

County of Stettler No. 19

Services Proposal for Preparation of Rural Water Strategy

PROJECT TASKS AND MEETINGS

Task 1 – Project Start Up

Task 1 will identify issues to be addressed, loosely define the potential scope and breadth of the strategy to be developed and determine the information that the consultants will gather and present. As well, the tasks and approach to developing the strategy and their timing would be confirmed. The goals and expectations with respect to public involvement and participation in developing the strategy would be identified including any specific stakeholders that should be consulted in the process.

Meeting 1

Attending:

- Consultants, Council, CAO and management staff involved with land use planning and operation and development of water systems

Meeting Activities

- Identification of Issues
- Potential Scope of Strategy
- Confirmation of Information to be gathered
- Project Tasks and Steps, timing and schedule
- Extent and Manner of Public Participation

Advance Meeting Materials:

- Discussion Paper framing the meeting activities

Task 2 – Information Gathering

The second task would involve the gathering of available information upon which Council can then consider what their objectives and strategy should be. The information that would be gathered and summarized would potentially include:

1. Relevant goals and objectives of the Provincial and Federal Government with respect to water supply

2. Existing County goals, objectives and policies concerning or relating to the issues of water supply and use.
3. The current water supply situation affecting the County including:
 - a. Groundwater Conditions Generally
 - b. Current Water Supply status in County hamlet and Development Areas and in Municipalities in County Region:
 - i. Hamlets
 - ii. Summer Villages
 - iii. Present and known future Rural Subdivision and Multi-Lot development areas
 - iv. First Nations
 - v. Other Municipalities within County area
 - vi. Other Municipalities adjacent to County
 - c. Regional Water Supply Options
4. Options and Alternatives for Water Supply:
 - a. Relevant standards and requirements of the Provincial and Federal Governments - current and, where evident, future regulatory directions
 - b. Responsibility for Supply:
 - i. Private Supply
 - ii. Collective Supply
 1. Informal Land Owner Groups
 2. Land Developers
 3. Water Cooperatives
 4. Public Utilities
 - c. Technical Aspects and Infrastructure
5. Approaches and Policy Directions to Rural Water Supply in Other Rural Municipalities:
 - a. Neighboring Rural Municipalities
 - b. Selected Other Rural Municipalities in Alberta

Consultants will plan to spend at least one day at County Office gathering information from County administration and staff.

A printed report summarizing and setting out the information gathered will be prepared and circulated to the CAO for confirmation of accuracy and then to Council and others for review.

Task 3 - Development of Overall Goals, Objectives and Strategy

With the information gathered, Council will be in a position to set down the overall goals and objectives for the County with respect to water and the strategy for achieving these.

The roles and responsibilities of the County and others would be defined and scope of the strategy determined.

Meeting 2

Attending:

- Consultants, Council, CAO, management and staff involved with land use planning and operation and development of water systems

Meeting Activities

- Examine Policy Options
- Define the appropriate roles and responsibilities of the County and the roles and responsibilities of others including land owners, developers, citizens and other governments
- Prescribe the Scope and breadth of the Strategy defining what matters to address and what matters to leave out
- Confirmation of Information to be gathered

Advance Meeting Materials:

- Report on Information Gathered
- Discussion Paper framing the discussion of meeting activities

Task 4 - Development of Detailed Objectives and Strategies

With the overall goals and objectives set out, the respective roles and responsibilities established, and the overall strategy defined, the detailed objectives and strategies, including cost implications, can be developed. This staged would tie the emerging strategy to the two regional supply projects- Ashmont and Elk Point/County of St. Paul - under consideration.

Meeting 3

Attending:

- Consultants, Council, CAO, management and staff involved with land use planning and operation and development of water systems

Meeting Activities

- Review draft of detailed objectives, policy lines and strategies
- Review of Specific Projects and Developments
- Identify any arrangements for public review and input needed.

Advance Meeting Materials:

- Draft Strategy Document

- Discussion Paper framing the discussion of meeting activities

Task 5 – Finalization of Draft

Based on the detailed review of the draft strategy document, the consultants will undertake any further amendment, enhancement and redrafting required.

Meeting 4

Attending:

- Consultants, Council, CAO and management involved with land use planning and operation and development of water systems

Meeting Activities

- Review second draft of Strategy Report and Finalization
- Finalize Public Presentation

Advance Meeting Materials:

- Revised or Second Draft of Strategy Document

Task 5 - Public Review of Strategy

Once completed to the satisfaction of Council, the Strategy would be reviewed with the public in what ever manner and form has been determined.

Task 6 – Adoption

The draft Strategy together with any amendments arising from public participation would be presented to Council for final consideration and adoption.

Meeting 5 (Part of Council Meeting)

Attending:

- Consultants, Council, CAO, management involved with land use planning and operation and development of water systems

Meeting Activities

- Presentation of Final Strategy Report
- Adoption

Advance Meeting Materials:

- Final Draft of Strategy Document

PROJECT COST ESTIMATE

Consultant Services would be charged on a time and expense basis with an estimated cost of \$51,700. The project cost estimate is based on the following:

Consultant Rates:

John Van Doesburg, C and J Vanco -\$125 per hour
Robert Jenkins, R Jenkins Consulting Ltd. - \$100 per hour
Vehicle Costs - \$.52 per kilometer

Strategy Preparation Costs

Consultants Estimated Time	
John Van Doesburg – 60 hours	\$7,500
Robert Jenkins – 200 hours	\$20,000
Travel Costs	\$500
Engineering Allowance	\$10,000
Allowance for Other Costs	\$3,000

Meeting Costs

Consultants Estimated Time	\$9,000
Travel Costs	<u>\$1,700</u>

Total Estimated Project Costs	<u>\$51,700</u>
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Notes

1. Project Estimates allow for 5 meetings in St. Paul with consultants, Council and staff. Consultant time needed for public events, presentations, open houses would be additional and would depend on the decisions made on the extent and nature of public involvement.
2. It is anticipated that County of St. Paul resources would be used for producing the mapping and presentation material needed.
3. An allowance of up to \$10,000 is identified for engineering consultant services that may be need in the preparation of the Strategy.