

County of Stettler No. 6 Committee of the Whole

*Held Thursday, February 22 2024, at 10:00 am
County of Stettler Council Chambers*

- 1. Call to Order**
- 2. Additions to the Agenda**
- 3. Delegation**
 - 3.1. Health & Safety Program Update (10:00 am)
- 4. Council’s Request for Information**
- 5. In-Camera Session**
- 6. Business Arising from the Minutes**
 - 6.1. Rural Fire Update
- 7. New Business**
 - 7.1. South Shore Traffic Study Discussion 2
 - 7.2. Long Table Supper & Farm to Fork Tour
 - 7.3. Fire Permits
- 8. Reports**
 - 8.1. Local Government Funding Formula Committee
- 9. Policy Review**
 - 9.1. PW 2.04 – County Equipment Usage – Villages, Summer Villages and School Divisions 39
 - 9.2. PW 2.22 – Disposal of Culverts 40
 - 9.3. PW 2.23 – Disposal of Grader Blades 41
 - 9.4. AF 6.04 – Records Retention and Disposition 42
 - 9.5. AF 6.17 – Procurement, Disposition and Tendering 51
 - 9.6. AF 6.23 – Community Investment Program 58
- 10. Next Meeting**

Thursday, March 28, 2024
- 11. Adjournment**



**SOUTH SHORE GROWTH NODE TRAFFIC
STUDY**
Final Report

January 11, 2024

Prepared for:
County of Stettler No. 6

Prepared by:
Stantec Consulting Ltd.

Project Number:
113678537

South Shore Growth Node Traffic Study

The conclusions in the Report titled South Shore Growth Node Traffic Study are Stantec's professional opinion, as of the time of the Report, and concerning the scope described in the Report. The opinions in the document are based on conditions and information existing at the time the scope of work was conducted and do not take into account any subsequent changes. The Report relates solely to the specific project for which Stantec was retained and the stated purpose for which the Report was prepared. The Report is not to be used or relied on for any variation or extension of the project, or for any other project or purpose, and any unauthorized use or reliance is at the recipient's own risk.

Stantec has assumed all information received from County of Stettler No. 6 (the "Client") and third parties in the preparation of the Report to be correct. While Stantec has exercised a customary level of judgment or due diligence in the use of such information, Stantec assumes no responsibility for the consequences of any error or omission contained therein.

This Report is intended solely for use by the Client in accordance with Stantec's contract with the Client. While the Report may be provided by the Client to applicable authorities having jurisdiction and to other third parties in connection with the project, Stantec disclaims any legal duty based upon warranty, reliance or any other theory to any third party, and will not be liable to such third party for any damages or losses of any kind that may result.

Prepared by: _____
Lindsay Haskins, P.Eng.

Reviewed by: _____
Patrick Wong, P.Eng.

Table of Contents

1	INTRODUCTION.....	1
1.1	Project Intent	1
1.2	Project Background	2
2	EXISTING CONDITIONS	4
2.1	Road Network	4
2.2	Traffic Volumes	6
2.3	White Sands Travel Survey	9
3	FUTURE CONDITIONS	11
3.1	Development Plans (IDP)	11
3.2	Trip Generation	12
4	ROAD NETWORK EVALUATION	14
4.1	Improvement Options	14
4.2	Traffic and Cost Impacts	17
4.3	Evaluation Criteria	18
4.4	Evaluation Results	19
5	TRAFFIC VOLUME PROJECTIONS	21
5.1	Background Growth	21
5.2	Trip Distribution & Assignment	21
5.3	Design Volumes	21
6	TRANSPORTATION ANALYSIS	26
6.1	Roadway Assessment	26
6.1.1	Bayview Street	27
6.2	Signal Warrant Analysis	27
6.3	Intersection Treatment Analysis	29
6.4	Intersection Capacity Analysis	30
7	RECOMMENDATIONS.....	32
7.1	Summary of Improvements	32
7.2	Cost Estimates	32
7.3	Conclusions	34

LIST OF APPENDICES

- APPENDIX A TRAFFIC COUNT DATA
- APPENDIX B SIGNAL WARRANT ASSESSMENTS – SCENARIO ONE
- APPENDIX C SIGNAL WARRANT ASSESSMENTS – SCENARIO TWO
- APPENDIX D INTERSECTION TREATMENT ANALYSES – SCENARIO ONE
- APPENDIX E INTERSECTION TREATMENT ANALYSES – SCENARIO TWO
- APPENDIX F INTERSECTION CAPACITY ANALYSES – SCENARIO ONE
- APPENDIX G INTERSECTION CAPACITY ANALYSES – SCENARIO TWO
- APPENDIX H COST ESTIMATES



1 Introduction

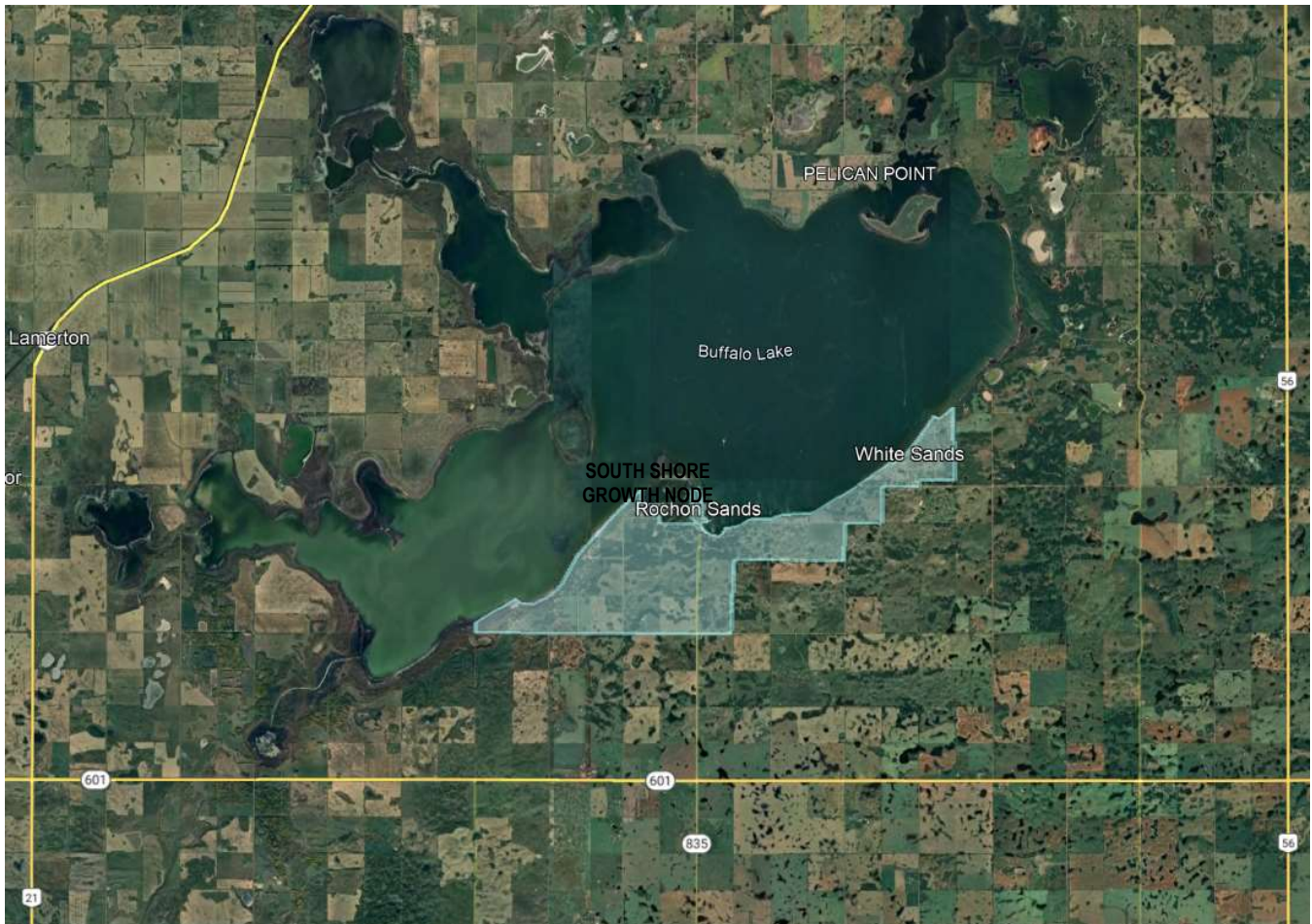
1.1 Project Intent

The South Shore Growth Node is located along the south shore of Buffalo Lake, northwest of the Town of Stettler. The Growth Node includes the Summer Villages of Rochon Sands and White Sands and the surrounding areas, located within the County of Stettler.

The County of Stettler has retained Stantec Consulting Ltd. (Stantec) to undertake a traffic study to identify the long-term intersection and road network improvements needed to accommodate traffic and manage traffic-related impacts as the South Shore growth node is further developed.

The location of the South Shore Growth Node is shown in **Figure 1.1**.

Figure 1.1 – Stettler South Shore Growth Node Location



South Shore Growth Node Traffic Study

1 Introduction

January 12, 2024

The following project objectives were identified by the County:

- Identify the best routes to upgrade to disperse traffic, avoid putting excessive traffic load on Bayview Street, and provide the best value for capital cost involved based on full build out of the entire growth node (County lands and lands in the two Summer Villages).
- Identify the improvements needed to municipally controlled intersections and provincially controlled intersections based on the results of objective 1 above.
- Identify interim measures to manage and direct traffic until such time as the long-term road network has been constructed (i.e. seasonal access gate along Bayview Street east of the marina or similar measures).
- Provide cost estimates of options and improvements to allow consideration in decision making and setting of funding and cost recovery mechanisms.

1.2 Project Background

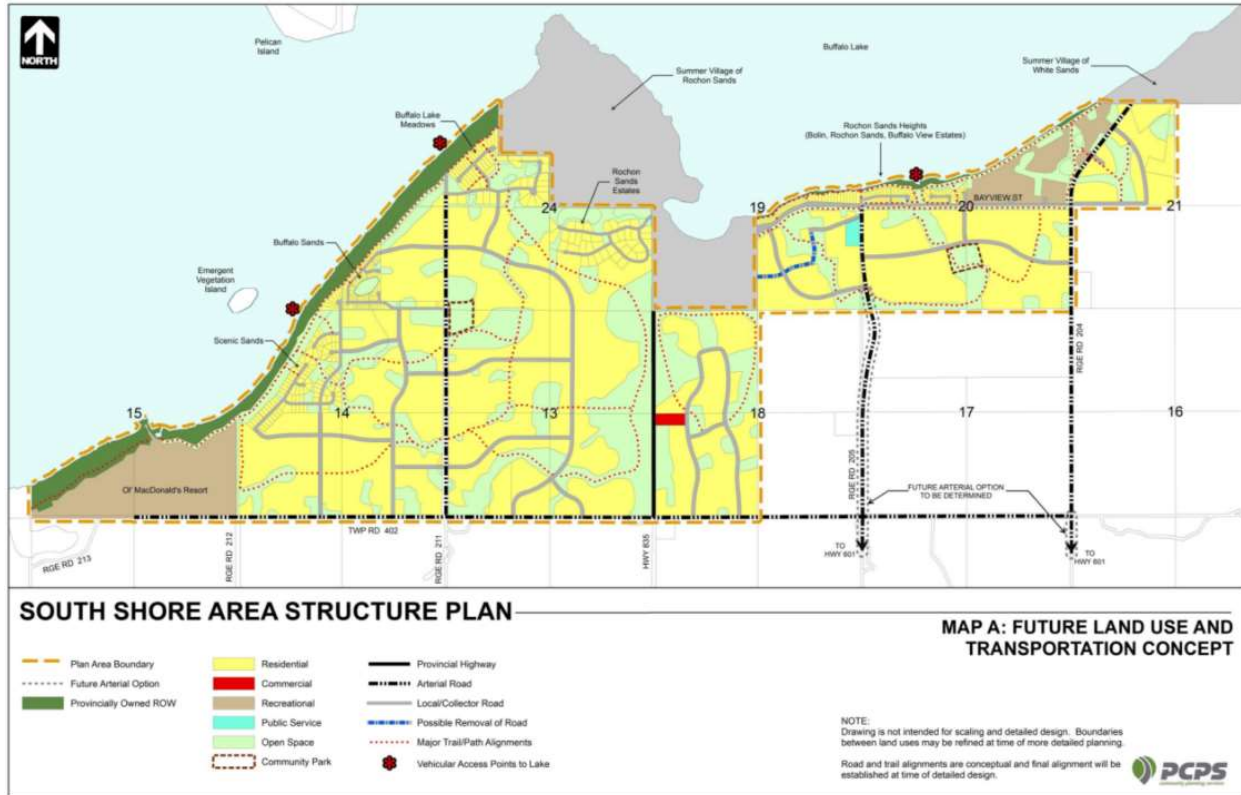
The Buffalo Lake Intermunicipal Development Plan (IDP) was developed in 2009 and updated in 2021 to establish policies and principles to manage the use of lands adjacent to Buffalo Lake to protect the character and environment of the area. The plan limits the amount of development surrounding the lake by rationing the number of development units allowed. An overall density of approximately 0.9 development units per gross acre is allowed, which works out to approximately 3,900 total development units for the South Shore Growth Node. Based on the existing development in place, additional development of approximately 2,300 units can be expected.

The South Shore Area Structure Plan (ASP) was completed in 2021 to guide the development of the County lands in the area. The ASP identifies that the transportation network will need to be expanded to accommodate this growth and recommends further study on vehicle access plans. **Figure 1.2** illustrates the future transportation concept from the IDP, showing two options to improve the roadway network: extension of Range Road 20-4 south to Highway 601, or construction of Range Road 20-5 between Bayview Street and Township Road 40-2 and extension south to Highway 601.



South Shore Growth Node Traffic Study
1 Introduction
 January 12, 2024

Figure 1.2 – IDP Map A: Future Land Use and Transportation Concept



2 Existing Conditions

2.1 Road Network

Existing access to the area is via Highway 601 to the south, Highway 56 to the east and Highway 835 which bisects the Plan Area. The local road network includes the following roadways:

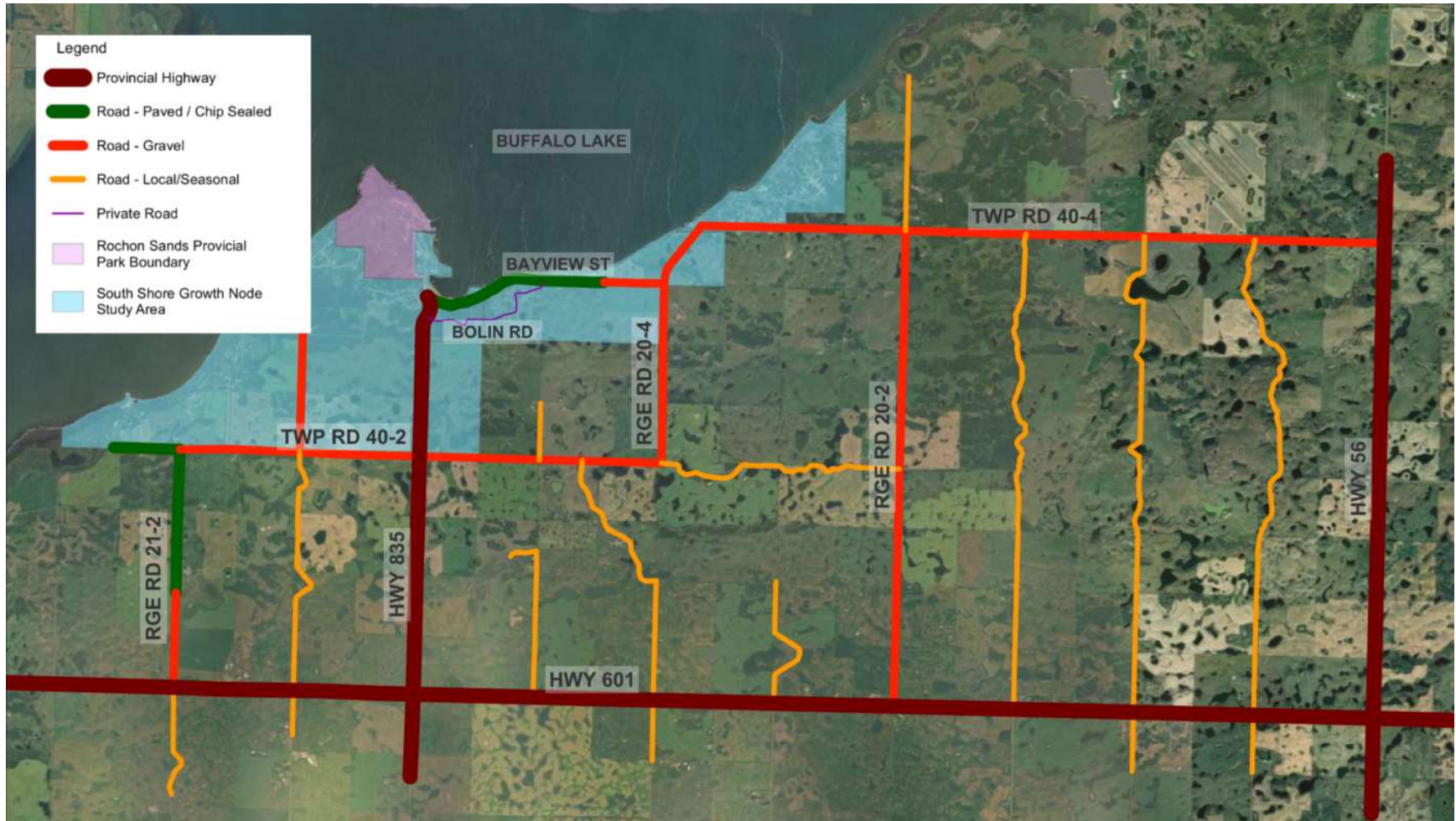
- Township Roads 40-2 and 40-4, providing east-west connections through the area. Both are gravel roadways.
- Range Roads 20-2 and 21-2, providing north-south connections between the development area and Highway 601. Range Road 20-2 is a gravel road; Range Road 21-2 was previously chip sealed however due to structure and traffic volumes the road is in need of major repairs.
- Local/seasonal/discontinuous roadways including Range Roads 20-4, 20-5, and 21-1
- Bayview Street, an east-west road traveling between Highway 835 and Range Road 20-4. This road services the recently developed subdivisions and RV park and provides a connection to White Sands. There are a number of houses fronting this street, making it less desirable for through traffic.
- Further discussion of traffic concerns on Bayview Street
- Bolin Road, a private road south of Bayview Street previously used during construction of Paradise Shores. The road is unpaved and has tight curves but does connect Highway 835 to the junction of Marina Crescent on Bayview Street. This bypasses a large number of properties along Bayview Street and if upgraded to County Standards, could serve to split traffic volumes along Bayview Street.

The existing road network is illustrated in **Figure 2.1**.



South Shore Growth Node Traffic Study
2 Existing Conditions
January 12, 2024

Figure 2.1 – Study Area Road Network



2.2 Traffic Volumes

Existing traffic data in the project area was available from a variety of sources:

- County traffic count program – collected via radar on several local roadways on an annual basis.
- Alberta Transportation and Economic Corridors (ATEC) traffic count program – collected roughly every five years, with annual data extrapolated from these counts. ATEC provided 2023 traffic data for Highway 835, and 2021 traffic data was available for Highway 56.
- Stantec traffic data collection – completed via road tubes over a 7-day period in September 2023 to supplement the above sources.

Traffic data is included in **Appendix A**.

The tube counts collected by Stantec were able to observe weekly patterns and compare weekday versus weekend traffic volumes. On Highway 835 and Township Road 40-2, weekend volumes were found to be approximately 30% higher than weekday volumes; however, on Township Road 40-4, volumes were found to be approximately 30% lower than weekday volumes. The September traffic counts were also used to determine the relationship between the daily traffic volumes and the peak hour traffic volumes. The data showed that the morning and evening peak hours were approximately 8% and 10% of the daily volumes, respectively.

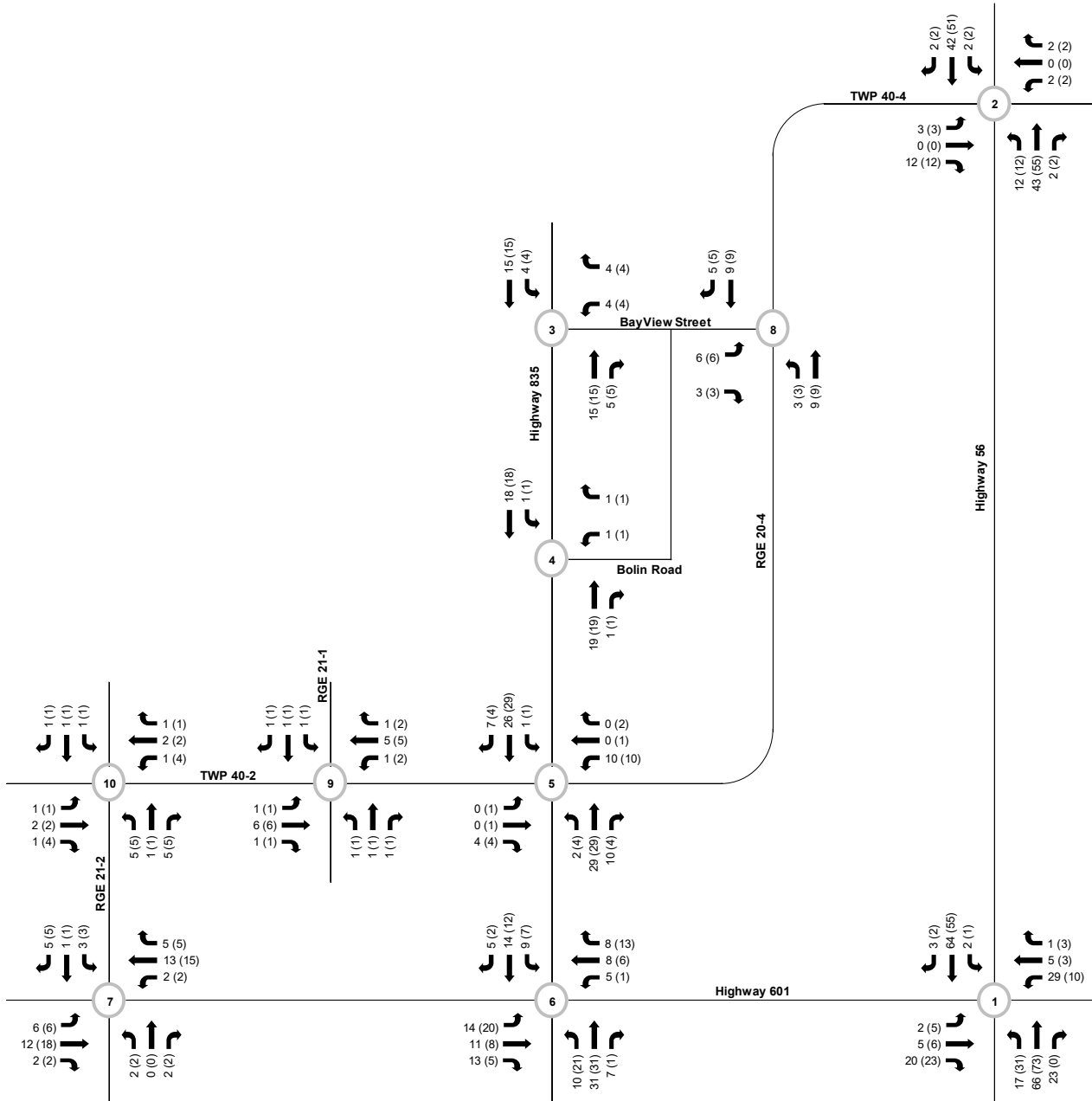
It should be noted that the counts were collected in mid-September, which is considered to be the shoulder season. Traffic volumes are likely higher in the peak of the summer; however, the raw data from the September counts were not used directly for subsequent analysis, they were only used for the relative factors described above. The raw data from the County and ATEC were used and represent summer traffic volumes.

The available traffic volumes were carried through to the adjacent intersections where counts were not available, and the turning movements were estimated based on the existing developments in the area.

The resulting estimated existing peak hour traffic volumes are illustrated in **Figure 2.2**. The existing daily traffic volumes were estimated using the PM peak hour x 10, as observed from the available traffic data. These daily volumes are illustrated in **Figure 2.3**.



Figure 2.2 – Existing (2023) Peak Hour Traffic Volumes



Note: Schematic does not reflect actual road locations or distances between intersections



South Shore Growth Node Traffic Study
 2 Existing Conditions
 January 12, 2024

Figure 2.3 – Existing (2023) Daily Traffic Volumes

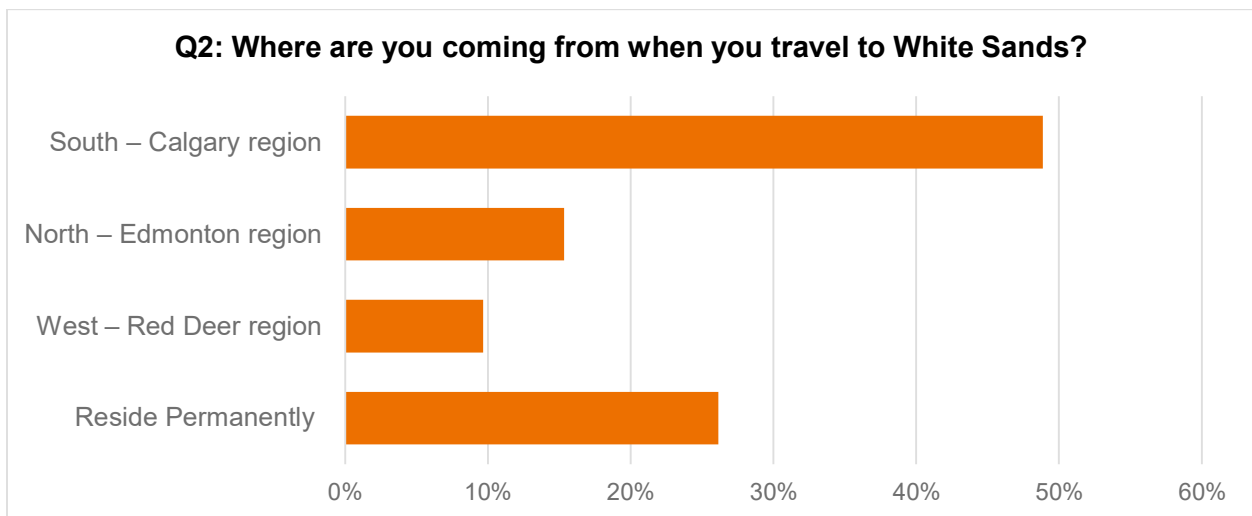
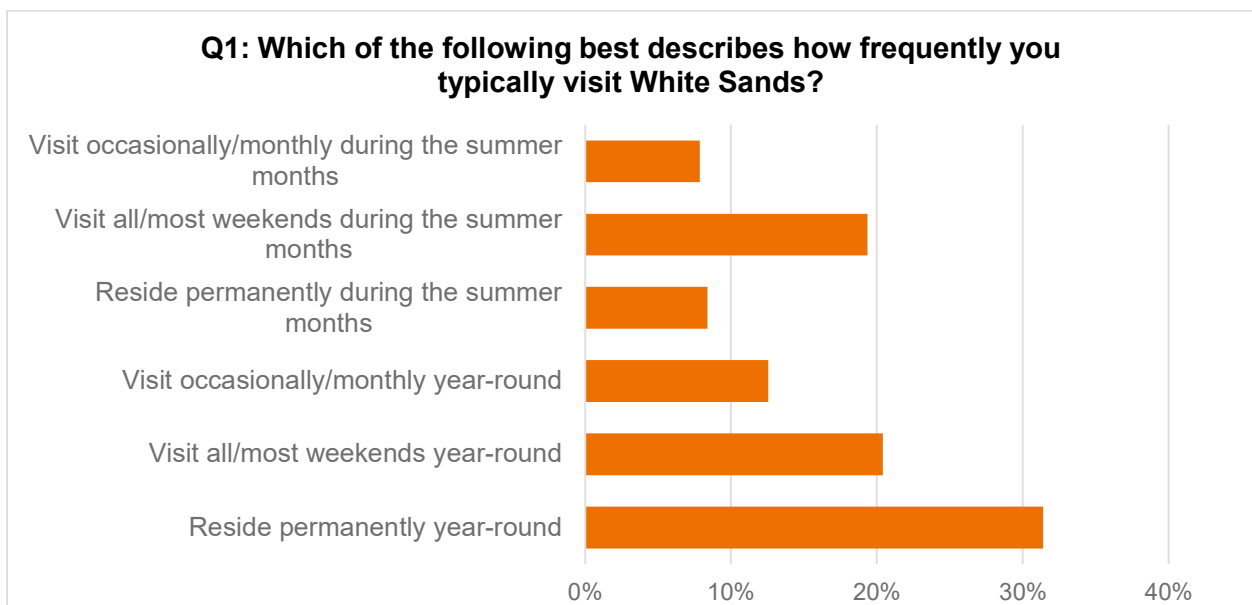


2.3 White Sands Travel Survey

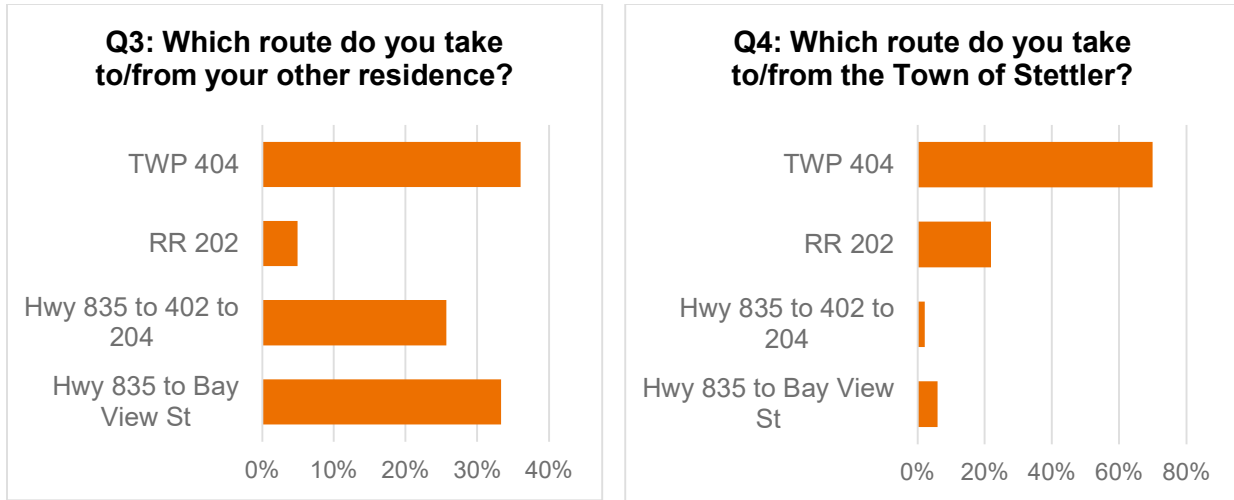
A travel survey questionnaire was distributed to the residents of White Sands to better understand their travel behaviours. White Sands was selected as the recipients of the survey simply due to the opportunity provided by the White Sands Administration.

This information is useful to understand the context of the area and how the residents and visitors generally use the road network in the area. Information such as frequency and seasonality of visits, travel origins and destinations, and preferred travel routes were collected.

Approximately 200 responses were received, and the responses are summarized below.

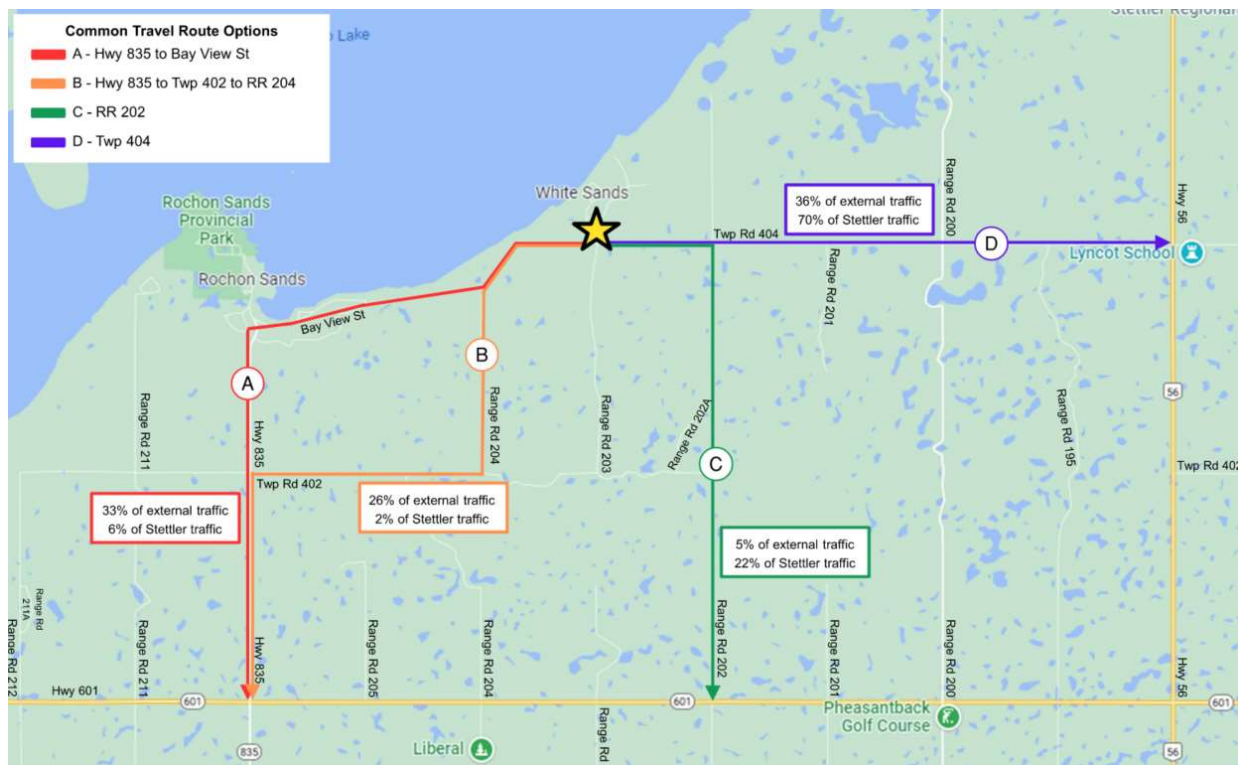


South Shore Growth Node Traffic Study
2 Existing Conditions
 January 12, 2024



The responses to Questions 3 and 4 are further summarized in **Figure 2.3**.

Figure 2.3 – Travel Survey Trip Distribution



3 Future Conditions

3.1 Development Plans (IDP)

The South Shore Growth Node Includes the Summer Villages of Rochon Sands and White Sands, and several smaller existing subdivisions within the County. The future development areas in the County have been broken into three overall areas (Areas A, B, and C) as well as several sub-areas, as illustrated in Figure 3.1.

Figure 3.1 – Development Areas



The County provided detailed information regarding the existing and projected development units for each area. These are summarized in Table 3.1.

Table 3.1 – Existing and Projected Development Units by Area

SUB AREA	Existing Units ¹	Projected "New" Units	Total Units at Full Build Out
Summer Village of Rochon Sands (R1 & R2)	168	162	330
Rochon Sands Provincial Park	124	62 ³	186
Summer Village of White Sands	427	78	505
County of Stettler Existing Subdivisions ¹	432	26	458
Area A1	458	400	858
Area B (B1 to B10)	15	679	694
Area C (C1 to C8)	12	947	959
TOTAL	1636	2354	3990

¹ Existing units include approximately 163 developed but vacant units

² County of Stettler Existing Subdivisions includes: Scenic Sands, Buffalo Sands, Buffalo Lake Meadows, Rochon Sands Estates, and Rochon Sands Heights.



³ Note that the Provincial Park is not included in the development restriction for the area

3.2 Trip Generation

Additional traffic related to the build out of the South Shore Growth Node was estimated based on the 2,292 projected new development units as well as the 163 existing vacant lots, for a total of 2,455 units.

The development units are expected to be a mix of single family homes and RV sites. Trips were calculated based on rates from the Institute of Transportation Engineers (ITE) Trip Generation Manual (11th Edition).

- Land Use 210 – Single-Family Detached Housing:
 - AM Peak Hour: 0.7 trips/unit
 - PM Peak Hour: 0.94 trips/unit

- Land Use 416 – Campground/Recreational Vehicle Park
 - AM Peak Hour: 0.21 trips/unit
 - PM Peak Hour: 0.27 trips/unit

It is expected that the single family residences will not generate as much traffic as suggested in the ITE Manual, due to the recreational nature of the area. Therefore, a custom rate was used for the single family sites, using a blend of the Land Use 210 and 416 rates, as shown below:

- Custom Rate – Single-Family:
 - AM Peak Hour: 0.46 trips/unit
 - PM Peak Hour: 0.62 trips/unit

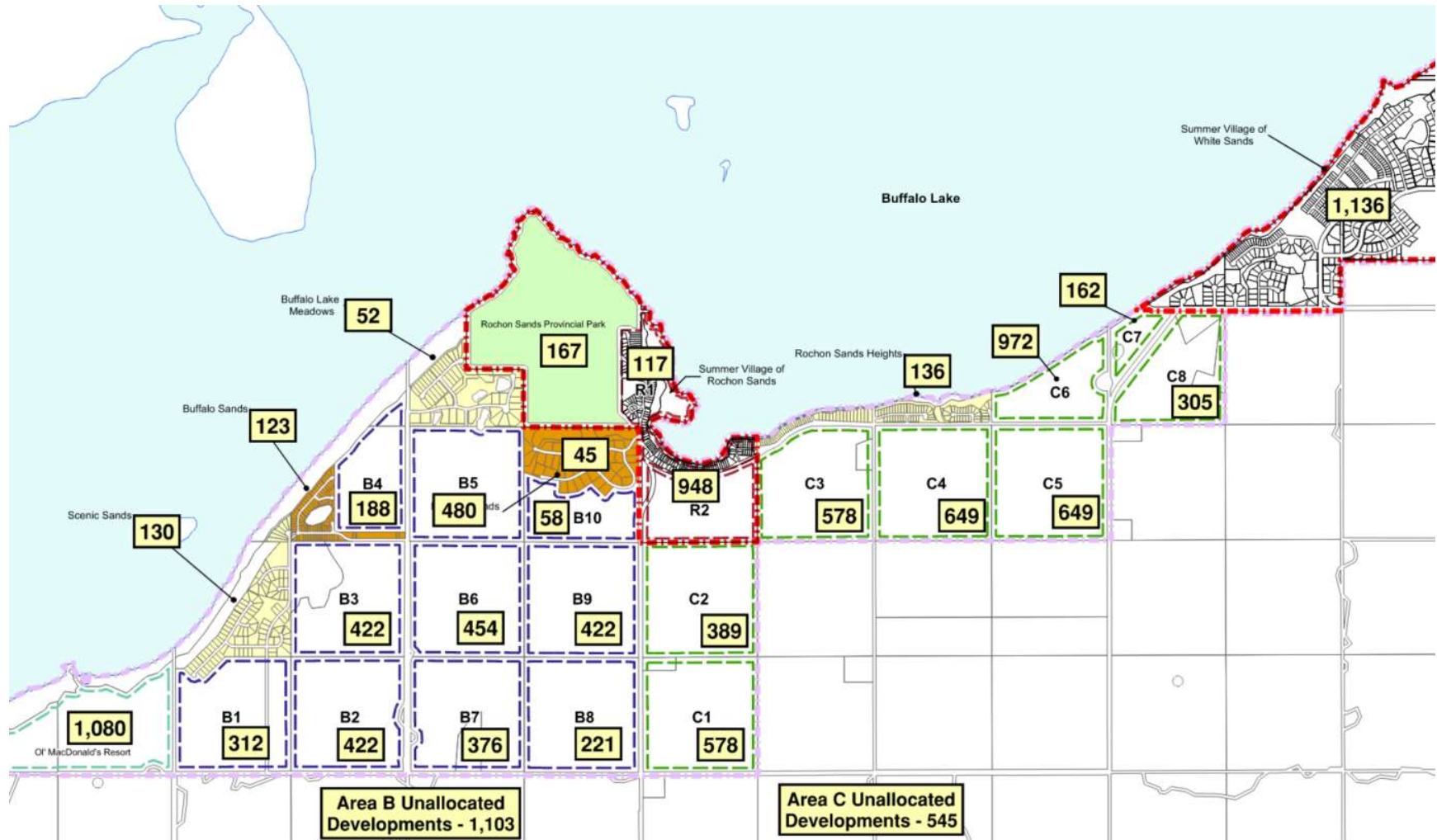
Daily rates are expected to be approximately 10 times the PM peak hour rates. Based on these assumptions, full build out of the area (2,455 added units) will add approximately 15,000 new trips to the network daily. The breakdown of new daily trips generated by the projected development in each sub area is illustrated in **Figure 3.2**.

Note that representatives of the County and Summer Villages observed that existing traffic volumes seem to be lower than what these trip generation rates suggest, indicating that the rates selected represent a conservative estimate for future development.



South Shore Growth Node Traffic Study
3 Future Conditions
January 12, 2024

Figure 3.2 – Daily Trip Generation by Development Areas – New Development Only



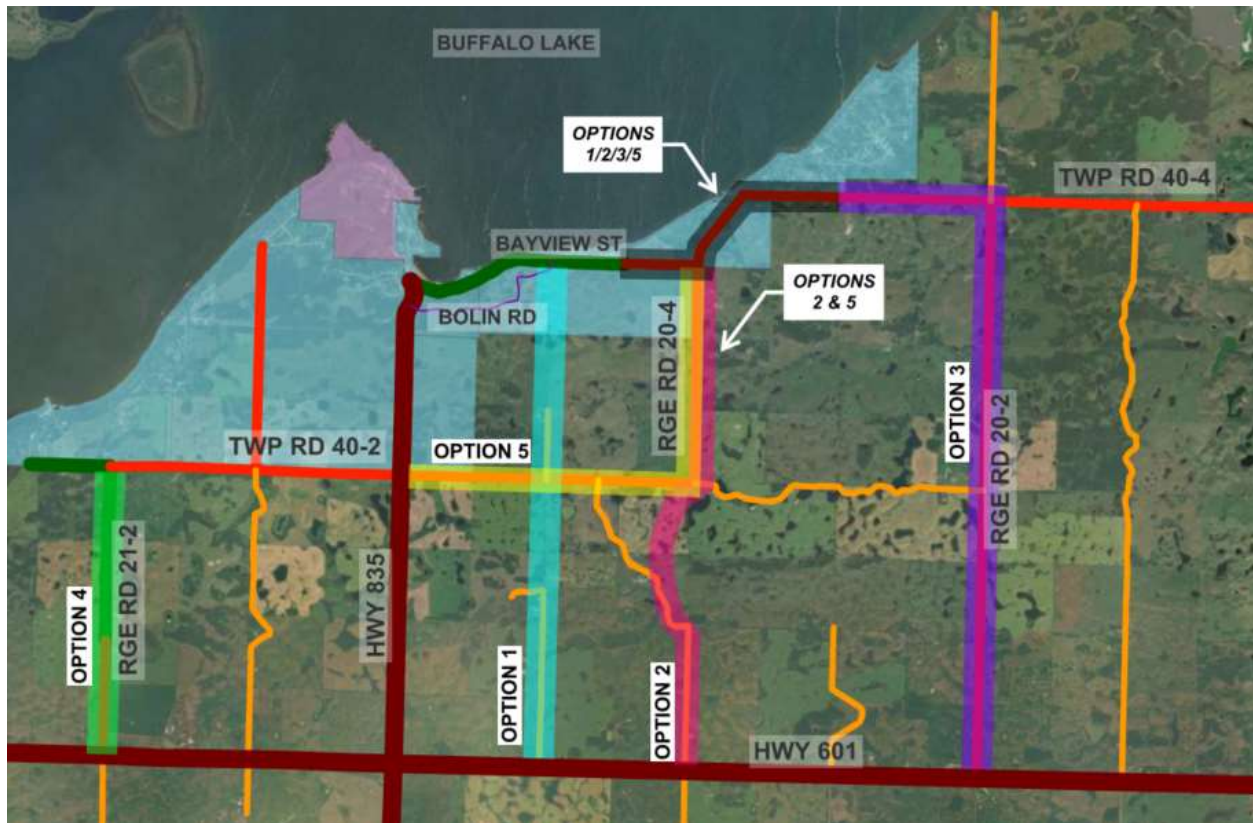
4 Road Network Evaluation

4.1 Improvement Options

Through discussion with County Administration, five road network improvement scenarios were identified. For each option it was assumed that the selected roadway would be constructed or improved to a paved roadway standard, thus providing an alternate higher order route option for residents to access the surrounding Provincial Highway network and entice traffic to use the selected routes.

The improvement options are illustrated in **Figure 4.1**.

Figure 4.1 – Road Network Improvement Options



Note that Options 1, 2, 3, and 5 all include upgrades to Bayview Street and Township Road 40-4 up to the White Sands access. The options are described in greater detail below.



Option 1



Option one involves the construction of Range Road 20-5 from Highway 601 to Bayview Street. This corridor is an undeveloped road allowance which includes two short segments of local roads serving private residences.

Selecting this option would require upgrading these segments and constructing the missing links between them. This option also includes upgrades to Bayview Street and Township Road 40-4 up to the White Sands access.

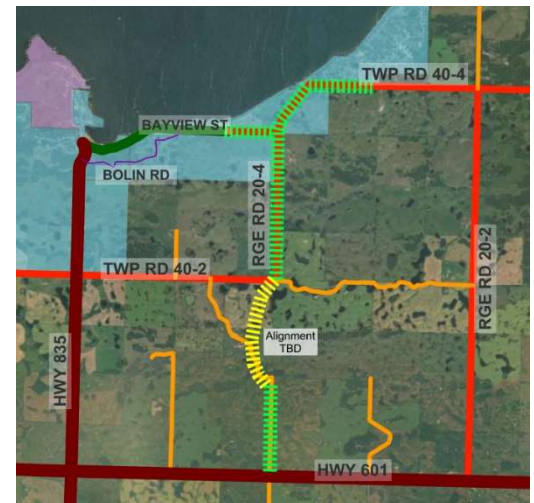
In total, this option includes approximately 2.9 km of new roadway and 5.5 km of upgrades to existing local roads.

Option 2

Option two involves the improvement of Range Road 20-4 from Highway 601 to Township Road 40-4. From Highway 601 to Township Road 40-2, this corridor is a local/seasonal road which meanders to the west in the northern section. North of Township Road 40-2 it is a gravel roadway.

Selecting this option would require upgrading the existing roads and constructing a new road to connect the north and south segments. The terrain in this area is quite challenging and the new alignment would need to curve around the existing ponds, requiring additional land for the new alignment. This option also includes upgrades to Bayview Street and Township Road 40-4 up to the White Sands access.

In total, this option includes approximately 1.9 km of new roadway and 6.8 km of upgrades to existing roads.



Option 3

Option three involves the improvement of Range Road 20-2 from Highway 601 to Township Road 40-4, and Township Road 40-2 from Range Roads 20-4 to 20-2.

These corridors are existing gravel roadways. Selecting this option would require upgrading the existing roads. This option also includes upgrades to Bayview Street.

In total, this option includes approximately 11 km of upgrades to existing roads.

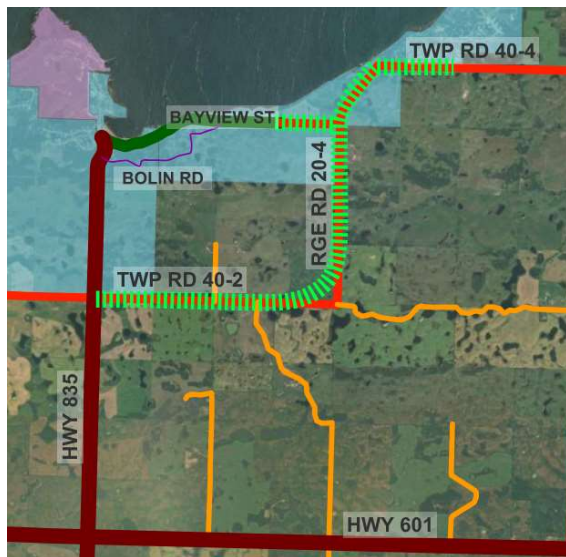


Option 4

Option four involves the improvement of Range Road 21-2 from Highway 601 to Township Road 40-2.

This corridor is an existing gravel roadway, which has previously been chip-sealed but is in poor condition. Selecting this option would require upgrading the existing road.

In total, this option includes approximately 3.2 km of upgrades to the existing road.



Option 5

Option five involves the improvement of Township Road 40-2 from Highway 835 to Range Road 20-4, and Range Road 20-4 from Township Road 40-2 to Township Road 40-4. These corridors are existing gravel roadways.

Selecting this option would require upgrading the existing roads and constructing a new curve at the existing T-intersection, which would require some additional road right-of-way. This option also includes upgrades to Bayview Street.

In total, this option includes approximately 8.5 km of upgrades to existing roads.

Bolin Road

The Bolin Road, a private road south of Bayview Street, was initially considered as an alternative travel route for east-west traffic. However, the existing road does not meet the required design standards due to its many tight curves and steep grades. Significant improvements would be required to bring it up to the appropriate standards. Additionally, the Bolin Road terminates approximately halfway along the Bayview Street corridor, so any traffic using it would still be utilizing Bayview Street as well, diminishing the potential benefit of the roadway. Ultimately, it was not selected as an improvement option for further evaluation.



4.2 Traffic and Cost Impacts

Each improvement scenario was assessed to identify the benefits, constraints, and challenges, and estimate rough order-of-magnitude costs for roadway improvements.

Traffic Volumes

The projected traffic volumes (Section 3.2) were distributed for each scenario to favour improved roadways over gravel or dirt, still considering shortest travel times and logical paths. This was done at a high-level, estimating daily volumes on each roadway. The resulting projected daily traffic volumes are summarized in **Table 4.1**.

Table 4.1 – Future Daily Traffic Demand (AADT) by Option

Roadway	NO BUILD ¹	Opt 1: RR 20-5	Opt 2: RR 20-4	Opt 3: RR 20-2	Opt 4: RR 21-2	Opt 5: TWP 40-2 / RR 20-4
RR 21-2	5,350	5,350	5,350	5,350	7,250	5,350
TWP 40-2 West	7,650	7,650	7,650	7,650	5,750	7,650
TWP 40-2 East	3,200	2,100	2,100	2,050	3,200	3,950
RR 20-5	-	4,900²	-	-	-	-
RR 20-4	3,250	2,150	4,700	2,150	3,250	4,050
RR 20-2	700	700	700	2,900	700	700
TWP 40-4 West	3,000	3,000	3,000	4,600	3,000	3,000
TWP 40-4 East	2,350	2,350	2,350	1,550	2,350	2,350
Bay View St	2,100	1,400	1,400	1,600	2,100	1,300

¹ The No Build Option represents the traffic impacts if full development occurs, but no roadway improvements are completed

² The bolded numbers represent the “selected” corridor for each option

Cost Estimates

Cost estimates for each option were developed to inform the evaluation and selection process. At the functional level, these order-of-magnitude cost estimates carry an additional 50% contingency to account for future design costs and allow for unforeseen expenses. These costs generally include earthwork, pavement structure, landscaping, and signage and paint markings. They rely on typical unit rates for civil infrastructure modifications and linear metre assumptions. The order-of-magnitude cost estimates for each option are summarized in **Table 4.2**.

Table 4.2: Conceptual Cost Estimates

Improvement Option	Length (km)	OPC	Cost/m
Opt. 1: Range Road 20-5	8.5	\$ 15,089,000	\$ 1,784
Opt. 2: Range Road 20-4	8.7	\$ 14,567,000	\$ 1,671
Opt. 3: Range Road 20-2	11.0	\$ 16,371,000	\$ 1,484
Opt. 4: Range Road 21-2	3.2	\$ 5,551,000	\$ 1,719
Opt. 5: TWP RD 40-2 and RR 20-4	8.5	\$ 13,094,000	\$ 1,542



Note that these costs do not include land acquisition which would likely be needed for all options, and particularly those with new road segments. They also do not include costs for intersection upgrades. More detailed cost estimates will be included in Section 7.

Through discussion with the County and Summer Villages, Option 4 (Range Road 21-2) was removed from consideration. With its geographical location farther away from the other options, it should not be evaluated against them. Improvements are likely needed on this road in the future regardless of the option selected, as it is the only way to serve the development area west of Highway 835. It was not further evaluated as part of this study.

4.3 Evaluation Criteria

A Multiple Account Evaluation (MAE) process was undertaken to assess the four options to identify a preferred option. MAE is a consensus-based evaluation and decision-making tool which involves the assessment of alternatives against various criteria grouped into overarching categories, or “accounts.” The process compares the respective benefits, costs, and impacts of the projects in order to rank and or select a preferred option.

The criteria were developed based on ATEC’s MAE guidelines, with input from the County and Summer Villages and consideration of the specific project needs. Weighting was applied to each of the criteria to reflect the relative priority and importance of the factors being considered. The final evaluation criteria and weighting are summarized in **Table 4.1**.

Table 4.1: Evaluation Criteria

Account/Category	Criteria	Description	Weighting
Financial	Construction Cost	Preliminary/order-of-magnitude construction cost estimate	25.0%
	Maintenance Costs	Per-km cost for maintenance	12.0%
	Constructability	Potential impact to traffic operations during construction	2.0%
User Benefit	User Demand	Projected volumes indicate the roadway will serve the growth area well	5.0%
	Network Connectivity	Connection to and impact to provincial road network; Connection between areas - e.g., emergency response access	10.0%
	Travel Time	Consider route length, reduced speed areas, etc.	5.0%
	Driver Comfort	Vertical grades, horizontal curves	5.0%
Impacts	Wildlife / Habitat Conservation	Visual assessment of environmental constraints to identify potential wetland and/or wildlife impacts	5.0%
	Development Impacts	Does the alignment encroach into any farmland, homesteads, or other facilities	2.0%
Community Sustainability	Accommodate Urban Growth / Land Use Planning	Ability to accommodate future growth, potential for future frontage development	10.0%
	Traffic Distribution	Ability for each community to independently manage its own traffic demand	5.0%



	Municipal traffic concerns	Improvement to municipal traffic concerns (e.g., shortcutting on Bayview St.)	10.0%
	Local road strain	Increased traffic demand on non-upgraded roads	2.0%
	Noise	Proximity of alignment to residential areas	2.0%

4.4 Evaluation Results

An evaluation workshop was held including participants from the County, the Summer Villages of Rochon Sands and White Sands, ATEC, and Stantec. Through discussion with the project team, the options were scored relative to each other against each criterion on a 3-point scale, with a score of 1 indicating low or poor performance on that criteria, and 3 indicating high or strong performance. Consensus was reached on each score. The resulting scoring is shown in **Table 4.2**.

Table 4.2: Evaluation Results

Category	Criteria	Weighting	SCORING			
			Option 1 (RR 20-5)	Option 2 (RR 20-4)	Option 3 (RR 20-2)	Option 5 (RR 20-4 / TR 40-2)
Financial	Construction Cost	25.0%	2	2	2	3
	Maintenance Costs	12.0%	2	2	2	3
	Constructability	2.0%	3	2	1	1
User Benefit	User Demand	5.0%	3	3	2	2
	Network Connectivity	10.0%	2	3	3	1
	Travel Time	5.0%	1	2	3	2
	Driver Comfort	5.0%	2	2	1	3
Impacts	Wildlife / Habitat Conservation	5.0%	2	1	3	3
	Development Impacts	2.0%	2	2	1	3
Community Sustainability	Accommodate Urban Growth / Land Use Planning	10.0%	2	2	2	3
	Traffic Distribution	5.0%	3	3	1	3
	Municipal traffic concerns	10.0%	2	2	1	3
	Local road strain	2.0%	2	2	2	2
	Noise	2.0%	2	3	1	3
TOTAL WEIGHTED SCORE			2.07	2.17	1.94	2.64

Further details regarding the scoring are included below:

Financial Account:

- **Construction Costs:** high level opinion of probable cost estimates were completed for each option. Option 5 was estimated to be slightly lower in cost due to the shorter length and use of existing roadways



South Shore Growth Node Traffic Study
4 Road Network Evaluation
January 12, 2024

- **Maintenance Costs:** expected to be primarily based on the total length, with Option 3 as the longest route. New roads (Options 1 & 2) rated lower because they add more total inventory to the network and remove less gravel maintenance
- **Constructability:** New road options will impact existing traffic operations less

User Benefit Account:

- **User Demand:** slightly higher traffic usage expected for Options 1 & 2
- **Network Connectivity:** Option 5 was scored the lowest because it doesn't provide a new connection to Highway 601 and will have impacts to Hwy 835. Option 1 doesn't provide good roadway and intersection spacing from Hwy 835.
- **Travel Time:** calculated based on total length from Hwy 601 to White Sands, taking reduced speed zone into consideration.
- **Driver Comfort:** Option 3 has significant grades, Options 1 & 2 have grades, and Options 2 & 5 have horizontal curves

Impacts Account:

- **Wildlife / Habitat Conservation:** New road options have a risk of environmental impacts, Option 2 appears to have the greatest potential for impact due to the adjacent wetlands
- **Development Impacts:** Option 1 has two houses in close proximity, Option 2 has one, and Option 3 has many

Community Sustainability Account

- **Accommodate Urban Growth / Land Use Planning:** Option 5 services two areas of the growth node, Option 3 is further removed from the area
- **Traffic Distribution:** Option 3 is located east of the growth node and will divert a lot of the traffic through the area
- **Municipal traffic concerns:** Option 3 is likely to increase shortcutting traffic on Bayview Street, Option 5 will divert the most traffic from Bayview Street.
- **Noise:** Option 3 will increase traffic adjacent to White Sands; Option 1 is in relatively close proximity to Rochon Sands

As shown in Table 4.2, Option 5 was identified as the preferred option. However, through discussion with the project team, both Option 5 and Option 2 were advanced for more detailed analysis.



5 Traffic Volume Projections

As discussed, both Option 5 and Option 2 were advanced for more detailed analysis. Only these two Options are considered from this point on in the study. For clarity, these have been renamed to Scenario One (previous Option 5 – Improved Township Road 40-2 & Range Road 20-4) and Scenario Two (previous Option 2 - Improved & Extended Range Road 20-4).

5.1 Background Growth

Historical traffic data on Highways 56, 601, and 835 were reviewed; they show relatively slow growth in the order of 1%/year in the study vicinity, lower than the provincial average of 2%/year.

The full build out horizon for the South Shore Growth Node likely exceeds 30 years, which presents some challenges for traffic projections; linear annual growth is not as accurate as when applied to shorter-term projections. Future behaviours such as increased work-from-home and a shift to alternative travel modes are likely to change traffic growth patterns in a way that is difficult to predict. Therefore, for this study, growth was capped at 20 years for a more moderate background growth projection.

5.2 Trip Distribution & Assignment

The trips generated by the future development areas (per Section 3.2) were distributed to the road network based on the existing traffic patterns, as well as information from the White Sands resident travel survey. The overall distribution is as:

- 55% west on Hwy 601
- 5% east on Hwy 601
- 20% north on Hwy 56
- 20% south on Hwy 835 / Hwy 56

The trips were then assigned to the network based on logical travel paths, preferring higher order roads (i.e., paved) over gravel or dirt roads. This methodology was completed for both Scenario One and Scenario Two.

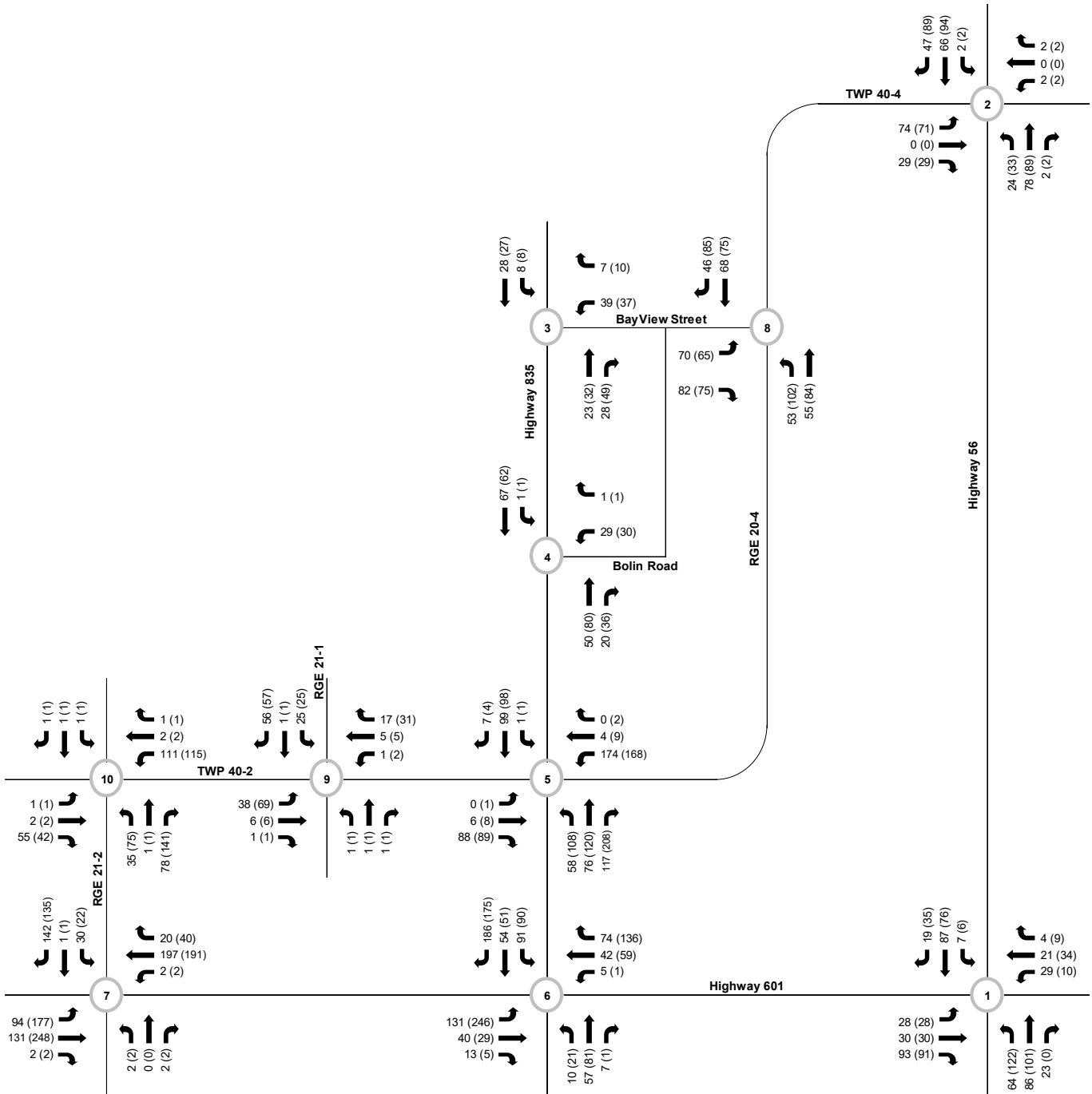
5.3 Design Volumes

The resulting peak hour design volumes for full build out of the growth node for both scenarios are illustrated in **Figures 5.1 and 5.2**. Corresponding daily volumes for each scenario are illustrated in **Figures 5.3 and 5.4**. Note that these daily volumes are not completely consistent with those presented in Table 4.1. This is due to the different methodologies used to project them. The volumes presented in this Section were developed with a much more detailed approach and should be considered more accurate.



South Shore Growth Node Traffic Study
5 Traffic Volume Projections
January 12, 2024

Figure 5.1 – Full Build Out Peak Hour Traffic Volumes – Scenario One [AM (PM)]

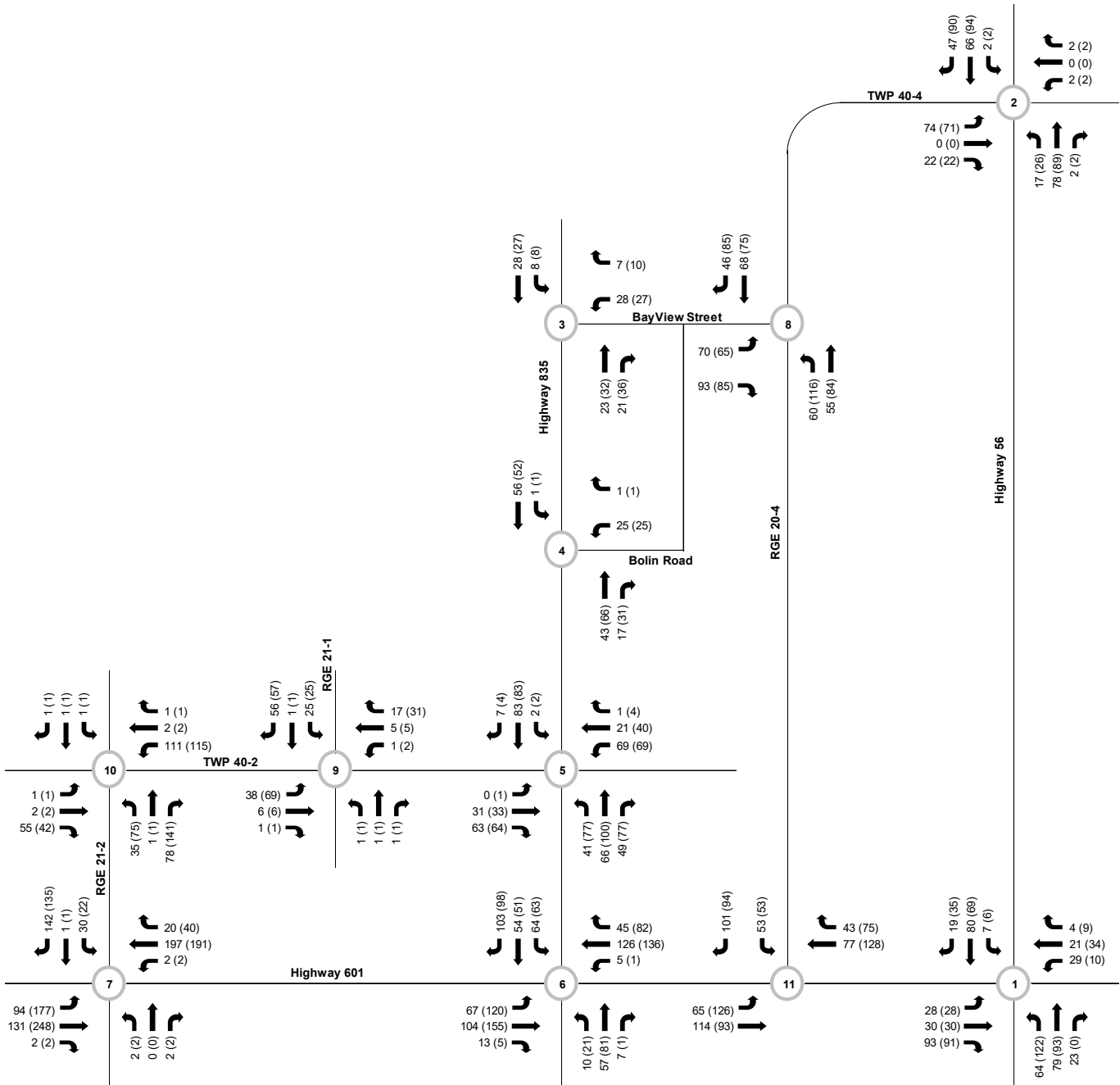


Note: Schematic does not reflect actual road locations or distances between intersections



South Shore Growth Node Traffic Study
5 Traffic Volume Projections
January 12, 2024

Figure 5.2 – Full Build Out Peak Hour Traffic Volumes – Scenario Two [AM (PM)]

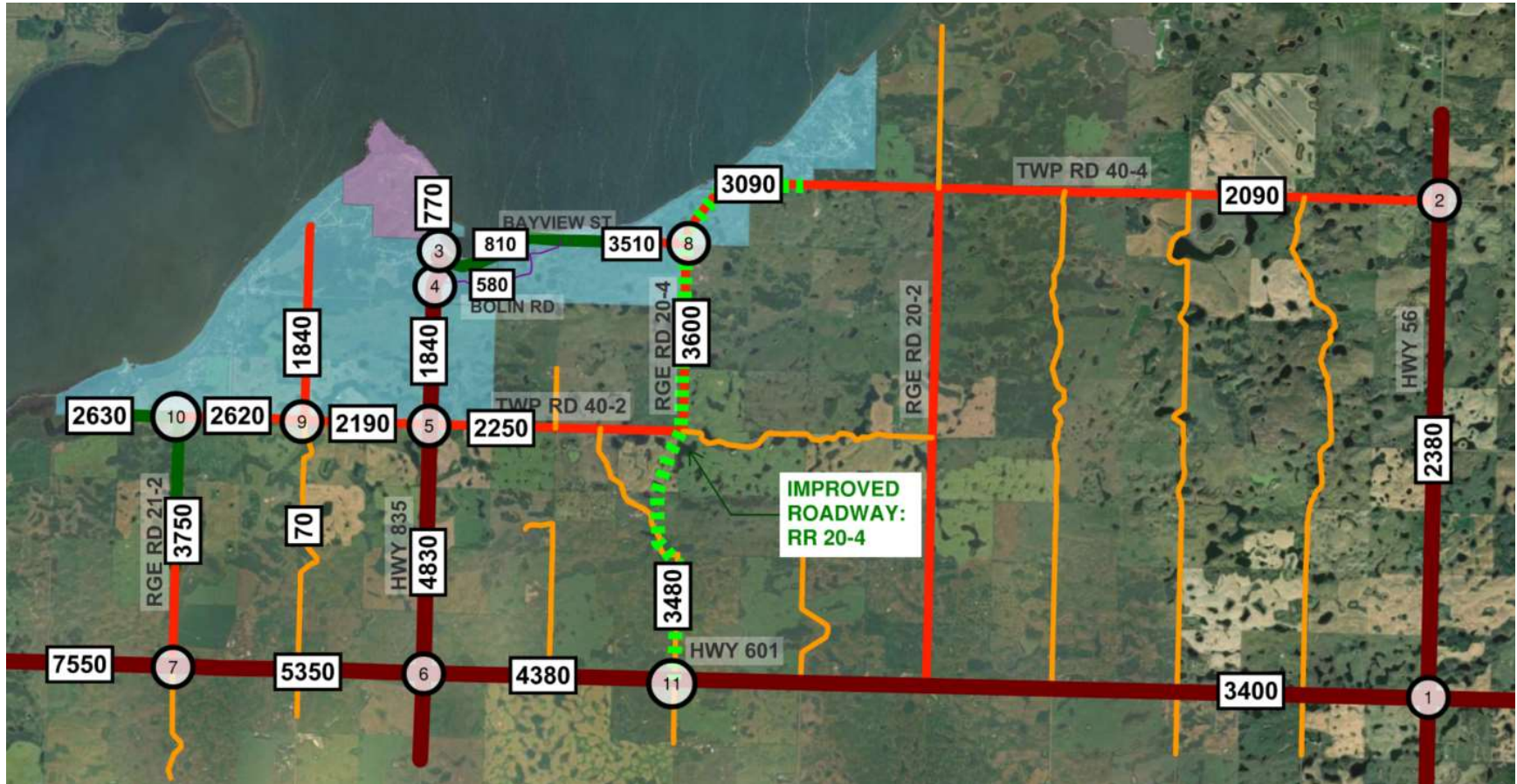


Note: Schematic does not reflect actual road locations or distances between intersections



South Shore Growth Node Traffic Study
 5 Traffic Volume Projections
 January 12, 2024

Figure 5.4 – Total Full Build Out Daily Traffic Volumes – Scenario Two



6 Transportation Analysis

6.1 Roadway Assessment

The projected daily traffic volumes were reviewed for each roadway within the proposed development to identify any segments which may require improvement. The County does not have a strict warrant for roadway paving; however, the ATEC Highway Geometric Design Guide (HG DG) suggests that a threshold of 200-400 vehicles per day for paving.

Based on the daily traffic projections presented in Figures 5.3 and 5.4, several corridors exceed this warrant. Taking into consideration the conservative nature of the projections, the long development horizon in question, and the uncertainty of specific development locations, three tiers were selected to identify the priority levels for roadway improvements:

- 1st Tier: Paved Roadway Required – Over 3000 vpd
- 2nd Tier: Potential Future Paving – Over 2000 vpd
- 3rd Tier: Monitor for Future Paving – Over 1000 vpd

The selected corridor for each scenario was also assumed to be paved as a baseline, regardless of volume projections. Based on the daily volumes (presented in Figures 5.3 and 5.4), the recommended roadway improvements are summarized in **Table 6.1**.

Table 6.1 – Roadway Improvements: Paving Priority Level

Roadway Segment	Scenario 1	Scenario 2
Twp Rd 40-2 east of Hwy 835 (Improved for Scenario 1)	Tier 1	Tier 2
RR 20-4 south of Twp Rd 40-2 (Improved for Scenario 2)	-	Tier 1
RR 20-4 north of Twp Rd 40-2 (Improved for both Scenarios)	Tier 1	Tier 1
Bayview Street (missing segment)	Tier 1	Tier 1
RR 21-2 south of Twp Rd 40-2	Tier 1	Tier 1
Twp Rd 40-2 west of Hwy 835	Tier 2	Tier 2
Twp Rd 40-4 east of White Sands	Tier 2	Tier 2
RR 21-1 north of Twp Rd 40-2	Tier 3	Tier 3

As shown, the only differences are in the selected roadways themselves; the surrounding road network remains at the same priority level for either scenario.

In addition to the roadway improvements described above, it was identified that grade widening will likely be required on Highway 835, particularly if Scenario 1 is selected. This improvement is also likely to require additional right-of-way along the highway corridor. Building setbacks should be considered for any future development to protect for this possibility.



6.1.1 BAYVIEW STREET

There are a number of houses fronting Bayview Street in the Summer Village of Rochon Sands. Residents have expressed concern for the existing and growing traffic volumes along this street. These volumes are projected to increase significantly under either development scenario, from approximately 170 vehicles per day today to anywhere from 800 to 3270 vehicles per day at full build out, depending on the scenario and the location along the corridor. Scenario Two will encourage more vehicles to the east towards Range Road 20-4, increasing the traffic volumes on the east end of Bayview Street and decreasing them on the west end (compared to Option One).

To mitigate the safety impacts of this increase, traffic calming measures could be considered, such as speed reductions with speed feedback signs, median islands, or bulbed pedestrian crossings.

In the short term, limiting access to the roadway would also be effective in mitigating the traffic demand. For example, an access gate could be constructed to allow local traffic only on Bayview Street, particularly in the busy summer months. This restriction would force White Sands residents to use an alternative route to access Highway 835.

In the long term, as the adjacent parcels to the south develop, consideration should be given to appropriate access management along Bayview Street. Access locations should be minimized, with alternative access points provided to the east and/or west.

6.2 Signal Warrant Analysis

Traffic Signal Warrant Analysis (“SWA”) was conducted for each study intersection to evaluate whether they may require the installation of traffic signals in the future. The SWA was completed using the Transportation Association of Canada (TAC)’s Traffic Signal Warrant Analysis Spreadsheet (v2.0, 2014). This analysis considers the estimated traffic volumes over six peak hours, which were estimated by applying scaling factors to the AM and PM peak hours.

The analysis returns a score or “W-Value;” a W-value equal to or greater than 100 warrant points suggests that signalization is recommended for that intersection. The details of the SWA are included in **Appendices B and C**, and a summary of the results is presented in **Table 6.2**.

The projected peak hour turning volumes were either identical or very minimally changed between the two scenarios for several intersections. Therefore, the SWA was not repeated for intersections 1, 2, 7, 9, and 10 under Scenario Two.



Table 6.2 – Signal Warrant Analysis Results

Intersection	Scenario 1 W-Score	Scenario 2 W-Score
1. Highway 56 & Highway 601	24	24
2. Highway 56 & Township Road 40-4	11	11
3. Highway 835 & Bayview Street	2	1
4. Highway 835 & Bolin Road	2	2
5. Highway 835 & Township Road 40-2	43	24
6. Highway 835 & Highway 601	61	57
7. Highway 601 & Range Road 21-2	29	29
8. Bayview Street & Range Road 20-4	18	20
9. Township Road 40-2 & Range Road 21-1	2	2
10. Township Road 40-2 & Range Road 21-2	8	8
11. Highway 601 & Range Road 204	-	19

As shown, no study intersections are expected to require traffic signals at full build out of the growth node. The highest scoring intersection is Highway 835 & Highway 601, receiving a W-score of 61 and 57 points under the two scenarios.



6.3 Intersection Treatment Analysis

Intersection Treatment Analysis (ITA) considers projected intersection turning volumes, lane geometry, and speeds to identify the appropriate intersection type as defined by ATEC’s HGDG. The ITA for this report was completed utilizing section D7 of the HGDG. Detailed left-turn and right-turn warrant analyses were conducted using the ATEC Intersection Analysis Two-Lane Undivided Highways worksheets. These worksheets are included in **Appendices D and E**.

Intersections 8, 9, and 10 are not located on Provincial Highways, and therefore the ATEC approach may not be entirely applicable; however, it serves as a guideline for suggested improvements. These three local intersections were assumed to currently be Type 1 intersections. As with the SWA, the ITA was not repeated for intersections 1, 2, 7, 9, and 10 under Scenario Two, due to the lack or change in the projected volumes.

A summary of the ITA results is included in **Table 6.3**. Results that differ between the two scenarios are highlighted in bold font.

Table 6.3 – Intersection Treatment Analysis Results

Intersection	Current	Scenario 1 Required Intersection Type & Additional Details ¹		Scenario 2 Required Intersection Type & Additional Details	
1. Hwy 56 & Hwy 601	Type 3	Type 4	NB LT, EB RT	Type 4	NB LT, EB RT
2. Hwy 56 & TWP 40-4	Type 1	Type 2	SB RT	Type 2	SB RT
3. Hwy 835 & Bayview St	Type 1	Type 2		Type 2	
4. Hwy 835 & Bollin Rd	Type 1	Type 2		Type 2	
5. Hwy 835 & TWP 40-2	Type 1	Type 4	NB LT & RT	Type 4	NB LT & RT
6. Hwy 601 & Hwy 835	Type 3	Type 4/5	SB LT/RT, EB LT, WB RT	Type 3/4	SB RT, EB LT, WB RT
7. Hwy 601 & RR 21-2	Type 1	Type 4	EB LT, WB RT	Type 4	EB LT, WB RT
8. RR 20-4 & Bayview St	Local/Type 1	Type 2	SB RT, EB RT	Type 3	SB RT, EB RT, NB LT
9. RR 21-1 & TWP 40-2	Local/Type 1	Type 2		Type 2	
10. RR 21-2 & TWP 40-2	Local/Type 1	Type 2	EB RT	Type 2	EB RT
11. Hwy 601 & RR 20-4	Type 1	Type 1		Type 4	EB LT, WB RT
TOTAL					

¹ NB/SB/EB/WB=northbound, southbound, eastbound, westbound; LT=left turn; RT=right turn,

As shown, intersection improvements are expected to be required at all study intersections with full build out of the growth node. Only a few minor changes are identified between the two scenarios. The Highway 601 & Highway 835 intersection may need a slightly smaller scale improvement under Scenario Two (SB LT eliminated) and the Highway 601 & Range Road 20-4 will need a significant upgrade under Scenario Two.

Illumination warrant analysis should be completed as part of any future intersection improvement design to determine whether illumination improvements are required.



6.4 Intersection Capacity Analysis

Intersection Capacity Analysis (ICA) was completed to determine whether the study intersections will operate at an acceptable level once they are subjected to the design volumes. The analysis was conducted for the under the full build out conditions during the weekday AM and PM peak hours. The ICA includes the geometric improvements identified previously through the ITA.

The intersection analysis was performed using Synchro 11, which is based on the Highway Capacity Manual. The average delay for each lane group and the overall intersection are calculated, and an operational level of service (LOS) is assigned based on the calculated average delay. The level of service criteria for both signalized and unsignalized intersections is described in **Table 6.4**.

Table 6.4: Level of Service Criteria

Level of Service (LOS)	Delay Per Vehicle (s)
A	≤10
B	>10 and ≤15
C	>15 and ≤25
D	>25 and ≤35
E	>35 and ≤50
F	>50

The details of the ICA results are included in **Appendices F and G**, and a summary of the results is presented in **Table 6.5**.

The results showed all intersections are expected to operate acceptably, with the exception of the Highway 601 & Highway 835 intersection which is expected to be approaching capacity for the EB left turn movement under Scenario One. In the long term, further improvements may need to be considered, such as extending the turn bay and/or signalization. Note that this issue is eliminated under Scenario Two, suggesting that it better distributes traffic volumes amongst the study intersections.



Table 6.5: Intersection Capacity Analysis Results

Intersection	AM Peak Hour			PM Peak Hour		
	Intersection LOS	Worst Approach LOS	95th Percentile Queues	Intersection LOS	Worst Approach LOS	95th Percentile Queues
SCENARIO 1						
1. Hwy 56 & Hwy 601	A	B	< 3.0 m	A	B	< 3.7 m
2. Hwy 56 & TWP 40-4	A	B	< 3.8 m	A	B	< 3.8 m
3. Hwy 835 & Bayview St	A	A	< 1.5 m	A	A	< 1.5 m
4. Hwy 835 & Bollin Rd	A	A	< 0.8 m	A	A	< 0.8 m
5. Hwy 835 & TWP 40-2	A	B	< 4.6 m	B	B	< 11.4 m
6. Hwy 601 & Hwy 835	A	C	< 9.9 m	B	E (EBL)	< 42.4 m
7. Hwy 601 & RR 21-2	A	B	< 7.6 m	A	C	< 8.0 m
8. RR 20-4 & Bayview St	A	A	< 2.3 m	A	B	< 3.0 m
9. RR 21-1 & TWP 40-2	A	A	< 1.5 m	A	A	< 1.4 m
10. RR 21-2 & TWP 40-2	A	B	< 1.5 m	A	B	< 3.6 m
SCENARIO 2						
3. Hwy 835 & Bayview St	A	A	< 0.8 m	A	A	< 0.8 m
4. Hwy 835 & Bollin Rd	A	A	< 0.8 m	A	A	< 0.8 m
5. Hwy 835 & TWP 40-2	A	A	< 3.8 m	A	A	< 5.3 m
6. Hwy 601 & Hwy 835	A	B	< 5.3 m	B	C	< 11.4 m
8. RR 20-4 & Bayview St	A	A	< 3.0 m	A	B	< 3.0 m
11. Hwy 601 & RR 20-4	A	B	< 6.1 m	A	B	< 6.8 m

Note that the Synchro output reports present 95th percentile queues in number of vehicles. The queue lengths presented above were estimated based on an average vehicle length of 7.6 m



7 Recommendations

7.1 Summary of Improvements

At full build out of the growth node, several roadway corridors may require paving. These have been categorized into three priority tiers, as presented in Table 6.1. Additionally, all study intersections will require improvements at full build out, as presented in Table 6.2.

7.2 Cost Estimates

The objectives for this study included the provision of cost estimates to support decision making and setting of funding and cost recovery mechanisms. The cost estimates previously developed (Section 4.1) were refined to provide more detail and accuracy for the two final scenarios. Revisions included:

- Adjustments to the lengths of improvement to include curves where needed.
- Land acquisition costs along new roadway segments and small remnant parcels along new curves. The estimated land cost was \$40,000/acre.

The revised cost estimates for the two final scenarios are summarized in **Table 7.2**, and detailed estimates are included in **Appendix H**.

Table 7.2: Cost Estimates: Improvement Scenarios

Improvement Scenario	Length (km)			OPC	Cost/m
	New	Upgraded	Total		
Scenario 1: TWP 40-2 and RR 20-4	0.60	7.68	8.28	\$ 13,509,000	\$ 1,632
Scenario 2: RR 20-4	2.54	5.98	8.52	\$ 16,809,000	\$ 1,973

Note that both estimates include the missing segment of Bayview Street and the segment of Township Road 40-4 from Range Road 20-4 to the White Sands entrance.

Intersection Improvements

Intersection improvement costs were estimated at a high level based on recent projects in the area, scaled to reflect the magnitude of improvements. These estimates do not include any site-specific or design considerations.



Table 7.3: Cost Estimates: Intersection Improvement

Intersection	Current	Scenario 1		Scenario 2	
		Required	Cost	Required	Cost
1. Hwy 56 & Hwy 601	Type 3	Type 4	\$800,000	Type 4	\$800,000
2. Hwy 56 & TWP 40-4	Type 1	Type 2	\$500,000	Type 2	\$500,000
3. Hwy 835 & Bayview St	Type 1	Type 2	\$500,000	Type 2	\$500,000
4. Hwy 835 & Bolin Rd	Type 1	Type 2	\$500,000	Type 2	\$500,000
5. Hwy 835 & TWP 40-2	Type 1	Type 4	\$800,000	Type 4	\$800,000
6. Hwy 601 & Hwy 835	Type 3	Type 4/5	\$800,000	Type 3/4	\$650,000
7. Hwy 601 & RR 21-2	Type 1	Type 4	\$800,000	Type 4	\$800,000
8. RR 20-4 & Bayview St	Local/Type 1	Type 2	\$500,000	Type 3	\$650,000
9. RR 21-1 & TWP 40-2	Local/Type 1	Type 2	\$500,000	Type 2	\$500,000
10. RR 21-2 & TWP 40-2	Local/Type 1	Type 2	\$500,000	Type 2	\$500,000
11. Hwy 601 & RR 20-4	Type 1	-	-	Type 4	\$800,000
TOTAL			\$6,200,000		\$7,000,000

As shown, there is not a significant difference in the overall cost of required intersection improvements; however, Scenario Two does have a slightly higher total cost.

Network Improvements

In addition to the selected improvement corridors, several other roadways may require paving at full build out of the growth node. The costs for these are summarized below, at a rate of \$1.5M per km.

Table 7.4: Cost Estimates: Off-Corridor Roadway Improvements

Roadway	Paving Priority	Length	Cost
RR 21-2 south of Twp Rd 40-2	Tier 1	3.2 km	\$4,800,000
Twp Rd 40-2 west of Hwy 835	Tier 2	4.2 km	\$6,300,000
Twp Rd 40-4 east of White Sands	Tier 2	9.2 km	\$13,800,000
RR 21-1 north of Twp Rd 40-2	Tier 3	1.6 km	\$2,400,000

Total Network Costs

The full network planning costs for each scenario are summarized below.



Table 7.5: Cost Estimates: Full Network


Component	Scenario 1	Scenario 2
Priority 1		
Selected Corridor: TWP 40-2 and RR 20-4	\$13,509,000	-
Selected Corridor: RR 20-4	-	\$16,809,000
RR 21-2 south of Twp Rd 40-2	\$4,800,000	\$4,800,000
Intersection Improvements	\$6,200,000	\$7,000,000
Subtotal Priority 1 Improvements	\$24,509,000	\$28,609,000
Priority 2/3		
Twp Rd 40-2 east of Hwy 835 (Priority 2)	-	\$4,800,000
Twp Rd 40-2 west of Hwy 835 (Priority 2)	\$6,300,000	\$6,300,000
Twp Rd 40-4 east of White Sands (Priority 2)	\$13,800,000	\$13,800,000
RR 21-1 north of Twp Rd 40-2 (Priority 3)	\$2,400,000	\$2,400,000
Subtotal Priority 2/3 Improvements	\$22,500,000	\$27,300,000
Total Network Costs	\$47,009,000	\$55,909,000

As shown, Scenario 2 is expected to cost approximately \$4M or 17% more than Scenario 1 for the Priority 1 improvements, and approximately \$5M or 21% more for the Priority 2 improvements.

7.3 Conclusions

Two network improvement scenarios were developed and evaluated to accommodate traffic as the South Shore growth node is fully developed. The long-term intersection and road network improvements needed for each Scenario were found to be relatively similar. Scenario Two is expected to have a greater total cost to the County; however, it would be a greater improvement to the transportation network by introducing new travel route options, and provide a benefit to the Provincial Highway network by decreasing the demand on Highway 835.



	County of Stettler – Legislative Policy Manual	
	Categorization	Policy No.
	Public Works	PW 2.04
	Policy Name	
	County Equipment Usage – Villages, Summer Villages and School Divisions	
Approved By:	Approval Date	Latest Revision
Council	December 12, 1987	--

Purpose

To allow the County of Stettler No. 6 to set the criteria for street maintenance in incorporated Villages, Summer Villages and School Properties within the County’s boundaries.

Statement

The County of Stettler No. 6 will not maintain any streets, roads or alleys for any Village, Summer Village or School Property located within the County of Stettler boundaries unless the maintenance is ~~requested by the Village, Summer Village or School concerned and a Hold Harmless Agreement is in place~~ in accordance with a service agreement.

Definitions

There are no definitions associated with this Policy.

Procedure


Not applicable with this Policy.

Connected Documents

There are no associated documents.

Policy Authorization

Type of Authorization	Resolution No.	Effective Date
<i>Adoption</i>		December 12, 1987

	County of Stettler – Legislative Policy Manual	
	Categorization	Policy No.
	Public Works	PW 2.22
	Policy Name	
Disposal of Culvert		
Approved By:	Approval Date	Latest Revision
Council	September 1, 2005	December 12, 2018

Purpose

To allow the County of Stettler No. 6 to set the criteria for disposal of culverts.

Statement

There is no Statement currently a part of this Policy.

Definitions

There are no definitions currently outlined in this Policy.

Procedure


1. New culverts are not to be loaned or sold.
2. Used culverts are to be sold at one-half the cost of new ones.

Connected Documents

There are no documents associated with this Policy.

Policy Authorization

Type of Authorization	Resolution No.	Effective Date
<i>Adoption</i>		September 1, 2005
<i>Amendment</i>	531.12.12.18	December 12, 2018

	County of Stettler – Legislative Policy Manual	
	Categorization	Policy No.
	Department	PW 2.23
	Policy Name	
	Disposal of Grader Blades	
Approved By:	Approval Date	Latest Revision
Council	??	--

Purpose

To allow the County of Stettler No. 6 to set the criteria for disposal of grader blades.

Statement

Used grader blades are to be returned to the County storage yard.

Definitions

There are no definitions currently outlined in the Policy.

Procedure

The County of Stettler No. 6 authorizes the sale of used grader blades to interested parties as follows:


1. County Residents: \$1.00 per blade.
2. Non-County Residents: \$2.00 per blade.

Connected Documents

There are no documents currently associated with this Policy.

Policy Authorization

Type of Authorization	Resolution No.	Effective Date

	County of Stettler – Legislative Policy Manual	
	Categorization Department	Policy No. AF 6.04
	Policy Name Records Retention and Disposition	
	Approved By: Council	Approval Date April 12, 2017
	Latest Revision July 6, 2017	

Purpose

To establish a policy to set out retention and disposition policy for records and information that is under the County of Stettler’s custody and control.

Statement

~~The County of Stettler No. 6 recognizes the value of establishing regulations and procedures with respect to the retention and disposal of records in the custody and control of the County.~~

Definitions

Records means either paper or electronic information, including e-mails, in the custody and control of the County that is related to or is evidence of the business activities of the County.

Transitory Records means records that have short-term, immediate or no value and will not be required for future reference. Transitory records include, but are not limited to, telephone messages, post-it notes, non-substantive e-mail messages, fax cover sheets, draft and working documents, etc.

Confidential Records means any records that contain information which may be excluded from disclosure in the Freedom of Information and Protection of Privacy Act.

General Records means those records which are used in day-to-day operations of the County and are required to formulate recommendations and policy, to assist in scheduling and as information to support the efficient operation of the County office.

Procedure

Records and Authority for Records

1. All information, including electronic documents, paper documents and e-mail, that fall within the definition of a record shall be integrated into the official record management system of the County (governed by this policy) to ensure compliance with the business

rules and various regulatory instruments governing the proper collection, retention and disposition of the said information.

2. The individual or individuals who develops or is the originator of a record shall be responsible for the record's placement and categorization in the electronic and/or paper filing systems.
3. The Chief Administrative Officer (CAO), or designate, shall be responsible for the security and storage of all County records.
4. When records are recorded on or transferred to an electronic format, the CAO or designate shall ensure that such records are properly prepared, identified, indexed and stored.
5. The CAO or designate shall have discretion to retain records longer than the period provided for in this Policy and may do so where the CAO deems it appropriate or shall do so where the CAO has received an indication that there is or may be any litigation or FOIP request involving the said records.

Retention and Disposition

6. All Transitory Records, which do not contain confidential information, shall be disposed of within 6 months after they cease serving any valid purpose.
7. All Transitory Records, which contain potentially confidential information, shall be disposed of in a manner so that the information contained therein is completely obliterated within 6 months after they cease serving any valid purpose.
8. All General Records are to be scheduled for retention and/or disposition according to the terms of this policy. The minimum retention specifications for general records outlined in this policy, or in Schedule "A", attached hereto, are based on the application of legislative and regulatory requirements and/or the business value of the information. Unless as otherwise provided for in Schedule "A", general records may be scheduled for destruction after a life-cycle of three (3) years.
9. Should an individual's personal information be used by the County to make a decision that directly affects the individual, the County shall retain the personal information for at least one (1) year from the date it was used to make the determination, so that the individual has a reasonable opportunity to obtain access to it.
10. Where in this Policy and Schedule "A", attached hereto, it is provided that records in the custody or control of the County shall be retained or destroyed as described by the below categories and symbols:

Destroyed (D) – after the indicated retention period, starting from the creation of the record, such records shall be destroyed so that the information contained therein is completely obliterated, without any copy thereof being retained. A copy of the destroyed records index shall be permanently retained on file.

Permanent (P) – such original records shall be preserved and never destroyed, excepting original records, which have been recorded electronically or on some other permanent medium from which they may be reproduced.

Archived (A) – such records shall be released to either the Provincial Archives or other local archives upon decision and direction of the CAO. A copy of the transferred records index shall be permanently retained on file.

Transferred to an appropriate authority (T) – such records shall be transferred to the authority responsible for the records upon decision and direction of the CAO, when they are no longer under the authority or responsibility of the County. A copy of the transferred record index shall be permanently retained on file.

Superseded/Obsolete (S/O) – after the indicated retention period, starting when the information is superseded or obsolete and no longer in use, such records shall be destroyed so the information contained therein is completely obliterated, without any copy thereof being retained. A copy of the destroyed records index shall be permanently retained on file.

Destruction of Records

11. When records are destroyed under this policy, the proper and complete destruction thereof is the responsibility of the CAO or designate.
12. No records shall be disposed of without the written permission, of the CAO or designate. Written permission shall be obtained by using a standard request form that outlines the date of the request for disposition, the specific records slated for disposition and the date the request was signed and authorization was granted by the CAO.
13. The CAO or designate may authorize the destruction of original copies or records (including those not yet slated for destruction) if those original records have been converted to an electronic or other permanent format that will enable copies of the originals to be made.
14. Destruction of all records shall be carried out under the authority of the CAO or designate, and upon the CAO or designate being satisfied that the relevant retention period established by this policy has expired and that no specific reason exists for further retention of a given specific record or group of records, the CAO or designate may then give written permission for the records to be disposed of.
15. The person destroying the records, after obtaining written permission for such destruction from the CAO or designate, shall provide a record attesting to the time and place of the destruction of the records, together with a list of the records destroyed. This record shall be referred to as the "Statement of Destruction".
16. The Statement of Destruction of records shall be permanently retained in County records and shall refer to the relevant schedule and item of this policy and shall identify the records destroyed.
17. When a request for access to information under the Freedom of Information and Protection of Privacy Act is received, the routine destruction of records responsive to the request shall be suspended until the request has been processed and any appeal period has been completed. The same is true during litigation and discovery. The Chief Administrative Officer

or designate is responsible for notifying staff when a FOIPP request has been received or legal action is underway.

- 18. It is an offense under the Freedom of Information and Protection of Privacy Act for any person to willfully alter, falsify, conceal or destroy any record, or direct another person to do so, with the intent to evade a request for access to the record.
- 19. A person who contravenes section 18, as above, is guilty of an offence and liable to a fine as prescribed in FOIPP.

Retention Audit

- 20. The CAO or designate will ensure that the retention schedule attached shall be adhered to and may conduct an audit of the records to ensure compliance with this Retention and Disposition Policy.

Record Retention Schedule

- 21. The retention periods for records as set forth in this policy and the attached retention schedule are hereby adopted and established as the retention periods for such records. The retention periods may be amended by resolution of the County

Connected Documents

~~There are no documents currently associated with this Policy.~~

[Authorization for Destruction of Records](#)

Policy Authorization

Type of Authorization	Resolution No.	Effective Date
<i>Adoption</i>	112.04.12.17	April 12, 2017
<i>Amendment</i>	222.07.06.17	July 6, 2017

Schedule A

Subject	Description	Suggested Retention Period (in years)
Accountants	Working Papers	7 D
	Paid (Summary Sheet)	7 D
Accounts	Payable Vouchers	7 D
	Receivable Duplicate Invoices	7 D
	Collections	7 D
	Write-offs	7 D
Administration	Reports (not part of the minutes)	7 D
	as per Legislation	7 D
Advertising	General	2 D
	as per Legislation	7 D
Agendas	Part of the Minutes	P
	Packages	15 D
Agreements	General	12 0 S/O
	Development	12 0 S/O
	Legal	12 0 S/O
Agricultural	Dynamite Storage/Use	2 D
	Environmental Remediation	10 D
	Pesticide Applications	5 D
	Pesticide Licensing	5 D
	Soil Conservation Orders	7 D
Annexations	Strychnine Sales	7 D
	Correspondence	7 D
	Final Order	P
Annual Reports	Local Boards	5-7 D
Applications	Site Plan Approval	P
Appointments	Subdivision (after final approval)	P
	Other Than Those in Minutes	3 D
Assessments	Rolls	P
	Assessment Review Board (ARB)	P
	Minutes	P
	ARB Work File	5 D
	Appeals	12 0 D
	ARB Records	7 D
Assessment Appeal	Duplicate Roll	7 D
	Review Court Records	7 D
	Board File	5 D
Assets	Assets	20 S/O

Formatted Table


	Records of Surplus	5 D
	Temporary Files	2 D
	Deposit Books	7 D
	Deposit Slips	7 D
Bank	Memos (Credit/Debit)	7 D
	Reconciliations	2 D
	Statements	7 D
Boards	Authority and Structure	5 S/O
	Correspondence	5 D
Briefings/Reports	To Council	7 D
	Operating (in minutes)	P
Budgets	Capital (in minutes)	P
	Working Papers	3 D
Bylaws	All	P
	Receipts Journal	7 D
Cash	Disbursements Journal	7 D
Census	Reports	12 0 D
	Cancelled (paid)	7 D
Cheques	Register	7 D
	Stubs	7 D
Compensation	Records	10 D
Court Cases		10 S/O
Destroyed Records Index		P
	Nomination Papers	As specified in the Local Authorities Election Act
Elections	Ballot Box Contents	As specified in the Local Authorities Election Act
	Drawings	P
Engineering	Reports	1 S/O
	Interim	10 D
Financial Statements	Working Papers	3 D
	Final	12 0 D
Fire Department	Permits	3 S/O
Franchises		P
	Commissioner's Orders	P
FOIP	Requests	5 D
	Delegations	5 S/O
	Approved	10 D
Grants	Denied	5 D
	General Correspondence	2 D
Income Tax	Deductions	5-7 D
	TD-1	1 D

Commented [EW1]: Same as "legal" which is below. No need for both.

	T4	5-7 D
	T4 Summaries	5-7 D
Inquiries	From the Public	3 D
Insurance	Claims	120 S/O
	Records	120 S/O
	Appraisals	1 (after sold) D
Land	Certificates of Title	P
	Easements	P
	Leases (after expiration)	7 S/O
Legal	Notices of Changes of Land Titles	P
	Opinions	120 S/O
	Proceedings	120 S/O
Legislation	Acts	1 S/O
Local Improvements	Records	P
	Base (original)	P
Maps	Contour	P
	County Maps	P
	Aerial Photos	P
	Reports	120 D
Maintenance Reports Minutes	Council	P
	Boards	P
	Committees	P
	Road	5-7 D
Monthly Reports Municipal Affairs Organization	Annual Reports	5 D
	Structure and Records	2-5 S/O
	Correspondence	2 S/O
	<u>Employee Benefits - AHC, Equitable Life, Dental, etc.</u>	7 D
Payroll/Human Resources	Garnishees	7 S/O
	<u>Income Tax Deductions</u>	7 D
	Individual Earning Records	60 D
	<u>Job Applications (hired)</u>	3 D
	<u>Job Applications (not hired)</u>	1 D
	<u>Job Descriptions</u>	3 S/O
	Journal	60 D
	Time Cards	7 D
	Time Sheets (daily)	7 D
	Time Sheets (overtime)	7 D
	Time Sheets (weekly)	7 D
	Employment Insurance Records	7 S/O
	Part-time Employees (after the end of employment)	1 S/O
	Termination	P
	<u>TD 1</u>	1 D

	<u>T4</u>	<u>P</u>
	<u>T4 Summaries</u>	<u>P</u>
	AHC, Equitable Life, Dental, etc.	7 D
Employee Benefits	WCB Claims	P
Employees	Correspondence	2 S/O
	Job Applications (hired)	3 D
	Job Applications (not hired)	1 D
	Job Descriptions	3 S/O
	Oaths of Office	1 S/O
	Personnel File	P
PCR'S		P
Permits	Development	P
Petitions		7-10 D
Plans	Official	P
	Amendments	P
	Subdivision	P
Policy	After Superseded	5 S/O
Progress Reports	Project	5-7 D
Prosecution	Under Contract (final payment)	7-10 S/O
	All	120 S/O
	Complaints	5 S/O
	Penalties/Fines/Warnings	7 D
	Reports	3 D
Protective Services	Reports (from the Court House)	7 D
	Reports (Animal Services)	7 D
	Ticket Books	3 D
	Road Data Reports	3 D
Publications	Local Reports	3 D
	County Publications	P
Purchase	Land	until sold + 120 D
	Books	7 D
Receipts	Duplicate Cash	7 D
	Registration	7 D
Receptions & Special Events (non-historic)		3 D
	Accident	120 S/O
Reports	Accident Statistics	120 S/O
	Field	120 S/O
Requisitions	Copies	2 D
	Duplicate	7 D
	Paid	7 D

Resolutions	Minutes	P
Street	Sign Inventory Register	P
	Arrears	7 D
	Final Billing	120 D
	Municipal Credits	7 D
Taxes	Receipts	7 D
	Recovery	P
	Rolls	P
	Sale Deeds	P
	Software Licensing	1 S/O
Technology	Maintenance	1 S/O
	Manuals and Guides	1 S/O
	Files	120 D
Tenders	Successful	120 D
	Purchase Quotations	120 D
	Unsuccessful	2 D
Training and Development		
Files		5 D
Trail Balances	Monthly	3 D
	Year-End	7 D
Utilities	Treatment, Testing and Sampling	7 D
	Meter Reading	7 D
Vendors	Acknowledgements to	2 D
	Contracts	120 S/O
	Suppliers Files	120 D
Video Footage	Security Camera Footage	0.5 D
Vouchers	Duplicate	7 D
Writs		120 D
Weed Control Reports	Herbicide Application	5 D
Zoning	Bylaws	P
	Bylaw Enforcement	5 D

	County of Stettler – Legislative Policy Manual	
	Categorization	Policy No.
	Administration and Finance	AF 6.17
	Policy Name	
Procurement, Disposition and Tendering		
Approved By:	Approval Date	Latest Revision
Council	November 13, 2018	--

Purpose

To provide a policy for the acquisition of capital equipment, non-consumable and consumable supplies and services.

County of Stettler is a taxpayer funded organization, and will, therefore, utilize its funds in the most economical manner by using competitive purchasing practices.

Statement

~~County of Stettler is a taxpayer funded organization, and will, therefore, utilize its funds in the most economical manner by using competitive purchasing practices.~~

Definitions

CFTA refers to the Canadian Free Trade Agreement

Conflict of Interest means a situation where the independence or impartiality of an employee's decisions or actions are impaired or may reasonably be expected to be impaired because of outside employment, political, business, family or other personal interests.

Construction means a construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and material, the supply of equipment and machinery if they are included in the incidental to the construction and the installation and repair of fixtures of a building, structure or other civil engineering or architectural work, but does not include professional consulting services related to the construction contract unless they are included in the procurement.

Emergency means an unforeseeable situation of urgency and the goods, services or construction cannot be obtained in time by means of an open procurement process

NWPTA refers to the New West Partnership Trade Agreement

Procurement means the acquisition by any means, including by purchase, rental, lease or conditional sale of goods, services or construction. It does not include government assistances such as grants, loans, equity infusion, guarantees or fiscal incentives, or government provision of goods and services to persons or other government organizations.

Procurement Value means the estimated total financial commitment resulting from procurement, taking into account all forms of remuneration including premiums, fees commissions and interest and the total values of options if the procurement provides for the possibility of options.

Request for Proposal (RFP) is typically used when the owner seeks a solution to a known problem. Typically used for procuring consultants rather than contractors. The owner outlines what the issue is (i.e., stormwater management plan) and more vaguely what they would like in terms of a solution (i.e., stakeholder engagement, 10_year or 20_year plan, etc.).

RFP is very much used when you wish for the industry or service providers to have some autonomy for the solutions provided. Less or no definition provided for solutions other than end goal. Generally, for professional services resulting in a service agreement. For using this process for construction work or supply requirements, multiple solutions would be available which is why this process is used. An RFP is generally not only dollar driven – but is value driven and requires review of submissions with weighting applied to review elements

Request for Quotation (RFQ) is used to solicit quotes for defined work, without adhering to the typical rules of a formal tender procedure. When a quote is provided, there is no “Contract A” formed. Either party reserves the right to decline the work or negotiate further. RFQ would generally require the owner to invite a minimum of 3 quotations to ensure price competition. Process is price driven not necessarily value based.

Tender is used when the owner knows in detail what they want. Detailed documents and drawings are provided to prospective contractors who then provide a bid or tender. There are well defined legal ramifications in Canada that are involved in the tender process that ensure it is a fair, competitive process (i.e., Contract A vs B, Bid Bonding, Award Criteria). Generally, a tender would result in a contract between the owner and the contractor/supplier and is for more complex supply or construction items (trucks or equipment with multiple defining options, paving, water works etc.)

Procedure

Regulated Requirements

1. In accordance with the Canadian Free Trade Agreement (CFTA) and the New West Partnership Trade Agreement (NWPTA), all procurements of goods and services valued at \$75,000 or greater or construction valued at \$200,000 or greater, must be nationally advertised.
2. The County will use the Alberta Purchasing Connection (APC) as its “posting agent” for these procurements.
3. Tenders and RFP’s must be advertised through APC, and locally as per the Advertising Bylaw.
4. Additionally, ~~Grant~~-grant providers may require competitive bidding at any threshold, in these cases, the grant requirements will supersede this policy.

Procurement Authority

5. The County of Stettler Council approves an annual budget which provides general direction in the operating and capital expenditures of the County of Stettler. The Chief Administrative Officer is authorized to delegate procurement authority.
6. An employee who has been delegated procurement authority may sign any procurement document, purchase order or contract, within the limits of their delegated procurement authority, necessary to complete the procurement and must ensure that the expenditure is within the approved budget or a spending resolution approved by Council.
7. Non-Budget and Pre-Budget Expenditures are addressed in Administration and Finance Policy 6.14 – Non-Budget and Pre-Budget Expenditures.
8. Following approval, all non-budgeted, emergency or pre-budget expenditures will be undertaken as outlined within this policy.

Local Preference

9. Procurements shall be made at the lowest cost available consistent with the required quality and service.
10. The operating principle of NWPTA and CFTA is to ensure that Canadian suppliers are not discriminated against based on geographic location. This means that entities must consider persons, goods and services from other provinces equal to their own.

Procurement

11. All procurement will be done on a competitive basis, except for emergency requirements and will have the appropriate procurement authority and approvals.
12. Procurements made through an authorized Buying Group, such as RMA or AUMA, have already been carried out in a manner that is consistent with CFTA and NWPTA and will not be required to go through the following procedures again.

Procurement Methods & Limits

13. \$1 to \$49,999 – procurements can be made directly through the use of purchase orders, cash or other approved methods such as corporate credit cards. Small reimbursable expenditures can be paid for directly by the employee and reimbursed through petty cash. Budgeted expenditures in this category can be approved by the Department Head.
14. ~~\$4,999~~ 10,000 up to ~~\$29,999~~ 49,999 – Procurements can be made directly through the use of a purchase order or other approved method such as corporate credit cards. Budgeted expenditures in this category must be approved by the Chief Administrative Officer.
15. ~~\$30,000~~ 50,000-up to \$74,999 – for goods and services and from ~~\$30,000~~ 50,000 up to \$199,999 for construction – procurements must have at least three informal (e.g. telephone, catalogue, email or web) price quotes. Quotes must be documented and include the date, name of supplier and contact person, total cost quote, and must be signed by the individual requesting the quote. Where it is deemed appropriate, Tenders, Request for Proposal or formal quotations may be requested to substantiate procurements at any amount. Budgeted expenditures in this category must be approved by the Chief Administrative Officer or their designate.
16. In an effort to allow flexibility and efficiency within procurement scenarios, Department Heads are given the authority to vary process requirements for procurements noted in Clauses 13-15. When using this discretion, Department Heads are to ensure they maintain the integrity of the overall procurement policy. Department Heads are to notify the CAO in writing when any such variance has been undertaken.
17. Greater than \$75,000 for goods or services and greater than \$200,000 for construction – Procurement at these values must be completed by the Tendering or Request for Proposal Process outlined in this policy.
18. Tenders or Request for Proposals, even if approved in the budget, must be signed off on by the CAO before proceeding with the process. The Tender/Request for Proposal award recommendations must be approved by Council.
19. In the case of an emergency or where it can be demonstrated that there truly is only one source available for the good or service, the CAO or their designate may authorize the direct sole sourcing of a contract without tender/award process having been followed. Council will be apprised of the relevant criteria that made it necessary to bypass the typical process and if the purchase is over \$75,000, ~~council~~ Council must approve the sole sourcing through resolution, with exception to emergency expenditures. Once such an exception has been approved, all necessary purchase processes will follow as per this policy.
- ~~19.~~20. Where a state of local emergency has been declared in accordance with the Emergency Management Act, the Chief Administrative Officer or Director of Emergency Management shall have the authority to suspend any or all of the terms of this policy for purchasing required to resolve the state of local emergency.
- ~~20.~~21. No Procurement is to be divided in order to avoid the requirements of this Policy or the County's obligations pursuant to CFTA or NWPTA.
- ~~21.~~22. Where goods, services or construction of a similar type are to be supplied on a repetitive basis from one or more vendors either over a period of time, in a calendar year or over the course of a season, those goods, services or construction shall be

procured in accordance with the procurement process. The procurement process is applicable to goods, services or construction having a procurement value equal to the total estimated cost of all such similar goods, services or construction to be supplied in the term of contract, whole calendar year or during the course of the entire season as the case may be. The appropriate procedure above will be utilized according to the total dollar value.

Disposal of Capital Purchases

~~22.~~23. The Chief Administrative Officer is authorized to dispose of capital items with a value under Five Thousand (~~\$5,000~~10,000) dollars.

~~23.~~24. Unless otherwise authorized, all capital item disposals with a value greater than Five Thousand (~~\$5,000~~10,000) requires County of Stettler No. 6 Council approval.

~~24.~~25. All disposals must be completed through a process approved by the Chief Administrative Officer or their designate.

Tender & Request for Proposal Process

~~25.~~26. All tenders must be assigned a tender number. ~~The Public Works Administrative Assistant will assign the tender number and create the file.~~

~~26.~~27. Appropriate approvals, sources of funds and scope of work should be clearly identified before the tender process proceeds. Evidence of approved budgets or exception authorization should be provided as outlined in this policy.

~~27.~~28. The user department will prepare the tender and specification documents, with input and assistance from Legislative Services if required. All calls for tenders must include the date and time of the competition closing and must indicate that the submissions are to be delivered to the address and person specified.

~~28.~~29. The usual length of time allowed for a public tender is 15 business days from the time of the announcement of the tender. However, a tender may be closed in a shorter or longer period of time depending on the urgency or complexity of the item being tendered.

~~29.~~30. All construction contract tenders may require a 10% bid security and a Consent of Surety. This requirement will be outlined in the Tender documents. If the bid security and Consent of Surety are required and are not present, the submission will be deemed ~~non-compliant~~incomplete. All submissions, regardless of value, must be sealed and received by the time indicated in the call for tenders. If not sealed, or received on time, the tender submission will be rejected and returned to the vendor.

~~30.~~31. The user department that initiated the tender will be responsible for answering tender result inquiries and maintain and return tender deposits as appropriate.

~~31.~~32. All tenders shall be subject to public opening. The time, location and conditions of the public opening shall be made known in advance. Only the name of the supplier and the total cost or price in the submission is to be released during a public opening.

~~32.~~33. Proposals received in response to an RFP process constitute a response to an inquiry and are, therefore, internal documents and are not subject to public opening.

~~33.~~34. The following criteria will be considered when awarding an RFP:

- a. Price
- b. Capability to perform work

- c. Past experience with bidder
 - d. Result of reference check
 - e. Information relating to financial state of bidder
 - f. Availability
 - g. Quality
 - h. Warranties
- ~~34.~~35. The lowest priced bid meeting the tender requirements will not necessarily be accepted. If the lowest bid was not selected, justification in writing, along with a recommendation to award based on alternative criteria, must be submitted to the Chief Administrative Officer and/or Council based on the purchasing levels outlined in this policy.
- ~~35.~~36. The right to reject any or all tenders is reserved by the County of Stettler No. 6 Council.
- ~~36.~~37. Any or all tenders will be rejected if there is reason for believing that collusion exists among the Bidders, and none of the participants in such collusion will be considered in future proposals.
- ~~37.~~38. Suppliers and Contractors currently involved in civil or criminal legal actions involving the County are excluded for providing bids and services until such time as the action is resolved to the satisfaction of the County or as directed by a Court having jurisdiction over the matter, notwithstanding all available appeals.
- ~~38.~~39. Failure to satisfactorily complete previous contracts, avoidable delays in completing such contracts, or a lack of experience or capital will be considered sufficient cause for rejecting any tender.
- ~~39.~~40. To minimize risk to the County of Stettler No. 6, in the event of a legal challenge to a tendered procedure, the following clause must be included in advertising and tender documents: "County of Stettler No. 6 reserves the right to accept or reject any or all tenders and to waive irregularities and informalities at its discretion. County of Stettler No. 6 reserves the right to accept a tender other than the lowest tender."
- ~~40.~~41. All inquiries by vendors on any procurement documents must be through written or email methods
- ~~41.~~42. The user County department must set a date and time by which prospective bidders must register their intent to bid. This date and time shall be at least 2 business days before the date and time set for receiving tenders
- ~~42.~~43. All prospective bidders must register their interest with the County source department through an included form in the advertised package to ensure they receive all communications related to the tender. Bidders that have failed to register their intent to bid prior to the prescribed date and time will have their bids returned unopened.
- ~~43.~~44. If bidders fail to submit a bid on/before the prescribed date and time, their bids will be returned unopened.
- ~~44.~~45. Bidders and suppliers may not use phone conversations to qualify their bids. The source County department will identify through the written communications whether the question or clarification is of subject matter that is required to be shared with other

registered bidders through and addendum or if the question or clarification constitutes a privileged process or product that will not be shared with other bidders.

~~45.~~46. The tender documents will include a list of Vendor Responsibilities, outlining the expectations for each and every Tender and RFP required by the County of Stettler No. 6.

Awarding and Documentation

~~46.~~47. Once the tender has been approved, the user department, in cooperation with ~~the Executive Assistant and Legislative Services~~ relevant departments, is responsible for drafting the contract and getting signatures on all documents required.

~~47.~~48. The department that initiates the tender process will ensure that all original signed documents will be forwarded to Records Management so that a contract file may be created. Tenders are considered to be public records, must be available for public review and must be retained as per the County of Stettler No 6 approved retention schedule.

Conflicts of Interest

~~48.~~49. Employees are to exercise caution when dealing with vendors where there is the possibility or perception of a conflict of interest, either through a direct or indirect relationship of any kind and must declare any actual or potential conflict of interest that may arise at any time in the procurement process to their supervisor.

~~49.~~50. Employees will not use their public role to influence or seek to influence a County procurement decision which could further a personal and/or business interest of the employee or employee's family.


~~50.~~51. Procurement documents will require vendors to declare that there are no conflicts of interest or provide details of any actual or potential perception of conflicts of interest with employees or elected officials. Vendors will not necessarily be disqualified due to the existence of a conflict of interest provided that it is identified, recorded and acknowledged at the outset and proper precautions are exercised to limit any such conflict of interest.

Connected Documents

There are no documents currently associated with this Policy.

Policy Authorization

Type of Authorization	Resolution No.	Effective Date
<i>Adoption</i>	485.11.13.18	November 13, 2018

	County of Stettler – Legislative Policy Manual	
	Categorization Administration and Finance	Policy No. AF 6.23
	Policy Name Community Investment Program	
	Approved By: Council	Approval Date April 14, 2021
	Latest Revision October 13, 2021	

Purpose

To establish guidelines for Council to address sponsorship requests from community organizations.

Statement

~~Council recognizes that Community organizations should be supported in principle and with resources. Funding under this Policy is a one-time interim measure and is not to be relied on as a continuing source of revenue. Council fully expects community organizations to be self-sustaining and to develop working relationships with other contributing partners.~~

Definitions

~~There are no definitions currently defined as a part of this Policy.~~

Procedure

Funding Allotment and Allocation

The County of Stettler shall support this policy through an annual budget allotment of ~~\$15,000.00~~ and accounted through a designated ~~General Ledger~~ general ledger ~~Account~~ account.

~~This annual grant is dependent on available funding.~~

~~The amount of grant funding available annually may vary.~~

Eligibility

Assistance may be provided to community organizations whose proposals ~~demonstrate the following:~~ meet the following criteria:

- ~~• Applicants can only submit one funding application annually.~~
- Benefits the community.
- Includes ~~C~~community involvement and support.

- ~~• Long term viability.~~
- Program or event must be open to the public.
- Program or event cannot make a profit.
- County of Stettler will be recognized as a source of funding.

Applicants who have been funded within the same calendar year shall not be eligible for additional funding.

Only non-profit organizations, societies or associations who have good financial standing and operate within the County of Stettler will be eligible. The following organizations are eligible for funding under this policy:

- ~~• Non-profit organizations, societies or associations.~~
- ~~• Who are in good financial standing and operate within the County of Stettler.~~

Deadline

Completed applications must arrive to the County of Stettler Office no later than 4:30pm on December 31 and May 31 each year. Applications will be considered in January and June, annually.

Applications

~~Grant Applications shall be in the format prescribed by the Chief Administrative Officer, or their designate, and be completed in full. forms attached to this policy as Schedule "A" must be completed in full and contain the following: (no other form of application will be accepted)~~

- ~~• Name, address and contact information of the organization;~~
- ~~• The amount of financial support being requested;~~
- ~~• A description of the program, event or activity and associated dates and timelines;~~
- ~~• Benefit to the County of Stettler~~
- ~~• A budget identifying the proposed revenues and expenditures of the program, event or activity~~

Formatted: No bullets or numbering

~~Application forms can be picked up at the County of Stettler Administration Building and are also available electronically online at www.stettlercounty.ca.~~

The grant will be advertised on the County of Stettler Website prior to each application deadline.

Funding requests received after the application deadline will not be accepted and the organization will be requested to submit an application for the next grant period.;

~~Projects that are cost-shared or involve other means of collaboration and cooperation will be looked at more favorably than those that do not.~~

~~If the application form is not properly filled out, the grant application will not be considered.~~

Disbursement of Funds

Upon review of applications, Council will determine funding awards and select successful applicants and projects by resolution. Grant funding request amounts are subject to adjustment. ~~Upon review of submissions/applications, Council will approve funding for selected project(s) by resolution.~~

The award of funds shall be at the sole discretion of Council. Council may consider, but shall not be limited to:

- Cost sharing and other collaboration
- Whether the project or event is new to the community
- 1.1. Whether the project or event requests funding annually

Formatted: No bullets or numbering

Applicants will be notified ~~upon Council approving their application~~ of Council's decision.

~~Grant funds requested by the recipient may be adjusted due to annual budget limitations.~~

Connected Documents

- Community Investment Program Application

Policy Authorization

Type of Authorization	Resolution No.	Effective Date
<i>Adoption</i>	104.04.14.21	April 14, 2021
<i>Amendment</i>	300.10.13.21	October 13, 2021