to determine the structural integrity of the building, and they indicated that the structural components of the building are sound.

To summarize: the building will not collapse, but it is non compliant with numerous safety codes. The La Glace Ag Society is currently developing a business plan to replace the building with a 7.5 million dollar building that would incorporate the curling rink. This business plan will be ready for presentation July 31.

Ms. Thicket and Mr. Nyland advised that once the business plan is complete request would come back to fall budget.

A letter of support from the County was requested so that the LaGlace Ag Society could pursue other supporters for the project.

Resolution #CM20130408.1006

MOVED BY R. HARPE that the County of Grande Prairie accepts the building assessment as information to be re-visited when determining the County's level of financial commitment to the project after completion of the business plan and presentation to Council during fall budget and that a letter of support be provided to the LaGlace Ag Society for them to pursue other supporters for the project (ie private industry) .

Discussion took place around the the age and condition of the curling rink.

Councillor Eckstrom requested during the upcoming County road tours they tour the facility.

CARRIED

Councillor Harpe exited the meeting at 11:41 a.m.

**GRANDE PRAIRIE
STOMPEDE -
UPDATE**
(UNFINISHED BUSINESS)
(Issue #20130319006)

Bill Rogan, CAO advised that the Grande Prairie Stompede is seeking sponsorship for the 2013 event, to be held at Evergreen Park from May 29 to June 2, 2013. On February 25, 2013, County Council tentatively approved sponsoring the event for \$10,000 pending review of the Grande Prairie Stompede's budget. A copy of the Grande Prairie Stompede's 2013 Budget was attached to the agenda package for review.

The following sponsorship opportunities are available:

Event Sponsorship

Exclusive - \$10,000

Diamond - \$8,000

Platinum - \$5,000

Gold - \$3,500

Silver - \$1,500

Copper - \$1,000

General - \$500

Rodeo Program Advertisement:

Full Page - \$1,000

Half Page - \$650

Quarter Page - \$350

Business Card - \$200

Rodeo Queen Sponsorship:

Crown Sponsor - \$3,000

Slicker and Jacket Sponsor - \$1,000

Saddle Sponsor - \$2,000

Luggage Sponsor - \$500
Chaps Sponsor - \$1,500
Billboard Sponsor - Cost of Billboard and Design
Portfolio Sponsor - \$300
Vehicle Sponsor (vehicle donated or rental cost for event) - \$1,500
Fuel Sponsor (fuel card) - \$1,500
Monetary Donations

Discussion took place on the request for sponsorship and if it this included policing costs.

Considerable discussion then ensued in regards to policing costs for this event.

Council felt that the County has annually contributed funds to cover policing at this event and would like to be recognized for these contributions.

Councillor Nelson's original motion that was tabled on February 25, 2013 was brought back to the table.

Resolution #CM20130408.1007

MOVED BY S. NELSON that the County of Grande Prairie sponsor the Grande Prairie Stompede in the amount of \$10,000 for Exclusive Sponsorship pending review of their budget.

Considerable discussion took place around policing that is provided during the Stompede event.

DEFEATED

Resolution #CM20130408.1008

MOVED BY M. ECKSTROM that the County of Grande Prairie write a letter to the Grande Prairie Stompede declining their request for sponsorship for this year's event and advise them the County of Grande Prairie has annually contributed funds to cover the majority of the costs to police this special event and requests their consideration to be recognized for that support.

MOVED BY S. NELSON to amend Councillor Eckstrom's motion that the County of Grande Prairie write a letter to the Grande Prairie Stompede declining their request for sponsorship for this year's event and advise them the County of Grande Prairie has annually contributed funds to cover the majority of the costs to police this special event and requests their consideration to be recognized for that support and a letter be sent to other Special event organizers the County has agreements with for policing.

Councillor Nelson's amendment was not accepted as friendly.

DEFEATED

Resolution #CM20130408.1009

Voting returned to Councillor Eckstrom's main motion.

MOVED BY M. ECKSTROM that the County of Grande Prairie write a letter to the Grande Prairie Stompede declining their request for sponsorship for this year's event and advise them the County of Grande Prairie has annually contributed funds to cover the majority of the costs to police this special event and requests their consideration to be recognized for that support.

CARRIED

**REQUEST FOR
ACCESS ROAD
CONSTRUCTION**
(NEW BUSINESS)
(Issue #20130325004)

Herb Pfau, Superintendent of Public Works advised that the County recently received a request to construct an access road to the southwest corner of NE 23-70-08, W6M. This request is due to the present owner wanting to sell the property and there is no access to the parcel. The construction of this approximate 50 meters of roadway is estimated at \$12,000.00 including construction, right-of-way purchase and culvert.

As per County policy, if council approves the request, we would not construct the road until confirmation of the sale of land, a building being constructed or of an application for power service is provided.

Resolution #CM20130408.1010

MOVED BY M. ECKSTROM that the County of Grande Prairie approve the construction of the access road pending confirmation of sale, building construction or application for power service.

CARRIED

Resolution #CM20130408.1011

MOVED BY L. DUECK that the meeting recess at 12:09 p.m. for lunch.

CARRIED

The meeting was reconvened at 1:36 p.m.

**PROCEDURAL
BYLAW 2899**
(UNFINISHED BUSINESS)
(Issue #20130328003)

Bill Rogan, CAO advised that there have been concerns expressed about the requirement in the Procedural Bylaw 2899 Section 6 d with regard to the need for resolution to extend the meeting beyond 4:00 p.m.

When addressing this matter above, Council should also consider amending Section 18 being the Term of Office from 3 years to 4 years to reflect change being made to the Local Authorities Election Act.

Clarification on per diems was requested.

Resolution #CM20130408.1012

MOVED BY P. JACOBS that Procedural Bylaw 2899 be tabled to the end of the day in order to bring back information.

TABLED

**TEEPEE CREEK
LIFT STATION
ASSESSMENT
REPORT**
(UNFINISHED BUSINESS)
(Issue #20130403005)

Herb Pfau, Superintendent of Public Works advised that a "**Draft**" copy of the Teepee Creek Lift Station Assessment Report was provided to Council for their review. The facility is in need of major repair and the County would like to recommend Option #3, which would include a cost-share with Peace Wapiti School Division.

Option #3 would see the construction of a Force Main, for the use of County residents and the school division, convert the existing systems to a low pressure system,

replace the pumps for the school and residents. This would be a one time upgrade benefiting both school division and the county. The County is currently reviewing options with Peace Wapiti and will update at the Council meeting the results of these discussions.

Resolution #CM20130408.1013

MOVED BY M. ECKSTROM that the County of Grande Prairie proceed with Option #3 to construct a force main, convert the existing systems to a low pressure system, and replace the pumps for the Peace Wapiti School Division and County Residents on a cost share basis with Peace Wapiti School Division.

CARRIED

**COUNCIL
HIGHLIGHTS
NEWSPAPER
ADVERTISING**
(UNFINISHED BUSINESS)
(Issue #20130319001)

Bill Rogan, CAO advised that Council made a motion to have Administration come back to Council with an estimate for publishing Council Highlights in the Hythe, Beaverlodge, Sexsmith, and DHT newspapers. Council Highlights are currently distributed via email to media, the Village of Hythe, Towns of Beaverlodge, Sexsmith and Wembley and local provincial and federal politicians. They are available on our website and social media sites.

Sexsmith Sentinel – Cost estimate for 2 pages per month (based on 3 Council meetings) is \$220 or \$2,200 for 10 months (the newspaper is not published in July and August).

Daily Herald Tribune – Cost estimate is \$1049 to be published in a Friday paper or \$912 Monday-Thursday. For the year \$32,832 for a Monday-Thursday publish 3 times per month and \$37,764 for Friday publish at 3 times per month.

Hythe Headliner –Cost estimate is \$123.50 per Thursday publish. For the year at 2 publishes per month \$2,964.

Beaverlodge & District News – Cost estimate is \$345 for Thursday publish. For the year at 3 publishes per month \$12,420.

Total cost to advertise Council Highlights in these four newspapers for one year is \$50,416-\$55,348.

Resolution #CM20130408.1014

MOVED BY L. DUECK that no action be taken on publishing Council Highlights in the Hythe, Beaverlodge, Sexsmith and Daily Herald Tribune Newspapers.

CAO Rogan will bring back annual advertising costs as information.

CARRIED

**COSTS OF
CREATING COUNTY
COMMUNITY
CONNECTIONS
MAGAZINE**

CAO Rogan advised by memorandum that Council made a motion that Administration investigate costs of producing a Community Connections magazine similar to the City's publication and bring back to Council for discussion.

(UNFINISHED BUSINESS)
(Issue #20130403007)

City Community Connections Findings:

- Magazine has been out for 12 years. Legwork has already been done.
- Published quarterly, 128-160 pages in length per issue
- Costs \$3,000-\$4,000 for design per issue
- Costs \$16,000-\$23,000 for print per issue
- Magazine cost breaks even when advertising comes into play
- City employee spends 70 per cent of 40 hour work week on already strongly established Community Connections
- Challenging for the City and groups who are advertising to plan this far in advance- ads, and program and event info must be ready three months in advance

No outsourcing:

- Estimated \$19,000-\$27,000 start-up cost per issue.
- Commercial and non-profit organization and community buy-in (advertising) to even out project costs if possible.
- Minimum 28 hours a week to work on Connections magazine. This would require another position in the Communications department.

Outsourcing:

Using City Connect Ad rates, 60 per cent of magazine is made up of non-profit ads and 40 per cent made up of commercial ads. This would bring in maximum \$18,700 on ads (dependent on and ranges whether community organizations and businesses will be interested in submitting content). Non-profit organizations get charged less than commercial. The publisher would make 25 per cent commission off ad sales regardless, costing roughly \$4,675. County would have ad revenue of \$14,025.

If not charging non-profits for ads we would have to spend roughly \$14,025 on one issue to cover their ad space.

Additionally:

- The publisher charges \$125 per page for content creation and editing. Based on a 48 page magazine, they charge \$6,250.
- Extra \$3,000-\$4,000 for graphic design per issue.
- Print costs roughly \$10,000-\$12,000 per issue.
- 20 cents for postage per magazine, so if distributing to each resident plus businesses (30,000 copies not including City locations) \$6,000
- \$800 sorting fee

One issue with no non-profit organizations paying for space in magazine:
\$40,075-\$43,075

One issue with all organizations paying for space in magazine:
\$26,050-\$29,050

Three issues per year with no non-profit organizations paying for space in magazine:
\$120,225-\$129,225

Three issues per year with all organizations paying for space in magazine:
\$78,150-\$87,150

Other factors to take into consideration:

Content and ad deadline submission always 2 months prior to publication

- takes 2-4 weeks to edit and design magazine depending on quantity and quality of content

-3 weeks to print magazine

-1 week for delivery of magazine

Prior community involvement findings:

- No communities within County boundaries have publications specifically regarding the programs, services and events their community offers. Information on programs and events limited to websites, Facebook, and local newspaper
- GP Tourism engages communities for information on programs and events
- South Peace Rural Community Learning has a brochure with County programs/events
- Discoverpeacecountry.com has calendar of events for the Grande Prairie region, but no information on programs
- Sexsmith Library puts out a two page newsletter with events and programs info.
- Few communities expressed interest in getting involved with process as many events and programs aren't organized far enough in advance.

Resolution #CM20130408.1015

MOVED BY S. NELSON that the Communications department engage all communities and groups and have the County create their own magazine with no outsourcing.

Discussion took place on not for profits not paying for advertising but business paying.

It was advised that this option would require another position in the Communications department.

Lesley Nielsen-Bjerke, Communications Coordinator advised that non for profit groups can send there groups upcoming event information to the County and this can be posted to the County Calendar website and requested Council inform their groups of this.

DEFEATED

Resolution #CM20130408.1016

MOVED M. ECKSTROM that the County of Grande Prairie take no action on producing a Community Connections magazine similar to the City of Grande Prairie's publication.

CARRIED

**SECOND ACCESS
CONSTRUCTION TO
SUBDIVISIONS**

(NEW BUSINESS)
(Issue #20130306003)

Herb Pfau, Superintendent of Public Works advised that County council requested staff provide information regarding the number of subdivisions, within the County of Grande Prairie, with only one access and the estimated costs to construct a second access to each of these locations. At this time there are approximately 68 of these subdivisions. With an estimated cost of \$414/linear meter for a nine meter rural County road in a 30 meter right-a-way the County has estimated the total cost to be \$28 million.

The NFPA 1141 (National Fire Protection Association) "Standard for Fire Protection Infrastructure for Land Development in Wildland, Rural and Suburban Areas": States after 100 households a second access is required. As developments have occurred in the last 15 years County Administration has been requesting the development community provide "shadow plans" of the balance of the land. This allows excellent planning of future infrastructure needs and the second access to subdivisions.

This is not a "Fire Code" Document but is used in north America as a guide

document similar to the TAC manual used for road design.

Safety concerns for residents was discussed.

Resolution #CM20130408.1017

MOVED BY M. ECKSTROM that the County of Grande Prairie provide funding in each budget year to begin constructing a second access to single access subdivisions.

CARRIED

**NEW CGPN1
PUBLIC WORKS &
SYSTEMS ADMIN
BUILDING - OFFICE
FURNITURE RFP**
(NEW BUSINESS)
(Issue #20130402001)

Due to the specific requirements for the new CGPN1 Public Works & Systems Admin Building's office furniture requirements a Request for Proposal (RFP) including specifications (technical) as well as a bid invitation was issued on February 27, 2013 and closed on March 15, 2013 at 2:00 pm. We received six (6) responses and four (4) submissions were evaluated by four (4) County employee representatives. The proposal for the "new CGPN1 Public Works & Systems Admin Building's office furniture" – RFP was subject to the provisions of the: Agreement on International Trade (AIT) and New West Partnership Trade Agreement (NWPTA).

Six (6) Proposals were received; CDI Spaces, Choice Furniture, Business Interiors by Staples, Innerspaces Business Furnishings Inc., NOKI Office Solutions and Solutions Workplace Furnishings in the order listed here. NOKI Office Solutions and Solutions Workplace Furnishings were disqualified due to late arrival after the solicitation closing; March 15, 2013 - 2:00 PM Mountain Time. CDI Spaces was disqualified for not meeting the mandatory requirement.

Choice Furniture, Business Interiors by Staples and Innerspaces Business Furnishings were rated as follows;

- Choice Furniture - Cost per Point = \$2,324.90 or \$231,908.25 (including tax)
- Business Interiors by Staples - Cost per Point = \$1,349.52 or \$141,699.60
- Innerspaces Business Furnishings - Cost per Point = \$2,694.35 or \$240,471.03

An RFP process was selected over a Request for Quotation (RFQ) to allow vendors the opportunity for recommendations on the new CGPN1 Public Works & Systems Admin Building's office furniture requirements. Only Proposals meeting all of the mandatory requirements were deemed compliant, The Proposals that met the mandatory requirements were then required to achieve 70/100 (70%) on the point rated criterions. The successful Proposals who achieved 70% or more were then evaluated on their financial Bid (quote). The formula for "Cost per Point" for a successful proposal rating is **$[Bidder's Price (\$) / Bidder's Technical Score (out of 100 points)] = Bidder's Cost Per Point$** , allowing a participant with better value to remain competitive with their proposal.

Resolution #CM20130408.1018

MOVED BY M. ECKSTROM that the County of Grande Prairie accepts Public Works and System Services recommendation and award the RFP to **Business Interiors by Staples** for their proposal amount of **\$141,699.60** (incl. GST) for the purchase of the new CGPN1 Public Works & Systems Admin Building's office furniture" – RFP (under budget for this project).

CARRIED**AMENDMENT -
APPROVED
SCHEDULE OF
FEES****(NEW BUSINESS)**

(Issue #20130314001)

The County Of Grande Prairie GIS Services sells paper copies of our Ownership Map to the public. We have had a number of requests from industry to purchase a digital copy of the ownership map. Currently the County does not have a digital version of the ownership map available for sale.

GIS Services would like to make a PDF version of the ownership map available for sale through the County web store. The target audience for the digital ownership map would be companies that make bulk purchases - 10 or 20 maps at a time - The County would still sell a paper copy of the map. The purchaser would have to read and accept a digital data license agreement and pay the associated fee before they would be allowed to download the ownership map. The digital data license agreement was researched and written by our FOIP Coordinator and the digital ownership map is set up so the purchaser cannot search for owner names.

GIS Services is would like to amend the Schedule of Fees to Include a line for the Digital Ownership Map for a price of \$250.00 which is the price of 10 paper maps.

GIS Services provides a paper copy of the ownership map for sale. Typically we print and sell 10 to 20 maps per month. This involves staff printing the maps and dealing with the public to sell the maps and carry out a financial transaction. We have to roll and store the maps up at the front counter. There are also some minor costs involved with the paper and ink used to print the maps.

Providing a digital copy of the map would reduce time and materials used to print these maps. Industry would not have to make special trips to obtain copies of the map.

Brandi Tansem, FOIP Coordinator, has researched this topic and come up with a Digital Data Agreement to cover the sale of the map from our web store. The County Administrator has given his ok to this as well. GIS Services has made sure that the digital version of the map is not searchable so there will be no way, other than visually, to locate property owners by name. There are other municipalities in Alberta that provide a digital version of their ownership map with names to the public.

Discussion took place on the \$250.00 cost.

Glen Killian, GIS, discussed licensing and advised an upgrade will have to be purchased each year if business / individuals want to update the data.

Resolution #CM20130408.1019

MOVED BY S. NELSON that the County of Grande Prairie amend the Schedule of Fees to Include a line for the Digital Ownership Map for a price of \$250.00 which is the price of 10 paper maps.

CARRIED**2013 MANSE
GRANTS****(NEW BUSINESS)**

(Issue #20130319002)

Bill Rogan, CAO advised on the following list of properties that will need a Council motion in order to have a tax levy adjustment.

Organizations that are eligible for the 2013 Manse Grant, the grant provided

represents 50% of the 2013 tax levy.

- a) Bethel Pentecostal Church - Roll # 584500
2013 Estimated taxes \$453.46 - Manse Grant \$217.73
- b) St. John's Evangelical Church - Roll #647800
2013 Estimated taxes \$1,189.70 - Manse Grant \$594.85

Resolution #CM20130408.1020

MOVED BY P. JACOBS that the following organizations be eligible for the 2013 Manse Grant:

- a) Bethel Pentecostal Church - Roll # 58450
2013 Estimated taxes \$453.46 - Manse Grant \$217.73
- b) St. John's Evangelical Church - Roll #647800
2013 Estimated taxes \$1,189.70 - Manse Grant \$594.85

CARRIED

DUNES LOCAL IMPROVEMENT REBATE

(NEW BUSINESS)
(Issue #20130319003)

Bill Rogan, CAO, advised by memorandum that as per Council Motion 08-764-12 (that the County of Grande Prairie rebate the Dunes Golf and Winter Club the value of 2 shares (lots) annually subject to review by the County as requested.

Gina Rode, Tax Roll Clerk is requesting that Council approve the rebate of \$1,649.27 for roll # 301200 and \$1,649.27 for roll # 301400 which represents the Local Improvement charge for the 2013 taxation year on these two lots.

Resolution #CM20130408.1021

MOVED BY S. NELSON that the County of Grande Prairie approve the 2013 Rebate on Dunes Local Improvement Levy for Roll # 301200 for \$1,649.27 and Roll # 301400 for \$1,649.27.

CARRIED

2013 ELECTION

(NEW BUSINESS)
(Issue #20130321001)

Pursuant to the provisions of the Local Authorities Election Act, Chapter L-21 RSA and amendments thereto, a Municipal Election is to be held (Section 11 (1) (a), Election Day doe a local jurisdiction in the case of a general Election, if required, is to be the 3rd Monday in October (21st) , or,

Notwithstanding Section (1) (a) an elected authority may by a bylaw passed prior to June 30th of a year in which a general election is to be held, provide the election day in the local jurisdiction is to be the Saturday immediately preceding the 3rd Monday in October (19th).

Also, we need to determine whether Council wishes to pass a bylaw to require voters to present Identification when voting.

That this information be brought forward to Council to determine the following:

- 1. to have the general election on the Saturday rather than the usual Monday;
- 2. to have an advance vote;
- 3. to have the Reeve elected at large by separate ballot;

4. to have a bylaw drafted and passed requiring that voters produce appropriate identification when attending Polling/Voting Stations. These bylaws are normally required to be approved six (6) month prior to a general election, however, due to changes proposed to the Local Authorities Election Act, Minister Griffiths has passed Ministerial Order 011/13 reducing the requirement to four (4) months.

Council advised that they would like to see advance pole for those rate payers unable to attend on Election day.

Resolution #CM20130408.1022

MOVED BY M. ECKSTROM that the County of Grande Prairie accept the following recommendations from Administration for the 2013 Municipal Election:

1. That the election be held on the Monday as this is the day residents are more accustomed/familiar to/with;
2. That an advance vote will be held;
3. That the Reeve be elected/appointed by Council at large at the Organizational meeting due to the extra costs associated with ballot printing/ boxes and and manpower;
4. That a bylaw requiring proof of identification when voting not be drafted and approved as voters may have to be turned away and voters currently are required to sign an affidavit which states that they are eligible to vote in the Election.

CARRIED

**MACKENZIE
COUNTY
INVITATIONAL
CHARITY GOLF
TOURNAMENT**

(NEW BUSINESS)
(Issue #20130307002)

The 5th Annual Mackenzie County Charity Golf Tournament will be on Thursday, June 13, 2013. This event will be once again hosted by Mackenzie County to raise funds for Heart and Stroke Foundation and STARS (Grande Prairie). The tournament will be held at the Fox Haven Golf and Country Club just north of High Level.

Mackenzie County has offered Council one complimentary pass to the tournament.

In 2009 Council sponsored \$1000.00 to this event. We have not sponsored since that time and it has not been included in budget. In the past we have also accepted their complimentary pass to the tournament and have not sponsored.

Resolution #CM20130408.1023

MOVED BY L. DUECK that the County of Grande Prairie take no action and decline attendance this year at the 5th Annual Mackenzie County Charity Golf Tournament being held on June 13, 2013.

CARRIED

**FIRST TIME
EXTENSION**

(NEW BUSINESS)
(Issue #20130328002)

John Simpson, Director of Planning advised approval is requested for the following subdivision endorsement time extension:

File No.: **11GP75**

Legal: **NW-20-72-4-W6M**

Name: **Joan McDermott**
 Division: **9**
 Date Approval Extended to: **March 30, 2014**
 Recommend: **First Time Extension Approval**

The applicant is requesting the subdivision endorsement time extension in order to fulfill the conditions of approval that applies to this subdivision application.

Resolution #CM20130408.1024

MOVED BY M. ECKSTROM that the County of Grande Prairie accept Administration recommendation that the subdivision endorsement time extension request for File No. 11GP75, NW 20-72-4-W6M to March 30, 2014 be approved.

CARRIED

**TWO (2) NEW
 2012/2013 THREE
 QUARTER TON
 TRUCKS**
 (NEW BUSINESS)
 (Issue #20130403004)

Due to the requirements for two (2) new 2012 / 2013 three quarter ton trucks a Request for Quotation (RFQ) including specifications as well as a bid invitation was issued on March 06, 2013 and closed on March 22, 2013 at 2:00 pm (MST). We received three (3) responses and three (3) submissions were evaluated by three (3) County employee representatives. The Request for Quotation for "two (2) new 2012 / 2013 three quarter ton trucks" – RFQ was subject to the provisions of the: Agreement on International Trade (AIT) and New West Partnership Trade Agreement (NWPTA).

The three quotations received were from; Edmonton Motors - Edmonton, Jim Hansen Gateway Ford - GP and Windsor Ford - GP.

One (1) new crew cab with short box 2012 / 2013 ¾ ton truck was rated as follows;

- Windsor Ford - Met all specifications and offers "Trailer Tow Mirrors" (better value) to "Low Mount Mirrors" as requested in specifications, delivery, eight (8) weeks delivery from order date = \$38,141.23 (including tax)
- Jim Hansen Gateway Ford – Met all specifications and delivery by June 14, 2013 as requested = \$38,563.82 (including tax)
- Edmonton Motors – Met all specifications except ; "2014" not "2012 / 2013" which changes delivery date from June 14, 2013 as requested to 12 -14 weeks from June 3rd = \$37,281.30 (including tax)

One (1) new extended cab with long box 2012 / 2013 ¾ ton truck was rated as follows;

- Windsor Ford - Met all specifications and offers "Trailer Tow Mirrors" (better value) to "Low Mount Mirrors" as requested in specifications, delivery, eight (8) weeks delivery from order date = \$37,273.93 (including tax)
- Jim Hansen Gateway Ford – Met all specifications and delivery by June 14, 2013 as requested = \$37,596.77 (including tax)
- Edmonton Motors – Met all specifications except ; "2014" not "2012 / 2013" which changes delivery date from June 14, 2013 as requested to 12 -14 weeks from June 3rd (mid October 2013) \$38,145.45 (including tax)

Two (2) new 2012 / 2013 three quarter ton trucks Bid Totals:

- Windsor Ford = \$75,415.16 (including tax)
- Jim Hansen Gateway Ford = \$76,160.59 (including tax)

- Edmonton Motors = \$75,426.75 (including tax)

Resolution #CM20130408.1025

MOVED BY H. BULFORD that the County of Grande Prairie award the RFQ to Windsor Ford for the proposal amount of \$75,415.16 (including tax) for the purchase of two new 2012/2013 three quarter ton trucks.

CARRIED

**TWO (2) 2012 / 2013
1/2 TON 4X4
TRUCKS**

(NEW BUSINESS)
(Issue #20130403008)

Due to the requirements for Two (2) New 2012/2013 Half Ton Trucks a Request for Quotation (RFQ) including specifications as well as a bid invitation was issued on March 06, 2013 and closed on March 22, 2013 at 2:00 pm (MST). We received two (2) responses and two (2) submissions were evaluated by three (3) County employee representatives. The Request for Quotation for "Two (2) New 2012/2013 Half Ton Trucks" – RFQ was subject to the provisions of the: Agreement on International Trade (AIT) and New West Partnership Trade Agreement (NWPTA).

The two quotations received were from; Jim Hansen Gateway Ford - GP and Windsor Ford - GP.

One (1) new regular cab with long box 2012 / 2013 ½ ton truck was rated as follows;

- Windsor Ford - Met all specifications and delivery is eight (8) weeks from order date = \$28,181.11 (including tax)
- Jim Hansen Gateway Ford – Met all specifications and delivery by June 14, 2013 as requested = \$28,902.85 (including tax)

One (1) new extended cab with long box 2012 / 2013 ½ ton truck was rated as follows;

- Windsor Ford - Met all specifications and delivery is eight (8) weeks from order date = \$31,992.68 (including tax)
- Jim Hansen Gateway Ford – Met all specifications and delivery by June 14, 2013 as requested = \$31,668.56 (including tax)

Two (2) new 2012 / 2013 half ton trucks Bid Totals:

- Windsor Ford = \$60,173.79 (including tax)
- Jim Hansen Gateway Ford = \$60,571.41 (including tax)

Resolution #CM20130408.1026

MOVED BY S. NELSON that the County of Grande Prairie award the RFQ to Windsor Ford for their proposal amount of \$60,173.79 (including tax) for the purchase of two new 2012 / 2013 half ton trucks.

CARRIED

Bill Rogan advised County Council the Peace River Regional District are hosting a Water Stewardship forum in Dawson Creek, April 9, 2013.

Resolution #CM20130408.1027

MOVED BY M. ECKSTROM that approval be given to those members of County Council that would like to attend the Peace River Regional District Watershed Forum in Dawson Creek on April 9, 2013.

CARRIED

**MONTHLY
STATEMENT FOR
JANUARY 2013**

(INFORMATION ITEMS)
(Issue #20130326001)

A report of monthly cash flows, investments and accounts paid for January 2013 was presented.

Resolution #CM20130408.1028

MOVED BY L. DUECK that the monthly statement of the County of Grande Prairie for January 2013 be accepted as information.

CARRIED**EARTH DAY**

(INFORMATION ITEMS)
(Issue #20130328001)

Steve Madden, Environment Manager, advised that each year the County of Grande Prairie has participated with various partners including the City of Grande Prairie and Aquatera on Earth Day activities. In the past the activities were held at open areas to provide education to interested parties from the City and County areas. Last year's event held low attendance and staff recognized the need to become more focused on the messages and the groups that are provided the information.

This year the County will be working together with the City to provide an informational focus on bottle recycling over lunch hour for interested parties and particularly businesses.

A recent study completed by the ***Alberta Beverage Container Recycling Corporation (ABCRC)*** indicated the Grande Prairie area would benefit from this type of extension work in the general area.

The lunch hour event will be held:

Participants are required to pre-register so that we have enough space.

Date: Monday April 22

Time: 11:30 a.m. – 1:00 p.m.

Location: Montrose Cultural Centre

Interested parties are asked to register for this event by ***RSVP/Register via email environment@cityofgp.com or phone 780.513.5265***

We are looking forward to working together with everyone on this event and promoting Earth Day.

Earth Day is a worldwide celebrated event. Each year over 6 million Canadians join 500 million people in over 180 countries at Earth Day events participating in educational programs and sharing information to improve environmental programs that occur in these communities.

Discussion took place on Earth Day Proclamation. Mr. Madden advised he will have one made up and bring back at the end of the meeting.

Discussion took place on plastic bags in the bins.

Mr. Madden to provide information in the next newsletter regarding taking plastic bags back to the stores.

Councillor Nelson asked if bread bags could be used for a fuel source for bio mass. Mr. Madden advised this is something that needs to be explored.

**CORRESPONDENCE
FROM TRENT
MCLAUGHLIN,
REGIONAL
DIRECTOR,
ALBERTA
TRANSPORTATION**
(INFORMATION ITEMS)
(Issue #20130403001)

Correspondence was received from Trent McLaughlin, Regional Director of Alberta Transportation regarding his attendance at County Council on March 4, 2013.

Discussion took place on the concerns for the timely manner of dead animal pick-up.

Resolution #CM20130408.1029

MOVED BY M. ECKSTROM that the County of Grande Prairie send a letter to the Director of Alberta Transportation thanking them for their response regarding concerns of removing animal carcasses but the Contractor is not removing dead animals off highways in a timely manner.

CARRIED

**CORRESPONDENCE
FROM MINISTER
DOUG GRIFFITHS -
RE: GRANDE
PRAIRIE REGIONAL
EMERGENCY
PARTNERSHIP**
(INFORMATION ITEMS)
(Issue #20130403002)

Correspondence from Minister of Municipal Affairs, Doug Griffiths regarding Grande Prairie Regional Emergency Partnership.

**FEBRUARY HEART
MONTH
FUNDRAISER**
(INFORMATION ITEMS)
(Issue #20130403003)

Correspondence was received from Margaret Bell, Area Manager of the Heart and Stroke Foundation thanking the County of Grande Prairie for their contribution of \$2,855.00.

**REQUEST FOR
INCREASE IN
ARCHITECT FEES
FOR COUNTY
EXPANSION**
(ADDENDUM)
(Issue #20130405001)

Herb Pfau, Superintendent of Public Works advised that the Building Expansion Committee received a request from the Workun Garrick Partnership for an increase to their fees. We have attached a copy of their request for your information. The Committee passed a motion at their March 28, 2013 meeting to forward the request for fee increase to County Council for their consideration.

The following fee structure amendment has been proposed:

Current Construction – Phase 2

Phase 2 Construction cost =	\$4,568,550.00		
Fees on first \$4.5M =	\$4,500,000.00 (x) 6%	=	\$270,000.00
Fees on Balance =	\$ 68,500.00 (x) 3.8%	=	<u>\$ 2,600.00</u>
	Total Phase 2 Fee		

= \$272,600.00 \$272,600.00

Current Tendering – Phase 3

Shop Expansion & Admin

Building Reno Tender = \$3,833,750.00 (x) 6% =

\$230,025.00 \$230,025.00

Total Proposed Overall Amended Fee

= **\$502,625.0**

Building committee meeting discussed all offices being painted as it has been 10 years.

Resolution #CM20130408.1030

MOVED BY P. JACOBS that the County of Grande Prairie accept Public Works recommendation that effective April 8, 2013 the Architecture fee be 6% of the \$3,833,750.00 for Phase 3 (includes shop expansion and Administration building renovations).

CARRIED

**TEEPEE CREEK
MUD BOG
ASSOCIATION**

(ADDENDUM)
(Issue #20130423006)

Councillor Eckstrom discussed a phone call she received from Debbie White regarding correspondence sent to Administration for an alternative site for the Mud bog.

Herb Pfau, Superintendent of Public Works advised he received the letter from the Mud Bog association and will bring it forward to a future Council Agenda. Mr. Pfau further advised a recommendation will come from Public Works but will have to send foreman to the location to take a look at the proposed site.

**PROCEDURAL
BYLAW 2899**

Resolution #CM20130408.1031

MOVED BY S. NELSON that Bylaw 2899 Section 6 subsection d Council meetings now be extended until 6:00 p.m. and that Section 18 be amended from 3 to 4 years.

CARRIED

**EARTH DAY
PROCLAMATION**

Resolution #CM20130408.1032

MOVED BY S. NELSON that Monday, April 22, 2013 be proclaimed Earth day.

CARRIED

**COUNCILLOR,
COMMITTEE AND
DEPARTMENT
REPORTS**

Councillor Eckstrom advised on April 26, 2013 she attended the Wapiti Corridor Planning Society Annual General Meeting at Evergreen Park.

Councillor Eckstrom advised she attended the Intermunicipal / Interprovincial meeting at Demmit Hall.

Councillor Eckstrom advised she attended the AAMD&C Conference.

Councillor Eckstrom advised she would like to discuss cost of utilities for Community Halls at the upcoming Budget meeting.

Councillor Eckstrom reported that the LaGlace curling rink was put in in 1992.

Councillor Eckstrom advised that the FCSS Northwest Regional Spring Meeting is being held on a Council meeting date on May 13, 2013. Council Eckstrom can attend the first part of the Council meeting but would like to be excused for the second half.

Resolution #CM20130408.1033

MOVED BY L. DUECK that Councillor Eckstrom be excused from the May 13, 2013 County Council meeting in the afternoon to attend the FCSS Northwest Regional meeting.

CARRIED

Councillor Dueck advised she attended the Rural Crime Watch Annual General Meeting in Beaverlodge with discussion on the lack of interest for this program.

Councillor Dueck advised she attended the Regional Landfill meeting.

Councillor Dueck advised she attended the Dinosaur Museum meeting.

Councillor Dueck advised she attended the Building Committee meeting.

Councillor Dueck advised she attended the Intermunicipal / Interprovincial meeting in Demmitt.

Councillor Bulford advised he attended the Building Committee meeting for the Dinosaur Museum on March 27, 2013.

Councillor Bulford advised he attended the GPREP meeting.

Councillor Bulford advised he attended the color selection for Council Chambers and renovations meeting.

Councillor Nelson advised she attended the Mighty Peace Watershed Alliance Annual General Meeting and noted a Vacancy and asked if County Council would be interested in supporting putting Cathy Newhook's name forward for the Mighty Peace Watershed Association Board Member position for Watershed Stewards. Discussion took place on who pays the expenses. CAO, Bill Rogan and Steve Madden will bring back information to the next meeting on who pays the per diem and travel costs.

Resolution #CM20130408.1034

MOVED BY S. NELSON to put Cathy Newhook's name forward for the Mighty Peace Watershed Association Board Member position for Watershed Stewards and have information brought back about in regards to per diem expenses.

CARRIED

Councillor Nelson advised she attended the Sexsmith Seed Cleaning Plant Meeting with discussion on the Agricultural fair and frustrations with CN Rail.

Councillor Nelson advised she attended the Intermunicipal / Interprovincial meeting.

Councillor Jacobs advised she attended the Rural Crime Watch AGM in Beaverlodge.

Councillor Jacobs advised she attended a meeting with Provincial Park representatives regarding Saskatoon Mountain.

Councillor Jacobs advised she attended the Assessment Review Board refresher course.

Councillor Jacobs advised she attended the Intermunicipal / Interprovincial meeting.

Councillor Sutherland advised he attended the Municipal Planning Commission meeting.

Councillor Sutherland advised he attended the Regional Landfill meeting.

Councillor Sutherland advised he attended the Subdivision Development Appeal Board meeting and Shirley Feldberg, Manager of Legislative Services advised the appeal was approved with conditions.

Councillor Sutherland advised he attended the Intermunicipal / Interprovincial meeting in Demmitt.

Councillor Sutherland advised he attended the Annual General meeting at Evergreen Park.

Councillor Sutherland Advised he attended the Wapiti Corridor Annual General Meeting.

Council advised they would like a copy of the audited Financial Statement from Evergreen Park and would like to invite them to a future meeting for an update.

Councillor Sutherland advised he has been attending building construction meetings with the Dinosaur Museum Project committee.

Councillor Sutherland advised he attended the Victim Assistance Banquet and presentation.

Councillor Jacobs requested Council's permission to ask Public Works to go and look at ditches on Range Road 90 south of Highway 43. Concerns the ditches are too high.

Councillor Bulford advised he had a request from a Bezanson resident to plant flowers

around the Town Site sign. Councillor Bulford has not received an official request from the Bezanson Ag Society to move the sign but once a request is made will bring to Council.

Herb Pfau, Superintendent of Public Works advised he attended the open house meeting at Teepee Creek Hall.

Mr. Pfau advised his Public Work's department if busy with water run off issues.

Councillor Nelson discussed her concerns for residents that may not be aware of CNRL not paying for dust control and with only two weeks notice may not be in a position to have it paid for by deadline at the end of the month. Mr. Pfau indicated that a letter had been sent and they would use discretion if these individuals applied late.

Councillor Sutherland discussed Wembley Seed Cleaning Plants concerns with Fusarium.

Arlen Miller, Director of Community Services advised that a high number of seasonal staff have returned.

Bill Rogan, CAO advised he will be away starting April 9, 2013 and Herb Pfau, Superintendent of Public Works will be acting CAO on his behalf.

Resolution #CM20130408.1035
MOVED BY S. NELSON that the meeting recess for 5 minutes at 3:51 p.m.

CARRIED

The meeting reconvened at 4:00 p.m.

Resolution #CM20130408.1036
MOVED BY M. ECKSTROM that the meeting go In Camera at 4:00 p.m.

CARRIED

**RED WILLOW
 CROSSING**
 (IN CAMERA)
 (Issue #20130306008)

Resolution #CM20130408.1037
MOVED BY L. DUECK that the meeting come Out-of-Camera at 4:29 p.m.

CARRIED

Resolution #CM20130408.1038
MOVED BY S. NELSON that the County of Grande Prairie does not proceed any further on land discussions regarding the Red Willow Crossing.

CARRIED

ADJOURNMENT

Resolution #CM20130408.1039
MOVED BY L. DUECK that the meeting adjourn at 4:30 p.m.

CARRIED

REEVE

COUNTY ADMINISTRATOR