MACKENZIE COUNTY

# COMMITTEE OF THE WHOLE MEETING

APRIL 27, 2021 10:00 AM

FORT VERMILION COUNCIL CHAMBERS

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# **MACKENZIE COUNTY COMMITTEE OF THE WHOLE MEETING**

# Tuesday, April 27, 2021 10:00 a.m.

# **Fort Vermilion Council Chambers**

# Fort Vermilion, Alberta

# **AGENDA**

				Page
CALL TO ORDER:	1.	a)	Call to Order	9
AGENDA:	2.	a)	Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a)	Minutes of the March 23, 2021 Committee of the Whole Meeting	5
		b)		
DELEGATIONS:	4.	a)	MLA Dan Williams 3:00 p.m.	
BUSINESS:	5.	a)	Buffalo Head/Steephill Creek Flood Control Channel	13
		b)	Bistcho Sub Regional Plan	21
		c)	Tendering Process	27
		d)	Mill Razor	39
POLICY REVIEW:	6.	a)		
		b)		
		c)		
		d)		
		e)		
CLOSED MEETING:	Free	dom of	Information and Protection of Privacy Act Division	

2, Part 1 Exceptions to Disclosure

7. a) b)

**NEXT MEETING** DATE:

8. a) Committee of the Whole Meeting June 22, 2021

10:00 a.m.

Fort Vermilion Council Chambers

**ADJOURNMENT:** 9. a) Adjournment



Meeting:	Committee of the Whole Meeting						
Meeting Date:	April 27, 2021	April 27, 2021					
Presented By:	Colleen Sarapuk, Administrative Office	r					
Title:	Minutes of the March 23, 2021 Committ Meeting	ee of the Whole					
BACKGROUND / P	ROPOSAL:						
Minutes of the Marc	ch 23, 2021 Committee of the Whole Meeting	g are attached.					
OPTIONS & BENEFITS:							
COSTS & SOURCE OF FUNDING:							
SUSTAINABILITY PLAN:							
COMMUNICATION	/ PUBLIC PARTICIPATION:						
Approved Council M	leeting minutes are posted on the County w	rebsite.					
POLICY REFEREN	CES:						
Author: C. Sarapuk	Reviewed by:	CAO:					

REC	COMMENDED ACTION	<u> </u>		
$\checkmark$	Simple Majority		Requires 2/3	Requires Unanimous
Tha				Requires Unanimous the Whole Meeting be adopted as
Auth	nor: C. Sarapuk		Reviewed by:	CAO:

# MACKENZIE COUNTY COMMITTEE OF THE WHOLE MEETING

March 23, 2021 10:00 a.m.

# Fort Vermilion Council Chambers Fort Vermilion, AB

PRESENT: Josh Knelsen Reeve

Walter Sarapuk Deputy Reeve Jacquie Bateman Councillor -Virtual

Peter F. Braun Councillor Cameron Cardinal Councillor

David Driedger Councillor – Arrived at 10:07 a.m.

Eric Jorgensen Councillor – Virtual

Anthony Peters Councillor Ernest Peters Councillor

Lisa Wardley Councillor - Virtual

**REGRETS:** 

ADMINISTRATION: Len Racher Chief Administrative Officer

Byron Peters Deputy Chief Administrative Officer/Director

of Projects & Infrastructure

Caitlin Smith Manager of Planning & Development Director of Finance – left at 11:30 a.m.

Don Roberts Director of Community Services

Grant Smith Agricultural Fieldman – left at 11:55 a.m.
Colleen Sarapuk Administrative Officer/Recording Secretary

**ALSO PRESENT:** 

Minutes of the Committee of the Whole Meeting for Mackenzie County held on March 23, 2021 in the Council Chambers at the Fort Vermilion County Office.

CALL TO ORDER: 1. a) Call to Order

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

AGENDA: 2. a) Adoption of Agenda

MOTION COW-21-03-023 MOVED by Deputy Reeve Sarapuk

That the agenda be approved as presented.

#### **CARRIED**

MINUTES FROM PREVIOUS MEETING:

3. a) Minutes of the February 23, 2021 Committee of the Whole Meeting

**MOTION COW-21-03-024** 

**MOVED** by Councillor Wardley

That the minutes of the February 23, 2021 Committee of the Whole Meeting be adopted as presented.

**CARRIED** 

**DELEGATIONS:** 

4. a) NONE

**BUSINESS:** 

5. a) Northern Lakes College - Chief Clarence Louise

**Presentation** 

**MOTION COW-21-03-025** 

**MOVED** by Councillor Cardinal

That the Northern Lakes College – Chief Clarence Louise Presentation be received for information.

**CARRIED** 

**POLICY REVIEW:** 

6. a) Review Policy ADM009 – MEDIA SPOKESPERSON

MOTION COW-21-03-026

**MOVED** by Councillor Braun

That a recommendation be made to Council that Policy ADM009 Media Spokesperson be amended as presented.

**CARRIED** 

6. b) Amend/Abolish - Years of Service Award Policies

**MOTION COW-21-03-027** 

**MOVED** by Councillor Wardley

That a recommendation be made to Council that Policy ADM011 – Years of Service Award Program for Staff be amended as discussed.

CARRIED

8

# MOTION COW-21-03-028 MOVED by Councillor Braun

That a recommendation be made to Council that Policy ADM016 Years of Service Award Program for Council, Board and Committee Members be rescinded.

#### **CARRIED**

### MOTION COW-21-03-029 MOVED by Councillor Braun

That a recommendation be made to Council that Policy ADM017 Years of Service Award Program for Volunteers be rescinded.

#### **CARRIED**

6. c) Review Policy ADM021 – Purchase Wearing Apparel for Full Time Staff, Council, & Volunteer Fire Fighters

# MOTION COW-21-03-030 MOVED by Councillor Braun

That a recommendation be made to Council that Policy ADM021 Purchase Wearing Apparel for Full Time Staff, Council & Volunteer Fire Fighters be amended to include returning summer staff. Waste Transfer Station Contractors, Campground caretakers once per contract term.

#### CARRIED

Reeve Knelsen recessed the meeting at 11:55 a.m. and reconvened the meeting at 12:30 p.m.

6. d) Community Services Policy Overview and Policies to be Rescinded or Amended

#### **MOTION COW-21-03-031 MOVED** by Councillor Wardley

That a recommendation be made to Council to amend Policy ADM042 General Safety Policy as discussed.

#### **CARRIED**

#### MOTION COW-21-03-032 MOVED by Councillor Braun

That a recommendation be made to Council to rescind Policy

**ENF001 Auxiliary Constables.** 

**CARRIED** 

6. e) Review Six Public Works Policies

MOTION COW-21-03-033 MOVED by Councillor Braun

That a recommendation be made to Council to amend Policy PW005 Road Maintenance as discussed.

**CARRIED** 

MOTION COW-21-03-034 MOVED by Councillor E. Peters

That a recommendation be made to Council to rescind PW008

Axle Loading Policy.

CARRIED

MOTION COW-21-03-035 MOVED by Councillor Wardley

That a recommendation be made to Council to amend PW010

Road Protection Agreement Policy as discussed.

CARRIED

MOTION COW-21-03-036 MOVED by Councillor Braun

That a recommendation be made to Council to amend PW020

Road Repair and Rehabilitation Policy as discussed.

CARRIED

MOTION COW-21-03-037 MOVED by Councillor Braun

That a recommendation be made to Council to Policy PW025

Infrastructure for New Development be rescinded.

**CARRIED** 

MOTION COW-21-03-038 MOVED by Councillor Driedger

That a recommendation be made to Council that Policy

PW030 Use of Municipal Equipment be rescinded.

#### **CARRIED**

CLOSED MEETING: 7. a) NONE

**NEXT MEETING DATE:** 8. a) Committee of the Whole Meeting

April 27, 2021 10:00 a.m.

Fort Vermilion Council Chambers

ADJOURNMENT: 9. a) Adjournment

MOTION COW-21-02-039 MOVED by Councillor Jorgensen

That the March 23, 2021 Committee of the Whole meeting be

adjourned at 2:14 p.m.

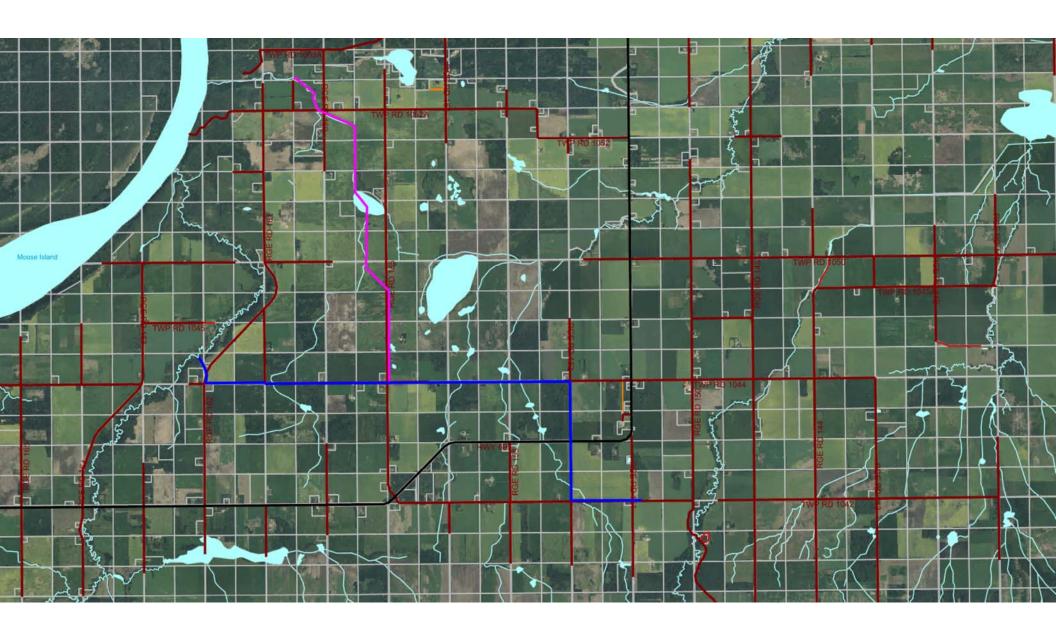
These minutes will be presented for approval on April 27, 2021.

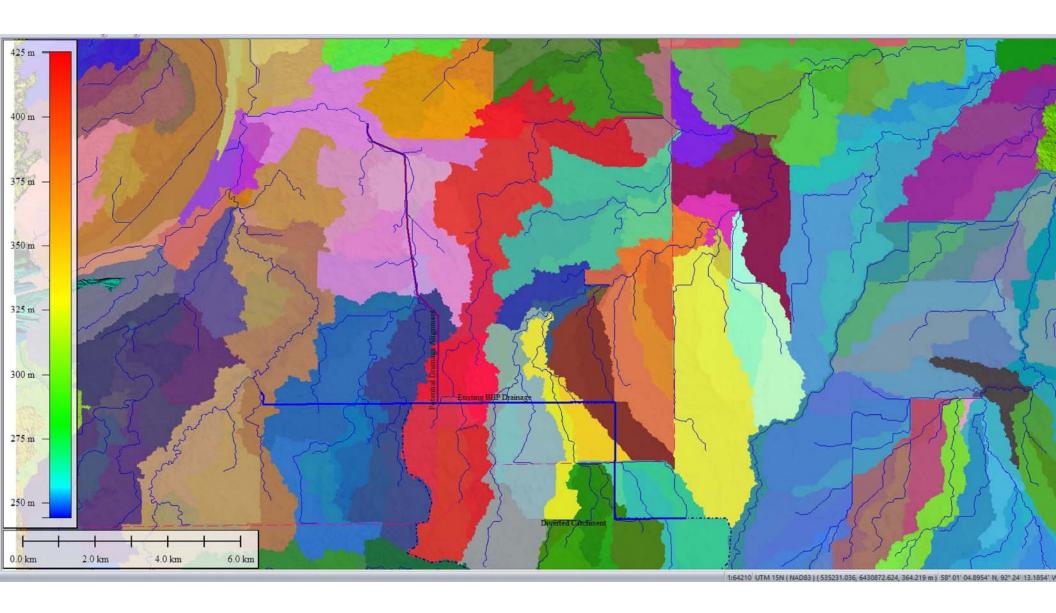
Joshua Knelsen Reeve Lenard Racher Chief Administrative Officer

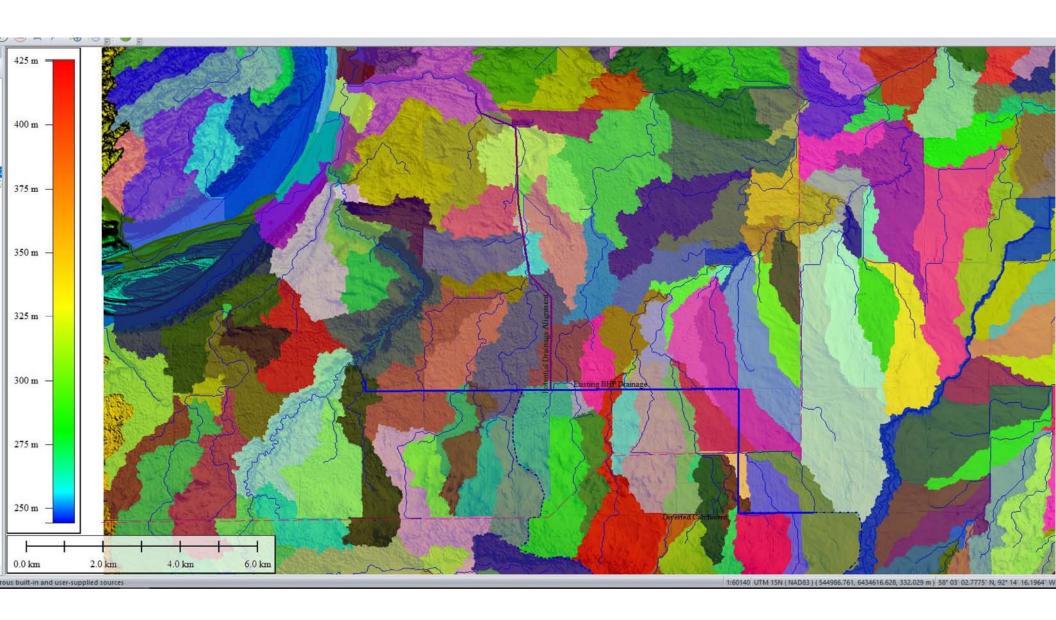


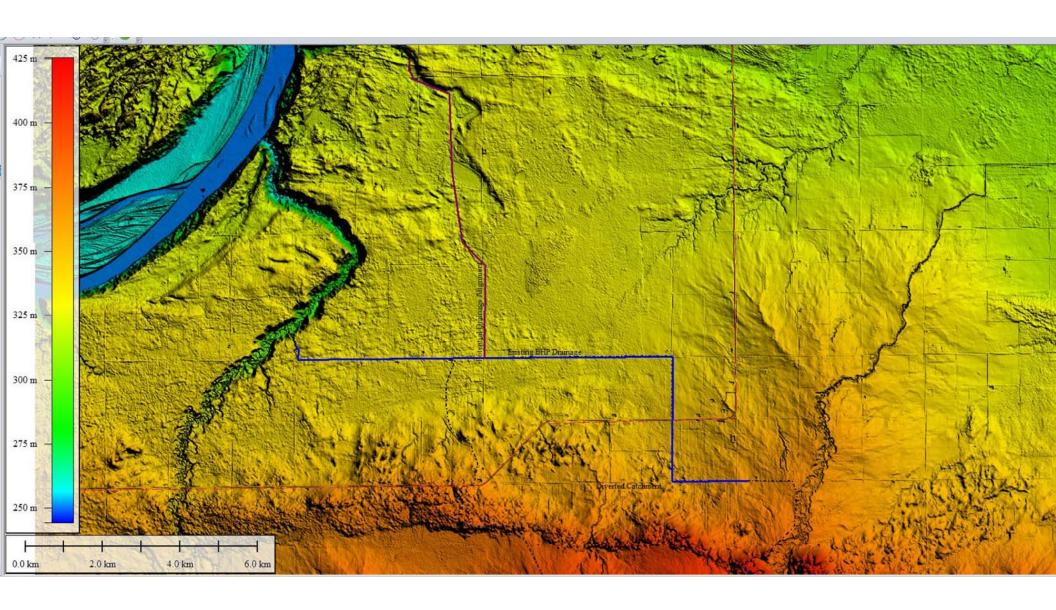
Meeting:	Committee of the Whole Meeting					
Meeting Date:	April 27, 2021					
Presented By:	Byron Peters, Deputy Chief Administrative Officer					
Title:	Buffalo Head/Steephill Creek Flood Contro	ol Channel				
BACKGROUND / PI	ROPOSAL:					
	asked to bring the Buffalo Head/Steephill mittee of the Whole meeting for discussion.	Creek Flood Contro				
Attached are maps a	and lidar imaging of the ditch.					
OPTIONS & BENEF	TITS:					
COSTS & SOURCE	OF FUNDING:					
N/A						
SUSTAINABILITY P	<u>'LAN:</u>					
N/A						
COMMUNICATION	/ PUBLIC PARTICIPATION:					
N/A						
POLICY REFERENCE	CES:					
N/A						
Author: C. Sarapuk	Reviewed by:	CAO:				

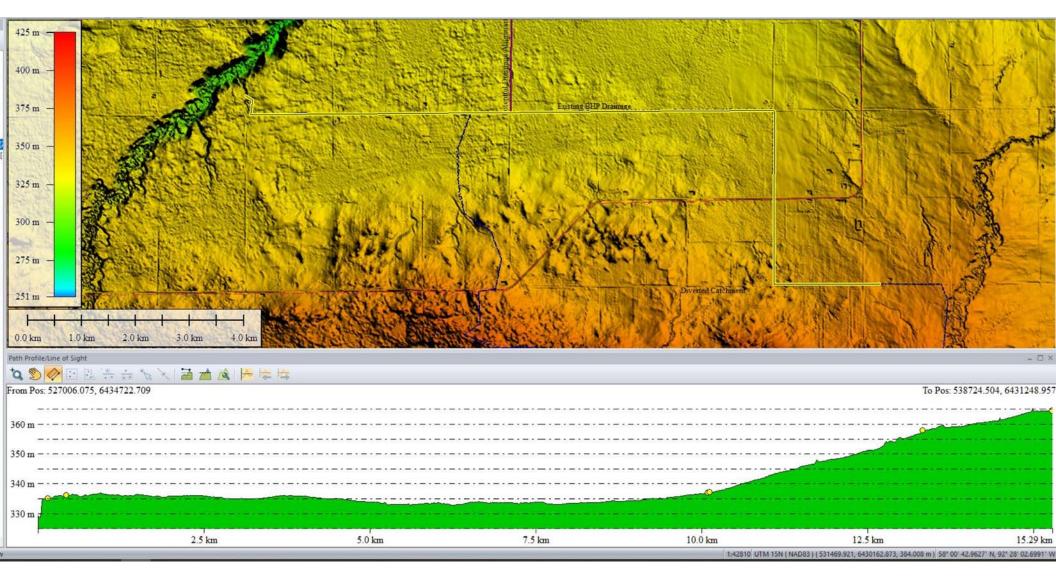
REC	COMMENDED ACTION	<u>)N:</u>			
	Simple Majority	□ F	Requires 2/3		Requires Unanimous
For	discussion.				
Auth	nor: N Friesen		Reviewed by:	C Sm	ith CAO:

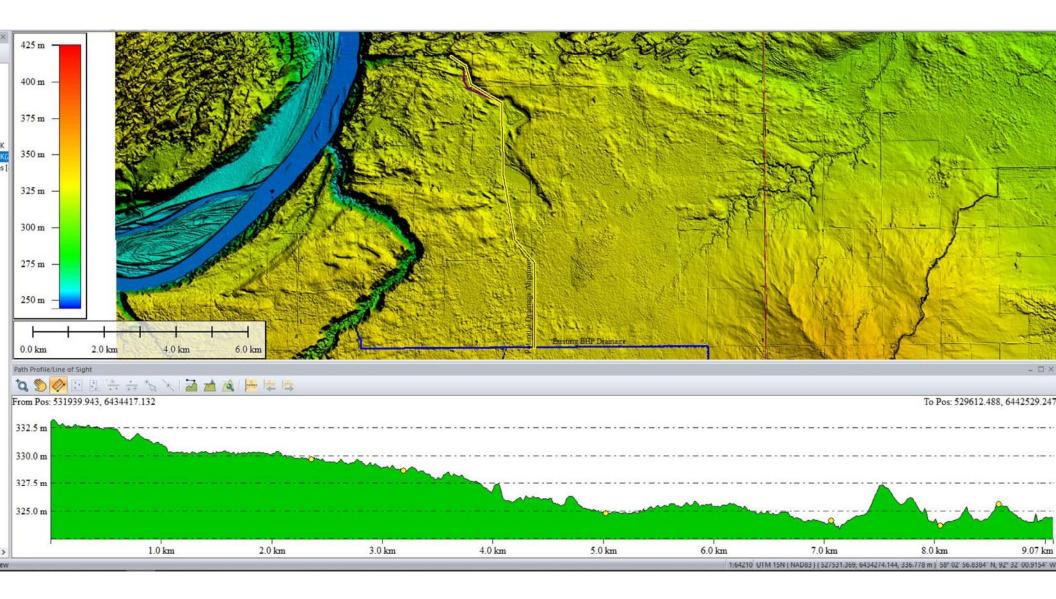














Meeting: Committee of the Whole Meeting

Meeting Date: April 27, 2021

Presented By: Byron Peters, Deputy CAO

Title: DRAFT Bistcho Lake Sub-Regional Plan

### **BACKGROUND / PROPOSAL:**

In March 2021 the DRAFT Bistcho Lake Sub-Regional Plan was released to the public.

On April 19, 2021 Council participated in a session with AEP via zoom to discuss the document. Following the presentation, there was an active discussion where Council had the opportunity to gain clarity on things and to express any concerns.

Before administration drafts a response letter to AEP in regards to the DRAFT Bistcho Lake Sub-Regional Plan, it is important to ensure that all of Council's questions and concerned are clearly identified.

The key takeaway points from the discussion are as follows:

- Municipality should be considered a major stakeholder
- There needs to be a discussion around how to include "Hamlet Boundaries" not just "Municipal Boundaries"
  - o Need to allow a buffer area around each hamlet to allow for future growth
  - Buffer for existing infrastructure (i.e. fire guards, water treatment lagoon) and to allow for future growth of such infrastructure
- Concerns around this plan being under LARP (Lower Athabasca Regional Plan)
  - This would limit Mackenzie County's ability to provide feedback
- Draft plan should not have the same restrictions outside of the caribou range
  - Planning units (Figure 4, page 8 of draft plan) that are outside of the caribou range need to specify more opportunities
- Opportunity for Mackenzie County to expand recreational activities
  - Access to lakes and waterbodies (a 250m setback is concerning)
- Timeline for a recreation/tourism plan
- Access management plan concerns
  - Need to maintain access for ongoing/future opportunities (multi-use roads)

Author:	R Wolfe	Reviewed by:	B Peters	CAO:
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- Need to facilitate a conversation around maintaining, transferring, or reclaiming roads to avoid removing/rebuilding existing roads
- ATV and snowmobile trails are different than roads so they're not included in the access management plan, but it is still important keep some existing trails for recreation/hunting/trapping purposes

OPTIONS	S & BENEFITS:					
N/A						
COSTS 8	SOURCE OF FUI	NDII	NG:			
SUSTAIN	IABILITY PLAN:					
N/A						
COMMUN N/A	NICATION / PUBLI	<u>C P</u>	ARTICIPATION	<u>l:</u>		
POLICY	REFERENCES:					
N/A						
RECOMN	MENDED ACTION:	i				
☐ Sim	ple Majority		Requires 2/3		Requires Unanimous	
For inforn	nation.					
Author:	R Wolfe		Reviewed by:	R Peter	s CAO	

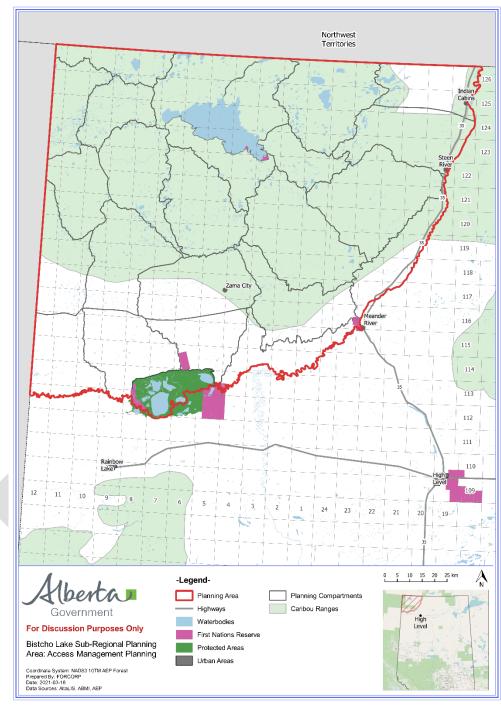


Figure 4. Map of the planning units used in the Bistcho Lake Access Management Plan. Planning units will be categorised as Level 1 or Level 2 following engagement with Indigenous peoples and local stakeholders.

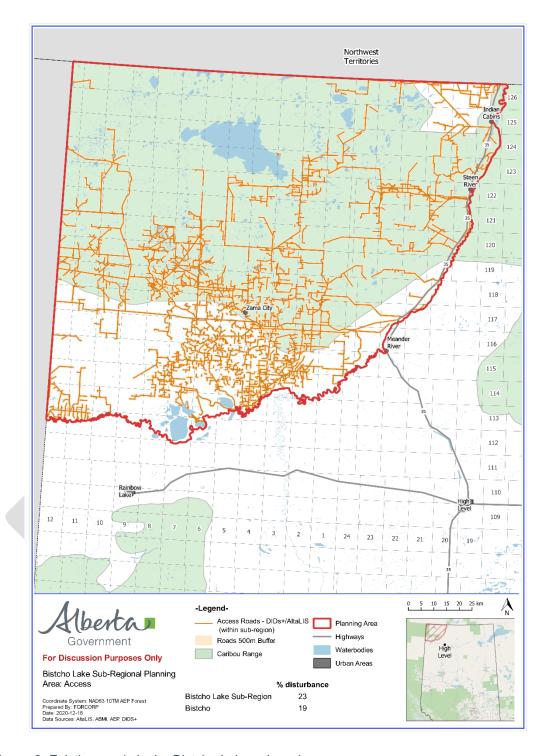


Figure 3. Existing roads in the Bistcho Lake sub-region

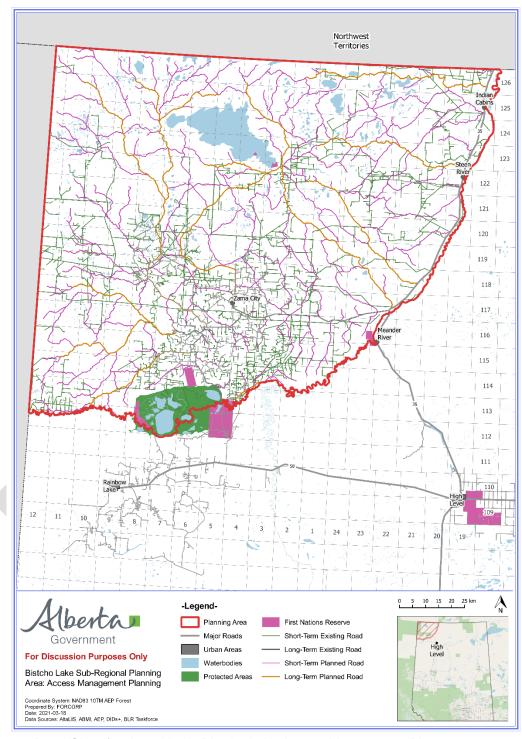


Figure 5. Road Classification with the Bistcho Lake Access Management Plan



Meeting:	Committee of the Whole Meeting	
Meeting Date:	April 27, 2021	
Presented By:	Byron Peters, Deputy Chief Administrativ	e Officer
Title:	Tendering Process	
BACKGROUND / PI	ROPOSAL:	
	1 Regular Council meeting, administration with the April 27, 2021 Committee of the Whole Market 1997.	
Attached is the draft	amended FIN025 Purchasing Policy.	
OPTIONS & BENEF	ITS:	
COSTS & SOURCE	OF FUNDING:	
N/A		
SUSTAINABILITY F	PLAN:	
N/A		
COMMUNICATION	/ PUBLIC PARTICIPATION:	
N/A		
POLICY REFERENCE	CES:	
N/A		
Author: C. Sarapuk	Reviewed by:	CAO:

KE	COMMENDED ACTION	<u>)N:</u>		
	Simple Majority		Requires 2/3	Requires Unanimous
For	discussion.			

Author: N Friesen Reviewed by: C Smith CAO:

# **Mackenzie County**

Title	Purchasing Authority Directive and Tendering	Policy No:	FIN025
	Process		

Legislation & Policy	Municipal Government Act, Section 209 and 248 (1) and
Reference	Part 5
	PW018 Hiring of Private Equipment

# **Purpose**

- To provide Council and municipal employees with a clear understanding of purchasing authority, what that purchasing authority is, and the process in which the municipality is committed to an expenditure, and approval for payment of such an expenditure.
- To establish a policy for the tendering for the supply of goods and services and the subsequent opening and award of contracts.
- Transparency of purchasing policy for all.

#### **Policy Statement, Definitions and General Guidelines**

# 1. Policy Statement

Policy will provide guidelines for the purchase of goods and services and for the tendering process.

#### 2. Definitions

#### Bidder:

 For the purpose of this policy, "bidder" means a person, groups of persons, corporation or agency that submits a tender for the supply of goods and/or services to the municipality.

#### COR:

The Certificate of Recognition (COR) in safety is issued to employers who
develop and implement health and safety programs that meet established
standards. COR is an essential component of WCB's Partners in Injury (PIR)
program. Certificates for the Alberta construction industry are issued by the
Alberta Construction Safety Association and are co-signed by Alberta Human
Resources and Employment.

#### Council:

• For the purpose of this policy, "Council" means Council as whole.

#### **Designated Officer:**

• For the purpose of this policy, "Designated Officer" means an individual or individuals as described in the MGA.

# **Local Supplier:**

 For the purpose of this policy, "local supplier" means a business located within the Mackenzie County including Towns of High Level and Rainbow Lake.

# Recurring expenditure:

 For the purpose of this policy, "Recurring" expenditures shall include items such as utilities, telephone, lease payments, contract payments, payroll or items as identified by the Chief Administrative Officer (examples of nonrecurring expenditure: traveling, training & education).

#### SECOR:

• Small employer COR. Specifically designated for organizations with 10 employees or less.

### Security:

- For the purpose of this policy, "security" means a surety or collateral that is secured by the issuers that in the event of a default, the security becomes forfeited to the County which could include one or more of the following:
  - A Certified Cheque
  - Performance and/or Labour Bond
  - Letter of Guarantee

#### Tender:

• For the purpose of this policy, "tender" means an invitation to tender, bid, quotations and requests for proposals.

# 3. Responsibilities

# Chief Administrative Officer (CAO) and/or Designated Officer will:

- a) Provide requisition forms and procedures to support the implementation of this policy.
- b) Reserve the right to remove or amend the purchasing authority for any staff position of the municipality.

# Chief Administrative Officer (CAO) and/or Designated Officer and the Reeve and/or Deputy Reeve will:

c) Be the signatories required on all contract and agreement documents for purchases approved by Council.

#### **Director of Finance will:**

- d) Provide procedures for the processing of invoices and statements.
- e) Provide procedures for the recording of purchases into inventory.
- f) Provide procedures for the recording of capital assets additions.
- g) Provide the capital budget projects codes annually and as required.
- h) Provide capital and operating income statements at no less than monthly frequency and reasonably upon request to the department heads for their review to supplement spending monitoring.

# **CAO**, Directors and Managers will:

- i) Ensure that all tendering and purchasing complies with this policy.
- j) Ensure the proper coding of their departmental invoices to operating and capital codes.
- k) Review the monthly capital and operating income statements and provide comments for the monthly variance report prepared for Council by the Finance Department.

### 5. Purchasing from Local Suppliers

Council recognizes that it is in the best interest of the region to encourage local supply of required goods and services and is therefore committed to purchasing, where permitted, from the local suppliers where costs and quality are competitive and comparable, considering travel time, specifications and investment in local communities.

When using the Request for Proposal format, a point system shall be utilized and the local supplier shall be awarded a minimum 10 points or 10 % of the scoring.

#### **Purchasing Authority**

6. List of positions authorized to commit expenditures on behalf of the municipality with the maximum amounts those positions are authorized to commit:

a)	Chief Administrative Officer	As approved by Budget
	Deputy Chief Administrative Officer	<del>\$10,000</del>
	Director of Community Services	\$10,000
	Director of Finance	\$10,000
	Director of Legislative and Support Services	\$10,000
	Director of Operations	\$10,000
	Director of Projects and Infrastructure	<mark>\$10,000</mark>
	Director of Utilities	\$10,000
	Zama Site Manager	<del>\$10,000</del>
	Agricultural Field Man	\$10.000

Manager of Planning & Development	\$10,000
Fleet Maintenance Manager	<del>\$5,000</del>
	<del>\$10,000</del>

### b) Delegated Expenditure Authority:

Other municipal employees may make purchases under a written authorization of their respective directors, providing these expenditures have been approved in the current budget and they are not exceeding the maximum allowable commitment amounts for the respective department head positions. All written authorizations are to be approved (prior) by the CAO or by the Designated Officer. The Finance Department will receive the original approved written authorizations, and will maintain an up to date list of delegated expenditure authorities.

# 7. Spending Authority in a Disaster Situation

a) In a disaster situation, defined by the Chief Administrative Officer or the Director of Disaster Services, authority is granted to spend up to \$50,000 without the need to tender on the sole authority of the Chief Administrative Officer or the Director of Disaster Services. During the disaster, spending in excess of \$50,000 is to be approved by Reeve or Deputy Reeve, or in absence of both, any Councillor, and the Chief Administrative Officer or the Director of Disaster Services without the need to tender.

# 8. Regulations

Notwithstanding the above authorizations, the following regulations shall apply:

- a) No project expenditure or total of such expenditures shall exceed the approved budget amount without prior authorization by the CAO to a maximum of 10% over the approved budget. Such expenditures shall be brought to Council for approval and budget amendment.
- b) Where a required purchase exceeds the authority noted above, approval of such purchase shall be obtained from Council prior to the commitment of the purchase.
- c) It shall be the responsibility of each individual not to exceed his/her limit or budget; the individual must identify available funds for the required expenditure.
- d) It shall be the responsibility of each department head to assure that an invoice is coded to the correct general ledger code. At no time is an expenditure to be coded to another department/function to which it does not belong.

e) Where expenditures are recurring the CAO shall review and approve such expenditures for payment. Should a department head request that recurring expenditures are required and approved by him/her prior to payment, that department head shall advise the CAO in writing of such requests identifying what recurring expenditures he/she wishes to review.

# 9. Tendering Process and Proposal Call Process

a. Tenders shall be requested from not less than the number of sources listed below, all tender documents to be retained for a period of not less than two years and originals to be submitted to the Finance Department. In addition, the following criteria shall be used for determining if Council decision is required in awarding a tender:

Purchase Scale*	Minimum Approval Level on Invoice for Budgeted Expenditures	Tender Requirement	Council Approval Requirement
Up to \$500	Leadhand or Controller via written authorization from an appropriate Director	Phone quotes or catalog pricing are encouraged to compare prices	No
>\$500 to \$5,000	Leadhand or Controller via written authorization from an appropriate Director and Directors	Phone quotes or catalog pricing for price comparison is required	No
>\$5,000 to \$10,000	Directors	Three written quotations	No
>\$10,000 to \$74,999 for goods and materials and construction projects	Directors and CAO	Three written quotations	No
\$75,000 and up for goods and materials and construction projects	Directors and CAO	Open advertised tenders or proposal as approved by Council and as per New West Partnership Trade Agreement (NWPTA)**	Yes (tender contract to be signed by CAO and Reeve)

<sup>\*</sup>Private equipment may be used as per the Hiring Private Equipment Policy (PW018)

- b. Where tenders are received that do not comply with Section 89(a), or where three (3) tenders cannot be obtained, the tenders received will be accepted provided that:
  - i. Tenders or quotes have been requested from local suppliers of the goods or services required for goods and materials under \$74,999 and

<sup>\*\*</sup>All tenders procured through public advertising must be opened at a duly called Council meeting.

for construction projects under \$199,999,

- ii. Tenders received which are believed to reflect a fair market price based on the conditions of the request for quotes, and
- iii. The successful bidder is capable of providing the goods or services as per the conditions of the request for tender or quote.
- c. Where the nature of the services required does not provide for public the competition necessary for the tendering process, Council may by resolution, or the CAO in writing, provide for special tendering and award processes. Examples of these are invitational tenders, legal, architectural and engineering services, accommodations.
- d. No tenders are required when group-purchasing programs are utilized (AAMD&C and AUMA group purchases), but periodic price check must be conducted.
- e. Standing quotations may be obtained and used to satisfy the requirements in Section 8(a) for the time period the vendor agrees to honour the quotation.

# 10. Request for Tender Process (excludes quotes)

- a) Sealed tenders shall be processed in the following manner:
  - i. Sealed tenders to be received marked in the specified manner prior to the designated tender closing. Each tender must be time and date stamped upon receipt and must be kept confidential in a secure place.
  - ii. The sealed tender will be considered invalid if opened prior to the public opening, or if the contents are disclosed to any municipal staff member prior to the public opening.
  - iii. All tenders procured through public advertising must be opened at a duly called Council meeting, and be recorded using a Tender Document Form.
  - iv. Multi-year projects are required to go to tender regardless of the purchase scale.
  - v. Two envelopes will be included in the tender package:
    - The first envelope will contain the required documents in an unsealed envelope for the tender:
      - Performance Deposit (Certified Cheque, Bank Draft, Bid Bond, Consent of Surety)
      - WCB Clearance Letter/Number
      - Certificate of Insurance
      - Valid SECOR/COR Certificate
      - Mackenzie County Business License
      - Additional documents as required for specialty contracts, for example:
        - Bidders Schedule for Work

- Tender for Provision for Services
- Addendum (if required information only).

# such as a valid WCB, COR/SECOR, and insurance.

- The second envelope will contain the:
  - Signed and sealed bid for the tender
  - Pricing Form
  - Addendum (if required price affected).
- vi. Should the first envelope not contain all the required documentation requested within the tender package, the second envelope containing the bid amount will not be opened or considered and will be returned to the proponent as per Policy ADM105 Tendering Documentation Process.
- vii. If the proponent has had unsuccessful performance in the past with the Municipality, the second envelope may not be opened, and will be returned to the proponent as per Policy ADM 105 Tendering Documentation Process.
- viii. A summary of the tender opening shall be included in the council meeting minutes.
- b) Withdrawal of a sealed or written tender will only be accepted prior to deadline for receipt of tenders. The request to withdraw the tender must be received in writing.

#### 10. Information to Bidder

- a) Each request for a sealed tender shall provide a clearly defined description of the goods or services required by the municipality, and shall include a statement that the terms of this policy shall apply to each tender.
- b) If additional information is developed during the request for sealed or written tenders, due to meetings, questions raised, or changes in specifications, this information shall be forwarded in writing to all bidders.
- c) Where telephone quotations or written quotes are requested, staff shall ensure that the same information and deadline is given to each person quoting.
- d) No information regarding tenders or bidders will be released until a tender has been closed. Details of a specific tender are not to be disclosed in accordance with the Freedom or Information and Protection of Privacy Act. The name of a bidder, the date of a tender, the unit or lump sum price may be disclosed.

# 11. Security, Bonding and Other Requirements

- a) Prior to tender, bidder is required to have:
  - A current Mackenzie County business license and a copy is to be included

in the tender submission documents.

- COR/SECOR (subject to Subsection f))
- WCB
- Insurance
- b) Prior to execution of the contract, all security, insurance, naming the Municipality as an additional insured, and Workers Compensation Board requirements as required at the closing time of the tender, shall be in place.
- c) A bid deposit will be forfeited to the municipality if the successful bidder fails to accept the award of tender. Execution of the contract must be complete within 15 days after awarding of the tender.
- d) Equitable security is required at time of tender. The municipality shall retain the Security until the terms of the contract are complete. The Security will be forfeited to the municipality if the successful bidder fails to comply with the terms and conditions of the contract.

Security must be obtained for all projects per the following threshold:

- Road Infrastructure Projects \$100,000 and up
- Water/Sewer Infrastructure (underground Construction) \$75,000 and up
- Buildings \$100,000 and up
- e) All security and bonding documents shall be held in a safe at the Fort Vermilion Corporate Office.
- f) A contractor shall be required to have a valid COR/SECOR certification for all municipal works whereby the contractor is considered "the prime contractor" as per the Occupational Health and Safety Act.

For the municipal works whereby a contractor is not considered "the prime contractor" as per the Occupational Health and Safety Act, preference may be given to the contractors that hold COR/SECOR and consideration may be given to contractors that are not certified. When engaging a non-certified contractor, the County will follow the applicable safety orientation procedures as required under the Occupational Health and Safety Act for the respective projects/works and/or internal safety policies and procedures.

The following guidelines shall apply:

#### **COR/SECOR** required:

 When the County can transfer prime responsibility for a project to a Contractor as defined in OH&S Act;  When the project is considered high hazard (i.e. blasting) and no internal expertise exists (no task specific procedure/safe work practice to guide and/or a hazards assessment cannot be adequately achieved due to lack of internal expertize relative to the task)

#### **COR/SECOR** may not be required:

- Consulting services;
- Services received from contractors/suppliers on their premises;
- Equipment paid hourly from the County hired equipment list (companies with COR/SECOR receive 80% per for road builders rate, non-certified contractors received 70% road builders rate, see PW018 Hiring of Private Equipment Policy);
- Certified trades services.

### The COR/SECOR exemption may be granted to a contractor under the following conditions:

- The County is the sole employer of the contractor for the duration of the contract's term.
- There are no employees working for the holder of the contract with the County (although an occasional substitute is permitted but must be granted by the County on a case by case basis).
- The individual's services under a contract are limited to labour services, and no or limited specialized equipment provided under the contract.
  - Municipal Campground Caretakers
  - Waste Transfer Station Operator

All current contracts (prior to December 21, 2015) are grandfathered until their expiry.

g) Administration will maintain an approved list of contractors.

#### 12. Analysis of Tenders

- a) The following factors, presented without any priority, may be used to evaluate all bids received and may include, but are not limited to the following:
  - i. **Ability** of the bidder to meet the requirements of the tender regarding quality, specifications, delivery and service.
  - ii. <u>Bulk Purchasing</u>, through larger quantities, cumulative quantities or bulk packaging.

- iii. <u>Life Cycle Costs</u> of goods or services.
- iv. <u>Local Supplier</u> is a business located within Mackenzie County including the Towns of High Level and Rainbow Lake.
- v. **Price**, based on the same FOB location, same currency including goods and services tax, and with discounts applied.
- vi. **Record** of a bidder's previous performance on quality, experience, service, delivery and safety.
- vii. **Standardization** of goods to reduce inventory and future costs.
- b) The municipality reserves the right to reject any and all tenders for any cause, to award tenders based on conditions other then price, or to reject all tenders without cause.
- c) The municipality shall not accept tenders, quotations or the supply of services from contractors or suppliers of services who have initiated litigation against the municipality, for a period of one year after the litigation is resolved.

#### 13. Contingency Allowances

- a) Contingency allowances may only be spent to meet the costs of unexpected site conditions, which prevent the contractor from meeting the project specifications as approved by Council. Project contingency will be established at or before time of tender awarding.
- b) Contingency allowances and unspent project funds may only be applied to changes in project specifications and approved by CAO or Council.

	Date	Resolution Number
Approved	2007-12-11	07-12-1120
Amended	2008-12-09	08-12-979
Amended	2011-03-30	11-03-278
Amended	2011-12-12	11-12-970
Amended	2012-10-09	12-10-650
Amended	2015-01-30	15-01-058
Amended	2015-06-22	15-06-463
Amended	2015-12-21	15-12-970
Amended	2016-04-27	16-04-301
Amended	2018-02-13	18-02-121
Amended		



### **REQUEST FOR DECISION**

Meeting: Committee of the Whole Meeting

Meeting Date: April 27, 2021

Presented By: Willie Schmidt, Fleet Maintenance Manager

Title: Mill Razor

#### **BACKGROUND / PROPOSAL:**

Administration has gathered information regarding the use and benefits of a Mill Razor for various road projects. A Mill Razor would be used on average 250 hours per year total. 180 of those 250 hours would be spent on oiled roads, Mackenzie County has 54 kilometres of oiled roads reclaiming between 10-15 kilometers per year. Existing Oiled roads require maintenance every 5 years.

This is a carry forward project from 2020. Administration was not able to purchase the equipment initially requested due to manufacturer discontinuing the unit.

#### **OPTIONS & BENEFITS:**

#### Options:

- 300hp Tractor Attachment WS250 \$165,000.00 along with the purchase of a used Tractor with 350hp (2014 8270R John Deere, 4000 hours, local supplier) -\$200,000.00
- 2) Contract out(estimate) \$30,000/km
- 3) Continue to search for a used self-propelled unit that is within the budget of \$405,000.00
- 4) Cancelling of the budget acquisition and continuing on with current practice using Motor Graders for all Road Projects.

Overall	<b>Benefits</b>	(for c	notion	1-3	١.
Ovcian	Deficite	(101 )	Puon		

Author: N	И Dyck	Reviewed by:	J Simpson	CAO:
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- Achieving better end results on Shoulder pulls, Road re-builds, as well as Oiled Roads
- o Saving on extra grader hours to maintain additional projects

COS	STS & SOURC	E OF FUN	DING:			
\$40	5,000 - Capital	Budget				
SUS	TAINABILITY	PLAN:				
CON	MUNICATION	N / PUBLIC	PARTICIPATI	ON:		
POL	<u>ICY REFEREI</u>	NCES:				
REC	OMMENDED	ACTION:				
$\overline{\checkmark}$	Simple Majority		Requires 2/3		Requires Unanimous	
	t a recommend a used tractor			to purch	nase the 300hp tra	ctor attachment
Auth	or: M Dyck		Reviewed by:	: J Simı	oson CAC	):





← Back to listing

### Used 2014 John Deere 8270R

### Row Crop Tractors in Grande Prairie, AB



PRICE: LOCATION: PHONE: \$242,500 Grande Prairie, 780-532-8402 AB

**REQUEST A QUOTE** 



CATEGORY	Row Crop Tractors
MANUFACTURER	John Deere
MODEL	8270R
MODEL YEAR	2014
OPERATION HOURS	2811
HORSEPOWER	270
STOCK NUMBER	959248U2
SERIAL NUMBER	1RW8270RCED091848
STATUS	On Lot

#### **Description**

**Key Features** 

FRONT AXLE MFWD

**TRANSMISSION/T** 

**REAR PTO** 540/1000

/e Chat

(26 mph)

4600 CommandCenter

4000 F10CeSS01	
Standard CommandView III Cab	
Premium Radio Package with XM Radio	
Left-hand Reverser Linear- Type Transmission Controls	
John Deere PowerTech 9.0 L (549 cu. in.) 6 Cylinder Tier 4/Stage V Compliant Diesel Engine	
227.1 L/min (60 gpm) Hydraulic Pump	
Five Premium Rear Remote SCVs with Electrohydraulic (EH) Controls, Premium Couplers, and High Pressure Relief Levers	
45 mm (1-3/4 in.) 1,000 rpm (20-spline) capable of 35 mm (1-3/8 in.) 540 rpm (6-spline) / 1,000 rpm (21-spline) PTO	
6,350 kg (14,000 lb) capacity 3-Point Hitch (Cat 3/3N) with Sway Blocks and Quik- Coupler	
Category 4 adjustable Swinging Drawbar with 50 mm (2 in.) Pin	
110 mm (4.33 in.) diameter by 3010 mm (118.5 in.) length with Double Taper Wheel Hubs	
000/70540	
Wheel Configuration	
1300 Series MFWD with	

4600 Processor

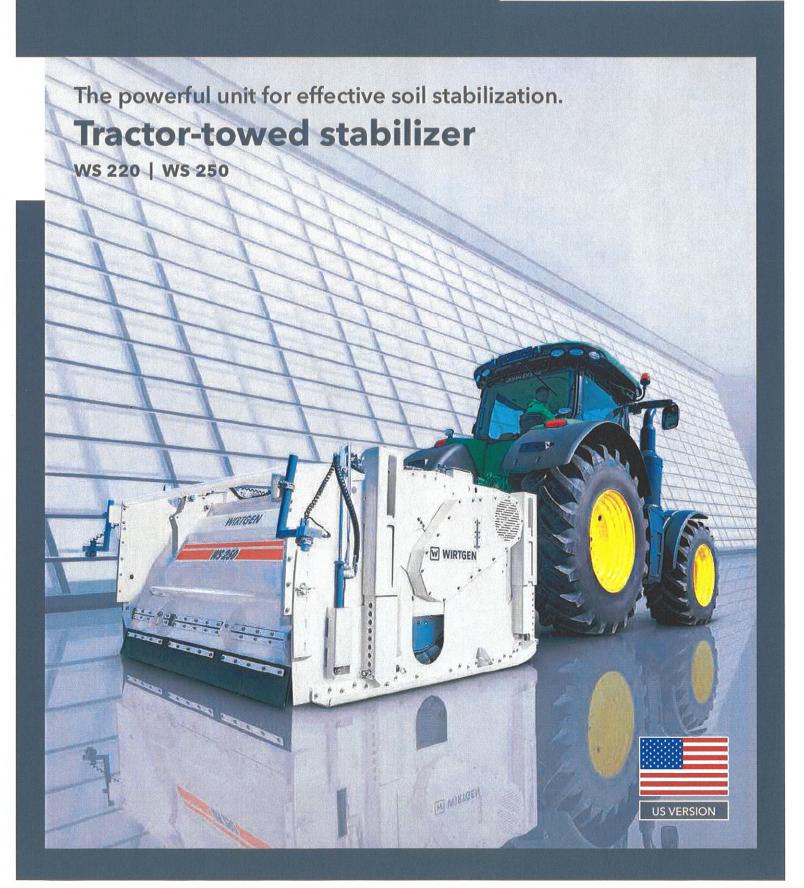
/e Chat

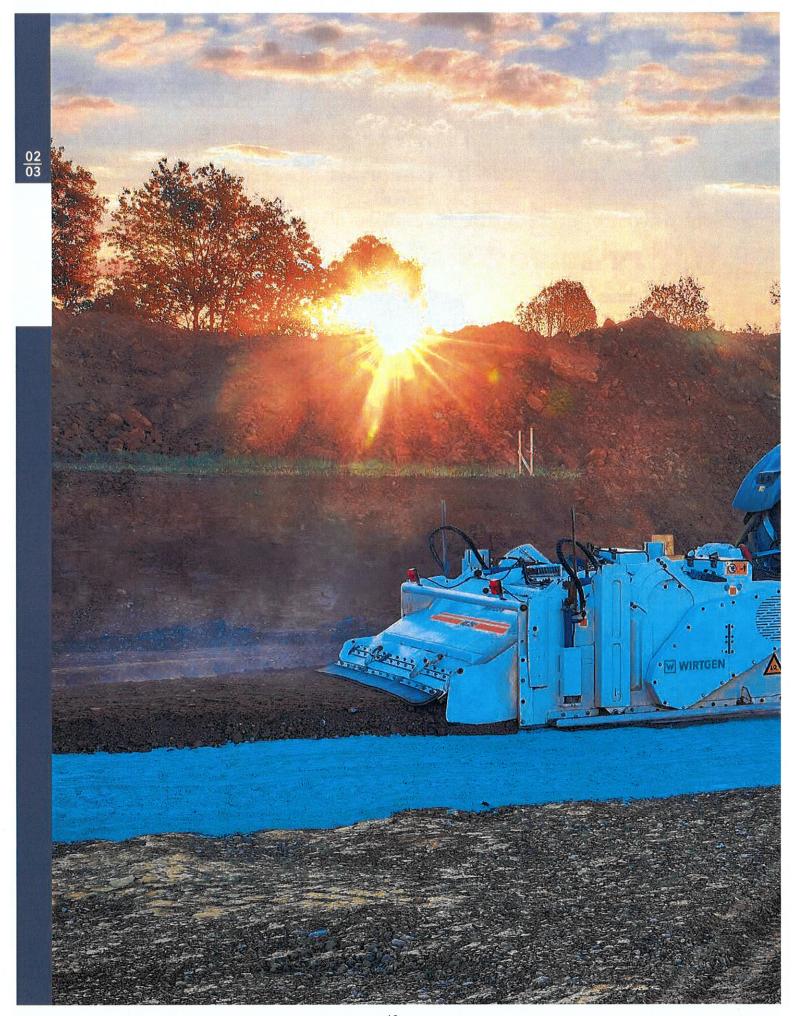
600/65R28 147A8 R1W Radial in Single Wheel Configuration - Eight Position **Premium Lighting** Fenders, Pivoting Front - 620 mm (24.4 in.) Wide Fenders, Rear Extensions 2.55 m (100 in.) Width **Ethernet Switch** Antenna Mount and Wiring for Business Band (2-Way) Radio Foot Operated Speed Control Cold Weather Start Kit Weight, front support less weights One Pair 205 kg (452 lb) One Pair 72 kg (159 lb) Starter Weights and Two Pair 205 kg (452 lb) Weights for

Outer Rear Dual

re Chat









#### HEAVY-DUTY LINKAGE

- > Reliable transmission of power Heavy-duty shaft drive for reliable transmission of the engine power to the milling and mixing rotor by means of an overload clutch.
- > Three-point hitch Standardized three-point hitch tailored to field requirements.
- > Easy attachment Attachment to the tractor is completed quickly in a few simple steps.

### EFFICIENT MILLING AND MIXING PERFORMANCE

- > Powerful milling and mixing rotor Powerful milling and mixing rotor available with different toolholder systems.
- > Mechanical drive Highly efficient mechanical belt drives on the left and right.
- > Eccentric milling rotor gearbox
  Pulley housing always remains above the
  ground due to eccentric milling drum gearbox.
- > Quick replacement of cutting tools Easy replacement of cutting tools using a pneumatic tool extractor.





1 | The reliable drive concept ensures high efficiency and significantly reduces fuel consumption.

## Boost up your tractor to become a soil stabilizer

### MAKING A SUCCESSFUL START IN SOIL STABILIZATION

Soil stabilization has been proving its worth for many decades as an economical and environmentally friendly method. The WS 220 and WS 250 tractor-towed stabilizer from WIRTGEN enables you to turn your tractor into a perfect soil stabilizer with only a few simple flicks of the wrist.

The compact unit converts instable ground into high-quality construction material, improves

compactability, and dispenses with the necessity of an expensive soil exchange. It impresses with its intelligent design and highly economical operation. The unit's low weight and compact dimensions facilitate transport from one construction site to the next.

Because of the low capital expenditure involved, the combination of towed stabilizer and tractor is ideally suited in particular for small to medium-sized construction projects.





2 | Flawless mixing results and perfect leveling are the hallmarks of the tractor-towed stabilizer.



1 | The standardized three-point hitch complies with common international standards.

# Hooked up quickly and easily

SIMPLE MOUNTING PRINCIPLE

It happens every day: the tractor, used as a towing unit just a minute ago, needs to be converted into a soil stabilizer as quickly as possible. This requirement necessitates a simple yet practical attachment system for the milling and mixing rotor unit.

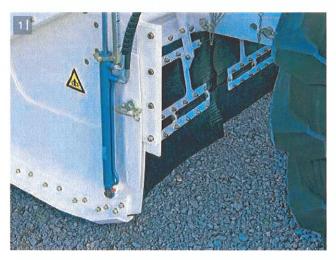
Being geared to flexible and effective operation, the tractor-towed stabilizer from WIRTGEN offers the ideal solution. It is attached to the tractor effortlessly by means of a standardized three-point hitch, using the tractor's shaft drive at the same time to drive the milling and mixing rotor.

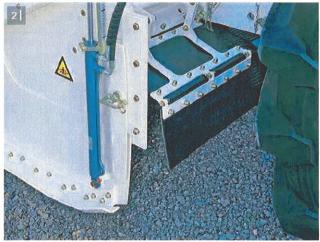
2 | Hook up via three-point hitch, attach top link ...

3 | ...connect driveshaft, and here goes!









### Variable stone guard

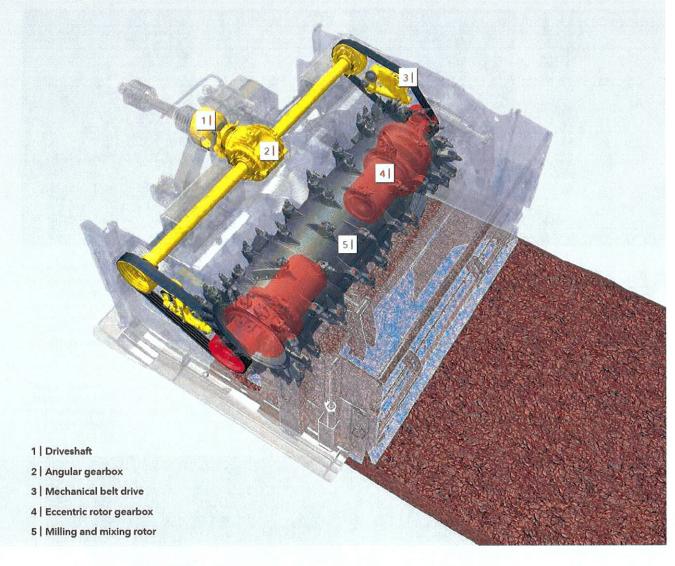
#### PROTECTION AGAINST FLYING STONES

The rotor housing is additionally equipped with a variable stone guard at the front. The stone guard protects against flying stones and

reduces the development of dust. The unit is adjustable in height hydraulically and can be adapted to site conditions.

- 1 2 | The stone guard consists of fatigue-resistant hard rubber and can be adjusted to the stabilizer's current working depth.
- 3 | The stone guard is proving its worth in operation: no flying stones and less dust.





## Efficient mechanical belt drive

#### TRANSLATING POWER INTO PRODUCTIVITY

The success of our tractor-towed stabilizers is guaranteed by their ability to thoroughly mix even the heaviest soils. This is ensured by the powerful, mechanically driven milling and mixing rotor, which homogenizes the material effectively across the full working width and evenly mixes in the pre-spread binding agents, such as lime or cement. Belt drives are arranged on both sides of the milling and mixing rotor.

This dual drive concept is very efficient in translating engine power into milling performance. In addition, the eccentric rotor gearbox causes the pulley housing to always remain above the ground.

The stabilizer's intelligent drive concept has the positive side effect of reducing the tractor's fuel consumption. The spring-loaded belt tensioner ensures optimum transmission of power at all times.

1 | Powerful belt drive for full power at working depths of up to 20 in (500 mm).



## Lots of know-how in the milling and mixing rotor

#### **GEARED FOR TOUGH OPERATIONS**

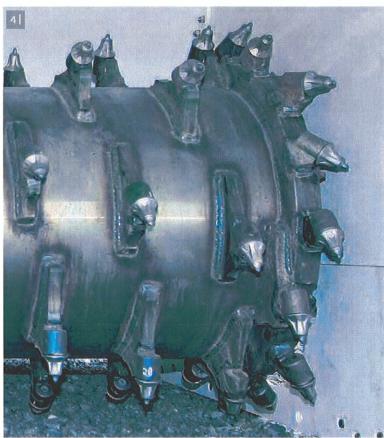
1 | Ample storage space for tools or wearing parts. The milling and mixing rotor - core element of the tractor-towed stabilizer - can optionally be equipped with the tried-and-tested quick-change toolholder system HT22 for tough everyday operation on the construction site. With

this system, WIRTGEN builds on its experience of many years in cutting technology. A precisely defined arrangement of the cutting tools on the rotor ensures smooth machine behaviour and perfect milling and mixing results. Additional marks in favour of this system are optimum tool rotation, extremely low wear and tear, easy tool replacement, and easy monitoring of the degree of wear of the upper toolholder parts. The intelligently arranged toolholders allow sufficient space for the material to be stabilized. The mode of operation minimizes material stress, which extends the useful life and improves the profitability of the entire machine. The pneumatic tool extractor and easily accessible rotor enable cutting tools to be replaced quickly and conveniently.











- 2 | The quick-change toolholder system HT22 significantly reduces operating costs of the machine.
- 3 | The innovative WIRTGEN WCC flat picks offering exceptional durability and high fracture strength can also be used at the customer's request.
- 4 | Basic model with welded toolholders.



1 | The milling and mixing rotor is the only part penetrating the soil. The current milling depth can be monitored on a digital milling depth indicator.

# Side plates moving on skids prevent performance losses

### EXCELLENT PERFORMANCE CHARACTERISTICS

Height-adjustable side plates enable only the milling and mixing rotor to penetrate the soil down to the specified working depth right from the start. The intelligent design prevents the side plates from sapping power needlessly as a result of being pulled through the recycled material. The power provided by the tractor is used entirely to drive the milling and mixing rotor. If required, the operator can raise the side plates via hydraulic cylinders. The current working depth can be monitored conveniently from the tractor's cab at all times via the digital milling depth indicator.

Side plates comprising a mechanical retainer can be installed at the tractor-towed stabilizer at the customer's request. The retainers can be adjusted manually and ensure compliance with the specified working depth. In this design, the three-point hitch of the tractor is in floating position, and the tractor-towed stabilizer moves on the skids. A typical example of use is the stabilization of agricultural roads at a consistent working depth of 10 in (25 cm).







- 2 | Combined with a mechanical retainer, the side plates guarantee a consistent working depth.
- 3 | The hydraulically height-adjustable side plates allow the milling and mixing rotor to penetrate the soil immediately.
- 4 | The lifting side plates move over the surface on skids regardless of the working depth.





# Homogeneous mixing quality guaranteed

#### ADJUSTABLE ROTOR PLATE

The WS 220 and WS 250 tractor-towed stabilizers from WIRTGEN are the most powerful stabilizers in their class. This is attributable, to a significant extent, to the mixing chamber which has been designed in line with field requirements and greatly contributes to the homogeneous mixing of binders and soil. The rotor housing design and high position of the rotor plate have been perfectly tailored to the powerful milling and mixing rotor. Hydraulic cylinders and springs at the rear rotor plate ensure optimum contact pressure. These features ensure an optimum quantity of construction material in the mixing chamber at all times and also create an even surface behind the tractor-towed stabilizer.

WIRTGEN stabilizers are the ideal candidates also for homogenizing soils averse to compaction, such as non-uniform soil mixtures.



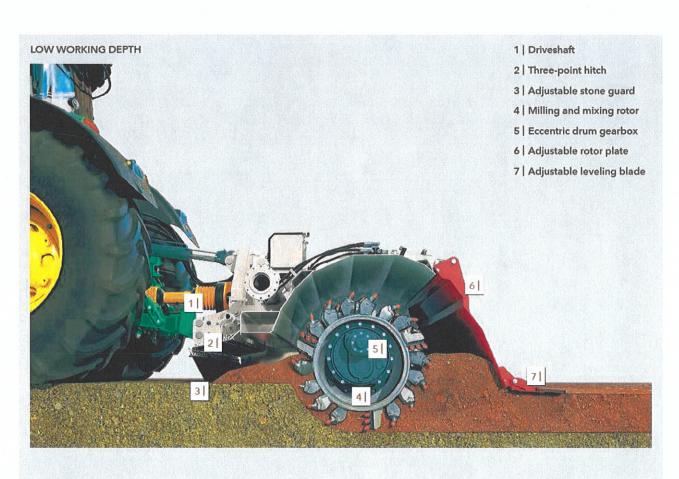


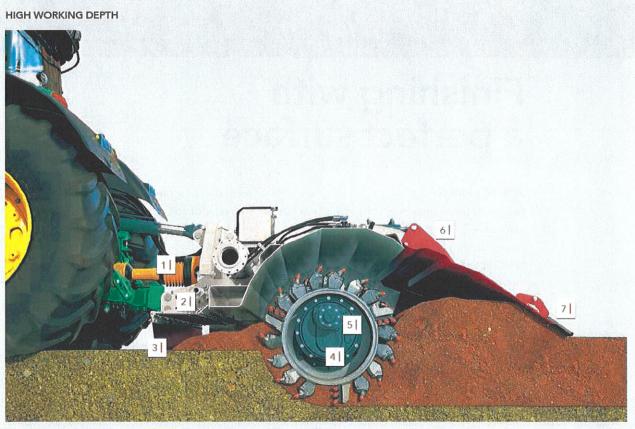
1 - 2 | The rotor

plate can be pre-

cisely adjusted to

requirements.







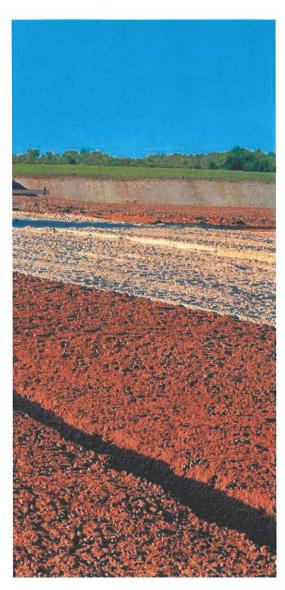
# Finishing with a perfect surface

#### PERFECT FINISH

Following thorough mixing, the soil is levelled across the full width by the permanently pre-tensioned rotor plate which is fitted with an adjustable leveling blade. This design ensures that an optimum quantity of construction material mix is in the mixing chamber at all times, and additionally creates an even surface behind the tractor-towed stabilizer. The working depth is set via the tractor's rear power lift. Powerful hydraulic cylinders and springs with high spring rate ensure steady contact pressure at the rear

rotor plate. Depending on the working depth and type of soil to be stabilized, the angle of the leveling blade to the rotor plate can additionally be adjusted manually to ensure optimum distribution of the material at all times.

After compaction by suitable rollers, the stabilized soil meets the specified quality standards.

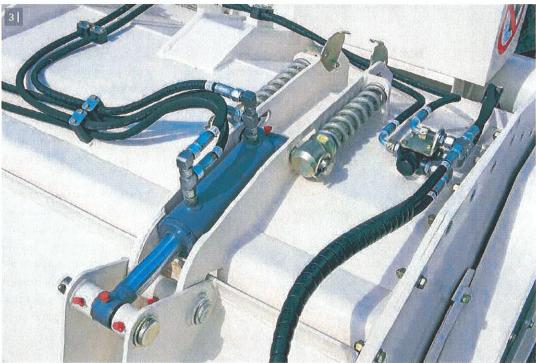




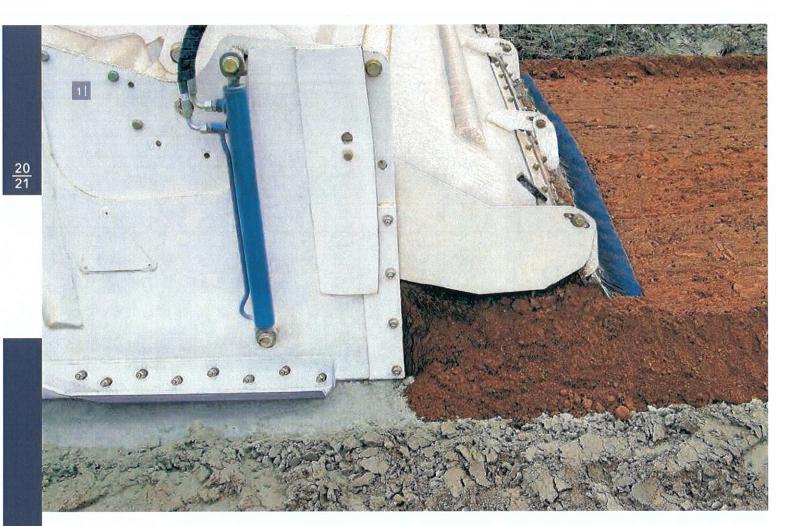


1 | The combination of rotor plate with spring assembly and adjustable leveling blade guarantees optimum results.

2 | Adjustment of the leveling blade is effected mechanically via slotted holes.



3 | Long spring assemblies ensure optimum contact pressure of the rotor plate.

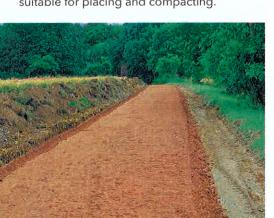


1 | Soil improvement using lime reduces the water content in excessively moist or wet soil ...

# Soil improvement - producing soil suitable for compaction

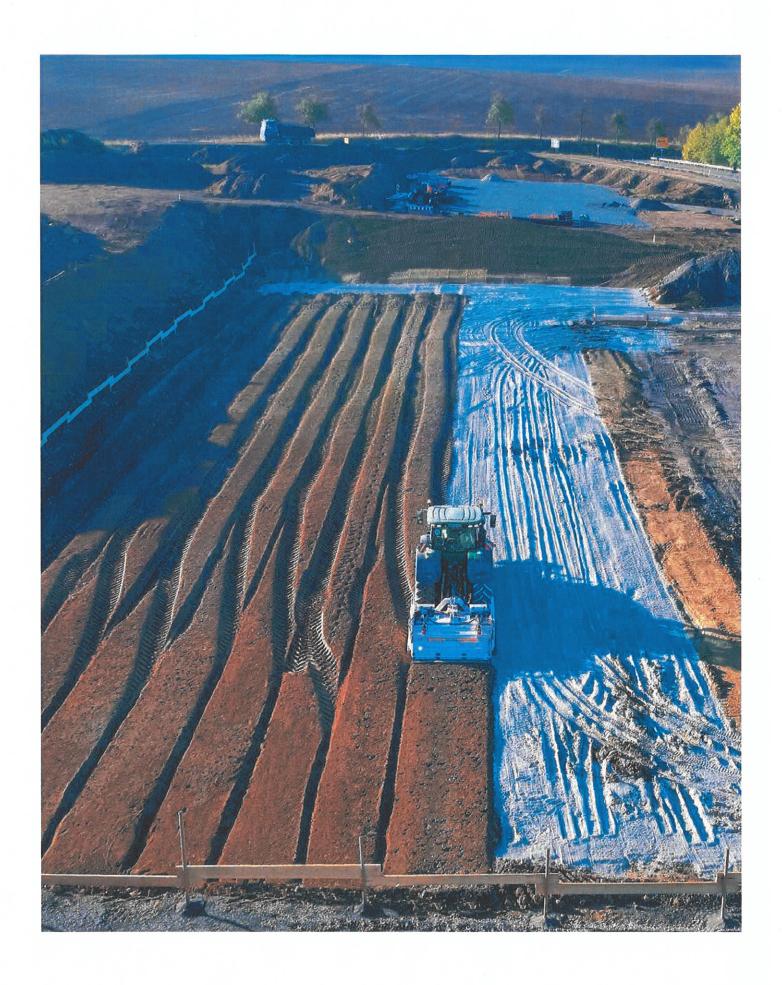
#### FOR BETTER QUALITY

2 \ ... in order to improve its compactability.



Whether heavy, coarse-grained or sandy subgrade material: the tractor-towed stabilizer can be relied on to convert it into soil that is highly suitable for placing and compacting. If too coarse, the material to be stabilized is crushed in the mixing chamber by the milling and mixing rotor. Soft soil is covered with lime spread by, for instance, a binder spreader prior to treatment. Subsequent homogeneous mixing by the milling and mixing rotor causes the lime to remove the excess humidity from the soil.

In earthmoving operations, soil improvement pays off in the construction of, for instance, dams or embankments, backfilling or site haulage roads. Soil improvement has shown itself to be eminently suitable also for landfills with clayey subsoils. Soil processed with suitable binding agents is practically unsusceptible to water and offers optimum conditions for further compaction.





1 | Binder spreaders from Streumaster are perfectly suited to work in tandem with our soil stabilizers.

## Soil stabilization - a foundation to build on

2 | In soil strengthening, permanently load-bearing soil is produced in the mixing chamber.

#### **GROUNDWORK FOR HEAVY LOADS**

Soil stabilization with added binding agents like cement is a patent remedy for increasing the long-term resistance against stresses resulting



from traffic and weather conditions. The cement is pre-spread by, for instance, a binder spreader and is then thoroughly mixed with the soil by the milling and mixing rotor. Soil stabilization produces a ground of permanently high bearing capacity, strength and excellent resistance to frost.

Soil stabilization guarantees a permanently high degree of volume stability. Analyses and samples taken on site confirm that the specified targets have been met.

The stabilized surfaces are ideally suited for the construction of parking lots, roads, sports grounds, track beds, harbour docks, airfields and industrial facilities.



## **Technical specification**

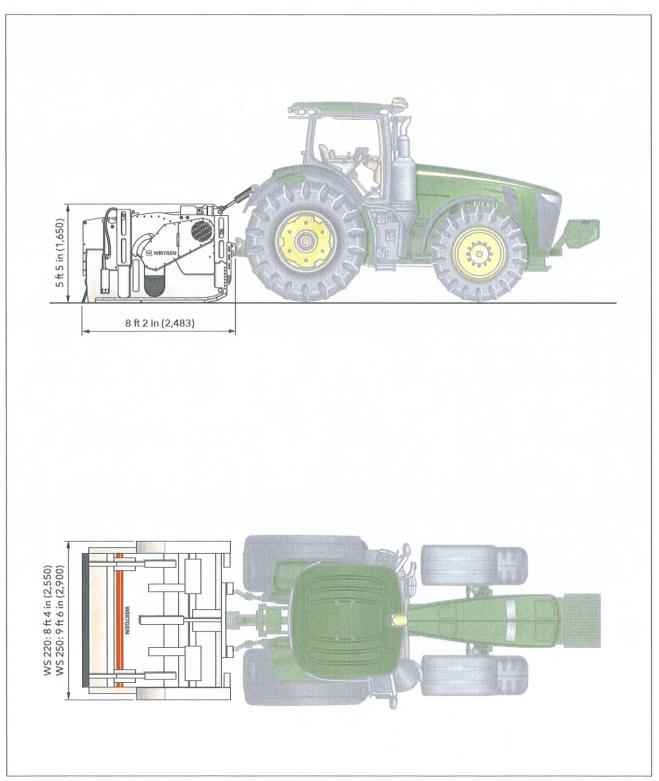
WS 220 | WS 250

	WS 220	WS 250	
Milling and mixing rotor			
Working width max.	7 ft 1 in (2,150 mm)	8 ft 2 in (2,500 mm)	
Working depth	0 to 20 in	(0 to 500 mm)	
Tool spacing	<b>HT9</b> : 1.4 in (35 mm	n) / <b>HT22</b> : 1.6 in (40 mm)	
Number of cutting tools with toolholder system HT9	88	98	
Number of cutting tools with toolholder system HT22	98	106	
Drum diameter with tools	3 ft 7 in	(1,080 mm)	
Drum speed	2'	10 rpm	
Transport dimensions			
Dimensions (L x W x H)	8 ft 2 in x 8 ft 4 in x 5 ft 5 in (2,483 x 2,550 x 1,650 mm)	8 ft 2 in x 9 ft 6 in x 5 ft 5 in (2,483 x 2,900 x 1,650 mm)	
Tractor requirements			
Recommended engine power	> 180 kW / 245 PS	> 220 kW / 300 PS	
Recommended traction drive	continuously variable 0 to v <sub>max</sub>		
Max. output at the driveshaft	280 kW / 381 PS		
Loading weight, front	5,512 to 6,614 lbs (2,500 to 3,000 kg) (3	3,968 lbs (1,800 kg) for John Deere 8R series	
Driveshaft	with internal toothing 1 ³/₄", 20 or 6 teeth*		
Driveshaft speed	1,0	000 rpm	
Rear power lift	three-point, categorie	es 3 and 4 DIN / ISO 730-1	
Additional rear valves one each, double-acting			
For rear drum plate		yes	
For stone guard, front	yes		
For hydraulic top link (optional)	yes		
Including floating position for side plate, left and right		yes	
Machine weights			
Own weight with <b>HT9</b> toolholder system	9,910 to 10,461 lbs (4,495 to 4,745 kg)	10,483 to 11,034 lbs (4,755 to 5,005 kg)	
Own weight with HT22 quick-change toolholder system (option)	9,965 to 10,670 lbs (4,520 to 4,840 kg)	10,648 to 11,376 lbs (4,830 to 5,160 kg)	

 $<sup>\</sup>star$  = Driveshaft needs to be dimensioned in accordance with the tractor's engine power (length depending on equipment combination)

### **Dimensions**

WS 220 | WS 250



Dimensions in American standard and mm

## Standard equipment features

WS 220 | WS 250

THE RESIDENCE OF THE PROPERTY OF THE PARTY O	W5 220	WS 250
Basic machine		
Basic machine with engine		
Stabiliser for mounting on tractors with rear three-point linkage for ISO 730-1 category 3 (cat. III) and category 4 (cat. IV)		
Milling and mixing unit		
Movable side plates on the milling and mixing rotor housing		
Milling and mixing rotor		
Milling and mixing rotor FB2150 HT9 LA35 D25 with 88 picks		-
Milling and mixing rotor FB2500 HT9 LA35 D25 with 98 picks	-	
Machine control and leveling system		Market.
The working depth is set using the tractor's rear power lift		
The rear rotor plate is adjusted hydraulically from the tractor		
The rotor plate is additionally fitted with a leveling blade with spring preload adjustment		
The stone guard is adjusted hydraulically from the tractor		
Mechanical drive via the tractor's driveshaft (driveshaft speed 1,000 rpm), bevel gearbox, two four-rib high-power V-belts with automatic belt tensioners and two spur gearboxes		•
Miscellaneous		
CE Declaration of Conformity		
Standard painting in RAL 9001 (cream)		
Splined shaft with external toothing, 20 teeth	1	
Coupling device for coupling the stabiliser to a tractor		

Standard equipment
 Standard equipment, replaceable with optional equipment
 Optional equipment

## **Optional equipment features**

WS 220 | WS 250

	WS 220	WS 250
Milling and mixing unit		
Movable side plates on the milling and mixing rotor housing with milling depth stop		
Milling and mixing rotor		
Milling and mixing rotor FB2150 HT22 LA40 D22 with 98 picks		emako
Milling and mixing rotor FB2500 HT22 LA40 D22 with 106 picks		
Milling and mixing rotor FB2150 HT22 LA40 with 74 flat picks WCC and 24 standard picks D22		
Milling and mixing rotor FB2500 HT22 LA40with 82 flat picks WCC and 24 standard picks D22		
Spraying unit / binding agent addition		
Water spraying system, FB2150 without pump and control unit		1900 (1909) 1872 (200
Water spraying system FB2500 without pump and control unit	das de la companya del companya de la companya del companya de la	
Machine control and leveling system		
Digital milling depth display, right or left		
Digital milling depth display, right and left		
Miscellaneous		
Painting in one special color (RAL)		
Splined shaft with external toothing, 6 teeth		
Coupling device for John Deere tractors including additional hydraulic top link		
Additional skids, 10" (250 mm) wide		
Driveshaft P600 1¾" including splined shaft with 20 teeth		
Driveshaft P600 1¾" including splined shaft with 6 teeth		
Driveshaft P700 1¾" including splined shaft with 20 teeth		
Driveshaft P700 1¾" including splined shaft with 6 teeth		
Coupling device for John Deere tractors including additional hydraulic top link		
Pneumatic hammer with pick extractor / inserter		

= Standard equipment

<sup>=</sup> Standard equipment, replaceable with optional equipment
= Optional equipment



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