

**CLEARWATER COUNTY COUNCIL AGENDA**  
**March 26, 2019**  
**9:00 am**  
Council Chambers  
4340 – 47 Avenue, Rocky Mountain House, AB

**PUBLIC HEARING**

**10:00 am Bylaw 1057/19 – Land Use Amendment**

**DELEGATIONS**

**11:30 am Dean Krause, CAO and Marco Schoeninger, Director Engineering and Operations – Town of Rocky Mountain House**

**11:45 am Kevin Koe, Surface Landman – Repsol Oil & Gas Canada Inc.**

**A. CALL TO ORDER**

**B. AGENDA ADOPTION**

**C. CONFIRMATION OF MINUTES**

1. March 12, 2019 Regular Meeting of Council Minutes

**D. AGRICULTURE & COMMUNITY SERVICES**

1. Community Hall/Association Funding Policy Direction
2. Request for Proposal – Manager/Operator Clearwater Campground

**E. PLANNING & DEVELOPMENT**

*10:00 am Public Hearing Bylaw 1057/19 Land Use Amendment*

1. Bylaw 1057/19 Land Use Amendment – Consideration of Second and Third Readings
2. Bylaw 1062/19 Land Use Amendment – Consideration of First Reading

**F. PUBLIC WORKS**

1. Bylaw 1064/19 2019 Special Tax on the Crimson Lake Cottage Subdivision
2. Final Review - Dust Suppression Policy

**G. CORPORATE SERVICES**

1. Fourth Quarter Financial Report

**H. DELEGATIONS**

1. 11:30 am Town of Rocky Mountain House – Wastewater Treatment Facility Report
2. 11:45 am Repsol Oil & Gas Canada Inc. – Operations Update

**I. INFORMATION**

1. CAO Report
2. Public Works Report
3. Councillor Verbal Reports
4. Accounts Payable Listing
5. Councillor Remuneration






**J. ADJOURNMENT**

***TABLED ITEMS***

<u>Date</u>	<u>Item, Reason and Status</u>
06/13/17	<b>213/17 identification of a three-year budget line for funding charitable/non-profit organizations' operational costs pending review of Charitable Donations and Solicitations policy amendments.</b>



## REQUEST FOR DECISION

<b>SUBJECT: Community Hall Funding Policy Direction</b>		
<b>PRESENTATION DATE: March 26<sup>th</sup> 2019</b>		
<b>DEPARTMENT: Ag and Community Services</b>	<b>WRITTEN BY: Matt Martinson, Director Ag and Community Services</b>	<b>REVIEWED BY: Rick Emmons, CAO</b>
<b>BUDGET CONSIDERATIONS:</b> <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy <b>(Capital Grant Funding for Community Halls)</b>		
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>		
<input checked="" type="checkbox"/>  Economic Prosperity	<input type="checkbox"/>  Governance Leadership	<input type="checkbox"/>  Fiscal Responsibilities
<input type="checkbox"/>  Environmental Stewardship	<input checked="" type="checkbox"/>  Community Social Growth	
<b>ATTACHMENT(S): 1) Policy Direction Power Point 2) Rural Municipal Policy summary sheet 3) Capital Grant Funding for Community Hall</b>		

### STAFF RECOMMENDATION:

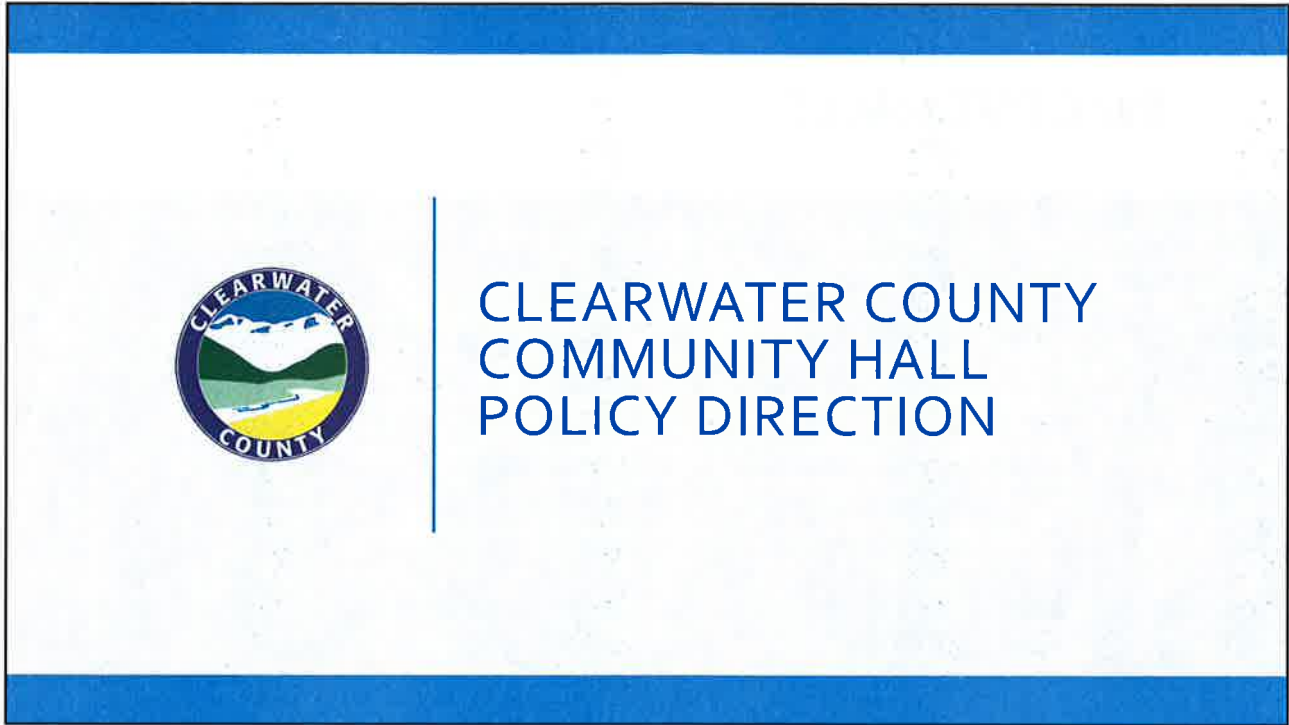
- 1) That Council provides policy direction to Administration.

### BACKGROUND:

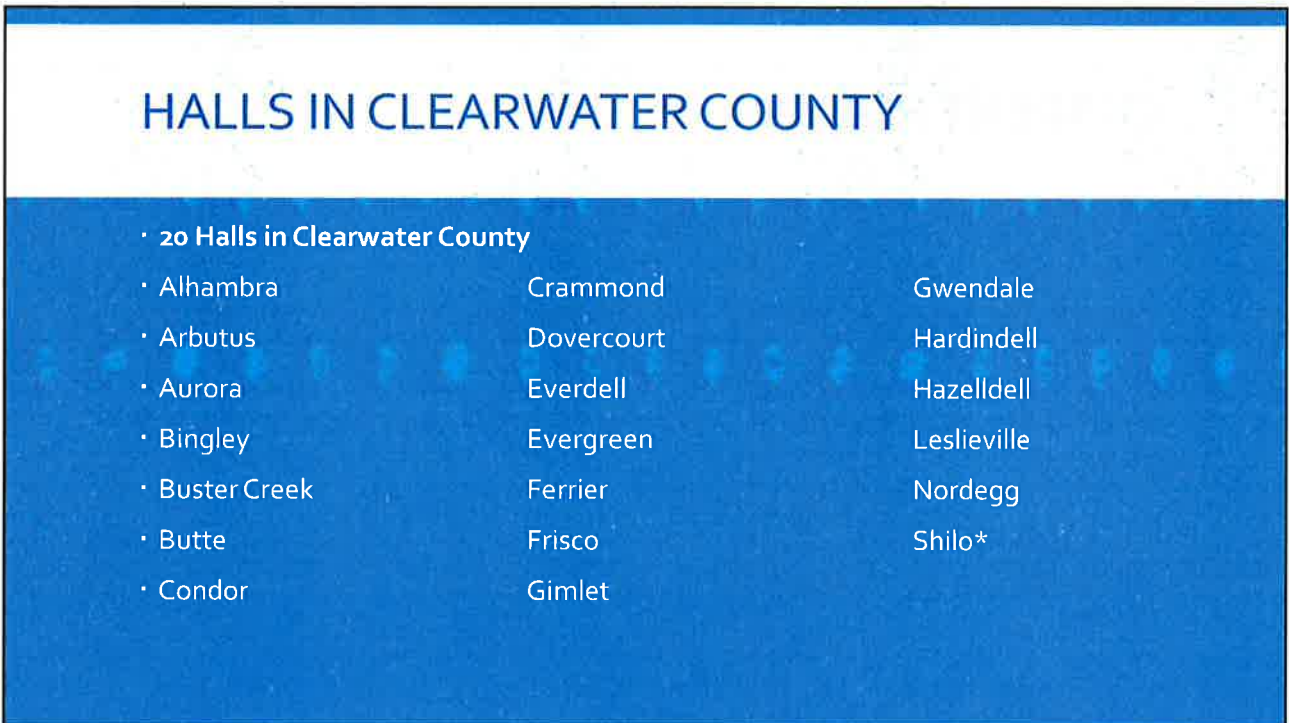
Administration has completed our review of the Capital Grant Funding for Community Halls Policy, including researching the policies of other rural municipalities.

We have also consulted with many of the representatives from the various community hall boards individually and during community meetings.

From this review administration has developed several options for future policy direction that Council may choose.



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## INACTIVE HALLS

- Shilo Hall (SW 22-36-5-5) is an example of a community hall that maybe should not be included in the policy:
  - Shilo Hall is a preserved one-room school house which is designated as a historical site.
  - Shilo Hall does not have heat (apart from a wood stove) or running water.
  - Shilo Hall facilitates the Ball Diamonds which are on the grounds and may be used as a shelter in inclement weather.
  - Does Shilo Hall fit better under a heritage designation and the ball diamonds under a recreation designation?

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## CURRENT POLICY

- The current policy addresses capital projects only.
- \$35,000 budgeted annually for community hall projects
- Applications are considered on a first come first served basis
- County funding will generally not exceed a maximum of \$15,000 per project
- The County is viewed as a "Funder of Last Resort" meaning that all other possible sources of contributions have been explored before a grant request can be made to the County.
- Funding is allocated on a 50/50 cost share basis.
- The policy states that applications should be submitted by November 1 of the prior calendar year.

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## PURPOSE OF POLICY

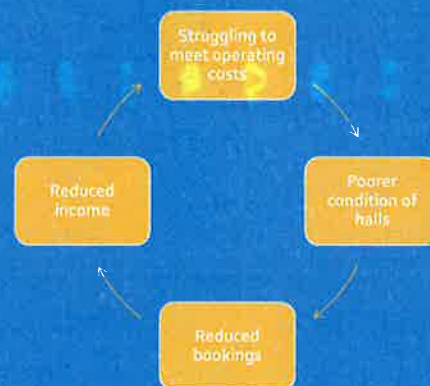
- We need to consider what is the purpose of our Community Hall Policy.
- Does the current policy ensure that our community halls are remaining sustainable and active in the community - Is this the intent of the policy?
- What is Council's vision for our 20 community halls? Does the current policy reflect this vision?

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## CURRENT POLICY – ISSUES AND CONCERNS

Applications are for Capital Projects only.

Some halls are struggling to meet their operating costs. This becomes an issue when trying to plan events. User groups tend not to frequent these halls as they are often in poorer condition than the halls who are able to meet their operating costs. Some of the smaller halls are become trapped in a vicious circle. When they apply for help with operating costs, applications under the current policy must be rejected.



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## CURRENT POLICY – ISSUES AND CONCERNS

- **Funds are allocated on a 50/50 cost share basis**

Due to low income some of the smaller halls are unable to raise enough funds to cover their 50% share needed to apply under the current policy.

Four enquiries were received in 2018 for funding applications but these were never submitted. This may be due to the inability to meet their portion of the cost share requirement.

An ever-decreasing pool of volunteers are being maxed out trying to raise funds to meet this requirement.

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## CURRENT POLICY- ISSUES AND CONCERNS

- **Smaller Halls are Struggling.**

- Some of the smaller halls are falling into disrepair because they are struggling to cover maintenance costs. This can eventually lead to a request for large capital project funding because regular maintenance was not kept up which eventually leads to a larger problem.
- Often smaller halls are used by not-for-profit groups free of charge. For example Butte Hall allows 4H to hold their meetings there in exchange for some minor upkeep work.
- How much longer can the small halls support the local NFP groups?

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## CURRENT POLICY – ISSUES AND CONCERNS

### • A Funder of Last Resort

- The Community Services department is receiving feedback from the hall associations that when the County must be considered a “Funder of Last Resort” that the County is not supporting them to stay active.
- When applying for other grants before applying to the County the halls are finding that these grants also require a 50/50 cost share . Without initial funding it is hard to start any of these community grant applications.

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## WHAT ARE OTHER COUNTIES DOING?

- Out of the 17 counties that responded to our survey only Clearwater County does not fund operating costs.
- Some counties such as Kneehill and Big Lakes issue one cheque per hall per year to be used as the hall sees fit (operating or capital). A set amount is budgeted annually and divided equally between the halls. No application is needed.
- Other counties such as Red Deer, Yellowhead and Brazeau fund halls with amounts that are linked to the hall's operating costs. For example a hall with operating costs less than \$5,000 would receive \$1500 compared to a hall with operating costs greater than \$20,000 which would receive a maximum of \$7,000.
- Some counties allocate funds annually without applications and others are linked to an application and an accountability process.
- Larger capital requests are considered SEPERATELY on a case by case basis.

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## EXAMPLES OF OTHER COMMUNITY HALL FUNDING PROGRAMS

### • FLAT RATE - examples

- M.D. of Big Lakes has a \$75,000 budget which is divided equally between 15 community halls and associations for \$5,000 per hall annually.
- Lacombe County links criteria to their flat rate. If the halls can show that at least 75% of their facility costs are recovered through user fees and rentals and they are being regularly used they qualify for \$3500 for year round halls and \$2500 for seasonal use halls.

### • PROPORTIONATE RATE

- Proportionate rate is a funding system that is linked to usage or operational costs.
- Some counties fund halls with a rate based on usage. For example Kneehill County give halls that are "used 20 or more times per year" \$2,978.04 each; halls "used 10-20 times per year" receive \$2,144.17 and halls falling into the "used less than 10 times per year" category receive \$1,072.12. Cheques are mailed out by February 1<sup>st</sup> of each year and seem to increase by 2.8% annually.
- Other counties fund halls based on operating costs. For example Yellowhead County allows \$2000 for halls with operating costs less than \$5,000, \$3,000 for halls with \$5,000 - \$7,000 operating costs, \$4,000 for halls with operating costs \$7-\$9,000 and a maximum of \$5,000 for halls with operating expenses greater than \$9,000. Red Deer County follows a similar system ranging from \$1500 per hall to \$7,500 per hall based on their operating costs.

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## OPTIONS FOR A NEW COMMUNITY HALL FUNDING POLICY

- OPTION ONE: REVAMP EXISTING CAPITAL-ONLY POLICY
- OPTION TWO: FLAT RATE FUNDING POLICY
- OPTION THREE: SPLIT FLAT RATE FUNDING POLICY
- OPTION FOUR: PROPORTIONATE FUNDING POLICY

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## OPTION ONE: MAKING CHANGES TO CURRENT CLEARWATER COUNTY CAPITAL POLICY

- If Council chooses to maintain a “capital-only” policy for Community Halls it would need to be less restrictive in order to address current concerns.
- This may include:
  - Removing the “Funder of last Resort” clause.
  - Reducing or eliminating the 50/50 cost share basis.
  - Allowing for small projects to be approved e.g. tables and chairs.

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## OPTION TWO: FLAT RATE FUNDING POLICY

- This option allocates the same set amount to each hall annually.
- If \$2,000 were allocated to each hall this would be a total of \$38,000 or for \$3,000 each would be \$57,000. Currently Council budgets \$35,000 which would translate to approx. \$1850 per hall.
- Community halls should have to apply for the grant each year and show accountability for how the grant was spent. An activity log and record of finances should still be required.
- Funds can be used for operating or capital costs. Funds can be saved over multiple years to help fund an upcoming budgeted capital project.
- If the hall could not demonstrate sustainability or a desire from the community to keep the hall running funds could be withdrawn.
- Small to medium size capital projects could be funded here but large capital requests would be considered separately on a case by case basis.

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## OPTION THREE – SPLIT FLAT RATE POLICY

- The split flat rate system would involve placing halls in one of two categories depending on usage or size.
- This system has been adopted by some Counties, e.g. Greenview County gives \$15,000 to large halls and \$7,000 to small halls. Lacombe County allocates \$3500 for year round halls and \$2500 for seasonal halls.
- Example of how this might work in Clearwater County.

Community Hall Category	# Halls	Rate A	Rate B
Higher Usage/Larger Halls - Condor, Dovercourt, Everdell, Evergreen, Leslieville	5	\$3,000	\$4,000
Lower usage/Smaller Halls – Alhambra, Arbutus, Aurora, Bingley, Buster Creek, Butte, Crammond, Ferrier, Frisco, Gimlet, Gwendale, Hardindell, Hazeldell, Nordegg, Shilo*	14	\$1500	\$2,000
TOTAL BUDGET	19	\$36,000	\$48,000

\*Not including Shilo

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## OPTION FOUR- PROPORTIONATE FUNDING POLICY

- Funds would be made available to halls based on their operational costs and/or usage.
- Halls that can prove they are active in the community and have a sustainability plan and in good financial standing could apply for this grant.
- By helping community halls with this annual funding, halls would be expected to save toward their capital projects and should have more funds available to apply for other community grants requiring a 50/50 cost share.
- Halls would be placed in a category based on criteria and funded accordingly.
- A November 1<sup>st</sup> deadline would continue to work for the Flat Rate or Proportionate Rate Systems.

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## EXAMPLE OF A PROPORTIONATE FUNDING SYSTEM IN CLEARWATER COUNTY

	HALLS WITH:	Hall#	Option A	Option B
1.	OPERATING COSTS LESS THAN \$5,000	13	\$1500	\$2,000
2.	OPERATING COSTS BETWEEN \$5,000 AND \$10,000	3	\$2500	\$3,000
3.	OPERATING COSTS OVER \$10,000	3	\$4,000	\$5,000
4.	TOTAL	19	\$39,000	\$50,000

We estimate that we would have 13 halls falling in the first category, 3 in the second and 3 in the third. However an activity log and 3 year financial statements from each hall would be required to ascertain the correct category designation.

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## THINGS TO CONSIDER

- Funding would be made available with the understanding that halls would be expected to cover small capital projects. Halls could use the grant money towards other community grant applications for capital projects that require 50/50 cost share.
- The Proportionate System would require more administration time and resources than either of the two Flat Rate Systems.
- Staff should track the spending of the grant to ensure it is being used for the sustainability of the hall.
- If funds are not allocated or budgeted for a specific purpose and activity log shows declining usage, funding may not be granted the following year.
- Over time we can track the sustainability of each hall and utilize this information for future decision making.

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## THINGS TO CONSIDER CON....

- If using the proportionate model linked to operational costs, operating costs within the policy would need to be defined and could include; utilities, repairs, maintenance, janitorial services and materials, admin costs including advertising. The County already pays for liability insurance for the halls under Community Hall and Community Group Insurance policy and so this would not be included. However, building insurance could be included.
- If using a flat rate model financial statements and activity log information would still be required to ensure eligible status.
- The process of reviewing Halls financial statements and usage would be necessary prior to implementation of the new policy.
- Large capital projects would be brought before Council on a case by case basis under a separate policy.

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## NEXT STEPS

- Council to determine which funding option is most favorable.
- Administration to develop and draft the new Policy.
- Policy approved by Council.
- Halls informed of new Policy and the requirements needed to be submitted.
- Administration to review hall information and confirm funding status.
- Finalize implementation date. 2019 or 2020?
- Budget consideration and deliberation to set required amount in budget.
- Implementation.
- Evaluation.

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County	# of Halls	Capital/ operating	Rate	Basis	Requirement	Deadline to apply
Clearwater	21	Capital only	\$35,000 budgeted	50/50 cost share. Funder of last resort. No operational assistance	3 year financial statements, activity log, budget, funding sources, quotes, 5 year sustainability plan	November 1
Wetaskiwin County	27	Capital	\$100,000 budgeted for both. Max funding per project \$20,000	Priority given to capital projects required to conform to safety codes or to prevent deterioration.	Previous years financial statements. Business plan. Letter of support from community	March 31
		Operating	50% of operating costs	One application per year. Annual grant in the form of 50% of op. costs. County has right to deny funding if proper paintenance is not carried out.	Previous years operating expenses. Annual financial statements. Proof of liability insurance.	March 31
Lacombe County	25	Capital	Up to 50% of project costs	Based on usage of hall and must show at least a 75% cost recovery through user fees and rentals.	As above. The urban municipality in which facility is located must also contribute based on its resident's usage.	Jan 31
		Operating	Year round halls - \$3500 Seasonal Halls - \$2500	Flat rate as long as meet criteria of usage and cost recovery rate.	Financial statements and activity logs are submitted by May 1st annually.	Jan 31
Red Deer County	38	Capital	\$1,000 - \$100,000	Funding allocations up to 25% of project cost.	Feasibility study demonstrating community need, support and viability of project.	September 19
		Operating	Up to \$7500	Funding is proportionate based on operational costs. Ranges from \$1500 grant for halls with op. costs below \$5000 to \$7500 grant for halls with op. costs over \$20,000	Detailed activity log, financial statements, operational costs	Prior to April 15
Ponoka County	15	Capital	Not normally exceeding \$25,000	Apply as needed.		Prior to budget.
		Operating		Apply as needed.		Prior to budget.

<b>Brazeau County</b>	12	<b>Capital</b>	Up to \$10,000 per project. Extraordinary requests brought to Council for consideration	Not specified	New construction will not be funded. Funder of last resort	Jan 1, April 1, July 1, October 1
		<b>Operating</b>	\$95,000 budgeted	Just changed from proportionate rate based on operational costs to funding 100% of operational costs	Operational receipts for allowable op. expenses submitted annually. Financial statements and operating budget required.	November 30
<b>Mountainview County</b>	26	<b>Both</b>	Up to \$70,000 to be used for capital or operating	Based on need, membership, local contributions and availability of County funds.	Grant can be used toward operating or facility upgrade costs. Can be a financial grant or "in kind" such as work or County equipment donations.	February 28
<b>Rockyview County</b>	26	<b>Capital</b>	50% Cost share	Max 50% funding	Funding must be used within 2 years.	March 1, October 1
		<b>Operating</b>	Limited	Funding available for insurance, utilities, maintenance, programming	Competitive	March 1 Cheques mailed in July
<b>Yellowhead County</b>	20	<b>Capital</b>	\$250,000 between both streams	50% of total cost. Max of \$10,000 per project. If over \$10,000 -delegation to Council		Quarterly - March 31, June 15, September 30, December 31.
		<b>Operating</b>	Funding ranges are Proportionate to operating expenses.	Halls with op. costs under \$5,000 receive a grant of \$2,000. Increases in steps to a maximum of a grant of \$5,000 for halls with op. costs over \$9,000	Financial statements, accountability for funding. Record of activity.	March 31
<b>Kneehill County</b>	9	<b>Capital or operating. Left to discretion of hall.</b>	Funding is proportionate to usage	Halls used 20 plus times = \$3,000. Halls used 10-20 times = \$2,000 Halls used less than 10 times = \$1,000	Allocation amounts are indexed annually with the October Consumer Price Index.	No application- each hall gets one cheque each February.
<b>Greenview County</b>	10	<b>Capital</b>	Project by project basis		At discretion of Council	
		<b>Operating</b>	Flat rate system to be used for operating and small capital projects.	Large Hall = \$15,000 Small Hall = \$7,000	Financial statements and activity log.	October 15

<b>Sturgeon County</b>	10	<b>Capital</b>	\$300,000 budget for both streams	Competitive case by case basis	Delegation to Council	
		<b>Operating</b>	Flat rate system to be used for operating and small capital projects.	\$4,000 flat rate payment to each hall	Active and in good standing	Feb 28
<b>Starland County</b>	7	<b>Operating only</b>	\$95,000 budgeted for 7 halls	Funding based on application and needs assessment.	Financial statements, Community support, activity and budget.	Late Oct/Early Nov
<b>Big Horn County</b>	2	<b>Capital and Operating together</b>	\$20,000 budgeted annually for the 2 halls.	Project by project.	Financial statements, Community support, activity and budget.	Capital year round. Operating Last Friday in August.
<b>M.D. of Big Lakes</b>	15	<b>Assistance Grant</b>	\$75,000 budget for 15 halls.	Flat rate of \$5,000 per hall to be used for capital or operational.	Funding allocated as long as a registered society in good standing, submit annual financial statements and activity log.	December 31
<b>Lac la Biche</b>	8	<b>Capital and Operating currently under review.</b>	\$300,000 capital budget \$600,000 operating budget	Funding 80% utilities, 100% insurance, \$200 per program. Funding of large societies also come under this budget. Capital requests funded 50/50 cost share.	Require financial statements, activity, budgets and accountability.	October 31st
<b>Athabasca County</b>	20	<b>Assistance Grant</b>	Rate based on operational costs	Up to 50% of previous year's operational costs funded.	Annual application with copies of previous year's utility and insurance bills. Activity log.	March 1st





**CLEARWATER COUNTY  
CAPITAL GRANT FUNDING FOR COMMUNITY HALLS**

**POLICY**

EFFECTIVE DATE:	AUGUST 14, 2012
REVISED DATE:	OCTOBER 2016
SECTION:	COMMUNITY SERVICES
POLICY STATEMENT:	To establish guiding principles that outline the requirements for Community Hall Association/Society to submit applications for Clearwater County Capital Grant Funding. These will be use by the County’s Administration in the initial determination of whether a grant request meets the requirements for presentation to Clearwater County Council. Grant requests will not be considered when requests are provide funding for operating costs.
DEFINITIONS:	<p><b>Community Hall Association/Society:</b> An Alberta registered non-profit association or society which has a physical location (Community Hall) within Clearwater County that provides community, cultural or recreational programs within the community.</p> <p><b>Clearwater County Annual Budget Available for Capital Project to Community Halls:</b> An amount of total funding amount that is included in the approved annual budget, which may be made available to any community hall/association for capital projects, as defined within the capital project definition within this policy.</p> <p><b>Capital Project:</b> For the purposes of this policy, a project shall be deemed a capital project if it is a:</p> <ul style="list-style-type: none"> <li>a) Structural upgrade or expansion of the hall building;</li> <li>b) Major equipment essential to the operation of the hall (e.g. stoves, coolers, furnace) where the cost of the equipment exceeds \$2,500.00 and has a life expectancy of more than 5 years; or,</li> <li>c) Major equipment of improvements that enhance the level of service available through the hall ((e.g. playground equipment, sidewalks, parking lot paving, etc.) where the cost of the project exceeds \$2,500.00</li> <li>d) On approved projects the County may provide funding on a 50/50 cost share basis. Community Halls are expected to match County funds with cash, materials, labour, donated equipment, or other “gifts in kind”. <i>(See Appendix B for assistance in determining financial values.)</i></li> </ul>



**CLEARWATER COUNTY  
CAPITAL GRANT FUNDING FOR COMMUNITY HALLS**

POLICY

	<p>e) County funding will generally not exceed a maximum of \$15,000.00 per specific project.</p> <p><b>Funder of Last Resort:</b> The County should be viewed as a funder of last resort, meaning all other possible sources of contributions have been made prior to a Capital Grant Request being made. When applying for grant funding from Clearwater County, Community Halls shall demonstrate that they have raised, or attempted to raise funds from other sources.</p> <ul style="list-style-type: none"> <li>a) Hall Revenue;</li> <li>b) Provincial Grants (Community Lottery Boards, Wildrose Foundation, Community Facility Enhancement Program (CFEP) etc.);</li> <li>c) Corporate Donations; and</li> <li>d) Donations from the community at large (donations may be either cash or gifts in kind, such as donated equipment, donated labour or services such as plumbers, carpenters, architects, etc.)</li> </ul> <p><b>Operating Costs:</b> Costs that include regular maintenance, wages, or direct delivery costs of a program or service (painting, janitorial, field/facility rental, service contracts, etc.)</p> <p><b>The County will not provide funding for operating costs within this grant.</b> This does not include the cost of insurance as described in the County’s Community Hall and Community Groups Insurance policy.</p>
<p>PROCEDURE:</p>	<p>1. Applications for capital funding must be either typed or handwritten and should be on the application attached as “Appendix A”. Application forms must be fully completed and must include:</p> <ul style="list-style-type: none"> <li>a) A description of the project;</li> <li>b) The purpose of the project and the benefit the project will have to the hall;</li> <li>c) A project budget outlining revenues, expenses and the sources thereof;</li> <li>d) The amount of funding being requested from the County;</li> <li>e) A schedule of when the work will be completed;</li> <li>f) Community hall financial statements;</li> <li>g) A demonstration of hall activity (i.e. bookings list, etc);</li> <li>h) A five year sustainability plan; and</li> <li>i) Multiple quotations regarding the project.</li> </ul>



**CLEARWATER COUNTY  
CAPITAL GRANT FUNDING FOR COMMUNITY HALLS**

	<p>2. Completed applications forms must be submitted to the Community and Protective Services Department prior to November 1 of the prior calendar year for review, further consideration and presentation to Council for approval or denial. Completed applications forms submitted to the Community and Protective Services Department after November 1 of the prior calendar year for review may or may not be forwarded for presentation to Council for further consideration.</p>
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POLICY



**APPENDIX A**  
**Application Form for**  
**Capital Grant Funding for Community Halls**

**Policy Reference: Clearwater County’s Capital Grant Funding for Community Halls**

<b>Section 1 – Organization Name and Contact Person</b>	
<b>Group Name:</b>	
<b>Contact Name:</b>	
<b>Mailing Address:</b>	
<b>Contact Number:</b>	
<b>Contact Email:</b>	

<b>Section 2 – Project Description</b>
<p><b>Proposed Project:</b> <i>(Please describe the planned capital project in detail, including the work that will be completed and how it will be of benefit to your group/community. Refer to the capital grant policy for information on what is considered an eligible capital project.)</i></p>

**Collection and use of personal information**

*Personal information is being collected under the authority of the Municipal Government Act (MGA) and the Freedom of Information and Protection of Privacy Act (FOIP) and is managed in accordance with the provisions of FOIP. This information will be used to process your request and will form part of a file available to the public. If you have any questions about the collection of personal information, contact the FOIP Coordinator at 403-845-4444.*



# APPENDIX A Application Form for Capital Grant Funding for Community Halls

<b>Estimated Project Timeline</b> (please include the estimated start and finish dates for the proposed project)	
Estimated Start Date:	
Estimated Date of Completion:	

<b>Section 3 – Financial Information</b> (Please include an itemized accounting of all estimated sources of funding for the project, and how much funding each source is providing. This includes items such as monetary donations, donated labour/materials. <b>Do not</b> include the funding that you are requesting through this grant.)	
<b>Contributor</b>	<b>Amount</b>
<b>Total Available Funding:</b>	

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## APPENDIX A

# Application Form for Capital Grant Funding for Community Halls

<b>Section 4 – Estimated Project Expenses</b>	
(Please include an itemized accounting of all estimated project costs, including materials and labour. Attach quotes wherever possible.)	
Contributor	Amount
<b>Total Available Funding:</b>	

**Grant Funding Requested:**  
 (The amount you are requesting through this grant should equal the difference between the estimated project expenses and the funding that you currently have available, which is noted above. As noted in Clearwater County’s capital grant policy, this grant does not generally fund more than 50% of the total project expenses, nor does grant funding typically exceed more than \$15,000.00 per project)

	-		=	
Total estimated project cost	(minus)	Total available funding	(equal)	<b>GRANT FUNDING REQUESTED</b>

***Collection and use of personal information***  
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# APPENDIX A

## Application Form for Capital Grant Funding for Community Halls

**Section 5 – Background Information**

**Previous Grant Funding:**

Have you previously received grant funding from Clearwater County?

Yes

No

If you answered “yes”, please provide the details below.

Project	Funding Received	Date

**Other Information:**

(Please be sure to also include the information on the following checklist. Please note that your funding application may not be reviewed until you have submitted all the requested information)

	Financial Statements, including annual operating costs and annual revenues, for the past three years.
	Record of hall/group activity (such as booking information) for the past three years.
	A five-year plan outlining the group’s plan to ensure ongoing sustainability in the coming years.

**Collection and use of personal information**

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## APPENDIX A

# Application Form for Capital Grant Funding for Community Halls

Section 6 – Signature		
(Please ensure that this section is signed by <u>an authorized representative</u> for your organization.)		
<p>On behalf of _____ I agree that, should Clearwater County provide capital grant funding:</p> <ol style="list-style-type: none"> <li>1. The funds will only be used for the project outlined in this application; and</li> <li>2. <b>Upon grant approval, an accounting of the funding will be provided to Clearwater County within 60 days of the project completion.</b></li> </ol>		
<p>I certify that the above information is a <b>complete and accurate</b> and that any <b>funds received are to be expended on the project</b> described in the application submitted for the grant.</p> <p><b>I am a duly authorized representative having legal and/or financial signing authority.</b></p>		
SIGNATURE	NAME (please print)	DATE
POSITION / TITLE		DAYTIME TELEPHONE
REGISTERED MAILING ADDRESS		EMAIL ADDRESS

**Collection and use of personal information**

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## APPENDIX B Work In-Kind Rate Schedule

**Policy Reference: Clearwater County's Capital Grant Funding for Community Halls**

**Equipment and Machinery Rates:**

Donated heavy equipment (including operator costs) at up to \$60.00 / hour.

**Labour Rates:** (Valuation of volunteerism)

Unskilled Labour – up to \$20.00 / hour

Skilled Labour – up to \$30.00 / hour (Qualified Trades or Professionals)

**Donated Materials:**

Fair Market Value.

Donated labour/services/material/equipment MUST be directly related to the project. This excludes time spent in planning meetings or on fund raising activities for the project.

*\*\* The Alberta Roadbuilders and Heavy Construction Association (ARHCA) Equipment Rental Rates Guide and Membership Roster has been the benchmark for equipment rental rates for the heavy construction sector in Alberta for more than 15 years.*

*Current information, including interim Tier 4 emissions, is compiled from manufacturers, equipment dealers, and contractors each year. Using mathematical formulas and historical records, as well as the cooperation of representatives from all segments of the industry, these rental rates are produced annually.*

*This Guide is the accepted authority for:*

- *Alberta Transportation*
- *Alberta Environment and Sustainable Resource Development*
- *Parks Canada*
- *Canadian Forest Service*
- *City of Calgary force account rates*
- *City of Edmonton force account rates for contracted roadway construction*
- *It is also used frequently by irrigation districts, municipalities, counties, towns, villages and consulting engineers. This guide is the standard for equipment rental rates for roadbuilding and heavy construction in Alberta under average conditions in the province of Alberta.*

**Collection and use of personal information**

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# APPENDIX C Summary Project Completion Reporting

**For Use Upon Receiving Clearwater County Grant Funding**  
*(An accounting of the funding will be provided to Clearwater County within 60 days of the project completion.)*

## Policy Reference: Clearwater County's Capital Grant Funding for Community Halls

- d) County may provide funding on a 50/50 cost share basis. Community Halls are expected to match County funds with cash, materials, labour, donated equipment, or other "gifts in kind".
- a) County funding will generally not exceed a maximum of \$15,000.00 per specific project.

\_\_\_\_\_

\_\_\_\_\_

### ADDITIONAL FUNDING FOR THIS PROJECT

Other Government or Institutional Grants \$ \_\_\_\_\_

Other Income (Financial Donations)  
\$ \_\_\_\_\_

**SUB TOTAL (this amount must be spent on the project)** \$ \_\_\_\_\_

### PROJECT COMPONENTS SUMMARY (Detailed breakdown to be provided on attached form)

Total donated labour/services financial valuation. (A) \$ \_\_\_\_\_

Total donated material/equipment financial valuation. (B) \$ \_\_\_\_\_

Total Paid Expenditures (Paid Expenditures) (C) \$ \_\_\_\_\_

**TOTAL PROJECT COST:** \$ \_\_\_\_\_

*(THE SUM OF A + B + C = TOTAL PROJECT COST)*

**Total Project Cost:** The total project cost must be equal to or greater than the total of the requested 50% Clearwater County Capital Grant plus other grants and/or funding.

**Unexpended grant funds not used for the purpose for which a grant was approved may be requested to be returned to Clearwater County.**

#### **Collection and use of personal information**

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# APPENDIX C Summary Project Completion Reporting

## DETAILED PROJECT COMPLETION REPORTING FORMAT

### DONATED LABOUR/SERVICES

Please attach separate sheet in the same format if more than 5 items are listed.

Date (YY/Mth/Da <del>y</del> )	Description of Work Done	No. of Volunteers	Total Hours Worked	Rate/hr.	Value of Work
_____	_____	_____	x _____	x \$ _____	= \$ _____
_____	_____	_____	x _____	x \$ _____	= \$ _____
_____	_____	_____	x _____	x \$ _____	= \$ _____
_____	_____	_____	x _____	x \$ _____	= \$ _____
_____	_____	_____	x _____	x \$ _____	= \$ _____
<b>TOTAL DONATED LABOUR/SERVICES</b>					<b>A \$</b>

### DONATED MATERIAL/EQUIPMENT

Please attach separate sheet in the same format if more than 5 items are listed.

Date (YY/Mth/Da <del>y</del> )	Description of Material/Equipment	Donated By	Value of Material/Equipment
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
<b>TOTAL DONATED MATERIAL/EQUIPMENT</b>			<b>B \$</b>

### PAID EXPENDITURES

Please attach separate sheet in the same format if more than 5 items are listed.

Date (YY/Mth/Da <del>y</del> )	Description of Expenditure	Cheque No	Total Paid
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
<b>TOTAL PAID EXPENDITURES</b>			<b>\$</b>

**Collection and use of personal information**

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Summary Project Completion Reporting



I certify that the above information is a **complete and accurate** and that any **funds received are to be expended on the project** described in the application submitted for the grant.

**I am a duly authorized representative having legal and/or financial signing authority.**






SIGNATURE	NAME (please print)	DATE
POSITION / TITLE		DAYTIME TELEPHONE
REGISTERED MAILING ADDRESS		EMAIL ADDRESS

**Collection and use of personal information**

Personal information is being collected under the authority of the Municipal Government Act (MGA) and the Freedom of Information and Protection of Privacy Act (FOIP) and is managed in accordance with the provisions of FOIP. This information will be used to process your request and will form part of a file available to the public. If you have any questions about the collection of personal information, contact the FOIP Coordinator at 403-845-4444.



## REQUEST FOR DECISION

<b>SUBJECT: DRAFT Request for Proposal – Manager/Operator Clearwater Campground</b>		
<b>PRESENTATION DATE: March 26<sup>th</sup> 2019</b>		
<b>DEPARTMENT: Ag and Community Services</b>	<b>WRITTEN BY: Matt Martinson, Director Ag and Community Services</b>	<b>REVIEWED BY: Rick Emmons, CAO</b>
<b>BUDGET CONSIDERATIONS:</b> <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>		
<input checked="" type="checkbox"/>  Economic Prosperity <input type="checkbox"/>  Governance Leadership <input type="checkbox"/>  Fiscal Responsibilities <input checked="" type="checkbox"/>  Environmental Stewardship <input checked="" type="checkbox"/>  Community Social Growth		
<b>ATTACHMENT(S): 1) Clearwater Campground Phase 1 Business and Development Plan 2) Draft RFP Document</b>		

### STAFF RECOMMENDATION:

- 1) That Council approves the proposed Request For Proposal for Clearwater Campground operations.

### BACKGROUND:

The Clearwater Campground is located adjacent to Highway 54, and the Clearwater River approximately 7km west of Caroline. The parcel is legally described as the NW quarter of Section 18 Township 36, Range 6, West of 5<sup>th</sup> Meridian.

The original Campground, which was located further west within the flood plain of the river, was completely destroyed during the 2013 floods. The County rebuilt the campground further east and outside of the flood plain using disaster recovery program funding.

The Campground is located on land owned by the Province that is leased to the County.

The County currently holds the lease and maintains operating agreements for the Burnstick Lake, Cow Lake, Open Creek and Shunda Creek campgrounds. All of these campgrounds except for Shunda Creek are operated by not for profit community groups. Shunda Creek is operated by a privately-owned family business.

# Clearwater Campground Phase 1 Business & Development Plan



August 2016

**Clearwater County**  
4340 – 47 Avenue  
Rocky Mountain House, AB  
T4T 1A4



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  - 5.2 Servicing ..... 4
  - 5.3 Recreation Amenities ..... 4
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  - 5.5 Fencing and Buffers ..... 4
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# Clearwater Campground

## Phase 1 Business & Development Plan

### 1. Introduction

The proposed Clearwater Campground is located adjacent to Highway 54, Highway 22 and the Clearwater River, approximately 7 kilometers west of Caroline, in Clearwater County. The parcel is legally described as the NW quarter of Section 18, Township 36, Range 6, West of the 5<sup>th</sup> Meridian, and is shown on the attached plan.

Clearwater County intends to re-build and re-open the campground in two phases following approval of this application by Alberta Environment and Parks, to replace the old Clearwater Campground that was destroyed by flooding in 2013. This application deals with the first phase of campground development, and the second phase will be included under a separate application.

### 2. Rationale and Business Case

As noted, the old Clearwater Campground successfully operated at this location for numerous years prior to the 2013 floods, providing valuable recreation and outdoors amenities for the County and visitors from other areas. The campground was completely destroyed by these floods, and the County is now seeking to develop the first phase of a replacement campground.

The proposed development is similar to the old campground, and will not have any greater impact on neighbouring properties or the natural environment. The proper design and construction of the campground will protect the surrounding Crown land and appropriately mitigate or prevent any land use or environmental conflicts.

### 3. Due Diligence

#### 3.1 First Nations Consultation

In 2014, consultation with the O'Chiese and Sunchild First Nations regarding the proposed Clearwater Campground project was deemed adequate by the Aboriginal Consultation Office. In 2015, the Aboriginal Consultation Office confirmed that no further consultation was required, as the 2014 consultation was already deemed adequate.

#### 3.2 Weed Assessment

A formal weed assessment has not been completed; however, the County will assess and manage weeds during the development and operation of the campground on an ongoing, as-required basis.

### 4. Campground Development

Preparation of the site for campground development will involve selective cutting of trees, where required, the placement of geotextile material, and the placement and compaction of clay and gravel for roadways and campsites. The clay and gravel will be transported from an off-site location, and the site preparation will involve only minimal excavation and topsoil stripping within the campground site.



## 5. Campground Design

### 5.1 Campsites

The first phase of the proposed Clearwater Campground has been designed with 17 campsites on a looping roadway. The campsites are approximately 25 metres deep and are designed to accommodate tents and recreational vehicles (RVs). Vehicle parking spaces, fire pits and picnic tables will be provided at each site.

### 5.2 Servicing

The proposed Clearwater Campground will be serviced with outhouses, and sanitary sewage will be stored in tanks and hauled and disposed of off-site. Water will not be provided.

Dumpsters will be provided in the campground for the collection of garbage. Electricity will not be provided to the campground.

### 5.3 Recreation Amenities

A day use area with parking and river access will be located adjacent to the proposed Clearwater Campground. Nearby recreation amenities include the Clearwater Ricinus Natural Area, the Chedderville Natural Area, and numerous lakes.

### 5.4 Parking

As previously noted, parking for a minimum of one vehicle will be provided with each campsite, and additional parking will be provided in the day use area adjacent to the proposed campground.

### 5.5 Fencing and Buffers

The proposed campground will not be fenced, but existing trees will be retained wherever possible to provide buffering from Highway 54 and screening between individual campsites.

## 6. Campground Operation

Once the Clearwater Campground is constructed, the County will contract the operation and ongoing maintenance of the campground to a qualified operator. The contract will include the collection of fees, management of the campground, garbage collection and disposal, and sanitary sewage disposal.

### 6.1 Emergency Services

If and when required, emergency services will be dispatched from the surrounding municipalities. The Village of Caroline has a Volunteer Ambulance Association that utilizes volunteer EMTs and EMRs to serve the Village of Caroline and the surrounding 1,070 square kilometer service area.

The Clearwater Regional Fire Rescue Service has a fire station in the Village of Caroline with light rescue, pumper, and tanker trucks.

Royal Canadian Mounted Police (RCMP) service would be dispatched from the Rocky Mountain House detachment.

## 6.2 Fire Smart

The proposed Clearwater Campground will be designed and operated in accordance with the Province of Alberta's FireSmart guidelines. Campground design and maintenance will minimize the possibility of fires starting in the campground, and spreading through the campground.

Campground roadways will provide hard surfaced, all-weather access for firefighting equipment.

Campsites within the Clearwater Campground will be laid out to maximize the separation distance of fire pits from natural vegetation at the boundaries of the site. Fire pits provided at each campsite will be made of metal or concrete blocks, and fires will only be permitted within these pits. Fire pits will be firmly fixed in place, and surrounded by non-combustible materials (gravel camping pad).

Campers will be reminded to ensure that their fires are completely extinguished, and wildfire hazard ratings will be posted at the campsite. In the event of a fire ban, the campground contractor will ensure that no campfires are lit within the campground.

Selective tree clearing and campground maintenance will be used to minimize ladder fuels (woody debris, low lying branches, downed trees, etc.) and limit the transmission of ground fires to the forest crown. Selective cutting and thinning at the boundaries of the site will also help to reduce the risk of rapidly spreading fire, particularly on slopes. Grass in the common areas of the campground will be regularly mowed to reduce the potential for grass fires.

As previously noted, fire protection will be provided by the Clearwater Regional Fire Rescue Service from their base in the Village of Caroline. The river access adjacent to the Clearwater Campground can be used to re-fill fire trucks, if required, and campground roadways will provide hard surfaced, all-weather access for firefighting equipment.

## 6.3 Bear Smart

The proposed Clearwater Campground will also be designed and operated in accordance with Bear Smart guidelines. Bear proof bins will be provided for garbage disposal, and garbage will be collected and hauled off-site on a regular basis. The campground operator will remind campers to:

- Keep campsites free of garbage;
- Store food and toilet articles (such as soap and toothpaste) in vehicles;
- Dispose of water from cooking, cleaning dishes and bathing in outhouses or bear-proof bins;
- Dispose of food scraps in bear-proof bins instead of fire pits;
- Keep pets leashed at all times; and
- Closely supervise children at all times.

The campground operator will be responsible for monitoring campground activities and enforcing bear smart behaviour, and dealing with any bears in the vicinity with Fish and Wildlife Officers.

## 7. Campground Lifespan and Reclamation

The proposed Clearwater Campground is expected to operate for the long term, potentially for the next 100 years. When the campground is to be closed and reclaimed, the gravel and geotextile placed on the roadways and campsites will be removed and vegetation will re-establish naturally on the underlying soils. Any outhouses in the campground will be removed and filled according to environmental best practices.



PRELIMINARY

PERMIT TO PRACTICE

DESIGNER

DATE

CLEARWATER COUNTY  
CLEARWATER CAMPGROUND  
PROPOSED EXPANSION  
SITE PLAN

D2

OFFICE	PROJECT No.	PLAN No.	SHEET
RED DEER	141-15361-00	141-15361-01	1 of 1

0 10 20

PLAN DESCRIPTION

COORDINATE DATA

3TM NAD 83  
11°

PHOTO No.  
TITLE SEARCH DATE

DATE

BY

REVISION

No.

DATE

BY

REVISION

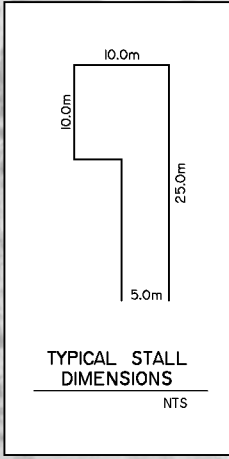
No.

DATE

BY

SURVEYED

DESIGNED GAE JUNE/2014  
CHECKED TF JUNE/2014  
DRAWN GAE JUNE/2014



DROP-OFF AREA/  
PARKING

PHASE I

PHASE II

PROPOSED  
300mm CSP

PROPOSED  
300mm CSP

PROPOSED  
300mm CSP

PROPOSED  
300mm CSP

DAY PARKING/  
GARBAGE

15m ROW TO BE CLEARED

PROPOSED  
300mm CSP

PICNIC  
DAY USE PARKING AREA

20m SETBACK  
FROM HIGHWAY ROW

HIGHWAY 54

POSSIBLE  
GROUP  
CAMPING



## **REQUEST FOR PROPOSALS**

# **CLEARWATER CAMPGROUND MANAGER/OPERATOR**

Clearwater County is issuing a request for proposal from both private and non-profit community groups based in Clearwater County to manage, operate and maintain the Clearwater Campground under a contract Agreement.

3-year contract commencing May 15, 2019

Deadline for submission April 21, 2019 at 12pm

Proposals outlining experience, qualifications and references shall be submitted in a sealed envelope clearly marked "Clearwater Campground Manager RFP and addressed to:

Mr. Matt Martinson  
Director Agriculture and Community Services  
Box 550, 4340-47 Ave  
Rocky Mountain House, AB, T4T 1A4  
Fax: (403) 845 4858  
E-mail: [mmartinson@clearwatercounty.ca](mailto:mmartinson@clearwatercounty.ca)

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DRAFT

## OVERVIEW

### **Introduction**

Clearwater County is seeking proposals from qualified applicants to fulfill the responsibilities of managing, operating and maintaining the Clearwater Campground under a contractual Agreement. Clearwater Campground was destroyed by the 2013 floods and has since been rebuilt; opening in 2019. The campground will provide valuable recreation and outdoor amenities for County residents and visitors to the area. We welcome proposal submissions from all sectors, however priority may be given to nonprofit community groups operating within Clearwater County.

### **County Overview**

Clearwater County is a rural community with 11,947 residents, encompassing 18,691 square kilometers. Residents come and stay for many reasons, including our naturally beautiful location in the south eastern slopes of the Rockies and the proximity to urban centers, including Rocky Mountain House, Caroline, Red Deer, Calgary and Edmonton.

### **Term of Agreement**

The term of the Agreement will be for a three-year period from April 1, 2019 to December 31, 2021, inclusive. Should the Operator and the County agree, extension to the Agreement may be granted after a review, on terms and conditions agreeable to them, with any renewal being subject to the County policies in place at the time.

### **Current Organizational Status**

Clearwater Campground consists of 19.5 ha (48.19 acres) more or less, situated on NW-18-36-06-W5. The site is located adjacent to Highway 54, Highway 22 and the Clearwater River, approximately 7 kilometers west of Caroline, in Clearwater County. A plan is shown in Appendix A.

There are 17 campsites located on a looping roadway and each campsite is approximately 25 metres deep and are designed to accommodate tents and recreational vehicles. There is one large group camp area. Vehicle parking spaces, fire pits and picnic tables are provided at each site. Water will not be provided. Dumpsters will be provided in the campground for collection of garbage. Electricity will not be provided to the campground. Non-traditional vehicles (quads, dirt bikes etc.) are restricted to designated trails.

### **Duties and Responsibilities.**

Clearwater County requires that Clearwater Campground be operated, managed and maintained in such a way as to give visitors to the area a positive and valuable experience while ensuring a commitment to the environmental sustainability of the site.

The facilities will be the responsibility of the Operator for a 36-month period. The operating season shall commence on or before the annual May long weekend and close on or after the annual September long weekend annually.

Reporting to the Director of Agriculture and Community Services, the operator shall provide the following services:

- Coordinate and administer all reservations based on rates determined by the operator.
- Provide care and maintenance of facilities, equipment and grounds to ensure that facilities are safe, clean and presentable. This will include but is not limited to maintaining vegetation around the campsite, providing outhouses, cleaning outhouses, collecting garbage and cleaning out firepits.
- Provide or make provision for all necessary equipment, vehicles and tools required to operate the Premises under the Agreement.
- Supply firewood for campers and retain fees collected. However, it is expected that the Operator will take all reasonable precautions to prevent and suppress unauthorized fires on the Premises. Trees within the campground are to be used for firewood only if they present a hazard.
- Supply all personnel and staff necessary to provide quality service to the public.
- Pay any deficit incurred in the operation of the Premises and be entitled to any surplus generated in the operation of the Premises.
- Be solely responsible for ensuring compliance with all legislation (including OH&S and the Workers Compensation Act).



- The Operator is responsible for the cost of all insurance required to be held by the Operator as set forth in the Agreement and for payment of all deductible amounts from such policies of insurance.

### **Performance Reporting**

The Operator will be required to maintain accounting and scheduling books, including all transactions relating to the Operator's functions under the Agreement. Prior to November 1 of each year the Operator will submit an annual report documenting activities, fees, financial statements and all relevant documentation to the Agriculture and Community Services department at Clearwater County.

### **Disclosure**

All documents, including attachments, submitted by proponents shall become the property of Clearwater County. Proposal information is proprietary and as such shall be treated as confidential. However, under the Freedom of Information and Protection of Privacy Act, some information may be accessed. Please identify any information within the scope of your proposal that you would not want to have disclosed. Information pertaining to Clearwater County obtained by the proponent as a result of participation in this project is confidential and must not be disclosed without written authorization from Clearwater County.

### **Acceptance of Proposal**

Clearwater County reserves the right to reject any or all Proposals, in the event that the Proposals do not meet the requirements of this RFP. The highest rated, lowest priced, or any proposal will not necessarily be accepted. All costs incurred by Proponents in responding to this RFP are solely to the Proponent's account. Under no circumstances, including the cancellation of this RFP and/or the decision not to proceed with the RFP process, will Clearwater County be liable for any costs incurred by the interested Proponents. Furthermore, in no way will this document suggest or constitute a contractual arrangement between the Proponents and Clearwater County.

### **Proposal Revisions/Cancellation**

Proposal revisions must be received prior to RFP submission/closing date and time.

Clearwater County reserves the right to modify the terms of the RFP prior to the proposal submission date at its sole discretion.

Clearwater County also reserves the right to cancel the RFP at any time prior to entering into a contract with the successful proponent.

### **Omissions, Discrepancies, Clarifications and Addenda**

While the County has made every effort to ensure the accuracy of the information and content in this RFP, the proponent shall not make any claim against the County for damages or extra work caused or occasioned by the proponent relying upon such records, reports, or information whether as a whole or in part, furnished by the County, private company or individual.

### **Rights Reserved by the Client**

The County (named the "Client") shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any proponent by reason of non-acceptance by the County of any proposal submission or by reason of any delay in its acceptance.

The Client reserves the right to request Proponents to provide additional information and address specific requirements not accurately or adequately covered in their initial submissions.

### **Gratuities**

Neither the Proponent nor any employee of the Proponent shall offer or receive any entertainment, gifts, gratuities, donations, discounts, fees, payment, commission, reward, special service, incentive, or other remuneration or compensation of any kind ("inducement"), regardless of value, to or from any employes of the Client, any consultant or contractor employed by the Client, any real estate representative acting on behalf of the Client, or any vendor of goods or services to the project. The Proponent agrees to immediately inform the Client immediately upon being offered any such inducement.

## **PROPOSAL REQUIREMENTS**

Provide a detailed proposal plan in triplicate, demonstrating an understanding of the RFP requirements and submit in the following format:

- Letter of Introduction. Please state if you are a nonprofit organization. Include proponent name, address, telephone number, fax number, email address and the name of contact person.
- An overview of yourself or your organization and/or a resume, highlighting your experience or capabilities relating to the Operator's roles and responsibilities.
- An outline of a plan to operate the campground which will include procedures for fee collection, a maintenance schedule, firewood provision, communications and a reporting strategy.
- If available list any planned sub-contractors or paid positions and staffing schedule.
- Documentation supporting insurance and WCB requirements.
- Include at least two references.
- Other attachments as they relate to this proposal; for example, any value-added services proposed that may create efficiencies.
- The proposal must be signed by the person(s) authorized on behalf of the company or individual and binds the applicant to the statements made in the proposal.

The successful proponent and/or subcontractor will have some of the following attributes:

- Must have excellent interpersonal, communications and conflict resolution skills.
- Excellent records management and organizational skills.
- Great teamwork, collaborating, and networking skills.
- First aid and other safety training.
- Strong commitment to public service and safety.
- Strong background in or with recreational areas and campgrounds.
- Must be or able to be bondable.
- Strong work ethic and self-starter.
- Strong problem-solving skills.
- Ability to work outdoors for long periods of time in all conditions.
- Be available on-call 24/7
- Ability to operate maintenance equipment including but not limited to lawn tractor/mowing equipment, chainsaws, weed trimmers, leaf blowers, log splitter.
- A love of the outdoors, landscaping and tree maintenance as an asset.
- Must have strong mechanical aptitude.
- Must show a sense of pride in work and in maintaining clean and organized work areas and facilities.
- Must carry a valid Class 5 Alberta driver's license.
- Able to follow instructions as given and prioritize tasks.
- Ability to lift up to 50 lbs. and perform work outdoors.

## Duties and Responsibilities

The proponent must be fully capable of carrying out all the duties and responsibilities as shown in “**Schedule A**” and clearly demonstrate how they will accomplish this.

### 2.1 Insurance and Indemnification

The successful Proponent shall at its own expense obtain and maintain until the termination of the contract, and provide the Client with evidence of:

- (1) Professional Liability insurance covering the work and services described in this Agreement for an amount not less than five million dollars (\$5,000,000) per occurrence.
- (2) Comprehensive General Liability insurance on an occurrence basis for an amount not less than five million (\$5,000,000) dollars.
- (3) Automobile Liability insurance for an amount not less than two million (\$2,000,000) dollars, on forms meeting statutory requirements covering all vehicles used in any manner in connection with the performance of the work of this Agreement.
- (4) Obtain and maintain at its sole expense Workers Compensation Board coverage for all its employees

The policies described above will not be cancelled or permitted to lapse unless the insurer notifies the Client in writing at least thirty days prior to the effective date of cancellation or expiry.

## PROCESS AND EVALUATION PROCEDURES

Direct all communications in writing prior to the April 21, 2019 deadline to:

Matt Martinson  
Director of Agriculture and Community Services,  
Clearwater County,  
Box 550, 4340 47 Ave,  
Rocky Mountain House, AB  
T4T 1A4  
Fax: 403 845 4858  
E-mail: [mmartinson@clearwatercounty.ca](mailto:mmartinson@clearwatercounty.ca)  
RFP name: Clearwater Campground Manager RFP  
E-mailed proposals will be accepted provided they are in pdf format.  
Copies: Three.

Any proposals received after this deadline will not qualify

Clearwater County reserves the right to reject any or all proposals, if the proposals do not meet the requirements of this RFP. All costs incurred by the applicant in responding to this RFP are of the sole responsibility of the applicant.

Proposals and all supporting information may be reproduced by Clearwater County for internal use only or for any purpose required by law.

If short-listed, applicants may be asked to provide a presentation or attend an interview to present or discuss their proposal in further detail.

Each proposal will be considered carefully and will be evaluated on conciseness and professionalism as well as on its strength in demonstrating the applicant's ability to carry out the required duties. The plan should show initiative on how the site will remain viable and vibrant. Attention will be given to references and previous experience in campground management.

#### **Estimated Timetable**

<b>Event</b>	<b>Date</b>
RFP issued	March 30, 2019
Closing date for proposal submission	April 21, 2019
Contract term	May 15, 2019 to December 31, 2021

## Schedule "A"

### **Duties and Responsibilities at Clearwater County Campground**

Below is, but not limited to, a list of duties and responsibilities:

1. As a kind and courteous park host, greet and bid farewell to park patrons, if onsite.
2. In addition to the general cleanliness of the recreational area/s, maintaining the entrance to Clearwater Campground as a clean and inviting location will be paramount.
3. Maintain maintenance areas, accommodations, utility buildings in a clean and organized manner.
4. Promote safe work practices and maintain high levels of safety at all times.
5. Abide by Clearwater County bylaws and policies at all times.
6. Maintain and care for equipment and tools.
7. Reset WIFI if required.
8. Clean and prepare site in spring for opening.
9. Clean, prepare and winterize site in fall for closing.
10. On a daily basis tour through the recreation area and inspect all facilities for cleanliness, vandalism and proper operation; as required, collect garbage, maintain and clean toilets/restrooms, monitor firewood, ensuring adequately supplied.
11. Inform Public Lands Coordinator or Manager of Parks & Agriculture Services of any ongoing issues with the property, issues with WIFI, or major conflict with guests.
12. Coordinate and administer all reservations through the online booking system.
13. Work closely with Corporate Services ensuring weekly to reconcile campground earnings.

### **Clearwater Campground Recommended Rules**






1. Self-Registration – within 30 minutes of arrival, please complete a Self-Registration Envelope which is available at the Registration Booth near the entrance. Enclose the appropriate fee and deposit in the receptable indicated.
2. Fee Schedule for Overnight camping as posted (includes GST) (subject to change)
3. Check-Out time 11:00 A.M.
4. The Park Attendant may at their discretion, refuse admittance to or use of this recreation area to any person for any reason.
5. Speed limit – 10 km/hour
6. All pets must be on a leash and kept under control at all times. Owners who allow their pets to run free within the campground will be asked to leave. Pet owners are expected to clean up after their pets and dispose of it appropriately.
7. Fires are permitted only in fire pits provided.

8. Alberta Liquor Laws state that open liquor is not allowed in public areas or to be carried around the campground.
9. Quiet Please 11:00 P.M.
10. Respect your fellow campers. Please do not short cut through occupied sites.

DRAFT



## REQUEST FOR DECISION

<b>SUBJECT:</b> Application No. 01/19 to amend the Land Use Bylaw – Public Hearing 10:00 am Delegation - Bylaw 1057/19		
<b>PRESENTATION DATE:</b> March 26, 2019		
<b>DEPARTMENT:</b> Planning & Development	<b>WRITTEN BY:</b> Dustin Bisson, Planner	<b>REVIEWED BY:</b> Keith McCrae, Director and Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Bylaw: <u>714/01 Land Use Bylaw &amp; Bylaw 923/10 Municipal Development Plan</u>		
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>		
<input checked="" type="checkbox"/>  Economic Prosperity <input type="checkbox"/>  Governance Leadership <input type="checkbox"/>  Fiscal Responsibilities <input checked="" type="checkbox"/>  Environmental Stewardship <input type="checkbox"/>  Community Social Growth		
<b>ATTACHMENT(S):</b> Site Inspection Photos, Application to Amend Land Use Bylaw, Bylaw 1057/19 with Schedule “A”, Farmland Assessment Rating, Adjacent Lands Map, Intensive Agriculture District “IA”		

### STAFF RECOMMENDATION:

Pending the results of the public hearing, it is recommended Council grant 2<sup>nd</sup> and 3<sup>rd</sup> readings to Bylaw 1057/19.

### BACKGROUND:

Donald & Beatrice McNutt currently hold title to the NW 19-36-06-W5M, containing approximately 152.84 acres of land. Vic Maxwell on behalf of Donald & Beatrice McNutt has made application, to redesignate +/- 30 acres from the Agriculture District “A” to the Intensive Agriculture District “IA”. Pending the outcome of the Land Use Amendment, the applicant will continue the process and proceed with a subdivision application.

Donald and Beatrice are in the process of downsizing the family farm. Their intent is to rezone 30 acres of the property to Intensive Agriculture “IA” so that they can subdivide and continue to live on the property while continuing to raise and train quarter horses. The subject land is located approximately 4.5 miles west of the Village of Caroline. The land is approximately 160.0 acres in size and presently zoned Agriculture District “A”.



The subject parcel proposed to be rezoned and subdivided is located in the northwest portion of the quarter section. Within the proposed parcel, the property contains the landowner's residence, a barn, various outbuildings as well as an outdoor riding arena, which is where the McNutt's train the horses. The first residential parcel has been subdivided out of the northeast corner of the quarter section. The south west portion of the quarter is heavily treed, while the east half of the quarter is cleared pasture land. - There is an existing gravel pit, which is believed to be nearing its life expectancy, located in the northcentral portion of the quarter section, located between the proposed parcel and the existing residential parcel.

Legal and physical access to the subject land is by way of Highway 22, adjacent to the west property boundary of the quarter section. Surrounding land uses within the area are agricultural with some residential uses.

### **PLANNING DIRECTION:**

#### **Clearwater County's Land Use Bylaw**

##### *Section 13.4(2) Intensive Agriculture District "IA"*

The general purpose of this district is to accommodate intensive agricultural land uses on parcels of land less than 32 hectares (80 acres).

##### Section 1.7 Definitions

*"Intensive Agriculture"* means agricultural production generally characterized by high inputs of capital, labour and/or technologies, usually on smaller parcels of land, but does not include confined feeding operations or cannabis production facilities.

#### **Clearwater County's Municipal Development Plan**

##### *Section 4.2.3 states:*

An application to create a parcel of land for Intensive agricultural purposes shall be evaluated by Clearwater County based on the consideration in Policy 4.2.4 and the following criteria:

- a) The minimum parcel size is 8.1 hectares (20 acres);
- b) Applicant demonstrates to the satisfaction of the County that the proposed operation will result in lands being intensively used for commercial agricultural pursuits;
- c) The applicant demonstrates the long-term viability of the proposed operation to the satisfaction of the County;
- d) The applicant demonstrates to the satisfaction of the County that existing farming operations around the proposed parcel will not be restricted; and
- e) Legal and physical access is available.

##### *Section 4.2.4 states:*

In evaluating subdivision and development proposals that effect agricultural land, the agricultural quality of the land is one of a number of factors that Clearwater County shall consider. These factors are as follows:

- a) The nature and extent of farming activities in the local area, with a focus on the immediate area;

- b) The location, number and type of the existing and planned non-farm land uses located and proposed to be located in the local area;
- c) The predicted impact on sustainable agricultural production in the local area resulting from the proposal;
- d) The Farmland Assessment Rating of the land within the title to be subdivided or developed;
- e) The Farmland Assessment Rating of adjacent lands;
- f) The proposed use of the land; and
- g) The reasonable availability of the optional locations for the proposed subdivision or development.

*Section 8.2.2 states:*

In making decisions on proposed land redesignations, subdivisions and developments in areas of the County where agriculture is the primary use, Clearwater County should seek to limit infringements on agricultural operations except where otherwise provided for in the Municipal Development Plan (2010).

*Section 8.2.3 states:*

Clearwater County encourages the development of agri-business within the County where the following criteria are met to the satisfaction of the County:

- a) Legal and year-round physical access is available and can be developed to meet the County's road standards;
- b) The proposed subdivision or development can be serviced onsite in accordance with provincial regulations;
- c) The proposed subdivision or development is located in a manner that minimizes any potential impacts on natural capital lands and agricultural operations; and
- d) All other applicable provisions of this plan.

*Section 12.2.4 states:*

Clearwater County will consider, where applicable, the following when evaluating an application to redesignate, subdivide or develop land:

- a) Impact on adjoining and nearby land uses;
- b) Impact on natural capital, including agricultural land;
- c) Impact on the environment;
- d) Scale and density;
- e) Site suitability and capacity;
- f) Road requirements and traffic impacts, including access and egress considerations, including Subdivision and Development Regulations related to land in the vicinity of a highway;
- g) Utility requirements and impacts;
- h) Open space needs;
- i) Availability of protective and emergency services;
- j) FireSmart provisions;
- k) Impacts on school and health care systems;
- l) Measures to mitigate effects;

- m) County responsibilities that may result from the development or subdivision; and any other matters the County considers relevant.

### **Subdivision and Development Regulations**

Section 7 states:

In making a decision as to whether to approve an application for subdivision, the subdivision authority must consider, with respect to the land that is the subject of the application,

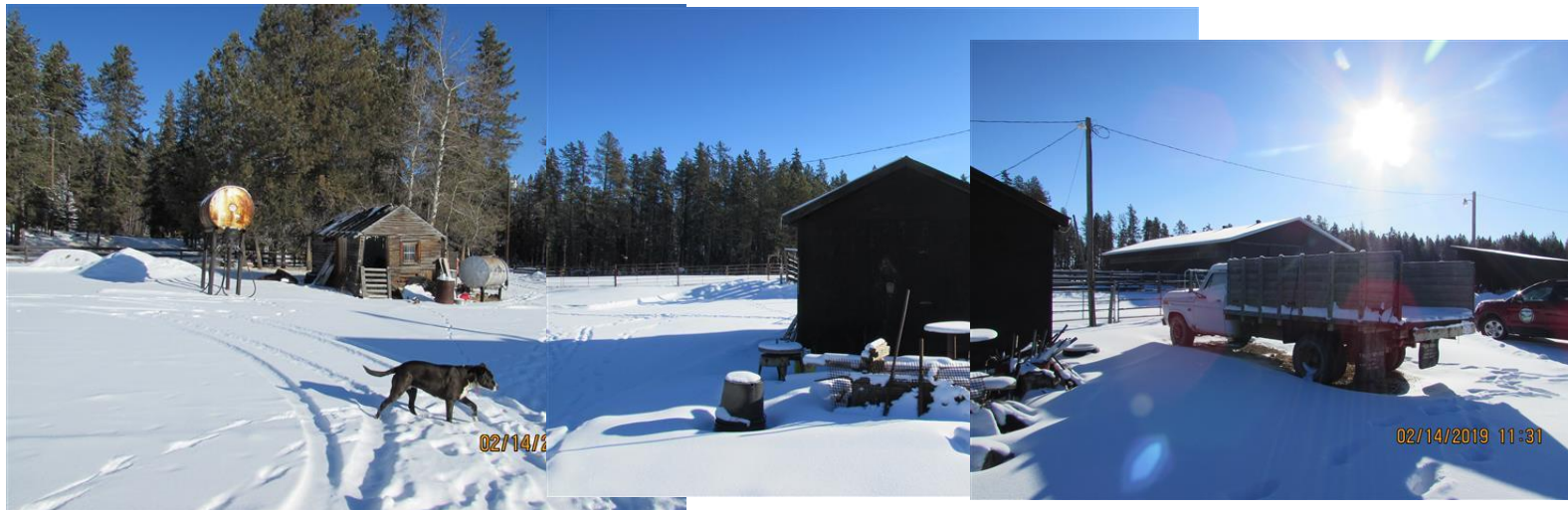
- a) Its topography,
- b) Its soil characteristics,
- c) Storm water collection and disposal,
- d) Any potential for the flooding, subsidence or erosion of the land,
- e) Its accessibility to a road,
- f) The availability and adequacy of a water supply, sewage disposal system and solid waste disposal,
- g) In the case of land not serviced by a licensed water distribution and wastewater collection system, whether the proposed subdivision boundaries, lot sizes and building sites comply with the requirements of the *Private Sewage Disposal Systems Regulation* (AR 229/97) in respect of lot size and distances between property lines, buildings, water sources and private sewage disposal systems as identified in section 4(4)(b) and (c),
- h) The use of the land in the vicinity of the land is the subject of the application, and
- i) Any other matters that it considers necessary to determine whether lands that is the subject of the application is suitable for the purpose for which the subdivision is intended.

### **First Reading:**

At the regular Council meeting held on February 12, 2019, Council reviewed and gave first reading to Bylaw 1057/19. As required by legislation, notice of today's Public Hearing was advertised in the local newspapers and comments were invited from adjacent landowners and referral agencies.

Upon consideration of the representations made at the Public Hearing, Council will consider whether or not to grant second and third readings to Bylaw 1057/19.

Site Inspection February 14<sup>th</sup>, 2019  
Donald & Beatrice McNutt, LUA 01/19  
NW 19-36-06-W5M



From the West Central Portion of the property looking north east.



From the West Central Portion of the property looking south.



Picture of the Barn located in the center of the proposed parcel.



Picture inside the barn.



From the center of the quarter section looking northeast.



From the center of the quarter section looking southeast.



From the center of the quarter section looking southeast.



Picture of the horses that the McNutt's own.



Picture of the gravel pit located in the north central portion of the quarter section.



# CLEARWATER COUNTY

## Application for Amendment to the Land Use Bylaw

Application No. 01/19

I / We hereby make application to amend the Land Use Bylaw.

APPLICANT: Vic Maxwell

ADDRESS & PHONE: [REDACTED]

REGISTERED OWNER: Donald W. McNutt and Beatrice E. McNutt

ADDRESS & PHONE: [REDACTED]

**AMENDMENT REQUESTED:**

- 1. CHANGE OF LAND USE DISTRICT FROM: Agriculture TO: (1A) Intensive agriculture  
 LEGAL DESCRIPTION OF PROPERTY: NW 1/4 Sec. 19 Twp. 36 Rge. 6 W5M  
 OR: LOT: — BLOCK: — REGISTERED PLAN NO.: —  
 OR: CERTIFICATE OF TITLE NO.: 962-298-959 (Site Plan is attached)  
 SIZE OF AREA TO BE REDESIGNATED: 30 ac. m/i (Hectares / Acres)

2. REVISION TO THE WORDING OF THE LAND USE BYLAW AS FOLLOWS:

*Change 30 acres more or less (see attached sketch) from Agriculture zoning to Intensive agriculture zoning (1A).*

- 3. REASONS IN SUPPORT OF APPLICATION FOR AMENDMENT: *Mr. & Mrs. McNutt have sold their cow herd and other lands in the area, and wish to remain on the 1A parcel, raising and training quarter horses with family members, as in past years.*

DATE: January 23, 2019 APPLICANT'S SIGNATURE: [Signature]

This personal information is being collected under the authority of the Municipal Government Act, Being Chapter M-26, R.S.A. 2000 and will be used to process the Land Use Bylaw amendment application. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act, Chapter F-25, RSA, 2006. If you have any questions about the collection of this personal information, please contact Clearwater County, P.O. Box 550, Rocky Mountain House AB T4T 1A4.

APPLICATION FEE OF 1550 DATE PAID: Jan 28, 2019 RECEIPT NO. 143339

[Signature]  
SIGNATURE OF DEVELOPMENT OFFICER  
IF APPLICATION COMPLETE

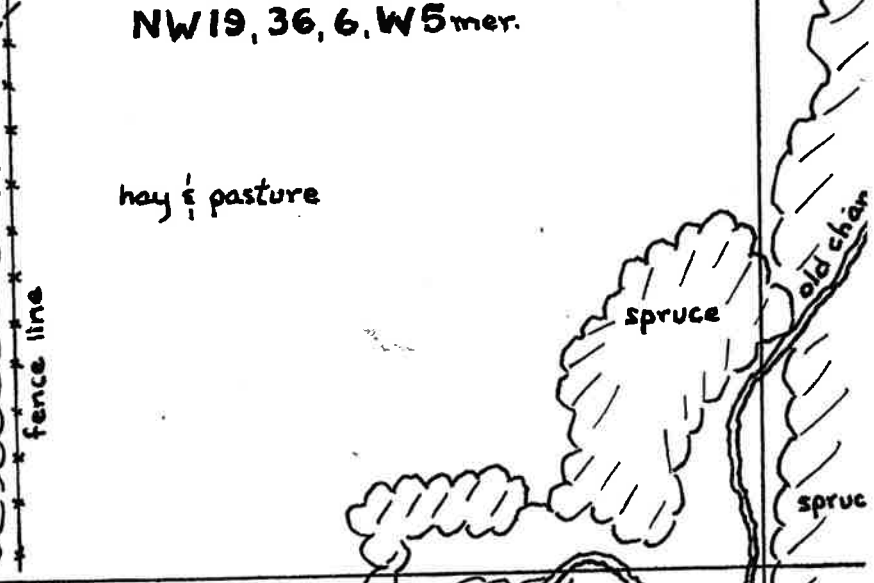
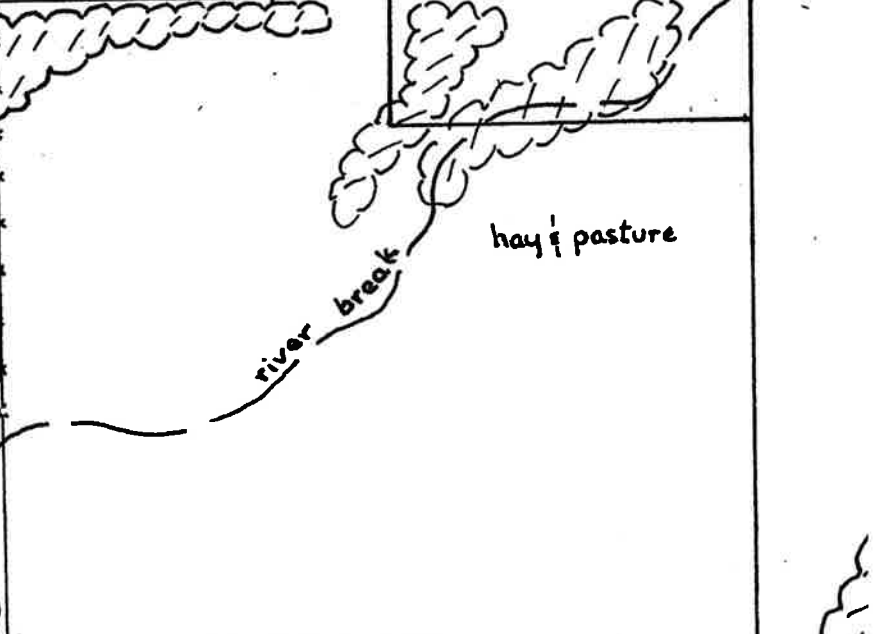
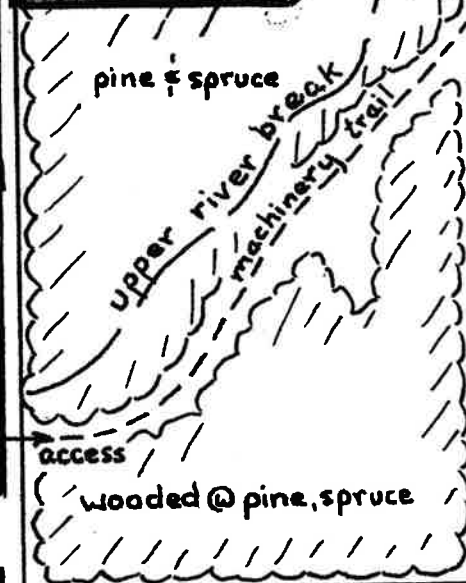
IMPORTANT NOTES ON REVERSE SIDE



E1

Twp. Rd. 36-4

Highway 22



NW19, 36, 6, W5 mer.

hay & pasture

spruce

spruce

spruce

old river channel

N

Land Use Amendment  
Application for D. & B. McNutt

**BYLAW NO. 1057/19**

A Bylaw of Clearwater County, in the Province of Alberta, for the purpose of amending the Land Use Bylaw, being Bylaw No. 714/01.

PURSUANT to the Authority conferred upon it by the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, and;

WHEREAS, a Council is authorized to prepare, to adopt, and to amend a Land Use Bylaw to regulate and control the use and development of land and buildings within the Municipality;

WHEREAS, the general purpose of the Intensive Agriculture District "IA" is to accommodate agricultural uses on parcel of land less than 32 hectares (80 acres).

NOW, THEREFORE, upon compliance with the relevant requirements of the Municipal Government Act, the Council of the Clearwater County, Province of Alberta, duly assembled, enacts as follows:

***That +/- 30 acres of PT NW 19-36-06 W5M as outlined in red on the attached Schedule "A" be redesignated from the Agriculture District "A" to the Intensive Agriculture District "IA".***

READ A FIRST TIME this \_\_\_\_ day of \_\_\_\_\_ A.D., 2019.

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
MUNICIPAL MANAGER

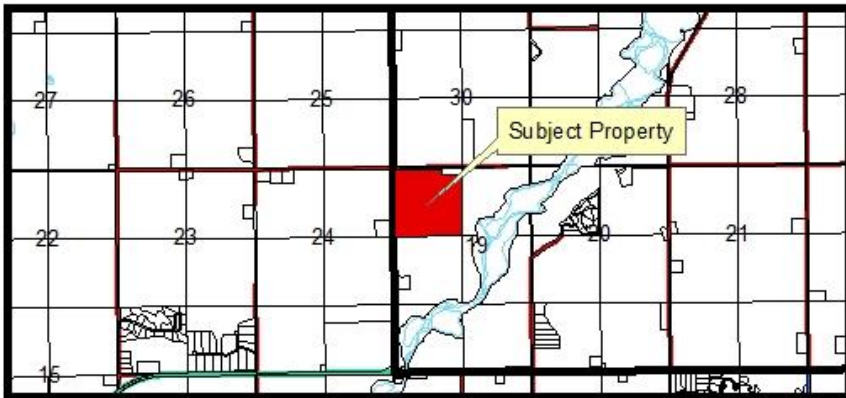
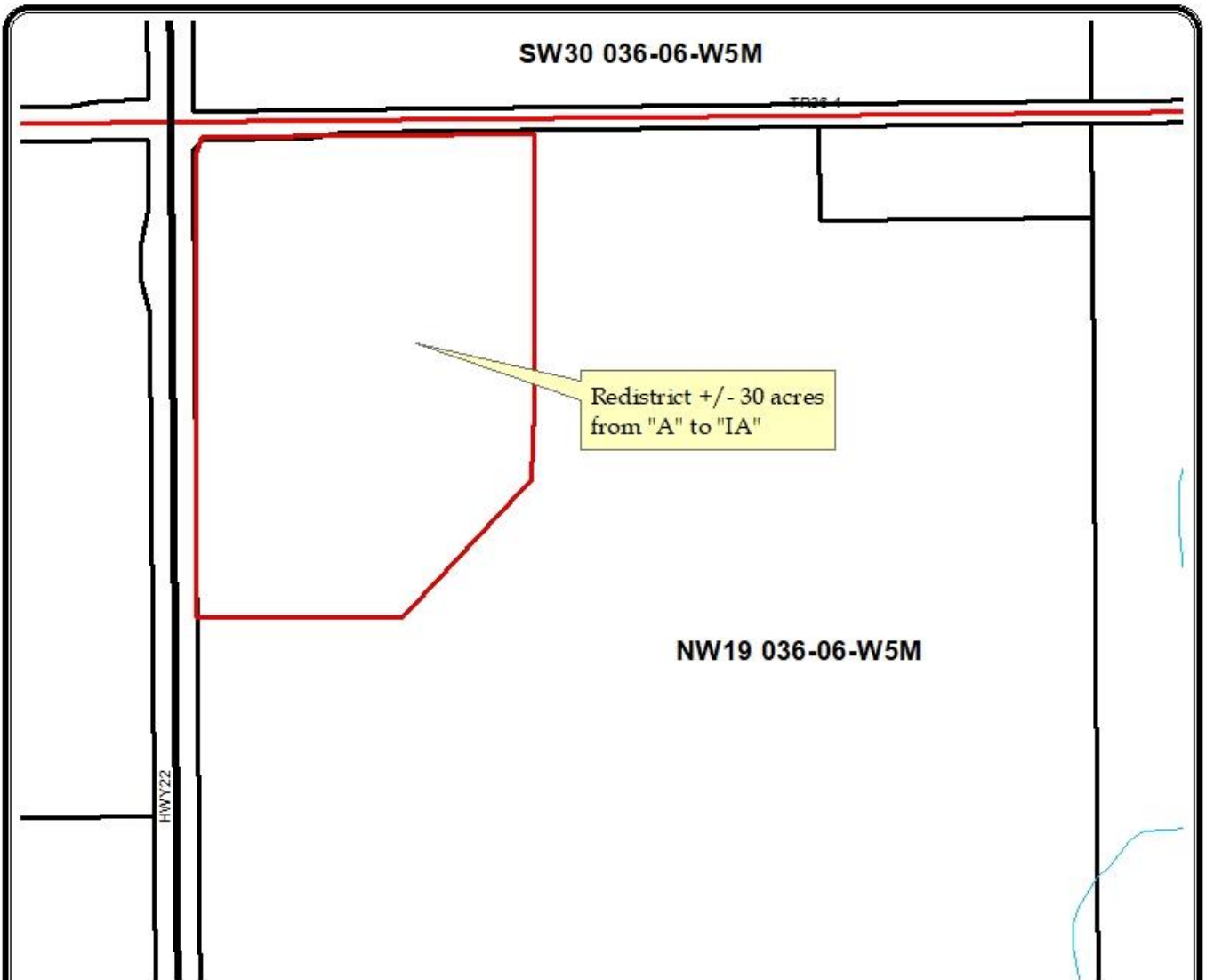
PUBLIC HEARING held this \_\_\_\_ day of \_\_\_\_\_ A.D., 2019.

READ A SECOND TIME this \_\_\_\_ day of \_\_\_\_\_ A.D., 2019.

READ A THIRD AND FINAL TIME this \_\_\_\_ day of \_\_\_\_\_ A.D., 2019.

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
MUNICIPAL MANAGER



**Bylaw No. 1057/19  
Schedule "A"**



**Application #01/19 to Amend the Land Use Bylaw  
Redistrict +/-30 Acres of Pt. NW 19-36-06 W5M  
From Agricultural "A" to Intensive Agricultural "IA"  
Vic Maxwell on behalf of Donald & Beatrice McNutt**

1:5,000



E1

NE25 036-07-W5M

NW30 036-06-W5M

NE30 036-06-W5M

SE25 036-07-W5M

SW30 036-06-W5M

SE30 036-06-W5M

NE24 036-07-W5M

NE19 036-06-W5M

Redistrict +/- 30 acres from "A" to "IA"

NW19 036-06-W5M

SE24 036-07-W5M

SW19 036-06-W5M

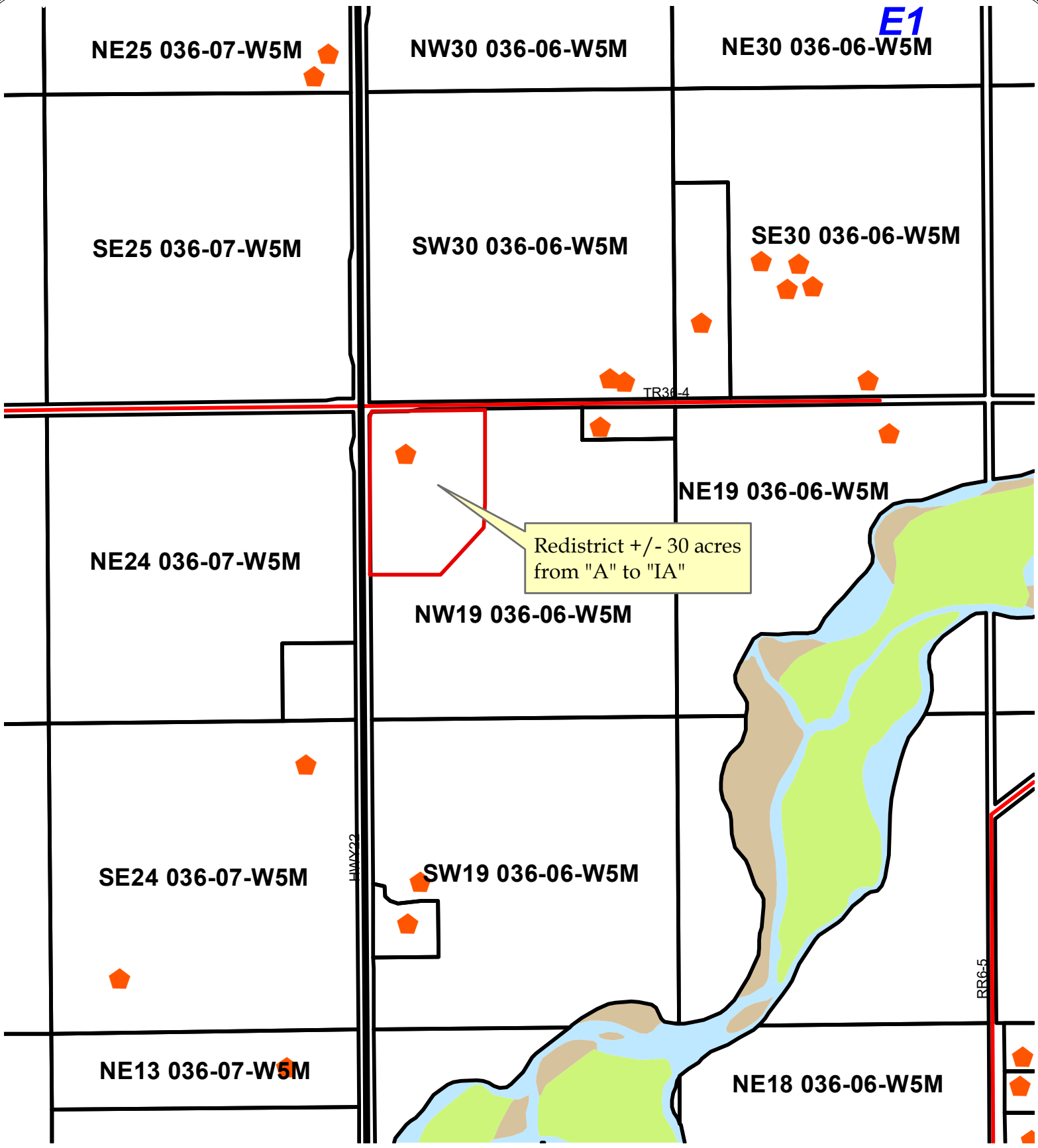
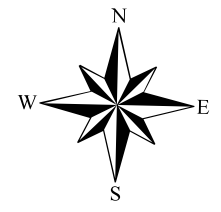
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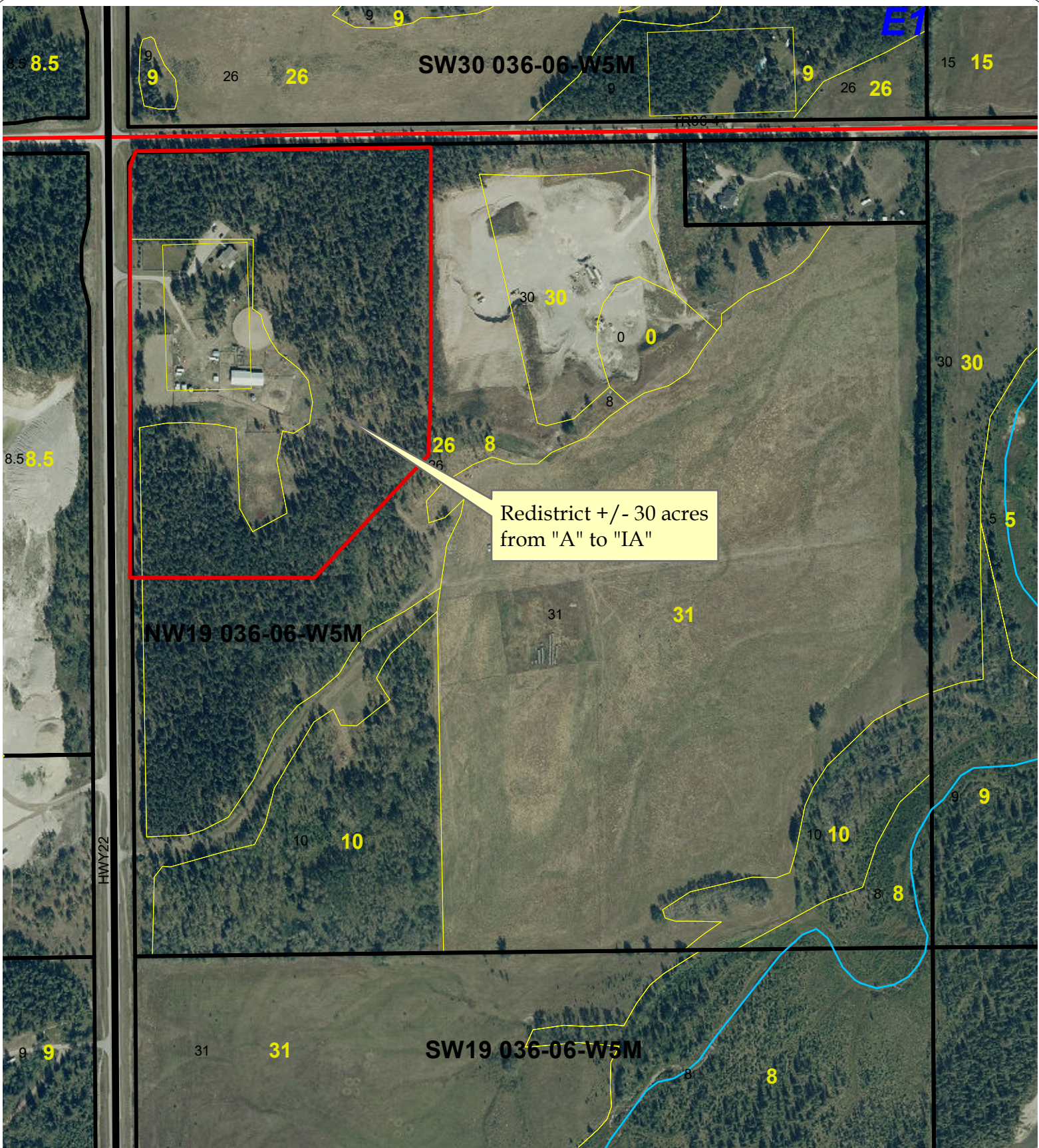
NE18 036-06-W5M



Adjacent Lands  
NW 19-36-06 W5M  
Donald & Beatrice McNutt

1:5,000

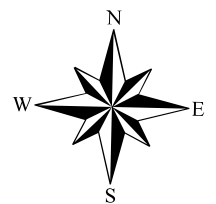




Redistrict +/- 30 acres from "A" to "IA"

**Farmland Assessment Rating  
 NW 19-36-06 W5M  
 Donald & Beatrice McNutt**

1:5,000



### 13.4 (2) INTENSIVE AGRICULTURE DISTRICT "IA"

THE GENERAL PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE INTENSIVE AGRICULTURAL USES ON PARCELS OF LESS THAN 32 HECTARES (80 ACRES).

#### A. PERMITTED USES

1. Farming and non-residential farm buildings
2. First residence

NOTE: In any "IA" District farming and non-residential farm buildings are "deemed approved".

#### B. DISCRETIONARY USES

1. Ancillary building or use
2. Market gardening
3. Public utility: landfill, waste transfer and associated facilities, sewage lagoon and other sewage treatment facilities, water treatment plant and associated facilities, public utility building
4. Sod farming
5. Tree farming or nursery
6. Radio, television and other communications tower and related buildings not exceeding 75 square metres (800 sq. ft.)
7. Riding or roping and livestock showing stable or arena
8. Greenhouse with a floor area of less than 100 square metres (1,100 sq. ft.) or such larger area subject to the discretion of the Development Officer
9. Guest house

#### C. DISCRETIONARY USES allowed in this District ONLY where incidental or subordinate to the principal use of the lands contained in the current CERTIFICATE OF TITLE

1. Second residence and additional on that lot on which all of the requirements of Section 6.6 are satisfied
2. Abattoir
3. Dude ranch or vacation farm
4. Farm subsidiary occupation
5. Home occupation
6. Kennel
7. Off parcel drainage works
8. Sawmill or postmill with an annual volume of at least 530 cubic metres (1/4 million board feet) of standing timber
9. Topsoil stripping for sale

10. Tradesperson's business including contractors for plumbing, heating, electrical, carpentry, masonry, mechanical, autobody, excavation, construction, trucking and the like
11. Unoccupied and unserviced manufactured home storage (one only)
12. Veterinary clinic

D. MINIMUM LOT AREA

All of the land contained in an existing lot on which the development exists or is proposed unless otherwise approved by the Development Officer, subject to:

1. The new lot being used exclusively for the approved development; and the new lot having a minimum size of 8.1 hectares (20 acres), and
2. The developer entering into an agreement and/or a Letter of Undertaking with the Municipality regarding placing the intended use or development on the proposed lot.

E. MINIMUM DEPTH OF FRONT YARD

As required and/or approved pursuant to Section 10.3 and Figures 1 to 7 of the Supplementary Regulations.

F. MINIMUM WIDTH OF SIDE YARD

15 metres (50 feet) except for a corner site where the side yard shall be determined as though it were a front yard.

G. MINIMUM DEPTH OF REAR YARD

15 metres (50 feet) unless otherwise approved by the Development Officer.






NOTE: Lots created prior to this Bylaw coming into effect and not able to comply with the foregoing shall meet setback limits as determined by the Development Officer.

H. LANDSCAPING

1. In addition to other provisions of this Bylaw, the Development Officer may require landfill sites, gravel and sand pits, sewage facilities and other visually offensive uses to be screened from view with vegetation and/or other screening of a visually pleasing nature.
2. Reclamation to standards acceptable to the Development Officer may be required following abandonment of all or any portion of a gravel or sand pit, sawmill or other land surface disturbing operation.



## REQUEST FOR DECISION

<b>SUBJECT:</b> 1st Reading of Bylaw 1062/19 for Application No. 03/19 to amend the Land Use Bylaw		
<b>PRESENTATION DATE:</b> March 26, 2019		
<b>DEPARTMENT:</b> Planning & Development	<b>WRITTEN BY:</b> Dustin Bisson, Planner	<b>REVIEWED BY:</b> Keith McCrae, Director and Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Bylaw: <u>714/01 Land Use Bylaw &amp; Bylaw 923/10 Municipal Development Plan</u>		
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>		
<input checked="" type="checkbox"/>  Economic Prosperity <input type="checkbox"/>  Governance Leadership <input type="checkbox"/>  Fiscal Responsibilities <input checked="" type="checkbox"/>  Environmental Stewardship <input type="checkbox"/>  Community Social Growth		
<b>ATTACHMENT(S):</b> Application to Amend Land Use Bylaw, Bylaw 1062/19 with Schedule "A", Aerial Photo, Farmland Assessment Rating, Adjacent Lands Map, Intensive Agriculture District "IA" &.		

### STAFF RECOMMENDATION:

**That Council Consider granting 1st reading of Bylaw 1062/19 and proceed to a public hearing.**

### BACKGROUND:

Lorin & Shannon Williams currently hold title to Plan 812 1809, Block 1 containing 8.01 acres of land. William Speight currently holds title to the remainder of the SW 06-39-07 W5M containing 103.90 acres of land. The subject lands are located approximately 4 miles southwest of the Town of Rocky Mountain House. Vic Maxwell on behalf of Lorin & Shannon Williams as well as William Speight has made application, to redesignate +/- 8.01 acres from the Country Residence Agriculture District "CRA" to the Intensive Agriculture District "IA" and 13.25 acres from the Agriculture District "A" to the Intensive Agriculture District "IA".

Pending the outcome of the Land Use Amendment, the applicant will continue the process and proceed with a boundary adjustment subdivision application to combine the 8.01 acre parcel and 13.25 acres from the balance of the quarter section to create a 21.26 acre Intensive Agriculture Parcel.

The proposed land use amendment will help provide Lorin and Shannon with more room



for additional agriculture operations on their property and to accommodate an extra, existing residence for the Williams's son to live on the property. Lorin & Shannon's son has become more involved in his parents farming operation since Lorin's disability. Within the proposed parcel, the property contains the two residences, a garage, a pole shed, a barn, and a few ancillary buildings. There are 2 residential parcels subdivided out of the southeast corner of the quarter section. There is a third residential subdivision located in the northwest corner of the quarter section. Finally there are 2 industrial subdivisions taken out of the quarter section. The two industrial subdivisions are located in the southeast and east central portion of the quarter section.

Legal and physical access to the subject land is by way of Township Road 39-0, adjacent to the south property boundary. Surrounding land uses within the area are agricultural, country residence agricultural and Industrial.

This application is to rezone the subject lands to create one Intensive Agriculture District "IA" parcel as shown on Schedule "A" of the Bylaw for the purpose of subdivision.

#### **PLANNING DIRECTION:**

##### **Clearwater County's Land Use Bylaw**

##### *Section 13.4(2) Intensive Agriculture District "IA"*

The general purpose of this district is to accommodate intensive agricultural land uses on parcels of land less than 32 hectares (80 acres).

##### Section 1.7 Definitions

*"Intensive Agriculture"* means agricultural production generally characterized by high inputs of capital, labour and/or technologies, usually on smaller parcels of land, but does not include confined feeding operations or cannabis production facilities.

##### Section 6.7 Number of Dwelling Units Allowed Per Parcel

- (1) Except as otherwise provided for in this Section not more than one dwelling unit shall be allowed on a parcel of land in a district in which a residence is permitted.
- (2) No second or additional dwelling unit may be constructed or placed on a parcel of land unless a development permit for such purpose has been issued.
- (5) A development permit application for a second residence to be constructed or located on a parcel of land in an agricultural district containing less than 32 hectares (80 acres) may be approved only as a temporary residence, and only if:
  - (a) the second residence is to be occupied by a person who will be solely, or mainly, employed in a farming or a confined feeding operation;
  - (b) the second residence is located in the same yard as the principal residence, unless another location is approved by the Development Officer; and
  - (c) the criteria in this Section and any other applicable provisions in the Land Use Bylaw and Municipal Development Plan are met to the satisfaction of the Development Officer.

**Clearwater County's Municipal Development Plan***Section 4.2.3 states:*

An application to create a parcel of land for Intensive agricultural purposes shall be evaluated by Clearwater County based on the consideration in Policy 4.2.4 and the following criteria:

- a) The minimum parcel size is 8.1 hectares (20 acres);
- b) Applicant demonstrates to the satisfaction of the County that the proposed operation will result in lands being intensively used for commercial agricultural pursuits;
- c) The applicant demonstrates the long-term viability of the proposed operation to the satisfaction of the County;
- d) The applicant demonstrates to the satisfaction of the County that existing farming operations around the proposed parcel will not be restricted; and
- e) Legal and physical access is available.

*Section 4.2.4 states:*

In evaluating subdivision and development proposals that effect agricultural land, the agricultural quality of the land is one of a number of factors that Clearwater County shall consider. These factors are as follows:

- a) The nature and extent of farming activities in the local area, with a focus on the immediate area;
- b) The location, number and type of the existing and planned non-farm land uses located and proposed to be located in the local area;
- c) The predicted impact on sustainable agricultural production in the local area resulting from the proposal;
- d) The Farmland Assessment Rating of the land within the title to be subdivided or developed;
- e) The Farmland Assessment Rating of adjacent lands;
- f) The proposed use of the land; and
- g) The reasonable availability of the optional locations for the proposed subdivision or development.

*Section 8.2.2 states:*

In making decisions on proposed land redesignations, subdivisions and developments in areas of the County where agriculture is the primary use, Clearwater County should seek to limit infringements on agricultural operations except where otherwise provided for in the Municipal Development Plan (2010).

*Section 8.2.3 states:*

Clearwater County encourages the development of agri-business within the County where the following criteria are met to the satisfaction of the County:

- a) Legal and year-round physical access is available and can be developed to meet the County's road standards;

- b) The proposed subdivision or development can be serviced onsite in accordance with provincial regulations;
- c) The proposed subdivision or development is located in a manner that minimizes any potential impacts on natural capital lands and agricultural operations; and
- d) All other applicable provisions of this plan.

*Section 12.2.4 states:*

Clearwater County will consider, where applicable, the following when evaluating an application to redesignate, subdivide or develop land:

- a) Impact on adjoining and nearby land uses;
- b) Impact on natural capital, including agricultural land;
- c) Impact on the environment;
- d) Scale and density;
- e) Site suitability and capacity;
- f) Road requirements and traffic impacts, including access and egress considerations, including Subdivision and Development Regulations related to land in the vicinity of a highway;
- g) Utility requirements and impacts;
- h) Open space needs;
- i) Availability of protective and emergency services;
- j) FireSmart provisions;
- k) Impacts on school and health care systems;
- l) Measures to mitigate effects;
- m) County responsibilities that may result from the development or subdivision; and any other matters the County considers relevant.

### **Subdivision and Development Regulations**

Section 7 states:

In making a decision as to whether to approve an application for subdivision, the subdivision authority must consider, with respect to the land that is the subject of the application,

- a) Its topography,
- b) Its soil characteristics,
- c) Storm water collection and disposal,
- d) Any potential for the flooding, subsidence or erosion of the land,
- e) Its accessibility to a road,
- f) The availability and adequacy of a water supply, sewage disposal system and solid waste disposal,
- g) In the case of land not serviced by a licensed water distribution and wastewater collection system, whether the proposed subdivision boundaries, lot sizes and building sites comply with the requirements of the *Private Sewage Disposal Systems Regulation* (AR 229/97) in respect of lot size and distances between property lines, buildings, water sources and private sewage disposal systems as identified in section 4(4)(b) and (c),
- h) The use of the land in the vicinity of the land is the subject of the application, and

- i) Any other matters that it considers necessary to determine whether lands that is the subject of the application is suitable for the purpose for which the subdivision is intended.

**RECOMMENDATION:**

That Council consider granting first reading to Bylaw 1062/19 and proceed to a public hearing.



# CLEARWATER COUNTY

## Application for Amendment to the Land Use Bylaw

Application No. 03/19

1062/19

I / We hereby make application to amend the Land Use Bylaw.

APPLICANT: Vic Maxwell

ADDRESS: [REDACTED]

PHONE: [REDACTED] EMAIL: [REDACTED]

REGISTERED OWNER: Lorin A. Williams and Shannon M. Williams and William N. Speight and Dale R. Speight

ADDRESS: [REDACTED] and [REDACTED]

PHONE: [REDACTED] EMAIL: [REDACTED]

### AMENDMENT REQUESTED:

1. CHANGE OF LAND USE DISTRICT FROM: CRA § Agriculture TO: 1A, Intensive Agriculture

LEGAL DESCRIPTION OF PROPERTY: ptn. SW 1/4 Sec. 6 Twp. 39 Rge. 7 W5M

OR: LOT: 1 BLOCK 1 REGISTERED PLAN NO.: 8121809

OR: CERTIFICATE OF TITLE NO.: 962-156-166 and 172-280-724 (Site Plan is attached)

SIZE OF AREA TO BE REDESIGNATED: 21.26 (Hectares / Acres)

2. REVISION TO THE WORDING OF THE LAND USE BYLAW AS FOLLOWS: Change 'Land Use District' from CRA (Country Residential Agriculture) and A (Agriculture) to 1A (Intensive Agriculture).

3. REASONS IN SUPPORT OF APPLICATION FOR AMENDMENT: Lorin and Shannon Williams and family operate an extensive mixed farming enterprise on numerous parcels of agricultural land in Clearwater County, some belonging to them, and others to family members. The proposed amendment and the proposed boundary adjustment will provide required additional area for their farming activities, and accomodate an extra home-site for Williams' son Favon, who is becoming more involved in his parents farming activities since his father Lorin's physical disability.

DATE: Mar. 5, 2019 APPLICANT'S SIGNATURE [Signature]

This personal information is being collected under the authority of the Municipal Government Act, Being Chapter M-26, R.S.A. 2000 and will be used to process the Land Use Bylaw amendment application. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act, Chapter F-25, R.S.A, 2006. If you have any questions about the collection of this personal information, please contact Clearwater County, P.O. Box 550, Rocky Mountain House AB, T4T 1A4.

APPLICATION FEE OF \$ 1244.41 DATE PAID: Mar 7/19 RECEIPT NO. 143774

[Signature]  
SIGNATURE OF DEVELOPMENT OFFICER  
IF APPLICATION COMPLETE

IMPORTANT NOTES ON REVERSE SIDE

Remainder Of  
**S. W. 1/4 SEC. 6 ,TWP. 39 ,RGE. 7 W 5 M**

CNRL FERRIER  
5-6-39-7  
Canadian Natural Resource  
(Wellsite)

LOT 1, BLOCK 1  
PLAN 072 6088

CNRL FERRIER  
4-6-39-7  
Canadian Natural Resources Ltd.  
(Wellsite)

P/L R/W  
PLAN 022 7426

P/L R/W  
PLAN 002 0800

P/L R/W  
PLAN 022 7426

Existing  
Well Head

P/L R/W  
PLAN 822 1243

P/L R/W  
PLAN 822 1243

Existing  
Well Head

S.W. 1/4 SEC. 6-39-7-W5M  
Septic Pump Out  
88.05

15.24m Access Road

Water Shed, 2.56x3.  
Shed, 3.67x4.7  
39.64  
74.27  
Mobile Home  
With Additions & Decks  
78.54  
Garage, 7.35x8.01  
Addition, 3.44x4.96  
71.60

**LOT 4  
BLOCK 1**

(8,605 ha. / 21.26 Ac.)

ROAD ALLOWANCE

PP OHP OHP PP OHP OHP OHP OHP PP

BLOCK 1  
PLAN 812 1809

164.16

Barn, 7.82x11.04  
Lean-to, 8.50x11.60  
Grainary  
94.15  
Septic Lagoon  
Greenhouse 2.43x3.1  
Water Shed, 2.56x3.1

Pole Shed 7.32x9.79  
Shop, 9.83x11.03  
House  
86.16  
87.22

Water Shed 3.11x3.11  
Shed, 1.43x1.73  
84.89

Existing Approach

Driveway

Existing Approach

To Deck  
34.33

ROAD ALLOWANCE (CORF)

ROAD, PLAN 892 0994

LOT 1, BLOCK 1  
PLAN 972 3733

SCALE = 1: 2500

0 25 50 100 150 200 250 Metres



**BYLAW NO. 1062/19**

A Bylaw of Clearwater County, in the Province of Alberta, for the purpose of amending the Land Use Bylaw, being Bylaw No. 714/01.

PURSUANT to the Authority conferred upon it by the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, and;

WHEREAS, a Council is authorized to prepare, to adopt, and to amend a Land Use Bylaw to regulate and control the use and development of land and buildings within the Municipality;

WHEREAS, the general purpose of the Intensive Agriculture District "IA" is to accommodate agricultural uses on parcel of land less than 32 hectares (80 acres).

NOW, THEREFORE, upon compliance with the relevant requirements of the Municipal Government Act, the Council of the Clearwater County, Province of Alberta, duly assembled, enacts as follows:

***That +/- 8.01 acres of Plan 812 1809 Block 1, be redesignated from the Country Residential Agriculture District "CRA" to Intensive Agriculture District "IA"***  
***And***  
***That +/- 13.25 acres of the SW 6-39-07 W5M be redesignated from Agricultural District "A" to Intensive Agriculture District "IA"***  
***As outlined in red on the attached Schedule "A"***

READ A FIRST TIME this \_\_\_\_ day of \_\_\_\_\_ A.D., 2019.

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
MUNICIPAL MANAGER

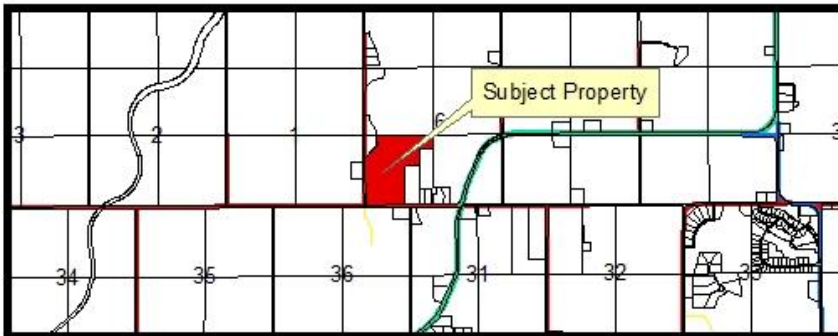
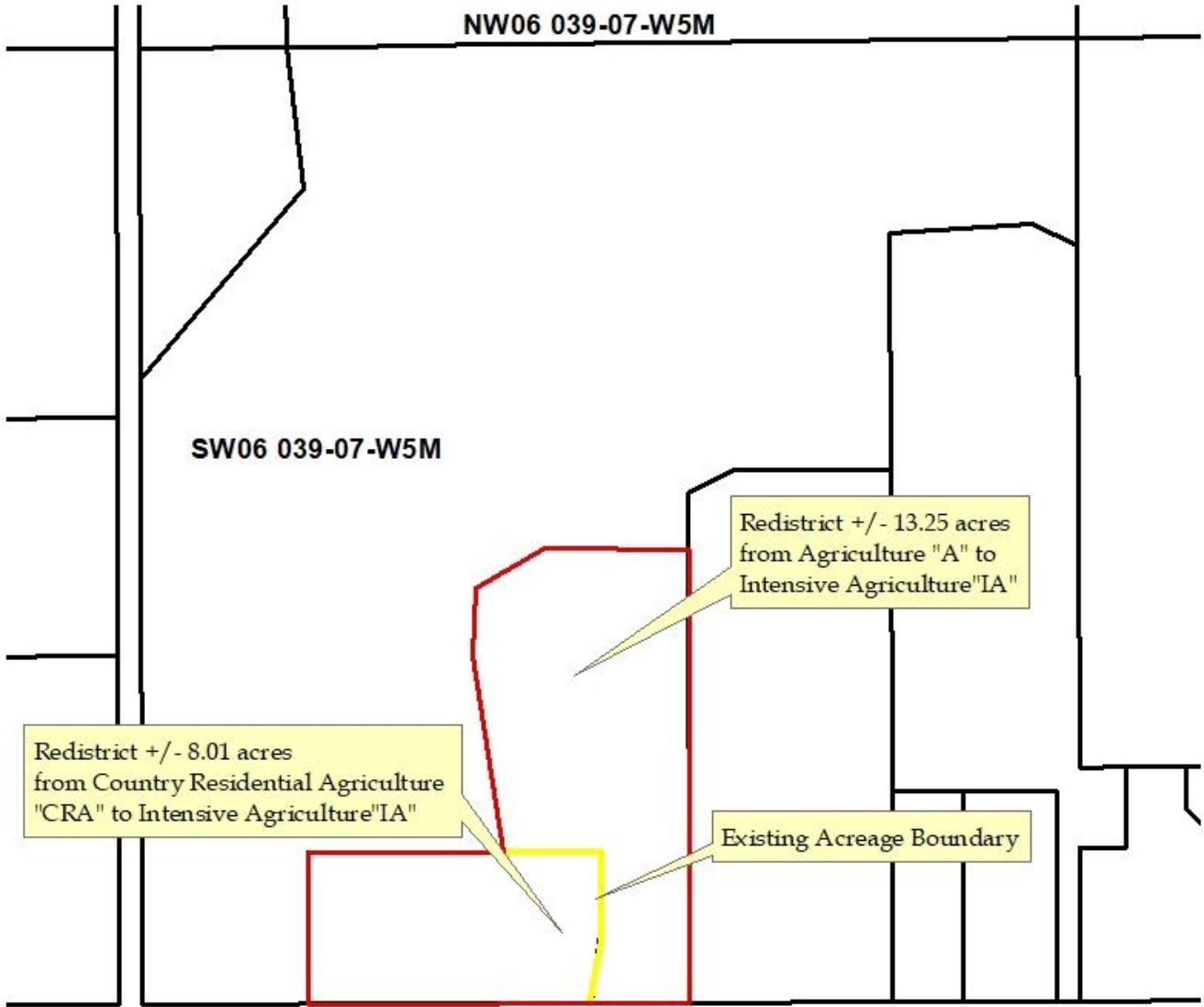
PUBLIC HEARING held this \_\_\_\_ day of \_\_\_\_\_ A.D., 2019.

READ A SECOND TIME this \_\_\_\_ day of \_\_\_\_\_ A.D., 2019.

READ A THIRD AND FINAL TIME this \_\_\_\_ day of \_\_\_\_\_ A.D., 2019.

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
MUNICIPAL MANAGER



**Bylaw No. 1062/19  
Schedule "A"**

1:5,000



Application #03/19 to Amend the Land Use Bylaw  
Redistrict +/- 21.26 Acres From Country Residential Agricultural  
"CRA" & Agriculture "A" to Intensive Agriculture "IA"  
Plan 812 1809, Block 1 & Pt. SW 06-39-07 W5M  
Vic Maxwell on behalf of Lorin & Sharon Williams  
and William Speight





E2

NW06 039-07-W5M

SW06 039-07-W5M

Subject Lands

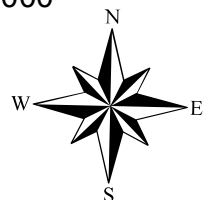
NE36 038-08-W5M

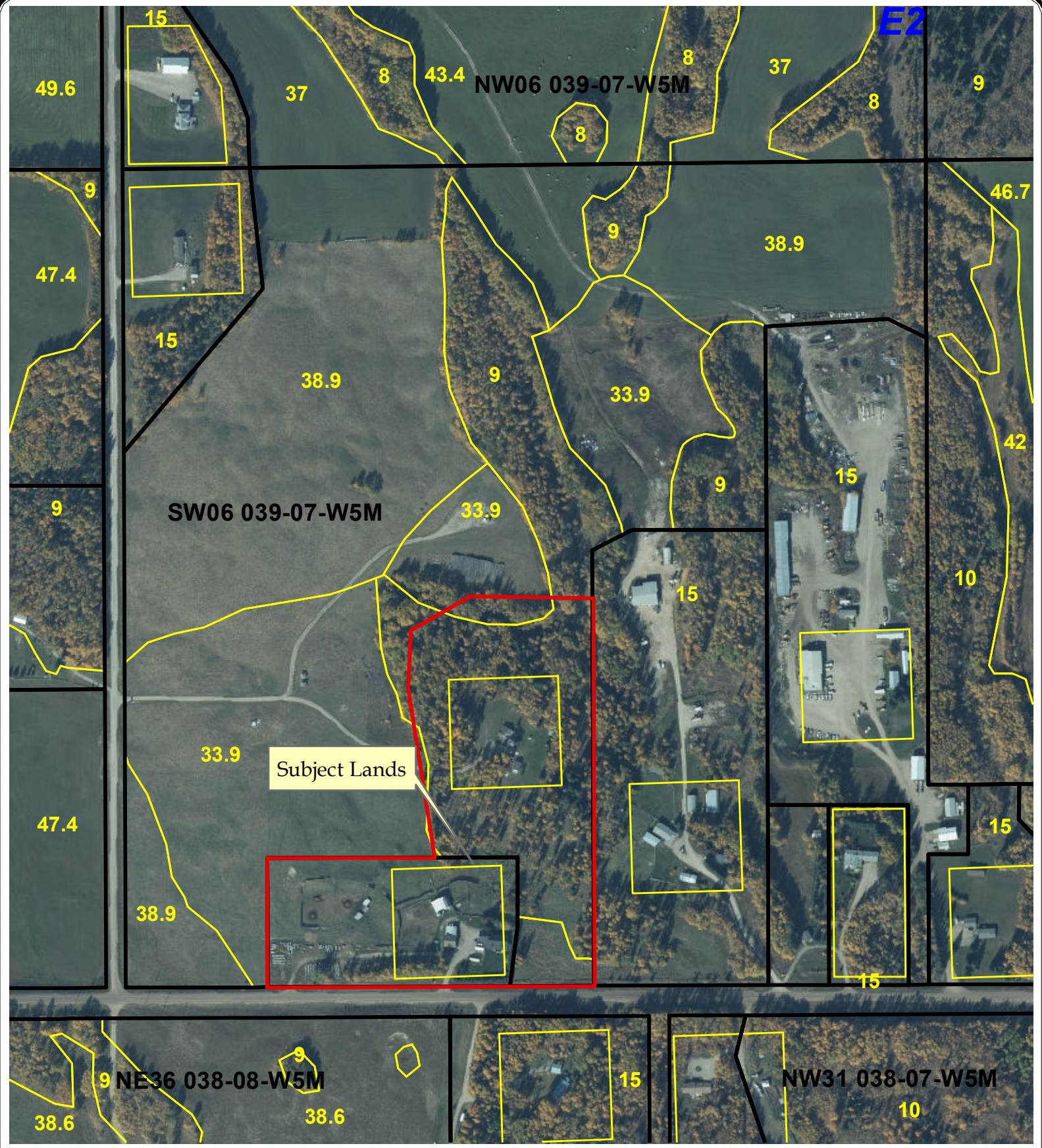
NW31 038-07-W5M



Application #03/19 to Amend the Land Use Bylaw  
Plan 812 1809, Block 1 & Pt. SW 06-39-07 W5M  
Aerial Photo

1:5,000

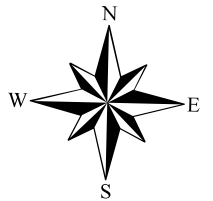




1:5,000



Application #03/19 to Amend the Land Use Bylaw  
 Plan 812 1809, Block 1 & Pt. SW 06-39-07 W5M  
 Farmland Assessment Rating



E2

NE01 039-08-W5M

NW06 039-07-W5M

NE06 039-07-W5M

SE01 039-08-W5M

SW06 039-07-W5M

SE06 039-07-W5M

Subject Lands

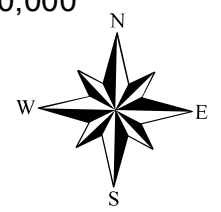
NE36 038-08-W5M

NW31 038-07-W5M

1:10,000



Application #03/19 to Amend the Land Use Bylaw  
Plan 812 1809, Block 1 & Pt. SW 06-39-07 W5M  
Adjacent Lands



**13.4 (2) INTENSIVE AGRICULTURE DISTRICT "IA"**

THE GENERAL PURPOSE OF THIS DISTRICT IS TO ACCOMMODATE INTENSIVE AGRICULTURAL USES ON PARCELS OF LESS THAN 32 HECTARES (80 ACRES).

**A. PERMITTED USES**

1. Farming and non-residential farm buildings
2. First residence

NOTE: In any "IA" District farming and non-residential farm buildings are "deemed approved".

**B. DISCRETIONARY USES**

1. Ancillary building or use
2. Market gardening
3. Public utility: landfill, waste transfer and associated facilities, sewage lagoon and other sewage treatment facilities, water treatment plant and associated facilities, public utility building
4. Sod farming
5. Tree farming or nursery
6. Radio, television and other communications tower and related buildings not exceeding 75 square metres (800 sq. ft.)
7. Riding or roping and livestock showing stable or arena
8. Greenhouse with a floor area of less than 100 square metres (1,100 sq. ft.) or such larger area subject to the discretion of the Development Officer
9. Guest house

**C. DISCRETIONARY USES allowed in this District ONLY where incidental or subordinate to the principal use of the lands contained in the current CERTIFICATE OF TITLE**

1. Second residence and additional on that lot on which all of the requirements of Section 6.6 are satisfied
2. Abattoir
3. Dude ranch or vacation farm
4. Farm subsidiary occupation
5. Home occupation
6. Kennel
7. Off parcel drainage works
8. Sawmill or postmill with an annual volume of at least 530 cubic metres (1/4 million board feet) of standing timber
9. Topsoil stripping for sale

10. Tradesperson's business including contractors for plumbing, heating, electrical, carpentry, masonry, mechanical, autobody, excavation, construction, trucking and the like
11. Unoccupied and unserviced manufactured home storage (one only)
12. Veterinary clinic

D. MINIMUM LOT AREA

All of the land contained in an existing lot on which the development exists or is proposed unless otherwise approved by the Development Officer, subject to:

1. The new lot being used exclusively for the approved development; and the new lot having a minimum size of 8.1 hectares (20 acres), and
2. The developer entering into an agreement and/or a Letter of Undertaking with the Municipality regarding placing the intended use or development on the proposed lot.

E. MINIMUM DEPTH OF FRONT YARD

As required and/or approved pursuant to Section 10.3 and Figures 1 to 7 of the Supplementary Regulations.

F. MINIMUM WIDTH OF SIDE YARD

15 metres (50 feet) except for a corner site where the side yard shall be determined as though it were a front yard.

G. MINIMUM DEPTH OF REAR YARD

15 metres (50 feet) unless otherwise approved by the Development Officer.

NOTE: Lots created prior to this Bylaw coming into effect and not able to comply with the foregoing shall meet setback limits as determined by the Development Officer.

H. LANDSCAPING

1. In addition to other provisions of this Bylaw, the Development Officer may require landfill sites, gravel and sand pits, sewage facilities and other visually offensive uses to be screened from view with vegetation and/or other screening of a visually pleasing nature.
2. Reclamation to standards acceptable to the Development Officer may be required following abandonment of all or any portion of a gravel or sand pit, sawmill or other land surface disturbing operation.



## REQUEST FOR DECISION

<b>SUBJECT:</b> Bylaw 1064/19, Special Tax on the Crimson Lake Cottage Subdivision		
<b>PRESENTATION DATE:</b> March 26, 2019		
<b>DEPARTMENT:</b> Public Works	<b>WRITTEN BY:</b> Katelyn Erickson, Surfaced Roads Supervisor	<b>REVIEWED BY:</b> Kurt Magnus, Director Public Works Operations; Rick Emmons, Chief Administrative Officer
<b>BUDGET CONSIDERATIONS:</b> <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Part 10, Division 5 of Municipal Government Act, Bylaw 1064/19		
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>		
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth		
<b>ATTACHMENT(S):</b> Bylaw 1064/19, Schedule A, Crimson Lake Cottage Association Map		

**STAFF RECOMMENDATION:**  
 That Council reviews this information and considers granting first, second, permission for third and, third reading to Bylaw 1064/19, known as the Special Tax on The Crimson Lake Cottage Subdivision.

### BACKGROUND:

In April of 2017, the Crimson Lake Cottage Owners Association approached Clearwater County with a request to have 2 kilometers of road (see attached map) applied with SB-90 dust suppression. The condition of the road would not allow any more patchwork to be completed. As such, a new application of SB-90 dust suppression was applied in the summer of 2017.

At that time, the Crimson Lake Cottage Owners Association approached the County and requested payment be made via a Special Tax.

Thus, on June 27<sup>th</sup>, 2017, Council approved the reapplication of dust suppression to the Crimson Lake Cottage Road and to recover the cottage owner share by Special Tax. The levy would be collected over three years (2018,2019,2020), in the amount of \$94.94 for 2018 and \$93.89 for 2019 and 2020, per year/registered lot.

Part 10, Division 5 of the Municipal Government Act (MGA), authorizes Council to pass a special tax bylaw to raise revenue to pay for one of the specified services or purposes (identified in section 382(1)) with respect to property in an area of the municipality that will benefit from the service or purpose. A bylaw to impose a tax levy is required in each year of the levy and attached for Council's consideration is Bylaw No. 1064/19 for the purpose of imposing the 2019 Special Tax.

**BYLAW NO. 1064/19**

A BYLAW OF CLEARWATER COUNTY, IN THE PROVINCE OF ALBERTA, KNOWN AS THE 2019 SPECIAL TAX ON THE CRIMSON LAKE COTTAGE SUBDIVISION.

**WHEREAS**, Council of Clearwater County deems it desirable to introduce and impose a Special Tax in 2019 on the Crimson Lake Cottage Subdivision to recover a portion of the costs associated with providing dust suppression on the Crimson Lake Cottage Subdivision Road.

**WHEREAS** Section 382(1)(d) and Section 383(1) of the Municipal Government Act allows a Council to pass Bylaws for imposing a Special Tax to raise revenue to pay for a specific service or purpose that benefits a specific area of the Municipality.

**AND WHEREAS**, Section 347(1)(c) of the Municipal Government Act allows a Council to defer the collection of a tax when it considers it equitable to do so;

**AND WHEREAS**, attached Schedule "A" identifies the properties that will benefit from the application of a dust suppression program on the Crimson Lake Cottage Subdivision Road;

**AND WHEREAS**, the total portion of dust suppression measures costs to be levied on the benefiting properties has been determined by Council to be **\$25,350.00**, split over tax years 2018, 2019 and 2020.

NOW, THEREFORE, THE COUNCIL OF CLEARWATER COUNTY IN THE PROVINCE OF ALBERTA DULY ASSEMBLED ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the "Crimson Lake Cottage Subdivision Road Special Tax Bylaw" and will be referred to herein as "this Bylaw".
2. The purpose of this Bylaw is to collect a reasonable share of the proposed dust suppression application costs from benefiting properties. Funds collected pursuant to this Bylaw will only be used for this purpose.
3. For the 2019 taxation year, the County will levy a Special Tax on all properties identified on the attached Schedule "A". The total amount levied by this Bylaw will be **\$8450.10**.
4. The County will distribute the Special Tax equally among all properties identified on attached Schedule "A". This distributed levy shall, for the second of three levies, equal **\$93.89** per property identified on attached Schedule "A".
5. The distributed levy made under this Bylaw will be collected in a similar manner to property taxes annually levied by the County. All penalty provisions applied to unpaid annual property taxes and arrears will be applied to unpaid levies made under this Bylaw.
6. This Bylaw shall come into force and effect when it receives third reading and is duly signed.

READ A FIRST TIME IN COUNCIL this 26 day of March 2019.

READ A SECOND TIME IN COUNCIL this 26 day of March 2019.

PERMISSION FOR THIRD READING this 26 day of March 2019.

READ A THIRD TIME IN COUNCIL this 26 day of March 2019.

---

REEVE

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CHIEF ADMINISTRATIVE OFFICER

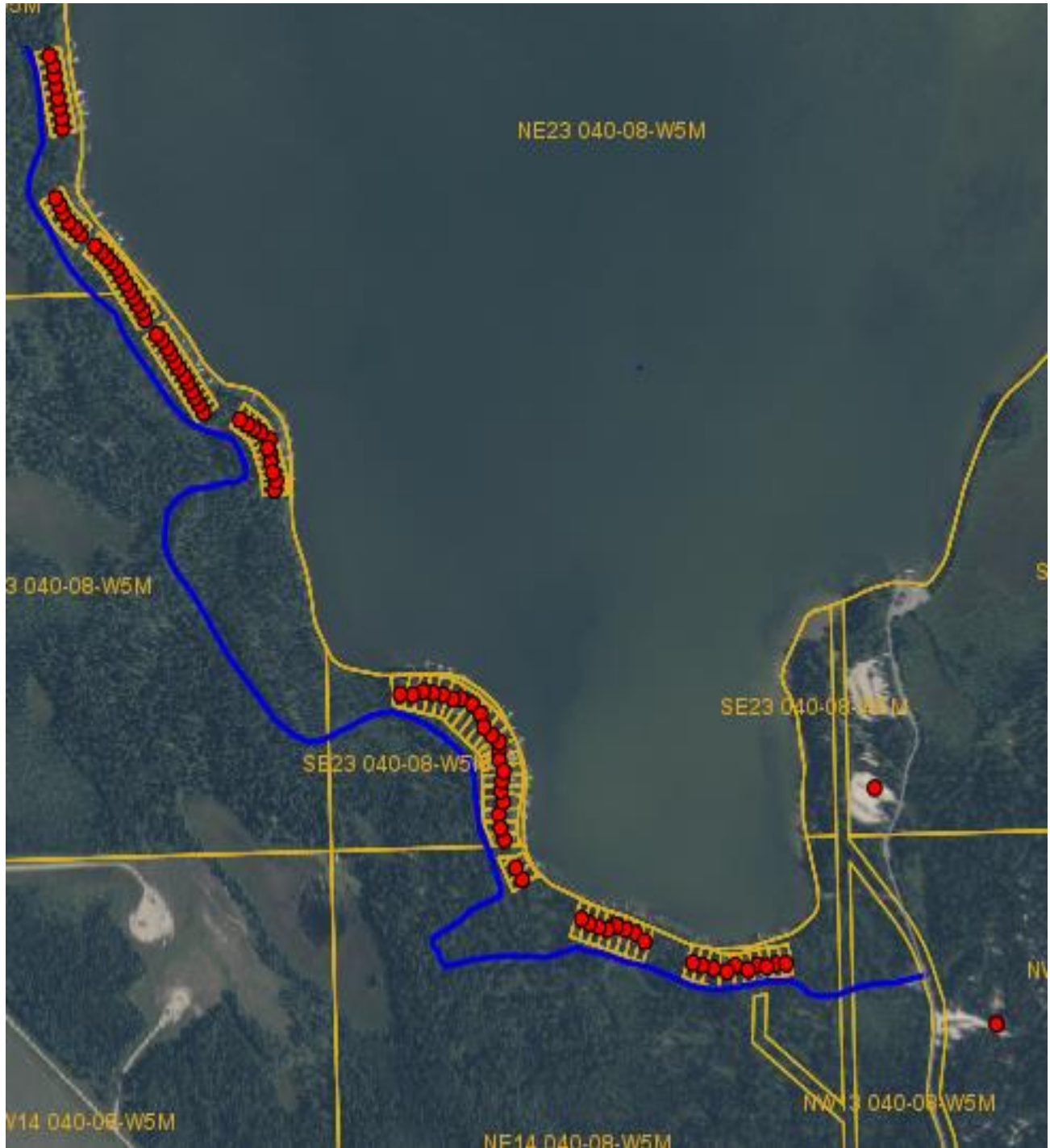


**Schedule "A"**

<b>OWNER ROLL</b>	<b>RURAL ADDRESS</b>	<b>QTR</b>	<b>SECTION</b>	<b>TWP</b>	<b>RGE</b>	<b>MERIDIAN</b>	<b>LOT</b>	<b>BLOCK</b>	<b>PLAN</b>
4008234001	3A CRIMSON LAKE DRIVE	NE	14	40	8	5	1	3	9020705
4008234002	3B CRIMSON LAKE DRIVE	NE	14	40	8	5	2	3	9020705
4008234003	3C CRIMSON LAKE DRIVE	NE	14	40	8	5	3	3	9020705
4008234004	3D CRIMSON LAKE DRIVE	NE	14	40	8	5	4	3	9020705
4008234005	3E CRIMSON LAKE DRIVE	NE	14	40	8	5	5	3	9020705
4008234006	3F CRIMSON LAKE DRIVE	NE	14	40	8	5	6	3	9020705
4008234007	3G CRIMSON LAKE DRIVE	NE	14	40	8	5	7	3	9020705
4008234008	3H CRIMSON LAKE DRIVE	NE	14	40	8	5	8	3	9020705
4008234009	3I CRIMSON LAKE DRIVE	NE	14	40	8	5	9	3	9020705
4008234010	3J CRIMSON LAKE DRIVE	NE	14	40	8	5	10	3	9020705
4008234011	4A CRIMSON LAKE DRIVE	NE	14	40	8	5	1	4	9020705
4008234012	4B CRIMSON LAKE DRIVE	NE	14	40	8	5	2	4	9020705
4008234013	4C CRIMSON LAKE DRIVE	NE	14	40	8	5	3	4	9020705
4008234014	4D CRIMSON LAKE DRIVE	NE	14	40	8	5	4	4	9020705
4008234015	4E CRIMSON LAKE DRIVE	NE	14	40	8	5	5	4	9020705
4008234016	4F CRIMSON LAKE DRIVE	NE	14	40	8	5	6	4	9020705
4008234017	4G CRIMSON LAKE DRIVE	NE	14	40	8	5	7	4	9020705
4008234018	4H CRIMSON LAKE DRIVE	NE	14	40	8	5	008	004	9020705
4008234019	4I CRIMSON LAKE DRIVE	NE	14	40	8	5	9A	4	9421207
4008234020	4J CRIMSON LAKE DRIVE	NE	14	40	8	5	10A	4	9421207
4008234021	5A CRIMSON LAKE DRIVE	SE	23	40	8	5	1	5	9020702
4008234022	5B CRIMSON LAKE DRIVE	SE	23	40	8	5	2	5	9020702
4008234023	5C CRIMSON LAKE DRIVE	SE	23	40	8	5	3	5	9020702
4008234024	5D CRIMSON LAKE DRIVE	SE	23	40	8	5	4	5	9020702
4008234025	5E CRIMSON LAKE DRIVE	SE	23	40	8	5	5	5	9020702
4008234026	5F CRIMSON LAKE DRIVE	SE	23	40	8	5	6	5	9020702
4008234027	5G CRIMSON LAKE DRIVE	SE	23	40	8	5	7	5	9020702
4008234028	5H CRIMSON LAKE DRIVE	SE	23	40	8	5	8	5	9020702
4008234029	5I CRIMSON LAKE DRIVE	SE	23	40	8	5	22	5	0929664
4008234030	5J CRIMSON LAKE DRIVE	SE	23	40	8	5	10	5	9020702
4008234031	5K CRIMSON LAKE DRIVE	SE	23	40	8	5	11	5	9020702
4008234032	5L CRIMSON LAKE DRIVE	SE	23	40	8	5	12	5	9020702
4008234033	5M CRIMSON LAKE DRIVE	SE	23	40	8	5	13	5	9020702
4008234034	5N CRIMSON LAKE DRIVE	SE	23	40	8	5	14	5	9020702
4008234035	5O CRIMSON LAKE DRIVE	SE	23	40	8	5	15	5	9020702
4008234036	5P CRIMSON LAKE DRIVE	SE	23	40	8	5	16	5	9020702
4008234037	5Q CRIMSON LAKE DRIVE	SE	23	40	8	5	17	5	9020702
4008234038	5R CRIMSON LAKE DRIVE	SE	23	40	8	5	18	5	9020702
4008234039	5S CRIMSON LAKE DRIVE	SE	23	40	8	5	19	5	9020702
4008234040	5T CRIMSON LAKE DRIVE	SE	23	40	8	5	20	5	9020702
4008234041	5U CRIMSON LAKE DRIVE	SE	23	40	8	5	21	5	9020702
4008234042	7A CRIMSON LAKE DRIVE	SW	23	40	8	5	1	7	9020702
4008234043	7B CRIMSON LAKE DRIVE	SW	23	40	8	5	2	7	9020702
4008234044	7C CRIMSON LAKE DRIVE	SW	23	40	8	5	3	7	9020702
4008234045	7D CRIMSON LAKE DRIVE	SW	23	40	8	5	4	7	9020702
4008234046	7E CRIMSON LAKE DRIVE	SW	23	40	8	5	5	7	9020702
4008234047	7F CRIMSON LAKE DRIVE	SW	23	40	8	5	6	7	9020702
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4008234050	7I CRIMSON LAKE DRIVE	SW	23	40	8	5	9	7	9020702
4008234051	7J CRIMSON LAKE DRIVE	SW	23	40	8	5	10	7	9020702
4008234052	7K CRIMSON LAKE DRIVE	SW	23	40	8	5	11	7	9020702
4008234053	8A CRIMSON LAKE DRIVE	SW	23	40	8	5	1	8	9020703
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4008234057	8E CRIMSON LAKE DRIVE	SW	23	40	8	5	5	8	9020703
4008234058	8F CRIMSON LAKE DRIVE	SW	23	40	8	5	6	8	9020703
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4008234060	8H CRIMSON LAKE DRIVE	SW	23	40	8	5	8	8	9020703
4008234061	8I CRIMSON LAKE DRIVE	SW	23	40	8	5	9	8	9020703
4008234062	8J CRIMSON LAKE DRIVE	SW	23	40	8	5	10	8	9020703
4008234063	8K CRIMSON LAKE DRIVE	SW	23	40	8	5	11	8	9020703
4008234064	8L CRIMSON LAKE DRIVE	SW	23	40	8	5	12	8	9020703
4008234065	9A CRIMSON LAKE DRIVE	SW	23	40	8	5	1	9	9020703
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4008234067	9C CRIMSON LAKE DRIVE	SW	23	40	8	5	13	9	0925403
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4008234071	9G CRIMSON LAKE DRIVE	NW	23	40	8	5	7	9	9020703
4008234072	9H CRIMSON LAKE DRIVE	NW	23	40	8	5	8	9	9020703
4008234073	9I CRIMSON LAKE DRIVE	NW	23	40	8	5	9	9	9020703
4008234074	9J CRIMSON LAKE DRIVE	NW	23	40	8	5	10	9	9020703
4008234075	9K CRIMSON LAKE DRIVE	NW	23	40	8	5	11	9	9020703
4008234076	9L CRIMSON LAKE DRIVE	NW	23	40	8	5	12	9	9020703
4008234077	10A CRIMSON LAKE DRIVE	NW	23	40	8	5	1	10	9020704
4008234078	10B CRIMSON LAKE DRIVE	NW	23	40	8	5	2	10	9020704
4008234079	10C CRIMSON LAKE DRIVE	NW	23	40	8	5	3	10	9020704
4008234080	10D CRIMSON LAKE DRIVE	NW	23	40	8	5	4	10	9020704
4008234081	10E CRIMSON LAKE DRIVE	NW	23	40	8	5	5	10	9020704
4008234082	10F CRIMSON LAKE DRIVE	NW	23	40	8	5	6	10	9020704
4008234083	11A CRIMSON LAKE DRIVE	NW	23	40	8	5	1	11	9020704
4008234084	11B CRIMSON LAKE DRIVE	NW	23	40	8	5	2	11	9020704
4008234085	11C CRIMSON LAKE DRIVE	NW	23	40	8	5	3	11	9020704
4008234086	11D CRIMSON LAKE DRIVE	NW	23	40	8	5	4	11	9020704
4008234087	11E CRIMSON LAKE DRIVE	NW	23	40	8	5	5	11	9020704
4008234088	11F CRIMSON LAKE DRIVE	NW	23	40	8	5	6	11	9020704
4008234089	11G CRIMSON LAKE DRIVE	NW	23	40	8	5	7	11	9020704
4008234090	11H CRIMSON LAKE DRIVE	NW	23	40	8	5	8	11	9020704

**Crimson Lake Cottage  
Association Subdivision Road**





## REQUEST FOR DECISION

<b>SUBJECT:</b> Final Review – “Dust Suppression” Policy		
<b>PRESENTATION DATE:</b> March 26, 2019		
<b>DEPARTMENT:</b> Public Works	<b>WRITTEN BY:</b> Katelyn Erickson, Surfaced Roads Supervisor	<b>REVIEWED BY:</b> Kurt Magnus, Director, Public Works Operations; Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input checked="" type="checkbox"/> County Bylaw or Policy (cite) Dust Abatement Policy		
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>		
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth		
<b>ATTACHMENT(S):</b> DRAFT <i>Dust Suppression Policy</i>		

**STAFF RECOMMENDATION:**  
 That Council reviews the draft *Dust Suppression* policy, recommend any changes, and approve the draft policy changes as presented.

### BACKGROUND:

As per the direction provided during the March 12, 2019 Council meeting, staff is bringing forward the draft of the “Dust Suppression” Policy, with recommended changes and additions for review.

Attached is the draft revised policy, renamed to “Dust Suppression”, with amendments. All additions made to the policy, as per Council’s direction, are shown in **red** and **bold**. Administration requests that Council reviews the draft policy, with changes, and, approve the draft policy as presented.



**CLEARWATER COUNTY  
DUST SUPPRESSION**

POLICY

<p><b>EFFECTIVE DATE:</b> <b>REVISED DATE:</b></p>	<p>August 14, 2001 June 24, 2014 March 31, 2015 March 26, 2019</p>
<p><b>SECTION:</b></p>	<p>Public Works</p>
<p><b>POLICY STATEMENT:</b></p>	<p>Clearwater County will provide dust suppression applications on County roadways in front of farmsteads, residences or businesses for a fee.</p>
<p><b>DEFINITIONS:</b></p>	<p>“Contract” means a formal agreement signed between the applicant and Clearwater County for the purposes of dust suppression application and maintenance (as applicable under the warranty period).</p>
<p><b>PROCEDURE:</b></p>	<ol style="list-style-type: none"> <li>1. The County will implement the use of an oil based or a water based product (or an approved equivalent) and will continue to review and explore its dust suppression options.</li> <li>2. The County will supply dust suppression for 150 m in front of a farmstead, residence or business on municipal road allowance <b>as mutually agreed upon.</b></li> <li>3. <b>The contract holder will have the ability to determine the location where the dust suppression will be placed providing it does not exceed 150 m. The County reserves the right to adjust the location based on product application requirements and potential conflict with existing site conditions.</b></li> <li>4. <u>The following will apply to oil based dust suppression:</u> <ol style="list-style-type: none"> <li>a. The cost of the oil based dust suppression will be subsidized by the County by 1/2 of the application costs. The remaining 1/2 will be paid by the contract holder. Rates for the dust suppression are calculated each year.</li> <li>b. The County will require a deposit of 1/3 of the contract holder’s portion of the total costs before the service is supplied, and equal payments of the remaining 2/3 of the contract holder’s costs in the second and third year.</li> <li>c. Alternatively, an applicant can pay the full contract amount in the first year, with no further payment required.</li> <li>d. If the applicant requests treatment for more than 150 m, the applicant will be responsible for the</li> </ol> </li> </ol>



## CLEARWATER COUNTY DUST SUPPRESSION

	<p>total additional cost. This total additional cost will be calculated per lineal metre.</p> <ul style="list-style-type: none"><li>e. The County will maintain the dust suppression, as it deems necessary, for a period of three years, calculated from the initial application date. Once the contract is expired, the County, at its sole discretion, reserves the right to return the roadway to its original condition. <b>The County will make every possible effort to contact the land owner prior to removing a dust suppression.</b></li><li>f. If the applicant defaults on payment for either the second or third year, the County will not be responsible for continued maintenance of the dust suppression. However, the County may take the necessary steps to recover the costs from the contract holder, including the transfer of the outstanding balance to the tax roll of any property for which the person is the assessed person, as per the dust suppression agreement and/or court action. If the applicant applies in a subsequent year, full payment will be required prior to the service being carried out.</li><li>g. Oil based dust suppression is not permitted to be applied to a newly constructed gravel road for a minimum of one year upon date of completion.</li></ul> <p>5. <u>The following will apply to water based dust suppression:</u></p> <ul style="list-style-type: none"><li>a. The cost of the water based dust suppression will be subsidized by the County by 2/3 of the application costs. The remaining 1/3 will be paid by the contract holder. Rates for the dust suppression are calculated each year.</li><li>b. The County will require a payment in full of before the service is supplied.</li><li>c. If the applicant requests treatment for more than 150 m, the applicant will be responsible for the total additional cost. This additional cost will be calculated per lineal metre.</li><li>d. Dust suppression warranty shall begin on the day the dust suppression is applied and runs to September 30<sup>th</sup> of the year of application.</li></ul> <p>6. The County will advertise the availability and costs of the dust suppression program, requiring all interested applicants to submit an agreement, and pay a deposit or full payment, before the deadline of June 1.</p>
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## CLEARWATER COUNTY DUST SUPPRESSION

7. Cemeteries, community halls, and churches will continue to receive the service free upon application. Any other exemptions from payment will require prior approval of Council. Applicants may be required to attend a Council Meeting to explain their reasoning as to why they should receive the service for free. It will be at the discretion of Administration as to which product is applied.
8. In the case of requests for a single application to serve adjoining residences, it will be the responsibility of the landowners to work out the distribution of costs. The County will not bill more than one individual or firm for one application.
9. In the case of requests for dust suppression application on two roads for a corner residence, it will be under the authority of the Director, Public Works Operations, or the Designate, to use his/her discretion and allow for cost sharing of both roads.
10. Industry partners will be permitted to contribute to the contract holder's portion of the total costs. It is the responsibility of the contract holder to ensure payment is submitted prior to dust suppression application. Should the contract holder be required to submit payment, it is their responsibility to seek reimbursement from the industry partner.
11. In instances where Public Works staff feels that the dust suppression will not work, due to road conditions, the work will not be carried out and the money will be refunded.
12. The Public Works Department will determine the Program rotation each year.



## FOR INFORMATION

<b>SUBJECT:</b> 4 <sup>th</sup> Quarter Financial Report		
<b>PRESENTATION DATE:</b> March 26, 2019		
<b>DEPARTMENT:</b> Corporate Services	<b>WRITTEN BY:</b> Rhonda Serhan, Manager, Finance	<b>REVIEWED BY:</b> Murray Hagan Director, Corporate Services, and Rick Emmons CAO
<b>BUDGET CONSIDERATIONS:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>		
<input type="checkbox"/>  Economic Prosperity <input type="checkbox"/>  Governance Leadership <input checked="" type="checkbox"/>  Fiscal Responsibilities <input type="checkbox"/>  Environmental Stewardship <input type="checkbox"/>  Community Social Growth		
<b>ATTACHMENT(S):</b>		
1. Operating Report 2. Capital Summary		

### STAFF RECOMMENDATION:

**That Council reviews the attached financial report and receives as information.**

### BACKGROUND:

Finance is providing a 4<sup>th</sup> quarter financial report for 2018. Keep in mind that not all of the year end entries have been completed and these numbers could and will change by the time the financial statements have been produced and audited. Over the course of 2018, finance was able to reorganize the reporting for 2019 to fit the restructure of the organization. This being the 4<sup>th</sup> quarter for 2018, it is still in the previous format.

Overall revenues are up just over 5 million, with grants, investment income and oil well drilling taxes being the main components. The 2013 flood grant reporting has been completed and the County saw another \$1.2 million in reimbursement grants. Other grants received were the assessment services grant, the STIP grant for a bridge we weren't expecting and the Rocky Nordegg trail grant. Investment income was up just about \$1 million due to higher than anticipated rates, and more cash on hand than what was expected. Oil well drilling taxes are up just over \$1 million as well. Some of



the smaller items that have increased revenue are lot sales in Nordegg, and penalties on outstanding accounts.

Overall, Clearwater County is under budget in operating expenses near the 4 million dollar mark. Although we are well on our way through year end, the operating expenses are still incomplete for 2018. We will be waiting on our regional partners to solidify their 2018 numbers, so we can complete our financial statements, as they are waiting for invoices from us on the programs we manage for the region. The largest anomaly's in the 2018 expenses are the following;

1. Assessment expenses that are considerably less than budget. The province is requisitioning all Designated Industrial Property's (DIP) for these costs, in exchange for centralizing these tasks with the provincial assessor.
2. There is an overage in the Community and Protective Services budget, in culture (Rocky library expenses) and recreation (Rocky recreation expenses). This is due to some catch up work that the town is doing with finalizing their 2017 year end and reconciling the town managed regional programs. Overall Community Services appears to be under budget as a whole due to some savings in Economic Development and Regional Fire.
3. Planning did not complete the ICF projects in 2018 that were included in the work plan, more work will be done here in 2019. With the transition of Planning staff, not as much work was completed on the Nordegg properties as was budgeted. Some of these projects will be moving into 2019.
4. Public Works overall is slightly under budget with the overages in facilities and vehicles & equipment. The overage in facilities is related to the work that was budgeted as a capital expenditure and did not create any tangible asset. What would happen if the asset is created is that these costs would be held until the asset is completed and then amortized over the useful life of the asset. Because the work plans for these assets have been cancelled these costs are known as sunk costs and need to be expensed once we know the project to create the asset will not be moving forward. The overage in vehicles and equipment is related mostly to the cost of fuel & oil.

Capital Expenditures on the year were down compared to budget, however we will carry forward most of the projects that didn't get completed in 2018 into 2019.

1. The largest of these is the Broadband project. There was \$10,000,000 in budget for Broadband, with only \$155,660 being spent. The funds for this project were coming from Grants and Reserves, both of which will not move forward until the project moves forward.
2. A fire truck designated to be replaced at the Leslieville station was not completed and will move into 2019, for about \$620,000. Some of the smaller capital projects in Nordegg were put on hold, for example renovating the blue building, and some cemetery upgrades.
3. Access Roads program did not see an application again in 2018.
4. Bridge Rehab projects came in under budget
5. Base Pave was underspent by 4.3 million, some of this will be carried forward into 2020 to finish the Tiami Road project. There was a unidentified project that did not move forward, and these monies can be reallocated or placed in reserve when Council discusses the surplus.
6. The sewer project will finally be moving forward in 2019 as we have confirmation of grant funding this year.

Once all of the regional costs are known and the year end entries are all accounted for, we will be able to nail down the overall surplus number. Once that happens staff will bring back an agenda item to have Council allocate any surplus there is and make any necessary budget adjustments for projects that staff thought would be completed in 2018 but will need to be carried forward into 2019.

Once again, the County is positioned well to complete the strategic priorities of Council and build a strong community for our residents.

**Clearwater County**  
**Operating**  
For the 12 months ending December 31, 2018

	<u>Year to date 2018</u>	<u>Budget 2018 As ammended or adjusted</u>	<u>Variance 2018</u>	<u>% 2018</u>
<b>Operating Revenue</b>				
Net municipal taxes	\$46,258,781	\$46,047,712	\$211,069	100%
User fees and sales of goods	252,600	150,000	102,600	168%
Government transfers for operating	2,954,031	487,000	2,467,031	607%
Investment income	1,732,281	811,000	921,281	214%
Penalties and costs of taxes	328,944	125,000	203,944	263%
Development levies	120,640	59,400	61,240	203%
Oil Well Drilling Taxes	3,058,519	2,000,000	1,058,519	153%
Other	143,024	168,062	(25,038)	85%
<b>Total Operating Revenue</b>	<b><u>54,848,820</u></b>	<b><u>49,848,174</u></b>	<b><u>5,000,646</u></b>	<b><u>110%</u></b>

## Clearwater County

### Operating

For the 12 months ending December 31, 2018

	Year to date 2018	Budget 2018 As ammended or adjusted	Variance 2018	% 2018
<b>Operating Expenses by Department</b>				
<b>Agriculture Services</b>				
ASB General	\$424,939	\$492,950	\$68,011	86%
ASB Landcare & Other Environmental	195,455	244,000	48,545	80%
ASB Vehicle & Equipment Pool	111,759	122,500	10,741	91%
ASB Vegetation Management	861,437	888,441	27,004	97%
ASB Weed & Pest Control	266,048	231,771	(34,277)	115%
ASB Public Relations	24,091	38,500	14,409	63%
	<b>1,883,729</b>	<b>2,018,162</b>	<b>134,433</b>	<b>93%</b>
<b>Community &amp; Protective Services</b>				
Community Services	2,857,041	3,263,723	406,682	88%
Culture	394,555	303,998	(90,557)	130%
Emergency Services	114,683	240,742	126,059	48%
Economic Development	154,659	683,000	528,341	23%
Peace Officers	466,767	543,194	76,427	86%
Recreation	2,546,109	2,358,695	(187,414)	108%
Regional Fire Services	1,228,233	1,476,683	248,450	83%
	<b>7,762,047</b>	<b>8,870,035</b>	<b>1,107,988</b>	<b>88%</b>
<b>Corporate Services</b>				
Assessment	460,184	955,950	495,766	48%
Finance	587,910	623,100	35,190	94%
General	1,705,864	1,768,550	62,686	96%
Human Resources	310,956	352,600	41,644	88%
Legislative	564,578	635,195	70,617	89%
Technology & Information Management Serv	1,074,248	1,247,650	173,402	86%
	<b>4,703,740</b>	<b>5,583,045</b>	<b>879,305</b>	<b>84%</b>

## Clearwater County

### Operating

For the 12 months ending December 31, 2018

	Year to date 2018	Budget 2018 As ammended or adjusted	Variance 2018	% 2018
<b>Planning &amp; Nordegg</b>				
Planning	\$1,099,022	\$1,487,900	\$388,878	74%
Safety	182,679	176,360	(6,319)	104%
Nordegg	253,541	689,750	436,209	37%
Clearwater Historic Board	172,742	343,400	170,658	50%
	<b>1,707,984</b>	<b>2,697,410</b>	<b>989,426</b>	<b>63%</b>
<b>PUBLIC WORKS</b>				
General	739,737	1,004,625	264,888	74%
Facilities	1,636,906	651,236	(985,670)	251%
Gravel Activities	2,128,609	2,430,798	302,189	88%
GIS Mapping	168,412	196,260	27,848	86%
Road Maintenance	6,668,626	7,331,175	662,549	91%
PW Shop	581,185	647,000	65,815	90%
Vehicles & Equipment	705,230	662,350	(42,880)	106%
Water & Sewer	165,135	208,320	43,185	79%
	<b>12,793,840</b>	<b>13,131,764</b>	<b>337,924</b>	<b>97%</b>
<b>Contingency</b>				
		659,312	659,312	0%
<b>Total Operating Expenses</b>	<b>28,851,340</b>	<b>32,959,728</b>	<b>4,108,388</b>	<b>88%</b>

## Capital Summary to December 31, 2018 at March 19, 2019



	Actual 2018	Budget 2018	Variance
<b>Capital Revenues</b>			
Grant Revenue	2,500,000	10,140,000	7,640,000
<b>Total Capital Revenue</b>	<b>2,500,000</b>	<b>10,140,000</b>	<b>7,640,000</b>
<b>Community &amp; Protective Services</b>			
Fire	220,731	881,900	661,169
CPO	-	45,000	45,000
Recreation	1,695	550,000	548,305
Internet	155,660	10,000,000	9,844,340
<b>Total Community &amp; Protective Services</b>	<b>378,086</b>	<b>11,476,900</b>	<b>11,098,814</b>
<b>Corporate Services</b>			
Equipment	285,017	368,000	82,983
<b>Total Corporate Services</b>	<b>285,017</b>	<b>368,000</b>	<b>82,983</b>
<b>Planning &amp; Development</b>			
Nordegg	820,552	1,067,500	246,948
<b>Total Planning &amp; Development</b>	<b>820,552</b>	<b>1,067,500</b>	<b>246,948</b>
<b>Agricultural &amp; Community Services</b>			
Vehicles & Equipment	173,925	219,500	45,575
<b>Total Agricultural &amp; Community Services</b>	<b>173,925</b>	<b>219,500</b>	<b>45,575</b>

**Public Works**

Vehicles	68,443	77,000	8,557
Equipment	1,190,121	1,203,000	12,879
Less Sale of Assets	(221,283)	(152,000)	69,283
Asphalt Overlay	-	-	-
Access Roads		150,000	150,000
Gravel Road Rehab	4,775,446	4,767,100	(8,346)
Bridges	2,557,669	3,849,300	1,291,631
Base Pave	3,524,552	7,826,000	4,301,448
West Country Roads	1,506,678	1,910,000	403,322
Nordegg	789,118	1,339,262	550,144
Facilities	2,329,124	2,941,000	611,876
Water	19,392	19,100	(292)
Sewer	556,530	1,935,000	1,378,470
Other Public Works	700,897	782,188	81,291
<b>Total Public Works</b>	<b>17,796,687</b>	<b>26,646,950</b>	<b>8,850,263</b>
<b>Total Capital Expenditures</b>	<b>19,454,267</b>	<b>39,778,850</b>	<b>20,324,583</b>
<b>Net Capital Expenditures</b>	<b>16,954,267</b>	<b>29,638,850</b>	<b>12,684,583</b>



## DELEGATION

<b>SUBJECT:</b> Town of Rocky Mountain House – Dean Krause, CAO, and Marco Schoeninger, Director, Engineering and Operations		
<b>PRESENTATION DATE:</b> March 26, 2019		
<b>DEPARTMENT:</b> Delegation	<b>WRITTEN BY:</b> Tracy Haight, EA	<b>REVIEWED BY:</b> Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>		
<input type="checkbox"/> Economic Prosperity <input type="checkbox"/> Governance Leadership <input checked="" type="checkbox"/> Fiscal Responsibilities <input checked="" type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth		
<b>ATTACHMENT(S):</b>		
1. January 9, 2019 Correspondence from M. Schoeninger 2. Town of Rocky Mountain House January 8, 2019 Council RFD Item – ‘Regional Wastewater Treatment Facility Upgrade – Feasibility Study’ 3. ‘Schedule A’ MPE Engineering Ltd. Proposal for Engineering Services – ‘Regional Wastewater Treatment Facility, Impact of Desludging on Aerated Lagoon Performance’ 4. WSP Tender Estimate re RMH Lagoon Improvements PH Corrections System		

**STAFF RECOMMENDATION:**  
 That Council receives the Town of Rocky Mountain House Delegation’s update on the Rocky Mountain House Wastewater Treatment Facility for information as presented.

### BACKGROUND:

Dean Krause, CAO, and Marco Schoeninger, Director of Engineering and Operations, Town of Rocky Mountain House, will present the MPE Engineering Ltd. (MPE) ‘Regional Wastewater Treatment Facility Upgrade – Feasibility Study’ on proposed future upgrades to the Town’s Wastewater Treatment Facility.

Town Council reviewed the feasibility study at their regular meeting on January 8, 2019, and passed the following resolution:

*Res 012-2019 Moved by Councillor Jason Alderson that Council accept the Regional Wastewater Treatment Facility Upgrade Feasibility Study directing administration to proceed with:*



- a. submitting the Sequencing Bioreactor option to Clearwater County for consideration and cost sharing negotiations for the municipal portion of the proposed project and;*
  - b. submitting to Alberta Environment and Parks for review and comment and;*
  - c. submitting to Alberta Transportation making application under the federal Infrastructure Canada Investment Program and the Alberta Municipal Water/Wastewater Partnership Program.*
- Carried.*

M. Schoeninger will also review and discuss options, based on MPE's review, 'Regional Wastewater Treatment Facility, Impact of Desludging on Aerated Lagoon Performance', for controlling levels of un-ionized ammonia in the facility's treated effluent, as follows:

1. Desludging of wastewater treatment lagoons
2. PH Corrections System
3. Carbon Dioxide Injection

Administration intends to review the information presented and provide a follow-up report to Council at a future meeting.



## TOWN OF ROCKY MOUNTAIN HOUSE

### Engineering and Operations

P.O. BOX 1509 4607 48 STREET ROCKY MOUNTAIN HOUSE, AB T4T 1B2

January 9, 2019

Clearwater County  
Kurt Magnus  
Box 550  
Rocky Mountain House, AB T4T 1A4

Dear Mr. Magnus,

Re: Regional Wastewater Treatment Facility Upgrade Feasibility Study

Please find attached the Regional Wastewater Treatment Facility Upgrade Feasibility Study completed by MPE Engineering Ltd. for your consideration.

The Regional Wastewater Treatment Facility Upgrade Feasibility Study was presented to our Town of Rocky Mountain House Council on January 8, 2019 as per the attached request for council decision (RFD). Council approved the recommended alternative #1 as identified in the RFD.

To plan for 2019 and in keeping with our intermunicipal collaborative interests, I ask if you and Mr. Emmons would be available to sit down with Mr. Krause and I over the next few weeks to discuss the following:

1. Regional Wastewater Treatment Facility Upgrade Feasibility Study
2. Impact of Desludging on Aerated Lagoon Performance Lagoon Performance Review
3. Exploratory review of a CO2 Injection project in place of the pH Correction project

In an effort to expedite the meeting coordination, I ask if you would please email me at [mschoeninger@rockymtnhouse.com](mailto:mschoeninger@rockymtnhouse.com) and/or call me at 403-845-3220 accordingly at your earliest convenience.

Yours truly,

Marco Schoeninger, Director of Engineering & Operations

cc. Dean Krause, CAO Town of Rocky Mountain House (copied via email)  
Rick Emmons, CAO Clearwater County (copied via email)





## Request for Decision

**Item:**

**Regional Wastewater Treatment Facility Upgrade - Feasibility Study**

**CAO Comments:**

**Support recommendation.**

**Target Decision Date: January 8, 2019**

**Submitted By: Marco Schoeninger, Director of Engineering & Operations**

**Reviewed By:**

## BACKGROUND

### Overview:

On July 17, 2018, Town of Rocky Mountain House Council approved the Wastewater Upgrade Feasibility Study. The study in question was undertaken as the Town of Rocky Mountain House is having challenges meeting the criteria for discharging effluent into the North Saskatchewan River. Given we have completed a Receiving Water Quality Assessment, a Lagoon Capacity Assessment and a study of the wastewater upgrading option, we engaged MPE Engineering July 30, 2018 to develop various conceptual options and a resulting recommendation which was received December 14, 2018 with an estimated project construction cost of \$27,223,000 of which we would strive for 75% combined grant funding through the Federal ICIP program and the Provincial AMWWP.

### Legislation and Policy:

(1) Tangible Asset Management Policy 018/2007

(2) Municipal Government Act

**Expenditure of money**

- 248(1)** A municipality may only make an expenditure that is
- (a) included in an operating budget, interim operating budget or capital budget or otherwise authorized by the council,
  - (b) for an emergency, or
  - (c) legally required to be paid.

(3) Purchasing/Tendering Policy 009/2010

IV: Purchase of goods or services with an estimated aggregate value greater than \$25,000 and less than \$75,000	Require public tender, request for proposal, or request for quotation. Upon CAO approval, written quotations from 3 suppliers/contractors may be appropriate.	CAO and Director
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(4) Resolution 725-2017

6.3 2018 Wastewater Upgrade Feasibility Study  
Re: Proposal for Engineering Services

Res 725-2017

*Moved by Councillor Len Phillips to authorize Administration to proceed with the*

Regular Council - July 17, 2018

Page 2 of 7

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*Wastewater Upgrade Feasibility Study (Phase 1) – Proposal Engineering Services  
with MPE Engineering Ltd. with an upset project cost of \$32,000 (excluding G.S.T.).  
Expenditures to come from capital reserves specifically G.L 4-40-42-31-4760-0204.  
Carried.*

(5) October 2013 – Town of Rocky Mountain House/Clearwater County Lagoon Agreement

*...B. The County desires to use the Lagoon; ...E. The Town and the County desire to mutually cooperate to service the current and future wastewater needs of the Town and the County....*

**Strategic Plan:**

- Goal #1 The Town of Rocky Mountain House is maintaining our community’s assets.
- Goal #4 The Town of Rocky Mountain House has organizational capacity to deliver high quality services.
- Goal #5 The Town of Rocky Mountain House communicates, engages, and is responsive to our citizens.
- Goal #7 The Town of Rocky Mountain House is an environmental leader.

**Communication and Citizen Engagement:**

Discussion held at past, current and future council meetings  
Public advertisements on future projects

**Financial:**

1. The Feasibility Study project was \$32,000 (excluding GST). The funding for this project is supported by GL 4-40-42-31-4760-0204
2. In addition, and subject to Council approval, the resulting two options are estimated as follows with the recommended option identified with a yellow highlight:

Grant Funding and Municipal Portion							
Alternative	Description	Capital Cost	Contribution Allocation		Federal Funding Contribution	Provincial Funding Contribution	Municipal Funding Contribution
			Federal	Provincial			
1	SBR	\$27,223,000.00	40%	35%	\$10,889,200.00	\$9,528,050.00	\$6,805,750.00
2	MBBR	\$29,694,000.00	40%	35%	\$11,877,600.00	\$10,392,900.00	\$7,423,500.00

- Given Clearwater County utilizes the lagoon to approximately 20% of the volume they would have a stakeholder contribution interest of approximately \$1,361,150 (.2 x \$6,805,750.00).

**Organizational:**

The completed **Regional Wastewater Treatment Facility Upgrade Feasibility Study** provides for the following:

- Gain a professional opinion on various options and the preferred option to meet the satisfaction of Alberta Environment and Environment Canada standards.
- Alignment with the Lagoon Agreement:

.....

THIS AGREEMENT made effective this 15<sup>th</sup> day of October, 2013

BETWEEN:

**THE TOWN OF ROCKY MOUNTAIN HOUSE**  
a municipal corporation duly incorporated  
under the laws of the Province of Alberta  
(the "Town")

- and -

**CLEARWATER COUNTY**  
a municipal corporation duly incorporated  
under the laws of the Province of Alberta  
(the "County")

(collectively "the Parties")

WHEREAS:

- The Town is the owner of the Town of Rocky Mountain House Sewage Lagoon (the "Lagoon");
- The County desires to use the Lagoon;

...

- Enable administration to commence discussions with Clearwater County to gain input on the preferred option as well as written agreement for cost sharing and submittal for grant funding.

**Comments:**

The list of activities conducted to derive at the options and the resulting preferred options are as follows:

- Data Collection, Analysis, Site Visits
- Review and Preparation of Conceptual Options/Drawings
- Development of Population Projections and Identify Treatment Options

4. Review and Confirm Wastewater Generation Projections and Facility Sizing Criteria
5. Development of Cost Estimates and Process Flow Diagram
6. Regulatory Review
7. Report Preparation
8. Council presentation of summary of works – January 8, 2019
9. Stake Holder Engagement includes Regulatory Authorities – to be completed post/subject to council approval

Five options were considered: Aerated Lagoon Process, Conventional Activated Sludge (Extended Aeration), Sequencing Batch Reactor (SBR), Membrane Bioreactor (MBR) and Moving Bed Bioreactor (MBBR). Keeping in mind site setback requirements, capital and life cycle costs, the MBBR and SBR were determined to be the most applicable treatment technologies options. The recommended option is SBR as per the attached location, site plans and MPE engineering professional opinion. The SBR Option is estimated at \$27,223,000 (excluding GST). Grant funding is available through federal and provincial grant programs (stacked) with a goal of accessing 75% with the remainder municipal funding contribution split on an 80/20 with Clearwater County respectively.

Tentative schedule of events:

Proposed Tentative Schedule				
Item	Description	Start Date	End Date	Days
1	Submit Final Study to Town / County	14-Dec-18	14-Dec-18	0
2	Council Presentation and Adoption	8-Jan-19	8-Jan-19	0
3	Submit Study to Alberta Environment	9-Jan-19	9-Jan-19	0
4	Submit Study to Alberta Transportation	9-Jan-19	9-Jan-19	0
5	Apply for Federal Funding	10-Jan-19	10-Jan-19	0
6	Funding Approval	10-Jan-19	31-Mar-20	446
7	Preliminary Design	1-Apr-20	28-Aug-20	149
8	Detailed Design	31-Aug-20	28-Jan-21	150
9	Tendering	29-Jan-21	23-Mar-21	53
10	Construction	1-Apr-21	3-Oct-22	550
11	Commissioning	1-Jul-22	19-Aug-22	49
12	Total Project Completion	1-Apr-20	3-Oct-22	915

**Alternatives:**

1. Motion to accept the Regional Wastewater Treatment Facility Upgrade Feasibility Study directing administration to proceed with:
  - a. submitting the Sequencing Bioreactor option to Clearwater County for consideration and cost sharing negotiations for the municipal portion of the proposed project and;
  - b. submitting to Alberta Environment and Parks for review and comment and;

- c. submitting to Alberta Transportation making application under the federal Infrastructure Canada Investment Program and the Alberta Municipal Water/Wastewater Partnership Program.
2. Motion to have administration bring back request for decision with more information as discussed and directed by council.
3. Motion to not authorize administration to proceed with the project in its entirety.

#### **Recommended Alternative:**

1. Motion to accept the Regional Wastewater Treatment Facility Upgrade Feasibility Study directing administration to proceed with:
  - a. submitting the Sequencing Bioreactor option to Clearwater County for consideration and cost sharing negotiations for the municipal portion of the proposed project and;
  - b. submitting to Alberta Environment and Parks for review and comment and;
  - c. submitting to Alberta Transportation making application under the federal Infrastructure Canada Investment Program and the Alberta Municipal Water/Wastewater Partnership Program.

#### **Reports/Documents:**

Town of Rocky Mountain House – Regional Wastewater Treatment Facility Upgrade Feasibility Study – Summary Recommendation.pdf





**Engineering Ltd.**

*Report for:*

**Town of Rocky Mountain House  
Regional Wastewater Treatment Facility Upgrade  
Feasibility Study**

Date: December 14<sup>th</sup>, 2018  
4350-002-00



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***[www.mpe.ca](http://www.mpe.ca)***



## Executive Summary

### Background

The Town of Rocky Mountain House (RMH) has retained MPE Engineering Ltd. to complete a review of the regional wastewater treatment facility (RWWTF) and provide recommendations for upgrades that will meet the capacity and treated effluent requirements over the next 25 year design horizon.

The existing regional wastewater treatment facility services RMH's residential population and Clearwater County residents. It consists of aerated wastewater stabilization ponds (lagoons) located on SW ¼ Section 34 Township 39 Range 7 West of the 5th Meridian. The aerated lagoon system consists of three (3) partial mix aeration cells and the last cell maintains a quiescent zone to allow for polishing. The cells are operated in a series and continuously discharge via a 450 mm diameter gravity outfall that runs 750 m to the North Saskatchewan River. In 2013, a new aeration system was installed complete with three (3) 100 HP positive displacement blowers and fine bubble diffuser laterals. Also installed in 2013 was a septage receiving station (SRS) and settling cell. The SRS receives septage from residents in Clearwater County.

MPE completed a technical memorandum on November 1, 2018 that evaluated five (5) technologies as alternatives for the upgrades to RMH's wastewater treatment facility. After further review with the Town of RMH, Two cost effective alternatives that provided the required treatment and effluent quality were selected and reviewed in this feasibility study.

### Conclusions

The major findings of this report are summarized as follows:

- The existing and proposed treatment facilities service both the Town of Rocky Mountain House as well as Clearwater County and this typically qualify the treatment facility as a regional system.
- For the purposes of this study, a population growth rate of 1.14% was used for RMH. The corresponding 25 year population estimate is 9,000.
- The projected 2043 average day and maximum month sewage flows are 3,924 m<sup>3</sup>/d and 6,893 m<sup>3</sup>/d.
- Based on BOD and TSS loadings, previous studies have determined that approximately 20% of the influent wastewater to the regional treatment is contributed by County.
- The existing regional treatment system design does not conform to AEP Standards and Guidelines and has difficulty meeting the federal (WSER) limits for un-ionized ammonia and TSS.
- Upgrades are required to the wastewater treatment system for both the current and projected sewage flows.
- The existing system will not meet the more stringent effluent quality limits stipulated in the *Receiving Water Quality Assessment*. These limits are typical for systems that continuously discharge to a receiving water course.
- The existing site meets AEP requirements for setback requirements for both alternatives.
- Two alternatives for the proposed RWWTF upgrades were reviewed and include: 1) sequencing batch reactor (SBR); and, 2) moving bed biofilm reactor (MBBR).
- Both alternatives will provide consistent high quality effluent.
- Flows in the North Saskatchewan River meet the 10:1 dilution requirement for continuous discharge.
- End of Pipe Limits established by previous studies are as follows:



Recommended End of Pipe Limits						
Parameter	Unit	Instream Objectives			WSER	Recommended Limits
		AEP	CCME	Best Industry Practices		
BOD	(mg/L)	-	-	5	25	25
TSS	(mg/L)	12.5	-	-	25	25
Total Ammonia - N (Jul.1 -Sep 30)	(mg/L)	0.159	-	-	-	5
Total Ammonia - N (Oct.1 -Jun 30)	(mg/L)	0.412	-	-	-	10
Unionized Ammonia	(mg/L)	0.016	-	-	1.25	1.25
Total - P	(mg/L)	0.5	0.1	-	-	1
Fecal Coliform	(CFU/100 ml)	-	100	-	-	200
Acute Lethality						Non - acute lethal

- The SBR treatment technology together with tertiary treatment can meet the following effluent parameters:
  - T.S.S. and BOD5: < 10 mg/L
  - Total Ammonia-N: 5.0 and 10.0 mg/L (summer and winter, respectively)
  - Total phosphorus: < 0.5 mg/L
  - Fecal Coliform: < 1 CFU / 100 mL after disinfection
  - TN < 15 mg/L
- Regardless of the process alternative selected, a classification revision to a Level III wastewater treatment plant will likely occur.
- Capital cost estimate for the two alternatives have been refined and are shown in the table below. The SBR alternative is approximately \$1.5 million lower than the MBBR alternative.

Capital Cost		
Alternative	Description	Capital Cost
1	SBR	\$27,223,000.00
2	MBBR	\$29,694,000.00

- Grand funding is available through federal and provincial programs. Of note, the AMWWP and ICIP programs would both offer funding for this project. This project would benefit both the Town and County and therefore, it has been assumed that the Regional WWTF project would be eligible for a combined funding allocation of up to 75%.
- Based on the 75% funding allocation, the table below shows the capital cost allocation to the Town and Municipality for the two alternatives.

Grant Funding and Municipal Portion							
Alternative	Description	Capital Cost	Contribution Allocation		Federal Funding Contribution	Provincial Funding Contribution	Municipal Funding Contribution
			Federal	Provincial			
1	SBR	\$27,223,000.00	40%	35%	\$10,889,200.00	\$9,528,050.00	\$6,805,750.00
2	MBBR	\$29,694,000.00	40%	35%	\$11,877,600.00	\$10,392,900.00	\$7,423,500.00

- Based on 75% funding and 3% inflation, the net present value for the two treatment alternatives is provided in the following table.

Present Worth Analysis						
Alternative	Description	Net Present Value of Debenture	Net Present Value of Operation and Maintenance Costs	Total Net Present Value	2018 Unit Cost (\$/m <sup>3</sup> )	2043 Unit Cost (\$/m <sup>3</sup> )
1	SBR	\$6,987,000.00	\$11,677,000.00	\$18,664,000.00	\$0.77	\$0.69
2	MBBR	\$7,621,000.00	\$11,366,000.00	\$18,987,000.00	\$0.81	\$0.67



- The SBR treatment alternative would provide approximately \$323,000.00 in savings over the 25 year period and is therefore the preferred option for the RWWTFF.

**Recommendations**

The following recommendations have been made:

- Proceed with Alternative1 - SBR based on it being the least capital cost option.
- Present this study to Council for discussion.
- Adopt this study and its recommendations.
- Submit report to Alberta Environment and Parks for their review and comment.
- Submit report to Alberta Transportation and make application for consideration of funding as the project should be eligible for both the federal ICIP (Green Infrastructure Stream) and the provincial AMWWP programs.
- Meet with Alberta Transportation and review funding allocations for both the federal ICIP and provincial AMWWP programs for the Regional Wastewater Treatment Plant Upgrades.
- Continue lab analytical testing of the influent raw wastewater for various parameters as recommended in the *Technical Memorandum* as prepared by *MPE Engineering Ltd.*
- Following preliminary engineering, proceed with detailed design, tender document preparation, tendering, construction, and commissioning.
- The table below provides a tentative project schedule:

Proposed Tentative Schedule				
Item	Description	Start Date	End Date	Days
1	Submit Final Study to Town / County	14-Dec-18	14-Dec-18	0
2	Council Presentation and Adoption	8-Jan-19	8-Jan-19	0
3	Submit Study to Alberta Environment	9-Jan-19	9-Jan-19	0
4	Submit Study to Alberta Transportation	9-Jan-19	9-Jan-19	0
5	Apply for Federal Funding	10-Jan-19	10-Jan-19	0
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9	Tendering	29-Jan-21	23-Mar-21	53
10	Construction	1-Apr-21	3-Oct-22	550
11	Commissioning	1-Jul-22	19-Aug-22	49
12	Total Project Completion	1-Apr-20	3-Oct-22	915



## 2.0 Historical Data Review

### 2.1 Review of Available Information

#### 2.1.1 Data Collection

Rocky Mountain House is required by Alberta Environment & Parks to record the RWWTF information on a daily, weekly and monthly basis. Historical records were provided by the Town of Rocky Mountain House.

#### 2.1.2 Plans, Reports, & Manuals

The following data, plans, reports, and manuals were compiled and reviewed to complete this report:

- Sludge Survey Report; Lambourne Environmental; November 2018
- Regional WWTF Upgrade Technical Memorandum; MPE Engineering Ltd.; November 2018
- Wastewater Upgrading Options; WSP; April 2018
- Lagoon Capacity Assessment; Stantec; September 2017
- Receiving Water Quality Assessment; Stantec; February 2016
- Utility Masterplan Update; Stantec; February 2015
- Lagoon Septage Receiving Station Upgrades; IFC Drawings; Stantec; September 2013
- Sludge Survey Recommendation, Stantec, September 2010
- Land Supply and Growth Study; Parkland Community Planning; October 2009
- Wastewater Treatment Facility Upgrades; Pre-Design Report; October 2009
- Sewage Treatment Facility, IFC Drawings; Associated Engineering Services Ltd.; 1986

### 2.2 Population Projections

Historical population figures were obtained from Alberta Municipal Affairs (AMA) and Statistics Canada Census data. Rocky Mountain House’s historical population figures from Municipal Affairs are generally higher than those from Statistic Canada.

Observation of the historical population trend shows a stagnant or declining population trend over the last 5 to 10 years. However, over a period of 25 years, there has been steady trajectory corresponding to an annual growth rate of approximately 0.78%. After further review with the Town, a projected population growth rate of 1.14% was determined and has been used for this study. Table 2.2 provides historical and projected populations for the 25 year design horizon.

Historical Population										Projected Growth Rate (%/yr)	Projected Population			
1981	1986	1991	1996	2001	2006	2007	2011	2015	2016		2018	2028	2038	2043
Alberta Municipal Affairs										1.14%	6,787	7,598	8,506	9,000
					6,972	7,231		7,220						
Stats Can Census Data														
4,698	5,182	5,461	5,809	6,208	6,874		6,933		6,635					



### 3.0 Regulatory Requirements

#### 3.1 General

The performance requirements of the proposed RWWTF will be determined by regulatory requirements of various levels of government: municipal, provincial, and federal. Regulatory performance requirements are typically completed prior to preliminary and detailed design phases of an upgrade project. The Town of Rocky Mountain House has previously undertaken a *Receiving Water Quality Assessment* prepared by *Stantec* which recommended end of pipe limits for the existing and upgraded RWWTF. The following section reviews, confirms, and builds upon the regulatory requirements previously established.

#### 3.2 Regulatory Review

##### 3.2.1 Standards and Guidelines

The following standards and guidelines will be used to develop the design criteria for the Rocky Mountain House RWWTF as a minimum:

- Standards and Guidelines for Municipal Waterworks, Wastewater, and Storm Drainage, Alberta Environment and Parks, 2013
- Wastewater Systems Standards for Performance and Design; Alberta Environment and Parks; 2013
- Department of Fisheries and Oceans, Fisheries Act, Wastewater Systems Effluent Regulations SOR/2012-139, 2012
- Canadian Council of Ministers of the Environment (CCME), Canadian Environmental Quality Guidelines, 2007
- Canadian Council of Ministers of the Environment (CCME), Guidance on the Site-Specific Application of Water Quality Guidelines in Canada, 2003
- Environmental Quality Guidelines for Alberta Surface Waters; Alberta Environment and Parks (AEP), 2014
- Water Quality Based Effluent Limits Procedures Manual, Alberta Environmental Protection, 1995
- Proposed Site-Specific Water Quality Objectives for the Mainstream of the North Saskatchewan River, North Saskatchewan Watershed Alliance, 2010

##### 3.2.2 Environmental Protection and Enhancement Act Approval

The wastewater treatment system for the Town of Rocky Mountain House is operated under an Approval from Alberta Environment and Parks (AEP) through the *Environmental Protection and Enhancement Act*. Under the Environmental Protection and Enhancement Act (EPEA), an AEP approval is required to construct and operate a regional wastewater treatment facility. Rocky Mountain House’s RWWTF currently operates under the approval number 1110-02-00. The approval allows for operation of an aerated lagoon system with continuous discharge to the North Saskatchewan River. The Regional Wastewater Treatment Facility is located at the SW ¼ Section 34 Township 39 Range 7 West of the 5th Meridian. An approval amendment 1110-02-01 has been issued acknowledging the receipt of the *Receiving Water Quality and Wastewater Treatment Capacity Assessment*. Table 3.2.2 provides a summary of the facility approval and registration history.

Municipality	Permit/Registration	Effective date	Expiry date	Treatment Class	Collection Class
Town of Rocky Mountain House	1110-02-00	2-Mar-11	1-Mar-21	N/A	N/A



## 5.0 Design Criteria

The following section details the design criteria for the proposed upgrades to the Town of Rocky Mountain House RWWTF.

### 5.1 Process

#### 5.1.1 Flow

##### 5.1.1.1 Wastewater Flow Projections

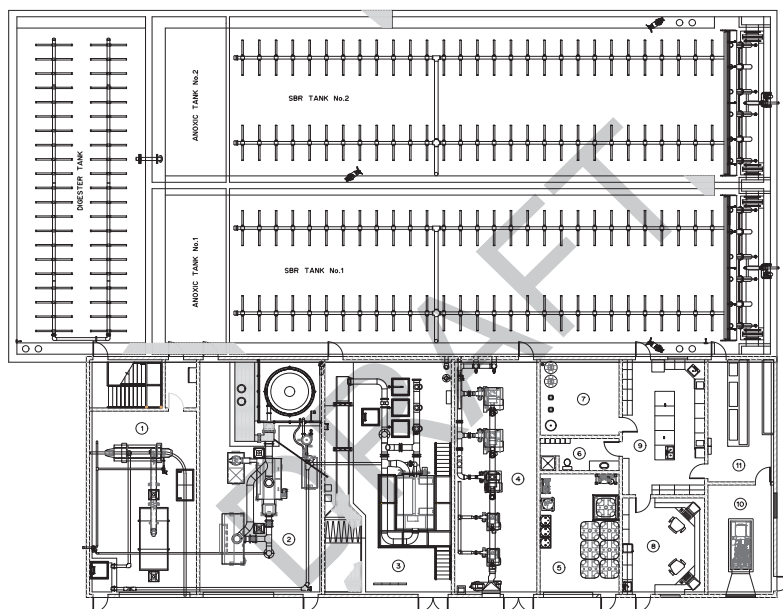
The design flows for the proposed were developed for historical data from 2013 to 2017. Table 5.1.1.1 presents the wastewater flow projections for 2018, 2028, 2038 and 2043.

Table 5.1.1.1 - Wastewater Flow Projections				
	2018	2028	2038	2043
Estimated Population	6,787	7,598	8,506	9,000
LPCD	440	440	440	440
Harmon's Peaking Factor	3.12	3.07	3.02	3.00
<b>Historical Data</b>				
Min Day Flow (m <sup>3</sup> /d)	1,185	1,327	1,486	1,572
Avg Day Flow (m <sup>3</sup> /d)	2,985	3,342	3,742	3,959
Max Day Flow (m <sup>3</sup> /d)	8,198	9,178	10,275	10,872
Avg Day Dry Weather Flow (m <sup>3</sup> /d)	2,793	3,127	3,501	3,704
Max Day Dry Weather Flow (m <sup>3</sup> /d)	4,280	4,791	5,364	5,675
Inflow/Infiltration (m <sup>3</sup> /d)	5,239	5,865	6,566	6,948
Max Week Flow (m <sup>3</sup> /d)	5,817	6,512	7,291	7,714
Max Month Flow (m <sup>3</sup> /d)	5,198	5,819	6,515	6,893
<b>Estimated Peak Hour Flows</b>				
Peak Hour Dry Weather Flow (m <sup>3</sup> /d) / (lpcd)	8,714	9,607	10,588	11,113
Peak Hour Flow (m <sup>3</sup> /d) / (lpcd)	13,953	15,472	17,154	18,061
Peak Hour Flow (L/Sec)	161.5	179.1	198.5	209.0
<b>Per Capita</b>				
Min Day Flow (lpcd)	175	175	175	175
Avg Day Flow (lpcd)	440	440	440	440
Max Day Flow (lpcd)	1208	1208	1208	1208
Avg Day Dry Weather Flow (lpcd)	412	412	412	412
Max Day Dry Weather Flow (lpcd)	631	631	631	631
Inflow/Infiltration (lpcd)	772	772	772	772
Max Week Flow (lpcd)	857	857	857	857
Max Month Flow (lpcd)	766	766	766	766
Peak Hour Dry Weather Flow (lpcd)	1,284	1,264	1,245	1,235
Peak Hour Flow (lpcd)	2056	2036	2017	2007

##### 5.1.1.2 Flow Design Criteria

Wastewater treatment processes require careful analysis of variations of wastewater flow. Table 5.1.1.2 summarizes the design criteria for various flow conditions anticipated through the RMH RWWTF.

Table 5.1.1.2 - Flow Design Criteria									
Flows	Avg Day Flow	Ave Dry Weather Flow	Max Month Flow	Max Day Flow	Peak Dry Weather Flow	Infiltration / Inflow	Peak Hour Flow	Peak Instantaneous Flow	Units
Peaking Factor	1.0	1.0	1.7	2.7	3.1	1.8	4.8	6.4	m <sup>3</sup> /d
2018 Flows	2,985	2,959	5,198	8,198	9,231	5,239	14,470	19,104	m <sup>3</sup> /d
2028 Flows	3,342	3,313	5,819	9,178	10,177	5,865	16,042	21,389	m <sup>3</sup> /d
2038 Flows	3,742	3,709	6,515	10,275	11,216	6,566	17,782	23,949	m <sup>3</sup> /d
2043 Flows	3,959	3,924	6,893	10,872	11,772	6,948	18,720	25,338	m <sup>3</sup> /d



- ① SLUDGE MANAGEMENT ROOM  
SLUDGE THICKENING AND DE-WATERING
- ② HEADWORKS ROOM  
COARSE SCREENING AND GRIT REMOVAL
- ③ TERTIARY TREATMENT ROOM  
SDI FILTRATION AND UV DISINFECTION
- ④ BLOWER ROOM
- ⑤ CHEMICAL STORAGE ROOM
- ⑥ WASH ROOM
- ⑦ MECHANICAL ROOM
- ⑧ OFFICE / CONTROL ROOM
- ⑨ LABORATORY
- ⑩ EMERGENCY STAND-BY GENERATOR ROOM
- ⑪ ELECTRICAL ROOM



TOWN OF ROCKY MOUNTAIN HOUSE  
REGIONAL WASTE WATER TREATMENT FACILITY  
UPGRADES - FEASIBILITY STUDY  
ALTERNATIVE 1  
CONCEPT PLAN

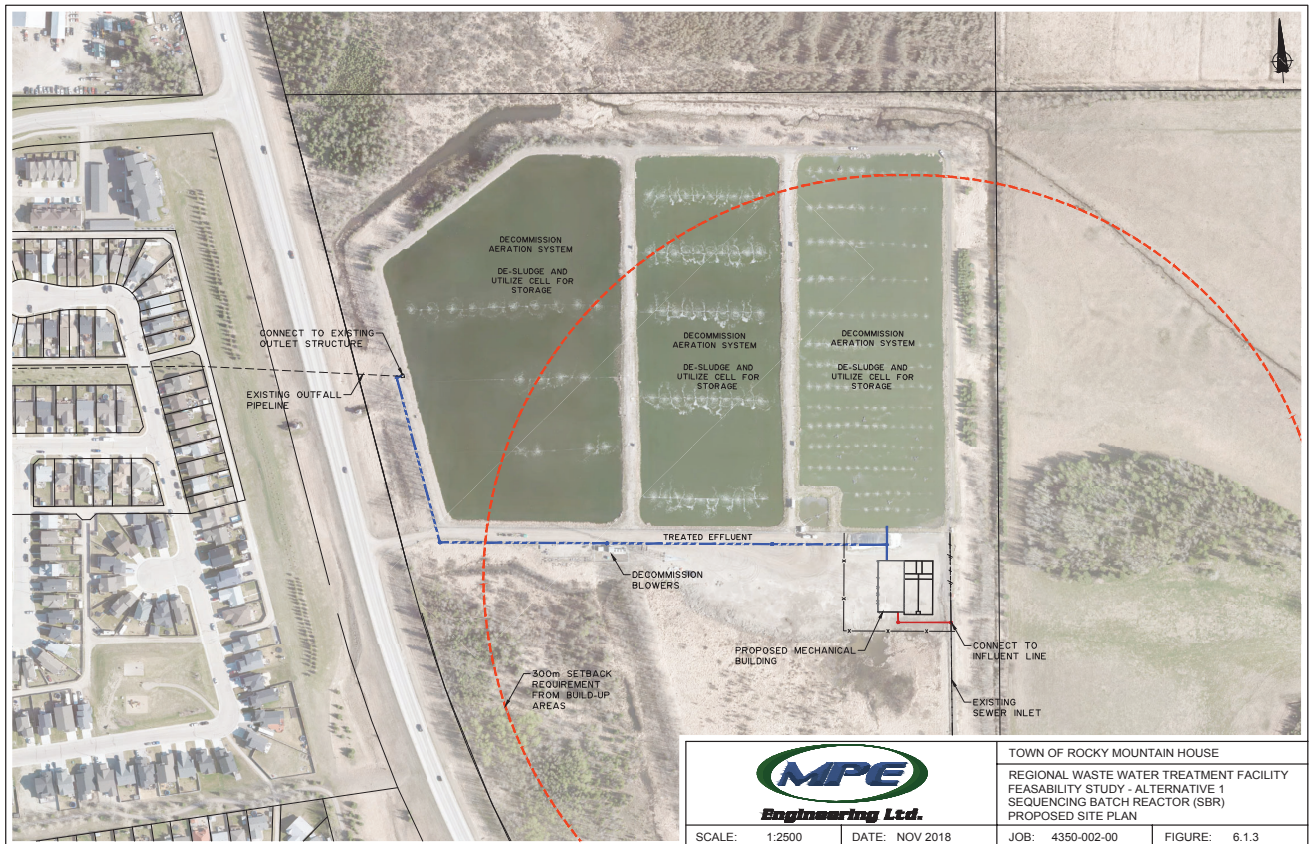
SCALE: 1:300


DATE: NOV 2018

JOB: 4350-002-00

FIGURE: 6.1.2





		TOWN OF ROCKY MOUNTAIN HOUSE	
		REGIONAL WASTE WATER TREATMENT FACILITY FEASIBILITY STUDY - ALTERNATIVE 1 SEQUENCING BATCH REACTOR (SBR) PROPOSED SITE PLAN	
SCALE: 1:2500	DATE: NOV 2018	JOB: 4350-002-00	FIGURE: 6.1.3



**7.2.3 Investing in Canada Infrastructure Program (ICIP)**

The Investing in Canada Infrastructure Plan (ICIP) offers shared funding to municipalities for green infrastructure projects over the next 10 years. Under the Environmental Quality sub-stream, municipalities can apply for projects that will result in increased capacity to treat and manage water and wastewater, or to reduce or remediate soil or air pollution.

The federal government will cost share eligible projects up to 40% for municipal partners and up to 75% for projects with Indigenous partners. Municipal projects funded through ICIP under the Green Infrastructure require an additional provincial cost share.

**7.2.4 Clean Water and Wastewater Fund (CWWF)**

The Clean Water and Wastewater Fund (CWWF) is a federal program that offers shared funding to municipalities for the rehabilitation of both water treatment and distribution infrastructure and existing wastewater and storm water treatment systems; collection and conveyance infrastructure; and initiatives that improve asset management, system optimization, and planning for future upgrades to water and wastewater systems.

The federal government will cost share eligible projects up to 50% for municipal partners, however, all funds have currently been allocated and no new applications are being accepted at this time.

**7.2.5 Eligible Grant Funding and Municipal Portion**

The Town and the County would seek grant funding for the RWWTF through both the federal and the provincial programs. Under the federal ICIP program together with the provincial AMWWP program, the regional wastewater treatment facility project is assumed to be eligible for 75% funding allocation.

Table 7.2.5 summaries the potential grant funding and provides the revised pricing for the Town’s contribution for each option.

Alternative	Description	Capital Cost	Contribution Allocation		Federal Funding Contribution	Provincial Funding Contribution	Municipal Funding Contribution
			Federal	Provincial			
1	SBR	\$27,223,000.00	40%	35%	\$10,889,200.00	\$9,528,050.00	\$6,805,750.00
2	MBBR	\$29,694,000.00	40%	35%	\$11,877,600.00	\$10,392,900.00	\$7,423,500.00

**7.3 Present Worth Analysis**

A present worth analysis has been prepared to examine the life cycle costs for each of the four alternatives. The present worth analysis includes both the capital cost as well as the operation and maintenance costs over 25 years of the life of the facility. The present worth analysis also assumes that the local share will be debentured over a 25-year period, based on interest rates received from the Alberta Capital Finance Authority. For the analysis, the following assumptions were used:

1. Capital Costs and Annual O&M costs were based on 2018 dollar value.
2. Debenture is based on successful procurement of grant funding through the provincial (AMWWP) and federal (ICIP) programs.
3. Net Present Value (NPV) costs were based on the following parameters:
  - a. Inflation 3.0%
  - b. Debenture Rate 3.0%



Table 7.3 provides details on the present worth analysis performed for both wastewater treatment alternatives. Refer to Appendix B for the complete details of the present worth analysis.

Table 7.3: Present Worth Analysis						
Alternative	Description	Net Present Value of Debenture	Net Present Value of Operation and Maintenance Costs	Total Net Present Value	2018 Unit Cost (\$/m <sup>3</sup> )	2043 Unit Cost (\$/m <sup>3</sup> )
1	SBR	\$6,987,000.00	\$11,677,000.00	\$18,664,000.00	\$0.77	\$0.69
2	MBBR	\$7,621,000.00	\$11,366,000.00	\$18,987,000.00	\$0.81	\$0.67

DRAFT



Town of Rocky Mountain House Wastewater Treatment Plant Upgrades

Alternative 1 - Sequencing Batch Reactor

CLASS C COST ESTIMATE

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	INSTALL	COST
<b>General Items</b>					
1 Mobilization / Demobilization / Bonding & Insurance / Profit @ 10%	1	LS	\$ 1,916,000.00		\$ 1,916,000.00
2 Decommission Existing Plant - NOT IN CONTRACT			\$ -		\$ -
					\$ -
	<b>SUBTOTAL</b>				<b>\$ 1,916,000.00</b>
<b>Wet well and Influent Pumping System</b>					
1 Self-Priming Sewage Pump Package	3	ea.	\$ 60,800.00	\$ 30,400.00	\$ 273,600.00
2 Mechanical Piping	1	LS	\$ 22,600.00	\$ 11,300.00	\$ 33,900.00
3 Knife Gate Valves	6	ea.	\$ 2,900.00	\$ 1,450.00	\$ 26,100.00
4 Knife Gate Valves	1	ea.	\$ 33,800.00	\$ 16,900.00	\$ 50,700.00
5 Check Valve	3	ea.	\$ 5,700.00	\$ 2,850.00	\$ 25,650.00
6 Couplings	1	LS	\$ 2,300.00	\$ 1,150.00	\$ 3,450.00
7 Macerator	1	LS	\$ 16,900.00	\$ 8,450.00	\$ 25,350.00
8 Magmeter (250 mm)	1	LS	\$ 12,400.00	\$ 6,200.00	\$ 18,600.00
9 Multi Ranger Ultrasonic Level Transmitter	1	LS	\$ 2,900.00	\$ 1,450.00	\$ 4,350.00
10 Level Pressure Transducers	1	LS	\$ 2,900.00	\$ 1,450.00	\$ 4,350.00
11 Pressure Gauges with Isolators	3	ea.	\$ 600.00	\$ 300.00	\$ 2,700.00
12 Level Switches	2	ea.	\$ 600.00	\$ 300.00	\$ 1,800.00
13 Sump Pump cw valving and piping	2	ea.	\$ 5,100.00	\$ 2,550.00	\$ 15,300.00
14 Pump Flush Line (FV, NEV, STR)	2	ea.	\$ 1,700.00	\$ 850.00	\$ 5,100.00
15 Misc.	1	ea.	\$ 5,700.00	\$ 2,850.00	\$ 8,550.00
	<b>SUBTOTAL</b>				<b>\$ 499,500.00</b>
<b>Coarse Screening System</b>					
1 6mm Step Screen c/w Washer/Compactor & 25mm Manual Bar Rack	1	LS	\$ 168,900.00	\$ 84,450.00	\$ 253,350.00
2 Over Shoot Slide Gates	2	LS	\$ 5,700.00	\$ 2,850.00	\$ 17,100.00
3 Slide Gates	2	LS	\$ 5,700.00	\$ 2,850.00	\$ 17,100.00
4 Lifting Davit Adder	1	LS	\$ 4,300.00	\$ 2,150.00	\$ 6,450.00
5 Wash Water Piping, Valving, Flush Line, Drain Line	1	LS	\$ 5,700.00	\$ 2,850.00	\$ 8,550.00
6 Disposal Bin	1	LS	\$ 600.00	\$ 300.00	\$ 900.00
7 General Mechanical	1	LS	\$ 22,600.00	\$ 11,300.00	\$ 33,900.00
	<b>SUBTOTAL</b>				<b>\$ 337,400.00</b>
<b>Grit Removal System</b>					
1 Grit Control and Dewatering System Supply	1	LS	\$ 360,200.00	\$ 180,100.00	\$ 540,300.00
2 Grit Pumps (included above)	2	ea.	\$ -	\$ 20,000.00	\$ 40,000.00
3 Plug Valves	4	ea.	\$ 2,900.00	\$ 1,450.00	\$ 17,400.00
4 Check Valves	2	ea.	\$ 2,900.00	\$ 1,450.00	\$ 8,700.00
5 Channel Slide Gates	2	ea.	\$ 5,700.00	\$ 2,850.00	\$ 17,100.00
6 Pressure Gauges with Isolators	2	ea.	\$ 1,200.00	\$ 600.00	\$ 3,600.00
7 Level Transmitter	1	ea.	\$ 2,900.00	\$ 1,450.00	\$ 4,400.00
8 Level Pressure Transducers	1	LS	\$ 2,900.00	\$ 1,450.00	\$ 4,400.00
9 Pressure Gauges with Isolators	3	ea.	\$ 600.00	\$ 300.00	\$ 2,700.00
10 Pump Flush Line	2	ea.	\$ 1,700.00	\$ 850.00	\$ 5,100.00
11 Fluidisation Line c/w valves, strainer and flow indicator	1	LS	\$ 5,700.00	\$ 2,850.00	\$ 8,600.00
12 Piping	1	LS	\$ 33,800.00	\$ 16,900.00	\$ 50,700.00
	<b>SUBTOTAL</b>				<b>\$ 703,000.00</b>

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	INSTALL	COST
<b>Alum Feed System</b>					
1 Alum Feed System c/w peristaltic pump, pipnig, valves, skid mounted	1	ea.	\$ 28,200.00	\$ 14,100.00	\$ 42,300.00
2 Unloading System	1	ea.	\$ 5,700.00	\$ 2,850.00	\$ 8,600.00
3 Recycle Pump	1	ea.	\$ 1,200.00	\$ 600.00	\$ 1,800.00
4 Day Tank (1250 L)	2	ea.	\$ 3,400.00	\$ 1,700.00	\$ 10,200.00
5 Level Pressure Transducers	2	LS	\$ 2,900.00	\$ 1,450.00	\$ 8,700.00
6 Pneumatic Actuated Ball Valve (Flow Control)	2	ea.	\$ 2,800.00	\$ 1,400.00	\$ 8,400.00
7 Piping, Valving and Fittings	1	ea.	\$ 5,700.00	\$ 2,850.00	\$ 8,600.00
8 Magnetic Flow Meter	1	ea.	\$ 3,400.00	\$ 1,700.00	\$ 5,100.00
9 Misc.	1	ea.	\$ 5,700.00	\$ 2,850.00	\$ 8,600.00
<b>SUBTOTAL</b>					<b>\$ 102,300.00</b>
<b>Sequencing Batch Reactor</b>					
1 Packaged SBR System	1	LS	\$1,523,600.00	\$ 761,800.00	\$ 2,285,400.00
2 Misc.	1	LS	\$40,000.00	\$ -	\$ 40,000.00
<b>SUBTOTAL</b>					<b>\$ 2,325,400.00</b>
<b>Blower &amp; Aeration System</b>					
1 Blowers (Carried in SBR Pacakge)	1	LS		\$ 20,000.00	\$ 20,000.00
2 Butterfly Valves	3	ea.	\$ 3,400.00	\$ 1,700.00	\$ 15,300.00
3 Thermal Flow Switch	3	ea.	\$ 2,300.00	\$ 1,150.00	\$ 10,400.00
4 Thermal Mass Flow Meters	2	ea.	\$ 4,000.00	\$ 2,000.00	\$ 12,000.00
5 General Mechanical	1	LS	\$ 28,200.00	\$ 14,100.00	\$ 42,300.00
6 HVAC Mechanical	1	LS	\$ 11,300.00	\$ 5,650.00	\$ 17,000.00
7 Bubble Diffusers (Carried in SBR Pacakge)	1	LS		\$ 20,000.00	\$ 20,000.00
8 Aeration Piping and Takeoffs	1	LS	\$ 84,500.00	\$ 42,250.00	\$ 126,800.00
<b>SUBTOTAL</b>					<b>\$ 263,800.00</b>
<b>Tertiary Treatment Pumping</b>					
1 Submersible Pumps	3	ea.	\$ 60,800.00	\$ 30,400.00	\$ 273,600.00
2 Plug Valves (8")	6	ea.	\$ 5,100.00	\$ 2,550.00	\$ 45,900.00
3 Check Valves (8")	3	ea.	\$ 2,900.00	\$ 1,450.00	\$ 13,100.00
4 Magmeter	1	ea.	\$ 12,400.00	\$ 6,200.00	\$ 18,600.00
5 Level Switches	2	ea.	\$ 600.00	\$ 300.00	\$ 1,800.00
6 Level Transmitter	1	ea.	\$ 2,900.00	\$ 1,450.00	\$ 4,400.00
7 Piping	1	LS	\$ 56,300.00	\$ 28,150.00	\$ 84,500.00
<b>SUBTOTAL</b>					<b>\$ 441,900.00</b>
<b>Disc Filtration System</b>					
1 Filtration Equipment Supply	1	LS	\$ 472,800.00	\$ 236,400.00	\$ 709,200.00
2 Butterfly Valves (14")	3	ea.	\$ 8,500.00	\$ 4,250.00	\$ 38,300.00
3 Piping	1	ea.	\$ 22,800.00	\$ 11,300.00	\$ 33,900.00
<b>SUBTOTAL</b>					<b>\$ 781,400.00</b>
<b>UV Disinfection System</b>					
1 Disinfection Equipment Supply	1	LS	\$ 244,000.00	\$ 122,000.00	\$ 366,000.00
2 UVT Monitor	1	LS	\$ 28,000.00	\$ 14,000.00	\$ 42,000.00
3 Lifting Davit	1	LS	\$ 3,500.00	\$ 1,750.00	\$ 5,300.00
2 General Mechanical	1	LS	\$ 25,000.00	\$ 12,500.00	\$ 37,500.00
<b>SUBTOTAL</b>					<b>\$ 450,800.00</b>
<b>Plant Service Water System</b>					
1 Pumps	2	ea.	\$ 8,500.00	\$ 4,250.00	\$ 25,500.00
2 Solenoid Valve	1	ea.	\$ 600.00	\$ 300.00	\$ 900.00
3 Permeate Tank	1	ea.	\$ 1,200.00	\$ 600.00	\$ 1,800.00
4 Level Pressure Transducers	1	LS	\$ 2,900.00	\$ 1,450.00	\$ 4,400.00
5 Magmeter	1	ea.	\$ 2,900.00	\$ 1,450.00	\$ 4,400.00
6 Dual Disk Check Valves	2	ea.	\$ 700.00	\$ 350.00	\$ 2,100.00
7 Butterfly Valve	6	ea.	\$ 500.00	\$ 250.00	\$ 4,500.00
8 Pressure Relief Valve	1	LS	\$ 1,400.00	\$ 700.00	\$ 2,100.00
9 Dual Disk Check Valves	1	ea.	\$ 700.00	\$ 350.00	\$ 1,100.00
10 Pressure Tank	1	ea.	\$ 5,700.00	\$ 2,850.00	\$ 8,600.00
11 Pressure Transmitter	1	ea.	\$ 2,900.00	\$ 1,450.00	\$ 4,400.00
12 Pressure Switch	1	ea.	\$ 2,900.00	\$ 1,450.00	\$ 4,400.00
13 Pressure Gauges	5	ea.	\$ 600.00	\$ 300.00	\$ 4,500.00
14 Block & Bleed Valve	1	ea.	\$ 600.00	\$ 300.00	\$ 900.00
15 Piping	1	LS	\$ 50,000.00	\$ 25,000.00	\$ 75,000.00
16 Misc.	1	ea.	\$ 5,700.00	\$ 2,850.00	\$ 8,600.00
<b>SUBTOTAL</b>					<b>\$ 153,200.00</b>

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	INSTALL	COST
<b>Sludge Thickening</b>					
1 Rotary Drum Thickener c/w Washer/Compactor	1	LS	\$ 130,300.00	\$ 65,150.00	\$ 195,500.00
2 Plug Valves	2	ea.	\$ 1,600.00	\$ 800.00	\$ 4,800.00
3 Piping WAS	7	LS	\$ 11,300.00	\$ 5,650.00	\$ 17,000.00
4 Piping FI	1	LS	\$ 1,200.00	\$ 600.00	\$ 1,800.00
5 Piping TWAS	1	LS	\$ 16,900.00	\$ 8,450.00	\$ 25,400.00
6 Influent WAS Line, Valving and Fittings	1	LS	\$ 5,700.00	\$ 2,850.00	\$ 8,600.00
			<b>SUBTOTAL</b>		<b>\$ 253,100.00</b>
<b>Sludge Digester and Holding Tank Equipment</b>					
1 Sludge Transfer Pumps	1	ea.	\$ 16,900.00	\$ 8,450.00	\$ 25,400.00
2 Piping	1	LS	\$ 1,200.00	\$ 600.00	\$ 1,800.00
3 Stilling Well (400mm Piping)	1	LS	\$ 1,200.00	\$ 600.00	\$ 1,800.00
			<b>SUBTOTAL</b>		<b>\$ 29,000.00</b>
<b>Sludge De-watering Equipment</b>					
1 Centrifuge	1	ea.	\$ 278,800.00	\$ 139,400.00	\$ 418,200.00
2 Screw Conveyor	1	ea.	\$ 33,800.00	\$ 16,900.00	\$ 50,700.00
3 Explosion proof motors	1	ea.	\$ 5,700.00	\$ 2,850.00	\$ 8,600.00
4 Sludge Transfer Pumps	2	ea.	\$ 16,900.00	\$ 8,450.00	\$ 50,700.00
5 Plug Valves	6	ea.	\$ 1,000.00	\$ 500.00	\$ 9,000.00
6 Check Valves	2	ea.	\$ 1,200.00	\$ 600.00	\$ 3,600.00
7 Pressure Gauges with Isolators	2	ea.	\$ 600.00	\$ 300.00	\$ 1,800.00
8 Magmeter	1	ea.	\$ 4,600.00	\$ 2,300.00	\$ 6,900.00
9 Level Switches	3	ea.	\$ 600.00	\$ 300.00	\$ 2,700.00
10 Level Transmitter	1	ea.	\$ 3,400.00	\$ 1,700.00	\$ 5,100.00
11 Pump Flush Line (FV, NEV, STR)	2	ea.	\$ 1,700.00	\$ 850.00	\$ 5,100.00
12 Piping	1	LS	\$ 16,900.00	\$ 8,450.00	\$ 25,400.00
15 12 Yard Roll Off Bin	1	ea.	\$ 16,900.00	\$ 8,450.00	\$ 25,400.00
16 Misc.	1	LS	\$ 5,700.00	\$ 2,850.00	\$ 8,600.00
			<b>SUBTOTAL</b>		<b>\$ 613,300.00</b>
<b>Polymer Feed System</b>					
1 Polymer Feed System	2	ea.	\$ 50,700.00	\$ 25,350.00	\$ 152,100.00
2 Day Tank	2	ea.	\$ 1,700.00	\$ 850.00	\$ 5,100.00
3 Weigh Scale, c/w Transmitter	2	ea.	\$ 5,100.00	\$ 2,550.00	\$ 15,300.00
8 Magmeter	2	ea.	\$ 3,400.00	\$ 1,700.00	\$ 10,200.00
4 Level Switch	2	ea.	\$ 600.00	\$ 300.00	\$ 1,800.00
5 Drum and Transfer Pump	2	ea.	\$ 2,300.00	\$ 1,150.00	\$ 6,900.00
5 Piping	1	ea.	\$ 11,300.00	\$ 5,650.00	\$ 17,000.00
			<b>SUBTOTAL</b>		<b>\$ 208,400.00</b>
<b>Sodium Hyochlorite for Disinfection</b>					
1 NaOCl Feed System	1	LS	\$ 50,700.00	\$ 25,350.00	\$ 76,100.00
2 Day Tank	1	ea.	\$ 1,700.00	\$ 850.00	\$ 2,600.00
3 Weigh Scale, c/w Transmitter	1	ea.	\$ 5,100.00	\$ 2,550.00	\$ 7,700.00
4 Drum and Transfer Pump	1	ea.	\$ 2,300.00	\$ 1,150.00	\$ 3,500.00
5 Piping	1	LS	\$ 11,300.00	\$ 5,650.00	\$ 17,000.00
			<b>SUBTOTAL</b>		<b>\$ 106,900.00</b>
<b>Compressed Air System</b>					
1 Compressors c/w Air Dryer, Filter and Receiver	1	LS	\$ 22,600.00	\$ 11,300.00	\$ 34,000.00
2 Misc. Options	1	ea.	\$ 4,600.00	\$ 2,300.00	\$ 7,000.00
3 Pressure Regulating Valves	2	ea.	\$ 700.00	\$ 350.00	\$ 2,000.00
5 Piping	1	ea.	\$ 11,300.00	\$ 5,650.00	\$ 17,000.00
6 Misc. Valves	1	ea.	\$ 2,900.00	\$ 1,450.00	\$ 4,000.00
			<b>SUBTOTAL</b>		<b>\$ 64,000.00</b>
<b>Laboratory Equipment</b>					
1 Fume Hood	1	ea.	\$ 7,800.00	\$ 3,900.00	\$ 12,000.00
2 Glassware Washer	1	ea.	\$ 8,000.00	\$ 4,000.00	\$ 12,000.00
3 Misc. Lab Equipment	1	ea.	\$ 67,600.00		\$ 68,000.00
			<b>SUBTOTAL</b>		<b>\$ 92,000.00</b>

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	INSTALL	COST
<b>Civil/Site Work</b>					
				Install in supply cost	
1 Care of Water	1	LS	\$ 36,897.00		\$ 37,000.00
2 Common Excavation	8,300	m <sup>3</sup>	\$ 19.00		\$ 158,000.00
3 Imported Fill	1,500	m <sup>3</sup>	\$ 31.00		\$ 47,000.00
4 Compacted Fill	1,500	m <sup>3</sup>	\$ 19.00		\$ 29,000.00
5 Waste Excavation	500	m <sup>3</sup>	\$ 13.00		\$ 7,000.00
6 Topsoil Stripping	2,000	m <sup>2</sup>	\$ 4.00		\$ 8,000.00
7 Topsoil Placement	2,000	m <sup>2</sup>	\$ 3.00		\$ 6,000.00
8 Clearing and Grubbing	2,200	m <sup>2</sup>	\$ 2.00		\$ 4,400.00
9 Barbed Wire Fencing	150	m	\$ 15.00		\$ 2,250.00
10 Chain link fencing	200	m	\$ 93.00		\$ 19,000.00
11 7m wide electric gate complete with 1.2m wide man gate	1	ea.	\$ 14,759.00		\$ 15,000.00
12 7m wide gate complete with 1.2m wide man gate	1	ea.	\$ 9,839.00		\$ 10,000.00
14 Granular Subbase (200mm)	100	m <sup>3</sup>	\$ 154.00		\$ 15,400.00
15 Granular Surface Coarse (150 mm)	100	m <sup>3</sup>	\$ 154.00		\$ 15,400.00
16 Grass Seeding	1	LS	\$ 3,690.00		\$ 4,000.00
17 Precast concrete parking curbs	6	ea.	\$ 185.00		\$ 1,110.00
18 1500mm Sanitary manhole, complete	20	v.m.	\$ 3,075.00		\$ 62,000.00
19 PVC Sanitary Influent Pipe	160	m	\$ 517.00	\$ 680.00	\$ 192,000.00
20 Connection to existing manhole	1	ea.	\$ 6,150.00		\$ 6,000.00
21 Level Control Structure to Polishing Cell	1	ea.	\$ 49,195.00	\$ 49,195.00	\$ 98,000.00
22 PVC Sanitary Effluent Pipe	180	m	\$ 308.00	\$ 600.00	\$ 163,000.00
23 50mm HDPE Water Service	400	m	\$ 13.00	\$ 10.00	\$ 9,000.00
24 Curb Stop	2	ea.	\$ 2,460.00		\$ 5,000.00
25 Geotechnical Report	1	LS	\$ 36,897.00		\$ 37,000.00
26 Bollards	6	ea.	\$ 1,230.00		\$ 7,400.00
27 Desludge Lagoon	1	LS	\$ 61,494.00		\$ 61,000.00
	<b>SUBTOTAL</b>				<b>\$ 1,017,000.00</b>
<b>Structural</b>					
1 Masonry Block Walls - 200 x 200 x 400	1100	m <sup>2</sup>	\$ 80.00	\$ 150.00	\$ 253,000.00
2 Masonry Block Veneer - 100 x 200 x 400 Split Face	650	m <sup>2</sup>	\$ 55.00	\$ 120.00	\$ 114,000.00
3 Concrete (Channels/Supports)	100	m <sup>3</sup>	\$ 1,000.00	\$ 1,200.00	\$ 2,200.00
4 Concrete (Structural, Beams, Pads)	2424	m <sup>3</sup>	\$ 1,000.00	\$ 1,200.00	\$ 5,333,000.00
5 Concrete (Generator Pad and Piles)	1	LS	\$ 45,100.00	\$ 22,550.00	\$ 68,000.00
6 Steel Cladding	1200	m <sup>2</sup>	\$ 35.00	\$ 70.00	\$ 126,000.00
7 SM Insulation Walls	600	m <sup>2</sup>	\$ 20.00	\$ 20.00	\$ 24,000.00
8 Plywood Sheathing	570	m <sup>2</sup>	\$ 13.00	\$ 15.00	\$ 16,000.00
9 Xypex Coating	5061	m <sup>2</sup>	\$ 28.00	\$ 25.00	\$ 268,000.00
10 Main Truss	1	LS	\$ 22,600.00	\$ 10,000.00	\$ 33,000.00
11 Misc Steel	1	LS	\$ 14,700.00	\$ 6,000.00	\$ 21,000.00
12 Windows	1	LS	\$ 45,100.00		\$ 45,000.00
13 Damp Proofing	1	LS	\$ 10,000.00		\$ 10,000.00
14 Epoxy Floor Painting	1	LS	\$ 68,000.00		\$ 68,000.00
15 Aluminum - Access Hatches	1	LS	\$ 71,000.00		\$ 71,000.00
16 Aluminum - Stairs	1	LS	\$ 27,000.00		\$ 27,000.00
17 Aluminum - Grating	1	LS	\$ 90,000.00		\$ 90,000.00
18 Aluminum - Handrails	1	LS	\$ 65,000.00		\$ 65,000.00
19 Aluminum - Pipe Supports	1	LS	\$ 16,000.00		\$ 16,000.00
20 Roof Access / Ladder	1	ea.	\$ 15,200.00		\$ 15,000.00
21 Wet Well / EQ Access Ladders	2	ea.	\$ 15,200.00		\$ 30,000.00
22 Monorail	1	LS	\$ 56,280.00		\$ 56,000.00
23 Travelling Crane	1	LS	\$ 67,540.00		\$ 68,000.00
24 Hoist and Trolley	1	ea.	\$ 13,000.00		\$ 13,000.00
24 Doors and Hardware	1	LS	\$ 45,000.00		\$ 45,000.00
25 Overhead Doors	1	LS	\$ 30,000.00		\$ 30,000.00
26 Overhead Door Electric Operator	1	LS	\$ 6,000.00		\$ 6,000.00
26 Wall and Ceiling Paint	1	LS	\$ 100,000.00	\$ 35.00	\$ 100,000.00
27 Millwork	1	LS	\$ 45,000.00		\$ 45,000.00
28 Drywall	1	LS	\$ 13,000.00	\$ 35.00	\$ 13,000.00
29 Screw Piles	1	LS	\$ 675,310.00		\$ 675,000.00
	<b>SUBTOTAL</b>				<b>\$ 7,964,000.00</b>

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	INSTALL	COST
<b>Mechanical</b>					
1 Domestic Plumbing	1	LS	\$ 11,600.00	\$ 11,600.00	\$ 23,000.00
2 Fire Extinguishers	15	ea.	\$ 600.00	\$ 240.00	\$ 13,000.00
3 Emergency Shower and Mixing Valve	3	ea.	\$ 2,400.00	\$ 960.00	\$ 10,000.00
4 Indirect Hot Water Heater	1	ea.	\$ 2,900.00	\$ 1,160.00	\$ 4,000.00
5 Condensing Boilers	2	ea.	\$ 17,400.00	\$ 6,960.00	\$ 49,000.00
6 Expansion Tanks and Boiler Accessories	1	LS	\$ 5,800.00	\$ 2,320.00	\$ 8,000.00
7 Heating Pumps	2	ea.	\$ 4,100.00	\$ 1,640.00	\$ 11,000.00
8 Unit Heaters	14	ea.	\$ 3,500.00	\$ 1,400.00	\$ 69,000.00
9 Radiant Heaters	1	ea.	\$ 600.00	\$ 240.00	\$ 1,000.00
10 Heating Controls Mechanical Installation Component	15	ea.	\$ 400.00	\$ 160.00	\$ 8,000.00
11 Hydronic Heating Piping	1	LS	\$ 16,300.00	\$ 16,300.00	\$ 33,000.00
12 Forced Air Furnace	1	ea.	\$ 5,800.00	\$ 2,320.00	\$ 8,000.00
13 Split Ductless Air Conditioner	2	ea.	\$ 7,000.00	\$ 3,500.00	\$ 21,000.00
14 Condenser and Fan Coil	2	ea.	\$ 2,900.00	\$ 1,160.00	\$ 8,000.00
15 Refrigeration Piping	1	LS	\$ 2,400.00	\$ 2,400.00	\$ 5,000.00
16 Heat Recovery Ventilator	1	ea.	\$ 1,800.00	\$ 720.00	\$ 3,000.00
17 Insulation	1	LS	\$ 11,600.00	\$ 11,600.00	\$ 23,000.00
18 Direct Fired Make-up Air Unit	2	ea.	\$ 23,200.00	\$ 9,280.00	\$ 65,000.00
19 Exhaust Fans	4	ea.	\$ 5,800.00	\$ 2,320.00	\$ 32,000.00
20 Supply Fans	2	ea.	\$ 5,800.00	\$ 2,320.00	\$ 16,000.00
21 Motorized Dampers and Louvers	8	ea.	\$ 3,500.00	\$ 1,400.00	\$ 39,000.00
22 Ductwork and Accessories	1	LS	\$ 23,200.00	\$ 23,200.00	\$ 46,000.00
23 Washroom and Laboratory Appliances	1	LS	\$ 2,900.00	\$ 1,160.00	\$ 4,000.00
24 Natural Gas Piping	1	LS	\$ 5,800.00	\$ 5,800.00	\$ 12,000.00
	<b>SUBTOTAL</b>				<b>\$ 511,000.00</b>
<b>Electrical</b>					
1 MCC-1, MCC-2, MCC-3, MCC4 c/w VFDs, Starters, Panelboards etc.	1	LS	\$ 637,700.00	\$ 25,000.00	\$ 662,700.00
2 Automatic Harmonic Filter	1	LS	\$ 75,400.00	\$ 6,500.00	\$ 81,900.00
3 Lighting Fixtures Switches and Installation	1	LS	\$ 42,400.00	\$ 14,000.00	\$ 56,400.00
4 Emergency Lighting	1	LS	\$ 13,100.00	\$ 5,000.00	\$ 18,100.00
5 CP-200 Supply and Installation	1	LS	\$ 48,700.00	\$ 20,000.00	\$ 68,700.00
6 500 kW Diesel Generator c/w Fuel Tank and Winter Enclosure	1	LS	\$ 162,300.00	\$ 20,000.00	\$ 182,300.00
7 Computers & Networking Equipment	1	LS	\$ 17,400.00		\$ 17,400.00
8 Gate Operator c/w Keypad Pedestal and Wireless FOBs	1	LS	\$ 11,600.00	\$ 2,400.00	\$ 14,000.00
9 Pin and Sleeve Connectors	1	LS	\$ 14,000.00		\$ 14,000.00
10 Building Alarm Instrumentation (Smoke/Heat/Leak Detectors & RTDs)	1	LS	\$ 11,600.00	\$ 5,000.00	\$ 16,600.00
11 Access Control Rough In	1	LS	\$ 11,600.00	\$ 5,000.00	\$ 16,600.00
12 Prime Cost Allowance for PLC Programming and SCADA Computer	1	LS	\$ 231,900.00		\$ 231,900.00
13 General Electrical Costs (Receptacles, boxes etc...)	1	LS	\$ 58,000.00		\$ 58,000.00
14 Cable Tray	1	LS	\$ 34,800.00	\$ 20,000.00	\$ 54,800.00
15 General Cable Costs	1	LS	\$ 231,900.00	\$ 250,000.00	\$ 481,900.00
16 Telus Telephone & Internet Service Costs	1	LS	\$ 11,600.00	\$ 2,000.00	\$ 13,600.00
17 ATCO Electric Service	1	LS	\$ 58,000.00		\$ 58,000.00
18 ATCO Electric - Rerouting of Powerline	1	LS	\$ 58,000.00		\$ 58,000.00
19 Arc Flash & Coordination Study	1	LS	\$ 23,200.00		\$ 23,200.00
20 Commissioning	1	LS	\$ 116,000.00		\$ 116,000.00
	<b>SUBTOTAL</b>				<b>\$ 2,244,100.00</b>
	<b>TOTAL</b>				<b>\$ 21,077,500.00</b>
TOTAL CONTINGENCY (15%)					\$ 3,161,625.00
GEOTECHNICAL INVESTIGATION					\$ 25,000.00
TOTAL ENGINEERING					\$ 2,908,695.00
MATERIALS TESTING					\$ 50,000.00
	<b>GRAND TOTAL</b>				<b>\$ 27,223,000.00</b>



## Schedule A

#302, 4702 - 49 Avenue  
Red Deer, AB T4N 6L5  
Phone: 403-348-8340  
Fax: 403-348-8331



Town of Rocky Mountain House  
5116 50<sup>th</sup> Avenue  
Box 1509  
Rocky Mountain House, AB T4T 1B2

December 11, 2018  
File: N:\Proposals\RMH\P03

**Attention: Marco Schoeninger**  
**Director of Engineering and Operations**

Dear Mr. Schoeninger:

**Re: Regional Wastewater Treatment Facility**  
**Impact of Desludging on Aerated Lagoon Performance**

The Town of Rocky Mountain House (RMH) has requested MPE Engineering Ltd. (MPE) complete a review of potential measures to control the levels of un-ionized ammonia in the treated effluent from the regional wastewater treatment facility. MPE has prepared a feasibility study for the upgrades to the regional facility, and is aware of the high levels of unionized ammonia in the treated effluent from the existing facility. MPE will review if desludging the lagoons, which will provide additional residence time, operating depth and volume would reduce unionized ammonia in the treated effluent.

A comprehensive review is required in order to properly assess the impacts desludging will have levels of unionized ammonia in the lagoon treated effluent. The Town is currently implementing an analysis of the raw influent which will provide pertinent information for this review.

Please review the attached proposal and do not hesitate to contact the undersigned at [cgeorge@mpe.ca](mailto:cgeorge@mpe.ca) if you require additional information or clarification.

Yours truly,

**MPE ENGINEERING LTD.**

A handwritten signature in blue ink, appearing to read "Chris George", is written over the company name.

Chris George, P.Eng.  
Red Deer Region Manager

CG:js  
CC: Jason Stusick, P.Eng. MPE Engineering Ltd.  
Enclosure



## 1.0 Background

The Town of Rocky Mountain House (RMH) has requested MPE complete a review of potential measures to control the levels of un-ionized ammonia in the treated effluent from the regional wastewater treatment facility. After preliminary review, it should be feasible to lower levels of unionized ammonia through desludging of the lagoons and improve treatment by providing the required treatment depth and volume. However, a comprehensive review is required to confirm this. MPE is proposing to review the impact of desludging, increased volume, and operating depth has on overall treatment as well as treated effluent un-ionized ammonia and pH. MPE will prepare a report that will present the results of the above work and provide recommendations. The report must be suitable for submission to regulatory agencies.

## 2.0 Project Methodology

The following outlines, in a task by task format, the requirements for the successful completion of this study:

- Review historical chemical analysis for the raw and treated effluent.
- Coordinate additional raw wastewater sampling and testing for review.
- Develop influent and effluent quality characterization.
- Model performance of aerated lagoon prior to desludging (based on volume from Lambourne Environmental Ltd. Nov 15, 2018 Sludge Survey Report).
- Model performance of Aerated Lagoon after desludging.
- Review impact of desludging on treatment performance and treated effluent including BOD, TSS, ammonia, unionized ammonia, pH.
- Prepare a draft version of the report and submit to the Town for review.
- Coordinate a 95% review meeting with the Town of Rocky Mountain House personnel for the review of the draft report.
- Submit to applicable regulatory agencies for review and comment.
- Finalize Report.

## 3.0 Company Experience

MPE routinely helps Clients improve their wastewater collection and wastewater treatment operations in the face of two major challenges: aging equipment and infrastructure as well as increasing demand. MPE has designed and provided construction oversight for lift stations and wastewater treatment facilities for numerous cities, towns, and villages in Alberta and Saskatchewan. MPE is a multidisciplinary engineering firm has qualified professional and technical staff in the following engineering disciplines which allows us to complete all aspects of the Master Plan in-house:

- Civil
- Municipal
- Structural
- Electrical and Instrumentation Controls
- Mechanical and HVAC
- Project Management

Information on other similar projects that MPE have completed is provided in the table on the following page. Table 3.1 outlines MPE's vast experience in wastewater treatment system assessment, capital development planning aids, pre-design reporting, wastewater treatment plant design, construction administration, programming and commissioning.

**TABLE 3.1: COOPERATE EXPERIENCE**

<b>Fort Macleod Wastewater Treatment Plant</b>			
	<p><b>Town of Fort Macleod</b></p> <p><b>Barry Elliot, CAO</b></p> <p>(403) 553-4425</p>	<p>The Town of Fort Macleod, Waste Water Treatment consists of a state of the art Sequencing Batch Reactor (SBR) plant consisting of mechanical screening, vortex grit removal system, in-line disc filtration, UV disinfection, aerobic sludge digestion and centrifuge sludge dewatering. The plant also includes an aluminium sulphate feed system for emergency phosphorus removal and a polymer feed system for sludge dewatering.</p>	<p>Project Completion: June 2011</p> <p>Construction Cost: \$9.5 Million</p> <p>Gordon Ayers, P. Eng. Jason Stusick, P. Eng. Zac Kostek, P. Eng. Dan Wood, P. Eng. Ed Veldman Mark Baker, P. Eng. Peter Goertzen, P. Eng.</p>
<b>Medicine Hat Chemical and Mechanical System Upgrades - WWTP</b>			
	<p><b>City of Medicine Hat</b></p> <p><b>Grayson Mauch, Manager of Treatment Plants</b></p> <p>(403) 529-8227</p>	<p>Work involved the completion of a pre-design report to review upgrades required for the Chemically Enhanced Primary Treatment systems. Upgrades consist of the addition of an alum feed system, addition of a polymer feed system, and building improvements to the former primary sludge dewatering room. Building improvements include new epoxy floor and HVAC mechanical upgrades.</p>	<p>Estimated Completion Date: September 2013</p> <p>Total Project Cost: \$643,000 (Estimated)</p> <p>Jason Stusick, P.Eng. Zac Kostek, P.Eng. Mark Baker, P.Eng. Peter Goertzen, P.Eng.</p>
<b>Morley Wastewater Treatment Plant</b>			
	<p><b>Stoney Tribal Administration</b></p> <p>(403) 850-6895</p>	<p>MPE designed, tendered, and project managed a Wastewater Treatment Plant Project in Morley Alberta. The 500 m<sup>3</sup>/day Sequencing Batch Reactor plant consisting of mechanical screening, UV disinfection, aerobic sludge digestion, sludge dewatering, and exfiltration gallery. The plant also includes an aluminum sulphate feed system for emergency phosphorous removal and a polymer feed system for sludge dewatering.</p>	<p>Project Completion: October 2009</p> <p>Construction Cost: \$5.3 Million</p> <p>Dan Parker, P.Eng. Jason Stusick, P.Eng. Sarah Fratpietro, P.Eng. Julie Kajner, E.I.T.</p>
<b>Nakoda Entertainment Resort</b>			
	<p><b>Stoney Tribal Administration</b></p> <p>(403) 850-6895</p>	<p>Work included construction of the infrastructure for the Nakoda Entertainment Resort. This included a infiltration intake structure off the Kananaskis River, a MF membrane wastewater treatment plant, an effluent exfiltration gallery, 3 km water main and sewage forcemain and the service works at the Entertainment Resort.</p>	<p>Project Completion: June 2008</p> <p>Underground Servicing: \$1.2 Million Site Development: \$4.2 Million Water Treatment Plant: \$2.3 Million Wastewater Treatment Plant: \$2.3 Million</p> <p>Dan Parker, P.Eng. Jason Stusick, P.Eng. Sarah Fratpietro, P.Eng. Julie Kajner, E.I.T. Mark Steffler, P.Eng. Doug Thomson, P.Eng.</p>
<b>Nordegg Wastewater System</b>			
	<p><b>Clearwater county</b></p> <p>(403) 845-4444</p>	<p>MPE designed, constructed a feasibility assessment and provided contract administration for the complete wastewater system including lift station, forcemain, and aerated lagoon to service the Hamlet of Nordegg.</p>	<p>Project Completion: August, 2011</p> <p>Construction Cost: \$6.6 Million</p> <p>Mike Breunig, P.Eng. Brent Robertson, P.Eng. Ryan Sharp, P.Eng. Jamie Kunz, T.T. Kelvin Wiley, C.E.T.</p>

<b>Town of Coaldale Regional Wastewater Feasibility Study</b>				
	<p>Town of Coaldale</p> <p>Gary Scherer</p> <p>(403) 345-1354</p>	<p>MPE completed a study to review the feasibility of pumping raw sewage to the City of Lethbridge for treatment. The study also reviewed the concept of upgrading the existing Town of Coaldale Wastewater Treatment Facility to investigate the adequacy in order to ensure there is sufficient treatment capacity now and for future growth.</p>	<p>Completion Date: September, 2012</p>	<p>Jason Stusick, P.Eng.</p> <p>Zac Kostek, P.Eng.</p>
<b>Town of Picture Butte Wastewater Treatment &amp; Disposal Study</b>				
	<p>Town of Picture Butte</p> <p>Mike Derricott</p> <p>(403) 732- 4555</p>	<p>MPE completed a study to review the existing Town of Picture Butte Water Treatment Facility. Three alternatives for upgrading the existing system were investigated: (1) Aerated Lagoons and Continuous Discharge, (2) Aerated Lagoons and Wastewater Irrigation, and (3) Regional Wastewater Pipeline to the City of Lethbridge.</p>	<p>Completion Date: September, 2012</p>	<p>Jason Stusick, P.Eng.</p> <p>Zac Kostek, P.Eng.</p>
<b>Bragg Creek Wastewater Treatment Assessment</b>				
	<p>Rocky View County</p> <p>(403) 230-1401</p>	<p>Since the 1970's, the Hamlet of Bragg Creek has been under a boil water advisory as a result of contamination of ground water by ineffective treatment of private on-site wastewater systems. The project included an assessment of existing private on-site wastewater systems and to evaluate alternate private wastewater systems that could service one to three lots, to replace the failing septic systems within the Hamlet.</p>	<p>Completion Date: December, 2009</p>	<p>Mark Steffler, P.Eng.</p>
<b>Rocky View County Plan 8 Area Structure Plan / Water &amp; Wastewater Master Servicing Plan</b>				
	<p>Rocky View County</p> <p>Byron Riemann, R.E.T</p> <p>(403) 230-1401</p>	<p>MPE developed a water and waste water master servicing plan with a service population of 58,000. Costs and cost recovery strategies were identified as well.</p>	<p>Project Completion: June, 2008</p>	<p>Mark Steffler, P.Eng.</p> <p>Laurie Manion, P.Eng.</p>
<b>Town of Turner Valley Infrastructure Master Plan</b>				
	<p>Town of Turner Valley</p> <p>Stan Ogrodniczuk, CAO</p> <p>(403) 933-4944</p>	<p>MPE completed an infrastructure analysis and system modeling to meet existing and 25 year development demands. Also included preliminary design, planning, cost estimating, identification funding sources, and preparation of multi-year capital budget.</p>	<p>Project Completion: June 2006</p>	<p>Randy Boras, M.Sc., P.Eng.</p> <p>Jill Hardy, P.Eng.</p>



#### 4.0 Team Members and Project Availability

MPE Engineering Ltd. as a company, and the specific members of this project team in particular, have extensive experience in the design of wastewater treatment systems. The project team will draw upon their extensive experience for this project to provide innovative and proven solutions for the Town.

TABLE 4.1: PERSONNEL EXPERIENCE SYNOPSIS

PROJECT ROLE	PERSONNEL	SPECIALIZATION	YEARS EXPERIENCE
<i>Design Lead / Process Engineer</i>	Jason Stusick, P.Eng.	Municipal-Water/Wastewater Treatment/Distribution Systems	18
<i>Project Engineer / Process Engineer</i>	Ivan Kagoro, P.Eng.	Municipal-Water/Wastewater Treatment/Distribution Systems	8

#### 5.0 Project Costs

Please find our professional fees for the entire project in tabular format. Please review our detailed engineering fee schedule provided in Appendix A.

Estimated Engineering Fees	Total
RMH WWTF Treated Effluent pH Review	\$14,548
<b>GRAND TOTAL</b> (not including taxes)	<b>\$14,548</b>

MPE charges only for hours required to complete the work. Should the work take less time than anticipated, the professional fees would be less. MPE will bill on an hourly basis to the **upset fee** indicated in the table above. All disbursements will be charged at cost, with no mark up.

It should also be noted that the engineering fees include all travel expenses, photocopying, printing, telephone, fax charges, survey equipment and relevant testing equipment.

#### 6.0 Project Schedule



MPE has prepared a preliminary schedule, based on an assumed start date of January 2<sup>nd</sup>, 2019. The schedule will be adjusted depending on the start date and on the finalized scope of work.

- Data Collection & Review Jan 2<sup>nd</sup> to 4<sup>th</sup>, 2019 (mostly complete)
- Review Meeting (Start Up) Jan 8<sup>th</sup>, 2019
- Develop Lagoon Model Jan 2<sup>nd</sup> to Jan 18<sup>th</sup>, 2019
- Complete analysis Jan 21<sup>st</sup> to Jan 25<sup>th</sup>, 2019
- Completion and Submission of Draft Plan Jan 28<sup>th</sup> to Feb 22<sup>nd</sup>, 2019
- Submit Draft Report Feb 22<sup>nd</sup>, 2019
- Draft Plan Review Meeting Feb 28<sup>th</sup>, 2019
- **Finalize Report Mar 8<sup>th</sup>, 2019**

## APPENDIX A

### Engineering Fee Schedule

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 <b>RWWTF - Impact of Desludging on Aerated Lagoon Performance</b> Anticipated Tasks, Resources, Hours and Unit Rates						
TASKS	Project Manager, Chris George, P.Eng.	Design Lead, Jason Stusick, P.Eng.	Process Engineer, Ivan Kagoro, P.Eng.	Drafting Personnel	Disbursements	Total Fees and Disbursements
2018 Hourly Rates (\$/hour)	167.00	167.00	143.00	95.00		
<b>General Requirements</b>						
Project Coordination and Correspondence	1	1	1			\$477
Start-up Meeting (Jan 8, 2019)	1	1	1		\$125.00	\$602
<b>Gather Background Data</b>						
Data Collection and Analysis		1	3			\$596
<b>pH Assessment</b>						
Development of Influent and Effluent Characterisation			3			\$429
Develop Flow and mass Balances		1	6			\$1,025
Develop Lagoon Model		4	16			\$2,956
Review impact of desludging on treatment processes		4	16			\$2,956
<b>Study</b>						
Development of Report		4	24			\$4,100
95% Review Meeting	2	2	2			\$954
Finalise Report		1	2			\$453
<b>TOTALS</b>						
<b>Total Hours:</b>	4	19	74	0		97 hours
<b>Total Fees:</b>	\$668	\$3,173	\$10,582	\$0	\$125	
 Proposal Contact: Chris George, P.Eng. Red Deer Region Manager (403) 314-6137					<b>Grand Total \$</b>	<b>\$14,548</b>






Schedule A:		Contractors:			
Item No.	Description	Estimated Quantity	Units	Unit Price	Total Bid
A1	HCL Receiving Station - Complete	1	lump sum	\$ 185,000.00	\$ 185,000.00
A2	Dosing Facility - Complete	1	lump sum	\$ 160,000.00	\$ 160,000.00
A3	All Underground Piping and Cabling - Complete	1	lump sum	\$ 40,000.00	\$ 40,000.00
A4	Manhole 2 Installation - Complete	1	lump sum	\$ 10,000.00	\$ 10,000.00
A5	Manhole 1 Modifications - Complete	1	lump sum	\$ 25,000.00	\$ 25,000.00
		<b>TOTAL UNIT PRICE SCHEDULE (A)</b>			<b>\$ 420,000.00</b>

<b>Total Unit Price Schedule (A)</b>	<b>\$ 420,000.00</b>
Contingency (10%)	\$ 42,000.00
<b>Sub Total</b>	<b>\$ 462,000.00</b>





## DELEGATION

<b>SUBJECT: Repsol Oil &amp; Gas Canada Inc. – Kevin Koe, Surface Landman, External Relations</b>		
<b>PRESENTATION DATE: March 26, 2019</b>		
<b>DEPARTMENT:</b> Delegation	<b>WRITTEN BY:</b> Tracy Haight, EA	<b>REVIEWED BY:</b> Rick Emmons, CAO
<b>BUDGET CONSIDERATIONS:</b> <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
<b>LEGISLATIVE DIRECTION:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
<b>COMMUNITY BUILDING PILLAR (check all that apply):</b>		
<input checked="" type="checkbox"/>  Economic Prosperity <input type="checkbox"/>  Governance Leadership <input type="checkbox"/>  Fiscal Responsibilities <input checked="" type="checkbox"/>  Environmental Stewardship <input type="checkbox"/>  Community Social Growth		
<b>ATTACHMENT(S): Repsol Project Information Brochure – ‘Clearwater River Water Diversion Application’</b>		

### STAFF RECOMMENDATION:

That Council receives Repsol Oil & Gas Canada Inc. Delegation’s update for information as presented.

### BACKGROUND:

Repsol’s representative, Kevin Koe, Surface Landman, External Relations, will provide Council with an update on Repsol’s proposed 2019 activities, including the ‘Clearwater River Water Diversion Application’ project, and address any questions or concerns regarding Repsol’s operations.



H2



# CLEARWATER RIVER WATER DIVERSION APPLICATION

## A Responsible Neighbour

Repsol is committed to managing the impacts of our operations and works diligently to mitigate any impacts to water in the areas in which we operate. We do so by executing a responsible and sustainable water strategy that involves evaluating the amount of freshwater used and investigating alternate water sourcing options, including deeper groundwater source identification, wastewater reuse, flowback recycling and treatment technologies. Where possible, Repsol transports water to its development areas via temporary above ground hose to reduce environmental impact and trucking activity to communities.

## PROJECT INFORMATION

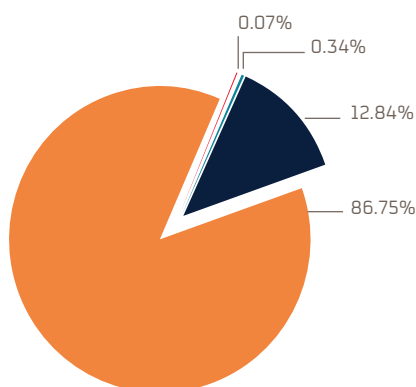
### Purpose of Project

In the spring of 2018, Repsol will be applying to the Alberta Energy Regulator [AER] for a licence under the *Water Act*. The purpose of the licence is to authorize Repsol to divert water from the Clearwater River to support hydraulic fracturing and related activities in the area. Repsol is applying for a licence term of ten years.

### Project Activity

Repsol is requesting a maximum total diversion volume of 1,800,000m<sup>3</sup> per year from two points on the Clearwater River. Repsol is requesting licence conditions that provide flexibility for us to match the total annual volume to be diverted to our annual development plan [to a maximum of 1,800,000m<sup>3</sup> per year]. This will allow other users to access water, subject to AER approval, that we are authorized to divert but may not use that year. Repsol is also requesting conditions that allow for a Point of Use Area based on our mineral ownership within the Geographic Area [see map on page 2] rather than specific points of use.

### Clearwater River



The rate of withdrawal and points of diversion [PODs] [see map on page 2] are:

- Clearwater River: total annual maximum withdrawal of 1,800,000m<sup>3</sup> [maximum rate of 0.3 m<sup>3</sup>/s] from NW12-038-7W5 and NE-15-038-7W5

To protect base water flow and meet environmental instream flow needs, Alberta Environment and Parks sets the threshold for water allocation from streams in this basin at 13% of total water flow. All existing allocations plus Repsol's requested diversion volumes from all PODs are less than 0.41% of the total water flow as illustrated by the chart below. This is well within the 13% of total flow that can be allocated.

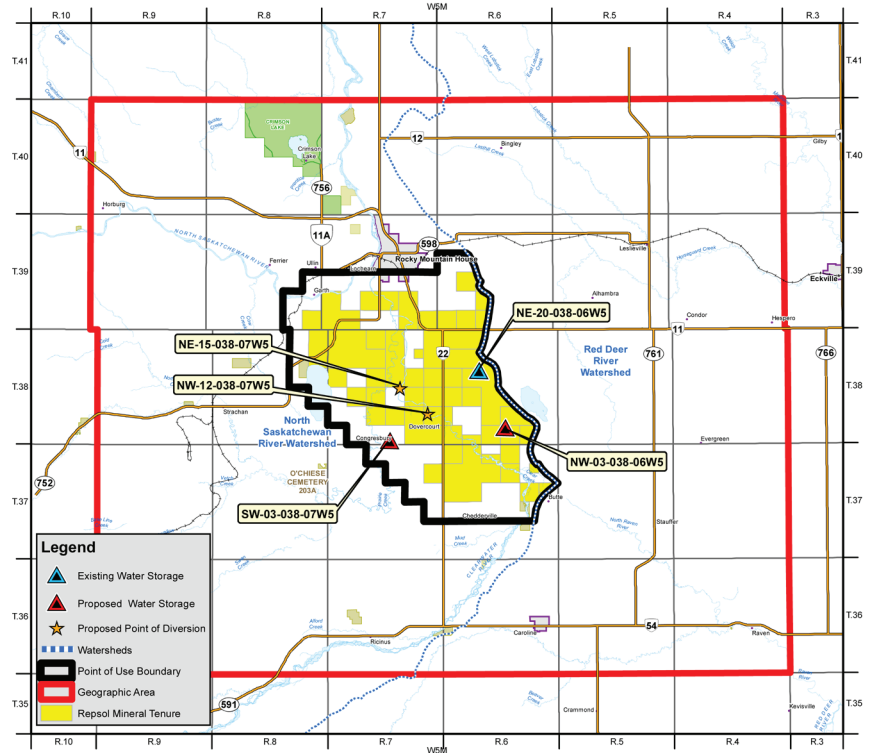
Both PODs are on freehold land. A small pad and access road for equipment will be constructed at each POD to safely access the river. Temporary pumps will be used to withdraw the water and a temporary layflat hose will be used to transport the water from the PODs along existing right-of-ways to fill Repsol's existing and future water storage reservoirs.

## Alternatives Assessment

Repsol continues to investigate the use of flowback water, produced water, low quality groundwater, industrial wastewater and municipal wastewater in its hydraulic fracturing activities. While alternative sources are available, environment, regulatory and economic challenges need to be de-risked before we begin to use these alternatives.

## Activity Impacts

Fish and wildlife and their habitats are not expected to be adversely impacted by Repsol's diversions due to precautionary measures to be taken. The proposed diversion volumes are designed to meet instream flow needs to maintain a healthy aquatic environment. Intakes will be designed to meet the *Freshwater Intake End-of-Pipe Fish Screen Guideline* (DFO, 1995) to mitigate the risk of fish impingement or entrainment.



## Monitoring and Reporting

Repsol will report annually to the AER in accordance with the terms and conditions of its water licence. This reporting will indicate environmental performance, demonstrate continuous improvement, present usage monitoring and environmental monitoring results, and provide an outlook on development plan and mineral tenure changes. This report will be made available to stakeholders upon request.

## Contact Us

If you have questions or concerns about Repsol's application for a licence to divert water from the Clearwater River to support hydraulic fracturing and associated activities, please contact Kevin Koe, Surface Landman Duvernay, at [403] 920-8744.

## Addressing Concerns

Repsol is committed to open and timely communication with stakeholders throughout the application process. We take stakeholder concerns seriously and conduct our business with courtesy and respect. Repsol considers open and honest communication a core value of our operations.

**Repsol Oil & Gas Canada Inc.**  
Suite 2000, 888 – 3rd Street S.W.  
Calgary, Alberta T2P 5C5





### Councillor Remuneration Statement

<b>Name of Councillor:</b>	Timothy Hoven
<b>Date:</b>	2/28/19
<b>Signature:</b>	<i>[Handwritten Signature]</i>

**Payment Period:** February  
**Supervision Rate:** Councillor \$1105.00

Date	Description of Meeting	Payment for Meeting	Per Diem Rates	Mileage (km)
1	CRMA	First 4 Hours \$172 Next 4 Hours \$136		28
7	Rimbey RCMP Meeting WCS	First 4 Hours \$172 Next 4 Hours \$136		141
8	Ec Dev / Farm Table Meeting			115.8
10	Jason Nixon/ ICF	First 4 Hours \$172 Next 4 Hours \$136		91
11	Council	Reg. Council Meeting \$308		91
20	MPC	First 4 Hours \$172 Next 4 Hours \$136		91
21	PRL	First 4 Hours \$172		142.4
25	Strategic Planning	First 4 Hours \$172 Next 4 Hours \$136		91
26	Council	Reg. Council Meeting \$308		91
27	ICF Corridor Schools	First 4 Hours \$172 Next 4 Hours \$136		91 26
28	ICC	First 4 Hours \$172 Next 4 Hours \$136		91

### Councillor Remuneration Statement (page 2)

Date	Description of Meeting	Payment for Meeting	Per Diem Rates	Mileage (km)

*PAID*


Remuneration Calculation (for office use only)		
# of Meetings	Payment Type for Meeting	Calculated Amounts
8	First 4 Hours \$172.00	1376.00
7	Next 4 Hours \$136.00	952.00
2	Reg. Council Meeting \$308.00	616.00
	Westview Meeting \$92.00	
	Supervision Rate	Councillor \$1105.00
	Overnight Per Diem \$175.00	
	Breakfast Per Diem \$11.00	
	Lunch Per Diem \$16.00	
	Supper Per Diem \$21.50	
	Daily Meals Per Diem \$48.50	
	Breakfast + Lunch \$27.00	
	Lunch + Supper \$37.50	
	Receipts Total	
1090.2	Mileage \$0.58/km	\$ 632.32
	Mileage over 5000km/yr \$0.52/km	
	<b>Total =</b>	<b>4681.32</b>



# Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	Cammie Laird
Date:	March 14, 2019
Signature (Councillor / Board Member):	<i>C. Laird</i>

**PAYMENT PERIOD**

January	February	March	April
May	June	July	August
September	October	November	December

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly
Deputy Reeve Supervision Rate	\$1,105.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
Jan 7	Mtg: Safety Codes Council Con. Ed / Phone Conf. (09:30-11:00 Hr.)	1					26
Jan 8	Mtg: Reg. CC Council (08:30-16:30 Hr.)				1		26
Jan 8	Mtg: Attd: Caroline Council RE: Fog Dog (18:00-22:00 Hr.)	1					76
Jan 9	WrkShp – Strat Planning: Tri-Council @ Lou Soppitt (08:00-17:30 Hr.)	1	1				28
Jan 10	WrkShp – Strat Planning: Tri-Council @ Lou Soppitt (08:30-17:030 Hr.)	1	1				28
Jan 16	Mtg: ACICA (CISM) @ Edmonton (13:00-22:30 Hr.) Return	1	1			\$21.50	430
Jan 21	WrkShp: @ CC Off. RE: CC – BB Opportunity Review (08:30-16:45 Hr.)	1	1				26
Jan 21	Mtg: CC-C & GOA – AEPks @ ASB Build. (17:00-19:45 Hr.)	1					
Jan 21	Mtg: Dr. Recruitment @ CC Off. (20:00 – 22:30 Hr.)						
Jan 22	Mtg: Reg. CC Council (08:30-14:30 Hr.)				1		26
* Jan 23	Mtg: RMH Sen. Housing @ WVL (08:00-13:00 Hr.)	1					28
Jan 28	Mtg: CAO Perf. Wrk Group @ CC Off. (09:30-13:30 Hr.)	1					26
Jan 29	WrkShp: @ CC Off. RE: Person. Policies Review (08:30-16:45 Hr.)	1	1				26

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Remuneration Calculation (for office use only)			
Meetings @ 92.00 =			First 5000 Kms @ \$0.58 =
Meetings @ 172.00 =			Over 5000 Kms @ \$0.52 =



# Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	Cammiehairst - page 2
Date:	
Signature (Councillor / Board Member):	

**PAYMENT PERIOD**

January	February	March	April
May	June	July	August
September	October	November	December

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly
Deputy Reeve Supervision Rate	\$1,105.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)

(more space on back of page)

Remuneration Calculation (for office use only)						
1	Meetings @ 92.00 =	92.00		746	First 5000 Kms @ \$0.58 =	432.68
9	Meetings @ 172.00 =	1548.00		0	Over 5000 Kms @ \$0.52 =	0
5	Meetings @ 136.00 =	680.00		0	Lunch @ 16.00 =	0
2	Meetings @ 308.00 =	616.00			1 supper =	21.50
	Supervision =	1105.00				
<b>TOTAL =</b>		<b>4041.00</b>				<b>TOTAL = 454.18</b>



# Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	Cammie Laird
Date:	March 14, 2019
Signature (Councillor / Board Member):	<i>C. Laird</i>

**PAYMENT PERIOD**

January	<b>February</b>	March	April
May	June	July	August
September	October	November	December

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly
Deputy Reeve Supervision Rate	\$1,105.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
Feb 11	Mtg: CC-C with MLA J Nixon RE: Bighorn Pk (08:00-10:00)	1					26
Feb 11	Mtg: CRC Hosp. Com. (13:00-14:30 Hr.)	1					26
Feb 12	Mtg: Reg. CC Council (08:30-16:30 Hr.)				1		26
Feb 13	Mtg: CAO Perf. Wrk Group @ CC Off. (13:00-17:30 Hr.)	1					26
* Feb 15	Sp. Mtg: RMH Sen. Housing @ WVL (08:00-10:30 Hr.)	1					28
Feb 19	Wrkshp: Dr. Recruitment RE: Stat. Plan. @ CC Off. (16:30 – 22:00 Hr.)	1					26
* Feb 20	Sp. Mtg: RMH Sen. Housing @ WVL (08:30-10:30 Hr.)	1					28
Feb 25	WrkShp: @ CC Off. RE: CC Stat. Pln. (08:30-16:00 Hr.)	1	1				26
Feb 26	Mtg: Reg. CC Council (08:30-14:30 Hr.)				1		26
Feb 27	Mtg: RMH Library Board (18:30-19:30 Hr.)	1					28
Feb 27	Mtg: Friends of Corid. Schools @ Condor Com. Hall (19:30-21:30 Hr.)						54
* Feb 28	Sp. Mtg: RMH Sen. Housing @ WVL (08:00-10:00 Hr.)	1					28

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Remuneration Calculation (for office use only)							
Meetings @ 92.00 =					First 5000 Kms @ \$0.58 =		
Meetings @ 172.00 =					Over 5000 Kms @ \$0.52 =		





# Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	<i>Cammie Laird - page 2</i>
Date:	
Signature (Councillor / Board Member):	

**PAYMENT PERIOD**

January	<u>February</u>	March	April
May	June	July	August
September	October	November	December

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly
Deputy Reeve Supervision Rate	\$1,105.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)

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<i>3</i>	Meetings @ 92.00 =	<i>276.00</i>	<i>348</i>	First 5000 Kms @ \$0.58 =	<i>201.84</i>
<i>6</i>	Meetings @ 172.00 =	<i>1032.00</i>	<i>0</i>	Over 5000 Kms @ \$0.52 =	<i>0</i>
<i>1</i>	Meetings @ 136.00 =	<i>136.00</i>	<i>0</i>	Lunch @ 16.00 =	<i>0</i>
<i>2</i>	Meetings @ 308.00 =	<i>616.00</i>		Christmas Ad	<i>&lt;132.45&gt;</i>
	Supervision =	<i>1105.00</i>			
<b>TOTAL =</b>		<i>3165.00</i>		<b>TOTAL =</b>	<i>79.39</i>



# Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	JOHN VANDERMEER
Date:	MAR 13
Signature (Councillor / Board Member):	<i>John Vandermeer</i>

**PAYMENT PERIOD**

January	February	March	April
May	June	July	August
September	October	November	December

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly
Deputy Reeve Supervision Rate	\$1,105.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
8	COUNCIL				✓		80
8	VILLAGE - FOG DOG		✓				16
9	TRI COUNCIL - STRAT.	✓	✓				80
10	TRI COUNCIL - STRAT	✓	✓				80
21	BROADBAND WORKSHOP	✓	✓				80
21	MEET AEP			✓			
22	COUNCIL				✓		80
28	CAEP	✓					160
29	WORKSHOP - PERS POLICY	✓					80
	CAROLINE IDP OPENH.		✓				16

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Remuneration Calculation (for office use only)					
0	Meetings @ 92.00 =	0	672	First 5000 Kms @ \$0.58 =	389.76
5	Meetings @ 172.00 =	860.00	0	Over 5000 Kms @ \$0.52 =	0
6	Meetings @ 136.00 =	816.00	0	Lunch @ 16.00 =	0
2	Meetings @ 308.00 =	616.00			
	Supervision =	1105.00			
	<b>TOTAL =</b>	<b>3397.00</b>		<b>TOTAL =</b>	<b>389.76</b>



# Councillor and Board Member 2019 Remuneration Statement

Name of Councillor / Board Member:	JOHN VANDERMEER
Date:	MAR 14
Signature (Councillor / Board Member):	<i>John Vandermeer</i>

**PAYMENT PERIOD**

January	February	March	April
May	June	July	August
September	October	November	December

Council Supervision Rate	\$1,105.00 / Monthly
Reeve Supervision Rate	\$2,054.00 / Monthly
Deputy Reeve Supervision Rate	\$1,105.00 / Monthly

Date	Type of Meeting Attended	First 4 Hours \$172.00	Next 4 Hours \$136.00	Next 4 Hours \$136.00	Regular Council Meeting \$308.00	Breakfast \$11/ Lunch \$16/ Supper \$21.50	Mileage (km)
6	CAEP - STRATEGY	✓	✓	✓			140
12	COUNCIL				✓		80
12	CAROLINE AG		✓				16
14	RMRF SEMINAR	✓					220
15	RMRF SEMINAR	✓	✓				220
20	ROCKY CHAMBER	✓				25.00	80
22	CAROLINE - CWC ICF	✓					16
25	WORKSHOP - STRAT PLAN	✓	✓				80
26	COUNCIL				✓		80
28	ICC	✓	✓				80

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Remuneration Calculation (for office use only)							
0	Meetings @ 92.00 =	0		1012	First 5000 Kms @ \$0.58 =	586.96	
7	Meetings @ 172.00 =	1204.00		0	Over 5000 Kms @ \$0.52 =	0	
6	Meetings @ 136.00 =	816.00		0	Lunch @ 16.00 =	0	
2	Meetings @ 308.00 =	616.00			Receipt =	25.00	
	Supervision =	1105.00			Christmas Ad	<122.45>	
	<b>TOTAL =</b>	<b>3741.00</b>			<b>TOTAL =</b>	<b>489.51</b>	

**ROCKY MOUNTAIN HOUSE AND DISTRICT  
CHAMBER OF COMMERCE**

**No 2214**

Box 1374, Rocky Mountain House, Alberta T4T 1B1  
G.S.T. # R107907669

Date Feb 20 2019

Received from Clearwater County

The Sum of \_\_\_\_\_ \$ 25.00

\_\_\_\_\_ Trade Fair \_\_\_\_\_ Community Directory \_\_\_\_\_ Members Mtg \_\_\_\_\_ Membership

Other \_\_\_\_\_

G.S.T. Amount \$ \_\_\_\_\_

G.S.T. Included \$ \_\_\_\_\_

  
Authorized Signature