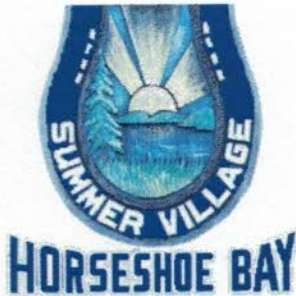


# Summer Village of Horseshoe Bay

AGENDA  
SPECIAL COUNCIL MEETING  
Saturday, February 20, 2021  
At 11:00 a.m.

**To be held by ZOOM electronic meeting  
at email: svhorseshoebay@gmail.com**

1. CALL TO ORDER
2. ACCEPTANCE OF THE AGENDA
3. APPROVE MINUTES OF JANUARY 9, 2021 REGULAR COUNCIL MEETING
4. BUSINESS
  - a) Approve STEP Economic Development Alliance Memorandum of Understanding (MOU)
  - b) Stormwater & Drainage Grant: Scope change with Fiera Consulting for wetland assessment
  - c) Approve Bridge Assessment by WSP Engineering
  - d) Boat Launch Extension and Rehabilitation: review and discuss
  - e) Approve Explore Surveys registration of Lot R1, as an MR lot (Blk 3, Plan 762-1380)
5. ADJOURNMENT



# Summer Village of Horseshoe Bay

P.O. Box 1778  
St. Paul, AB T0A 3A0  
Phone: (780)645-4677  
Email: svhorseshoebay@gmail.com  
Website: www.svhorseshoebay.com

## Agenda Item Summary Report

**Agenda Item 3)** Minutes of January 9, 2021 Regular Meeting

**Meeting Date:** February 20, 2021 Special Meeting

### Background/Discussion/Options

---

Minutes of the January 9, 2021 Regular council Meeting are attached, for approval.

### Recommendation/RFD/Comments

---

MOVED BY \_\_\_\_\_ that the minutes of the January 9, 2021 Regular council meeting be approved as presented.

**-Carried-**

## SUMMER VILLAGE OF HORSESHOE BAY

Minutes of Regular Meeting  
Saturday, January 9, 2021  
Held by ZOOM electronic meeting at  
Email: svhorseshoebay@gmail.com  
10:00 a.m.

**IN ATTENDANCE:** Mayor: Gary Burns  
Deputy Mayor: Dave Amyotte  
Councilor: Eli Gushaty  
  
CAO: Norman Briscoe  
Recording Secretary: Diane Briscoe

1. **CALL TO ORDER** Mayor Gary Burns called the meeting to order at 10:02
  
2. **ACCEPTANCE OF AGENDA**  
*Res. No. 21-01-09-001* MOVED BY Councilor Eli Gushaty that the agenda be adopted as presented.  

**-Carried-**
  
3. **APPROVAL OF MINUTES**  
*Res. No. 21-01-09-002* MOVED BY Deputy Mayor Dave Amyotte that the minutes of the October 3, 2020 regular council meeting be approved as presented.  

**-Carried-**
  
4. **PUBLIC HEARING** There was no public hearing.
  
5. **DELEGATIONS** There were no delegations for this meeting.
  
6. **BYLAWS**  
a) *Res. No. 21-01-09-003* Bylaw 131/2021 Temporary Borrowing Bylaw  
MOVED BY Mayor Gary Burns that Temporary Borrowing Bylaw 131/2021, authorizing the temporary borrowing of funds, be given first reading.  

**-Carried-**

*Res. No. 21-01-09-004* MOVED BY Deputy Mayor Dave Amyotte that Temporary Borrowing Bylaw 131/2021 be given second reading.  
**-Carried-**

*Res. No. 21-01-09-005* MOVED BY Mayor Gary Burns that Temporary Borrowing Bylaw 131/2021 be presented at this meeting for third and final reading.  
**-Carried Unanimously-**

*Res. No. 21-01-09-006* MOVED BY Councilor Eli Gushaty that Temporary Borrowing Bylaw 131/2021 be given third and final reading.  
**-Carried-**

**7. OLD BUSINESS**

*a) Res. No. 21-01-09-007* MSP Grant for Boat Launch Rehabilitation and Betterment  
MOVED BY Mayor Gary Burns that council accept the report as given for information and discussion.  
**-Carried-**

*b) Res. No. 21-01-09-008* Sub-Division of 2 MR Lots  
MOVED BY Deputy Mayor Dave Amyotte that council accept the update on the status of the sub-division of the MR Lots.  
**-Carried-**

**8. NEW BUSINESS**

*a) Res. No. 21-01-09-009* Public Lands Claim SVHB  
MOVED BY Deputy Mayor Dave Amyotte that Council accept the information as presented for discussion and authorize administration to follow-up with AEP for further information.  
**-Carried-**

*b) Res. No. 21-01-09-010a* Fire Department Information and Request  
MOVED BY Mayor Gary Burns that council authorize administration to tentatively budget a maximum of \$6,000 for Mallaig Fire Department to purchase equipment, pending discussion with the County and the Fire Chief and the actual cost is known.  
**-Carried-**

- a) *Res. No. 21-01-09-010b* Recognize Village Volunteer Firefighters  
MOVED BY Deputy Mayor Dave Amyotte that Council thank 3 local residents who are members of the Mallaig and St. Paul Fire Departments, Ian Brousseau, Brooke Royer and Chris Schwab, for their assistance at the recent fire in the Village.

**-Carried-**

- b) *Res. No. 21-01-09-011* Little Library Request  
MOVED BY Mayor Gary Burns that council approve the addition of a "Little Library" at the Martin Rec Center by village resident, Wayne Overbo, subject to AHS COVID-19 restrictions being removed, and with the understanding that Wayne will be responsible for managing and maintaining the structure.

**-Carried-**

**9. COUNCIL REPORTS**

*Res. No. 21-01-09-012*

MOVED BY Mayor Gary Burns that the council reports be accepted as presented.

**-Carried-**

**10. CAO REPORT AND ACTION LIST**

*Res. No. 21-01-09-013*

MOVED BY Councilor Eli Gushaty that the CAO Report and Action list be approved as presented.

**-Carried-**

**11. FINANCIAL REPORTS**

*Res. No. 21-01-09-014*

MOVED BY Councilor Eli Gushaty that the financial reports for the 12 months ended December 31, 2020, including cheque numbers 2396 to 2430 in the amount of \$72,636.83 be accepted as presented.

**-Carried-**

*Res. No. 21-01-09-015*

MOVED BY Deputy Mayor Dave Amyotte that council accept the draft 2021 Operating and Capital as presented.

**-Carried-**

*Res. No. 21-01-09-016*

MOVED BY Mayor Gary Burns to pay Hall Maintenance Manager, Elaine Staudzs, a \$200 bonus for the 2020 fiscal year.

**-Carried-**

*Res. No. 21-01-09-017*

MOVED BY Mayor Gary Burns that the following capital projects be given priority in 2021:

Crack Filling Village roads  
Patching/Paving Roads over new culverts  
Rehabilitation & Betterment of Boat Launch

**-Carried-**

**12. CORRESPONDENCE**

*Res. No. 21-01-09-018*

MOVED BY Mayor Gary Burns to accept the Alberta Disaster Assistance program correspondence as information.

**-Carried-**

*Res. No. 21-01-09-019*

MOVED BY Deputy Mayor Dave Amyotte that council decline from passing a resolution promoting the Government of Canada contact tracing app, as requested by the City of Cold Lake.

**-Carried-**

*Res. No. 21-01-09-020*

In response to correspondence from Investigative Assurance, a Bylaw Enforcement Service:  
MOVED BY Councilor Eli Gushaty not to retain the services of a Bylaw Officer at this time.

**-Carried-**

**13. NEXT MEETING**

*Res. No. 21-01-09-021*

MOVED BY Mayor Gary Burns to set the next regular Council meeting on April 10, 2021 at 10:00 a.m., to be a ZOOM electronic meeting.

**-Carried-**

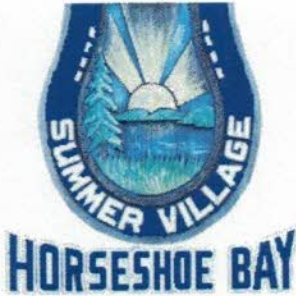
**14. ADJOURNMENT**

Being that the agenda matters have been concluded the meeting adjourned at 11:42 a.m.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Administrative Officer



# Summer Village of Horseshoe Bay

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## Agenda Item Summary Report

**Agenda Item 4.a)** STEP Economic Development Alliance MOU

**Meeting Date:** February 20, 2021 Special Meeting

### Background/Discussion/Options

---

The STEP Economic Development Alliance was formed to carry out the economic development initiative using the ACP Grant. The committee and consultant has been working on the Workforce Development, Business Retention and Expansion before the strategic plan it developed. The next step in the process is the hiring of the Economic Development Officer (EDO). Prior to hiring this position, the committee needs to have agreement regarding the formalization and governance of the committee and their ability to make decisions regarding the hiring and management of the EDO and the projects STEP undertakes. It also sets out how the unfunded costs will be shared between the partnering municipalities. The formula is based on 50% population and 50% equalized assessment.

The Summer Village share of the anticipated \$30,000 Municipal Funding Request is \$164.40.

### Recommendation/RFD/Comments

---

Recommend approval of the STEP Economic Development Alliance MOU outlining the formalization and sharing of costs in the amount of \$164.40 for the committee and their ability to make decisions regarding the hiring and management of the EDO and the projects STEP undertakes.

MOVED BY \_\_\_\_\_ that Council approve the Memorandum of Understanding from the STEP Economic Development Alliance as presented.

**-Carried-**

# **MEMORANDUM OF UNDERSTANDING**

**Between**

**TOWN OF ST. PAUL  
TOWN OF ELK POINT  
COUNTY OF ST. PAUL  
SUMMER VILLAGE OF HORSESHOE BAY**

**With Respect To:**

**DEVELOPMENT AND MANAGEMENT OF THE STEP (ST.  
PAUL-ELK POINT) ECONOMIC DEVELOPMENT ALLIANCE**

**February 3, 2021**



**STEP**

St. Paul / Elk Point  
Economic Development Alliance



This Memorandum of Understanding (hereinafter referred to as "MOU") is made by and between Town of St. Paul, Town of Elk Point, County of St. Paul, and Summer Village of Horseshoe Bay (collectively the "Parties").

WHEREAS, the Parties, in recognition of the substantial regional economic activity that is dependent upon inter-community cooperation, have established a relationship based on mutual interests; and

WHEREAS, the Parties share the objective of creating a local economic development agency within the region to help attract, retain, and expand business in the region; and

WHEREAS the Parties' new economic development agency will be known as STEP (St. Paul Elk Point) Economic Development Alliance; and

WHEREAS the Parties recognize:

- the overall importance of the economic relationships within the STEP region, its businesses and between the Parties;
- the advantages derived from strengthening and broadening key local economic sectors and seeking new investment to capitalize on specific business opportunities;
- the significance of working together to attract retain and train a skilled and modern workforce to meet the needs of the local economy;
- the value of close cooperation and consultations between the Parties on economic development issues to ensure open lines of communication and sharing of best practices;
- the importance of working together and in concert with their respective provincial and federal governments in matters of economic significance.

NOW THEREFORE, the Parties, in the spirit of promoting closer relationships, intend to further support and work cooperatively within the boundaries of existing laws and treaties in their respective jurisdictions on issues and projects as set forth below.

## **BACKGROUND**

The STEP is headed by committee that was formed to 'explore' a regional economic development partnership. It is comprised of the County of St. Paul, Town of St. Paul, Town of Elk Point, and Summer Village of Horseshoe Bay in partnership with the St. Paul & District Chamber of Commerce.

STEP is largely funded through two Government of Alberta grant programs: The Alberta Community Partnership (ACP) program and the Labour Market Partnership (LMP). These programs have significantly reduced the need for immediate municipal funding, allowing STEP to explore the viability and potential of this regional economy development partnership while putting little onus on municipal taxpayers.

## **PURPOSE**

STEP is managing three economic development and workforce development projects in 2020-21. These projects will help STEP hire and manage a contracted Regional Economic Development Officer (EDO) in

2021. If the regional economic development partnership managed by the EDO is deemed successful, STEP will develop a long-term operation strategy for 2022 and beyond.

Beyond exploring the viability and potential of this regional economy development partnership, STEP wants to identify, plan, and manage or advocate projects and initiatives that will:

- Retain local businesses and workers
- Attract new businesses and workers
- Help businesses and workers with Covid 19 recovery and plan for future instances of regional economic disruption
- Help create a long-term relationship between businesses, government, educational institutions, workers, and stakeholders to foster regional economic development

## **GOVERNANCE**

The STEP Alliance will be managed by the STEP Committee. The STEP Committee will be comprised of five voting members and two non-voting members:

- One representative from each of the five voting Parties:
  - Town of St. Paul
  - Town of Elk Point
  - County of St. Paul
  - Summer Village of Horseshoe Bay
  - The St. Paul & District Chamber of Commerce
- One resource advisory representee from each of the non-voting Parties:
  - Alberta HUB
  - Alberta Labour and Immigration

Votes will be decided by simple majority.

The STEP Committee will be empowered to make decisions regarding the hiring and management of the EDO, and the projects that STEP undertakes. When projects or activities are proposed that require additional funding beyond the budget ancillary costs, Committee members will return to their respective municipal Councils for approval.

The Committee can change its make-up at any time, or once they know if the Initiative continues past the March 31, 2022.

The Committee will meet virtually, and the time burden will not be onerous.

## **ROLES, RESPONSIBILITIES, AND COMMUNICATIONS**

- STEP Committee members will report directly to their council & CAO on committee work and projects.
- Monthly reports from contractors (and the eventual EDO) will be made available to the Committee, CAO's and Council.
- The County of St. Paul will administer the ACP grant for the BRE and EDO projects. The St. Paul and District Chamber will administer the LMP grant for the WD project.

## FUNDING

Preliminary STEP is largely funded through two Government of Alberta grant programs: The Alberta Community Partnership program and the Labour Market Partnership (LMP). These programs have significantly reduced the need for immediate municipal funding, allowing STEP to explore the viability and potential of this regional economy development partnership while putting little onus on municipal taxpayers.

The ACP and LMP grants provide \$225,000 of <sup>(14)</sup>finding to the STEP initiative. These funds will be expended on current projects with a total of \$40,000 remaining to fund the EDO contract position and ancillary costs.

\$100,000 - Regional Labour Market Scan & Plan Project  
\$50,000 - Regional Business Retention Expansion Project  
\$35,000 - Regional Economic Development Committee Set-Up Project  
\$40,000 – Grant funds remaining

The STEP Committee will, in the spring of 2021, undergo the process of hiring a contract Economic Development Officer to carry out identified projects and initiatives to drive business retention, expansion and attraction. The cost of contracting the EDO is based on the position salary of \$48,000, based on a 32-hour work week, plus \$22,000 for ancillary costs, for a total of \$70,000.

\$70,000 – Regional Economic Development Officer Contract and ancillary costs  
\$40,000 – Grant funds remaining  
\$30,000 – Municipal Funding request

This \$30,000 requested by the Committee will be divided between the Parties using a funding agreement based on a 50% equalization/50% population formula.

Any additional funding beyond the budget for ancillary costs required by STEP will be divided between the Parties using the 50% equalization/50% population formula.

\*NOTE: The final budget for the EDO contract and ancillary costs will be determined by a number of factors, including, but not limited to:

- Scope of projects resulting from Labour Market and BRE Projects
- Additional projects and project leads determined by the STEP Committee
- Experience and expertise of the contract incumbent
- Structure of EDO position hours and weeks and anticipated expenses.

The projects *may* require additional funding, although a cornerstone of this STEP initiative to aggressively seek Provincial and Federal grant funding. However, before the projects and available grants are identified it is impossible to plan what matching funds (if any) may be required.

## OVERVIEW OF PROJECTS

### Regional Labour Market Scan & Plan Project

- Amount: \$100,000

- Funding: LMP (\$90k); County of St. Paul (\$5k); Town of St. Paul (\$5k)
- Timing: April 10, 2019 – March 31, 2021
- Work Plan: Use remaining project resources (\$50k) to redo and expand the primary research from the Market Scan to 1) Update the data set after Covid 19; 2) Complete a Workforce Development (WD) Strategy that will align with the BRE Project.; 3) Use the Scan data to build a Labour Market Communication Plan to key stakeholder groups.

#### **Regional BRE Project**

- Amount: \$50,000
- Funding: ACP (\$125k)
- Timing: July 1 – March 31, 2021
- Work Plan: Conduct primary research with the region’s business community to complete the first round of an ongoing Regional Business Retention & Expansion Initiative. The expansion component of BRE includes new business ‘Attraction’. The primary research will be done in concert with the St. Paul Labour Market Scan to avoid respondent fatigue and help build business community engagement. The BRE Project and St. Paul Labour Market Scan & Plan Project will essentially form a set of BRE-WD data. This data will be used to 1) Guide the business development and investment attraction activities of the new St. Paul Regional EDO starting April 1, 2021; 2) Create a set of economic development and WD ‘Projects’ that the Committee and its partners can consider pursuing in 2021 and beyond; 3) Guide the organizational planning of regional stakeholders like the four municipal governments, secondary and post-secondary educational institutions, and businesses.

#### **Regional Economic Development Committee Set-Up Project**

- Amount: \$35,000
- Funding: ACP (\$125k)
- Timing: July 1 – March 31, 2021
- Work Plan: 1) Strategic & Tactical Plan: a brief highly actionable document leveraging the Nichols report; 2) Governance Plan: recommendations in setting up the Committee; navigating issues of proportional representation, naming conventions, funding, etc. 3) Communications Plan: branding, microsite, and marketing collateral to provide the EDO a corporate identity and information platform; 4) EDO Recruitment Support: guidance in best practices and recommendations to hiring the EDO.

#### **4. Regional Economic Development Officer (EDO)**

- Amount: \$70,000 (\$48k contract + \$22k expenses)
- Funding\*: ACP (\$40k); STEP municipal members (\$30k)
- Timing: April 1, 2021 – March 31, 2022
- Work Plan: 1) EDO will carry out the projects identified in the Regional Labour Market Scan & Plan Project and Regional BRE Project, under the direction of the STEP Committee. 2) Budget is \$4k/month for 12 months + \$22k for ancillary expenses\*

\* NOTE: The final budget for the EDO will be determined by the projects listed in the Strategic & Tactical Plan. The hours/week and the expenses for the EDO may be altered. The projects *may* require additional funding, although a cornerstone of this STEP initiative to aggressively seek Provincial and Federal grant funding. However, before the projects and available grants are identified it is impossible to project what matching funds (if any) may be required.



# Summer Village of Horseshoe Bay

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## Agenda Item Summary Report

**Agenda Item 4.b)** ACP Grant Scope Change for Fiera Wetland Assessment

**Meeting Date:** February 20, 2021 – Special Meeting

### Background

---

**Re: Scope and Cost Change Request for Additional Wetland Assessments for Summer Village of Horseshoe Bay Stormwater Management System Improvements**

MPE Engineering is upgrading the stormwater management system within the Summer Village of Horseshoe Bay in an effort to minimize flooding and drainage issues. Fiera Biological has been contracted to secure environmental approvals to authorize impacts to wetland habitat as a result of this work.

Two additional wetlands were identified by project engineers as having the potential to be impacted by the project. An additional assessment is required on the two additional wetlands.

The original budget for the work performed by Fiera is \$10,520.50. The total additional cost for the assessment of two additional wetlands is \$5,909.50, bringing the total cost to \$16,430, which is covered by grant funding.

### Recommendation/RFD/Comments

---

Acceptance of the scope and cost changes is required to certify that the work is authorized to proceed.

### Work Authorization

Having read and agreed to the proposed scope and budget, the above referenced work is hereby authorized to proceed.

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

Date: \_\_\_\_\_



**FIERA**  
Biological Consulting

301, 10359- 82 Avenue  
Edmonton, AB, T6E 1Z9  
tel: (780) 466.6554  
w: fieraconsulting.ca

VIA EMAIL

November 30, 2020

Summer Village of Horseshoe Bay  
c/o MPE Engineering Ltd.  
101, 10630 – 172 Street  
Edmonton, AB  
T5S 1H8

Dear Mr. Kusalik:

**Re: Scope and Cost Change Request for Additional Wetland Assessments for Summer Village of Horseshoe Bay Stormwater Management System Improvements**

MPE Engineering is upgrading the stormwater management system within the Summer Village (S.V.) of Horseshoe Bay in an effort to minimize flooding and drainage issues. Fiera Biological has been contracted to secure environmental approvals to authorize impacts to wetland habitat as a result of this work.

A field site visit to the Summer Village was conducted in September 2020 by Fiera Biological staff to delineate and assess a wetland located with NW-24-59-10-W4. Since then, two additional wetlands were identified by project engineers as having the potential to be impacted by the project. As per the provincial *Water Act* and the *Alberta Wetland Policy*, any activity that impacts the bed and shore of a naturally occurring temporary, seasonal, or permanent wetland requires an assessment and approval prior to impact.

The costs presented below include costs associated with assessment and reporting of the two additional wetlands identified (Figure 1). These results will be integrated with the WAIR reporting and *Water Act* approval securement that is covered under the initial scope of work.

**Approach**

The scope of work includes the following:

- Submission of a request for review of Crown ownership to the Water Boundaries Section of Alberta Environment and Parks for two additional wetlands.
- Desktop review of available imagery to delineate wetland habitat as per the Alberta Wetland Identification and Delineation Directive
- A field site visit to confirm wetland boundaries and conduct an assessment as per the Alberta Wetland Rapid Evaluation Tool – Actual (ABWRET-A), the standardized Provincial wetland assessment field protocol.

**Assumptions and Limitations**

- Access to the wetlands will be granted in order to conduct wetland assessments.
- Environmental assessments of the watercourse located west of Coney Drive or Vincent Lake are not included in this scope of work
- All assumptions and limitations provided in the initial proposal (Wetland Assessment and Impact Report Proposal, Fiera 2020) apply to this scope change.

**Timeline and Deliverables**

The timing of wetland field assessments is dependent on field conditions and are generally conducted between mid-May and the end of September. A field site visit can be scheduled for mid- to end of May 2021.

Once the results of the field assessment have been compiled (i.e., wetland value score returned from AEP) and the extent of disturbances to natural wetlands have been determined, a Wetland Assessment and Impact Report (WAIR) will be drafted following the Wetland Assessment and Impact Report Directive (Government of Alberta 2017) within four weeks. This report is required for any application for a *Water Act* approval associated with an impact to a wetland.

As further described in the initial proposal, a timely production of the deliverable is dependent on information received from the project team (e.g., project design, wetland impacts, supporting application information) and timely responses from provincial regulators to inquiries and processing of application materials. Fiera Biological has no control over response times related to *Public Lands Act* or *Water Act* requests. In our recent experience, securement of a *Water Act* approval can range between three and twelve months from the time of submission until a final approval is received.

**Budget**

The total cost for assessment of two additional wetlands is **\$5,909.50 (excluding GST)**. A more detailed breakdown of cost for each site is provided in Table 1.

Task	Projected Cost
Desktop Review	\$795.00
Field Assessment	\$4,030.00
Reporting	\$750.00
Sub-Total:	\$5,575.00
Disbursements (6%):	\$334.50
TOTAL:	\$5,909.50

**Closure**

I trust this scope change and cost estimate is suitable for your evaluation. If you accept the scope and cost as presented, please sign below and return to certify that the work is authorized to proceed.

Please contact me if you have any questions or concerns.

Sincerely,  
Fiera Biological Consulting Ltd.



Renee Howard, MSc, PBIol,  
Sr. Wetland Ecologist  
[rhoward@fieraconsulting.ca](mailto:rhoward@fieraconsulting.ca)

**Work Authorization**

Having read and agreed to the proposed scope and budget, the above referenced proposed work is hereby authorized to proceed I trust this

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

Date: \_\_\_\_\_

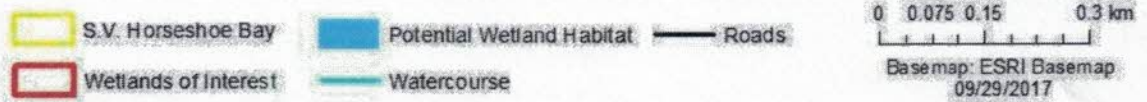


Figure 1. Two additional wetlands identified within the S.V. Horseshoe Bay that may be impacted by stormwater management upgrades and required an assessment and approval as per the *Water Act* and Alberta Wetland Policy





# Summer Village of Horseshoe Bay

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## Agenda Item Summary Report

### Agenda Item 4.c) Bridge Assessment, Repair & Rehabilitation

**Meeting Date:** February 20, 2021 – Special Meeting

#### **Background**

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As a result of Deputy Mayor Amyotte's concern about the condition of the bridge, the CAO contacted WSP Engineering and Alberta Transportation. They both said that while the condition looks bad, the deterioration is normal and the bridge is safe. However, since the bridge is 51 years old it is nearing the end of its useful life. The SV should start planning for repairs, major rehabilitation or replacement. The last inspection was done March 21, 2018 and next scheduled inspection is due by December 21, 2022.

Various email correspondence with the bridge inspectors and Alberta Transportation, regarding the condition of the bridge are attached.

WSP will come and inspect the bridge:

- A Full inspection, including recommendations for repair or rehab - \$7,000
- A mini inspection - \$5,000

#### **Recommendation/RFD/Comments**

---

Recommend hiring WSP to complete a Full Inspection of the bridge this spring.

MOVED BY \_\_\_\_\_ that WSP be hired to undertake a full inspection of the bridge on TWP594 coming into the Summer Village, for a cost of \$7,000.

**-Carried-**



Norman Briscoe &lt;svhorseshoebay@gmail.com&gt;

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**Bridge No. 77121-1 mini-assessment**

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**Passmore, Darren** <Darren.Passmore@wsp.com>  
To: Norman Briscoe <svhorseshoebay@gmail.com>  
Cc: "Kerolus, John" <john.kerolus@wsp.com>

Wed, Feb 10, 2021 at 10:43 PM

Hello Norman,

I can give you a call tomorrow (Thursday) morning to discuss possible options to assess your bridge.

In the meantime, I dug back in the files and looked at the photos taken in 2013 and 2018 for comparison to the ones you provided (also attached, combined into a PDF document). It's hard to judge from the limited photos we have, but it appears some of the girder deterioration remains unchanged, although there may be some new spalling occurring on other girders. Again, hard to tell.

N.B. | The rate of deterioration appears slow and I would not be alarmed at the moment. However it is a good time to start planning for rehabilitation or possible replacement as the capital cost to fully replace a crossing of this size would be in the \$350,000 to \$500,000 range. Provincial funding would be necessary for the SV to complete such a project.

We'll be in touch.

Thanks.

**Darren Passmore**, P.Eng.

Senior Project Manager

Transportation – Bridges



T +1 780-410-6796

M +1 780-233-9952



Norman Briscoe &lt;svhorseshoebay@gmail.com&gt;

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**Bridge 77121-1 Inspection 21-Mar-2018**

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**Brent Herrick** <Brent.Herrick@gov.ab.ca>

Wed, Feb 10, 2021 at 11:20 AM

To: ! SVHORSESHOEBAY &lt;SVHORSESHOEBAY@gmail.com&gt;

Norman,

Thank you for the latest BIM. We will get it entered into the system. Here are my thoughts on the inspection and latest photos.

- The ACP doesn't extend to the full curb edge of the bridge, this can create ponding and it may be part of the cause of the concrete deterioration of the curb girder legs.
- The delamination of the interior girder legs are in rough shape but not as bad as some I have seen. The rebar is still partially encased in the concrete and still providing proper distribution of load. The deterioration looks to be occurring outside the anchorage zone which is better and could be repaired rather than replaced
- The Type A girders have a tie bolt connection to connect all the girder together. I didn't see them in the photo but these should be inspected. There should be three tie bolt holes for connecting in a girder. If these are missing or deteriorated they may need replacement to ensure the girders are connected.
- The overall legs could be repaired as we have done something similar to some structures to give it another 5 years of service life prior to replacement, This will give you time to prepare for the costs of a replacement at a relatively low repair cost.
- The timber cap looks to be in relatively good shape and may not need replacement and if you are only doing repairs to the girder legs it wouldn't make sense to replace the cap at that time.

Attached is the Type A girder drawings for your information. I also show below a site we complete girder leg repairs. The total length of repairs was 100m of leg repairs and the cost was about \$80,000-\$90,000 to complete which included mobilization, traffic control, labour and materials as well as access equipment (man lift).



There are some options available to you for this site that could be explored outside of full replacement. As noted over the phone you may want to have an engineer complete a mini-assessment with repair vs replacement options and costs.

**Brent Herrick**

Bridge Manager

Alberta Transportation

Construction and Maintenance Division

Barrhead AB

Telephone: 780-305-2419

Fax: 780-674-8383



## Summer Village of Horseshoe Bay

Box 1778 St. Paul, AB T0A 3A0

Phone: (780) 645-4677

Email: [svhorseshoebay@gmail.com](mailto:svhorseshoebay@gmail.com)

Website: [www.svhorseshoebay.com](http://www.svhorseshoebay.com)

### Agenda Item Summary Report

#### Agenda Item 4.d) Boat launch extension & rehabilitation

**Meeting Date:** February 20, 2021

#### Background

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Administration is working on the estimated cost of the boat launch upgrade. We have a \$13,677 MSP grant approved by the Province to go toward the cost of the project. The balance of the cost will be from MSI Capital &/or our reserves.

The County of St. Paul installed a new boat launch at Stoney Lake Park in 2020. The cost of that project, excluding engineering design & regulatory approval, was as follows:

Concrete Pads	\$ 16,611.	Our cost for 100 ft of ramps is estimated as \$18,750 + \$1,250 delivery
Other materials	<u>6,035</u>	Gravel, steel for the frame, etc.
Materials	22,646	
Crane rental	6,646	unload & place ramps into frame
Own Labour	<u>36,692</u>	build frame, install ramps into frame, etc.
Total	<u>\$ 65,984</u>	

The County used a different design, than the narrow 14" ramps with chain link connections. Their engineering & Gov't regulatory approvals were around \$100,000.

The County will let us use their design. It is a steel frame with tongue & groove ramps which slide into the frame. The concrete ramps are 4' x 15' x 8".

We should be able to do the project for less because we are doing the work on dry land. Cost savings should be in:

- No engineering cost
- No or little regulatory costs as long as we are in the road allowance & out of the water
- Reduced labour costs because we are working on dry land
- Possible reduced equipment costs because the work is on dry land

We will have to rent equipment to lift the ramps off the delivery trailer & later install them into the frame.

The County said they will try to help us if we want.

MPE Engineering have offered to do any additional engineering & regulatory work within the current ACP grant, if we need it. This may require a scope change for the grant. I think municipal affairs will likely approve the change.

#### Recommendation/RFD/Comments

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MOVED BY \_\_\_\_\_ that the Summer Village of Horseshoe Bay proceed with the boat launch extension and rehabilitation project and approve the purchase of the ramps from Robertson Group Ltd. for a cost of (up to) \$20,000.

**-Carried-**

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## Stoney Lake Boat Launch- Installation Estimate

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**Mobilization**= \$1,500

**Boat Launch Installation** (Prep Site, Build Bed for Concrete Pads, Lay aggregate, Install Pads, Road Restoration)

- D3 (\$90 per hour/40 hrs)= \$3,600
- 210 Track Hoe (\$109 per hour/120 hrs) = \$13,080
- Rock Truck (\$146 per hour/60 hrs) = \$8,760
- Tri-Axle (\$294 per hour/10 hrs) = \$2,940
- End Dump (\$294 per hour/45 hrs) = \$13,230
- 2 Labourers- 120hrs (Installation of Silt Curtain/Silt Fence/General Labour)= \$3,360

Total= \$44,970

**Materials**

Filter Fabric (840m<sup>2</sup>)= \$2,000

Pre-Cast Concrete Planks (16 Total)= \$16,000

Rail System for Plank Installation= \$4,200

19mm Crushed Angular Rock (Free Draining) Base (65 tonne @ \$46 per/tonne)= \$2,990

75mm Crushed Angular Rock (Free Draining) Sub-Base (178 tonne @ \$46 per/tonne)= \$8,188

Class 1M Rip-Rap along ramp (162 tonne @ \$20 per/tonne)= \$3,240

Total= \$36,548

**Design, Engineering, & Environmental (Urban Systems)**= \$59,000

**Surveying (In-House)**= \$3,500

**Legal Survey (DLO Registration)**= \$3,500

**Equipment Cleaning**= \$1,000

**Total Project Estimate= \$150,018**

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**RE: Boat Launch**

4 messages

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Tim Mahdiuk <TMahdiuk@county.stpaul.ab.ca>  
To: "svhorseshoebay@gmail.com" <svhorseshoebay@gmail.com>  
Cc: Sheila Kitz <SKitz@county.stpaul.ab.ca>

Thu, Jan 7, 2021 at 11:40 AM

Hi Norm;

Below is a breakdown of what it cost the County to install a new boat launch at Stoney Lake Park in 2020:

Engineering:	43,225.00	Urban Systems
Labour:	36,691.69	County Public Works Department
Concrete Pads:	16,611.20	Robertson Group
Gravel Material:	1,837.72	County Gravel
Supplies:	4,196.90	
Crane:	6,646.00	Myshak Crane & Rigging
<b>Total:</b>	<b>109,208.51</b>	

I may be missing some additional expenses but this is a close cost. We had budgeted about \$150,000 which includes engineering. Call me if you have any questions.

Thanks;

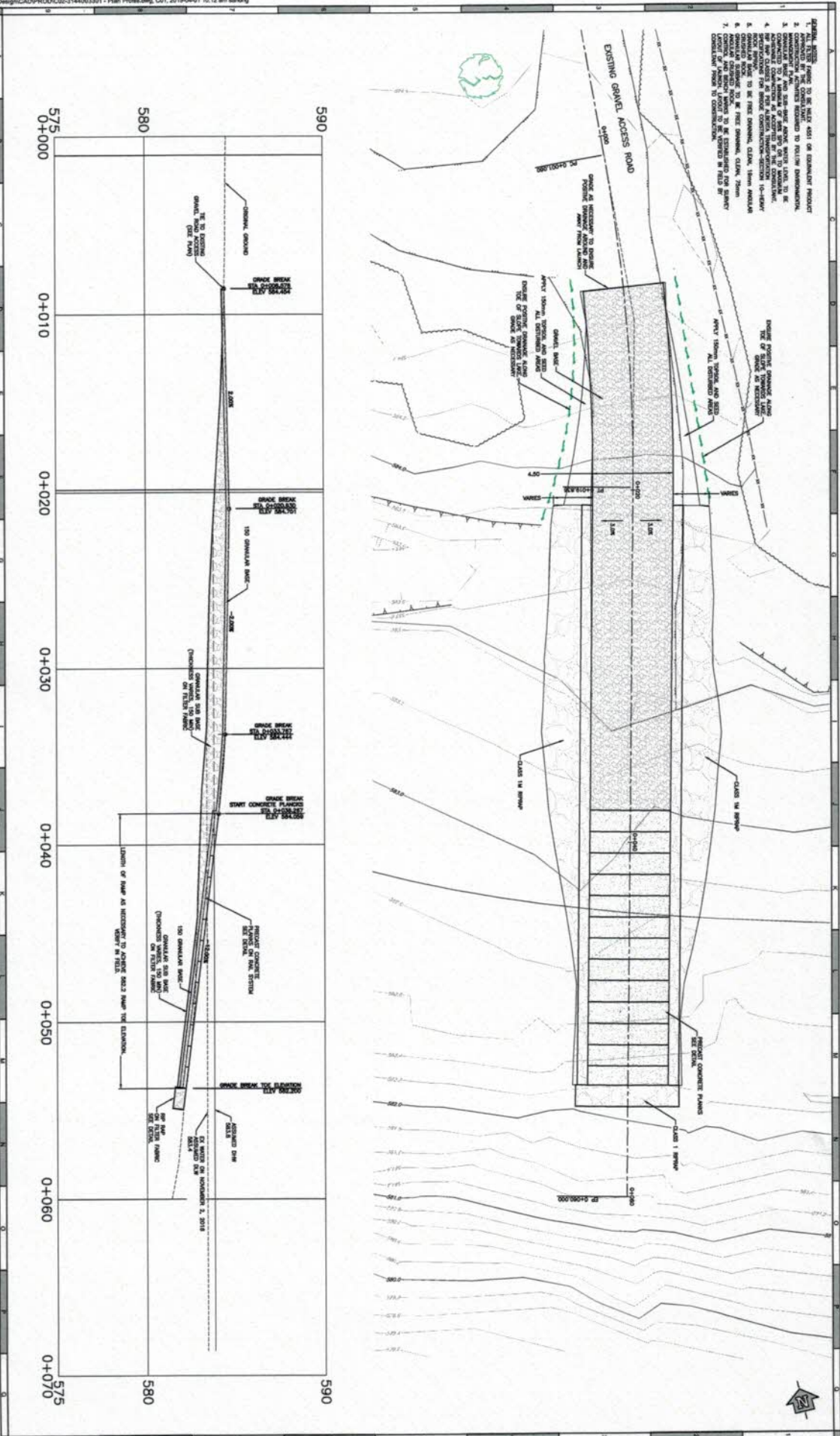


Tim Mahdiuk

Director of Community Services

County of St. Paul No. 19

- GENERAL NOTES:**
1. PROVIDE ALL NOTES TO BE READ LEFT OR CORRELATE PROJECT TO THE CORRELATIVE PLAN.
  2. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE SPECIFICATIONS TO THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS, LATEST EDITION, AS APPLICABLE.
  3. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS, LATEST EDITION, AS APPLICABLE.
  4. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS, LATEST EDITION, AS APPLICABLE.
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  10. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS, LATEST EDITION, AS APPLICABLE.



**ATTENTION:**

The information on this sheet is the property of the County of St. Paul. It is to be used only for the project for which it was prepared. It is not to be used for any other project without the written consent of the County of St. Paul. It is not to be used for any other purpose without the written consent of the County of St. Paul.

**DESIGN INFORMATION:**

Design Engineer: Ashong, Inc.  
 Design Date: 04/01/2019

**ISSUED FOR APPROVAL**

APRIL 01, 2019

ashong.com



**PERMIT TO PRACTICE**

Project: 31440033  
 Permit Number: P-3836  
 Issue Date: April 1, 2019

**Scale:**

Horizontal: 1" = 40'-0"

Vertical: 1" = 10'-0"

**County of St. Paul**

**URBAN SYSTEMS**

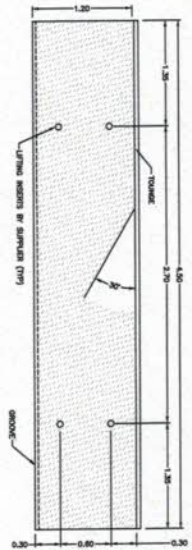
Quality Control By: [Signature]

**Stoney Lake Boat Launch**

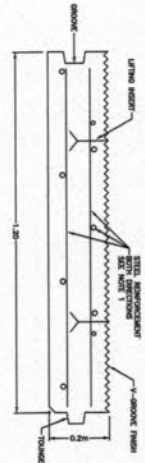
Plan Profile

Sheet Number: 3 of 3  
 Project Number: 3144.0033.01  
 Drawing Number: C02  
 Revision: A

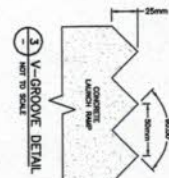




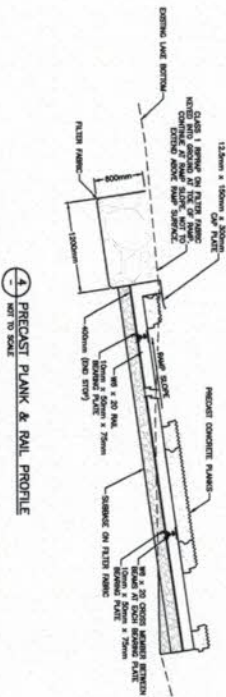
1 PRECAST CONCRETE PLANK  
NOT TO SCALE



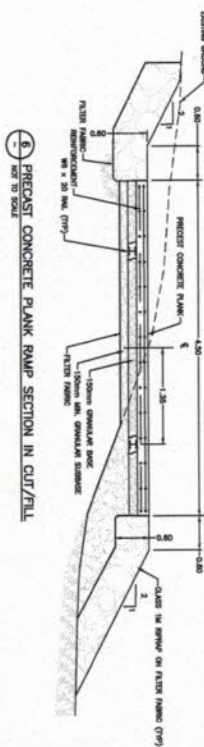
2 PRECAST CONCRETE PLANK SECTION  
NOT TO SCALE



3 V-GROOVE DETAIL  
NOT TO SCALE



4 PRECAST PLANK & RAIL PROFILE  
NOT TO SCALE



5 PRECAST CONCRETE PLANK RAMP SECTION IN CUT/FILL  
NOT TO SCALE



6 RAIL SYSTEM FOR PRECAST CONCRETE PLANKS  
NOT TO SCALE

NOTES:  
1. PRECAST PLANK MANUFACTURER TO PROVIDE PERFORMANCE REPORTING TO BUREAU OF PUBLIC WORKS.  
2. PRECAST CONCRETE MANUFACTURER SPECIFICATIONS TO BE 28 MPa.  
3. RAIL SYSTEM TO BE INSTALLED ON FINISHED TOPOGRAPHY.

**ATTENTION:**  
This drawing is intended for the use of the user of this drawing. It is not to be used for any other purpose without the written consent of the designer. The designer is not responsible for any errors or omissions in this drawing. The user of this drawing is responsible for its use and for any errors or omissions in this drawing. The designer is not responsible for any errors or omissions in this drawing. The user of this drawing is responsible for its use and for any errors or omissions in this drawing.

**DESIGN PERFORMANCE:**  
The performance of this work is based on the design of the user. The designer is not responsible for any errors or omissions in this drawing. The user of this drawing is responsible for its use and for any errors or omissions in this drawing.

**ISSUED FOR APPROVAL**  
APRIL 01, 2019  
urban-systems.ca

Professional Seal

**PERMIT TO PRACTICE**  
URBAN SYSTEMS LTD.  
PERMIT NUMBER: P-3836  
The Association of Professional Engineers  
Ontario and the Association of Professional Geographers

County of St. Paul

**URBAN SYSTEMS**

Scale: 0.5m = 1.0m  
Date: 04/01/2019  
Project Number: 3144-0033-01  
Sheet Number: C03

Checked by: [Signature]  
Drawn by: [Signature]

# Stoney Lake Boat Launch

Municipal Address: 8117 HWY 646 STONEY LAKE, AB  
Legal Description: SW 26-56-8-4

ISSUED FOR APPROVAL  
April 01, 2019  
KIMBERLY J. HARRIS  
Municipal Engineer



## LIST OF DRAWINGS

C00	COVER
C01	LEGEND
C02	PLAN PROFILE
C03	DETAILS

**URBAN**  
systems



# Summer Village of Horseshoe Bay

P.O. Box 1778  
St. Paul, AB T0A 3A0  
Phone: (780)645-4677  
Email: svhorseshoebay@gmail.com  
Website: www.svhorseshoebay.com

## Agenda Item Summary Report

**Agenda Item 4.e)** Subdivision Designation of Remainder Lot

**Meeting Date:** February 20, 2021 – Special Meeting

### **Background**

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The Village subdivision of 2 reserve lots into 4 lots is the final stage and is ready for registration with Land Titles. The new lots are designated **LOT 19MR and LOT 38MR**.

Explore Surveys wants to know if we want to designate the remainder Lot R1, as an MR Lot (Blk 3, Plan 762-1380), when they complete the survey and register the subdivision. There will be an additional cost, but it is expected to be minimal.

### **Recommendation/RFD/Comments**

---

This agenda item is for discussion and information purposes. Any action required by council will be identified at the meeting.

January 27, 2021

OUR FILE NUMBER: 20-R-259  
YOUR FILE NUMBER: ~~2040219~~



Jeffery Oracheski  
Explore Surveys Inc.  
18941 - 111 Ave NW  
Edmonton, AB T5S 2X4

Dear Sir/Madam:

RE: PROPOSED SUBDIVISION, Lot 37MR, Blk. 2, Plan 202-2322 & Lot R1 Blk. 3, Plan 762-1380,  
Summer Village of Horseshoe Bay

Your subdivision application was approved by the Subdivision Authority for the Summer Village of Horseshoe Bay on January 23, 2020. The decision is valid for one (1) year.

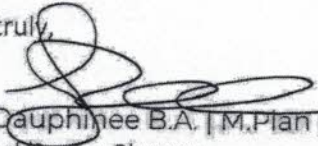
The decision may be appealed within twenty one (21) days of the mailing of this letter by submitting a written notice to the appeal body (Municipal Government Board) as indicated within the Notes on the attached form.

Following the appeal period, an instrument (a Descriptive Plan or a Plan of Survey) to register the approval must be prepared on your behalf by an Alberta Land Surveyor in a manner satisfactory to the Land Titles Office (10365 - 97 Street, Edmonton, T5J 3W7, phone 780-427-2742) and submitted to this office for endorsement. However, this office cannot endorse the instrument until the appeal period has elapsed.

Endorsement also cannot be given until the attached conditions have been met. Please confirm that all required documentation has been received by this office when submitting your registerable instrument.

Since this is considered to be a lot split to create 4 reserve lots (from 2 existing titles), your submission of an instrument for endorsement must include the required fee of three hundred fifty dollars (\$350.00), plus G.S.T., (for a total of \$367.50) payable to Municipal Planning Services (2009) Ltd. As a reminder this fee has been discounted by 50% of our standard rate because the lots being created are reserve lots. Please contact me at 780- 486-1991 or via email at [j.dauphinee@munplan.ab.ca](mailto:j.dauphinee@munplan.ab.ca) for any clarification.

Yours truly,

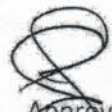
  
Jane Dauphinee B.A. | M. Plan | RPP | MCIP  
Principal/Senior Planner  
Municipal Planning Services (2009) Ltd.

cc: Summer Village of Horseshoe Bay  
AEP (Luc)  
Canada Post (Kerry)  
County of St. Paul

Atco Electric (St. Paul)  
Telus Communications (AB NE)  
Apex Utilities Inc.  
St. Paul School Division  
Alberta Health Services (North Zone)

OUR FILE NUMBER: 20-R-259

Lot 37MR, Blk. 2, Plan 202-2322 & Lot R1 Blk. 3, Plan 762-1380

  
Approved  
January 23, 2020  
slb 2021

APPROVED

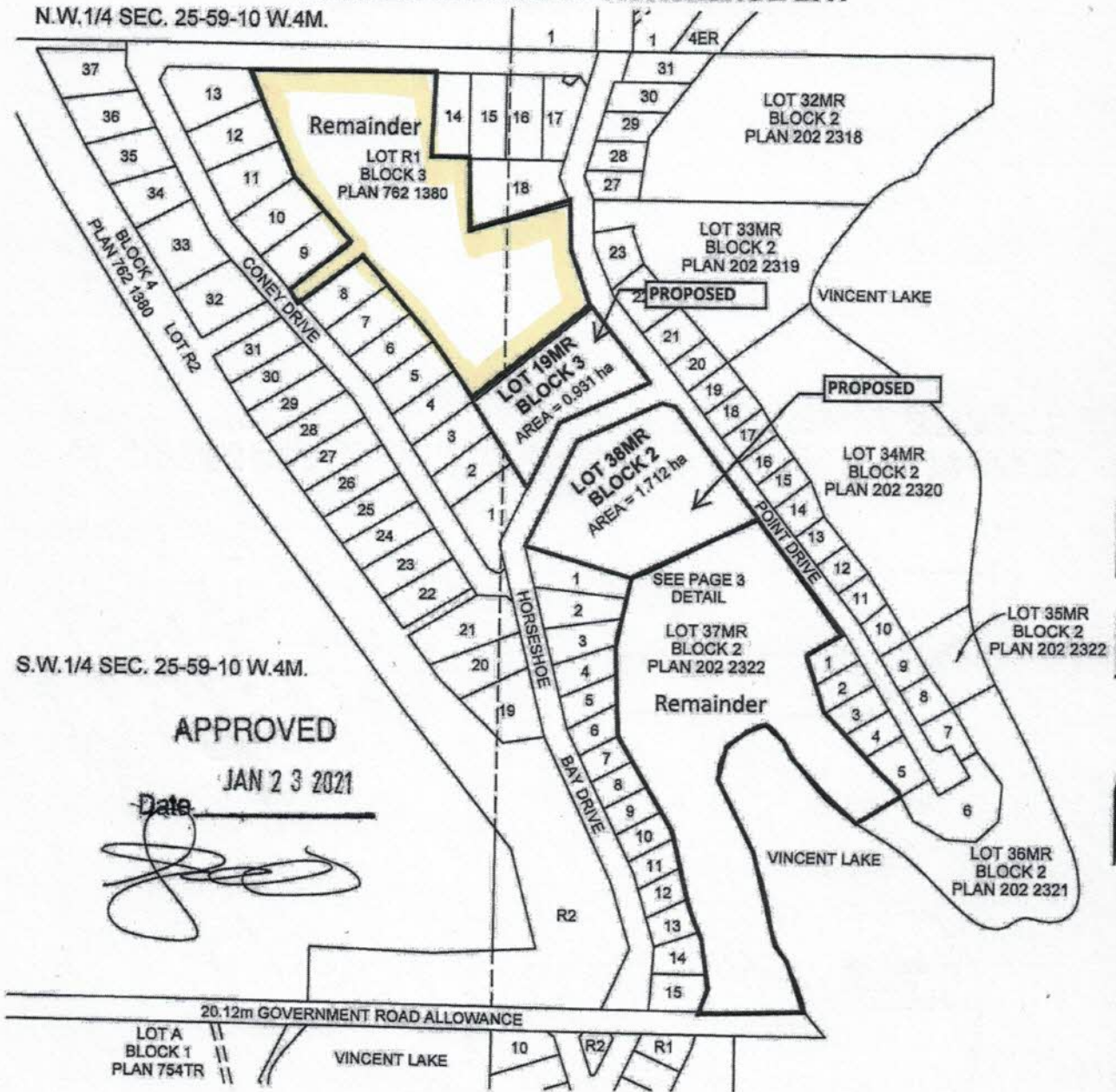
NOTES FOR INFORMATION PURPOSES ONLY: (These are not conditions of approval)

1. The subdivision is being approved because the land that is proposed to be subdivided is, in the opinion of the Subdivision Authority, suitable for the purpose for which the subdivision is intended, and the proposal is considered by the Subdivision Authority to conform to the provisions of the municipality's Land Use Bylaw. The Subdivision Authority has not verified the availability of water on-site or the suitability of the soils on the site for sewage disposal; however, trucking services for such are available in the region. The matters listed in Section 7 of the Subdivision and Development Regulation and any submission made by adjacent property owners were considered with care.
2. The proposed subdivision may be affected by a permanent, naturally occurring body of water or watercourse. The Province has an interest in the Crown ownership of Provincial waterbodies/or Public Land boundaries in Alberta. Development or water diversion may not occur in waterbodies, watercourses or Public Lands without prior consultation and approval from Alberta Environment and Parks. If you have any questions about development on or near water bodies, watercourses or public land please contact Alberta Environment and Parks prior to undertaking any activity within or near the wetland.
3. The following information is provided as required by Section 656(2)(a) of the Municipal Government Act. Any appeal of this decision lies to the Municipal Government Board, whose address is 1229 - 91 Street SW, Edmonton, Alberta, T6X 1E9 (phone 780-427-4864).
4. Please advise your surveyor that the Subdivision Authority for the Summer Village of Horseshoe Bay is "Municipal Planning Services (2009) Ltd."

Titled Area: 10.89ha 26.9ac  
 Proposed Area: 2.643ha 6.53ac

# TENTATIVE PLAN

SHOWING PROPOSED SUBDIVISION WITHIN  
**LOT R1, BLOCK 3, PLAN 762 1380 & LOT 37MR, BLOCK 2,  
 PLAN 202 2322 WITHIN S.1/2 Sec.25 Twp.59 Rge.10 W.4M.  
 SUMMER VILLAGE OF HORSESHOE BAY**



**APPROVED**  
 Date: JAN 23 2021  

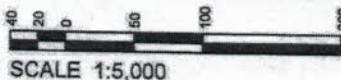

**LEGEND:**

Proposed Parcel shown as: \_\_\_\_\_

Distances are in metres and decimals thereof.



Plan Prepared by:  
 Explore Geomatics Inc.  
 Edmonton, Alberta  
 Toll Free 1-866-936-1805  
 Fax No. 780-800-1927



REV. NO.	DESCRIPTION	DATE
0	PLAN ISSUED	April 17, 2020

Job X040219

Rev. **0**

SURVEYED BY: J.A. CALCD BY: J.O. DRAWN BY: J.O.