



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

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JAN 29 2019

AR96285

JAN 23 2019

His Worship John DeMerchant
Mayor
Village of Bawlf
PO Box 40
Bawlf AB T0B 0J0

Dear Mayor DeMerchant,

Thank you for your grant application under the Municipal Restructuring component of the 2018/19 Alberta Community Partnership program.

I am pleased to inform you the Village of Bawlf has been approved for a grant of \$120,000 for completion of an infrastructure audit.

The conditional grant agreement will be mailed to your Chief Administrative Officer shortly to obtain the appropriate signatures.

I am encouraged about the willingness to examine the viability of your community and I look forward to seeing the results of the infrastructure audit and the viability review.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Tracy M. Ormsbee, Chief Administrative Officer, Village of Bawlf



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

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FEB 04 2019

AR95860D

January 24, 2019

His Worship John DeMerchant
Mayor, Village of Bawlf
PO Box 40
Bawlf Alberta T0B 0J0

Dear Mayor DeMerchant,

The Alberta Government is committed to making the lives of Albertans better. By providing significant funding to our municipal partners through the Municipal Sustainability Initiative (MSI), we continue to assist municipalities in building strong, safe, and resilient communities while respecting local priorities.

I am pleased to accept the following eligible project submitted by your municipality under the MSI capital program.

CAP-11143	Wastewater Lagoon Rehabilitation	\$32,000
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My ministry welcomes the opportunity to celebrate your MSI project milestones with you, so please send invitations for these events to my office. If you would like to discuss possible project recognition events and activities, as outlined in the program guidelines, please contact Municipal Affairs Communications, toll free at 310-0000, then 780-427-8862, or at ma.msicapitalgrants@gov.ab.ca.

As partners in supporting Alberta's communities, I look forward to working together to move your infrastructure priorities forward.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Tracy M. Ormsbee, Chief Administrative Officer, Village of Bawlf

Bawlf Public Library
Box 116
Bawlf, AB T0B 0J0

February 13, 2019

Mayor John DeMerchant & Council
Box 40
Village of Bawlf
Bawlf, AB T0B 0J0

**RE: REQUEST FOR APPROVAL OF THE VILLAGE OF BAWLF LIBRARY BOARD
MEMBER/S**

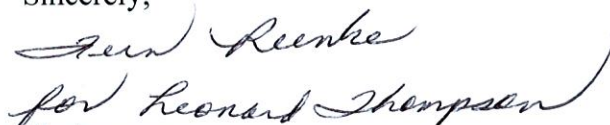
Dear Mayor DeMerchant & Council;

I am writing on behalf of the Village of Bawlf Library Board to request Council's approval for adding Ineke Tessari to the Library Board.

Ineke Tessari is a resident of Bawlf and she would like to volunteer on our Board.

Please accept our recommendation and advise us of your decision in writing at your earliest convenience.

Sincerely,


Chairperson,
The Village of Bawlf Library Board

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MAR 04 2019

Bawlf Public Library
Box 116
Bawlf, AB T0B 0J0

March 4, 2019

Mayor John DeMerchant & Council
Box 40
Village of Bawlf
Bawlf, AB T0B 0J0

**RE: REQUEST FOR APPROVAL OF THE VILLAGE OF BAWLF LIBRARY BOARD
MEMBER/S**

Dear Mayor DeMerchant & Council;

I am writing on behalf of the Village of Bawlf Library Board to request Council's approval for adding Sady Bjorge to the Library Board.

Sady Bjorge is a resident of Camrose County and would like to volunteer on our Board.

Please accept our recommendation and advise us of your decision in writing at your earliest convenience.

Sincerely,


Chairperson,
The Village of Bawlf Library Board

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Municipal Councils and Library Boards: Roles and Responsibilities

Public Library Service in Alberta: An Overview

In Alberta, public library service is **municipally based**. A municipality may choose to provide public library service at a local level by having a library in the community, and/or having library service at a regional level by joining a library system.

A municipality makes the decision to have public library service in their community via a local library. Council passes an establishment bylaw under the *Libraries Act* (Part 1, Section 3) to create a library board for the provision of public library service. Upon its creation, a library board is a governing board and is a corporation with full management and control of the public library (Part 1, Section 7).

Municipalities may join a regional library system. A library system is made up of member municipalities working in partnership to provide regionally based centralized library service to enhance and support local library service. Being a part of a library system means municipalities and municipal libraries receive numerous benefits, such as: professional training for library staff, resource sharing, access to electronic resources and being part of the provincial Public Library Network.

Legislation: The *Libraries Act* and the *Libraries Regulation*

In Alberta, public library service is governed by the *Libraries Act* and *Libraries Regulation*.

The *Libraries Act* sets the **legal framework** for public library service through the establishment of library boards, who manage library service on behalf of the municipality.

The *Libraries Regulation* sets out **sound management practices** for library boards.

The *Municipal Government Act (MGA)* and the *Libraries Act* are two distinct pieces of legislation. Neither is superior to the other because the *MGA* and the *Libraries Act* do two separate things:

- The *MGA* is the law under which municipalities in Alberta operate, govern and are governed.
- The *Libraries Act* and *Libraries Regulation* form the legal basis for public library service in Alberta.

Did you know?

The *Libraries Act* was one of the first pieces of legislation passed by the newly formed Alberta government in 1907.

Municipal Councils and Library Boards: Roles and Responsibilities

Public library boards in Alberta are not subject to the MGA, e.g. library trustees are appointed by the terms outlined in the *Libraries Act*, not the MGA. There are only three references to public libraries in the MGA:

- The first is section 648 (2.1) which includes libraries as being eligible for off-site levies.
- The second is section 362(1)(j), which states that municipalities cannot tax public library boards.
- The third is section 271(2.1)(a) which states that a municipality may use a community services reserves for public libraries.

The Public Library Services Branch (PLSB) of Alberta Municipal Affairs is the provincial body that administers public library legislation and the provincial Public Library Network. PLSB staff are responsible for the administration of the *Libraries Act* and *Libraries Regulation*, delivering operating grants to municipal and system library boards, plus building and maintaining the provincial Public Library Network. PLSB staff members are available to consult with library boards, library staff and municipal councils. For more information about PLSB, visit www.albertalibraries.ca.

The Public Library Network links public libraries at a provincial level and enables sharing. In Alberta, the Public Library Network links public libraries and enables sharing by two different means: a provincial policy framework and a technological infrastructure. The purpose of the Network is to support equitable and seamless access to library resources for Albertans, and does so through things such as

SuperNet connectivity, resource sharing, and the centralized acquisition of electronic content.

The Roles and Responsibilities of a Municipal Library Board

The municipal library board is the legal entity that manages and controls the library. Its formation is defined by the *Libraries Act* – it is created via bylaw passed by municipal council.

The library board is a governing board, not an advisory board – it has full management and control of the library. This is defined in legislation (*Libraries Act*, Section 7). Note that library boards are different from other non-profit boards formed under other legislation (e.g. the *Societies Act* or the *Municipal Government Act*). The library board is a corporate body, a legal entity able to sue or be sued, enter into contracts and employ staff.

Upon establishment, the library board is a corporation administered under the *Libraries Act* with full management and control of library service in the municipality.

The library board is a governing board. The library manager is employed by and reports to the board, and the board is accountable not only to council, but to all citizens of the municipality and to the provincial government.

The library board passes safety and use bylaws and policies to enable the provision of public library service delivery.

The library board determines library service priorities and creates a plan of service based on community needs assessments.

Municipal Councils and Library Boards: Roles and Responsibilities

The library board is responsible for acquiring library funding, requesting the funds from council and applying for provincial grants.

The library board keeps financial records and bank accounts, and prepares and manages the budget. The library board selects and hires a financial reviewer (who is not a library board member).

The library board may operate one or more public library service points, or, with the permission of the minister, may enter into agreements with other boards to share the operation of one or more library service points (intermunicipal library boards).

The library board is responsible for providing the space and staff required for public library service delivery.

The 9 Roles and Responsibilities of Municipal Councils

Unlike boards established under the *Municipal Government Act*, the *Libraries Act* sets out a specific relationship between council and the municipal library board and system library board.

1. ESTABLISHMENT OF A MUNICIPAL LIBRARY BOARD

The decision of whether or not to have a public library in the community is made by the local municipal council. If council decides that it would be beneficial to have a public library, council must pass a bylaw under the *Libraries Act* 3(1) to establish a library board. Once established, the library board can only be dissolved by order

of the Court of Queen's Bench, or if the municipality itself dissolves.

Upon establishment, the library board has full management and control of the public library and public library service in the community. It is a corporation under the *Interpretation Act* with all the rights and responsibilities that comes with that designation. Library boards may operate one or more public library service points, or, with the permission of the minister, may enter into agreements with other boards to share the operation of one or more service points. Municipalities may also enter into agreements with up to two additional municipalities to form an intermunicipal library board. Once formed, the intermunicipal library board is also a corporation with full management and control of public library service in the municipalities.

The library board is a governing board. Library staff report to the board, and the board is accountable not only to council but to all citizens of the municipality. The board has decision making authority and through regional initiatives, generally participates in providing services beyond its local community.

Section 3(4) of the *Libraries Act* states that, **on being established, the municipal library board's legal name is "The (name of municipality) Library Board"**. This name should be used on all documents. Upon establishment, an intermunicipal library board is able to choose the legal name.

Municipal Councils and Library Boards: Roles and Responsibilities

2. APPOINTMENTS TO A MUNICIPAL LIBRARY BOARD

Council appoints and unappoints municipal library board members (trustees) to municipal library boards under the terms set out in the *Libraries Act* (sections 4, 5, 12.3, and 31), and the *Libraries Regulation* (section 17.1).

A municipal library board must have a minimum of 5 and a maximum of 10 board members. Intermunicipal library boards must have a minimum of 7 and a maximum of 10 board members.

Upon appointment, a board member is a trustee, governing the delivery of public library service in the community, making decisions that are in the best interest of the public and providing quality municipal library service. Trustees are also subject to common law principles and must act accordingly.

Council may appoint up to two board members who are also councillors on their council (i.e. councillors of the municipality that established the library board).

- If a councillor is appointed to the library board, they have the same role and responsibilities as the other board members and should not be referred to as a "Council Rep" or something similar.
- Councillors from neighbouring municipalities may be appointed to the library board and do not count against the limit of two councillors (i.e. councillors from municipalities that did not establish the library board).
- Council may also choose to *not* appoint councillors to the library board.

An employee of the library board cannot be appointed to the library board.

Alternates are not allowed on a municipal library board.

All appointments to the municipal library board shall be for a term of up to three years.

A library board member is eligible to be reappointed for up to two additional consecutive terms. If council wishes to appoint a board member for more than three terms, at least 2/3 of the whole council must pass a resolution stating that the member may be reappointed as a member for more than 3 consecutive terms. This must be done for each time the member is reappointed beyond three consecutive terms.

A library board member is disqualified from remaining a member of a board if the person fails to attend, without being authorized by a resolution of the board to do so, three consecutive regular meetings of the board.

The term of office of a board member continues until a new board member is appointed by council in that member's place.

The appointments of the members of the municipal board shall be made on the date fixed by council. Any vacancy arising from any cause must be filled by council as soon as reasonably possible for council to do so.

Best practices for appointments

- When appointing board members, make sure the motion includes the length of term (one, two, or three years).

Municipal Councils and Library Boards: Roles and Responsibilities

- Send the library board a list of appointments including the length of terms.
- Send a letter to the appointee with their term length and expiry date.
- Collaborate with the library board to develop a recruitment strategy that meets the needs of the council, the library board and the community.

3. FUNDING MUNICIPAL LIBRARY SERVICE

The *Libraries Act* (section 8) states that municipal library boards must prepare and submit their budget, along with an estimate of the money required during the ensuing fiscal year to operate and manage the municipal library, to municipal council before December 1.

This estimate is known as **local appropriation**, and is money provided to the library board from local taxes to deliver local public library service.

It is the responsibility of council to approve, in whole or in part, the **estimate of local appropriation** requested by the library board. Council **does not** approve the library board's budget. If council is unable or unwilling to provide the requested estimate in full, the library board must make adjustments to their budget to reflect their funding situation.

4. PROVIDING FOR LIBRARY BUILDING AND EQUIPMENT

The *Libraries Act* (Section 10) states that library boards may request funding from council for acquiring property for a library building, or for erecting, repairing, furnishing and equipping a building to be used as a municipal library. The

council may provide the funds, or a portion of the funds, as council considers expedient.

These capital funds may be borrowed by council under the authority of a borrowing bylaw, as outlined in the terms of the *Municipal Government Act (MGA)*.

5. DETERMINING FINANCIAL REVIEW

Section 9(b) of the *Libraries Act* states that the municipal library board must have a person who is not a member of the library board, and whose qualifications are satisfactory to council, review the library board's accounts each calendar year, and the financial report shall be in a form satisfactory to council. Upon completion, the library board must submit the financial report to council.

Because local library service is a municipal service funded by tax dollars, it is up to council to decide the level of financial review (e.g. a full audit, a notice to reader, or an accountant review), and to accept (or deem satisfactory) the person the library board wishes to have review their accounts.

If or when financial reviewers change, council must pass a motion accepting the new reviewer.

6. RECEIVING LIBRARY BOARD BYLAWS

Council receives the library board's bylaws for the safety and use of the library after they have been passed by the library board. Council may disallow a bylaw if they are not in keeping with comparable municipal bylaws.

Municipal Councils and Library Boards: Roles and Responsibilities

7. RECEIVING LIBRARY BOARD REPORTS

Required management practices of boards under the *Libraries Regulation* state that library boards must have certain policies, including confidentiality of user records, finance, and personnel policies. A municipal library board must also develop a Plan of Service based on a community needs assessment, and submit an annual report to the province. Council may receive these reports and policies, as well as meeting minutes, from the library board for information purposes.

8. BEING A MEMBER IN A REGIONAL LIBRARY SYSTEM

Council has the authority to join a library system, become a party to a library system agreement at the regional level, and appoint a member to the library system board. (All municipalities, with the exception of Edmonton and Calgary, are eligible to join a library system.)

Library system boards are also created under the *Libraries Act*. Library systems are established by the Minister of Alberta Municipal Affairs when municipalities in an area agree to jointly provide library system services.

There are seven library system boards in the province.

System boards are a corporation under the *Interpretation Act* with all the rights and responsibilities that comes with that designation.

Library systems provide professional and technical support to public libraries within the

system area so that even the smallest library has access to advice and assistance, along with the cost effectiveness and cooperation made possible by working through a larger unit. They also manage library resource development and sharing at the regional level. As well, library systems function as nodes within the provincial Public Library Network, connecting resources available provincewide to residents using municipal libraries in small rural communities.

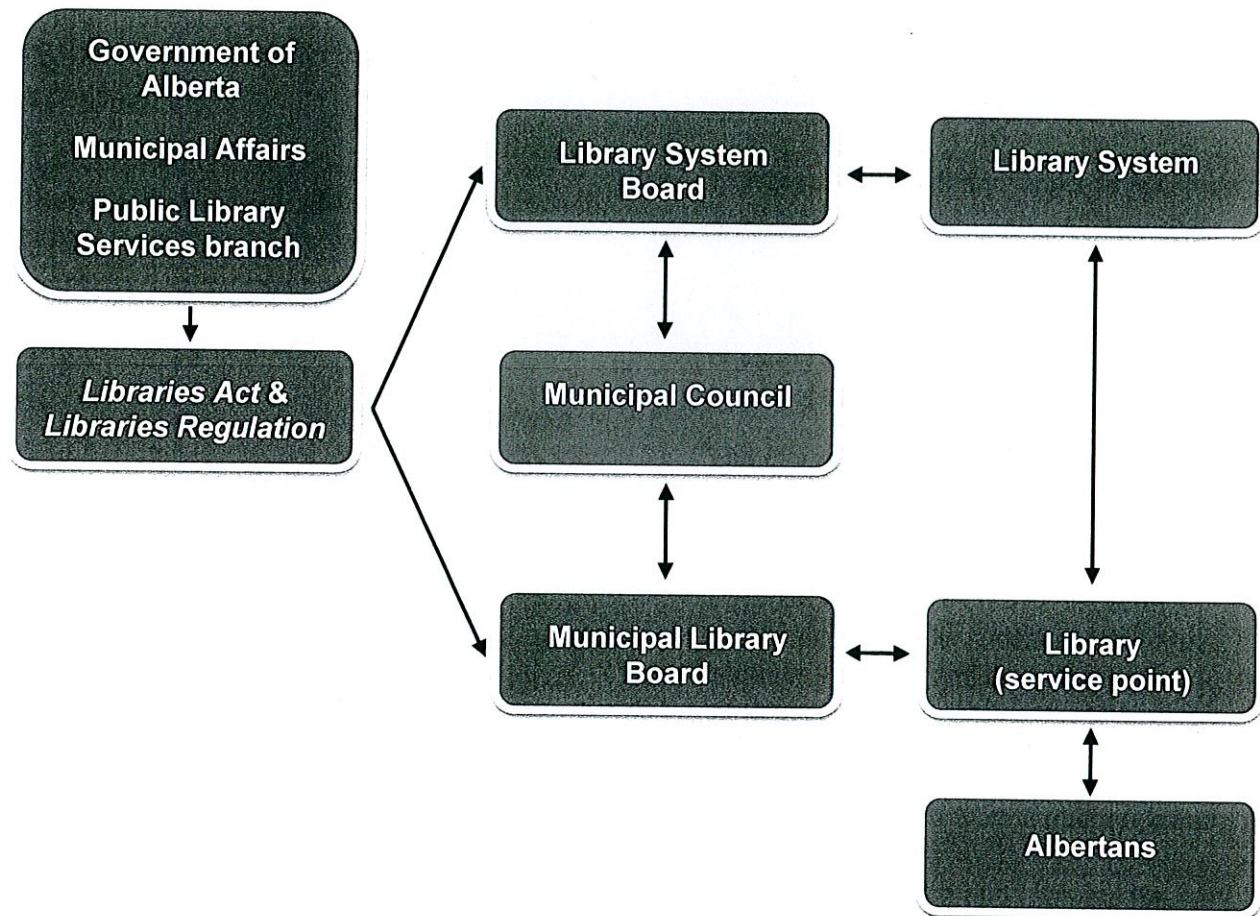
9. APPOINTMENTS TO LIBRARY SYSTEM BOARDS

Appointments to a library system board are different than appointments to a municipal library board. When appointing to a library system board, council must adhere to the following, as set out in the *Libraries Regulation* (Section 32):

- A single term cannot exceed three years.
- Council shall not appoint a library system board member to serve for more than 9 consecutive years without the approval of 2/3rds of all the members of that council.
- Any vacancy in the membership of a library system board shall be filled by council as soon as reasonably possible.
- Council may appoint an alternate to a library system board if the library system board member is unable to attend a library system board meeting and has given notice to the library system board that an alternate member will attend. (This is not allowed for municipal library boards).
- The alternate member shall not act in place of the library system board member at more than two consecutive meetings except by resolution of the library system board.

Municipal Councils and Library Boards: Roles and Responsibilities

Structure of Public Library Service in Alberta



Support and Resources

If you have any questions please contact the Public Library Services Branch by phone at 780-427-4871 (toll free by dialing 310-0000 first), or by email at libraries@gov.ab.ca. Information is also available on the PLSB website at www.albertalibraries.ca.



Village of Bawlf

Box 40

Bawlf, AB

TOB OJO

Re: Community Centre Reconciliation

The Lions have completed a review of the rental income and expenses for the Bawlf Community Centre. We enclose a spreadsheet summarizing this assessment. A summary of the previous four years is also included for comparative purposes.

The Village collected \$11,425 hall rental in 2018. Two service clubs donated an additional \$1150 to the Lions directly to assist in hall costs for a total income of \$12,575. Operational expenses totaled \$12,534 as detailed on the attached sheet resulting in a small operational surplus. The Village paid the hall insurance in the amount of \$2315 and Lion operational expenses were \$10,219. The Lions also spent an additional \$792 on capital improvements.

The current lease agreement for the community centre stipulates that the Village is to cover the operational costs of the community centre. The Bawlf Lions Club therefore request payment in the amount of **\$9069** to cover their net community centre costs. This number has been calculated by taking the Lions operating costs (\$10,219) minus the rent paid directly to the Lions by the service groups, (\$1150). This leaves the Village with a small rental income surplus of \$41. Village rental income (\$11,425) minus hall insurance paid by Village \$2,315) minus the Lions reimbursement. (\$9069)

If you require any clarification regarding the reconciliation calculations please contact the undersigned.


Bryan Berg, Bawlf Lions

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MAR 14 2019

BAWLf COMMUNITY CENTRE COST SUMMARY

		2018		2017		2016		2015		2014
GROUP	#uses	income	#uses	income	# uses	income	# uses	Income	# uses	Income
Church	18	\$2,050			0		0		6	\$1,500
Weddings	4	\$1,350	3	\$1,375	2	\$750	3	\$1,050	3	\$1,500
Miscellaneous	38	\$5,400	29	\$4,300	29	\$3,725	41	\$6,460	31	\$3,427
Lions	19		20	\$250	18	\$0	18	\$0	20	\$350
Bawlf School			2	\$300	1	\$150	1	\$150	2	\$300
Bawlf Library			1	\$150	0		1	\$150	3	\$325
Bawlf Legion	8	\$850	6		8	\$0	1	\$100		
Bawlf Seniors	50		50		46	\$0	40	\$0	33	\$0
Bawlf Rec	11	\$1,350	8	\$675	5	\$500				
Meeting Room	17	\$425	8	\$25	2	\$50				
TOTAL VILLAGE INCOME	165	\$11,425	127	\$7,075	111	\$5,175	105	\$7,910	98	\$7,402
Bawlf Legion donation		\$150		\$750		\$500		\$500		
Bawlf Seniors donation		\$1,000		\$900				\$900		
TOTAL RENTAL INCOME		\$12,575		\$8,725		\$5,675		\$9,310		
HALL EXPENSES			53pd		38pd		47pd			
Power		\$4,200		\$3,685		\$3,395		\$3,310		\$3,338
Heat		\$1,772		\$1,610		\$1,127		\$1,227		\$1,613
Phone				\$708		\$711		\$836		\$712
Janitor		\$2,622		\$2,000		\$3,050		\$6,690		\$5,700
Janitor Supplies		\$855		\$659		\$1,378		\$674		\$1,336
Insurance		\$2,315		\$2,834		\$2,269		\$2,186		\$2,267
Miscellaneous	furnace	\$770		\$861		\$459				
OPERATING COSTS		\$12,534		\$12,357		\$12,389		\$14,923		\$14,966
OPERATIONAL DEFICIT		\$41		-\$3,632		-\$6,714		-\$5,613		-\$7,564
Lions Expenses		\$10,219		\$9,272		\$10,120		\$12,514		\$11,465
Village expenses		\$2,315		\$3,085		\$2,269		\$2,409		\$3,501
CAPITAL IMPROVEMENTS		not in operating costs								
			skirt	\$464	cooler	\$5,450	skirt	\$4,176		\$200
cell booster		\$792	table	\$364	dolly	\$954	vac bat	\$417		\$123
								\$163		\$151
CAPITAL IMPROVEMENTS		\$792		\$828		\$6,404		\$4,756		\$474



CONFIDENTIAL

January 2, 2019
Our Reference: 9102

Village of Bawlf
203 Hanson Street
Box40,
Bawlf, Alberta,
T0C 0P0

Attention: Tracy M. Ormsbee, C.A.O.

Dear Madam:

Reference: Village of Bawlf Wastewater Lagoon Assessment Proposal

Thank you for the opportunity to submit our proposal relating to the Village of Bawlf (Village) Wastewater Lagoon Assessment.

ISL has a strong record of delivering successful municipal wastewater lagoon projects spanning more than three decades. We have an exceptional team of engineers that provide owners with excellent services through all components of lagoon assessment and design work, capacity and quality assessment, options development, preliminary and detailed design, and most importantly, construction administration, ensuring a quality final product.

We pride ourselves on developing a thorough understanding of the owners' needs and strive to work collaboratively to develop fit for purposed solutions to meet project challenges.

1.0 Project Understanding and Scope

The wastewater lagoon system currently serving the Village was built in 1981. The Lagoon is comprised of two anaerobic cells, one facultative cell, and one storage cell. Treated wastewater is discharged once a year between April 1 and November 30 into Daysland drainage ditch located at NE ¼ 25-45-18-W4m. From the ditch, the wastewater travels south and west, and eventually flows into the Battle River.

The existing lagoon has been in use for 37+ years and is showing signs of age. In 2014, Alberta Environment and Parks (AEP) identified three non-compliance items and twenty-one follow-up items. Most of the concerns were related to maintenance and provincial regulatory requirements under the Code of Practice. Included in these items were concerns related to leakage from the lagoon.

Following AEP's inspection, the Village:

- conducted maintenance requirements and addressed all required Code of Practice items;
- commissioned Thurber Engineering Ltd. to conduct geotechnical and groundwater monitoring studies to evaluate the integrity of the existing berms and clay liner. Thurber identified that:
 - there was evidence of deterioration of the inner berm slopes due to long-term cyclical water action and animal activities on the berms. The berms were identified to be stable at the time of inspection, but Thurber noted that the berms will continue to degrade with time, and will require some remediation work to restore it to its original condition.

- the lagoon although not leaking via a preferential pathway, it was infiltrating at a very slow rate in a lateral and downward direction from the lagoon.
- commissioned Lambourne Environmental Ltd. to conduct a sludge assessment and the desludging of anaerobic cell #2.

Based on the work completed to date, it is understood that:

- there exists a slow leak at the lagoon, and that the berms are showing signs of deterioration;
- no evaluation has been completed in terms of the lagoon's ability to meet future growth demands; and
- no evaluation has been completed to determine if the existing lagoon is able to meet the new Federal Wastewater System Effluent Regulations (WSER) requirements.

As a result, it is recommended that the berms condition and lagoon leakage be reassessed since it was last reviewed in 2014 and 2017 respectively. It is also recommended that the lagoon capacity and treatment efficiency be assessed. Specifically, ISL proposes the assessment of the following lagoon components:

- **Cell and berm integrity** – The lagoon has been operating for more than 37 years. Although geotechnical review determined that the berms were stable, it was identified that berms will degrade with time, and that reconstruction is needed to bring it back to original condition. To minimize risk of lagoon berm failure and potential environmental consequences, it is important either to restore the berm to its original condition or to review the condition of the lagoon every few years to ensure there is no further deterioration. In 2019, it will be 5 years since the last berm assessment.
- **Storage capacity** – Due to the Village's location with respect to Edmonton and Leduc, it is foreseeable that the Village will continue to grow. A capacity assessment of the lagoon is required to determine its remaining service life to accommodate additional population growth.
- **Treatment capacity** – Under Alberta Environment Codes of Practice, lagoon servicing areas under a population less than 20,000 had no regulated treated effluent requirements. With the WSER regulations currently enforced, the ability of the current Lagoon to meet those requirements must be assessed.
- **Lagoon leakage (Option)** – Similar to the lagoon berm integrity, to minimize risk, groundwater monitoring should be conducted every few years to ensure there is no increase in leakage rates. In 2019, it will be two years since the last groundwater monitoring assessment. We have left this as an optional component and included pricing for your consideration.

2.0 Approach/Methodology

We have developed our approach based on our understanding of wastewater lagoon systems. The following tasks will enable our team to conduct an in-depth assessment of your wastewater system as well as provide the most value in terms of what the Village will need going forward.

Task 1: Project Initiation and Data Collection

1. Start-up meeting to review and confirm the scope of work.
2. Collect all data pertinent to achieving the objectives of the study.

Deliverable:

- Record of start-up meeting.

Task 2: Condition Assessment, Wastewater Sampling

1. Conduct visual assessment of the lagoon and document with photographs to determine its overall physical condition. For the assessment, we will look for tension cracking inside the berm, seepage signs on the exterior of the berms, and review extent of erosion and sloughing from wind/wave action.

2. Conduct analysis of wastewater samples in the lagoon cells to determine snapshot of current treatment performance. Samples will be collected from influent MH into the anaerobic cells, influent MH into facultative cells, and influent MH to Storage cells. Measurements will include DO, CBOD, TSS, ammonia, alkalinity and pH. Estimated budget is \$1,000 for wastewater analysis.
3. **(Option)** If there are concerns regarding leakage from the lagoon, it is recommended to re-conduct a similar groundwater assessment program that was completed in 2017.

Deliverable:

- Technical memorandum summarizing the condition assessment and sampling analysis report.

Task 3: Appraisal of Current and Future Requirements for Service

4. Determine the current population served.
5. Using realistic (if any) growth projections to determine the population to be served for the 10-year and 20-year design horizons.
6. Based on the foregoing, determine the 10-year and 20-year design capacity.
7. Confirm capacity requirements per regulations.
8. Estimate required treatment requirements per regulations.

Deliverable:

- Design Memorandum.

Task 4: Upgrade, Rehabilitation and Feasibility Assessment

9. Identify rehabilitation and/or upgrade options, including repurposing, expansion and augmentation using 20-year design criteria.
10. Determine and evaluate options against the upgrade criteria outlined in our approach.
11. Determine the most feasible upgrade option if needed.

Deliverable:

- Technical memorandum summarizing the upgrade assessment and recommended upgrade option.

Task 5: Final Report

12. The technical memorandums will be merged into a final project report.

Deliverable:

- Final project report confirming the capacity assessment and upgrade options, and recommendation for the project.

3.0 Project Team

The project team proposed for this study has excellent experience and understanding of wastewater lagoons. They have been involved in either the assessment and/or design and construction of multiple rehabilitation, expansion or new lagoon projects. Resumes for the key individuals identified have been attached with this proposal. The proposed team members and their roles are as follows.

Deon Wilner, P.Eng., CCCA
Wei Ming Chew, P.Eng.
Richard Tombs, P.Eng., C.Eng., MIChemE
Priyanka Joshi, M.Sc., E.I.T

Corporate Support
Project Manager
Project Reviewer
Project Engineer

4.0 Project Experience

The following projects demonstrate ISL's strength in the planning, design and construction of wastewater lagoon facilities as well as highlight innovative solutions that have been developed to solve challenging issues.

2017 Drayton Valley Lagoon – Cell 4 Rehabilitation – This project was required to address a berm failure that occurred after a severe storm in 2016. The project included developing a bypass and isolation plan for Cell 4 to facilitate the rehabilitation.

2016-17 Sylvan Lagoon Assessment – This project included analyzing capacity of the lagoons as well as the treated wastewater effluent ammonia levels within the existing storage cells of the wastewater lagoon, and providing recommendations for reducing the un-ionized (toxic) component of the treated effluent prior to release to the receiving environment. Work consisted of wastewater sampling, chemistry analysis, treatment design proposal, and cost estimating.

2016 New Norway Lagoon Assessment – This project included capacity and berm integrity assessments. Work included a topographic survey, preliminary Civil-3D model design, and recommendations for rehabilitation.

2015-16 Duffield Mechanical Evaporation System – This project included rainfall and evaporation analysis as well as the design and upgrade of Alberta's first mechanically enhanced evaporative lagoon system.

2010 Clairmont Lagoon Upgrade – This project included the redesign reactivation of previously decommissioned anaerobic cells, converting them to inorganic sediment capture cells, and the design and construction of an adjacent dewatering cell complete with access road.

2008 Drayton Valley Lagoon Upgrade – This project included upgrade assessment, design tender, and construction management of the addition of two new cells and upgrading the existing aeration system. The project also included management of a biosolids capture and land application contract.

5.0 Schedule

The following outlines our proposed schedule to complete this work. It is based on an estimated start date of February 18, 2019, and can be adjusted accordingly based on Village's needs.

Project Award	by February 18, 2019 (assumed)
Project start-up meeting	March 4, 2019 (tentative)
Capacity assessment and draft tech memo	two-month period
Meeting to review capacity assessment	May 6, 2019 (tentative)
Submit final capacity assessment tech memo	May 20, 2019 (tentative)
Upgrade assessment and draft tech memo	four-week period
Meeting to review upgrade options and recommendations	June 17, 2019 (tentative)
Submit final capacity assessment tech memo	July 15, 2019 (tentative)

6.0 Engineering Fee Estimate

We propose to complete this work as cost plus fee arrangement. Our estimated fee including optional component of groundwater assessment (\$7,900) is **\$40,678**, including 8% disbursement costs. A breakdown that shows staff rates, tasks and level of effort for each task is included for information.



7.0 Closure

ISL welcomes the opportunity and looks forward to working with the Village of Bawlf on this project. Should you have any question regarding this proposal, please contact the undersigned at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read 'W. Chew', is written over the date.

Jan. 2 2019

Wei Ming Chew, P.Eng.
Project Manager

Attachments:

- Resumes of Project Team
- Engineering Fee Schedule



Deon Wilner, P.Eng., CCEA

Director | Discipline Manager, Water and Wastewater

EDUCATION

University of Stellenbosch (South Africa), 1990

Bachelor of Engineering in Civil/Structural Engineering

University of Alberta (Faculty of Extension), 2004

Management Development for Professional Engineers, Geologists and Geophysicists

Construction Specifications Canada

Registered Specifications Writer – Levels II and III, 2000

Certified Construction Contract Administrator – Level II, 1999

MacAngus & Associates

Leadership Training for Managers, 2005
Effective Communications in Human Relations, 2003

EMPLOYMENT HISTORY

ISL Engineering and Land Services

1998 to date
Manager, Water and Wastewater

Jake's Contracting, Qualicum Beach, BC

1997 to 1998
Construction Superintendent

Highland Engineering Services Ltd., BC

1995 to 1997
Project Engineer

Franki South Africa (Pty) Ltd.

1993 to 1994
Project Engineer

Dorbyl Structural Engineering, South Africa

1992 to 1993
Graduate Engineer

AFFILIATIONS AND ACTIVITIES

The Association of Professional Engineers and Geoscientists of Alberta

Engineers and Geoscientists BC

Association of Professional Engineers & Geoscientists of Saskatchewan

Consulting Engineers of Alberta - Director (2012 to 2017); President (2015 to 2016)

Alberta Water and Wastewater Operators Association

American Water Works Association

Canadian Design-Build Institute

Water Environment Federation

Western Canada Water

Career Highlights

As Discipline Manager of Water and Wastewater at ISL, Deon is responsible for the successful day-to-day and long term operations of the discipline. His duties include client liaison/satisfaction, quality assurance, long term planning, resource management, and inter-office collaboration.

Deon is also an accomplished project manager with more than 25 years of experience in consulting engineering and construction, both in Canada and abroad. He has been responsible for the planning, design, construction and post construction of major water and wastewater treatment infrastructure projects. Deon is known as a technical and hands-on manager who clearly understands how to resolve all manner of complexities in the design and construction of large water and wastewater facilities.

Relevant Experience

Since joining ISL in 1998, Deon has managed or provided senior engineering services on numerous projects including:

Water Supply, Treatment, Storage and Distribution

- Camrose Lake Station (City of Camrose) – 2013 to 2016
- Drayton Valley New Water Treatment Plant (Town of Drayton Valley) – 2008 to 2016
- Meander River WTP Design Update (Dene Tha' First Nation) – 2013 to 2014
- John D'Or Prairie Water Treatment Plant Design Update (Little Red River Cree Nation) – 2012 to 2014
- Water and Sewer Master Plans (Town of Drayton Valley) – 2011
- Thorsby Water Treatment Plant (Village of Thorsby) – 2009 to 2012
- Chateh Water Treatment Plant (Dene Tha' First Nation) – 2004 to 2012 – "2011 CCE Award of Excellence (Project Management)"; "2012 CEA Showcase Award of Merit (Water Resources)"
- Zama Water Treatment Plant (Mackenzie County) – 2009 – "2010 CEA Showcase Award of Excellence (Studies, Software and Special Services)"
- Driftpile Water Treatment Plant and System Upgrade (Driftpile First Nation) – 2004 to 2009 – "2008 CEA Showcase Award of Excellence (Project Management); Award of Merit (Sustainable Design); Award of Merit (Water Resources)"

Wastewater Collection and Treatment

- Lloydminster WWTF Owner's Engineer (City of Lloydminster) – 2017 to date
- Nanton Waste Water Treatment Plant (Town of Nanton) – 2014 to 2017
- Cardiff Lift Station (Sturgeon County) – 2014 to 2017
- Chappelle Sanitary Pump Station (Brookfield Residential) – 2013 to 2016
- Lloydminster Wastewater Treatment Preliminary Design (City of Lloydminster) – 2013 to 2016
- Hardisty Lift Station Upgrade (Town of Hinton) – 2012 to 2016
- St. Albert Pump Station (Alberta Capital Region Wastewater) – 2008 to 2015
- Lagoon Feasibility and Emergency Response (Paul First Nation) – 2011 to 2013
- UV Disinfection of Lagoon Effluent (Town of Drayton Valley) – 2010 to 2011
- SAGR Feasibility and Design (Dene Tha' First Nation) – 2006 to 2011
- Rotating Biological Contractor, Feasibility and Design (Dene Tha' First Nation) – 2006 to 2011
- Wastewater Lagoon Expansion (Town of Drayton Valley) – 2009 to 2010
- Gold Bar WWTP – Grit Tanks 4 and 5 (City of Edmonton) – 1998 to 2002
- Gold Bar WWTP – Screens 6 and 7 (City of Edmonton) – 1998 to 2002



Wei Ming Chew, P.Eng.

Project Manager

Career Highlights

As a Civil Environmental Engineer, Wei Ming brings a wealth of experience in Asset Management, Water and Wastewater master planning, system analysis and the design and construction management of various Municipal Infrastructure projects.

Wei Ming's expertise also includes preparing tender documents and technical specifications, commissioning and developing operation and maintenance procedures for water and wastewater treatment plants.

Relevant Experience

Water Servicing

- Town of Castor Water Distribution Upgrades (Town of Castor) – 2016 to date
- Town of Calmar Water Reservoir Expansion (Town of Calmar) – 2015 to 2016
- New Norway Water Tower Study (Camrose County) – 2015
- City of Lloydminster Regional Hub Analysis (City of Lloydminster) – 2015
- New Norway Distribution Upgrades (Camrose County) – 2014 to 2015
- Hamlets of Armena and Duhamel Water Servicing (Camrose County) – 2012 to 2014
- City of Lloydminster Truckfill / Demolition (City of Lloydminster) – 2014
- St. Paul to Elk Point Regional Water Transmission Line (Town of Elk Point) – 2012 to 2013
- Westlock Regional Raw Water Intake, Raw Water Storage, Raw Water Transmission and Treated Water Transmission Design (County of Westlock) – 2008 to 2013
- New Norway Infrastructure Review (Camrose County) – 2013
- Alexis New Building Water Services (Alexis First Nations) – 2011
- Clareview Stage 11 Water Servicing Study (City of Edmonton) – 2008

Sanitary Servicing

- New Norway Lagoon Rehabilitation (Camrose County) – 2017 to date
- Duffield Mechanical Evaporation System (Parkland County) – 2015 to 2016
- Town of Calmar Lift Station Construction (Town of Calmar) – 2014 to date
- Lloydminster Wastewater Treatment (City of Lloydminster) – 2015
- Chappelle Sanitary Pump Station (Brookfield Residential) – 2014 to 2015
- Hamlets of Armena and Duhamel Wastewater Servicing (Camrose County) – 2012 to 2014
- Birchwood Lagoon Receiving Watercourse Assessment (Brazeau County) – 2012 to 2013
- Duffield Sewage Lagoon Assessment (Parkland County) – 2013
- Wastewater Feasibility Study (Paul First Nation) – 2013
- Wastewater Feasibility and Sustainability Study (Camrose County) – 2011
- Ohaton Wastewater System Assessment (Town of Ohaton) – 2008 to 2009

Multi-Disciplinary

- Village of Bawlf Asset Management (Village of Bawlf) – 2017 to date
- Beaver County Water Regional Strategy (Beaver County) – 2017 to date
- Castor Asset Management (Town of Castor) – 2017 to date
- Northeast Anthony Henday Drive Owner's Engineer (Alberta Transportation) – 2011
- Terrace Heights Engineering Design Brief, Stormwater, Water and Sanitary Analysis (Town of Hinton) – 2007 to 2008
- Hunter Ridge Area Structure Plan, Water and Sanitary Analysis (St. Albert) – 2008

EDUCATION

University of British Columbia, 2006
Bachelor of Applied Science (Joint Environmental Engineering Program)

Additional Training

University of Alberta - Management Development for Professional Engineers and Geoscientists Certificate, 2018
The Institute of Asset Management - Asset Management Certificate, 2018

EMPLOYMENT HISTORY

ISL Engineering and Land Services
2007 to date
Project Manager / Project Engineer

AFFILIATIONS AND ACTIVITIES

American Society of Civil Engineering
The Association of Professional Engineers and Geoscientists of Alberta



Richard Tombs, P.Eng., C.Eng., MICheM

Senior Project Manager

Career Highlights

As a senior project manager with ISL's Water and Wastewater group, Richard is responsible for the design and execution of water and wastewater projects throughout their life cycle. This includes assessment, design, construction administration, commissioning, contract document preparation, and post construction services. Other duties include client liaison, coordination of design teams and business development.

Richard has over 20 years of experience in process engineering, including project management, design, and commissioning for numerous water and wastewater treatment projects; and the operation of water treatment plants in the United Kingdom. He is an active member of the water and wastewater industry, undertaking presentations and workshops on topics that have included membrane technology, piloting, chemical mixing, ultraviolet disinfection, and onsite generation of sodium hypochlorite and the assessment of wastewater treatment infrastructure.

Relevant Experience

Water Supply, Treatment, Storage and Distribution

- High Level Water Supply Assessment (Town of High Level) – 2018 to date
- Hinton WTP Feasibility Study (Phase 2) (Town of Hinton) – 2018 to date
- Hinton HVAC Cross Connection (Town of Hinton) – 2017 to date
- Camrose Lake Station Demolition (City of Camrose) – 2017 to date
- Camrose Reservoir & Pump Station Assessment (City of Camrose) – 2017 to date
- Spruce Grove Reservoir & Pumphouse (City of Spruce Grove) – 2017 to 2018
- Lloydminster Raw Water Pumps Operation (Relumen) – 2017
- Buffalo Pound Clarifier Channels (Buffalo Pound Water Administration Board) – 2016 to 2017
- Camrose PLC & SCADA Update (City of Camrose) – 2016 to 2018
- Camrose Water CAD Update (City of Camrose) – 2016 to 2017
- Elbow Firebase & Mclean Creek WTP (Alberta Parks) – 2016 to 2017
- Sikome WTP Assessment (Alberta Parks) – 2016 to 2017
- Nanton WTP Taste and Odour Study (Town of Nanton) – 2016
- Camrose Pump Review (City of Camrose) – 2015 to 2017
- Hinton WTP Transfer - includes Membrane Health Check/Assessment (Town of Hinton) – 2015 to date
- Lloydminster Water Master Plan & Waterworks System Assessment (City of Lloydminster) – 2014 to 2016
- Hinton WTP Fluoride Dosing (Town of Hinton) – 2015 to 2016
- Lloydminster Regional Hub Analysis (City of Lloydminster) – 2014 to 2015
- Lloydminster Truckfill / Demolition (City of Lloydminster) – 2014 to 2015
- Lloydminster WTP Cost Estimates (City of Lloydminster) – 2014 to 2015
- Beaumont Water System Pressure (Town of Beaumont) – 2015
- Drayton Valley Drinking Water Safety Plan Update (Town of Drayton Valley) – 2014
- Hinton WTP Support - includes Water Conservation Planning, Drinking Water Safety Plan Update (Town of Hinton) – 2013 to date
- Meander River WTP Design Update (Dene Tha' First Nation) – 2013 to 2014

Wastewater Collection and Treatment

- Lloydminster Lagoon Desludging (City of Lloydminster) – 2017 to date
- AGLC Waste Neutralization System (ONPA Architects) – 2016 to date
- Hardisty Lift Station Upgrade (Town of Hinton) – 2013 to 2015
- Lloydminster Wastewater Treatment Facility (City of Lloydminster) – 2013 to 2016

EDUCATION

University of Wales, 1994

Master of Engineering in Chemical Engineering

Additional Training

Integrated Project Delivery Bootcamp

TNS Sustainability 101

LRQA Internal Auditor

Developing a Process Based Management

System for ISO 9001: 2000

Institute of Safety and Occupational Health

(ISOH) Course

Workplace Hazardous Materials Information

System

WHMIS (Canada) / Hazard Communication (US)

Fire Extinguisher Training

OHSA Awareness Training (Canada)

Project Management Bootcamp

Health & Safety Training

Field Health & Safety Training

EMPLOYMENT HISTORY

ISL Engineering and Land Services

2015 to date

Senior Project Manager

ISL Engineering and Land Services

2013 to 2015

Project Manager

AECOM Canada Ltd.

2007 to 2013

Project Manager / Construction Administrator /

Senior Water Treatment Engineer

Black & Veatch Ltd., UK

2000 to 2007

Project Manager

North Surrey Water Ltd., UK

1997 to 2000

Process Engineer

General Utilities Projects Ltd, UK

1994 to 1997

Process Engineer

AFFILIATIONS AND ACTIVITIES

The Association of Professional Engineers and Geoscientists of Alberta

The Association of Professional Engineers and Geoscientists of Saskatchewan

Engineers and Geoscientists British Columbia

Engineering Council UK

Institution of Chemical Engineers

Western Canada Water





Priyanka Joshi, M.Sc., P.Eng.

Water/Wastewater Engineer

Career Highlights

As a Water and Wastewater Engineer-in-Training, Priyanka is focused on assessment, conceptual and detailed design, upgrading and retrofit design, construction contract administration, commissioning and developing operation and maintenance procedures for water and wastewater treatment plants.

Relevant Experience

Municipal Infrastructure

- Hinton Wastewater Master Plan (Town of Hinton) – 2017 to date
- Lloydminster WWTF Owner's Engineer (City of Lloydminster) – 2017 to date
- Alberta Gaming Liquor Commission (AGLC) Warehouse (ONPA Architects) (Alberta Infrastructure) – 2016 to date
- Camrose WaterCAD Update & Analysis (City of Camrose) – 2016 to 2017
- EMCOR Business Park Dev Review (Rocky View County) – 2016 to 2017
- 2017 Pump Station Rehab (City of Edmonton) – 2017
- Cardiff Sewer Assessments (Hamlet of Cardiff) – 2017 to date
- West Central ASP and LUB Amendments (City of Spruce Grove) – 2017
- Spokane Leroi WaterCAD Analysis (City of Roseland) – 2017
- General Engineering Services (Dene Tha' First Nation) – 2016 to 2017
- Infrastructure Assessment (Town of Picture Butte) – 2016 to 2017
- City of North Battleford WWTP ERA (City of North Battleford) – 2016 to 2017
- Lloydminster Wastewater Treatment (City of Lloydminster) – 2014 to 2016
- Lloydminster Water Master Plan (City of Lloydminster) – 2014 to 2016
- Comox Valley Regional District Wastewater Treatment Capacity Analysis (Comox Valley Regional District) – 2016
- Village of Pemberton Water Condition Assessment (Village of Pemberton) – 2016
- Lloydminster Regional Hub Analysis (City of Lloydminster) – 2014
- Big Lakes WTP/WWTF Reviews (M.D. of Big Lakes) – 2014
- Drayton Valley General Engineering (Town of Drayton Valley) – 2014

Prior to joining ISL, Priyanka experience includes;

- Presented portions of her Master thesis 'Effect of Pre-treatment using Ultrasound and Hydrogen Peroxide on Digestion of Waste Activated Sludge in an Anaerobic Membrane Bioreactor' at the 2013 Water Environment Federation Residual and Biosolids Conference.
- Represent the University of Windsor in the WEAO student design competition in providing a design and upgrade option for the Acton WWTP in Halton Hills, ON.

EDUCATION

University of Waterloo, 2014

Masters of Applied Science

University of Windsor, 2011

Bachelors of Applied Science (Honours)

EMPLOYMENT HISTORY

ISL Engineering and Land Services

2017 to 2018

Water/Wastewater Engineer-in-Training

ISL Engineering and Land Services

2014 to date

Junior Water/Wastewater Engineer

University of Waterloo

2011 to 2013

Graduate Student

University of Windsor

2010 to 2011

4th Year Environmental Engineer Student Representative

University of Windsor

2010 to 2011

Student Disability Services Proctor

University of Windsor

2008 to 2010

Student Disability Services Proctor

Forster Secondary School

2007

Teaching Assistant

AFFILIATIONS AND ACTIVITIES

Professional Engineers Ontario (PEO) EIT

The Association of Professional Engineers and Geoscientists of Alberta (APEGA) EIT

Water Environment Association of Ontario

Water Environment Federation (WEF), Member

AWARDS AND ACHIEVEMENTS

Cumulative GPA 83.96

DeMarco Environmental Engineering Award

Entrance Scholarship

Member of the Golden Key Honour Society

Outstanding Student Scholarship

WEAO Student Design Competition

Women in Engineering Scholarship

December 17, 2018

File: 25053

ISL Engineering and Land Services Ltd.
7909 – 51 Avenue
Edmonton, Alberta T6E 5L9

Attention: Mr. Wei Ming Chew, P.Eng.
Project Manager

**BAWLF SEWAGE TREATMENT PLANT
PROPOSAL FOR ASSESSMENT OF THE EXISTING LAGOON CONDITIONS**

Dear Sir:

Further to your request of December 4, 2018 and subsequent discussions, Thurber Engineering Ltd. (Thurber) is pleased to submit this cost estimate to carry out a site reconnaissance to assess the existing lagoon side slope conditions at the existing sewage treatment plant of the Village of Bawlf, Alberta.

It is a condition of this proposal that Thurber's performance of its professional services will be subject to the attached Statement of Limitations and Conditions.

1. BACKGROUND

The Lagoon is located approximately one kilometer southwest of Village of Bawlf. Thurber's 2014 investigations in 2014 indicated there was no significant seepage leaking from the existing lagoon at the time.

We understand that the Village of Bawlf is requesting a proposal for reviewing the existing facility in terms of capacity and treatment efficiency for a 20-year design period. An updated geotechnical assessment of the existing lagoon conditions is required to assist in ISL Engineering and Land Services Ltd. (ISL)'s assessment of the existing facility.

2. SCOPE OF WORK

It is understood that the scope of work will include the following:

1. Review existing geotechnical information at the sewage treatment plant
2. Site reconnaissance to assess the current conditions of the existing lagoon
3. Preparing a reporting summarizing the results of the site reconnaissance and providing geotechnical recommendations for remedial measures and/or further geotechnical investigation (if required).

In addition, we understand that groundwater sampling from the five monitoring wells installed around the existing lagoon for analytical testing may be required.



A total of eleven groundwater samples will be obtained from the existing five wells, the lagoon cells, creek and drainage trench. One duplicate water sample will also be taken as part of the quality assurance/quality control program. The samples will be stored in laboratory provided containers prior to the laboratory analytical analyses. Water samples will be analyzed for the following parameters:

- Routine Potability
- Total Kjeldahl Nitrogen
- Chemical Oxygen Demand
- Total and Fecal Coliforms.

The groundwater analytical testing results will be summarized in a letter.

3. SCHEDULE

The site reconnaissance will be carried out within one week of receiving approval to proceed. A geotechnical report summarizing the results of the site reconnaissance and providing geotechnical recommendations will be provided in one to two weeks after the site visit.

The groundwater sampling program can be undertaken within one week of receiving approval to proceed and the chemical analyses will take approximately 2 weeks to complete. The summary report will be provided approximately two to three weeks after completion of the chemical analyses.

4. ESTIMATED COST

The estimated cost to carry out the geotechnical assessment is \$4,000 (excluding GST). The estimated cost to carry out the groundwater sampling program is \$7,900 (excluding GST).

The work will be invoiced on a time and disbursement basis in accordance with the attached schedule of rates. We will not exceed the above cost estimate without prior notification and approval, in the event of a scope change.



5. CLOSURE

We trust that this methodology and cost estimate provide the information you require at present. Should you have any questions, please contact the undersigned at your convenience.

Yours truly,
Thurber Engineering Ltd.
Renato Clementino, Ph.D., P.Eng. 
Review Principal



Ada Lao, M.Eng., P.Eng.
Geotechnical Engineer
/meg

Attachment:

- Statement of Limitations and Conditions
- Schedule of Rates



STATEMENT OF LIMITATIONS AND CONDITIONS

1. STANDARD OF CARE

This Report has been prepared in accordance with generally accepted engineering or environmental consulting practices in the applicable jurisdiction. No other warranty, expressed or implied, is intended or made.

2. COMPLETE REPORT

All documents, records, data and files, whether electronic or otherwise, generated as part of this assignment are a part of the Report, which is of a summary nature and is not intended to stand alone without reference to the instructions given to Thurber by the Client, communications between Thurber and the Client, and any other reports, proposals or documents prepared by Thurber for the Client relative to the specific site described herein, all of which together constitute the Report.

IN ORDER TO PROPERLY UNDERSTAND THE SUGGESTIONS, RECOMMENDATIONS AND OPINIONS EXPRESSED HEREIN, REFERENCE MUST BE MADE TO THE WHOLE OF THE REPORT. THURBER IS NOT RESPONSIBLE FOR USE BY ANY PARTY OF PORTIONS OF THE REPORT WITHOUT REFERENCE TO THE WHOLE REPORT.

3. BASIS OF REPORT

The Report has been prepared for the specific site, development, design objectives and purposes that were described to Thurber by the Client. The applicability and reliability of any of the findings, recommendations, suggestions, or opinions expressed in the Report, subject to the limitations provided herein, are only valid to the extent that the Report expressly addresses proposed development, design objectives and purposes, and then only to the extent that there has been no material alteration to or variation from any of the said descriptions provided to Thurber, unless Thurber is specifically requested by the Client to review and revise the Report in light of such alteration or variation.

4. USE OF THE REPORT

The information and opinions expressed in the Report, or any document forming part of the Report, are for the sole benefit of the Client. NO OTHER PARTY MAY USE OR RELY UPON THE REPORT OR ANY PORTION THEREOF WITHOUT THURBER'S WRITTEN CONSENT AND SUCH USE SHALL BE ON SUCH TERMS AND CONDITIONS AS THURBER MAY EXPRESSLY APPROVE. Ownership in and copyright for the contents of the Report belong to Thurber. Any use which a third party makes of the Report, is the sole responsibility of such third party. Thurber accepts no responsibility whatsoever for damages suffered by any third party resulting from use of the Report without Thurber's express written permission.

5. INTERPRETATION OF THE REPORT

- a) Nature and Exactness of Soil and Contaminant Description: Classification and identification of soils, rocks, geological units, contaminant materials and quantities have been based on investigations performed in accordance with the standards set out in Paragraph 1. Classification and identification of these factors are judgmental in nature. Comprehensive sampling and testing programs implemented with the appropriate equipment by experienced personnel may fail to locate some conditions. All investigations utilizing the standards of Paragraph 1 will involve an inherent risk that some conditions will not be detected and all documents or records summarizing such investigations will be based on assumptions of what exists between the actual points sampled. Actual conditions may vary significantly between the points investigated and the Client and all other persons making use of such documents or records with our express written consent should be aware of this risk and the Report is delivered subject to the express condition that such risk is accepted by the Client and such other persons. Some conditions are subject to change over time and those making use of the Report should be aware of this possibility and understand that the Report only presents the conditions at the sampled points at the time of sampling. If special concerns exist, or the Client has special considerations or requirements, the Client should disclose them so that additional or special investigations may be undertaken which would not otherwise be within the scope of investigations made for the purposes of the Report.
- b) Reliance on Provided Information: The evaluation and conclusions contained in the Report have been prepared on the basis of conditions in evidence at the time of site inspections and on the basis of information provided to Thurber. Thurber has relied in good faith upon representations, information and instructions provided by the Client and others concerning the site. Accordingly, Thurber does not accept responsibility for any deficiency, misstatement or inaccuracy contained in the Report as a result of misstatements, omissions, misrepresentations, or fraudulent acts of the Client or other persons providing information relied on by Thurber. Thurber is entitled to rely on such representations, information and instructions and is not required to carry out investigations to determine the truth or accuracy of such representations, information and instructions.
- c) Design Services: The Report may form part of design and construction documents for information purposes even though it may have been issued prior to final design being completed. Thurber should be retained to review final design, project plans and related documents prior to construction to confirm that they are consistent with the intent of the Report. Any differences that may exist between the Report's recommendations and the final design detailed in the contract documents should be reported to Thurber immediately so that Thurber can address potential conflicts.
- d) Construction Services: During construction Thurber should be retained to provide field reviews. Field reviews consist of performing sufficient and timely observations of encountered conditions in order to confirm and document that the site conditions do not materially differ from those interpreted conditions considered in the preparation of the report. Adequate field reviews are necessary for Thurber to provide letters of assurance, in accordance with the requirements of many regulatory authorities.

6. RELEASE OF POLLUTANTS OR HAZARDOUS SUBSTANCES

Geotechnical engineering and environmental consulting projects often have the potential to encounter pollutants or hazardous substances and the potential to cause the escape, release or dispersal of those substances. Thurber shall have no liability to the Client under any circumstances, for the escape, release or dispersal of pollutants or hazardous substances, unless such pollutants or hazardous substances have been specifically and accurately identified to Thurber by the Client prior to the commencement of Thurber's professional services.

7. INDEPENDENT JUDGEMENTS OF CLIENT

The information, interpretations and conclusions in the Report are based on Thurber's interpretation of conditions revealed through limited investigation conducted within a defined scope of services. Thurber does not accept responsibility for independent conclusions, interpretations, interpolations and/or decisions of the Client, or others who may come into possession of the Report, or any part thereof, which may be based on information contained in the Report. This restriction of liability includes but is not limited to decisions made to develop, purchase or sell land.

	Lagoon Assessment Team					Total Hours	ISL Fees (\$)	Disbursements (\$)	Subconsultant (\$)	Total Fees (\$) Fees+Disb.
	Corporate Support Deon Wilner	Project Management Wei Hing Chew	Senior Technical Review Richard Tombs	Lagoon Assessment Priyanka Joshi	Drafting					
	\$217	\$161	\$187	\$132	\$128					
1.0 Task 1: Project Initiation and General Activities										
1.1 Project Management and Project Initiation	4	4				8	1,512	121		1,633
1.2 Collect all data pertinent to achieving the objectives of the study		2		4	2	8	1,106	88		1,194
Subtotal Hours	4	6	0	4	2	8				
Subtotal Amount	\$868	\$966	\$0	\$528	\$256		\$1,106	\$88	\$0	\$2,827
2.0 Task 2: Condition Assessment, Wastewater Sampling and Sludge Survey										
2.1 Conduct geotechnical review of lagoon		2		2		4	586	47	4,000	4,633
2.1 Conduct wastewater sample analysis		4		4		8	1,172	94	1,000	2,266
2.2 Conduct groundwater assessment (Optional)		2		2		4	586	47	7,900	8,533
2.3 Structural and field analysis memo		4	2	4	2	12	1,802	144		1,946
Subtotal Hours	0	12	2	12	2	28				
Subtotal Amount	\$0	\$1,932	\$374	\$1,584	\$256		\$4,146	\$332	\$12,900	\$17,378
3.0 Task 3: Appraisal of Current and Future Requirements for Service										
3.1 Determine the current population served		2		4		2	322	26		348
3.2 Conduct population projections		2		6		6	850	68		918
3.3 Determine design capacity		2		6		8	1,114	89		1,203
3.4 Confirm capacity requirements per regulations		2	2	6		10	1,488	119		1,607
3.5 Confirm regulatory requirement and estimate treatment limits		2	2	4		8	1,224	98		1,322
3.6 Design memorandum		2	2	8	2	14	2,008	161		2,169
Subtotal Hours	0	12	6	28	2	48				
Subtotal Amount	\$0	\$1,932	\$1,122	\$3,696	\$256		\$7,006	\$561	\$0	\$7,567
4.0 Task 4: Upgrade, Rehabilitation and Feasibility Assessment										
4.1 Identify rehabilitation and/or upgrade options	2	2	2	4		10	1,858	133		1,791
4.2 Determine and evaluate options against the upgrade criteria		2		8		10	1,378	110		1,488
4.3 Determine the most feasible upgrade option if needed		2	2	8		12	1,752	140		1,892
4.4 Upgrade and feasibility assessment		2	2	16	2	22	3,064	245		3,309
Subtotal Hours	2	8	6	36	2	54				
Subtotal Amount	\$434	\$1,288	\$1,122	\$4,752	\$256		\$7,852	\$628	\$0	\$8,480
5.0 Task 5: Final Report										
5.1 Draft report preparation		2	2	8		12	1,752	140		1,892
5.2 Review meeting and final report	2	2	2	2		6	1,130	90		1,220
5.3 Final report (collection of all memorandums)		2	2	2	2	8	1,216	97		1,313
Subtotal Hours	2	6	6	10	2	26				
Subtotal Amount	\$434	\$966	\$1,122	\$1,320	\$256		\$4,098	\$327	\$0	\$4,425
Total Project Costs										
Total Hours This Project	8	44	20	60	10	164				
Total Costs	\$ 1,736	\$ 7,084	\$ 3,740	\$ 11,880	\$ 1,280		\$ 25,720	\$ 2,058	\$ 12,900	\$ 40,678



SCHEDULE OF RATES May 2018

Professional Services Hourly Rate

Professional 7 (Chief Engineer & Specialist)	\$250
Professional 6	\$235
Professional 5	\$205
Professional 4	\$185
Professional 3	\$165
Professional 2	\$145
Professional 1	\$125

Technical Services Hourly Rate

Technician 6	\$145
Technician 5	\$128
Technician 4	\$113
Technician 3	\$103
Technician 2	\$93
Technician 1	\$78
Admin	\$75

Disbursements

Office Disbursements	8% of Fees
(communications, printing, engineers local travel, cameras, handheld GPS	
External Disbursements	Cost plus 10%
Rental vehicles where off-road use is required	Cost plus 25%
Subconsultants	Cost plus 10%
Company Vehicle Use	\$65/day + \$0.65/km
Specialized Field Equipment	Project Specific Rates
Colour Printing and Plotting	\$3.50/ft ²

Notes

- A 15% premium on the above rates will be charged for overtime when technician field work is requested on Saturdays, Sundays and Statutory Holidays.
- Fees and disbursements will be invoiced monthly. Payment is due within 30 days of the invoice date.
- Interest at 1.5% per month will be charged on overdue accounts.
- These rates do not include G.S.T.

cao@bawlf.com

From: Paul King <pking@county.camrose.ab.ca>
Sent: Wednesday, January 2, 2019 3:50 PM
To: Theresa Fuller; Jill Tinson; cao@bawlf.com; Village of Edberg; villgrn@telus.net; Village of Rosa lind; 'haylakes@syban.net'
Cc: Jody Yuha
Subject: Regional Assessment Review Services Agreement

Flag Status: Flagged

Good afternoon and Happy New Year to you all.

The Regional Assessment Review Services Agreement is set to expire on the 14th of May 2019. Clause 7.1 indicates that the agreement may be renewed with mutual consent of all parties. I am going to suggest that we renew this agreement for a further 5 year term, if you are interested in continuing your municipalities participation please obtain a motion from your council, that reads similar to the following:

"That the Council of (insert your municipalities name) mutually agree with Camrose County, the Town of Bashaw and the Villages of Bawlf, Bittern Lake, Edberg, Ferintosh, Hay Lakes and Rosalind (remove your respective municipality) to extend the Agreement for Regional Assessment Review Services for a period of five (5) years ending on May 14, 2024."

Please forward a copy of your resolution to me and I will compile and add to the file as well as send each municipality a compilation of those motions for your files.

thanks

Paul King P. Ag.

CAO

Camrose County

pking@county.camrose.ab.ca

t. 780-672-4446

c. 780-878-1282

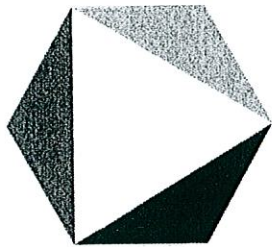
Skype/DID 587-769-0388



Interim CAO's Report

- I have had ongoing communication with Municipal Affairs re: accounts payable, upcoming election, budget, payroll, and property tax. LaRae and Tamara from Municipal Affairs are coming in on Friday at 9:30 am to go over some of the pressing issues.
- Lorna Clarke was hired on a casual/part time basis to assist with office administration and is proving to be invaluable.
- Auditor Brian King will be coming by in the next week to discuss the financial records and ensure that he has everything that he needs to perform the audit.
- Muniware Training Day – Tuesday April 2nd. I think this would be beneficial for me to attend. Assessments, taxation, reporting are all looming and this session focuses on those processes.

Erin Smyl
Interim CAO



MUNNWARE

Serving Our Clients Since 1978
Fueled by Clients... Driven by Passion

Special Training Day

When

Tuesday, April 2, 2019
Add to Calendar

Where

Sheraton Hotel
Board Room #3
Red Deer, AB T8R 1P7
Red Deer, AB



In conjunction with the LGAA Conference/Trade Show this year in Red Deer (AB), MuniWare is offering a special 1-day training session for clients!

Session Date: Tuesday, April 2, 2019

Session Time: 9 am to 4 pm

Session Cost: \$420.00 (includes GST)

Session Site: Sheraton Hotel

Board Room #3

Red Deer, AB

Registration Deadline: March 25, 2019

Included in this session:

- **General Overview** of HelpDesk, KnowledgeBase and Forums
- **Assessment & Taxation** - maintenance, assessments, tax rates, reporting and Query Wizard
- **General Ledger** - Setting up accounts, cleaning up accounts, custom reports
- **Month End** - Tips to help month end go

smoothly, actual cases of systems not balancing and how to find errors

- **Open Discussion**
- **Lunch** is included
- **MORE!!**



Cancellation/Refund Policy

- "Events" are training sessions (on-site or on-line), webinars, user groups or any other scheduled event.
- Events will be advertised in the presenter's local time zone.
- Cancellations must be directed to adminassist@muniware.com no later than 3 working days from date of event. Failure to attend without confirmation of cancellation will result in full invoicing charges for the registered event.
- Webinars with links will be provided to the registrant 48 hours prior to commencement of session via email or in a HelpDesk ticket. It is your responsibility to test the session link before the training session begins to ensure you can access it with reliable connectivity.
- Most technical glitches can be traced to your company's firewalls, security settings or other network issues. Please work with your IT Department to resolve issues in advance. Failure to attend due to technical difficulties at your site will result in full invoice charges. If technical glitches prevent access to the event, access to a recording will be granted, when possible.
- If a technical failure is due to unforeseen circumstances (ie: power, internet, phone outages), a full refund may be provided. Please let us know as soon as possible so a refund request can be granted on a case-by-case basis.
- If the event is cancelled by MuniWare, a full refund will be provided.
- Should you require assistance please contact adminassist@muniware.com.

Public Works

Submitted by: Justin Jacobsen Date: March 20 2019

PUBLIC WORKS:

Water & Sewer Lines, Lift Station, Lagoon, Reservoir, Wells:

- Sewer lines flowing good, no news is good news when it comes to sewer lines!!
- no water breaks yet. knock on wood!!! We do have one line to replace on Sanden street that let go beginning of January but was isolated between 2 valves at the intersection of Sanden/Molstad
- Lagoon has had no issues this winter, ran smoothly through the cold weather, crossover pipe for storage pond flowing good and muskrats left it alone this winter.
- Reservoir and Water Treatment facility using approximately 10L of chlorine every day, to maintain required level of dosage to achieve minimum standards at farther test points in town
- water checks and daily tests are done and weekend checks for chlorine dosage and water volumes are done

Roadways and Alleys:

- Standard Spring thaw so far, water everywhere, usual trouble spots are being watched and dealt with as needed
- snow covered/icy roads are being bladed as they melt and hopefully will dry up/freeze dry quickly, mother nature has the final say on when all that will be done and hopefully she keeps cooperating!!

Vehicles, Equipment, and Supplies:

- New skidsteer is working great, already close to 100hrs on it since Jan.1st,
- no major issues or repairs have been needed on equipment lately and hope things will continue to run smoothly

Other Information (including staffing, requests from residents, etc.):

- will need to look at hiring summer staff for upcoming season, have had a couple resumes dropped off already and no advertising has been done.
- Dave Fairless, Alberta Environment Inspector/compliance officer was out Mar.13 for a facility inspection. We are non-compliant on a few issues from 2017 that should have been dealt with in early 2018.
- EXOVA water testing for THMs, Chlorates, Bromates, and ABCD parameters (pesticides,organics,routine,Total Carbon) these will be tested and submitted to get back into compliance on that level. Total costs will be around \$2500-3000.
- Water reporting has not been completed for 2018 as of now. No entries have been submitted since spring of 2018. I am in the process of dealing with Dave Fairless and working toward getting everything back to compliance and learning the reporting end of things.
- Drinking water safety plan also needs to be revised and updated along with standard operating procedures manual
- Weekly water tests/microbiology continue to be submitted every Tuesday and have no issues.

2018 ACTION LIST

[illegible]

February 14, 2019

RECEIVED
FEB 19 2019
ES.

Attention: Tracy Ornsbee – CAO Village of Bawlf

John DeMerchant – Mayor Village of Bawlf

Re: Leonard Thompson - Letter of Resignation

Effective immediately, please consider this my official letter of resignation as a Village of Bawlf Council Member. For personal reasons, I am no longer able to commit to the duties of village councillor.

Going forward, I wish you as Village Council and Village Staff all the best.

Sincerely,


Leonard Thompson

Feb 20/2019

After consulting with my Doctor
about my high blood pressure & him
warning me that if it continues
I am subjecting myself to heart
attacks or stroke.

Therefore I have to get rid of
the stress in my life & to do
that I have to resign as Councillor
for the Village of Bawlf.

As of 21 Feb/2019

dt

Nenne
Adams